

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

March 10, 2014

Site	Position	Justification
GC	Assistant College Cashier CL-00311 Administrative Services	<ul style="list-style-type: none"> • What will position do? This position assists the College Cashier with organizing, directing and coordinating the accounting functions of student registration activities; assist with collection and control of college fees and other District receivables; assist with deposit of District monies; and maintenance of financial records and journals. • Current status of position? This position is vacant due to the promotion of the current Assistant College Cashier to the College Cashier's position on 2/3/14. • Strategic Staffing Rationale: This position is necessary for maintaining a critical threshold of educational and support services. It is also necessary to ensure proper business process checks and balances within a financial transaction center. • Present a rational that includes the following (where applicable): <ol style="list-style-type: none"> 1. Will the position increase student access, progress, and success? How? This position is critical to student access and success. The Cashiers window provides direct services to students including posting of tuition and veterans benefit checks, student fees and fines, parking passes and citations. If these are not posted in a timely manner it can impact the student's ability to register for classes and/or receive correct government benefit distributions. 2. What impact will the position (or not filling the position) have on workload distribution within the work unit? Not filling the position substantially reduces services to students. We currently only have one Cashier to serve 18,500 students a semester, which is a huge workload issue. With only one full time employee working in the area, when the Cashier is out on sick leave, vacation or other approved leaves, the Cashiers window must be closed and we are unable to provide services to students. 3. Is there other information that should be considered when analyzing and evaluating this request? As stated above we currently have one College Cashier to serve over 18,500 students per semester. Without this additional position, we will be forced to reduce services to students that will impact their ability to be successful, and in some cases their ability to stay in school • Budget Impact – This position is funded in the current year unrestricted general fund.

GC	<p>Athletic Field Maintenance Worker, Sr.</p> <p>CL-00101</p> <p>Administrative Services</p>	<ul style="list-style-type: none"> • What will position do? This position performs specialized grounds maintenance work in the maintenance of athletic fields and Exercise Science classrooms, facilities and equipment. The position is responsible for maintaining college athletic fields and ensuring they meet NCAA requirements and Cal OSHA safety standards. The position is also responsible for the application of toxic chemicals for pest, insect and weeds control in the ESW/Athletic areas. Responsible for irrigation control and repair • Current status of position? This position is currently vacant. Strategic Staffing Rationale: This position is necessary for maintaining a critical threshold of educational and support services and maintaining a safe environment for students • Present a rational that includes the following (where applicable): <ol style="list-style-type: none"> 4. Will the position increase student access, progress, and success? How? This position is critical to ensure safety, proper maintenance, and set ups for Exercise Science and Wellness (ESW) classes and athletic events. Without this position we would not be able to provide the support necessary to complete the daily transitions required to support ESW classes and athletic events. 5. What impact will the position (or not filling the position) have on workload distribution within the work unit? Athletic Field set up takes special training as we have NCAA regulations and Department of Agriculture regulations to follow. Not filling the position substantially reduces services to students and increases the chance of student injury and liability to the district. The grounds crew has already absorbed a 20% increase in workload. They do not have the time or expertise to take on the additional responsibility of maintaining the all the athletic fields, and other Athletic/ESW duties currently assigned to the Athletic Field Maintenance Worker. 6. Is there other information that should be considered when analyzing and evaluating this request? The sheer volume of ESW classes and athletic events require constant set ups and transitions on a daily basis that would make it impossible to cover with the current grounds maintenance crew. Multiple sporting events and ESW classes occur each day that require set ups, equipment installations or transitions, pre-game safety inspections, and post-game clean up. Millions of dollars have been invested in these fields and they warrant regular maintenance and safety inspections. • Budget Impact – This position is funded in the current year unrestricted general fund.
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<p>GC</p>	<p>Business Services Specialist , range 26</p> <p>CL-00323</p> <p>Administrative Services / Business Communication Services</p>	<ul style="list-style-type: none"> ● What will the position do? The Business Services Specialist performs a variety of business service functions including operating the switchboard, process campus facility requests, travel arrangements, car/van rentals, key issuance, employee and guest parking, payroll and reimbursement check distribution and other related business office services. ● Current status of position? <ul style="list-style-type: none"> ○ This position will become vacant on June 4, 2014. The current Business Services Specialist is retiring. ● Strategic Staffing Rationale This position is necessary for maintaining a critical threshold of educational and support services to faculty and staff. Business processes would be delayed and evening coverage would no longer be available for our evening faculty, staff, and students. ● Present a rationale that includes the following (where applicable): <ol style="list-style-type: none"> 1. What impact will the position (or not filling the position) have on workload distribution within the work unit? Not filling the position reduces services to faculty and staff. This Specialist works the evening hours to provide extended services to our evening faculty and staff and students. This staff member also covers the office. 2. Is there other information that should be considered when analyzing and evaluating this request? The BCS Office has been greatly reduced over the years, going from five full time employees down to three. Without this position we will not have the staff needed to provide the various business service functions in a timely manner. ● Budget Impact – This position is funded in the current year unrestricted general fund.
<p>GC</p>	<p>Student Services Assistant, range 25</p> <p>CL-00402</p>	<ul style="list-style-type: none"> ● What will the position do? Provide a wide variety of information and assistance to students regarding assessment and the evaluation of their educational skill levels and assisting them in their selection of courses that lead to achieving their educational goals. Provide technical assistance in assisting students with placement recommendations. ● Current status of position? <ul style="list-style-type: none"> ○ This position is vacant due to the transfer of former holder of the position. ● Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): This position supports and is an integral component of the mandated core services of the Student Success Support Program which is the culmination and mandate of the Student Success Act of 2012 (AB1456). This position also supports the mandated component of accreditation standard IIB. ● Present a rationale that includes the following (where applicable): <ol style="list-style-type: none"> 3. Will the position increase student access, progress, and success? How? This position will increase student access, progress, success, and retention per the State mandated Student Success Initiative as it assists with the initial access point of providing assessment services.

