

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

May 23, 2016

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Position Title: Instructor-Spanish Unit/Classification: AFT Position #: IN-00264 FTE – 1.0 Department: World Languages	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ Provide a second full time instructor to oversee the Spanish language program and continue to develop curriculum for a robust and academically enriching program and major. 2. Current status of position? <ul style="list-style-type: none"> ○ Filling a position through Faculty Staffing priority process 3. Strategic Staffing Rationale: <ul style="list-style-type: none"> ○ This position is necessary for maintaining a critical threshold of educational and support services 4. Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ The position is included the current budget ○ Key code and Object code: 1454201-1110 ○ Fiscal Impact: <ul style="list-style-type: none"> ● Annual Salary amount - \$64,277 ● Plus benefits ○ RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Position Title: Instructor-CIS/GD Unit/Classification: AFT Position #: IN-00081 FTE – 1.0 Department: CIS & Graphic Design	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ Teach in the networking/systems curriculum disciplines ○ Be the faculty lead for the Cisco program, networking and systems curriculum disciplines ○ Be the system administrator for the campus NetLabs+ virtual lab environment. ○ Manage current curriculum and develop new curriculum to maintain degree currency with every changing industry needs. ○ Manage department funds and equipment/technology for the networking and systems curriculum. ○ Assist the department coordinator in managing a multi-discipline department (networking, system administration, web development, programming, graphic design and business computing). ○ Manage the department’s internship/cooperative work experience program ○ Organize and manage required industry advisory committee meetings

		<ul style="list-style-type: none"> ○ Manage department involvement in the CyberPatriot and Center of Academic Excellence in CyberSecurity (CAE2Y) programs. ○ Manage department involvement and participation as CompTIA, Linux Profession Institute, Cisco and VMware Academies. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a position through Faculty Staffing priority process <p>3. Strategic Staffing Rationale:</p> <ul style="list-style-type: none"> ○ This position is necessary for maintaining a critical threshold of educational and support services <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> ○ The position is included the current budget ○ Key code and Object code: 1461201-1110 ○ Fiscal Impact: <ul style="list-style-type: none"> • Annual Salary amount - \$64,277 • Plus benefits ○ RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Position Title: Instructor-Arabic</p> <p>Unit/Classification: AFT</p> <p>Position #: New</p> <p>FTE – 1.0</p> <p>Department: World Languages</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Provide a full time faculty member in Arabic to oversee the dramatically growing discipline and to develop curriculum for a robust and academically enriching program. The Chancellor’s office of the California Community Colleges has recently approved our proposed Arabic Studies Major. There have been continuous requests by our students to offer an Arabic Studies major, so we anticipate many of our students will major in this discipline. Presently, there is no full time faculty in this program. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a position through Faculty Staffing priority process <p>3. Strategic Staffing Rationale:</p> <ul style="list-style-type: none"> ○ This position is necessary for maintaining a critical threshold of educational and support services <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> ○ The position is included the current budget ○ Key code and Object code: 1451203-1110 ○ Fiscal Impact: <ul style="list-style-type: none"> • Annual Salary amount - \$64,277 • Plus benefits

		<ul style="list-style-type: none"> ○ RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input checked="" type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Position Title: Instructor-Health Education</p> <p>Unit/Classification: AFT</p> <p>Position #: New</p> <p>FTE – 1.0</p> <p>Department: Health Education</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ Teach classes in HED ○ Assist in writing curriculum for new certificate and major programs ○ Coordinate off campus/high school HED/ES classes 2. Current status of position? <ul style="list-style-type: none"> ○ Filling a position through Faculty Staffing priority process 3. Strategic Staffing Rationale: <ul style="list-style-type: none"> ○ This position is necessary for maintaining a critical threshold of educational and support services 4. Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ The position is included the current budget ○ Key code and Object code: 1451801-1110 ○ Fiscal Impact: <ul style="list-style-type: none"> • Annual Salary amount - \$64,277 • Plus benefits ○ RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input checked="" type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Instructional Lab Assistant, Int.</p> <p>Unit/Classification: CL-20</p> <p>Position #: IA-00117</p> <p>FTE .475</p> <p>10 Months</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ This position is responsible for the following: Perform duties required to assist in the configuration, operation, and maintenance of the Midi Lab and Recording Studios. This position requires knowledge of the basic hardware configuration of all music labs and studios. This position also requires the applicant to oversee open lab hours (approximately 18 hours per week), and assist students in the use of the Music Media lab and practice rooms. Applicant should be able to perform office duties that support the Performing Arts Department as a whole (preparing for concerts, etc.) 2. Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy/Replacement

