

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

April 7, 2014

Date

Site	Position	Justification
GC	Child Development (CD) Center Aid CL-00177 0.9FTE	<ul style="list-style-type: none"> • What will the position do? The Child Development Center Aide provides the necessary support for the Child Development Center by assisting the Child Development Assistant Sr. with classroom duties. • Current status of position? <ul style="list-style-type: none"> ○ The position is vacant due to a resignation. • Strategic Staffing Rationale This position is required to meet legal mandates regarding child to staff ratios that must be met per licensing and Title 5 requirements. The Child Development Center is a Title 5 funded preschool, so it must provide lower ratios than the Title 22 state requirements. Moreover in the Infant, Toddler and Two-year old classrooms, there must be a 1:3 in infant area, and 1:4 ratios in the toddler area to meet the PITC Infant/Toddler demonstration site funding requirements. • Budget Impact – <ul style="list-style-type: none"> ○ The position is included in the current 13/14 budget
GC	Custodian CL-00085 Administrative Services	<ul style="list-style-type: none"> • What will position do? This position is responsible for maintaining the cleanliness of campus facilities, and assisting in setting up college and community events that are held on campus. The position is also responsible for opening and securing the campus. • Current status of position? This position is currently vacant due to a resignation. • 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"> 1. Will the position increase student access, progress, and success? How? This position is critical to ensure the cleanliness and safety of Grossmont 's facilities. This position also assists with college and community special event set-ups and coordination. Without this position we would not be able to provide the support necessary to maintain the cleanliness of college facilities. 2. What impact will the position (or not filling the position) have on workload distribution within the work unit? The cleanliness of campus facilities has a direct impact on the entire educational and work environment. Not filling the position substantially reduces services to students and increases the chance of student injury and liability to the district. The custodial crew has already absorbed an increase in workload due to vacancies and increased facility space and cannot absorb an additional increase in their assigned cleaning areas. 3. Is there other information that should be considered when

		<p>analyzing and evaluating this request? The sheer volume of classes and labs require constant cleaning and maintenance. We have also had a substantial increase in special event set ups and office moves that would make it impossible to cover with the current custodial crew. Grossmont’s custodial crew provides 24 hour coverage Monday through Friday and also has a Sunday night crew to clean facilities that were used over the weekend. We would not be able to maintain this level of service without replacing this position.</p> <ul style="list-style-type: none"> • Budget Impact – This position is funded in the current year unrestricted general fund.
CC	<p>Instructional Lab Assistant Intermediate American Sign Language Department (.625 FTE, 10 Months) IA-00112</p>	<ul style="list-style-type: none"> • What will the position do? This position provides instructional support through the following duties: Assist students in the development of their sign language skills and assist faculty with the program activities. Typical duties include individual and small group skill development both receptive and expressive, final project coaching, preparation and distribution of ASL materials, basic computer and camcorder instruction, filming student practice sessions, DVD and video duplication, maintaining final project storage files, and checking for plagiarism. • Current status of position? <ul style="list-style-type: none"> ○ The position is vacant due to the release of a probationary employee. • Strategic Staffing Rationale <ul style="list-style-type: none"> ○ Critical threshold of educational or support services • Present a rationale that includes one or more of the following: This position provides critical support for the success of students in the ASL program by providing additional tutoring opportunities for students and facilitating the instructional activities of the faculty. In addition, this position facilitates communication between hearing students who are often at the beginning stage of their mastery of ASL and those members of the faculty who are Deaf. Finally, this position assists in many of the peripheral activities such as the CCASL Club and the ASL Rocks! variety show that enhance the student experience in the ASL program and increase both success and retention. This position supports the college strategic plan by promoting the following areas of focus: student access, and learning and student success. • Budget Impact – <ul style="list-style-type: none"> ○ This position is funded in the current year unrestricted general fund.
DS	<p>Director, Campus & Parking Services MG-00128</p> <p>Campus & Parking Services (CAPS)</p> <p>Replacement</p>	<ul style="list-style-type: none"> • What will the position do? Plan, organize, direct and administer Districtwide parking, traffic control and campus services. Coordinate disaster preparedness and emergency operations along with the District’s law enforcement team. Develop policies, procedures and processes to respond to requests relating to traffic, event support, parking enforcement and citations, safety escorts and room unlocks. • Current status of position? Position is vacant and is currently filled by an interim. • Strategic Staffing Rationale

		<p>This position fulfills a critical threshold of support services and essential supervision.</p> <ul style="list-style-type: none"> • Present a rationale that includes one or more of the following: <p>What impact will the position (or not filling the position) have on workload distribution within the work unit? This position is essential to the direction, supervision and operations of the CAPS department to provide a critical threshold of parking enforcement and customer services on the college campuses.</p> <p>How does this position address strategic priorities and/or institutional priorities? This position leads the Campus and Parking Services team which works to keep parking and traffic flow effective for students and employees.</p> <p>What other benefits to GCCCD will result from filling this position? This Director also serves on the District Safety and Site Emergency Preparedness Committee.</p> <ul style="list-style-type: none"> • Budget Impact – This position is included in the 2013/2014 Adoption Budget.
DS	<p>Chancellor/Governing Board Office Assistant CO-00002</p> <p>Chancellor/Governing Board Office</p> <p>Replacement</p>	<ul style="list-style-type: none"> • What will the position do? Provide critical administrative support to the Chancellor and Governing Board. Prepare board materials, exhibits, and confidential communications items. Prepare closed session agenda items and back up materials for Governing Board meetings. • Current status of position? Position is vacant due to promotion and is currently filled by an interim. • Strategic Staffing Rationale This position fulfills a critical threshold of support services. • Present a rationale that includes one or more of the following: <p>What impact will the position (or not filling the position) have on workload distribution within the work unit? This position is essential to the operations of the Chancellor/Governing Board Office and provides a critical level of support services to the Governing Board meetings.</p> <p>How does this position address strategic priorities and/or institutional priorities? This position monitors notice requirements and other Brown Act issues for Governing Board meetings.</p> <p>What other benefits to GCCCD will result from filling this position? This position will ensure transparency and effective communication.</p> <ul style="list-style-type: none"> • Budget Impact – This position is included in the 2013/2014 Adoption Budget.