

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
February 8, 2021

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Counselor Position #: CN-00016 FTE: 1.0 Level: Faculty Department: General Counseling	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Provide necessary and mandatory service provision to support students with education planning, course selection, career identification and development, identification of academic goals and pathways support, facilitating workshops and other counseling services designed to support student's retention, engagement, persistence, and academic goal completion. ○ Currently our counseling faculty to student ratio is already approximately 1:1700 a ratio that is so great that it compromises faculty ability to meet the growing needs of the students we serve- this ratio will balloon to much higher numbers in the absence of an immediate replacement, further hindering the department's ability to serve all students effectively 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements ○ Health and safety priorities ○ Critical threshold of instruction or support services The immediate refill of this position is a critical threshold in meeting the support services demands of students at Grossmont. With the dramatic increase of accountability measures coupled with the expectations that more students be served in a comprehensive manner within Counseling Services, it is essential that this position be refilled immediately ○ Essential supervision 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Restricted ○ Smartkey and Salary Object: 1333291-1220 ○ Annual Salary at Step B: \$71,000 plus benefits

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: First Year Experience (FYE) Counselor</p> <p>Position #: New</p> <p>FTE: 1.0</p> <p>Level: AFT- 11 Month Contract, Step I, Column 1</p> <p>Department: Student Services/First Year Services</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ The FYE program is accessible to all first time to college students including GCCCD Promise students as well as part-time students. The counselor will work with the program coordinator to continue to develop a comprehensive and equity centered FYE program with a focus on access, course completion, engagement, retention and persistence. ○ The full-time counselor will work collaboratively with other departments to maximize equitable support for students within FYE. ○ The counselor will work with tutoring support services, success coaches, as well as be a liaison with other instructional faculty to provide high touch, middle touch and low touch support to students. ○ The counselor will assist the students in career development, individual education plans as well as defining their overall goals. ○ The counselor will serve as a liaison to high school students and the community to provide information about Grossmont and the FYE program. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ● Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Other (please specify) ○ The Org Mod was submitted February 2020. Attached <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ● Critical threshold of instruction or support services: there is an increased need to facilitate access and success of our first-time students as well as retaining our students from semester to semester. FYE for the past two years has been consistent with higher fall-to-fall retention rates (78%) for first time to college students. Given the capacity of the program as it scales, these efforts will contribute to our institutional capacity. As we look ahead, we need to increase the number of students who acquire an associate's degree, credentials, certificates, or specific skills sets, but if we are not retaining students and encouraging them to completion, we will not meet these goals.

		<p>Also this position aligns with the College's Equity Plan, Strategic Plan, Guided Pathways and the Vision for Success.</p> <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No ○ Funding Source? Unrestricted / Restricted ○ Smartkey and Salary Object: 1333291-1220 ○ Annual Salary at Step B: \$75,000

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Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Student Services Assistant</p> <p>Position #: CL-00402</p> <p>FTE: 1.0</p> <p>Level: 25/D</p> <p>Department: Student Services/Placement/First Year Services</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ <ul style="list-style-type: none"> ○ Perform a variety of specialized and complex clerical and technical duties involved in providing assistance to students in the placement office as well as helping assist First Year Services with onboarding and other events related to engaging students from first point of contact to enrollment. ○ Data entry and retrieval, clearing pre-requisites on students, researching and compiling, recording, tracking students through the onboarding process. ○ Supporting counselors in New Student Advising Workshops as well as Probation and Dismissal Workshops. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget: Yes ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Accreditation requirements ○ Critical threshold of instruction or support services This position supports and is an integral component of AB 705 as well as helping onboard students with the Grossmont/Cuyamaca Promise in regards to AB 19. This position also supports the mandated component of accreditation standard II.C. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No ○ Funding Source? Unrestricted / Restricted ○ Smartkey and Salary Object: 1333291-2110 <ul style="list-style-type: none"> ○ Annual Salary at Step B: Salary amount: Annual \$41,400 (monthly \$3,450) ○ Includes benefits: \$18,630