

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

2/3/23

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Human Resources Technician</p> <p>Position #: CL 00637</p> <p>FTE: 1.0</p> <p>Level: 35</p> <p>Department: District – Human Resources</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ As a generalist, this position will focus on system(s) analysis and efficiencies including employee and student processing, process mapping of pivotal HR functions and ensuring compliance in HR matters. <p>2. Current status of position:</p> <p>This is a replacement position for CL 00637. Former incumbent vacated position on 11/28/22.</p> <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates 19's, TB and DOJ clearance are all legal mandates. <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: 1114501-2110 ○ Annual Salary at Step B: \$54,360 Annually

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

2/3/23

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: FT Instructor Position #: IN-00236 FTE: 1.0 Level: Department: Biology	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Under administrative leadership, it is the responsibility of the regular/contract college instructor to 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. 2. Current status of position: <ul style="list-style-type: none"> ○ This position will be funded with 2021/22 Full-Time Faculty Hiring Funds 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: ○ Biology is a highly impacted area experiencing long wait lists and a shortage of offerings to meet student demand every semester. Exacerbating the existing the demand issue is the retirement of 2 fulltime faculty members in Biology at the end of the FA22 semester. This hire is critical to meeting student demand for courses in Biology. ○ 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 – 21/22 FT Faculty Hiring Funds ○ Smartkey and Salary Object: 1380201-1110 ○ Annual Salary at Class IV Step 6: \$72,804 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
2/3/2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: FT Instructor Position #: IN-00030 FTE: 1.00 Level: Department: Business Office Technology	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ <u>Teach courses in Business Office Technology</u> ○ <u>Expand programming into adult education populations</u> ○ 2. Current status of position: <ul style="list-style-type: none"> ○ This position will be funded with 2021/22 Full-Time Faculty Hiring Funds 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 Provide for adequate staffing to support student success. ○ 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 – 21/22 FT Faculty Hiring Funds ○ Smartkey and Salary Object: 1370201-1110 ○ Annual Salary at Class IV Step 6: \$72,804 plus benefits

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2/3/23

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: FT Faculty</p> <p>Position #: IN-00071</p> <p>FTE: 1.0</p> <p>Level:</p> <p>Department: Visual Arts and Humanities Ceramics</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Instruction in the specialty areas of Ceramics in the Visual Arts and Humanities Department. ○ Instruction in other technical Ceramics degree courses including Glaze Formulation and Ceramics Exhibition and Portfolio. ○ Leading Ceramics degree program, including mentoring students, curriculum development, ceramics sale, and outreach. ○ All responsibilities associated with the job duties of a FT faculty member. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ This position will be funded with 2021/22 Full-Time Faculty Hiring Funds <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 ○ Critical threshold of instruction or support services ○ Essential supervision <p>This request is for a replacement hire for one Ceramics FT faculty member. Both FT faculty have retired; one in 2018 and the second in 2021. This hire will then be the only FT faculty member for the Ceramics program. Its facilities are unparalleled in the region with 16,000 sq. ft. of lab space. The lack of FT faculty deeply affects the program’s course offerings while not being able to offer the capstone classes of Glaze Formulation and Exhibition and Portfolio. Curriculum design, guided pathways, as well as student outreach, completion, retention, and success are also lacking leadership without a FT faculty member in place. This program has a full-time technician, Evan Lopez, who would work directly with this FT faculty. Efficiency for this program reached 100% this fall and has experienced a strong return since the pandemic. The art and practice of Ceramics has a positive effect on mental health for students and staff alike.</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 - 21/22 FT Faculty Hiring Funds ○ Smartkey and Salary Object: 1378601-1110 ○ Annual Salary at Class IV Step 6: \$72,804 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

