

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
4/11/2016

Date

| Site | Position | Justification |
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| <input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS | Nursing Instructor Unit/Classification AFT Position # IN-00083 FTE 1.0 Department: Nursing | <p>1. What will the position do? This is an emergency replacement position for a full-time tenure track Pediatric instructor. This instructor will teach in the classroom and clinical setting and will be the BRN required content expert in Pediatrics.</p> <p>2. Current status of position? Filling a vacancy: This opposition is currently filled through June 30, 2016 at which time the instructor is moving out of state.</p> <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): a. <u>Legal mandates</u> b. <u>Accreditation requirements</u></p> <p>The California Board of Registered Nursing (BRN) requires that the following instructional areas have at least one content expert:</p> <ul style="list-style-type: none"> • Med-Surg • Pediatrics • Obstetrics • Psychiatric Mental Health • Geriatrics <p>Presently there is no one on staff that has a Pediatric background who could step in to fill this position. The loss of this position will mean that we cannot meet our regulatory requirements, and thus is therefore a mandated position. I am requesting an <u>emergency hire</u> for a full-time replacement of the pediatric nursing faculty position to maintain</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. Specify whether the position is included or not included in the current budget: Currently included in the budget.</p> <p>b. Key code and Object code: 1370604-1110</p> <p>c. Fiscal Impact:</p> <ol style="list-style-type: none"> 1. Salary amount 64,277 + \$10,000 stipend, Class IV, Step 6 2. Includes benefits, or not: Includes benefits <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input type="checkbox"/> No impact – funded by _____ Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p> <p><input type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p> |

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| <input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS | <p>Admissions & Records Specialist - Veterans</p> <p>CSEA</p> <p>Position # CL-00492</p> <p>FTE 1.0</p> <p>Admissions & Records</p> | <p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Provide a wide variety of specialized and complex clerical duties involved in the interpretation of laws, rules and regulations related to veteran student programs within Admissions & Records. This position prepares and maintains educational records; provides technical information and assistance to students, counselors, faculty and Financial Aid regarding veteran student policies and procedures. Document imaging and microfilming of student records as required by Title V. Assist students with inquiries via phone/email regarding student status, grades and petitions. <p>2. Current status of position? Filling a vacancy (vacant starting April 4th)</p> <p>3. Strategic Staffing Rationale</p> <ul style="list-style-type: none"> ○ Maintain a critical threshold of educational or support services – This position is essential to preparing and maintaining all veteran applicant and student files as well as assisting students with program changes, petitions, and providing students with pertinent information in a timely manner and according to established guidelines and procedures. ○ This position will increase student access, progress, success, and retention per the State mandated Student Success Initiative as it assists with the initial access points; the application, orientation and advising, 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. <p>4. Budget Impact – Identify the Following:</p> <ol style="list-style-type: none"> a. The position is included in the current budget b. 1332001-2110 c. Fiscal Impact: <ol style="list-style-type: none"> 1. Salary amount \$39,996 (CL/32/A) 2. Includes benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number |
| <input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS | <p>Student Engagement Coordinator</p> <p>(Suggested Classification S-I)</p> | <p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Coordinates the successful implementation of high quality educational and leadership development programs in support for the College’s student success initiative focusing on student engagement. ○ Partners with departments on programmatic cultural activities and events that supplement classroom experiences; works closely with |

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| | <p>Position # NEW</p> <p>FTE 1.0</p> <p>Department Student Affairs</p> | <p>faculty and staff in developing co-curricular activities for learning communities focused on multiculturalism and diversity.</p> <ul style="list-style-type: none"> ○ In conjunction with the Director of Student Activities, works with all the student organizations to promote and create an inclusive campus environment through broad-based cultural and social activities that meet the needs of our diverse student population. <p>2. Current status of position? Requesting a new position</p> <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <ul style="list-style-type: none"> a. Critical threshold of educational or support services: This position supports the student success initiatives of student engagement <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. The position will be included in the Restricted Fund budget b. Key code and Object code 1372391 c. Fiscal Impact: <ul style="list-style-type: none"> i. Salary Suggested range \$62,560 - \$68,911 ii. Includes benefits, or not d. RAF impact (check one): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> No impact – funded by <u>Equity</u> Funds |
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS | <p>Student Success Specialist</p> <p>Unit/Classification CSEA</p> <p>Position # NEW 2 positions @ FTE 1.0</p> <p>Learning and Technology Resources</p> | <p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Provides individual student interventions targeted at increasing overall student success. ○ Identify students who need additional support and determine potential issues and connects them to appropriate services. ○ Closely track students' progress through communication and analytics for each academic semester. <p>2. Current status of position? Requesting two new positions</p> <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <ul style="list-style-type: none"> a. Critical threshold of educational or support services: This position supports the student success initiatives of persistence/retention by providing intervention services and follow-up to students who fail to make satisfactory academic progress. <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. The position will be included in the Restricted Fund budget b. Key code and Object code 1372391 c. Fiscal Impact: <ul style="list-style-type: none"> 1. Salary Suggested range \$48,456 - \$54,180 2. Includes benefits, or not d. RAF impact (check one): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> No impact – funded by <u>Equity</u> Funds |

