

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

8/10/15

Date

Site	Position	Justification
DS	<p>Chancellor/Governing Board Office Assistant</p> <p>Position CO-# Pending</p> <p>FTE: 1.0</p> <p>Department: Chancellor/Governing Board Office</p>	<ul style="list-style-type: none"> • What will position do? <ul style="list-style-type: none"> ○ The position is essential to the operations of the Chancellor & Governing Board Office in providing a critical level of support services to the Governing Board and Chancellor. ○ Prepare board materials, exhibits, and confidential communication items. Prepare closed session agenda items and back-up materials for Governing Board meetings. Provide support for student success initiatives, including East County Education Alliance, Achieving the Dream, including regional, state and national participation. Review and updating of District board policies and administrative procedures. Accreditation Standard IV oversight. ○ Maintain records and files, schedule meetings, IFAS tasks, including purchase orders and requests for contract, and processes procurement card statements, conference and travel preparations, destruction of records, and supply orders ○ Learn Cascade and become a resource for this tool and Internet heavy posting for Board, council, and committee meetings • Current status of position – <ul style="list-style-type: none"> ○ This is a new position. • Strategic Staffing Rationale <ul style="list-style-type: none"> ○ Critical threshold of support services, which serves as a resource and support function for the Chancellor and Governing Board Office. ○ Monitors notice requirements and Brown Act compliance for board meetings, and ensure compliance with state and county filing mandates. • Budget Impact – Identify the following: <ul style="list-style-type: none"> ○ This position will be funded in the 2015-16 budget ○ Unrestricted General Fund ○ Key code and Object: 1111001-2130 ○ Fiscal Impact - \$43,178 plus benefits ○ New Confidential position – No RAF impact
DS	<p>Human Resources and Labor Relations Specialist</p> <p>CO-00012</p> <p>FTE: 1.0</p>	<ul style="list-style-type: none"> • What will the position do? <ul style="list-style-type: none"> ○ Conduct informal and formal complaint investigations and fact-finding activities, research information related to human resources and labor relations. ○ Support negotiations, prepare collective bargaining documents and assist with implementation of labor contracts.

	<p>Department: Human Resources</p>	<ul style="list-style-type: none"> • Current status of position? <ul style="list-style-type: none"> ○ This position is filling a vacancy. • Strategic Staffing Rationale This position addresses legal mandates, health and safety priorities, and a critical threshold of support service. • Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ This position is included in the current budget. ○ Unrestricted General Fund ○ Keycode and Object: 1113005-2130 ○ Fiscal Impact: \$60,483 plus benefits ○ Replacement position - No RAF impact
<p>CC</p>	<p>Instructor- Biology</p> <p>Position # IN-00329</p> <p>FTE: 1.0</p> <p>Department: Biology</p>	<ul style="list-style-type: none"> • What will the position do? <ul style="list-style-type: none"> ○ Teach Biology classes ○ Mentor and assist part-time faculty ○ Support and help implement the department's various initiatives ○ Serve on committees. • Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy • Strategic Staffing Rationale Less than half of courses are taught by full time faculty and competent & qualified adjunct faculty can be difficult to find in this field. Additionally, the department needs leadership for specific programs (Allied Health, for example). This position has been in process in the past, but was stopped due to budget constraints; the need has not decreased. There is a huge potential for growth and development in the Allied Health industry and Cuyamaca could become well known in this area because of high-end equipment and facilities. There are huge waitlists for all existing courses every semester. The full time faculty members also hold group tutoring/supplemental instruction sessions, are involved in grants and in novel cohort programs with student services, but only have three faculty to do this. Almost unlimited long term potential for growth. There is full-time staffing cushion for another 5 full-time faculty. A new Pre-allied Health Biology degree was approved last semester, but the discipline needs this additional faculty to manage the students and programs in this area. • Budget Impact <ul style="list-style-type: none"> ○ This position is one of seven full-time faculty positions that have been either built into the 2015-16 budget or funded by Full-Time Faculty Hiring from the State. ○ Unrestricted General Fund ○ Keycode/Object: 1455401-1110 ○ Fiscal Impact: \$63,016, plus benefits ○ RAF Impact: No impact

