

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

9/29/22

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Campus and Parking Services Specialist</p> <p>Position #: CL-00578 CL-00579</p> <p>FTE: 2.0</p> <p>Level: CL 30</p> <p>Department: Public Safety</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Provide vehicle and foot patrol of campus roads, walkways, parking lots and all buildings districtwide ○ Observe and report acts of vandalism, thefts, unusual behavior, and intrusions to buildings ○ Observe and report unsafe conditions and fire hazards ○ Secure doors, windows and gates ○ Provide parking and traffic control services including issuing parking citations ○ Activate, deactivate, and monitor fire and intrusion alarms ○ Provide escorts to faculty, staff and students ○ Provide public relations/customer services to faculty, staff, students and the public as requested ○ Participate in campus emergencies operations as directed <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement due to internal promotions, included in the budget- 2 positions <p>3. Strategic Staffing Rationale:</p> <ul style="list-style-type: none"> ○ Critical threshold of support services ○ Health and safety priorities <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the budget? YES ○ Funding Source: Position is split between UGF (30%) and Parking Funds (70%) ○ SmartKey and Object code: 1119400/1119091-2110 ○ Annual Salary at Step B: \$45,960 plus benefits

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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: Admissions and Records Assistant</p> <p>Position #: CL-00172</p> <p>FTE: 1.0</p> <p>Level: 25</p> <p>Department: Admission & Records</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Process official transcript requests and prepare electronic file and paper transcripts and mail transcripts as requested for students in a timely manner and according to established guidelines and procedures. ○ Certify enrollment for students obtaining financial aid, insurance, employment, and deferment of loan payments; process fee waivers and fee credits according to FERPA guidelines and college policy. ○ Process internet applications via CCCApply, resolve errors, determine special handling for residency issues and international student processing registration, grades and fees. ○ Respond to court order subpoenas and engage key stakeholders from units across the campus to ensure compliance and production of records. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ● Filling vacancy created by employee departing from GCCCD. Position is included in departments budget. <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ● Critical threshold of Support Services This position is essential to preparing and maintaining all student verification, private investigator request, intaking all official transcripts and releasing outgoing transcripts. This position aims to increase student progress, success, and retention by providing individuals with the verifications required to obtain external financial assistance such as social services benefits, car insurance fee waivers, employment, or other benefits. Ensuring proper staffing for this role is critical as they ensure all official transcripts are sent to BRN and transfer institution by their specific deadlines. Ensuring transcript request are met is significant as an allocation in the Student-Centered Funding Formula includes transfer into a 4-year institution. The position is also pivotal to the immediate request of information for court issued subpoenas or request from private investigators. ○ Accreditation requirements – Standard II.C.7 The Admissions and Records Assistant assist with the Program Review process for A&R, by evaluating our transcripts and verification services as well as our front counter and VHD services. <p>Standard II.C.8 Manage the classification of student records in accordance with AP 3310 and disposes records whose retention period elapsed. This position updates the student records system and processes any written corrections by students.</p> <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1332001-2110 ○ Annual Salary at Step B: \$40,452 + Benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT STRATEGIC HIRE REQUEST