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| <input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS | Administrative Assistant II CSEA Position # CL-00529 FTE 1.0 Athletics | <p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Organize and manage the day-to-day activities of an assigned office to ensure effective and efficient office operations; run reports, requisitions, work orders and purchase orders. Position will greet office visitors, order office supplies and coordinate the duplication and distribution of a variety of materials. Will also assist with clerical duties such as hire forms, scheduling and support of special events. <p>2. Current status of position? Filling a vacancy due to resignation effective 3/1/16.</p> <p>3. Strategic Staffing Rationale</p> <p>a. Critical threshold of educational or support services – this position will provide administrative assistance to the Associate Dean of Athletics to provide support for clerical tasks such as preparation of reports, submitting information for compliance and providing assistance for special events The administrative assistant will also assist the Athletics department with communication with students, staff and faculty and will assist with budget items to ensure services are provided to student athletes.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. This position is included in the current budget</p> <p>b. 1336500-2110</p> <p>c. Fiscal Impact:</p> <ol style="list-style-type: none"> 1. Salary amount \$38,244 (CL/28/A) 2. Includes benefits <p>d. RAF impact (check one):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number |
| <input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS | Tutoring Center Specialist Positon # NEW Learning & Technology Resources Position #CL-28 FTE .475 Department Tutoring Center | <p>1. What will the position do?</p> <p>Assist in organizing and coordinating the day-to-day operations of the Grossmont College Tutoring Center, during afternoon/evening hours. Provide direction to hourly personnel and student workers as assigned; assist in preparing weekly schedules for tutors and the master schedule for the semester. Prepare and maintain records, files, and reports specifically for tutorial assistance programs funded by the Equity Plan; monitor the budget for assigned area</p> <p>2. Current status of position? Requesting a new position</p> <p>3. Strategic Staffing Rationale:</p> <p>Critical threshold of educational or support services: The need for additional staff for tutorial services is clear if we are to support the Student Equity plan and overall student success. The volume of tutoring and hours tutoring are offered are beyond the ability of one learning</p> |

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| | | <p>assistance coordinator to manage. The Tutoring Center has a position at 1.0 to cover daytime hours only. Currently the Tutoring Center is open from 8 am to 7 pm M-Th and 9 am to 2 pm on Friday – a total of 49 hours with only one 40-hr/wk position to cover it.</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. Not included in current budget b. Key code and Object code: 1372391 2110 c. Fiscal impact (salary only): This position is a Level 28. Step A is \$2961 per month (\$17.08 per hour). Our goal would be to hire this person for Fall and Spring semesters only. Base salary would be \$17.08/hour at 19 hours per week and approximately 32 weeks = \$10,385 d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input type="checkbox"/> No impact – replacement (vacant one year or less) <input checked="" type="checkbox"/> No impact – funded by <u>Student Equity</u> Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number |
| <input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS | <p>Library Operations Coordinator</p> <p>Unit/Classification: Admin Association</p> <p>Position #: SU-xxxx</p> <p>FTE: 1.00</p> <p>Department: Learning & Technology Resources</p> | <p>1. What will the position do? This position creates a supervisor for the Library side of the division which in turn can report to the Dean and will have a dotted-line, cooperative relationship with the library department chair who cannot supervise the classified staff. Thus in a broad sense, this is for the betterment of the entire college. Under the direction of the Dean of Learning & Technology Resources, supervise and coordinate the daily operations of the Library; participate in the development, interpretation and administration of library policies, procedures, issues and activities; collaborate with the library faculty to provide a variety of library services.</p> <p>2. Current status of position? Filling a restructured vacancy with a new job title</p> <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <ul style="list-style-type: none"> a. Critical threshold of educational or support services This position provides a critical threshold of educational and support services because the library serves all students and faculty at Grossmont College. This is a basic operational strategic position. Reorganization of the LTR Division has been deemed a high priority by the administration. b. Essential supervision There is currently no supervision for the library classified staff other than the Dean of LTR. Currently all classified staff in the division report directly to the dean. The library department chair cannot supervise classified staff. When the dean is absent (i.e., |

at a conference) there is no one authorized to supervise. For this reason this position was ranked #1 on the hiring recommendations of the Classified Staffing Committee. This position will improve quality of service by improving consistency in the application of services and policies that make the Library operate on a daily basis in every aspect. Libraries are required by accreditation and are demonstrated to improve student success.

4. Budget Impact – Identify the Following:

This position was created by the repurposing of a vacancy created by a retirement effective July 1, 2015. Because of the time the position will be vacant, it will create negligible (if any) additional cost for 2015-2016.

- a. The position is included in the current budget
- b. Key code and Object code: 1341003-2120
- c. Fiscal Impact:
 - 1. Salary amount: \$62,700 plus benefits
- d. RAF impact (check one):
 - Include in RAF calculation
 - No impact – replacement (vacant one year or less)
 - No impact – funded by _____ Restricted Funds
 - No impact – funded by _____
 - No impact – restructure within existing funds
 - No impact – reallocation of faculty FTE resulting in new position number