		<p>4. What impact will the position (or not filling the position) have on workload distribution within the work unit?</p> <p>Not filling this position would have a serious impact on providing mandated assessment services to our very diverse student population. It would additionally affect the workload of other staff which is already down one position.</p> <ul style="list-style-type: none"> • Budget Impact – <ul style="list-style-type: none"> ○ This position is currently in the 2013/14 general budget.
GC	Vice President of Student Service	<ul style="list-style-type: none"> • What will the position do? The Vice President of Student Services serves as the chief student services officer of the college and is responsible for the administrative oversight of all areas in student services. • Current status of position? This position is vacant due to resignation. • Strategic Staffing Rationale This position is essential for maintaining critical threshold of educational and support services and supervision. This position is especially crucial at this time due to the statewide emphasis on student services as a result of recent legislation. • Present a rationale that includes the following (where applicable): <p>5. Will the position increase student access, progress, and success? How? This position oversees areas that ensure access and promote student success such as the cores services in admissions & records, counseling, EOPS, DSPS, assessment, articulation, transfer, athletics, evaluations, veteran’s affairs, international student services, student affairs, health services and career center. The college is currently developing a student success and support program plan that is likely to enhance student success and outcomes.</p> <p>6. What impact will the position (or not filling the position) have on workload distribution within the work unit? The position has crucial functions on campus related to student services and also has several vacant positions that report to this position. The services to students will be impacted in this area if this crucial position remains unfilled. Student success and support services are a critical priority for the college and district and this position is a key leader in that work.</p> <p>7. What other benefits to GCCCD will result from filling this position? The position also shares a district-wide role in leading and coordinating student success efforts across GCCCD. Finally, this role is crucial as we increase the relationships and partnerships with our local feeder high schools.</p> • Budget Impact – This position is included in the current budget for 2013/14.
GC	Respiratory Therapy instructor # IN00196	<ul style="list-style-type: none"> • What will position do? This is a replacement position for a full-time tenure track Respiratory Therapy instructor. The instructor for this position will teach four (4) on campus classes and a 12- hour clinical each week for both fall and spring semesters. • Current status of position? This is a vacant position that will be vacated in June 2014 and replacing this position will allow continuation of the current FTES in this cohort program. There are presently over 50 students in the respiratory therapy program. • Strategic Staffing Rationale