	<p>Department: Music</p>	<p>3. Strategic Staffing Rationale</p> <ul style="list-style-type: none"> ○ This position is necessary for maintaining a critical threshold of educational and support services. The instructional lab aide monitors and provides student access to the MIDI lab, recording studios, and practice rooms; provides logistical, technical, and promotional support for all of the concerts and other events sponsored by the Performing Arts Department; and maintains the lab and rehearsal facilities for the Performing Arts department, including equipment repair and maintenance for three for-credit ensembles. <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> ○ The position is included in the current budget ○ Keycode and Object code: 1425803-2117 ○ Fiscal Impact: <ul style="list-style-type: none"> • Annual Salary amount - \$12,640 • Plus benefits ○ RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number
<p><input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS</p>	<p>Please include:</p> <p>Position Title: Tutoring Center Specialist</p> <p>Unit/Classification: CL-28</p> <p>Position #: CL-00647</p> <p>FTE .475 10 Months</p> <p>Department: Tutoring – Writing Center</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Organize and coordinate the day-to-day operations of the Writing 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. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy <p>3. Strategic Staffing Rationale</p> <p>Please address at least one of the following items when answering the questions below (provide specific details):</p> <ul style="list-style-type: none"> ○ Critical threshold of educational or support services: The need for tutorial services is clear if we are to support the Achieving the Dream Plan, Student Equity plan and overall student success. The most important duty of this position would be to provide coordination and supervision of tutors during hours of operation. ○ Essential operations and supervision: The Writing Center has a Tutoring Center Specialist position at 1.0 FTE, but this additional part-time position is critical to ensuring evening coverage for the center.

		<p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> ○ The position is included in the current budget ○ Keycode and Object code: 1425803-2117 ○ Fiscal Impact: <ul style="list-style-type: none"> ● Annual Salary amount - \$15,844 ● Plus benefits ○ RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Master Scheduler</p> <p>Unit/Classification: CSEA</p> <p>Position #: CL-00122</p> <p>FTE 1.0</p> <p>Department: Instructional Operations</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Perform complex and specialized duties to coordinate, construct and maintain the master class schedule; generate reports, prepare and maintain related records, files, lists and other materials. The Master Scheduler is responsible to enter approximately 1,600 course sections for spring and fall semesters and approximately 125 for summer. ○ Prepare, maintain and distribute part-time faculty hire letters; process revised and cancellation hire letters. There are approximately 600 part-time hire letters to be processed in the spring and fall semesters, and an additional 100 for the summer session. There are many additional revisions required in processing hire letters due to schedule changes. ○ Code and enter data on a personal computer for a wide variety of instructional records including non-degree and basic skills flags, work experience student status, course description information such as Taxonomy of Programs (TOPS) course classification code, general education, transfer code, units, and course notes including descriptors, section notes and prerequisites. ○ Process Board approved curriculum additions, deletions and modifications in the student information management system and the class schedule. ○ Scan, order, prepare and distribute summary reports for faculty evaluations. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy – This position is vacant due to promotion of former Master Scheduler to Instructional Operations Supervisor (vacant as of May 11, 2016). <p>3. Strategic Staffing Rationale</p> <ul style="list-style-type: none"> ○ The individual in the position is responsible for all attendance accountability by calculating contact hours as required in Title 5 and the student attendance accounting manual. The class schedule is critical to all educational and support services campus-wide as well as a guidance tool for students as they plan their educational goals. All course deletions, modifications, and additions approved by the Curriculum Committee and the

		<p>Governing Board are built in Colleague and revised as necessary by the Master Scheduler.</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> ○ Specify whether the position is included or not included in the current budget: This position is included in the 2015/2016 unrestricted budget ○ Key code and Object code: 1424006-2110 ○ Fiscal Impact:- <ul style="list-style-type: none"> • CL/30: Steps A-B \$40584-42,912 • Includes benefits ○ RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number
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District Services requests on next page

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5/23/2016

Date

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Business Analyst</p> <p>Unit/Classification: Classified</p> <p>Position #CL- 00598</p> <p>1 FTE</p> <p>Department: Information Systems</p>	<p>1. What will the position do? The position will work with appropriate college and District managers and staff to analyze and troubleshoot current processes, develop solutions and configure systems to meet academic and business requirements. It will assist in understanding, re-engineering and streamlining complex processes and procedures to obtain optimum, reliable performance of ERP and associated systems. The position will analyze, communicate and translate current and changing business requirements into software requirements.</p> <p>2. Current status of position? Filling a vacancy due to resignation.</p> <p>3. Strategic Staffing Rationale This hire is essential to the operations of the Information Systems department. This position is critical for the District and colleges in support of existing and future technologies as outlined in the colleges and District Strategic and Technology Plans. This position will support, configure and enhance Enterprise Systems used by the District, such as Finance, HR, Payroll, Financial Aid, Student Information Systems (registration, grades, rosters, degrees, etc.; Student Success, library, etc.)</p> <p>4. Budget Impact – Identify the Following:</p> <p>a. The position is included in the current budget.</p> <p>b. Key code and Object code: 1113501-2110</p> <p>c. Fiscal Impact:</p> <p>i. Salary amount: \$69,084 + benefits</p> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input type="checkbox"/> No impact – funded by _____ Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p> <p><input type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>