<p>CC</p>	<p>Instructor-History</p> <p>position #: IN-00036</p> <p>FTE: 1.00</p> <p>Department: History, Social and Behavioral Sciences</p>	<ul style="list-style-type: none"> • What will the position do? <ul style="list-style-type: none"> ○ Teach U.S. and additional ethnic history classes ○ Mentor and assist part-time faculty ○ Support and help implement the department's various initiatives, including themed panel discussion and public lectures. • Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy • Strategic Staffing Rationale This full-time faculty position is essential for the restoration and future growth of the History program at Cuyamaca College. A full-time position in American History is essential to the comprehensive mission of the College. This position will additionally stabilize and increase the department's ethnic history courses and help fulfill the college mission of diversity and inclusion. • Budget Impact <ul style="list-style-type: none"> ○ This position is one of seven full-time faculty positions that have been either built into the 2015-16 budget or funded by Full-Time Faculty Hiring from the State. ○ Unrestricted General Fund ○ Keycode/Object: 1452001-1110 ○ Fiscal Impact: \$63,016, plus benefits ○ RAF Impact: No impact
<p>CC</p>	<p>Instructor-Environmental Health and Safety Management</p> <p>Position # IN-00337</p> <p>FTE: 1.00</p> <p>Division: CTE</p>	<ul style="list-style-type: none"> • What will the position do? <ul style="list-style-type: none"> ○ Perform all duties of full-time instructional faculty and serve as coordinator for the EHSM Department • Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy • Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <ul style="list-style-type: none"> ○ Critical threshold of educational or support services: though there has been a stable core of 5-7 part-time instructors, this full-time position is vital for maintaining a critical threshold of education 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. • Budget Impact <ul style="list-style-type: none"> ○ This position is one of seven full-time faculty positions that have been either built into the 2015-16 budget or funded by Full-Time Faculty Hiring from the State. ○ Unrestricted General Fund ○ Keycode/Object: 1462001-1110 ○ Fiscal Impact: \$63,016, plus benefits ○ RAF Impact: No impact

<p>CC</p>	<p>Instructor - English</p> <p>position # IN-00223</p> <p>FTE: 1.00</p> <p>Department: English</p>	<ul style="list-style-type: none"> • What will the position do? <ul style="list-style-type: none"> ○ Teach English composition and literature classes ○ Mentor and assist part-time faculty ○ Support and help implement the department's various initiatives, including bridged reading and writing classes, basic skills classes, compression and acceleration classes, and literature program. • Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy • Strategic Staffing Rationale <p>This full-time faculty position is essential for many reasons. To begin, there are currently too few full-time faculty in the English department to nurture and mentor the sizable number of part-time instructors (27 and growing) who taught 64% of the department's FTES in 2013-14. The lack of full-time faculty spreads the department thin in implementing its programmatic commitments such as bridged reading and writing classes, basic skills classes, compression and acceleration classes, and literature program.</p> • Budget Impact <ul style="list-style-type: none"> ○ This position is one of seven full-time faculty positions that have been either built into the 2015-16 budget or funded by Full-Time Faculty Hiring from the State. ○ Unrestricted General Fund ○ Keycode/Object: 1450801-1110 ○ Fiscal Impact: \$63,016, plus benefits ○ RAF Impact: No impact
<p>CC</p>	<p>Instructor- Oceanography</p> <p>Position # TBD</p> <p>FTE: 1.0</p> <p>Department: Earth Science</p>	<ul style="list-style-type: none"> • What will the position do? <ul style="list-style-type: none"> ○ Teach Earth Science classes ○ Mentor and assist part-time faculty ○ Support and help implement the department's various initiatives ○ Serve on committees. • Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy • Strategic Staffing Rationale <p>Earth Science houses three disciplines; geography, geology and oceanography. Although geography technically has one full-time faculty member. The discipline has been without a full-time instructor for the last two years due to FMLA and prior to that due to college-wide commitments. The recent lack of significant growth is reflected in this. Geology & Oceanography have different minimum faculty qualifications than geography. A full-time faculty is critical to the development and implementation of the TMC's that are currently available for geography and geology. Currently the course offerings for these TMCs are not met. For continued growth and development of the TMCs needs full time faculty effort.</p>