09/29/2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Admissions and Records Assistant Position #: CL-00184 FTE: 1.0 Level: 25 Department: Admission & Records	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Process official transcript requests and prepare electronic file and paper transcripts and mail transcripts as requested for students in a timely manner and according to established guidelines and procedures. ○ Certify enrollment for students obtaining financial aid, insurance, employment, and deferment of loan payments; process fee waivers and fee credits according to FERPA guidelines and college policy. ○ Process internet applications via CCCApply, resolve errors, determine special handling for residency issues and international student processing registration, grades and fees. ○ Respond to court order subpoenas and engage key stakeholders from units across the campus to ensure compliance and production of records. 2. Current status of position: <ul style="list-style-type: none"> ● Filling vacancy created by employee accepting a new role within the district. Position is included in departments budget. 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ● Critical threshold of Support Services This position is essential to preparing and maintaining all student verification, private investigator request, intaking all official transcripts and releasing outgoing transcripts. This position aims to increase student progress, success, and retention by providing individuals with the verifications required to obtain external financial assistance such as social services benefits, car insurance fee waivers, employment, or other benefits. Ensuring proper staffing for this role is critical as they ensure all official transcripts are sent to BRN and transfer institution by their specific deadlines. Ensuring transcript request are met is significant as an allocation in the Student-Centered Funding Formula includes transfer into a 4-year institution. The position is also pivotal to the immediate request of information for court issued subpoenas or request from private investigators. ○ Accreditation requirements – Standard II.C.7 The Admissions and Records Assistant assist with the Program Review process for A&R, by evaluating our transcripts and verification services as well as our front counter and VHD services. Standard II.C.8 Manage the classification of student records in accordance with AP 3310 and disposes records whose retention period elapsed. This position updates the student records system and processes any written corrections by students. 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: 1332001-2110 ○ Annual Salary at Step B: \$40, 452 + Benefits

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
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9/29/2022**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: FYE (First Year Experience) Coordinator</p> <p>Position #: Z-00011102</p> <p>FTE: 1.0</p> <p>Level: S-I (Supervisor level) Column A</p> <p>Department: First Year Services & Retention</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Coordinate comprehensive First Year Experience (FYE) activities for first time to college students as well as provide training to peer mentors. ○ Responsible for overall implementation and coordination of programs for new students at Grossmont College. ○ First Year Experience programs include orientation, college success classes/workshops and welcome events. ○ The Coordinator will collaborate with a variety of staff across the college including Outreach and Engagement Coordinators, Institutional Effectiveness, and department faculty chairs in an effort to increase first year student success and retention. ○ <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 March 2022_____ ○ 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 Under the Title V grant, we said we would create and implement a First Year Experience Program and that has happened. We currently have over 500 students in FYE. 21 Peer Mentors and one full-time FYE Counselor as well as two adjunct counselors supporting the program. A coordinator is crucial to the continuation of this program and we are working to align the program with the Grossmont/Cuyamaca Promise. ○ Essential supervision

		<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: 1333291-2140○ Annual Salary at Step B:○ \$70,362 plus benefits \$35,181 = \$105, 543

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Vice President of Administrative Services Position #: MG-00049 FTE: 1.0 Level: MF/12 Department: Administrative Services	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ This position serves as the chief business official of the college for all campus business services, including budget development and control, and the preparation and maintenance of required records and reports. 2. Current status of position: <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) 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 ○ Essential supervision 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No ○ Funding Source? Unrestricted / Restricted ○ Smartkey and Salary Object: 1327501-1250 ○ Annual Salary at step B: \$149,829

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Custodian Position #: CL-00084 FTE: 1.0 Level: 20 Department: Facilities	<p>1. Key responsibilities of position:</p> <p>Sweep, scrub, mop and wax floors; vacuum and shampoo rugs and carpets in classrooms, offices, workshops and other work areas.</p> <p>Clean, dust and polish furniture and woodwork including desks, cabinets and tables; wash windows, chalkboards and walls.</p> <p>Empty and clean waste receptacles and pencil sharpeners and recycle containers; pick up paper; pick up trash containers and empty into large bins.</p> <p>Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures.</p> <p>Move and arrange furniture and equipment; set up furniture for special events, activities and meetings; move and set up athletic equipment.</p> <p>Perform minor repairs to buildings, fixtures and equipment; replace lights, ceiling tiles, and light diffusers; clean and adjust shades and blinds; adjust desks and other furniture; report other repair and maintenance needs and safety, sanitary and fire hazards.</p> <p>Write work orders to request repair of facilities and equipment.</p> <p>Turn lights on and off; unlock and lock doors and windows; assure security of assigned areas.</p> <p>Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.</p> <p>Perform related duties as assigned.</p> <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 <input type="checkbox"/> Filling a restructured position included in the budget <ul style="list-style-type: none"> <input type="checkbox"/> Has an Org Mod been approved? Yes / No <input type="checkbox"/> Org Mod approval date _____ <input type="checkbox"/> Filling a new position <ul style="list-style-type: none"> <input type="checkbox"/> Has an Org Mod been approved? Yes / No <input type="checkbox"/> Org Mod approval date _____ <input type="checkbox"/> 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 requirementsX Health and safety prioritiesX Critical threshold of instruction or support services○ Essential supervision <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none">○ Is position included in the current budget? Yes / NoX Funding Source? Unrestricted / RestrictedX Smartkey and Salary Object: 1427601/2110○ Annual Salary at Step B: 34,896

