

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

February 2014

Site	Position	Justification
GC	Admissions & Records Assistant (25) CL 00184	<ul style="list-style-type: none"> • What will position do? Provide a wide variety of specialized and complex clerical duties related with Admissions & Records, Academic Records, Special Programs, and policies and procedures. This position processes internet applications via ccc-apply, resolve errors, determine special handling for residency issues and international student processing registration, grades and fees. This position also processes official transcript requests and prepares electronic files, paper transcripts, and mail transcripts as requested by students and other educational institutions in a timely manner and according to established guidelines and procedures. This position also serves as a rotating front counter member, serving as the face of the college. • Current status of position? This position is vacant due to promotion of former holder of position (Sandra Ramos to Student Services Specialist-Residency; Cuyamaca). • Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <p>This position is essential to processing official transcript requests and for preparing electronic files, paper transcripts and mail transcripts as requested for students in a timely manner and according to established guidelines and procedures. This position is also essential for the processing of internet applications via ccc-apply, and for resolving errors, and for determining special handling for residency issues and international student processing registration, grades and fees; All of which are vital components of the State mandated Student Success Support Initiative. With this vacancy, Admissions & Records will be down three (3) Admissions & Records (Records Clerk) positions as we were already down two positions due to retirements.</p> • Present a rational that includes the following (where applicable): This position is already allotted and budgeted with General funds and will increase student access, progress, success, and retention per the State mandated Student Success Initiative as it assists with the initial access point; the application, and the progress and success point; transcripts. <p>The Admissions & Records, Records and Transcript section has been decimated because of retirements and the past State budget climate. This position addresses both, strategic and institutional priorities by providing access to a diverse community college student population which is not only an institutional goal but also a component of the College’s mission. It is important to also note that this position is the backbone of Admissions & Records and serves not only students, but faculty and staff as well.</p>

GC	Administrative Assistant IV Office of Vice President, Student Services CL-00513	<ul style="list-style-type: none"> • Budget Impact – This position is included in the current 2013/14 budget. • What will position do? - Under the direction of the Vice President of Student Services, this position will perform a variety of difficult and highly complex administrative assistant duties. Examples include: perform secretarial and clerical duties; interpret and apply rules and regulations; run reports, requisitions, work orders, purchase orders, and fund transfers; greet office visitors; initiate and answer telephone calls; prepare and review routine correspondence, records, and other documents for accuracy, completeness and conformance to established rules and regulations; and establish and maintain a variety of records, logs and files. • Current status of position? The position is currently vacant due to a recent transfer. • Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): This position addresses a critical threshold of support services for the Office of the Vice President of Student Services. The Office of the VPSS is responsible for the operations of all student service programs. Thus, this position is critical in supporting the overall operations of student services. Examples of specific duties include: <ul style="list-style-type: none"> • Take notes at meetings the VPSS chairs • Maintain an organized filing system • Track and submit all signature items • Maintain the VPSS Calendar • Support the VPSS in submitting all mandated reports • Assist the VPSS in maintaining balanced budgets for all areas • Provide project level support (i.e. Program Review, SLO's) • Anticipate the needs of the office and provide heads up for upcoming deadlines • Support the distribution of important communique to SS and throughout the institution • Utilize software to develop tracking data bases • Assist in the coordination and implementation of meetings and events • 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? No 2. Will the position increase student access, progress, and success? How? By supporting the Office of the Vice President of Student Services, this position will have a positive impact on all areas of Student Services. As a result, it will have a positive impact on access, progress and success. For example, this position will assist the VPSS in working with student services on completing the program review process, which in turn is a mechanism for continuous improvement and resource allocation for student service programs, thus impacting access, progress and success. 3. What impact will the position (or not filling the position) have on
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		<p>workload distribution within the work unit? Not filling this position could significantly and negatively impact the work of the Vice President of Student Services, as this position is the primary support position for that Office.</p> <p>4. How much part-time, overtime is currently being used? None</p> <p>5. How does this position address strategic priorities and/or institutional priorities? By supporting the Office of the Vice President of Student Services, this position addresses many of the strategic and institutional priorities.</p> <p>6. What other benefits to GCCCD will result from filling this position? This position provides support to the Office of the President, as the 3 VP and President Admin positions work collaboratively to support that Office.</p> <p>7. Is there other information that should be considered when analyzing and evaluating this request? No</p> <ul style="list-style-type: none"> • Budget Impact – This position is included in the current 2013/14 budget.
GC	English—Generalist Composition position	<ul style="list-style-type: none"> • What will [this] position do? The new faculty member will teach all levels of the 5-course sequence of classes in the Composition program. • Current status of position? It is one of six (6) vacant full-time positions in the English Department resulting from retirements between 2011 and 2013. • Strategic Staffing Rationale Over the next 3-5 years, several retirements are anticipated, and new full-time faculty members will be needed to maintain and create effective curriculum in its foundational programs and to improve its FT/PT ratio. • 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? No. 2. Will the position increase student access, progress, and success? How? Yes. Our new full-time faculty member will participate in all aspects of the department, such as SLO development and assessment, as well as in the coordination and collaboration which exists between the various levels of the Composition program. 3. What impact will the position (or not filling the position) have on workload distribution within the work unit? The current workload for full-time faculty in the department is extremely heavy due, in part, to how active they are in service to the College, division, and District as well as to local, state-wide, and national organizations. An additional full-time instructor will significantly reduce the workload for all department members for better service to our students. 4. How much part-time, overtime is currently being used? Only 39% of the English Department’s FTEF is taught by full-time faculty; 61% is taught by adjunct instructors. Each new full-time faculty member hired moves us a little closer to a 50/50% FT/PT goal.

