

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**April 10, 2017**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p><b>Position Title</b> Athletic Equipment Technician</p> <p><b>Unit/Classification</b> CSEA</p> <p><b>Position #</b> CL-00361</p> <p><b>FTE</b> 1.0</p> <p><b>Department</b> Athletics</p>	<ol style="list-style-type: none"> <li><b>1. What will the position do?</b> <ul style="list-style-type: none"> <li>○ With the direction of the Associate Dean of Athletics, this position is responsible for the athletic department equipment room; ordering, repairing and issuing athletic equipment for all sports; organizing, distributing, collecting and maintaining equipment; inventory records; and assisting in game setups.</li> </ul> </li>   <li><b>2. Current status of position?</b> <ul style="list-style-type: none"> <li>○ Filling a vacancy (effective March 9, 2017)</li> </ul> </li>   <li><b>3. Strategic Staffing Rationale</b> <ol style="list-style-type: none"> <li>a. Health and safety priorities – Position will issue equipment and supplies for use; receive, repair, clean and store as appropriate. Issue towels; sort and process uniforms for laundering; issue lockers and notify students of costs of lost items; follow-up on items not returned as well as maintain team room and related facilities in a secure clean, orderly and sanitary condition.</li>   <li>b. Critical threshold of educational or support services – The Athletic Equipment Technician will assist teams with uniforms and equipment; maintain athletic uniforms, equipment and supplies in good repair and in sanitary condition and accompany athletic teams to out of town events to assist with uniforms and equipment as assigned. Position will also communicate with vendors and assist in ordering supplies according to established guidelines using the district's ordering system.</li> </ol> </li>   <li><b>4. Budget Impact – Identify the Following:</b> <ol style="list-style-type: none"> <li>a. The position is included in the current budget</li> <li>b. Key code and Object code 1336500-2110</li> <li>c. Fiscal Impact:               <ol style="list-style-type: none"> <li>i. Salary amount \$38,124 (CL-26, Step B)</li> <li>ii. Includes benefits</li> </ol> </li> <li>d. RAF impact (check one):               <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input type="checkbox"/> No impact – funded by _____ Restricted Funds</li> <li><input type="checkbox"/> No impact – funded by _____</li> <li><input type="checkbox"/> No impact – restructure within existing funds</li> <li><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</li> </ul> </li> </ol> </li> </ol>

<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p><b>Position Title</b> Athletic Field Maintenance Worker, Sr.</p> <p><b>Unit/Classification</b> CSEA</p> <p><b>Position #</b> CL-00101</p> <p><b>FTE:</b> 1.0</p> <p><b>Department:</b>  Administrative Services</p>	<p><b>1. What will the position do?</b> 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.</p> <p><b>2. Current status of position?</b> This position is currently vacant</p> <p><b>3. Strategic Staffing Rationale</b> This position is necessary for maintaining the critical threshold of educational and support services and maintaining a safe environment for students.</p> <p>a) 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.</p> <p>b) The Athletic Field setup takes special training and we have NCAA regulations and Department of Agriculture regulations to follow. Not filling the position substantially reduces services to students and increases the change of student injury and liability to the district. The grounds crew has already absorbed a substantial increase in workload. They do not have the time or expertise to take the additional responsibility of maintaining the athletic fields, and other Athletic/ESW duties currently assigned to the Athletic Field Maintenance Worker.</p> <p>c) 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, pregame safety inspections, and post-game clean up. Millions of dollars have been invested in these fields and they warrant regular maintenance and safety inspections.</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. This position funded in the current year</p> <p>b. Key code and Object code</p> <p>c. Fiscal Impact:</p> <ol style="list-style-type: none"> <li>1. Salary amount Range 29 Step A. \$39,396 Step B. \$41,664</li> <li>2. Includes benefits, or not</li> </ol> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input type="checkbox"/> No impact – funded by _____ Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p> <p><input type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>
--	--	--

