

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

February 2014

Site	Position	Justification
CC	Assistant College Cashier CL-00316 (1 FTE)	<ul style="list-style-type: none"> • What will the position do? This position is responsible for the following: Open front windows in the Cashier’s office, provide customer service to all; students, employees and guests. Post and receipt all tuition payments by phone, mail and front window. Post and receipts all military checks from US government. Provide service to students for paying of chemistry fines, library fines, parking citation fines, overdue book loans, over- payments of Financial Aid disbursements. Selling of semester bus pass. Provide service to students requesting transcripts or enrollment verification. Provide parking permits to all staff and adjunct employees: maintains the log sheet and updating spread sheet for parking permits issued. Provide hourly parking permits to students and filing. Distribute district contracted and hourly payroll checks. • Current status of position? This position is vacant due to resignation as of February 28, 2014. • Strategic Staffing Rationale This position is necessary for maintaining a critical threshold of educational and support services. • Present a rationale that includes the following (where applicable): <ol style="list-style-type: none"> 1. Will the position result in increased student FTE? How/How much? Yes, student success will increase to provide information regarding registration and fees to all current and future students that call or come to Cashier’s. Would estimate it will increase FTE’s based on the amount of questions and services the Cashier’s provide. 2. Will the position increase student access, progress, and success? How? Yes, most commonly FAQ’s are regarding payments and types of options available. Student success will be achieved if the student does not have to worry about being dropped from classes. 3. What impact will the position (or not filling the position) have on workload distribution within the work unit? Not filling the position will cause delays in returning phone messages, longer lines waiting at the cashier’s office. Not filling the position will impact distribution of monthly paychecks being distributed from the window and parking permits for all classified, adjunct and student hourly workers. Not filling the position will cause delays in bank deposits to the bank and possibly losing interests on monies. Not filling the position will compromise safety

		<p>with only one full time classified employee in a secure office.</p> <p>4. How much part-time, overtime is currently being used? Comp time work is used only during peak times i.e., the beginning of each school semester and have extended hours to provide service and at the beginning of parking permit enforcement. Average hours would be approximately 3-7 hours per semester.</p> <p>5. How does this position address strategic priorities and/or institutional priorities? N/A</p> <p>6. What other benefits to GCCCD will result from filling this position? Cashier staff will be able to participate in campus wide activities i.e. Convocation, events, workshops and monthly DIT meetings at the district.</p> <p>7. Is there other information that should be considered when analyzing and evaluating this request? Cuyamaca Cashier's office is under Administrative Services and remains open on Friday's all day to provide customer service to all students for both campuses.</p> <ul style="list-style-type: none"> • Budget Impact – This position is funded in the current year unrestricted general fund.
CC	Environmental Health and Safety Management Instructor IN-XXXXX (1 FTE)	<ul style="list-style-type: none"> • What will the position do?- This position will perform all duties of full-time instructional faculty and serve as the coordinator for the Environmental Health and Safety Management Department. There is currently no full-time faculty in the EHSM discipline. • Current status of position? There are currently no full-time faculty teaching in this discipline; the program coordinator is an adjunct instructor currently employed in the field with limited time available to dedicate to this program. • Strategic Staffing Rationale: This position is necessary for maintaining a critical threshold of educational services to ensure student success; for expanding the program to meet the growing industry need; and provide the discipline coordination institutionally viewed as critical to the success of all academic programs. • Present a rationale that includes the following (where applicable): A full-time faculty member to lead this program is critical for the program to come into alignment with the strategic and institutional priorities related to student access and success through sufficient course offerings (resulting in increased FTES); improved SLO assessment rates; and proper program coordination. Additionally, this program has been of particular to international students who bring with them a variety of resources – cultural and fiscal – that benefit the college community. • Budget Impact – This position is funded in the current year unrestricted general fund.
CC	Automotive Technology Instructor	<ul style="list-style-type: none"> • What will the position do? Teach full-time classes in the Automotive Technology Program and perform other duties as assigned as per the full-time

	IN-00085 (1 FTE)	<p>faculty job description.</p> <ul style="list-style-type: none"> • Current status of position? This position is vacant due to retirements – one planned and one unexpected due to illness – in the program area over the last two years. Currently, classes formerly taught by the retirees are being covered by adjunct instructors who do not meet the requirements of the GM ASEP and Ford ASSET certification programs • Strategic Staffing Rationale - This position is essential for accreditation requirements and is a critical threshold of educational and support services. Industry partnerships, crucial to the employment success of our students, are in jeopardy if at least one instructor is not hired as a replacement for the retirees. • Present a rationale that includes the following (where applicable): This position will ensure that FTES in the program area can be maintained at current levels and hopefully increased. The workload in the department is currently being distributed to a variety of adjunct faculty which may lead to inconsistency. Another important consideration is the status of the nationally recognized ASEP and ASSET industry certifications offered through the automotive technology program, each of which requires a dedicated full-time faculty member to lead the program – lacking that support we are jeopardizing our reputation and our ability to serve that population of students. • Budget Impact – This position is funded in the current year unrestricted general fund.
CC	Child Development Center Training Specialist IA-00109 (1 FTE)	<ul style="list-style-type: none"> • What will the position do? Under the supervision of the Child Development Center (CDC) coordinator, this position is assigned to work directly with children in the classroom at the CDC. Planning and implementing curriculum and mentoring CDC student teachers and other CDC students working in the lab classroom. • Current status of position? This position was being filled by a substitute while the contracted person was on a leave of absence. Now that the position is vacant it is no longer being filled by the substitute. It is critical that a replacement be hired who is qualified to work in the classroom with children and supervise child development college students in the lab setting completing required coursework. • Strategic Staffing Rationale This position is an essential position providing direct service for daily operation of the CDC. Title 22 and Title 5 requirements, as well Community Care Licensing regulations, mandate certain ratios for supervision of children and require that staff in this position meet specific educational and experience criteria. Not having quality staff would be detrimental to our program and to the experiential opportunities for child development college students who utilize the site as a lab. Once the position is approved for hire, a qualified substitute will be hired until the permanent position is filled. • Present a rationale that includes the following (where applicable): The child

		<p>Development Center (CDC) Training Specialist is a critical employee in the legal and effective functioning of the Cuyamaca College CDC. A robust functioning CDC addresses both strategic and institutional priorities by providing relevant educational experiences for college students while supporting the larger community through the availability of a state-licensed, low-cost child care facility for local families. The CDC must comply with both Title 22 and Title 5 regulations of the California Code of Regulations as to staffing of qualified, licensed professionals in the appropriate ratios for effective supervision of children. The CDC also serves as a lab setting for adult students completing coursework in preparation for licensing in the child development field.</p> <ul style="list-style-type: none">• Budget Impact – This position is funded in the current year unrestricted general fund.
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