

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

February 10, 2014

Site	Position	Justification
GC	Admissions & Records Assistant (25) CL 00184	<ul style="list-style-type: none"> • What will position do? Provide a wide variety of specialized and complex clerical duties related with Admissions & Records, Academic Records, Special Programs, and policies and procedures. This position processes internet applications via ccc-apply, resolve errors, determine special handling for residency issues and international student processing registration, grades and fees. This position also processes official transcript requests and prepares electronic files, paper transcripts, and mail transcripts as requested by students and other educational institutions in a timely manner and according to established guidelines and procedures. This position also serves as a rotating front counter member, serving as the face of the college. • Current status of position? This position is vacant due to promotion of former holder of position (Sandra Ramos to Student Services Specialist-Residency; Cuyamaca). • Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): This position is essential to processing official transcript requests and for preparing electronic files, paper transcripts and mail transcripts as requested for students in a timely manner and according to established guidelines and procedures. This position is also essential for the processing of internet applications via ccc-apply, and for resolving errors, and for determining special handling for residency issues and international student processing registration, grades and fees; All of which are vital components of the State mandated Student Success Support Initiative. With this vacancy, Admissions & Records will be down three (3) Admissions & Records (Records Clerk) positions as we were already down two positions due to retirements. • Present a rational that includes the following (where applicable): This position is already allotted and budgeted with General funds and will increase student access, progress, success, and retention per the State mandated Student Success Initiative as it assists with the initial access point; the application, and the progress and success point; transcripts. The Admissions & Records, Records and Transcript section has been decimated because of retirements and the past State budget climate. This position addresses both, strategic and institutional priorities by providing access to a diverse community college student population which is not only an institutional goal but also a component of the College’s mission. It is important to also note that this position is the backbone of Admissions & Records and serves not only students, but faculty and staff as well. • Budget Impact – This position is included in the current 2013/14 budget.

<p>GC</p>	<p>Administrative Assistant IV Office of Vice President, Student Services CL-00513</p>	<ul style="list-style-type: none"> • What will position do? - Under the direction of the Vice President of Student Services, this position will perform a variety of difficult and highly complex administrative assistant duties. Examples include: perform secretarial and clerical duties; interpret and apply rules and regulations; run reports, requisitions, work orders, purchase orders, and fund transfers; greet office visitors; initiate and answer telephone calls; prepare and review routine correspondence, records, and other documents for accuracy, completeness and conformance to established rules and regulations; and establish and maintain a variety of records, logs and files. • Current status of position? The position is currently vacant due to a recent transfer. • Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <p>This position addresses a critical threshold of support services for the Office of the Vice President of Student Services. The Office of the VPSS is responsible for the operations of all student service programs. Thus, this position is critical in supporting the overall operations of student services. Examples of specific duties include:</p> <ul style="list-style-type: none"> • Take notes at meetings the VPSS chairs • Maintain an organized filing system • Track and submit all signature items • Maintain the VPSS Calendar • Support the VPSS in submitting all mandated reports • Assist the VPSS in maintaining balanced budgets for all areas • Provide project level support (i.e. Program Review, SLO's) • Anticipate the needs of the office and provide heads up for upcoming deadlines • Support the distribution of important communique to SS and throughout the institution • Utilize software to develop tracking data bases • Assist in the coordination and implementation of meetings and events <ul style="list-style-type: none"> • Present a rational that includes the following (where applicable): <ol style="list-style-type: none"> 1. Will the position result in increased student FTE? How/How much? No 2. Will the position increase student access, progress, and success? How? By supporting the Office of the Vice President of Student Services, this position will have a positive impact on all areas of Student Services. As a result, it will have a positive impact on access, progress and success. For example, this position will assist the VPSS in working with student services on completing the program review process, which in turn is a mechanism for continuous improvement and resource allocation for student service programs, thus impacting access, progress and success. 3. What impact will the position (or not filling the position) have on workload distribution within the work unit? Not filling this position could significantly and negatively impact the work of the Vice President of Student Services, as this position is the primary support position for that Office. 4. How much part-time, overtime is currently being used? None 5. 6. How does this position address strategic priorities and/or institutional priorities? By supporting the Office of the Vice President of Student Services, this position addresses many of the strategic and institutional priorities. 7. What other benefits to GCCCD will result from filling this position? This position provides support to the Office of the President, as the 3 VP and President Admin positions work collaboratively to support that Office. 8. Is there other information that should be considered when analyzing and evaluating this request? No • Budget Impact – This position is included in the current 2013/14 budget.
