

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**CRITICAL HIRE/UNEXPECTED VACANCY**

**December 7, 2011**

<b>Site</b>	<b>Position</b>	<b>Rationale</b>
GC	Director Campus Facilities, Operations & Maintenance	<ul style="list-style-type: none"> <li>• The Director assists in the coordination of campus capital construction projects, and is the co-chair of the Facilities Committee. This position leads all of the college construction task forces and works with the District Facilities Planning Office to ensure that the planning meets college and district needs.</li> <li>• The Director of Facilities, Operations, and Maintenance is a critical position required to meet legal mandates and health and safety requirements imposed by federal, state, and local jurisdictions.</li> <li>• This position replacement has been delayed while a person acted in two roles (Director of Facilities and also VP of Admin) since June 2008.</li> <li>• Funding for this position is in the current college budget</li> </ul>
GC	Custodian	<ul style="list-style-type: none"> <li>• The custodial department is currently down 2 custodial positions which equates to an 8% reduction in staffing. We have added 136,000 GSF in the past year and half in 3 new buildings. These positions are critical for the custodial crew to be able to maintain health, cleanliness and safety standards priorities.</li> <li>• We currently do not have enough custodians to staff each area with permanent employees, which results in having student hourly workers cover regular custodial areas presenting health, safety, security and consistency issues.</li> <li>• Vacant since January 2008 due to the release of a probationary employee and additional new retirement in December.</li> <li>• Funding for this position is currently is the college budget.</li> </ul>
GC	CDC Aide	<ul style="list-style-type: none"> <li>• The CDC Aide works in the Child Development Center assisting the CDC Assistant Senior in performing the duties required in the classroom with the children in the center</li> <li>• This position is required to meet the legal mandates of staff to children ratios according to state licensing requirements</li> <li>• Unexpected Vacancy - This position is currently vacant due to an employee resignation in June 2011</li> <li>• Funding for this position is currently in the college budget.</li> </ul>
CC	Business Services Specialist (Pending Org Mod to replace Administrative Secretary position)	<ul style="list-style-type: none"> <li>• In the 2011-12 CC Hiring Plan.</li> <li>• Replacement in Business Services to process forms for College.</li> <li>• Perform critical functions with direct impact on staff, faculty, administrators, and students.</li> <li>• Currently is covered by an out-of-class assignment that expires January 31, 2012.</li> <li>• Funding for this position is currently in the college budget.</li> </ul>

CC	Associate Dean, Student Services and Special Programs (Pending Org Mod to replace Associate Dean, Special Funded Programs position)	<ul style="list-style-type: none"> <li>• From district delayed list in 2011-12. In the 2011-12 CC Hiring Plan.</li> <li>• Directs and manages specially funded programs, EOPS, CARE, DSPS and CalWORKs. Coordinates Matriculation and Counseling across all programs including general counseling.</li> <li>• Position to serve in part as an EOPS Director effective Spring, 2012. EOPS will not be in compliance with State legal mandates without this position.</li> <li>• Position has been filled on an interim basis for three years, and the assignment ends June 30, 2012.</li> <li>• Funding for this position is currently in the college budget.</li> </ul>
CC	Custodian	<ul style="list-style-type: none"> <li>• From district delayed list in 2011-12. In the CC 2011-12 Hiring Plan.</li> <li>• Four new buildings have been added to campus that require custodial services.</li> <li>• Critical to be able to maintain health and safety requirements, and to maintain an appropriate learning and working environment for our students, faculty and staff.</li> <li>• Funding for this position is currently in the college budget.</li> </ul>
CC	Instructional Lab Assistant – Writing Center	<ul style="list-style-type: none"> <li>• From district delayed list in 2011-12. In the 2011-12 CC Hiring Plan.</li> <li>• Oversee all of the tutors and operations of the center under the direction of a faculty.</li> <li>• A critical need for ongoing services for students in the writing center, i.e., English, reading, and ESL.</li> <li>• Duties are currently performed by short term hourly employees. Full-time supervision is required to oversee the full operations of the center.</li> <li>• Funding for this position is currently in the college budget.</li> </ul>
CC	Health Services Supervisor	<ul style="list-style-type: none"> <li>• Position provides overall departmental leadership in accomplishing the mission of high quality health services for students.</li> <li>• Position has been filled with an out-of-class basis since April 2009.</li> <li>• Funding for this position is currently in the college budget.</li> </ul>
DS/DW	Vice Chancellor – Human Resources	<ul style="list-style-type: none"> <li>• The Vice Chancellor provides overall supervision, leadership, and direction to the District’s Human Resources Programs, including Employment Services and Employee and Labor Relations.</li> <li>• Position has been vacant for two years and duties have been covered by Vice Chancellor-Business Services. This position is critical as we continue the structure of District Services to streamline duties and promote efficiency.</li> <li>• Position is vacant due to resignation</li> <li>• Funding is included in the budget from current year salary savings.</li> </ul>
DS	Sr. Dean, Research, Planning & Institutional Effectiveness	<ul style="list-style-type: none"> <li>• Support and assist with the development, implementation, assessment, evaluation and continuous improvement of student learning and service outcomes, as well as other measures of student success.</li> <li>• Critical for district and colleges’ needs of comprehensive data and analysis, and is needed to meet accreditation requirements.</li> <li>• Vacancy created by resignation effective January 2012.</li> <li>• Funding is included in the budget.</li> </ul>

