

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST**

8/8/18

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title A&R Assistant, SR</p> <p>Unit/Classification CSEA</p> <p>Position # CL-00092</p> <p>FTE 1.0</p> <p>Department Admissions & Records</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ Provide a wide variety of specialized and complex clerical duties related with Admissions & Records. This position prepares and maintains educational records; provides technical information and assistance to students, counselors, faculty and Financial Aid regarding transfer work accepted, academic records as well as 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. 2. Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy due to resignation 7/30/2018 3. Strategic Staffing Rationale <ul style="list-style-type: none"> ○ Maintain a critical threshold of educational or support services – This position is essential to preparing and maintaining all applicant and student files as well as assisting students with program changes, petitions, incoming transcripts, academic renewal 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 point; the application, and the progress and success point; transcripts. 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. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. Specify whether the position is included in the current budget b. 1332001-2110 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount \$34,944 (CL/27/A) ii. 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

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Evaluations Advisor</p> <p>Unit/Classification CSEA</p> <p>Position # CL-00657</p> <p>FTE 1.0</p> <p>Department Admissions & Records</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Plans and organizes the duties related to the Evaluator’s Office. ○ Research, analyze, and evaluate student academic history in compliance with CSU Breadth and IGETC General Education Certification; Preparation of Major requirements; admission criteria and transfer eligibility to all California public 4 year colleges and universities (CSU and UC). ○ Development, maintenance, and training of degree audit software and degree printing software programs. ○ Monitor veterans’ academic performance in compliance with Veteran’s Administration regulations as required; oversee academic programs and evaluate the accomplishment of career objectives and educational programs. ○ Analyze the academic history of the college curriculum rules and regulations, and determine the appropriateness to student educational goals. ○ Create, update, and maintain graduation reports; analyze and compile graduation statistics. ○ Develop and maintain a variety of technical and diverse records and files related to evaluations activities and functions including archival records for all awarded degrees and certificates; customize data for various departments/divisions. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy due to employee transfer within student services as of xx/xx/xx. <p>3. Strategic Staffing Rationale</p> <ul style="list-style-type: none"> ○ <i>Maintain a critical threshold of educational or support services</i> – This position is essential to reviewing and evaluating complex academic records and transcripts to determine graduation and transfer eligibility requirements and completion of general education requirements. ○ This position will increase student retention as it assists with the evaluation of incoming transcripts. Incoming transfer students will receive an evaluation of their incoming transcripts in a faster turnaround time. Students will then receive a comprehensive educational plan from a counselor and follow-up counseling services as needed. ○ This position is essential to meet the growing demand for evaluation services driven by the increasing number of ADT degrees, increasing number of individuals receiving degrees and certificates, the growing demand for the evaluation of transcripts, the increased role of evaluators in maintaining the degree audit system, and the need to provide evaluation insight and perspective on various campus-wide committees. <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. Specify whether the position is included in the current budget b. 1332001-2110 c. Fiscal Impact: <ul style="list-style-type: none"> i. Salary amount \$51,408 (CL/38/A)

		<p>ii. Includes benefits</p> <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
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GC	<p>Interim Dean, Arts, Languages & Communication</p> <p>Position #: MG-00041</p> <p>FTE: 1.00 12 month position</p> <p>Department: Arts, Languages & Communication</p>	<ul style="list-style-type: none"> • What will the position do? <ul style="list-style-type: none"> ○ Provide administration and direction to ALC division (Arts, Languages & Communication). This full-time management position is responsible for all aspects of planning and implementing division goals and objectives, budget oversight, and external relations. • Current status of position? <ul style="list-style-type: none"> ○ The current dean has been selected to serve as the Interim VP of Administrative Services effective 8/6/18. This strategic hire will be filling the vacancy created by that transfer. • Strategic Staffing Rationale <ul style="list-style-type: none"> ○ Critical threshold of educational or support services ○ Essential supervision to a division of eight departments • Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ This position is included in the current 2018-2019 budget year. ○ This position is funded using unrestricted general funds ○ Keycode and Object: 1375001-1240 ○ Fiscal Impact: <ul style="list-style-type: none"> - Salary amount: \$108,511 plus benefits - M10/Step B ○ RAF impact – no impact

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Library Technician II</p> <p>Unit/Classification CSEA</p> <p>Position # CL-00581</p> <p>FTE 1.0</p> <p>Department Library</p>	<p>1. What will the position do? Library Technician II will perform a variety of technical duties related to library public service, circulation, and cataloging resources. Their main duty will include oversight of the library's media desk.</p> <p>2. Current status of position? Filling a vacancy</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"> • Critical threshold of educational or support services • Essential supervision <p>With the resignation of our current Library Technician II, the Library will be staffed with only 4 full-time classified staff members in public services, 3 public service desks to maintain, and no classified staff person on the second floor during the evening hours. Staff members employed as Library Technician II maintain public service and process materials required by students. The Library is at a critical threshold and without this position will not be able to process time sensitive materials for student use. The media desk located on the second floor will not have classified staffing after 3:30 pm and will be forced to close down at that time. Students, faculty, and staff needing material and study rooms after 3:30 pm will suffer from this closure.</p> <p>4. Budget Impact – Identify the Following: Position is included in the current budget a. Key code: 1341003 and Object code 2110 b. Fiscal Impact: Salary amount: \$38,244-\$47,832 c. RAF impact (check one): <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</p>

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Outreach Student Services Specialist</p> <p>Unit/Classification Classified Position #</p> <p>FTE: 1.0</p> <p>Level: 28/A</p> <p>Department Outreach</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Provide comprehensive outreach services which include follow-up invitations for tours, connecting to programs/services based on their need, tracking of 1st contact to enrollment in class as well as to conduct a wide range of outreach events such as open houses, workshops, and participation in community cultural events, and activities mentioned in the Strategic Plan, the Outreach Department ○ This position will be utilized to assist in the recruitment of Grossmont College ambassadors, as well as to assist in the training of the ambassadors. ○ Currently, the outreach office has counted over 29,000 contacts (17/18 year) with prospective students and community members whether it's through campus tours/visits, presentations, tabling, engaging in community organizations, or faith based groups. The Outreach Department has been very active off campus and this position will allow for proper follow-up of people who have demonstrated interest in Grossmont, as well as provide campus support that is vital for the Outreach program and directly leads to enrollment. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Requesting a new position as the Classified Staffing committee unanimously agreed this position be the top choice and ranked it number one. <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"> ○ This position brings value to the college, meets the strategic plan's goal for outreach, is student-centered focused, and potentially helps with increasing FTES. This position is a critical threshold of support services. ○ This position will also help facilitate the gathering of data so the department can make data driven decisions and assess campus wide outreach programming which is another priority within the institutional capacity portion of the college's strategic plan. ○ This position will also be tasked with managing the CRM Recruit system to provide more accurate information and follow-up services to potential and incoming students.

		<p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none">a. Specify whether the position is included or not included in the current budget:b. Key code and Object code: General Fundc. Fiscal Impact:<ul style="list-style-type: none">i. Salary amount: Annual \$38, 244.00 (\$3,187 monthly)ii. Includes benefits, or not Includes benefits: \$18, 737.00d. 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 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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