

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

March 9, 2015

Date

| Site | Position | Justification |
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| GC | General Maintenance Worker, Sr., HVACR CL-00129 1.0 FTE Maintenance Department | <ul style="list-style-type: none"> • What will the position do? Position services and maintains Grossmont College's Heating, Air Conditioning and ventilation systems. Position also sets HVAC service times through the computerized energy management system. Position also maintains the fume hood safety systems in science and AOJ labs. • Current status of position? <ul style="list-style-type: none"> ○ Position is vacant as the incumbent received an internal promotion to a district services position • Strategic Staffing Rationale <ul style="list-style-type: none"> ○ The position is needed to maintain a critical threshold of support services, ensuring campus facilities equipment is functioning and properly maintained. Position also ensures that the proper ASHRAE and CalOSHA standards are met regarding air quality, circulation, and ventilation safety equipment • Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ The position is included in the 2014-15 budget using unrestricted general funds ○ Key code and Object: 1327901-2110 ○ CL/39/B ○ Fiscal Impact: \$52,008 plus benefits ○ RAF impact – no impact, replacement |
| GC | Admin Assist III 1.0 CPIE | <ul style="list-style-type: none"> • What will the position do? <ul style="list-style-type: none"> ○ Provide support for the Sr. Dean of CPIE and associated initiatives and efforts such as SLOs, program review, accreditation, and other student success and equity initiatives ○ Maintain records and inventories, produce reports, schedule meetings, organize files and evidence, route forms, ○ Learn TracDat and become a resource for this tool • Current status of position? <ul style="list-style-type: none"> ○ New (and currently #2 on the 2013-14 classified staffing list) • Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): |

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| | | <ul style="list-style-type: none"> ○ Critical threshold of educational or support services The CPIE area, which serves as a resource and support function for the whole college, has responsibility for compliance requirements in accreditation and state Chancellor's Office planning efforts. The functions cannot be completed without admin assistant support. ● Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ Not included in current general fund budget but included in plans for categorical funding. Funded through restricted SSSP and Student Equity funds ○ Key code and Object Code – 1333294-2110 & 1372391-2110 ○ CL/32/B ○ Fiscal Impact: \$42,288 plus benefits ○ RAF –no impact |
| GC | <p>Bookseller CL-00212</p> <p>Bookstore</p> | <ul style="list-style-type: none"> ● What will the position do? <ul style="list-style-type: none"> ○ This position will assist in collecting and bundling the growing online orders ○ Stocking and providing additional assistance on the sales floor to meet student needs ● Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy ○ Newly hired employee quit after three days ● Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <ul style="list-style-type: none"> ○ Critical threshold of educational or support services ● Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ This position is funded by Barnes & Noble. ○ This position is included in the current restricted Budget ○ Key code and Object Code - 1338081-2110 ○ CL/23/B ○ Fiscal Impact: \$32,412 plus benefits ○ RAF impact – no impact |
| GC | <p>Health Professions Specialist</p> <p>CL00075</p> <p>0.6 FTE</p> <p>Respiratory Therapy, EKG, OT</p> | <ul style="list-style-type: none"> ● What will the position do? This position will provide program support for the Respiratory Therapy, EKG, and Orthopedic Tech programs. Assist in seating classes, answer phones, track program statistics, advise students, complete hospital paperwork, maintain databases. ● Current status of position? This position is currently 1.0 FTEF through Perkin's funding. A meeting with CSEA occurred in 2012 and it was requested that this position be moved out of the auxiliary and into the general fund. Filling a restructured vacancy with a new job title- The EKG program will not be running 2015/2016 as the curriculum |

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| | | <p>will be rewritten. The size of the Respiratory Therapy and Orthopedic Technician programs are shrinking due to the availability of jobs in the region.</p> <ul style="list-style-type: none"> • Strategic Staffing Rationale This position is required to meet accreditation requirements and to provide critical support services. The accrediting body for Respiratory Therapy CoArc requires that there is sufficient support personnel; Co Arc Standard 2.02. The sponsoring institution must ensure the program has sufficient number of appropriately qualified support staff to achieve the program's goals as defined in Standard III. This position was 1.0 FTE. As stated above, with the reduction in the Respiratory Therapy and Orthopedic Technology programs and the EKG program not running for 1 year, reducing this position to .6 FTE is reasonable. • Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ This position has been included in the current 2014-15 restricted budget. The position will move from VATEA restricted funds to unrestricted general fund. ○ Key code and Object: 1370605-2110 ○ CL/28/B ○ Fiscal Impact: \$22,548 plus benefits ○ RAF impact – RAF impact, new position but with reduced FTE |
| GC | <p>MG-00111</p> <p>Dean Career Technical Education/Workforce Development</p> <p>FTE 1.00</p> | <ul style="list-style-type: none"> • What will the position do? <ul style="list-style-type: none"> ○ Provide administration and direction to CTE/WD division (Career Technical and Workforce Development programs). This full-time management position is responsible for all aspects of planning and implementing division goals and objectives, budget oversight, and external relations. • Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy due to resignation of current dean. • Strategic Staffing Rationale <ul style="list-style-type: none"> ○ Critical threshold of educational or support services ○ Essential supervision to a division of seven departments • Budget Impact – <ul style="list-style-type: none"> ○ This position is included in the current 2014-2015 budget year. This position is funded using unrestricted general funds. ○ Keycode and Object Code: 1370001-1240 ○ M/10/B ○ Fiscal Impact: \$106,034 plus benefits ○ RAF impact – No impact |
| GC | <p>CL00247 - Financial Aid Assistant</p> <p>FTE: 1.0</p> | <ul style="list-style-type: none"> • What will the position do? This position provides technical assistance and information to students regarding financial aid programs and services; instructs students in correct procedures for completion of forms and |