DS	Public Safety Officer	<ul style="list-style-type: none"><li>• Provide for the protection of life and property, observe safety, fire, health hazards and respond to calls for service. Work cooperatively with local law enforcement and fire departments in disaster/emergency procedures for critical incidents and emergencies. Enforce District Parking Regulations.</li><li>• Critical to meet safety and security needs of the college community and cannot be provided by current staff members already working to capacity.</li><li>• Vacancy created by resignation effective 11/04/11.</li><li>• Funding is included in the budget.</li></ul>
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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**CRITICAL HIRE/UNEXPECTED VACANCY**

**2012-13 Fiscal Year**

**December 7, 2011**

Site	Position	Rationale
GC	Associate Dean of Counseling and Special Programs	<ul style="list-style-type: none"> <li>• The position would lead and supervise the faculty and staff in general counseling, EOPS/CalWorks/CARE and DSPS. Responsibility for the day-to-day operations, planning and compliance with all local, county, state, federal laws and policies. This position may also oversee the day-to-day operations within the general counseling area and be responsible for scheduling employees, student appointments, managing classified within general counseling, and addressing student issues.</li> <li>• An EOPS Coordinator is required for a program our size but has been handled by faculty coordinator on overload, This is a compliance issue that will be resolved by hiring this position and ensure the college remains in compliance with EOPS guidelines.</li> <li>• Unexpected Vacancy - Replacement of a position unexpectedly vacated in August 2011 that has been filled by an internal interim.</li> <li>• Funding for this position is currently in the college budget.</li> </ul>
GC	Dean of Student Development (Services)	<ul style="list-style-type: none"> <li>• The position is responsible for all areas of enrollment services and counseling including specially funded programs, admissions and records, career services, outreach, and leading new student services programs that would enhance student success.</li> <li>• Replacement of this position is required to meet the colleges critical threshold of support services and provide essential supervision</li> <li>• Unexpected Vacancy - This position has been an unexpected vacancy since August 2011 and has been filled by an interim.</li> <li>• Funding for this position is in the current college budget.</li> </ul>
GC	Supervisor of Counseling	<ul style="list-style-type: none"> <li>• This position would oversee the day-to-day operations within the general counseling area and be responsible for scheduling employees, student appointments, managing classified within general counseling, and addressing student issues.</li> <li>• Replacement of this position is required to meet the colleges critical threshold of support services and provide essential supervision</li> <li>• Unexpected Vacancy - Replacement of a position unexpectedly vacated in September 2011 that has been filled by an internal interim.</li> <li>• Funding for this position is in the current college budget.</li> </ul>
GC	Director of Admissions & Records	<ul style="list-style-type: none"> <li>• This position would more effectively assist the Dean of Student Services in providing adequate leadership and oversight to all areas under admissions and records including but not exclusive to admissions, transcript evaluations, veterans affairs, international student services, etc.</li> <li>• Replacement of this position is required to meet the colleges critical threshold of support services and provide essential supervision</li> <li>• This is a new position and is a re-structure of one of the two supervisor positions within admissions and records.</li> <li>• Funding for this position is in the current college budget.</li> </ul>