<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title Nursing Instructor</p> <p>Unit/Classification AFT</p> <p>Position # IN-00136</p> <p>FTE 1.0</p> <p>Department Nursing</p>	<p><b>1. What will the position do?</b>  Provides necessary educational support to nursing students seeking to complete the Associate Degree in Nursing.  Provides clinical support to faculty and students  Provides necessary support and a full complement to the nursing faculty.</p> <p><b>2. Current status of position?</b> Filling vacancy due to retirement</p> <p><b>3. Strategic Staffing Rationale</b>  Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>a. Accreditation requirements: The immediate refill of this position is directed toward compliance with the California Nursing Practice Act- BRN Article 3, sections 1424 and 1425.</p> <p>b. Critical threshold of educational or support services: This position is essential to the curriculum in that the content of the course builds upon the foundation and is pivotal for the progression of the students' ability to think critically. The course prepares the students for the complexities of multi-system disorders in patients.</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. This position is currently in the budget.</p> <p>b. Key code and Object code 1370604</p> <p>c. Fiscal Impact:  i \$70,704-\$78,349 – Class IV step 6 / step 10  ii Includes benefits</p> <p>d. RAF impact (check one):  <input type="checkbox"/> Include in RAF calculation  <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)  <input type="checkbox"/> No impact – funded by _____ Restricted Funds  <input type="checkbox"/> No impact – funded by _____  <input type="checkbox"/> No impact – restructure within existing funds  <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p><b>Position Title:</b> EOPS Counselor</p> <p><b>Unit/Classification</b> AFT</p> <p><b>Position #</b> <b>CN-00029</b></p> <p><b>FTE: 1.0</b></p> <p><b>Department: EOPS</b></p>	<p><b>1. What will the position do?</b>  Provide specialized counseling services to EOPS Students</p> <p><b>2. Current status of position?</b> Due to retirement</p> <p><b>3. Strategic Staffing Rationale</b>  Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>a. Legal mandates  b. Critical threshold of educational or support services</p> <p>The loss of two Counseling positions due to retirements cuts our Counseling staff by 50% and would severely compromise the EOPS Program from achieving its mission, mandates, and compliance with regulations of seeing each of our 750 students 3 times per semester. It is urgent that we replace these positions as soon as possible</p>

		<p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. Specify whether the position is included or not included in the current budget: Included in EOPS Budget</p> <p>b. Key code and Object code 1335594-1220</p> <p>c. Fiscal Impact:</p> <p>1. Salary amount: 70,704/yr, includes benefits, Class IV, Step 6</p> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input checked="" type="checkbox"/> No impact – funded by <u>EOPS</u> Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p> <p><input type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>
<p><input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS</p>	<p>Please include:</p> <p><b>Position Title:</b> EOPS Counselor</p> <p><b>Unit/Classification</b> AFT</p> <p><b>Position #</b> <b>CN-00044</b></p> <p><b>FTE:</b> 1.0</p> <p><b>Department:</b> EOPS</p>	<p><b>1. What will the position do?</b></p> <p>Provide specialized counseling services to EOPS Students</p> <p><b>2. Current status of position?</b> Filling a vacancy / Retirement</p> <p><b>3. Strategic Staffing Rationale</b></p> <p>Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>a. Legal mandates</p> <p>b. Critical threshold of educational or support services</p> <p>The loss of two Counseling positions due to retirements cuts our Counseling staff by 50% and would severely compromise the EOPS Program from achieving its mission, mandates, and compliance with regulations of seeing each of our 750 students 3 times per semester. It is urgent that we replace these positions as soon as possible</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. Specify whether the position is included or not included in the current budget: Included in EOPS Budget</p> <p>b. Key code and Object code 1335594-1220</p> <p>c. Fiscal Impact:</p> <p>1. Salary amount: 70,704/yr, includes benefits, Class IV Step 6</p> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input checked="" type="checkbox"/> No impact – funded by <u>EOPS</u> Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p> <p><input type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>
<p><input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS</p>	<p><b>Please include:</b></p> <p><b>Position Title:</b> CSIS Full-time Faculty Member</p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>o Full-time CSIS Faculty duties</li> <li>o Teach, create curriculum, develop and implement programs</li> </ul> <p><b>2. Current status of position?</b> Filling a vacancy</p>