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Custodian Position #: CL-00365 FTE: 1.0 Level: 20 Department: Facilities	<p>1. Key responsibilities of position:</p> <p>Sweep, scrub, mop and wax floors; vacuum and shampoo rugs and carpets in classrooms, offices, workshops and other work areas.</p> <p>Clean, dust and polish furniture and woodwork including desks, cabinets and tables; wash windows, chalkboards and walls.</p> <p>Empty and clean waste receptacles and pencil sharpeners and recycle containers; pick up paper; pick up trash containers and empty into large bins.</p> <p>Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures.</p> <p>Move and arrange furniture and equipment; set up furniture for special events, activities and meetings; move and set up athletic equipment.</p> <p>Perform minor repairs to buildings, fixtures and equipment; replace lights, ceiling tiles, and light diffusers; clean and adjust shades and blinds; adjust desks and other furniture; report other repair and maintenance needs and safety, sanitary and fire hazards.</p> <p>Write work orders to request repair of facilities and equipment.</p> <p>Turn lights on and off; unlock and lock doors and windows; assure security of assigned areas.</p> <p>Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.</p> <p>Perform related duties as assigned.</p> <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 <input type="checkbox"/> Filling a restructured position included in the budget <ul style="list-style-type: none"> <input type="checkbox"/> Has an Org Mod been approved? Yes / No <input type="checkbox"/> Org Mod approval date _____ <input type="checkbox"/> Filling a new position <ul style="list-style-type: none"> <input type="checkbox"/> Has an Org Mod been approved? Yes / No <input type="checkbox"/> Org Mod approval date _____ <input type="checkbox"/> 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 X Health and safety priorities X Critical threshold of instruction or support services ○ Essential supervision <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No X Funding Source? Unrestricted / Restricted X Smartkey and Salary Object: 1427601/2110 ○ Annual Salary at Step B: 34,896

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title:</p> <p>Specialty Lab Technician III - Theatre Production Design</p> <p>Position #: IA-00111</p> <p>FTE: 1.0</p> <p>Level: 32</p> <p>Department: LTR</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Operate equipment, including lighting and sound, computers, and shop tools ○ Design and set up lighting and sound for a variety of productions ○ Oversee and participate in the production of scenery props ○ Assist in the preparation of departmental season and budget ○ Provide information and recommendations concerning theatre facility operation and upkeep ○ Maintain records related to theatre facility equipment <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) <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 – Theatre equipment needs to be properly set up to prevent accidents ○ Critical threshold of instruction or support services - Technician is required to support theatre events such as the Echo Concert Series. ○ Essential supervision <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: 1442001-2210 ○ Annual Salary at Step B:

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Science Lab Technician II - Biology</p> <p>Position #: IA-00130</p> <p>FTE: .50</p> <p>Level: CL-32</p> <p>Department: Biology</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Assist in the maintenance of the laboratory classrooms and storage facilities, including dusting, cleaning, and disinfecting (as necessary) of all surfaces and equipment, etc. ○ Assist the Biology Technician, Senior in the preparation of the annual department budget in researching budget requests, monitoring expenditures and maintaining spending limits. ○ Assist in the regular care of lab equipment, prep areas, and maintain or raise cultures of protozoa, insects, etc. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Health and safety priorities: This position is necessary for lab maintenance, appropriate storage of chemicals and equipment. This person will also assure that we maintain compliance with OSHA ○ ○ Critical threshold of instruction or support services: This position supports the Biology department educational programs by setting up labs for classes, ensuring that all supplies are available and appropriately stored, and that all safety measures are followed. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1455401-2210 ○ Annual Salary at Step B: \$24,870

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Instructor Position #: IN-00229 FTE: 1.0 Level: Class IV, Step 6 Department: Child Development	<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 child development program continues to grow enrollment and with a historic need for replacing a former position that retired out, the need to support the delivery is imperative for an additional 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 CCCCO 21/22 FT Faculty Hiring Funds ○ Smartkey and Salary Object: 1461001-1110 ○ Annual Salary Class IV, Step 6 \$69,589 + bene

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

9/29/22

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Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Faculty-Chemistry</p> <p>Position #: IN-00267</p> <p>FTE: 1.0</p> <p>Level: Class IV/6</p> <p>Department: Chemistry</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Classroom Responsibilities ○ Evaluation of Students ○ Curriculum ○ Student Advising ○ Professional Development ○ Participate in the planning, implementation, and evaluation of educational programs, courses, and other experiences that will directly result in the educational growth of the students and support advancement of the visions, missions, and values of the colleges and District. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget <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: to increase needed diversity in the department and to achieve a key goal to design student support interventions to increase the retention and success of students who take chemistry. To provide significant assistance to disproportionately impacted students and close equity gaps. Providing support and opportunities for student engagement on multiple levels. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted CCCCCO 2/22 FT Faculty Hiring Funds ○ Smartkey and Salary Object: 1455601-1110 ○ Annual Salary at Step B: \$69,589

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STRATEGIC HIRE REQUEST

9/29/2022

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Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Associate Dean of Student Services & Special Programs</p> <p>Position #: MG-00004</p> <p>FTE: 1.0</p> <p>Level: MG-09</p> <p>Department: Student Services & Special Programs</p>	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Responsible for planning, organizing, implementing and supervising the general administration, program curriculum and accreditation of identified area of assignment, to include, but not limited to, Student Services, Student Success, or Instructional programs. ○ Develop and implement programs and services to meet student needs. Facilitate collaboration among various campus departments that assist with the evaluation and development of program success as well as the promotion of student success and/or equity. ○ Prepare and monitor program budget; control and approve expenditures within established guidelines; maintain contractual agreements with service agencies; oversight of travel arrangements, fund raising activities, or community outreach as applicable. ○ Direct the development of program goals and objectives; ensure compliance with local, state, federal and district guidelines associated with area(s) of assignment. 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget <u>Yes</u> 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Legal mandates <u>Yes, for state-funded categorical programs</u> 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? <u>Yes</u> ○ Funding Source? <u>Unrestricted</u> ○ Smartkey and Salary Object: ○ 1435001-1240 - 25% ○ 1464396-1240 - 25% ○ 1435501-1240 - 50% ○ Annual Salary at Step B: \$115,253

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

September 29, 2022

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Dean, Arts, Humanities & Social Sciences</p> <p>Position #: MG-00072</p> <p>FTE: 1.0</p> <p>Level: MG10</p> <p>Department: Office of Instruction</p>	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ <i>Plan, organize and direct operations of the Athletics, Kinesiology and Health Education division at Cuyamaca College</i> ○ <i>Manage, evaluate and coordinate academic subject areas and student services in accordance with legal requirements, district policies and sound instructional and student services principles and practices.</i> ○ <i>Supervise and evaluate the performance of certificated and classified personnel</i> 2. Current status of position: <ul style="list-style-type: none"> ○ <i>Filling a replacement position included in the budget</i> 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 <i>This is a critical position for the foundational support of the instructional division, the office of instruction and the college related to operational services and student support services.</i> ○ Essential supervision <i>this position offers essential supervision of the 24 department/discipline areas of the college in facilitating enrollment management, scheduling oversight, curriculum updates, and basic operational functions for those areas.</i> 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No ○ Funding Source? Unrestricted / Restricted ○ Smartkey and Salary Object: 1425301 ○ Annual Salary at Step B: MG10/Step B = \$123,264

