

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

November 10, 2014

Date

Site	Position	Justification
Grossmont	Master Scheduler Position # CL-00127 Instructional Operations	<ul style="list-style-type: none"> • What will the position do? This position’s major responsibility is to enter approximately 2,000 course sections for spring and fall semesters and approximately 500 for summer as well as determine the appropriate programming language to use to hard block prerequisites and corequisites. The position is also responsible for calculating all attendance accounting for every section as it pertains to contact hours of instruction as mandated by Title 5. The Master Scheduler calculates and revises census dates for all positive attendance and open entry/open exit sections. The position assists in the processing of facility requests for room reservations outside of scheduling for classes. • Current status of position? Current employee is retiring December 31, 2014 • Strategic Staff Rationale Not only is the individual in the position responsible for all attendance accountability by calculating minutes for each section as required in Title 5 but must ensure that each section is identified by the correct census definition (positive attendance, daily census, weekly census and online hybrid courses) based on the days and hours requested by department chairs/coordinators for the 36 individual departments/disciplines. All course deletions, modifications, and additions approved by the Curriculum Committee and the Governing Board are built in Colleague and revised as necessary by the Master Scheduler. and must match the catalog. 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. • Budget Impact The position is included in the 2014/15 unrestricted budget. <ul style="list-style-type: none"> • CL/30/B • Key code - 1324001 • Total cost = \$39,864 (plus benefits)
GC	CL -00154 Student Services Assistant, Senior 1.0 Counseling Services	<ul style="list-style-type: none"> • What will the position do? The primary assigned function of this position is to maintain the schedule of appointments for 15 full-time and 13 part-time counselors, each of whom serve 8-10 students per day. In addition, the position performs a variety of specialized and complex clerical and technical duties such as posting records, data entry and retrieval, clearing prerequisites on students, researching, and compiling, recording, tracking and verifying information from a variety of sources. Provide a wide variety of information and assistance to students regarding transfer requirements, graduation requirements and selected major requirements according to established guidelines and procedures.

		<ul style="list-style-type: none"> • Current status of position? This position is vacant due to the recent promotion of former occupant of the position (effective August 1, 2014). • Strategic Staffing Rationale This position addresses a critical threshold of educational support services and is an integral component of the mandated core services of the Student Success Support Program (SSSP) 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. • Budget Impact – Included in the 2014-2015 Adopted Budget using General fund. <ul style="list-style-type: none"> ○ CL/27/B ○ Keycode and object – 1333005-2110 ○ Fiscal impact - \$34,500.00 + benefits
GC	CL-00360 International Student Specialist 1.0 Counseling Services	<ul style="list-style-type: none"> • What will the position do? Under the direction of the Counseling Department Supervisor, this position will plan and coordinate international student events and services. Assist the international counselor/coordinator in planning and coordination of the new student orientation sessions. Serve as the liaison with English language training institutes in the San Diego area. Facilitate the transition of international students from American Collegiate English (ACE). Plan, promote and organize extracurricular cultural activities. • Current status of position? Vacant due to resignation effective October 9, 2014. • Strategic Staffing Rationale: This position is required to provide a critical threshold of student support services for the college’s 700+ International (F1 Visa). This position also maintains continuity within the International Student Counseling area while assisting and supporting the international students with their process of acclimation to the US higher educational system. • Budget Impact – Included in the 2014-2015 Adopted Budget using General fund. <ul style="list-style-type: none"> ○ CL/32/B ○ Keycode and object – 1326011-2110, CL/32/B ○ Annual Salary \$42,288 + benefits