Unit/Classification AFT Position # IN-00086 FTE 1.0 Department CSIS		<p><b>3. Strategic Staffing Rationale</b>  Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>a. Critical threshold of educational or support services</p> <p>Due to the ever-changing nature of the Computer Science and Information Systems curriculum, there is the immediate need for at least one more Full-time faculty member to both maintain existing curriculum and move into new areas such as Cybersecurity, Drones, Robotics, and modern Networking. In fall, 2015 our FT/PT ratio was 44.36%. It decreased to 18.76% in fall, 2016 with the retirement of two FT faculty members. This position will increase the ratio to 26.42%. In addition, the department has experienced an increase in our FTEF from 9.993 in fall, 2015 to 13.060 in fall, 2016.</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. Specify whether the position is included or not included in the current budget</p> <p>b. Smart Key <u>1372296</u> and Object code <u>1110</u></p> <p>c. Fiscal Impact:</p> <ol style="list-style-type: none"> <li>1. Salary amount \$64,277</li> <li>2. Includes benefits</li> </ol> <p>d. RAF impact (check one):</p> <p><input type="checkbox"/> Include in RAF calculation</p> <p><input type="checkbox"/> No impact – replacement (vacant one year or less)</p> <p><input checked="" type="checkbox"/> No impact – funded by <u>Strong Workforce</u> Restricted Funds</p> <p><input type="checkbox"/> No impact – funded by _____</p> <p><input type="checkbox"/> No impact – restructure within existing funds</p> <p><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title:  <b>Nutrition Instructor</b></p> <p>Unit/Classification:  <b>Academic Affairs, Full-time Faculty</b></p> <p>Position #: <b>NEW</b></p> <p><b>FTE 1.0</b></p> <p>Department  <b>ESW/HED</b></p>	<p><b>1. What will the position do?</b></p> <p><b>Workforce Initiatives</b>  The Regional Labor Market Workforce projection data for the San Diego area indicates that over the next 5 years there will be an increase of 155 jobs for dietetic technicians with an AA degree.</p> <p><b>Increase enrollment</b>  All sections of Health Education classes requiring Registered Dietician certification are taught by part-time faculty. This impacted sub-discipline can be expanded into times of heavy student demand when part-timers are unavailable. Our current and past nutrition courses taught by certified (RDs) Registered Dietitians are highly sought after by students.</p> <p><b>Plan/Future for Nutrition program</b>  The filling of this Nutrition position would allow the department to develop certifications in Nutrition for Fitness and Wellness (22 units) and Sustainable Food Systems (18 units), as well as allow for Transfer degrees in Pre-nutritional science/Pre-dietetics. <b>We will be the only community college in this region with these certifications.</b> New curriculum has already been approved by our curriculum committee, and preparation is being made this summer to develop a</p>

		<p>major in Nutrition/dietetics. The new discipline of NUTR courses at Grossmont College can be added electives to Culinary Arts, Nursing, and Child Development degrees.</p> <p><b>2. Current status of position?</b> The position requiring Registered Dietician certification is new. Vacant positions have been vacant for over one year.</p> <p><b>3. Strategic Staffing Rationale</b></p> <p>a. Legal mandates: <b>Minimum qualifications for Nutrition are not the same as for Health Education nor Exercise Science.</b></p> <p>b. Critical threshold of educational or support services: <b>We are unable to find a sufficient number of qualified part-time faculty to serve our student demand.</b></p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. Specify whether the position is included or not included in the current budget: <b>NOT INCLUDED</b></p> <p>b. Smart Key and Object code: <b>1380401-1110</b></p> <p>c. Fiscal Impact:</p> <ol style="list-style-type: none"> <li>1. Salary amount: <b>\$72,000</b></li> <li>2. Includes benefits, or not: <b>INCLUDES BENEFITS</b></li> </ol> <p>d. RAF impact (check one):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input type="checkbox"/> No impact – funded by _____ Restricted Funds</li> <li><input type="checkbox"/> No impact – funded by _____</li> <li><input type="checkbox"/> No impact – restructure within existing funds</li> <li><input checked="" type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number.</li> </ul>
--	--	---

**Cuyamaca**

<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p><b>Position Title:</b> Financial Aid Assistant Senior</p> <p><b>Unit/Classification:</b> CL-27</p> <p><b>Position #</b> CL-00021</p> <p><b>FTE</b> 1.0, 12 Months</p> <p><b>Department</b> Financial Aid</p>	<p><b>1. What will the position do?</b></p> <ol style="list-style-type: none"> <li>a. Coordinates the federal work-study (FWS) program: facilitates hiring process for students and employers, monitors total FWS earnings, and reconciles FWS earnings.</li> <li>b. Coordinates the Direct Loan program: provides detailed loan information to students; processes applications and conducts 1<sup>st</sup> reviews to determine loan eligibility; tracks loan entrance and coordinates exit counseling; conducts monthly reconciliation and assists with year-end closeout and loan default management.</li> <li>c. Assists students on the front counter, over the phone, and through email.</li> </ol> <p><b>2. Current status of position?</b> Filling a vacancy (replacement for Maricela Santacruz)</p> <p><b>3. Strategic Staffing Rationale</b> Please address at least one of the following items when answering the questions below (provide specific details):</p>
--	---	--