2/3/22

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: FT Instructor Position #: IN-00060 FTE: 1.0 Level: Department: Chemistry	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Under administrative leadership, it is the responsibility of the regular/contract college instructor to 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. 2. Current status of position: <ul style="list-style-type: none"> ○ This position will be funded with 2021/22 Full-Time Faculty Hiring Funds 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: Chemistry has had 2 fulltime faculty retirements without replacement in the past two years. Departmental duties are falling on a reduced number of faculty members. The department has been forced to rely upon adjunct instructors to staff more the 50% of the offerings in this area. Adjunct staffing creates last minute changes and inconsistencies for students. This hire is critical for consistently meeting student demand for courses in Chemistry. ○ 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 - 21/22 FT Faculty Hiring Funds ○ Smartkey and Salary Object: 1381001-1110 ○ Annual Salary at Class IV Step 6: \$72,804 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

2/3/2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: FT Instructor</p> <p>Position #: IN-00058</p> <p>FTE: 1.0</p> <p>Level:</p> <p>Department: Communication</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Instruction of the <i>Communication Studies: Race & Ethnicity</i> course in the Communication Department. ○ Instruction of the <i>Interpersonal Communication</i> course in the Communication Department. ○ Instruction of other various courses in the Communication Department. ○ All responsibilities associated with the job duties of a FT faculty member. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ This position will be funded with 2021/22 Full-Time Faculty Hiring Funds <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 <p>This request is for a replacement hire for one Communication FT faculty member. Our department sadly lost a department member, Dr Jade Solan, who was the lead instructor for COMM 144 <i>Communication Studies: Race & Ethnicity</i>. Providing a course that helps students develop communication competence in situations where perceived racial or ethnic difference factors into successful communication outcomes is critical and supports the vision of our college, “to advance our antiracism and equity work as we venture further into the 21st century.” We must have a new full-time faculty member who is responsible for COMM 144 <i>Communication Studies: Race & Ethnicity</i> in order to keep the course thriving in support of the Grossmont College’s vision. In addition to teaching COMM 144, Dr Solan also taught multiple sections of COMM 120 <i>Interpersonal Communication</i>. This is one of two courses in the department that meets local and transfer GE requirements for Oral Communication – a core GE that all students must complete in order to matriculate. COMM 120 has become the most sought-after course for Grossmont students needing to fulfill their Oral Communication GE requirement.</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 - 21/22 FT Faculty Hiring Funds ○ Smartkey and Salary Object: 1376001-1110 ○ Annual Salary at Class IV Step 6: \$72,804 plus benefits

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Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: FT Instructor Position #: IN-00233 FTE: 1.00 Level: Department: CSIS	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Full-time CSIS Faculty duties ○ Teach, create curriculum, develop and implement programs ○ Expand embedded systems programming 2. Current status of position: <ul style="list-style-type: none"> ○ This position will be funded with 2021/22 Full-Time Faculty Hiring Funds 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 – 21/22 FT Faculty Hiring Funds ○ Smartkey and Salary Object: 1370401-1110 ○ Annual Salary at Class IV Step 6: \$72,804 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

2/3/2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Justice Scholars Coordinator/Counselor</p> <p>Position #: CN-00020</p> <p>FTE: 1.0</p> <p>Level:</p> <p>Department: Counseling Services</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Coordinates counseling and support services and oversees the Justice Scholars at Grossmont College, including, but not limited to, events, workshops, and legal services and serves as the liaison to Las Colinas Correction Facility. ○ Serves as the Rising Scholar Liaison as outlined by the State Chancellor's Office ○ Provide Personal, academic, and Career Counseling and case management from a culturally humble and attuned awareness of systems impacted students ○ Provide Professional Development to Campus and Community Partners in Service to Current and Formerly Incarcerated Students ○ Cultivate a Safe and empowering learning space for incarcerated and formerly incarcerated students to thrive in holistically ○ Provide expert guidance to the campus in its efforts towards eliminating equity gaps in terms of ensuring that systems impacted students, currently and formerly incarcerated students are able to access and acquire associates degrees, credentials, certificates, or specific skill sets offered through Grossmont College in preparation for an in demand job at the same rate or better than all other student groups on campus. <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> <p>Critical threshold of instruction or support services</p> <ul style="list-style-type: none"> • In response to the State Chancellor's call to serve incarcerated and formerly incarcerated students with intention and in alignment with the mission and commitment to DEIAA work, Grossmont College is currently serving both incarcerated and formerly incarcerated students and systems impacted students at a rate that requires greater support and care than what adjunct assignments alone is unable to sustain under our current model. <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: 1333005-1220 ○ Annual Salary at Class IV Step 6: \$80,085 plus benefits