		<p>5. How does this position address strategic priorities and/or institutional priorities? The Department is at the forefront of student success efforts on this campus, the key component of the Educational MasterPlan and the Institutional SLOs.</p> <p>6. What other benefits to GCCCD will result from filling this position? Please see <u>Strategic Staffing Rationale</u> and responses to questions #2 and #3.</p> <p>7. Is there other information that should be considered when analyzing and evaluating this request? The English Department is one of the two largest on campus in terms of the number of sections offered, amount of WSCH generated, and student enrollment. The influx of new, committed full-time faculty is essential to take on the task of sustaining programs and, more importantly, creating new initiatives for future Grossmont College students.</p> <ul style="list-style-type: none"> • Budget Impact – This position will be budgeted and included in the 2014-15 budget using unrestricted funds.
GC	Nursing Instructor # IN-00083	<ul style="list-style-type: none"> • <u>What will position do?</u> Teach Pediatric courses. • <u>Current status of position?</u> Vacant as of June 2014. • <u>Strategic Staffing Rationale</u> The hiring of this position addresses accreditation mandates. The California Board of Registered Nursing (BRN) requires a full-time content expert in Pediatrics. • Present a rational that includes the following (where applicable): <ol style="list-style-type: none"> 1. Will the position result in increased student FTE? How/How much? No. These are cohort program. 2. Will the position increase student access, progress, and success? How? Yes. Knowledge and commitment to the curriculum in healthcare fields generally comes best from full-time faculty. 3. What impact will the position (or not filling the position) have on workload distribution within the work unit? Filling the position will place the program in compliance with their accrediting body. 4. How much part-time, overtime is currently being used? There are currently 16 part-time faculty who support the clinical components of the nursing program. 5. How does this position address strategic priorities and/or institutional priorities? Filling this position will foster student success, one of our strategic goals. 6. What other benefits to GCCCD will result from filling this position? Filling this position will contribute to persistence, reduced attrition,

		<p>and high graduation rates for students in this program.</p> <p>7. Is there other information that should be considered when analyzing and evaluating this request? This will be a very difficult position to fill as it is a specialty area. If not filled the program will have to try to recruit part-time faculty to teach in the classroom setting.</p> <ul style="list-style-type: none"> • Budget Impact – This position is included in the current 2013/14 budget.
GC	CVT Instructor # IN-00189	<ul style="list-style-type: none"> • <u>What will position do?</u> Teach in the vascular track for CVT. • <u>Current status of position?</u> It is one of two vacant positions in the CVT program. • <u>Strategic Staffing Rationale</u> The hiring of this position addresses accreditation mandates. Citing the 2010 Standards and Guidelines for the Accreditation of Educational Programs in Cardiovascular Technology from CAAHEP (Commission on Accreditation of Allied Health Education) • Present a rational that includes the following (where applicable): <ol style="list-style-type: none"> 1. Will the position result in increased student FTE? How/How much? No. These are cohort program. 2. Will the position increase student access, progress, and success? How? Yes. Presently we are piecing together a vascular teacher in the CVT program. With a full-time vascular track instructor there will be continuity in instruction. 3. What impact will the position (or not filling the position) have on workload distribution within the work unit? Filling the position will significantly reduce the departments need to try at get vascular instructors to teach this track. 4. How much part-time, overtime is currently being used? The two instructors (invasive and echocardiography) are both overload by a total of .5. 5. How does this position address strategic priorities and/or institutional priorities? Filling this position will foster student success, one of our strategic goals. 6. What other benefits to GCCCD will result from filling this position? Filling this position will contribute to persistence, reduced attrition, and high graduation rates for students in this program. Filling this position with a full time faculty member will also continue to provide the program rigor and excellent reputation it has in the community thus representing GCCCD in a positive manner. 7. Is there other information that should be considered when analyzing and evaluating this request? This will be a very difficult position to fill. If not filled the program will have to try to recruit part-time faculty to teach in the classroom