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GC	English—Generalist Composition position	<ul style="list-style-type: none"> • What will [this] position do? The new faculty member will teach all levels of the 5-course sequence of classes in the Composition program. • Current status of position? It is one of six (6) vacant full-time positions in the English Department resulting from retirements between 2011 and 2013. • Strategic Staffing Rationale Over the next 3-5 years, several retirements are anticipated, and new full-time faculty members will be needed to maintain and create effective curriculum in its foundational programs and to improve its FT/PT ratio. • Present a rationale that includes the following (where applicable): <ol style="list-style-type: none"> 1. Will the position result in increased student FTE? How/How much? No. 2. Will the position increase student access, progress, and success? How? Yes. Our new full-time faculty member will participate in all aspects of the department, such as SLO development and assessment, as well as in the coordination and collaboration which exists between the various levels of the Composition program. 3. What impact will the position (or not filling the position) have on workload distribution within the work unit? The current workload for full-time faculty in the department is extremely heavy due, in part, to how active they are in service to the College, division, and District as well as to local, state-wide, and national organizations. An additional full-time instructor will significantly reduce the workload for all department members for better service to our students. 4. How much part-time, overtime is currently being used? Only 39% of the English Department's FTEF is taught by full-time faculty; 61% is taught by adjunct instructors. Each new full-time faculty member hired moves us a little closer to a 50/50% FT/PT goal. 5. How does this position address strategic priorities and/or institutional priorities? The Department is at the forefront of student success efforts on this campus, the key component of the Educational MasterPlan and the Institutional SLOs. 6. What other benefits to GCCCD will result from filling this position? Please see <u>Strategic Staffing Rationale</u> and responses to questions #2 and #3. 7. Is there other information that should be considered when analyzing and evaluating this request? The English Department is one of the two largest on campus in terms of the number of sections offered, amount of WSCH generated, and student enrollment. The influx of new, committed full-time faculty is essential to take on the task of sustaining programs and, more importantly, creating new initiatives for future Grossmont College students. • Budget Impact – This position will be budgeted and included in the 2014-15 budget using unrestricted funds.
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GC	Nursing Instructor # IN-00083	<ul style="list-style-type: none"> • <u>What will position do?</u> Teach Pediatric courses. • <u>Current status of position?</u> Vacant as of June 2014. • <u>Strategic Staffing Rationale</u> The hiring of this position addresses accreditation mandates. The California Board of Registered Nursing (BRN) requires a full-time content expert in Pediatrics. • Present a rational that includes the following (where applicable): <ol style="list-style-type: none"> 1. Will the position result in increased student FTE? How/How much? No. These are cohort program. 2. Will the position increase student access, progress, and success? How? Yes. Knowledge and commitment to the curriculum in healthcare fields generally comes best from full-time faculty. 3. What impact will the position (or not filling the position) have on workload distribution within the work unit? Filling the position will place the program in compliance with their accrediting body. 4. How much part-time, overtime is currently being used? There are currently 16 part-time faculty who support the clinical components of the nursing program. 5. How does this position address strategic priorities and/or institutional priorities? Filling this position will foster student success, one of our strategic goals. 6. What other benefits to GCCCD will result from filling this position? Filling this position will contribute to persistence, reduced attrition, and high graduation rates for students in this program. 7. Is there other information that should be considered when analyzing and evaluating this request? This will be a very difficult position to fill as it is a specialty area. If not filled the program will have to try to recruit part-time faculty to teach in the classroom setting. • Budget Impact – This position is included in the current 2013/14 budget.