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2/3/23

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: FT Instructor</p> <p>Position #: IN-00129</p> <p>FTE: 1.0</p> <p>Level:</p> <p>Department: Nursing</p>	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ FT faculty educating nursing students about Adult Medical Surgical Nursing. ○ Education is to be provided in classroom, clinical, lab and simulation settings. ○ This FT faculty has to have sufficient direct patient care experience and education as defined by the CA Board of Registered Nursing to qualify to teach Adult Medical Surgical Nursing. ○ FT faculty is to be involved in departmental, divisional, and institutional counsels and committees. ○ FT faculty to be involved in events and activities designed to support students and the program. 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: Medical Surgical Nursing is one of the required content areas. This content covers three nursing courses which students must complete in order to graduate from a program in good-standing with the Board of Registered Nursing and apply for licensure ○ Accreditation requirements: Both the CA BRN (Board of Registered Nursing) and ACEN (Accrediting Commission for Education in Nursing) require to have a Masters prepared nurse to teach Adult Medical Surgical Nursing in the accredited programs. 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smart key and Salary Object: 1370604-1110 ○ Annual Salary at Class IV Step 6: \$72,804 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
February 3, 2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Specialty Lab Technician IV Position #: IA-00005 FTE: 1.0 Level: Classified 37 Department: AHN	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Ordering of Allied Health and Nursing supplies ○ Setting up labs ○ Managing inventory ○ Managing, cleaning and maintaining equipment ○ Assisting with laptop set up for classrooms ○ Monitors and runs radiation reports for other programs. 2. Current status of position: <ul style="list-style-type: none"> ✓ Filling a replacement position included in the budget <ul style="list-style-type: none"> ○ 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- Labs must be set up in a safe manner. All sharps need to be handled and disposed of safely. Radiation is monitored by the lab technician. ✓ Critical threshold of instruction or support services – This position supports students and faculty by having nursing and other allied health program labs set up. This position orders supplies, maintains equipment, and monitors inventory. ○ 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: Salary split among three programs: 1370604 (Nursing), 1370606 (CVT), and 1370605 (Resp), - 2210 ○ Annual Salary at Step B: \$57,672

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

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2/3/23

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Custodian Sr.</p> <p>Position #: CL-00179</p> <p>FTE: 1.0</p> <p>Level: 23</p> <p>Department: FMO Operations</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Under the direction of an assigned supervisor, maintain campus classrooms, offices and related facilities and areas in a clean and sanitary condition; provide work direction and guidance to custodial personnel as assigned. Incumbents provide work direction and guidance to other custodial operations personnel and participate in custodial duties, or work independently at an assigned location. ○ Special event setups <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"> ○ Legal mandates <ul style="list-style-type: none"> i. OSHA requires safe working conditions for all employees in the state. Custodians keep these environments safe and healthy. There must be clean, safe, and functioning restrooms for the public. ○ Accreditation requirements <ul style="list-style-type: none"> i. Accreditation Standard III.B. Physical Resources is dependent on having an adequate number of maintenance workers. ii. (III.B.1) The right amount of custodial workers “assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment”. iii. (III.B.2) Bldg 36 facilities satisfy its physical resources through “The institution plans, acquires or builds, maintains, and upgrades or replaces its physical resources, including facilities, equipment, land, and other assets, in a manner that assures effective utilization and the continuing quality necessary to support its programs and services and achieve its mission.” The new physical resource requires custodial workers to keep our physical resources running smoothly for a long time. iv. (III.B.3) ”To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment regularly, taking utilization and other relevant data