		<p>The hiring of this position addresses accreditation mandates. The Commission on Accreditation for Respiratory Care (CoARC) accreditation manual for Respiratory Therapy states – Standard 2.02 that “the sponsoring institution must ensure the program has sufficient number of appropriately qualified faculty members...” During the site visit in November the accreditors stated there can be no less than two (2) FTEF in any Respiratory Therapy program. In addition CoArc requires there be a clinical educator (Standard 2.03) in the program who is responsible for clinical site visits, clinical assignments and is available to address any clinical issues that may arise. The release time for this position is .315. CoArc also requires a program director (Standard 2.03). The release time for this position is .4075. The clinical educator is slightly over load with her current teaching responsibilities. Without the replacement of this position the program will be out of compliance with Co Arc regulations requiring a minimum of 2 FTEF. Replacing this vacated position would provide 2.2775 FTEF and thus meet the legal mandate from CoArc.</p> <ul style="list-style-type: none"> ● Present a rational that includes the following (where applicable): <ol style="list-style-type: none"> 7. <u>Will the position result in increased student FTE? How/How much?</u> No 8. <u>Will the position increase student access, progress, and success? How</u> Yes. Presently the remaining faculty is composed of adjunct instructors. Knowledge and commitment to the curriculum in healthcare fields generally comes best from full-time faculty. The availability of office hours with full-time faculty provides time for faculty to remediate students. 9. <u>What impact will the position (or not filling the position) have on workload distribution within the work unit?</u> If this position is not filled the program will be out of compliance with their accrediting body that requires a minimum of 2.0 FTEF. Part time faculty is seldom available to teach due to their work schedule with their full-time job. It is a constant challenge to find part-time faculty just to teach clinical. All part time faculty are full time employees in hospitals whose workload demands vary dramatically. Changes in faculty assignments occur up to the week before and sometimes the week of the semester beginning as well as anytime during the semester due to their full-time employment. 10. <u>How much part-time, overtime is currently being used?</u> None. Presently with the 3 full time faculty we have, one full-time faculty is over load. Presently there are 14 part time faculty teaching the clinical component in the Respiratory Therapy program. This semester there has not been the need to request a part-time faculty member be allowed to teach over .67 as has occurred in the past. The request to allow part time faculty to teach over .67 has not been needed this semester due to having a compliment of 3 full time faculty. 11. <u>How does this position address strategic priorities and/or institutional priorities?</u> Student success is a strategic goal for the college and district. Filling this position will provide curricular continuity and maintain the high standards of the program. 12. <u>What other benefits to GCCCD will result from filling this position?</u>
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GC	Nursing Instructor IN-00021	<ul style="list-style-type: none"> • <u>What will position do?</u> Teach Psychiatric mental health nursing courses. • <u>Current status of position?</u> Vacated 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 Psychiatric mental health. • <u>Present a rational that includes the following (where applicable):</u> <ol style="list-style-type: none"> 1. <u>Will the position result in increased student FTE? How/How much?</u> No. These are cohort program. 2. <u>Will the position increase student access, progress, and success? How?</u> Yes. Knowledge and commitment to the curriculum in healthcare fields generally comes best from full-time faculty. 3. <u>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.</u> 4. <u>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.</u> 5. <u>How does this position address strategic priorities and/or institutional priorities?</u> Filling this position will foster student success, one of our strategic goals. 6. <u>What other benefits to GCCCD will result from filling this position?</u> Filling this position will contribute to persistence, reduced attrition, and high graduation rates for students in this program. 7. <u>Is there other information that should be considered when analyzing and evaluating this request?</u> 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. • <u>Budget Impact</u> – This position is included in the current 2013/14 budget.

