

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

CRITICAL HIRE/UNEXPECTED VACANCY

July 9, 2012

| Site | Position | Rationale |
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| GC | CDC Assistant Sr. IA-00051 | <ul style="list-style-type: none"> Per Dept. of Ed and Community Care Licensing regulations, this position must be filled by a “teacher” who holds a Child Development Teacher Permit or higher. CDC Asst. Sr. is the position title for what the state deems a Child Care/Preschool Teacher. This position works directly with lab students in the center and provides feedback that can affect grading so a student worker could not be used. This position is necessary to meet legal mandates and NAEYC Accrediting requirements including teacher: child ratio, credentials. This position was vacated by the ERI. Position is in the 12/13 Tentative Budget and paid for with restricted funding. |
| GC | CDC Assistant Sr. IA-00099 | <ul style="list-style-type: none"> Per Dept. of Ed and Community Care Licensing regulations, this position must be filled by a “teacher” who holds a Child Development Teacher Permit or higher. CDC Asst. Sr. is the position title for what the state deems a Child Care/Preschool Teacher. This position works directly with lab students in the center and provides feedback that can affect grading so a student worker could not be used. This position is necessary to meet legal mandates and NAEYC Accreditation requirements including teacher: child ratios and credentials. Position vacated by resignation in August 2012 and was covered by existing staff (CDC Training Specialist). The Training Specialist retired with the ERI in June 2012. We will need to replace with a teacher who meets the legal requirements, however we do not need the higher level of Training Specialist. Position is in the 12/13 Tentative Budget and paid for with restricted funding. The contract is at level 24-A, as a 10 month .90 work week. Reducing this position from CDC Training Specialist, level 30 + longevity, to the CDC Assistant Sr., level 24 will show an estimated savings of \$19,845 the first year. |
| GC | Foster Care Education Program Supervisor SU-00042 | <ul style="list-style-type: none"> This position supervises Foster, Adoptive and Kinship Care and Education Program, a \$1.25 million dollar grant that provides education and training throughout the county. This is an essential operation. In order to maintain the funding this position supervises over 100 short term hourly and guest instructional providers, works closely with San Diego County Health and Human Services, executes the requirements of the funding, collects data, files reports and prepares budget, contract and purchasing. This position was vacated by the ERI. Position is in the 12/13 Tentative Budget and paid for with restricted funding. |

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| GC | General Maintenance Worker, Senior CL-00010 | <ul style="list-style-type: none"> • This position assists with the renovation and repair of Grossmont College and District Office facilities including carpentry work, plastering, dry wall, roofing repairs, plumbing and hardscape • This position is necessary to provide a critical level of support services and to meet health and safety requirements of a college the size of Grossmont. • This position was vacated by the ERI. • This position is in the 12/13 TB Budget. |
| GC | Facilities Director MG-00067 | <ul style="list-style-type: none"> • This position provides day to day operational supervision and oversight for all campus Grounds, Maintenance, Operations and Custodial departments. The Facility Director also assists in the planning, design, coordination, and construction of campus construction and renovation projects. • This position is critical to meet legal mandates and to ensure the college remains compliant and submits the proper reports and logs for all Federal, State, and local code requirements. • This position has been vacant for 4 years during which time the Vice President of Administrative Services has filled both roles • Savings from the Director of Facilities vacancy as well as the Campus Project Manager vacancy will be used to fund the position |
| GC | Bookstore Account Clerk, Sr. CL-00314 | <ul style="list-style-type: none"> • This position provides accounting support for all of the Bookstore operations including invoicing, cash receipts, account reconciliation, inventory, and other accounting functions to ensure proper business practices remain in tact • This position is required per the contract agreement with Barnes and Noble and is critical to provide the appropriate level of operations support and to ensure fiscal integrity within the Bookstore operations. • This position was vacated by the ERI. • This position has no cost to the institution as Barnes and Noble reimburses the college for this expense. |
| GC | Bookstore Purchasing Assistant CL-00231 | <ul style="list-style-type: none"> • This position assists faculty in researching and selecting textbook options and helps bundle instructional materials appropriate for classes and alternatives for keeping student costs down. Position also verifies stock, set the floor with the shelf tags, matching the amount of space on a shelf with the amount of books ordered, making sure the information on the shelf tags are accurate. • This position is required per the contract agreement with Barnes and Noble and is critical to provide the appropriate level of instructional support services to our faculty and staff. • This position was vacated by the ERI. • This position has no cost to the institution as Barnes and Noble reimburses the college for this expense. |
| GC | Instructional Dean (ESBS) MG-00009 | <ul style="list-style-type: none"> • This position (describe what position does) • This position is critical to provide essential instructional supervision over the ESBS division • This position was vacated by the ERI. • This position was in the current 2011-12 budget |