		<p>into account.” Ample coverage of custodial workers is required to maintain this effectiveness.</p> <ul style="list-style-type: none"> v. (III.B.4) “Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.” Bldg 36 is one of these long-range goals that come true, and custodial workers keep these improvements lasting longer. <ul style="list-style-type: none"> ○ Health and safety priorities <ul style="list-style-type: none"> i. Cal/OSHA and ANSI have priorities for schools, and Grossmont College has its priorities of health & Safety for student success. This is only possible if custodians work under healthy & safe conditions and provide healthy & safe environments for our campus. The first line of defense in preventing illness is by sanitizing restrooms, desks, walls, doors, and floors. The custodians have proven their effectiveness in this area by cleaning and sanitizing the campus to stop the spread of COVID-19. They have been recognized by HR and the college of their excellent work in this matter. ○ Critical threshold of instruction or support services <ul style="list-style-type: none"> i. Custodians is a support service to faculty, students, classified, and administrators so the people and departments can do their tasks or learn at their best without barriers. ○ Essential supervision <ul style="list-style-type: none"> i. Provides supervision of custodial services; organize, schedule, and review custodial work. <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: 1327602-2110 ○ Monthly Salary at Step B: \$3,177

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
2/3/20233

Date

Site	Position	Justification																		
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: FT Instructor Position #: IN-00246 FTE: 1.0 Level: Department: English	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Instructor of English ○ Fulfill all duties of the instructor job description according to the faculty labor contract. <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 <ul style="list-style-type: none"> • A consistent and growing demands for ENG 120 & 020 courses demonstrates upward enrollment trends for both total census and final enrollment, and total successful completion. WSCH increased when we increased ENGL 120 from 3 hours a week to 4. I noted in the FSR (Q1.3) • ENG is <u>currently</u> at 14.1 FTE. At the end of fall 2023, with 2 retirements and 2 FT instructors likely to be in permanent admin roles, we will be around 11. • Proportion of FT to PT faculty relative to the rest of the college/other departments. ENGL has 137 sections in FA22. 71 are taught by FT, 53 by PT. • The ENG program has a consistent and increasing high productivity. • Enrollment trends in Latinx and African American students: Latinx enrollment is up to about 40% (collegewide), AAB is about 7%, and because English 120 is required of most programs. Students are encouraged (if not softly required) to take Engl 120 in their first year, therefore, ENG enrollment mirrors campus trends. • New curriculum development to align with increasing student demand and various pathways for student academic completion & success. • ENG transfer level courses are highly enrolled • ENG degrees are awarded each year: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">SP22 Degrees</th> </tr> </thead> <tbody> <tr> <td style="background-color: #4f81bd; color: white;">English</td> <td style="text-align: center;">5</td> <td style="text-align: center;">0.31%</td> </tr> <tr> <td style="background-color: #4f81bd; color: white;">English for Transfer</td> <td style="text-align: center;">18</td> <td style="text-align: center;">1.11%</td> </tr> <tr> <td style="background-color: #4f81bd; color: white;">English/Creative Writing</td> <td style="text-align: center;">2</td> <td style="text-align: center;">0.12%</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">SP22 Certificates</th> </tr> </thead> <tbody> <tr> <td style="background-color: #4f81bd; color: white;">English</td> <td style="text-align: center;">6</td> <td style="text-align: center;">0.56%</td> </tr> </tbody> </table>	SP22 Degrees			English	5	0.31%	English for Transfer	18	1.11%	English/Creative Writing	2	0.12%	SP22 Certificates			English	6	0.56%
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SP22 Certificates																				
English	6	0.56%																		

		English/Creative Writing	2	0.19%
		Headcount Major FA22		
		English	247	2.09%
		English for Transfer	56	0.47%
		English/Creative Writing	67	0.57%
		<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: 1375601-1110 ○ Annual Salary at Class IV Step 6: \$72,804 plus benefits 		

