

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

10/31/2022

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Vice President, Instruction Position #: MG-00089 FTE: 1.0 Level: M-12 Department: Office of the President (Instruction)	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Provide leadership in the development of curriculum and program review processes in accordance with district goals and standards: assist in the development, evaluation and improvement of course outlines and objectives resulting in an educational program that is responsive to the changing needs of a changing society. ○ Provide leadership in the development of curriculum and program review processes in accordance with district goals and standards: assist in the development, evaluation and improvement of course outlines and objectives resulting in an educational program that is responsive to the changing needs of a changing society. ○ Direct the recruitment, selection, assignment, supervision and evaluate the work of department directors/managers/supervisors and staff. ○ Advise and confer with the President on management issues involving programs and services of the college, including issuance and/or revision of policies and procedures; participate in strategic and long range planning for college activities and programs. 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"> ○ Accreditation requirements ○ 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: 1424006-1250 ○ Annual Salary at Step B: 149,484

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Admissions and Records Specialist (VA)</p> <p>Position #: CL-00492</p> <p>FTE: 1.0</p> <p>Level: 32</p> <p>Department: A&R</p>	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ This position is designated for a Certifying Official (CO) for Grossmont College which includes interpreting, applying and explaining guidelines for the Veterans Administration Educational Programs ○ Keep up-to-date on current VA rules and benefits for Chapter 30, 32, 33, 35, 1606, 1607 ○ The CO ensures eligibility of new students, guest and continuing students; completes certification with VA; monitors student grades to ensure beneficiary is making satisfactory progress; conducts certification changes based on adjustments in registration (credit hours) and termination (withdrawal) in VA Once ○ Maintains log and record of all certifications as they are subjected to audit by VA; CO works closely with accounting to ensure debt payments with VA are met 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a vacancy due to departure of employment, position is 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 <ul style="list-style-type: none"> ● 81/15 Regulatory Guidance, this position conducts reporting for 81/15 (38 U.S.C 3680A(d) & 38 CFR 21.4201). Failure to complete proper reporting could jeopardize institutions ability to provide VA educational programs ● Reporting Request for 35% waiver - When 35 percent or less of a school's total enrollment receive VA benefits, the school and each branch with separate administrative capability may certify to that effect and receive a waiver of periodic reporting of the percentage of VA students enrolled in each program ● VA Audit / Compliance Surveys – CO compiles reporting documents and materials for VA & SAA audit. Records of three years must be maintained tracked along with billing, certification, course scheduling, etc Critical threshold of supportive services <ul style="list-style-type: none"> ● Institutional can be held financially liable for failure to adhere to VA policies and procedures; position is critical to ensure compliance. ● Position will ensure sufficient resources are dedicated to adequately service the needs of currently enrolled veterans students and maintain compliance with applicable standards. 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: \$4,145 + Benefits