GC	Full-Time Faculty	<ul style="list-style-type: none"> <li>• This position provides critical instructional services to students within the area of discipline to maintain programmatic integrity. The Faculty Staffing Committee, Planning &amp; Resources Committee, and the College President have agreed that this position is critical to support student learning and success.</li> <li>• This position is critical to maintain critical threshold of educational services</li> <li>• To comply with the 50% law.</li> <li>• Unexpected vacancy – Replacement of a faculty position unexpectedly vacated in June 2011</li> <li>• Funding for this position is in the current college budget</li> </ul>
GC	Full-Time Faculty	<ul style="list-style-type: none"> <li>• This position provides critical instructional services to students within the area of discipline to maintain programmatic integrity. The Faculty Staffing Committee, Planning &amp; Resources Committee, and the College President have agreed that this position is critical to support student learning and success.</li> <li>• This position is critical to maintain critical threshold of educational services</li> <li>• To comply with the 50% law.</li> <li>• Unexpected vacancy – Replacement of a faculty position unexpectedly vacated in July 2011</li> <li>• Funding for this position is in the current college budget</li> </ul>
CC	Full-Time Faculty - Water/ Wastewater	<ul style="list-style-type: none"> <li>• From district delayed list in 2011-12. In the 2011-12 CC Hiring Plan. Position to begin in Fall 2012.</li> <li>• Increase full-time faculty obligation to support instructional programs.</li> <li>• A critical need for full-time faculty to oversee programs with strong student enrollments.</li> <li>• To comply with the 50% law.</li> <li>• Funding for this position is in the current college budget.</li> </ul>
CC	Full-Time Faculty - Spanish	<ul style="list-style-type: none"> <li>• Position available due to retirement. Position to begin in fall 2012.</li> <li>• Large multi-disciplinary instructional program in jeopardy due to significant reduction in full-time faculty.</li> <li>• To comply with the 50% law.</li> <li>• Funding for this position is in the current college budget.</li> </ul>
CC	Full-Time Faculty - ASL	<ul style="list-style-type: none"> <li>• Position available due to retirement. Position to begin in fall 2012.</li> <li>• To comply with the 50% law.</li> <li>• Core general education, transfer, and CTE discipline currently without a full-time faculty.</li> <li>• Funding for this position is in the current college budget.</li> </ul>
CC	Full-Time Faculty - Economics	<ul style="list-style-type: none"> <li>• Position available due to retirement. Position to begin in fall 2012.</li> <li>• To comply with the 50% law.</li> <li>• Signature program currently without a full-time faculty.</li> <li>• Funding for this position is in the current college budget.</li> </ul>
CC	Full-Time Faculty/Counselor	<ul style="list-style-type: none"> <li>• Student Services has a need for a general counselor who will specialize in Veterans' Affairs. Position to begin in fall 2012.</li> <li>• Given ongoing and expected increases in the student veteran population, to facilitate veteran's access &amp; success.</li> <li>• Funding for this position is in the current college budget.</li> </ul>

CC	Counseling & Assessment Center Supervisor	<ul style="list-style-type: none"> <li>• From district delayed list in 2011-12. In the 2011-12 CC Hiring Plan.</li> <li>• Position will provide support to the Dean of Counseling and Enrollment Services by supervising classified and hourly staff, as well as coordinating services for students scheduling assessment tests and counseling appointments.</li> <li>• The position is the liaison among the counseling department chair, support staff, and Dean of Counseling and Enrollment Services.</li> <li>• Funding for this position is in the current college budget.</li> </ul>
CC	A & R Specialist (Veterans)	<ul style="list-style-type: none"> <li>• Position responsible for all veteran student processing and records.</li> <li>• Position became vacant due to transferring in GC since 2010.</li> <li>• The responsibility for this position is currently filled with an out of class assignment since 2010.</li> <li>• Funding for this position is in the current college budget.</li> </ul>