

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
03/12/2018

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><u>Position Title</u> Learning & Technology Resource Supervisor, Library</p> <p><u>Unit/Classification</u> Supervisory</p> <p><u>Position #</u> SU-00070</p> <p><u>FTE</u> 1 FTE</p> <p><u>Department</u> Learning & Technology Resource Division</p>	<ol style="list-style-type: none"> 1. What will the position do? The supervisor is part of the revised LTRC structure and coordinates the daily operations of the library (services to students and faculty or community patrons), assists the dean in long term planning for the division and institutional goals implementation. The supervisor oversees staff, updates processes, and adapts them to requirements, efficiency, accreditation, college or district objectives of continuous improvement and increased productivity. 2. Current status of position? <ul style="list-style-type: none"> o Filling a vacancy due to recent employee separation from the District. 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <ol style="list-style-type: none"> a. Essential supervision: Due to turnover in the leadership of the library staff needs to be able to rely on a stable, competent and committed supervisor who will collaborate with the dean, adapt institutional requirements to their context, and support them. This group works independently. The supervisor will bring coherence and consistency with institutional goals. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. Specify whether the position is included or not included in the current budget. <u>YES</u> b. Key code and Object code: <u>1341003-2120</u> c. Fiscal Impact: <u>S-I</u> <ol style="list-style-type: none"> d. Salary amount <u>\$ 65,687/yr</u> i. ii. Includes benefits, <u>Yes</u> e. RAF impact (check one): <u>N/A</u> <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 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

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><u>Position Title</u> Student Success Liaison</p> <p><u>Unit/Classification</u> CSEA</p> <p><u>Position #</u> CL-00671</p> <p><u>FTE</u> 1.0</p> <p><u>Department</u> Learning & Technology Resource Division</p>	<ol style="list-style-type: none"> 1. What will the position do? Student success liaisons are part of the Achieving the Dream initiative. They act as liaison between faculty, counselors, and students to provide individual tailored and ongoing support to students in the whole range of challenges: academic, financial, personal, health, linguistic. Liaisons create long term connection with students and accompany them through the various support systems to increase retention and success. They provide an early alert system for faculty who refer students in distress. Liaisons provide information, direction, comfort for students to have a multifaceted sustainable course of action towards success. 2. Current status of position: <u>Filling a vacancy due to recent employee separation from the District.</u> 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <ol style="list-style-type: none"> a. Critical threshold of educational or support services: The mission of the liaisons is to motivate students to remain in class and systematically progress on the path to graduation or completion of their educational goal. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. Specify whether the position is included or not included in the current budget: <u>Included in current budget.</u> b. Key code and Object code <u>1372391-2110</u> c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount: <u>CL-36, \$4270/mo</u> ii. Includes benefits, or not: <u>Yes</u>, includes benefits. d. RAF impact (check one): <u>N/A</u> <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 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

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Chemistry Instructor</p> <p>Unit/Classification: AFT/Faculty</p> <p>Position #: IN-00184</p> <p>FTE: 1.0</p> <p>Department: Chemistry</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ Allow the college to meet student needs by offering an increased number of Chemistry sections ○ Support the continued work of the HSI Title III STEM Grant ○ Provide more support for students with increased full time faculty available during office hours and other support ○ Teach Chemistry classes ○ Mentor and assist part-time faculty ○ Support and help implement the department's various initiatives ○ Serve on committees 2. Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy 3. Strategic Staffing Rationale: Critical threshold of educational or support services: Chemistry sections often have waitlists. Students cannot get into the courses they need to move forward with their college goals. Many students need Chemistry in order to complete their degree. There are only two full time faculty in the Chemistry Department and one of those faculty members has a large part of her time dedicated to directing the STEM Grant. New adjunct faculty are hired each semester and often do not return the next semester due to the fact that they find full time positions elsewhere. This leaves the full time faculty with needing to train part timers each semester and the consistency in curricular goals is not there when new people start and leave so soon. Having another full time Chemistry faculty member will assure improved consistency. Students will also have more access to faculty with one more person having office hours and available to them. The ability to be innovative and responsive to changing student needs and learning styles is seriously threatened by an overly taxed full time faculty contingent. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. The position is included in the current budget b. Key code and Object code: 1455601-1110 c. Fiscal Impact: <ul style="list-style-type: none"> • Salary amount: \$64,277 plus 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

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Position Title: Account Clerk Sr. Unit/Classification: Classified Position #: CL-00159 FTE: 1 Department: District Accounting	<p>1. What will the position do? Perform a variety of complex and technical accounting duties in the preparation, maintenance and review of a large set of accounts, including district and/or campus accounting, and budgetary and fiscal records.</p> <p>2. Current status of position? Filling a vacancy due to retirement and address shift in workload from Clerical to Accounts Payable tasks and preparing for a pending retirement.</p> <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>This CL 27 position is essential to the operations of the District Accounting department in order to provide a critical threshold of accounting implementation of the new Workday fiscal accounting system and fiscal independence. This shift in workload is currently filled by hourly and out-of-class employees.</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. This position is included in the current budget</p> <p>b. Keycode and Object code: 1117001-2110</p> <p>c. Fiscal Impact: Salary amount: \$39,279 + benefits</p> <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 checked="" 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 type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Position Title: Associate Vice Chancellor Employee & Labor Relations Unit/Classification: Confidential Administrator Position #: <i>pending</i> FTE: 1 Department: District Services HR	<ol style="list-style-type: none"> 1. What will the position do? Lead EEO and Title IX Compliance and investigations and other Human Resources initiatives. 2. Current status of position? Restructure of Human Resources to address Title IX and EEO compliance. 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): This Associate Vice Chancellor, MF-12 position is essential to the operations of the District Human Resources department. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. This position is included in the current budget b. Keycode and Object code: 1114501-2150 c. Fiscal Impact: Salary amount: \$131,065 + benefits 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 type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input checked="" type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Position Title: Human Resources & Labor Relations Specialist Unit/Classification: Confidential Assistant Position #: <i>Pending</i> FTE: 1 Department: District Services Human Resources	<ol style="list-style-type: none"> 1. What will the position do? Assist with Human Resources matters including direct support to AVC. 2. Current status of position? Filling a vacancy due to restructure of Human Resources. 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): This Confidential – I position is essential to the operations of the District Human Resources department. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. This position is included in the current budget b. Keycode and Object code: 1114501-2130 c. Fiscal Impact: Salary amount: \$63,842 + benefits 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 type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input checked="" type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Position Title: Vice Chancellor Student & Institutional Success Unit/Classification: Chancellor's Cabinet Position #: pending FTE: Department: District Services	<ol style="list-style-type: none"> 1. What will the position do? Serve on Chancellor's Cabinet and lead student and institutional initiatives and services. 2. Current status of position? Filling a vacancy due to a resignation. 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): The Chancellor's Cabinet position is essential to the operations of the Districtwide Educational Services, Research Planning & Institutional Effectiveness and Technology Services. This position is also integral in the leaders of Community & Workforce Development. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. This position is included in the current budget b. Keycode and Object code: c. Fiscal Impact: Salary amount: \$201,642 + 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 checked="" type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number