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: FYE (In-reach) Coordinator Position #: FTE: 1.0 Level: S-I Department: Student Services and Special Programs – Pathway Academy	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Plans, organizes and coordinates First Year Experience program and activities to provide opportunities for student engagement and involvement to promote student success ○ Assist in the coordination of matriculation activities for first-time students ○ Assist in coordinating new and existing first year services programs in collaboration with academic departments and support service programs. ○ Supervise assigned employees including student peer mentors. ○ Work with department chairs and faculty to design learning communities. 2. Current status of position: <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 ■ 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 – The FYE coordinator position plans engagement events with instructional faculty and student services to coordinate campus events like Summer Bridge. The position also assists in the coordination of matriculation activities and Guided Pathways. Additionally, the FYE coordinator collaborates with the Outreach department to onboard new students through registration. ○ Essential supervision – This position provides supervision to student hourlies (peer mentors) and staff. 4. Budget Impact – Please specify the following:

		<ul style="list-style-type: none">○ Is position included in the current budget? Yes / No○ Funding Source? Unrestricted / Restricted○ Smartkey and Salary Object: 1433003○ Annual Salary at Step B: \$70,362

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Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Counselor - Umoja Position #: TBD FTE: 1.0 Level: IV/6, 11 months Department: Counseling	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Experience providing educational counseling for prospective, new and continuing students. ○ Experience counseling students about community college options including certificate, associate's degree and/or transferring to four-year institutions. ○ Experience in the development of educational and career plans at the community college or university level. ○ Training and experience working with individuals and groups in providing personal and crisis counseling. ○ Assist in the articulation process which assures smooth transfer of high school students into the community colleges and appropriate transition of community college students into baccalaureate institutions. ○ Serve as liaison counselor to District high schools. ○ Serve as liaison to college divisions/departments. ○ Participate in the implementation of district policies governing student matriculation and graduation. ○ Conduct group orientation sessions. ○ Provide counseling for students on academic lack-of-progress probation. ○ Teach Personal Development classes in accordance with division needs. ○ Participate in required and scheduled Professional Development week activities each semester in compliance with contractual agreement. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a new position <ul style="list-style-type: none"> <input type="checkbox"/> Has an Org Mod been approved? Yes <input type="checkbox"/> Org Mod approval date <u>9/7/2022</u> <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>One of the biggest equity gaps that Cuyamaca College contends with is in regards to African-American/Black students in representation and support. African-American/Black students experience significant equity gaps in comparison to White students in several areas. Based on comparison data, students who receive counseling show higher rates of retention and persistence. General Counseling has specifically looked at the outcome of persistence to note that when African-American/Black students receive counseling support, they persist.</p> <p>There were 789 African-American/Black students identified in our headcount for 2021-22, and the way that our Umoja program is currently structured, we have only been able to serves about 30 students. We need a fulltime counselor assigned specifically to the Umoja Program to ensure that more African-American/Black students obtain some form of counseling support, particularly the type of direct assistance and community that the Umoja program provides. Without this position, students will continue to be adversely impacted because we do not have the necessary support to provide the kind of high-touch services to a larger number of African-American/Black students.</p> <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none">○ Is position included in the current budget? Yes○ Funding Source? Unrestricted (CCCCO 21/22 FT Faculty Hiring Funds)○ Smartkey and Salary Object: 1433001-1220○ Annual Salary at Step B: \$76,548