		<p>setting. Due to the load restrictions and the fact that part time faculty are employed full time in a facility this would require multiple part-time faculty.</p> <ul style="list-style-type: none"> • Budget Impact – This position will be budgeted and included in the 2014-15 budget using unrestricted funds
GC	Mathematics Instructor	<ul style="list-style-type: none"> • <u>What will position do?</u> Teach a variety of mathematics classes. • <u>Current status of position?</u> It is one of four vacant positions in the mathematics department. • <u>Strategic Staffing Rationale</u> The mathematics faculty members provide leadership for several college and state initiatives. Another full-time faculty member will be invaluable for providing needed instruction and support. • Present a rational 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. We will be able to offer several additional classes each semester. 2. Will the position increase student access, progress, and success? How? Yes. The work of the department will flow much more smoothly and more students will be served through tutoring and instruction. 3. What impact will the position (or not filling the position) have on workload distribution within the work unit? Filling the position will significantly reduce the workload for all department members. 4. How much part-time, overtime is currently being used? Only 42% of mathematics FTEF is filled by full-time instructors. 5. How does this position address strategic priorities and/or institutional priorities? Filling this position will foster student success, one of our strategic goals. 6. What other benefits to GCCCD will result from filling this position? Mathematics is a service area for many other programs and more students will be served in those areas. 7. Is there other information that should be considered when analyzing and evaluating this request? We need a more robust core of full-time mathematics faculty to strengthen this essential department and the college overall. • Budget Impact – This position will be budgeted and included in the 2014-15 budget using unrestricted funds
GC	Counselor	<ul style="list-style-type: none"> • <u>What will position do?</u> This position provides counseling and student development services and participates in departmental efforts to plan, implement and evaluate these services. Counseling efforts focus on educational, career technical and

		<p>personal counseling.</p> <ul style="list-style-type: none"> • Current status of position? Vacant due to early retirement. • Strategic Staffing Rationale <ul style="list-style-type: none"> ○ Critical threshold of educational or support services <p>The increased complexity of the implementation of ADT (Associate Degrees for Transfer), requirements of the Student Success Act, and Student Success & Support Programs (Formerly Matriculation) requires increased student services positions.</p> • Present a rational that includes the following (where applicable): <ol style="list-style-type: none"> 1. Will the position result in increased student FTE? How/How much? No 2. Will the position increase student access, progress, and success? How? Counseling faculty provide services to current and prospective students by way of appointment, orientation/advising, drop-in counseling, and online counseling. 3. What impact will the position (or not filling the position) have on workload distribution within the work unit? Without the position, essential services such as orientation, advising, educational planning will continue to be limited during a time when they are increasingly needed. Additionally, consistent part-time faculty is difficult to find. 4. How much part-time, overtime is currently being used? There are 17 part-time faculty and 13 full-time faculty. Nine of the full-timers teach classes and work extra pay. 5. How does this position address strategic priorities and/or institutional priorities? Student success is a strategic goal for the college and district. The program review committee recommended hiring additional counseling faculty and this is listed in the 6-year plan. 6. What other benefits to GCCCD will result from filling this position? Enhanced services to students, increased outreach to prospective students, and proactive means for enabling students to succeed and complete degrees, certificates and transfer pathways. 7. Is there other information that should be considered when analyzing and evaluating this request? Counseling provides in-person and online services, drop-in, appointments, workshops, crisis intervention, career counseling and academic counseling • Budget Impact – This position will be budgeted and included in the 2014-15 budget using unrestricted funds.
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