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February 2, 2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Health Professions Specialist</p> <p>Position #: CL-00631</p> <p>FTE: .60</p> <p>Level: 28</p> <p>Department: Allied Health and Nursing</p>	<p>1. Key responsibilities of position: Working under the direction of the Senior Dean of Allied Health and Nursing and Program Coordinators, organize and manage day-to-day office activities related to specialized health programs.</p> <ul style="list-style-type: none"> ▪ Maintain student and program related statistical data throughout each cohort for accreditation reports. ▪ Developing and maintaining confidential files in multiple databases for various student groups in compliance with FERPA and HIPAA. ▪ Prepare and evaluate program application requirements needed for accreditation, college policies and outside facility contracts. ▪ Maintain continual communication with perspective applicants, waitlisted students, current program students and graduates. ▪ Read and interpret bloodwork and immunization documentation for prospective students. Confirm or deny immunization status to prospective student; relay accurate immunization requirements. ▪ Process and track confidential healthcare facility compliance paperwork for students and faculty participating in clinical experiences at major health care facilities throughout San Diego County. Act as liaison to various student placement offices and ensure all onboarding processes are adhering to their standards and policies, which can vary at each facility. ▪ Coordinate program activities with other district departments and personnel, healthcare agencies, educational institutions and community organizations. ▪ Continue and make additions to the Allied Health program websites to ensure accuracy for accreditation and college standards. ▪ Provide daily support for program coordinators assuring college and accreditation requirement deadlines and regulations are adhered to. Including writing new student requirement packets, orientation materials, student letters, program completion certificates, etc. ▪ Coordinate department and advisory meetings; prepare agendas and participate in meetings while taking, transcribing and distributing meeting minutes. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ X 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:

On site accreditation review visits are scheduled for all programs in the next two years. The HPS, and their work, is a critical resource in gathering and reporting the activities of each program over a period of the last 3 to 7 years. The data management required for Allied Health programs are unique at the college and not similar to the requirements of any other college programs. The individual in this position collects and reports data and interfaces with students in each of the Allied Health programs to prepare their individual data for clinical placement, assisting them with maintaining the currency of required information throughout the program.

4. Budget Impact – Please specify the following:

- Is position included in the current budget? Yes
- Funding Source? **Unrestricted** / Restricted
- Smartkey and Salary Object:

50% from each program

1370605 Respiratory Therapy

1370607 Occupational Therapy

- Annual Salary at Step B: \$26,518

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Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: FT Instructor</p> <p>Position #: IN-00179</p> <p>FTE: 1.0</p> <p>Level:</p> <p>Department: History</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Instructor of History ○ Fulfill all duties of the instructor job description according the Faculty labor contract. <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> <p>Critical threshold of instruction or support services</p> <ul style="list-style-type: none"> ○ The spring'22 earned WSCH of 5106 demonstrates an upward enrollment trend for both total census and final enrollment, and total successful completion. ○ There has been a consistently growing demand for History courses. Enrollments have grown from FA'21 (1167) to SP'22 (1458). ○ History only has 4 fulltime faculty (one at 100% RT) and with 12 active adjunct faculty members. The total FTEF (2022sp) = 8.40 ○ The proportion of FT to PT faculty teaching for SP'22 was 65.9% of the courses offered were taught by PT faculty. ○ The number of FT HIST faculty (4) compared to other programs with comparable high enrollments (e.g., Math has 17 FT faculty and 15 PT) demonstrates a high productivity rate. ○ The History program has a consistent and increasingly high efficiency rates, e.g., HIST 115 (Comparative HIST of the Modern Americas) consistently fills beyond the 50 class max. HIST 108 (Early American History) & 109 (Modern American History) also se high efficiency rates. This is true in all areas of online instruction. ○ Curriculum development to align with increasing student demand and various pathways for student academic completion & success. ○ HIST is one of the college programs with the highest student enrollment and student graduation but with the lowest number of full-time faculty. ENG & MATH have the greatest number of students but

also the greatest number of FT faculty. All students must take American Institutions in order to transfer to a UC or CSU.

