

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

September 22, 2014

Date

Site	Position	Justification
GC	Admissions and Records Assistant, Senior CL-00166 Admissions and Records	<ul style="list-style-type: none"> • What will the position do? Receives official transcripts from other institutions; logs, screens and processes each for number of units to be posted to advanced standing on GCCCD transcript; scans each to make available to Evaluations Advisors for evaluation and to counselors for use in developing initial and comprehensive education plans for students. • Current status of position? Position is vacant. • Strategic Staffing Rationale: This position is required to provide a critical threshold of student support services and meet the SSSP mandate to provide educational planning to all students. Processing incoming transcripts quickly and making them available to evaluators and counselors is critical to the timely clearance of prerequisites and the development of effective, accurate and complete educational plans that do not require duplicate coursework on the part of students. • Budget Impact: Included in the 2014-15 Adopted Budget using Restricted SSSP Funding Plan. <ul style="list-style-type: none"> ○ Key code - 1333292-2110 ○ CL/27/B ○ Salary \$33,480 plus benefits
GC	Evaluations Advisor CL-00487 Admissions and Records	<ul style="list-style-type: none"> • What will the position do? The position evaluates incoming (other institutions) and GCCCD transcripts and posts units to the appropriate degree audit (DARS) categories to determine which degree, certificate and transfer requirements have been met and which remain outstanding. Also evaluates Veterans' other-institution and GCCCD transcripts to determine appropriateness of declared major for VA benefits purposes. • Current status of position? The position is vacant. • Strategic Staffing Rationale: This position is required to provide a critical threshold of student support services and meet the SSSP-mandates. The Evaluator role in the initial evaluation of transcripts when a student arrives at Grossmont underpins the counselors' ability to map out the most efficient, non-duplicative pathway to degrees, certificates and transfer that takes in <u>all</u> the student's academic work. Lengthy turn-around time for transcript evaluation because of under-staffing limits the college's ability to meet SSSP expectations. In addition, this position would provide more timely evaluation of transcripts required for graduation.

		<ul style="list-style-type: none"> • Budget Impact: Included in the 2014-15 Adopted Budget using Restricted SSSP Funding. <ul style="list-style-type: none"> ○ Key code - 1333294-2110 ○ CL/35/B ○ Salary \$46,212 plus benefits
GC	Director of Nursing MG 00106 Nursing Department	<ul style="list-style-type: none"> • What will the position do? This is a replacement position for a Director of Nursing which is a full-time management position. This position will be responsible for all aspects of administering and evaluating the nursing program and is needed by April 2015. • Current status of position? The Dean of Allied Health & Nursing with assistance from the Assistant Director of Nursing are currently covering the responsibilities of this position. • Strategic Staffing Rationale <ul style="list-style-type: none"> ○ Accreditation Requirement: During the ACEN in October 2014, there was a recommendation to fill this position due to work load issues for the Dean. <p style="margin-left: 40px;">Additionally, the California Board of Registered Nursing (BRN) requires the program have a director. (1424) (e) Nurse Practice Act.</p> • Budget Impact – This position was not part of the initial Adopted budget and would result in a 3 month increase within the 2014-15 unrestricted general fund and the remainder in the 2015-16 budget. <ul style="list-style-type: none"> • Key code 1370604 • MG/08/B • Total Cost=\$92,698 (plus benefits and stipend)