<p>CC</p>	<p>Administrative Assistant III</p> <p>CL-00580 (1 FTE)</p>	<ul style="list-style-type: none"> ● What will the position do? This position will be responsible for assisting the Dean of Career and Technical Education with duties such as; preparing state required reporting, development, control and monitor division budgets. This position will also provide support for the Workforce Development program. ● Current status of position? <ul style="list-style-type: none"> ○ Requesting new position ● Strategic Staffing Rationale This position is essential for accreditation requirements and is a critical threshold of educational and support services. ● Present a rationale that includes the following (where applicable): ● Budget Impact – This position is funded in the current year unrestricted general fund.
<p>CC</p>	<p>DSPS Counselor</p> <p>CN-00024 (1 FTE)</p> <p>Dept: Disabled Students Programs and Services (DSPS)</p>	<ul style="list-style-type: none"> ● What will the position do? Disabled Students Programs and Services (DSPS) assists students with disabilities by determining and providing appropriate academic accommodations related to their disabilities in order for them to achieve their educational goals. The Counselor will provide educational, academic and personal counseling to students with disabilities. ● Current status of position? <ul style="list-style-type: none"> ○ Position has been vacant since 2006. ● Strategic Staffing Rationale <ul style="list-style-type: none"> ○ Critical threshold of educational or support services ● Present a rationale that includes the following (where applicable): <ul style="list-style-type: none"> 8. Will the position increase student access, progress, and success? How? The position will provide academic counseling, advising, identify accommodations based on the students' disability, provide intervention strategies for student's success, monitor academic progress to avoid performance or progress probation, and create educational plans based on the student success initiative matriculation mandates. The department has grown exponentially over the past three years. 9. What impact will the position (or not filling the position) have on workload distribution within the work unit? Currently the workload is being distributed among adjunct counselors, of which there is no consistency based on the number of hours the program is able to offer. There is an inability for student needs to be properly met in regards to their academic goals, identification of accommodations, and other matriculation services. There are no other full-time faculty within the department with the required credentials (master's degree in rehabilitation counseling per Title V) to provide counseling services to disabled students. Further, department SLO's will be impacted without the proper support to disabled students. ● Budget Impact – This position is funded in the current year unrestricted general fund.

DS	System Administrator CL-xxxxx Information System	<ul style="list-style-type: none"> • What will the position do? – The position will manage and perform system administration of the District’s ERP hardware and software development, production and testing environments. It will maintain current, effective and reliable computer systems and ensure high availability and optimum performance of the District's ERP hardware and software platforms. • Current status of position? – Restructure of Information Systems department to better serve the current and increasing demand for technology services and support, and improved services to students. • Strategic Staffing Rationale – This hire is essential to the operations of the Information Systems department. This position is critical for the District and the Colleges in support existing and future technologies as outlined in the Colleges and District Strategic and Technology plans. This position will administer and maintain Enterprise Systems used by the District such as (Finance, HR, Payroll, Fin Aid, Student Information System (Registration, Grades, Rosters, Degrees, etc), Student Success, Library, etc). • Budget Impact – 2013/2014 mid-year hire will be funded through current budget, then the position will be included in the 2014/2015 Adoption Budget.
DS	Business Analyst CL-xxxxx 2 FTE Information System	<ul style="list-style-type: none"> • 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. • Current status of position? – Restructure of Information Systems department to better serve the current and increasing demand for technology services and support, and improved services to students. • Strategic Staffing Rationale – This hire is essential to the operations of the Information Systems department. This position is critical for the District and the Colleges in support 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, Fin Aid, Student Information System (Registration, Grades, Rosters, Degrees, etc), Student Success, Library, etc). • Budget Impact – 2013/2014 mid-year hire will be funded through current budget, then the position will be included in the 2014/2015 Adoption Budget.
DS	Campus and Parking Services Supervisor SU-xxxx	<ul style="list-style-type: none"> • What will position do? – The position will serve as a first-line supervisor over Campus and Parking Services Specialists. Supports the Director, provides staff support in special assignments, and provides security patrol services. • Current status of position? – New position to augment initial staffing proposed in Public Safety transition. Strategic Staffing Rationale – This position provides essential supervision of the operations of the CAPS department to better serve the needs of the colleges and district. • Budget Impact – 2013/2014 mid-year hire will be funded through current

		budget, then the position will be included in the 2014/2015 Adoption Budget
DS	Campus and Parking Services Specialists CL-xxxx	<ul style="list-style-type: none"> • What will position do? – The position will provide vehicle and foot patrol of campus, respond to calls for service, such as traffic control, unlocking rooms and offices, minor automobile assistance, provide parking and traffic control services including issuing parking citations, provide escorts to faculty, staff and students, observe and report acts of vandalism, thefts, unusual behavior and intrusions to buildings, property and adjacent areas to district police or local law enforcement. • Current status of position? – New position to augment initial staffing proposed in Public Safety transition. • Strategic Staffing Rationale – This position is essential to the operations of the CAPS department to provide parking enforcement and customer services on the college campuses. • Budget Impact – 2013/2014 mid-year hire will be funded through current budget, then the position will be included in the 2014/2015 Adoption Budget