

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

November 10, 2014

Date

Site	Position	Justification
CC	Vice President, Administrative Services MG-00075 1.0 FTE Administrative Services	<ul style="list-style-type: none"> What will the position do? The Vice President of Administrative Services serves as the chief financial officer for Cuyamaca College. This position provides administrative oversight and support for the Administrative Services Division, which includes 10 departments. Current status of position? The VPAS position will become vacant on October 27, 2014 due to the resignation of the incumbent. Strategic Staffing Rationale This position is necessary for maintaining critical threshold of educational and support services. In addition with compliance (Education Code, Title 5) and accreditation. Budget Impact – Identify the following Included in FY 14/15 general fund budget. 1427001-1250. MF-12 Step B is \$121,178
CC	Account Clerk, Sr. CL-00286 .75FTE Continuing Education and Workforce Training <hr/> .25 (Restricted – Fee- based budget) 1446091 .50 (Unrestricted - General Fund) 1448001	<ul style="list-style-type: none"> What will the position do? <i>The .5 FTE general funded portion of this position is responsible for the maintenance of assigned accounts and financial records for the Continuing Education and Workforce Training Division. This position is also responsible for providing purchasing, payroll, and FTES reporting functions for the noncredit program, in addition to reconciling financial records, creating quarterly and annual reports and processing various documents involved in financial transactions such as PRs, reimbursements, contracts and payroll/hiring related transactions. The .25 restricted (paid for with fee-based and contract education revenues) provides the same critical supportive services, but for fee-based and contract education programs.</i> Current status of position: <i>This position has been vacant as of October 3, 2014 due to the current employee accepting a new full-time position with the GCCCD Auxiliary Organization. CEWT Division staff has temporarily “filled in” but critical reporting and preparation for audits have not been efficient or effective since the employee’s departure.</i> Strategic Staffing Rationale: <i>This position is considered a critical hire due to the vital nature of support provided to maintain a critical threshold of services that enables the matriculation of noncredit students to college and career. This .5 FTE portion of this position (general funded) is the only classified position in the division supporting approximately 15+ noncredit instructors teaching 50+ sections/year (80-100 FTES/year) providing instruction to over 1500 students/year. This position is also solely responsible for purchasing (PR, RFC, invoices), employment services such as orienting new instructors, ensuring their hire paperwork is complete and accurate for HR, timesheet verification, and noncredit FTES reporting (including</i>

		<p><i>ensuring that noncredit instructors do not exceed load limits within the district).</i></p> <p><i>Pending the result of AB 86, and the enhanced funding of noncredit at a higher rate, growth of the noncredit program is highly likely. A vacancy in the position would preclude timely support, thus impacting the efficient operation of the division and therefore the college. Growth would not be possible.</i></p> <p><i>With the Division's noncredit and not-for-credit faculty recently joining AFT, this position will play a key role in providing fiscal and Datatel reports that ensure that contract compliance is adhered to.</i></p> <p><i>NOTE: As part of the evaluation related to this Strategic Hire Request, the Division Dean has considered reducing the position to part time (.475) to reduce funding associated with benefits, but due to the sizable workload associated with this position, it is not reasonable. In the past two years the department has provided an Adjustment of Assigned Time (allowable per CSEA contract) to increase hours for this part-time position due to short-term demands of fiscal year close out and program audits.</i></p> <p>Budget Impact: <i>This position is currently funded in the 2014/2015 fiscal year budget as follows: 50% 1448001-2110 \$21,786.79 (unrestricted general fund) + 25% 1446091-2110 \$10,891.76 (restricted-fee-based/contract education revenue).</i></p>
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