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GC	CVT Instructor # IN-00189	<ul style="list-style-type: none"> • <u>What will position do?</u> Teach in the vascular track for CVT. • <u>Current status of position?</u> It is one of two vacant positions in the CVT program. • <u>Strategic Staffing Rationale</u> The hiring of this position addresses accreditation mandates. Citing the 2010 Standards and Guidelines for the Accreditation of Educational Programs in Cardiovascular Technology from CAAHEP (Commission on Accreditation of Allied Health Education) • Present a rational that includes the following (where applicable): <ol style="list-style-type: none"> 1. Will the position result in increased student FTE? How/How much? No. These are cohort program. 2. Will the position increase student access, progress, and success? How? Yes. Presently we are piecing together a vascular teacher in the CVT program. With a full-time vascular track instructor there will be continuity in instruction. 3. What impact will the position (or not filling the position) have on workload distribution within the work unit? Filling the position will significantly reduce the departments need to try at get vascular instructors to teach this track. 4. How much part-time, overtime is currently being used? The two instructors (invasive and echocardiography) are both overload by a total of .5. 5. How does this position address strategic priorities and/or institutional priorities? Filling this position will foster student success, one of our strategic goals. 6. What other benefits to GCCCD will result from filling this position? Filling this position will contribute to persistence, reduced attrition, and high graduation rates for students in this program. Filling this position with a full time faculty member will also continue to provide the program rigor and excellent reputation it has in the community thus representing GCCCD in a positive manner. 7. Is there other information that should be considered when analyzing and evaluating this request? This will be a very difficult position to fill. If not filled the program will have to try to recruit part-time faculty to teach in the classroom setting. Due to the load restrictions and the fact that part time faculty are employed full time in a facility this would require multiple part-time faculty. • Budget Impact – This position will be budgeted and included in the 2014-15 budget using unrestricted funds
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GC	Mathematics Instructor	<ul style="list-style-type: none"> • <u>What will position do?</u> Teach a variety of mathematics classes. • <u>Current status of position?</u> It is one of four vacant positions in the mathematics department. • <u>Strategic Staffing Rationale</u> The mathematics faculty members provide leadership for several college and state initiatives. Another full-time faculty member will be invaluable for providing needed instruction and support. • Present a rational that includes the following (where applicable): <ol style="list-style-type: none"> 1. Will the position result in increased student FTE? How/How much? Yes. We will be able to offer several additional classes each semester. 2. Will the position increase student access, progress, and success? How? Yes. The work of the department will flow much more smoothly and more students will be served through tutoring and instruction. 3. What impact will the position (or not filling the position) have on workload distribution within the work unit? Filling the position will significantly reduce the workload for all department members. 4. How much part-time, overtime is currently being used? Only 42% of mathematics FTEF is filled by full-time instructors. 5. How does this position address strategic priorities and/or institutional priorities? Filling this position will foster student success, one of our strategic goals. 6. What other benefits to GCCCD will result from filling this position? Mathematics is a service area for many other programs and more students will be served in those areas. 7. Is there other information that should be considered when analyzing and evaluating this request? We need a more robust core of full-time mathematics faculty to strengthen this essential department and the college overall. • Budget Impact – This position will be budgeted and included in the 2014-15 budget using unrestricted funds
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GC	Counselor	<ul style="list-style-type: none"> • What will position do? This position provides counseling and student development services and participates in departmental efforts to plan, implement and evaluate these services. Counseling efforts focus on educational, career technical and personal counseling. • Current status of position? Vacant due to early retirement. • Strategic Staffing Rationale <ul style="list-style-type: none"> ○ Critical threshold of educational or support services The increased complexity of the implementation of ADT (Associate Degrees for Transfer), requirements of the Student Success Act, and Student Success & Support Programs (Formerly Matriculation) requires increased student services positions. • Present a rational that includes the following (where applicable): <ol style="list-style-type: none"> 1. Will the position result in increased student FTE? How/How much? No 2. Will the position increase student access, progress, and success? How? Counseling faculty provide services to current and prospective students by way of appointment, orientation/advising, drop-in counseling, and online counseling. 3. What impact will the position (or not filling the position) have on workload distribution within the work unit? Without the position, essential services such as orientation, advising, educational planning will continue to be limited during a time when they are increasingly needed. Additionally, consistent part-time faculty is difficult to find. 4. How much part-time, overtime is currently being used? There are 17 part-time faculty and 13 full-time faculty. Nine of the full-timers teach classes and work extra pay. 5. How does this position address strategic priorities and/or institutional priorities? Student success is a strategic goal for the college and district. The program review committee recommended hiring additional counseling faculty and this is listed in the 6-year plan. 6. What other benefits to GCCCD will result from filling this position? Enhanced services to students, increased outreach to prospective students, and proactive means for enabling students to succeed and complete degrees, certificates and transfer pathways. 7. Is there other information that should be considered when analyzing and evaluating this request? Counseling provides in-person and online services, drop-in, appointments, workshops, crisis intervention, career counseling and academic counseling • Budget Impact – This position will be budgeted and included in the 2014-15 budget using unrestricted funds.
