

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

CRITICAL HIRE/UNEXPECTED VACANCY

August 22, 2012

| Site | Position | Rationale |
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| DS | Administrative Assistant – Confidential CO-00016 | <ul style="list-style-type: none"> • Support to Vice Chancellor of Human Resources and Director of Employee & Labor Relations • Critical need for administrative support. Currently there is no confidential administrative support in the HR division. • Previous administrative assistant to VCHR resigned • Position is included in the Adoption Budget- UGF |
| GC | Child Development Center Aide (2) CL-00204 CL-00445 | <ul style="list-style-type: none"> • Aides in the Child Development Center, assist Child Development Assistant Sr. (preschool teachers) with children, curriculum, environment, and CD students. • Legal Mandates require that child/staff ratios be met and that staff meet licensing and Title 5 requirements. • CL-00204 was vacated due to family issues; CL-0045 has been filled with a PE19 employee who has since obtained a position. • Both positions are included in the Adoption Budget - RGF |
| GC | Dean, Career and Technical Education/Workforce Development MG-00111 | <ul style="list-style-type: none"> • This position is one of six instructional deans in the college and will provide administrative oversight and support for a complex division composed of CTE programs, Perkins funding and program advisory committee. • This position is essential for the operation and supervision of a complex instructional division, critical for maintaining threshold of educational and support services. • Position became vacant as of July 1, 2011 due to retirement and has been filled by an interim. • Position is included in the Adoption Budget – UGF |
| GC | Evaluations Advisor CL-00049 | <ul style="list-style-type: none"> • This position has the responsibility of evaluating and verifying all graduation requests, transfer GE certifications, and certificates. Evaluators have the responsibility of evaluating veterans' ED plans—ensuring that veterans will be paid for the classes in which they enroll. This workload has increased as the number of veterans continues to increase from 336 in 2006-07 to 1036 in 2011/12. • The Evaluator position is required to meet the legal obligation to support VA students, transfer students and the certification of graduation requirements. This position also assists the college to comply with the ACCJC's Policy on Award of Credit. • The second position became vacant 7/1/2012 due to ERI. • Position is included in the Adoption Budget - UGF |

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| GC | Admissions & Records Specialist (new position) | <ul style="list-style-type: none"> • This position has the responsibility of providing support for enrolled Veterans, including checking courses and verifying degree audits, certifying payable courses to the VA for payment to the student, billing the VA for tuition and fees for the Post 9/11, Ch 33 Veterans, verifying accuracy of payments, and provide oversight for VA work-study students. • The US Department of Veteran’s Affairs Auditor made it clear that the College needs to add another certifying agent due to the large number of students on the GI bill at Grossmont College. (1036 students) • Grossmont is 2nd only to Mesa College in the number of veterans on the GI bill in the area and this number is projected to increase even more. • The position is a new position required to meet the compliance needs of the college in serving Chapter 31 veterans (post 9/11 GI bill). • Position is included in the Adoption Budget - UGF |
| GC | Administrative Assistant III CL-00495 | <ul style="list-style-type: none"> • This position provides a wide range of administrative support for the Dean of Counseling and the associated departments that report to the dean. • The position is required to provide a critical threshold of student support services related to Admissions and Counseling areas. The position deals with all legal notices and requests regarding student records and counseling. • The position has been vacant since 7/1/12 due to ERI. • Position is included in the Adoption Budget - UGF |
| GC | Computer Lab Technician CL-00501 | <ul style="list-style-type: none"> • This position provides technical support and assistance to students and faculty for the Open Computer lab as well as the various side labs and learning assistance areas in the Tech Mall after 5:00 pm. This position will also answer help desk calls after 5:00 pm. • This position is critical to serving the health, safety, and discipline needs of hundreds of students between 5-9pm. Currently there are no contract employees supervising the area after 5pm. The area includes nearly 500 computers in various learning assistance areas within the Tech Mall, including the Tutoring Center on the second floor. • The position has been vacant since 9/13/09. • Position is included in the Adoption Budget - UGF |
| CC | Dean of Instruction (Continuing Education and Workforce Training) MG-00011 | <ul style="list-style-type: none"> • This position is one of three instructional deans in the college and will provide administrative oversight and support for a complex division composed of non-credit, fee-based and contract education, grants and select CTE programs. • This position is essential for the operation and supervision of a complex instructional division, critical for maintaining threshold of educational and support services per Title 5 3021. • Position became vacant as of August 2011 and has been filled with an interim. • Position is included in the Adoption Budget - UGF |

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| CC | Community Learning Operations Coordinator SU - 0043 | <ul style="list-style-type: none"> • This position reports to the Dean of Instruction, Continuing Education & Workforce Training and is responsible for daily operations and supervision of the Office of Continuing Education. • This position is essential to the operation and supervision of the Office of Continuing Education and is critical for threshold of support for district-wide noncredit and fee-based courses. This position has been filled with an interim for the 2011-12 year. Prior to that the incumbent was on medical leave for 2 years. • Position is included in the Adoption Budget - UGF |
| CC | Computer Facilities Supervisor SU-00031 | <ul style="list-style-type: none"> • Oversees the daily operations of the instructional computing services and supervises the technical personnel that support the campus computer network, instructional classroom and other facilities. • This position is the only supervisor position in the Instructional Technology & Learning Resources. • This position has been filled with an interim since October 2011. • Position is included in the Adoption Budget - UGF |
| CC | Custodial Supervisor SU- 00019 | <ul style="list-style-type: none"> • The custodial supervisor oversees and manages the operations department, process orders, and directs staff on set-ups for events around the campus. • The department has lost 4 custodial positions for the last 3 years with no replacements. The department cannot function even at a minimal level with another loss of position. The supervisor is critical in managing the department to be as efficient and effective during these challenging times. • Position becomes vacant as of July 1, 2012. • Position is included in the Adoption Budget - UGF |
| CC | Counseling & Assessment Ctr Supervisor SU-00050 | <ul style="list-style-type: none"> • 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. • The position is the liaison among the counseling department chair, support staff, and Dean of Counseling and Enrollment. • This position is required to implement the student success act of 2012 (SB 1456). • Position is included in the Adoption Budget - UGF |
| CC | Dean of Counseling MG-00065 | <ul style="list-style-type: none"> • This position is the only Dean position in Student Services and will provide administrative oversight and support to Counseling programs and services at Cuyamaca College. • This position is essential for the operation and supervision of comprehensive counseling programs and services and for maintaining a critical threshold of education and support services as per Title 5. • The position will become vacant as of September 9, 2012 • Position is included in the Adoption Budget - UGF |