		<ul style="list-style-type: none"> • Budget Impact <ul style="list-style-type: none"> ○ This position is one of seven full-time faculty positions that have been either built into the 2015-16 budget or funded by Full-Time Faculty Hiring from the State. ○ Unrestricted General Fund ○ Keycode/Object: 1456203-1110 ○ Fiscal Impact: \$63,016, plus benefits ○ RAF Impact: No impact
CC	<p>Instructor- Exercise Science</p> <p>position # IN-00197</p> <p>FTE: 1.0</p> <p>Department: Exercise Science</p>	<ul style="list-style-type: none"> • What will the position do? <ul style="list-style-type: none"> ○ Coach Women’s Soccer/Teach ES classes ○ Mentor and assist part-time faculty ○ Support and help implement the department’s various initiatives ○ Serve on committees. • Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy • Strategic Staffing Rationale <p>We all recognize the difficulties that adjunct faculty members face in trying to meet student needs with limited resources. The following information, provided by the Athletic Director, reflects reviews of our program by the Pacific Coast Athletic Conference and the California Community College Athletics Association:</p> <ul style="list-style-type: none"> ○ The last two external program reviews conducted by the PCAC, over an eight year period, have recommended the addition of a full-time instructor/coach of a female sport. ○ The feedback from the CCCAA regarding our submission of the 2011 Form R-4 (Title IX oversight) revealed inequities. Recommendation: add another female sport & full-time coach of a female sport. ○ Their independent review of our Federal EADA report (Equity in Athletics Disclosure Act) found glaring inequities. <p>The impact of Title IX is far reaching, not only for Athletics, but the entire school. If a school is not compliant, it runs the risk of having its federal funding revoked.</p> • Budget Impact <ul style="list-style-type: none"> ○ This position is one of seven full-time faculty positions that have been either built into the 2015-16 budget or funded by Full-Time Faculty Hiring from the State. ○ Unrestricted General Fund ○ Keycode/Object: 1453201-1110 ○ Fiscal Impact: \$63,016, plus benefits ○ RAF Impact: No impact
CC	<p>Instructor- Math</p> <p>position #IN-000257</p> <p>FTE: 1.0</p>	<ul style="list-style-type: none"> • What will the position do? <ul style="list-style-type: none"> ○ Teach Mathematics classes ○ Mentor and assist part-time faculty ○ Support and help implement the department’s various initiatives ○ Serve on committees.

<p>CC</p>	<p>Department: Mathematics</p>	<ul style="list-style-type: none"> • Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy • Strategic Staffing Rationale The statistics about this discipline underrepresent reality as one faculty member has been on leave and is unlikely to return. Additionally, almost 2 full-time faculty are released from teaching in this department one to Chair the department the other to assist with TracDat/SLO assessments. Full time faculty in this discipline teaches fewer than half of courses. Given the critical basic skills aspect of mathematics, it is particularly important that we have the highest quality (most effective) teachers in the classroom as possible as gaps affect many other programs in the college. Performance in almost all discipline courses depends on a solid math foundation. We could hire an additional 11 full-time faculty in this discipline and still need part-time faculty. This is the highest Full-time staffing cushion in the college. • Budget Impact <ul style="list-style-type: none"> ○ This position is one of seven full-time faculty positions that have been either built into the 2015-16 budget or funded by Full-Time Faculty Hiring from the State. ○ Unrestricted General Fund ○ Keycode/Object: 1456001-1110 ○ Fiscal Impact: \$63,016, plus benefits ○ RAF Impact: No impact
<p>CC</p>	<p>Tutoring Center Specialist</p> <p>2 New Positions @ .475 each</p> <p>12 months</p> <p>Department: Learning & Technology Resources (Tutoring)</p>	<ul style="list-style-type: none"> • What will the position do? Organize and coordinate the day-to-day operations of the assigned area, either the STEM Achievement Center or the General Tutoring Center, during expanded hours, most likely from 3:30pm – 7:30pm, Monday – Thursday and 9:00am – 12pm on Fridays. Provide direction to hourly personnel and student workers as assigned; prepare weekly schedules for tutors and the master schedule for the semester. Assist in recruiting, interviewing, evaluating, hiring, and training of part-time tutors and clerical workers; prepare employment forms; monitor hours and schedules to ensure center coverage. Prepare and maintain records, files, and reports specifically for tutorial assistance programs funded by the Equity Plan; monitor the budget for assigned area. • Current status of position? <ul style="list-style-type: none"> ○ Requesting 2 new positions • Strategic Staffing Rationale These 2 positions meet the following criteria: <ul style="list-style-type: none"> ○ Critical threshold of educational or support services: The need for expanding tutorial services is clear if we are to support the Student Equity plan and overall student success. The most important duty would be to provide coordination and supervision of tutors during the expanded hours of operation.

CC	Tutoring Center Specialist	<ul style="list-style-type: none"> ○ Essential operations and supervision: Currently the STEM Achievement Center has a Tutoring Center Specialist position at .80 and the General Tutoring Center has the same position at 1.0 to cover daytime hours only. These positions would allow us to expand the hours in one of the centers as indicated above. ● Budget Impact – Identify the following <ul style="list-style-type: none"> ○ The 2 positions were approved in the 2014-2015 Equity Plan as on-going funds. The 2015-2016 funds will be allocated as soon as the funding plan is approved. ○ Annual Fiscal Impact: <ul style="list-style-type: none"> ▪ 1472394-2217 \$18,080, plus benefits @23% ▪ 1472494-2217 \$18,080, plus benefits @23% ▪ RAF Impact: No impact – Restricted Funds
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