4. Budget Impact – Please specify the following:

- Is position included in the current budget? **Yes**
- Funding Source? **Unrestricted**
- Smartkey and Salary Object: **1387001-1110**
- Annual Salary at Class IV Step 6: **\$72,804 plus benefits**

		<p>also the greatest number of FT faculty. All students must take American Institutions in order to transfer to a UC or CSU.</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: 1387001-1110○ Annual Salary at Class IV Step 6: \$72,804 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
February 3, 2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Research & Planning Analyst Position #: CL-00635 FTE: 1.0 Level: CL-44 Department: College Planning & Institutional Effectiveness	<p>1. Key responsibilities of position:</p> <p>Under the direction of the Senior Dean of College Planning & Institutional Effectiveness, the research analyst is responsible for performing activities in support of a comprehensive institutional research program which includes designing, conducting, writing and presenting college-wide and districtwide research and evaluation studies; providing information and research for planning and evidence-based decision-making; supporting long-range planning functions, institutional effectiveness processes and assessment of short-term plans through collaboration, research and evaluation; and developing and maintaining databases and queries in support of research functions.</p> <ul style="list-style-type: none"> ○ Consults with administrators, representatives of governmental and private organizations, employee groups, and others regarding the coordination of District research needs in planning, analyzing, and reporting for current studies, results of research, and related matters. ○ Makes recommendations to staff regarding directions the District should take in the areas of educational analysis, reporting and planning. ○ Extracts, verifies, compiles, analyzes and formats data from college databases and other sources for planning, decision-making, evaluation, and accountability purposes. ○ Creates or customizes, to faculty staff and community specifications, quantitatively sound, criterion referenced survey instruments for a variety of research projects. ○ Performs qualitative and quantitative analysis, as well as secondary data analysis, on assigned research projects, and interpret findings in written reports and oral presentations. ○ Performs ad hoc queries and create reports from the college databases using a variety of computer languages, query tools, and report writers. ○ Develops and maintains a collection of data and reports to support program review, student learning outcomes, accreditation, matriculation, data integrity, and state and federal reporting requirements. ○ Helps to coordinate the strategic planning process that integrates program review, unit planning, divisional planning and college-wide planning which establish annual and long range goals ○ Assists with the preparation of Student Equity reports by providing tabular, graphic and statistical content, descriptions of analytical methods, and narratives of findings and conclusions. Participates in the development, administration, and maintenance of institutional research databases and automated reporting systems, which includes developing, coordinating and maintaining comprehensive institutional research databases, including a data warehouse; optimizing efficiency of the research function by identifying and automating repetitive tasks; partnering with internal departments to ensure

the integrity of data; assisting in the development of automated enrollment reports; and performing related activities.

- Utilizes advanced techniques and functions, including Microsoft SQL, Microsoft Access, Tableau and other data management and query software to develop, administer, and maintain institutional research databases, automated reporting systems, and complex queries and access the District's general enterprise databases.

2. Current status of position:

- ✓ **Filling a replacement position included in the budget**
- Filling a restructured position included in the budget
 - Has an Org Mod been approved? Yes / No
 - Org Mod approval date _____
- Filling a new position
 - 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:

- Legal mandates
- **Accreditation requirements:** At present, we have a substitute researcher collecting and analyzing data needed for the ACCJC midterm report due in FA 2023. Beginning in FA 2023, we will begin planning and data collection for the next ISER, so having a permanent research and planning analyst in place is absolutely necessary to do this work.
- Health & safety priorities
- **Critical threshold of instruction or support services:** The depth and breadth needed to prepare mandatory reports and to collect, verify, compile, and analyze data for college-wide planning, program review, and accreditation purposes are ongoing. Reporting requirements related to CCCCO Vision for Success/Roadmap to Success are also expanding. This position has had limited sub coverage since the current research and planning analyst was hired as interim dean of Student Success and Equity in January 2022. The interim SSE dean has now been hired in the permanent dean position.
- Essential supervision

Budget Impact – Please specify the following:

- ✓ Is position included in the current budget? **Yes**
- Funding Source? **Restricted**
- Smartkey and Salary Object: 1372391-2110
- Annual Salary at Step B: \$70,920