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| | <p>Department: Financial Aid</p> | <p>applications; explains application requirements and restrictions to parents and students. This position also provides crucial support for our financial aid advisors, who review students for financial aid eligibility.</p> <ul style="list-style-type: none"> • Current status of position? Will become vacant due to the resignation of the incumbent, Anna Gonzalez (Vacancy Date: 02/18/2015). • Strategic Staffing Rationale <ul style="list-style-type: none"> ○ Critical threshold of educational services - the Grossmont College Financial Aid office processes over 20,000 applications each year and awarded more than 30 million dollars in federal, state and institutional aid for 2013-2014. This position is crucial to maintaining support services offered directly to our neediest students. It is imperative that we sustain our current level of staff to support the ongoing demand for financial aid to ensure timely processing of financial aid applications. • Budget Impact – Identify the following <ul style="list-style-type: none"> ○ This position is included in the 2014-2015 department budget using restricted BFAP funds. ○ Keycode and Object Code - 1331090-2110 ○ CL/25/B ○ Fiscal Impact: \$34,392.00 plus benefits ○ RAF impact – No impact |
| GC | <p>SU-00045 – Financial Aid Front Office Supervisor FTE: 1.0 Department: Financial Aid</p> | <ul style="list-style-type: none"> • What will the position do? Under the direction of the Grossmont College Financial Aid Director, this position coordinates the technical and professional day-to-day operations of the Financial Aid Front Office; trains and directs Front Office Financial Aid personnel; oversees regulatory financial aid processes, analyzes and resolves complex financial aid cases and maintains program integrity. • Current status of position? Vacant effective 02/01/15 due to internal promotion. • Strategic Staffing Rationale <ul style="list-style-type: none"> ○ Legal mandates - this position is necessary for maintaining regulatory compliance for federal financial aid; specifically, federal Verification of high school completion or equivalency, federal Direct Loans and federal Work-study programs. ○ Critical threshold of educational or support services - helps maintain a critical threshold of financial aid services at a time when Financial Aid applications and student demand are still very high. Furthermore, this position fulfills a crucial leadership role in supporting student success and access for our neediest students. ○ Essential supervision - this position provides supervision over |

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| | | <p>areas conducting complex work in the Financial Aid Front Office.</p> <ul style="list-style-type: none"> • Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ This position is included in the current 14-15 budget using unrestricted general funds and restricted BFAP funds. ○ Keycodes and Object Codes: 1331001-2120 (63%) and 1331091-2120 (37%) ○ SU/S-G/B ○ Fiscal Impact: \$54,394.00 plus benefits ○ RAF impact – No impact. |
| CC | <p>Tutoring Center Specialist CL-00566</p> <p>.80 FTE 11 months</p> <p>Department: Learning & Technology Resources (Tutoring)</p> | <ul style="list-style-type: none"> • What will the position do? This is to replace the existing position of Tutoring Center Specialist, which was vacated as of November 17, 2014, due to the incumbent being hired into another role on campus. This position is responsible for the following: Organize and coordinate the day-to-day operations of the assigned area (the STEM Achievement Center); provide direction to hourly personnel and student workers as assigned; prepare weekly schedules for tutors and the master schedule for the semester. Assist in recruiting, interviewing, evaluating, hiring, and training of part-time tutors and clerical workers; prepare employment forms; monitor hours and schedules to ensure center coverage. Run computer programs; prepare and maintain records, files, and reports related to the tutorial assistance program; prepare and monitor the program budget. • Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy ○ Currently the position is being assigned as an Out-of-Class assignment • Strategic Staffing Rationale This position meets the following criteria: <ul style="list-style-type: none"> ○ Accreditation Mandates: The accrediting commission requires colleges to provide comparable services to online and on-campus students, with tutoring being one of those services. This position would be partly responsible for assisting with the implementation and maintenance of the online tutoring program. ○ Health and safety priorities: This position is responsible for the day-to-day operations of the STEM Achievement Center, which is a very large area that students heavily frequent during operating hours. A classified staff member is essential in helping to ensure the safety of our students in this large area. ○ Critical threshold of educational or support services: The tutorial services in the STEM Achievement Center cannot be provided to students without this position. ○ Essential operations and supervision: The operations of the STEM Achievement Center cannot function without this position. |

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| | | <ul style="list-style-type: none">• Budget Impact – Identify the following<ul style="list-style-type: none">○ This position is included in the 2014-2015 Adopted Budget○ Unrestricted General Fund○ Keycode - 1425801-2110○ Salary \$27,553 plus benefits○ RAF Impact – Replacement position, no RAF impact |
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