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<p>CC</p>	<p>Assistant College Cashier CL-00316 (1 FTE)</p>	<ul style="list-style-type: none"> • What will the position do? This position is responsible for the following: Open front windows in the Cashier’s office, provide customer service to all; students, employees and guests. Post and receipt all tuition payments by phone, mail and front window. Post and receipts all military checks from US government. Provide service to students for paying of chemistry fines, library fines, parking citation fines, overdue book loans, over-payments of Financial Aid disbursements. Selling of semester bus pass. Provide service to students requesting transcripts or enrollment verification. Provide parking permits to all staff and adjunct employees: maintains the log sheet and updating spread sheet for parking permits issued. Provide hourly parking permits to students and filing. Distribute district contracted and hourly payroll checks. • Current status of position? This position is vacant due to resignation as of February 28, 2014. • Strategic Staffing Rationale This position is necessary for maintaining a critical threshold of educational and support services. • Present a rationale that includes the following (where applicable): <ol style="list-style-type: none"> 1. Will the position result in increased student FTE? How/How much? Yes, student success will increase to provide information regarding registration and fees to all current and future students that call or come to Cashier’s. Would estimate it will increase FTE’s based on the amount of questions and services the Cashier’s provide. 2. Will the position increase student access, progress, and success? How? Yes, most commonly FAQ’s are regarding payments and types of options available. Student success will be achieved if the student does not have to worry about being dropped from classes. 3. What impact will the position (or not filling the position) have on workload distribution within the work unit? Not filling the position will cause delays in returning phone messages, longer lines waiting at the cashier’s office. Not filling the position will impact distribution of monthly paychecks being distributed from the window and parking permits for all classified, adjunct and student hourly workers. Not filling the position will cause delays in bank deposits to the bank and possibly losing interests on monies. Not filling the position will compromise safety with only one full time classified employee in a secure office. 4. How much part-time, overtime is currently being used? Comp time work is used only during peak times i.e., the beginning of each school semester and have extended hours to provide service and at the beginning of parking permit enforcement. Average hours would be approximately 3-7 hours per semester. 5. How does this position address strategic priorities and/or institutional priorities? N/A 6. What other benefits to GCCCD will result from filling this position? Cashier staff will be able to participate in campus wide activities i.e. Convocation, events, workshops and monthly DIT meetings at the district. 7. Is there other information that should be considered when analyzing and evaluating this request? Cuyamaca Cashier’s office is under Administrative Services and remains open on Friday’s all day to provide customer service to all students for both campuses. • Budget Impact – This position is funded in the current year unrestricted general fund.
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CC	Environmental Health and Safety Management Instructor IN-XXXXX (1 FTE)	<ul style="list-style-type: none"> • What will the position do?- This position will perform all duties of full-time instructional faculty and serve as the coordinator for the Environmental Health and Safety Management Department. There is currently no full-time faculty in the EHSM discipline. • Current status of position? There are currently no full-time faculty teaching in this discipline; the program coordinator is an adjunct instructor currently employed in the field with limited time available to dedicate to this program. • Strategic Staffing Rationale: This position is necessary for maintaining a critical threshold of educational services to ensure student success; for expanding the program to meet the growing industry need; and provide the discipline coordination institutionally viewed as critical to the success of all academic programs. • Present a rationale that includes the following (where applicable): A full-time faculty member to lead this program is critical for the program to come into alignment with the strategic and institutional priorities related to student access and success through sufficient course offerings (resulting in increased FTES); improved SLO assessment rates; and proper program coordination. Additionally, this program has been of particular to international students who bring with them a variety of resources – cultural and fiscal – that benefit the college community. • Budget Impact – This position is funded in the current year unrestricted general fund.
