

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

8/11/2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Library Technician II Position #: CL-00207 FTE: 1.0 Level: CL-28 Department: Library	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Perform a variety of technical duties related to library public service, circulation, and circulation resources, as well as assist in library opening. Provide exceptional customer service to students and instructors, evaluating problem areas and implementing solutions for improved procedures and patron satisfaction. Collaborate with library team members and other stakeholders to coordinate service delivery to our students and instructors, maximizing access to library services during frequent changes 2. Current status of position: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 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) 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 ○ Essential supervision <p>Traditionally, the library has maintained operating hours from 7:30am-9:30pm in order to ensure that all students, regardless of their academic paths, have adequate access to resources (per ACCJC Accreditation Standards IIB1, IIC3).</p> <p>As a result of retirements, promotions and exits, the library staff has been reduced from 8 full-time staff members to 2.</p> <p>With only 2 staff, we have been forced to limit hours of operation to 9:00am-3:00pm (even this puts considerable strain on only 2 staff members, who must now supervise student workers and maintain visual supervision of the library space, while simultaneously doing their assigned work) - Leaving any/all students without access to library beyond 3:00pm.</p> <p>We will no longer be able to offer even the minimum level of staffing to keep the library open. Below are the relevant factors:</p>

		<ul style="list-style-type: none"> • There must be a minimum of two staff present for each day (including opening and closing). • We have been forced to close access to the second floor, as it is not possible to adequately monitor two floors, and that would result in unsafe conditions (ACCJC Standard IIIB1). • Student workers are required by law to have a staff member present to supervise. • If anyone needs to be out for sick or personal leave, the library must reduce hours or close. • No student who comes to campus after 3:00pm currently has any access to books, materials or printing at the library. This will be reduced even further – even as the current operating hours represent inequitable and inadequate access to resources (per ACCJC accreditation standards above). • In addition to supervising student workers and monitoring the library spaces, each staff member has assigned tasks which require focus and full attention. Having all of their hours dedicated to supervision and monitoring leaves them no time to accomplish their assigned work (circulation, cataloging, purchasing). This leaves core services and resources unprovided for students. <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: 1341003 / 2110 ○ Annual Salary at Step B: \$44,196

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

8/11/2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Library Technician II Position #: CL-00581 FTE: 1.0 Level: CL-28 Department: Library	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform a variety of technical duties related to library public service, circulation, and cataloging resources ○ Manage the textbook reserves collection, analyzing usage statistics to keep the collection up-to-date and accessible to students ○ Provide exceptional customer service to students and instructors, evaluating problem areas and implementing solutions for improved procedures and patron satisfaction ○ Collaborate with library team members and other stakeholders to coordinate service delivery to our students and instructors, maximizing access to library services during frequent changes throughout the COVID-19 pandemic ○ Ongoing Diversity, Equity, and Inclusion professional development <p>2. Current status of position:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 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) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements ○ Health and safety priorities ○ Critical threshold of instruction or support services ○ Essential supervision <p>Traditionally, the library has maintained operating hours from 7:30am-9:30pm in order to ensure that all students, regardless of their academic paths, have adequate access to resources (per ACCJC Accreditation Standards IIB1, IIC3).</p> <p>As a result of retirements, promotions and exits, the library staff will have been reduced from 6 full-time staff members to 2.</p>

With only 3 staff, we have been forced to limit hours of operation to 8:00am-4:00pm (even this puts considerable strain on only 3 staff members, who must now supervise student workers and maintain visual supervision of the library space, while simultaneously doing their assigned work) - Leaving any/all students without access to library beyond 4:00pm.

As of July 8th – with the exit of one of our remaining 3 staff members, we will no longer be able to meet even this reduced level of service to students. We will no longer be able to offer even the minimum level of staffing to keep the library open. Below are the relevant factors:

- There must be two staff present for significant portions of each day (including opening and closing). This is because there must be one staff member on each floor to monitor and supervise. Previous attempts to block off the second floor have proven ineffective and have resulted in unsafe conditions (ACCJC Standard IIIB1).
- Student workers (who fill some of the work required to backfill the previously 6 positions) are required by law to have a staff member present to supervise.
- No student who comes to campus after 4:00pm currently has any access to books, materials or printing at the library. This will be reduced even further – even as the current operating hours represent inequitable and inadequate access to resources (per ACCJC accreditation standards above).
- Library staff contracts specify hours and expectations that limit the ability to move staff to day/evening hours that are not noted in their hire forms.
- In addition to supervising student workers and monitoring the library spaces, each staff member has assigned tasks which require focus and full attention. Having all of their hours dedicated to supervision and monitoring leaves them no time to accomplish their assigned work (circulation, cataloging, purchasing). This leaves core services and resources unprovided for students.

4. Budget Impact – Please specify the following:

- Is position included in the current budget? **Yes** / No
- Funding Source? **Unrestricted** / Restricted
- Smartkey and Salary Object: **1341003 / 2110**
- Annual Salary at Step B: **\$44,196**

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
8.11.2022**

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Instructor Position #: IN 00206 FTE: 1.0 Level: IV-6 Department: Automotive	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Perform all duties of full-time Instructional faculty 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"> ○ Critical threshold of instruction or support services As the Automotive courses continues to grow enrollment, and with a historic need for this position, the need to support the delivery is imperative to the addition of this faculty position. 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1460601-1110 ○ Annual Salary IV, Step 6 \$69,589

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
August 11, 2022

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: College President Position #: MG-00005 FTE: 1.0 Level: Confidential Administrator - President Department: President's Office	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Institutional leadership by exercising strong, dynamic leadership to advance the college's mission and values. ○ Serves as a member of the Chancellor's Cabinet providing leadership for the District's overall mission and strategic direction. ○ Works with all segments of the college community to ensure effective and respectful relations. ○ Fosters strong partnerships with areas schools, universities, employers, community organizations, city, and government entities. ○ Provides oversight for the development and management of the college budget to ensure fiscal integrity and strategic alignment with goals and priorities. ○ Leads the college in maintaining continuous compliance with accreditation standards. 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 ○ 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? Unrestricted ○ Smartkey and Salary Object: 1421002-1230 ○ Annual Salary at Step B: 224,712