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| GC | Instructor, Respiratory Therapy IN-00209 | <ul style="list-style-type: none"> • Teaches the all aspects of the Respiratory therapy program. • This position is an accreditation requirement as the number of full time faculty in this program is 1.4425. CoARC standards, section II.2.15 requires sufficient faculty and a clinical ratio of 6:1. COARC goes on to state there can be no less than two full time faculty members for any RT program. • Position will become vacant with the retirement of the current program coordinator in spring 2013, it is essential that a full time faculty member be hired. • Position is in the 12/13 Tentative Budget |
| GC | Instructor, Cardio Vascular Technology IN-00035 | <ul style="list-style-type: none"> • Teaches the invasive portion of the CVT program since and will also do the coordinator role. • This position is critical to meet accreditation requirements. The position is required by the Commission on Accreditation of Allied Health Education programs (CAAHEP) [Section III B. (1). Each CVT track is required to have a track specialist teaching in that track [Section III 3 (b). • This position was vacated by the ERI. • Position is in the 12/13 Tentative Budget |
| GC | Instructor, Nursing (OBGYN) IN-00074 | <ul style="list-style-type: none"> • Teaches the required Obstetrical nursing curriculum [Section 1426 (d) Nurse Practice Act]. Masters in nursing is required. • This position is critical to meet accreditation requirements and a legal mandate due to the required 1:10 ratio for nursing. • This position was vacated by the ERI. • Position is in the 12/13 Tentative Budget <i>*Please note this would be a fall hire for a spring start.</i> |
| GC | Counselor/Articulation Officer CN-00025 | <ul style="list-style-type: none"> • This position is critical to the overall campus as the individual is responsible for insuring that our curriculum is up to date in meeting the transfer standards of the four-year institutions. • This position is critical to support the legal mandates set forth in the California Community College mission, Student Success Task Force recommendations and accreditation standards as they all address the successful transfer of students. • This position was vacated by the ERI. • This position was in the 2011-12 budget |
| GC | Clerical Assistant CL-0305 | <ul style="list-style-type: none"> • This position serves in the evening, from 5 p.m. – 9 p.m. answering the Instructor’s Absence Hotline, posting class cancellation notifications and providing follow-up information to the Dean’s office. This position performs a variety of time-sensitive and detailed clerical duties such as preparation of student discipline correspondence, memoranda, reports, requisitions, forms and other materials, as well as recording and tracking information from a variety of sources. In addition, the position answers telephones, greets the public, including usage of Free Speech Zones; provides routine information and assistance to callers, takes messages or refer calls or visitors to appropriate personnel; schedules appointments for students, faculty or the public as appropriate. • This position is critical to meet the minimum critical threshold of support services and legal mandates. • The position is vacant due to the release of an employee during their probationary period. • In FY 12-13 budget. |

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| CC | Dean of Instruction | <ul style="list-style-type: none"> • This position is one of three instructional deans in the college and will provide administrative oversight and support for a complex division composed of math, science and CTE programs. • This position is essential for the operation and supervision of a complex instructional division, critical for maintaining threshold of educational and support services • Position became vacant as of July 1, 2012 due to retirement. • Unrestricted general fund |
| CC | Faculty-Spanish | <ul style="list-style-type: none"> • This position will perform all duties of full-time instructional faculty position. • This position is one of only two full-time faculty positions in the World Languages Department. This position is needed for critical threshold of educational services. • Position has been vacant since retirement in 2009. • Unrestricted general fund |
| CC | Administrative Assistant (Confidential) | <ul style="list-style-type: none"> • This position will perform a variety of complex functions and will provide overall administrative support to the College President. • This position is essential for the overall operations of the Office of the President. This is the only confidential position on campus. • Position became vacant on July 1, 2012 due to retirement. • Unrestricted general fund |
| CC | Student Services Specialist- EOPS | <ul style="list-style-type: none"> • This position performs a variety of specialized duties in EOPS, including but not limited to: assist with monitoring of budget and program plan as per Title 5; maintain correspondence, records, and reports; prepare requisitions; provide technical assistance and information to students; schedule counseling and peer appointments. • This is the only contract, classified position in EOPS and it is needed to support the overall operations of the program as per Title 5. • Position becomes vacant as of July 1, 2012 due to the Early Retirement Incentive (ERI). • Restricted funding, budget neutral |
| CC | Admissions and Records Assistant | <ul style="list-style-type: none"> • The A&R Assistant position plays a key role in the daily operations of the Admissions and Records department. The person fills numerous roles including but not limited to: regular/rush official transcript processing, DARS (Degree Audit system) Data entry, MyCAA verification and submission. Ensures compliance with DoD funds for students (similar to VA GI Bill benefits tracking). Updating student academic programs, education goals (critical for Financial Aid), updating advanced standing (modifying, adding or removing other educational institutions attended). • There is only one full-time classified A&R assistant left to serve 10,000 students due to the current position being vacated from a promotion. • The person in this position was promoted to Instructional Operations at Cuyamaca College as of June, 2012. • In FY 12-13 budget. |

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| CC | Custodian | <ul style="list-style-type: none"> • Day custodial duties, event set ups, direct workload of student hourly positions. Maintain adequate sanitary conditions in all restrooms campus wide. • The only daytime custodian on campus to maintain cleanliness, restock restrooms, safety issues, classrooms, and spills and other duties as assigned. • Position became vacant on May, 2012 due to a death. • In FY 12-13 budget. |
| DS | Programmer Analyst, Senior CL-00029 CL-00113 | <ul style="list-style-type: none"> • Provide Programming, Analysis, and support of Administrative systems such as Colleague/WebAdvisor, IFAS (Financials, HR, Payroll, Benefits, Purchasing), SIRSI (Library), SARS (Counseling), DARs (Degree Audit), Document Imaging, MIS State Reporting, Research, Financial Aid, Curriculum Approval, CMS (Blackboard), SQL reporting, Resource25 (Room Scheduling), etc • Critical threshold for technology support of Admin Systems • Vacancies due to retirements • Unrestricted General Fund |
| DS | Programmer Analyst CL-00196 | <ul style="list-style-type: none"> • Provide Programming, Analysis, and support of Administrative systems such as Colleague/WebAdvisor, IFAS (Financials, HR, Payroll, Benefits, Purchasing), SIRSI (Library), SARS (Counseling), DARs (Degree Audit), Document Imaging, MIS State Reporting, Research, Financial Aid, Curriculum Approval, CMS (Blackboard), SQL reporting, Resource25 (Room Scheduling), etc • Critical threshold for technology support of Admin Systems • Vacancy due to retirement • Unrestricted General Fund |