CC	Automotive Technology Instructor IN-00085 (1 FTE)	<ul style="list-style-type: none"> • What will the position do? Teach full-time classes in the Automotive Technology Program and perform other duties as assigned as per the full-time faculty job description. • Current status of position? This position is vacant due to retirements – one planned and one unexpected due to illness – in the program area over the last two years. Currently, classes formerly taught by the retirees are being covered by adjunct instructors who do not meet the requirements of the GM ASEP and Ford ASSET certification programs • Strategic Staffing Rationale - This position is essential for accreditation requirements and is a critical threshold of educational and support services. Industry partnerships, crucial to the employment success of our students, are in jeopardy if at least one instructor is not hired as a replacement for the retirees. • Present a rationale that includes the following (where applicable): This position will ensure that FTES in the program area can be maintained at current levels and hopefully increased. The workload in the department is currently being distributed to a variety of adjunct faculty which may lead to inconsistency. Another important consideration is the status of the nationally recognized ASEP and ASSET industry certifications offered through the automotive technology program, each of which requires a dedicated full-time faculty member to lead the program – lacking that support we are jeopardizing our reputation and our ability to serve that population of students. • Budget Impact – This position is funded in the current year unrestricted general fund.

<p>CC</p>	<p>Child Development Center Training Specialist IA-00109 (1 FTE)</p>	<ul style="list-style-type: none"> • What will the position do? Under the supervision of the Child Development Center (CDC) coordinator, this position is assigned to work directly with children in the classroom at the CDC. Planning and implementing curriculum and mentoring CDC student teachers and other CDC students working in the lab classroom. • Current status of position? This position was being filled by a substitute while the contracted person was on a leave of absence. Now that the position is vacant it is no longer being filled by the substitute. It is critical that a replacement be hired who is qualified to work in the classroom with children and supervise child development college students in the lab setting completing required coursework. • Strategic Staffing Rationale This position is an essential position providing direct service for daily operation of the CDC. Title 22 and Title 5 requirements, as well Community Care Licensing regulations, mandate certain ratios for supervision of children and require that staff in this position meet specific educational and experience criteria. Not having quality staff would be detrimental to our program and to the experiential opportunities for child development college students who utilize the site as a lab. Once the position is approved for hire, a qualified substitute will be hired until the permanent position is filled. • Present a rationale that includes the following (where applicable): The child Development Center (CDC) Training Specialist is a critical employee in the legal and effective functioning of the Cuyamaca College CDC. A robust functioning CDC addresses both strategic and institutional priorities by providing relevant educational experiences for college students while supporting the larger community through the availability of a state-licensed, low-cost child care facility for local families. The CDC must comply with both Title 22 and Title 5 regulations of the California Code of Regulations as to staffing of qualified, licensed professionals in the appropriate ratios for effective supervision of children. The CDC also serves as a lab setting for adult students completing coursework in preparation for licensing in the child development field. • Budget Impact – This position is funded in the current year unrestricted general fund.
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DS	Warehouse Assistant L-00269 District Warehouse	<ul style="list-style-type: none"> • What will the position do? Receives trucks, delivers mail and packages around Grossmont, Cuyamaca and the District. Rotates driving assignments and picks up surplus. • Current status of position? This position will become vacant due to a retirement scheduled for March 8, 2014. • Strategic Staffing Rationale: Essential to the operations of the District Warehouse and provides a critical level of support services to the colleges and District Services. • Present a rationale that includes the following: <ul style="list-style-type: none"> (3) What impact will the position (or not filling the position) have on workload distribution within the work unit? Not filling this position could significantly impact the level of operations of the District Warehouse and the support services provided to the colleges and District Services • Budget Impact – This position is included in the 2013/2014 Adoption Budget.
DS	Warehouse Assistant Intermediate CL-00180 District Warehouse	<ul style="list-style-type: none"> • What will the position do? Receives trucks, prints and receives PO's, writes troubles, file, organize and palletize surplus, keeps records of GCCCD surplus, fills stores requests on computer, helps in tagging fixed assets and makes sure things are running smoothly in the Warehouse. • Current status of position? This position will become vacant due to a retirement scheduled for May 1, 2014. • Strategic Staffing Rationale: Essential to the operations of the District Warehouse and provides a critical level of support services to the colleges and District Services. • Present a rationale that includes the following: <ul style="list-style-type: none"> (3) What impact will the position (or not filling the position) have on workload distribution within the work unit? Not filling this position could significantly impact the level of operations of the District Warehouse and the support services provided to the colleges and District Services. In addition, not filling this position would severely impact record keeping of fixed assets and surplus equipment. • Budget Impact – This position is included in the 2013/2014 Adoption Budget.