		<p><u>Legal mandates &amp; Critical threshold of educational or support services</u></p> <p>This position is critical in making sure we are in compliance in the FWS and Direct Loan programs by processing the paperwork required for the programs, conducting analysis to ensure FWS allotment is spent, conducting monthly reconciliation for both programs, and processing year-end closeouts for both programs. The Sr. is the main point of contact for students for both programs.</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. The position is included in the current budget</li> <li>b. Key code and Object code: <b>1431001-2110</b></li> <li>c. Fiscal Impact: <ul style="list-style-type: none"> <li>i. Salary amount: <b>\$39,276 Plus benefits</b></li> </ul> </li> <li>d. RAF impact (check one): <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input type="checkbox"/> No impact – funded by _____ Restricted Funds</li> <li><input type="checkbox"/> No impact – funded by _____</li> <li><input type="checkbox"/> No impact – restructure within existing funds</li> <li><input checked="" type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</li> </ul> </li> </ul>
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p><b>Position Title:</b> Dean, Arts, Humanities &amp; Social Science</p> <p><b>Unit/Classification:</b> MG-10</p> <p><b>Position #:</b> MG-00072</p> <p><b>FTE:</b> 1.0 FTE</p> <p><b>Department:</b> Dean of Arts, Humanities &amp; Social Sciences</p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>o Plan, organize and direct operations of the Arts, Humanities, and Social Sciences division at Cuyamaca College</li> <li>o Manage, evaluate and coordinate academic subject areas and student services in accordance with legal requirements, district policies and sound instructional and student services principles and practices.</li> <li>o Supervise and evaluate the performance of certificated and classified personnel</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>o Filling a vacancy (replacement for Pat Setzer)</li> </ul> <p><b>3. Strategic Staffing Rationale</b></p> <p>Please address at least one of the following items when answering the questions below (provide specific details):</p> <ul style="list-style-type: none"> <li>a. Critical threshold of educational or support services: <b><i>this is a critical position for the foundational support of the instructional division, the office of instruction and the college related to operational services and student support services.</i></b></li> <li>b. Essential supervision: <b><i>this position offers essential supervision of the 24 department/discipline areas of the college in facilitating enrollment management, scheduling oversight, curriculum updates, and basic operational functions for those areas.</i></b></li> </ul> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. The position is included the current budget:</li> <li>b. Key code and Object code: <b>1425301-1240</b></li> <li>c. Fiscal Impact: <ul style="list-style-type: none"> <li>1. Salary amount: <b>\$115,068 plus benefits</b></li> </ul> </li> <li>d. RAF impact (check one): <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> </ul> </li> </ul>

		<input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number
	<p><b>Please include:</b></p> <p><b>Position Title</b> Custodian</p> <p><b>Unit/Classification</b> CL-20</p> <p><b>Position #</b> CL-00365</p> <p><b>FTE 1.0</b></p> <p><b>Department</b> Cuyamaca Facilities Operations</p>	<p><b>1. What will the position do?</b> Under the direction of the Custodial Supervisor, maintain an assigned group of classrooms, offices and related facilities in a clean and orderly manner. Incumbents provide work direction and guidance to other custodial operations personnel and participate in operations and custodial duties, or work independently at an assigned location.</p> <p><b>2. Current status of position?</b> Filling a vacancy (replacement for Alex Sanchez)</p> <p><b>3. Strategic Staffing Rationale</b> Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>a. Health and safety priorities b. Critical threshold of educational or support services</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. The position is included is included in the current budget  b. Key code and Object code <b>1427601-2110</b>  c. Fiscal Impact:  1. Salary amount <b>\$31,932 plus benefits</b>  d. RAF impact (check one):  <input type="checkbox"/> Include in RAF calculation  <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)  <input type="checkbox"/> No impact – funded by _____ Restricted Funds  <input type="checkbox"/> No impact – funded by _____  <input type="checkbox"/> No impact – restructure within existing funds  <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</p>
<b>District Services</b>		
	None	