

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST**

7/10/17

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Student Services Specialist</p> <p>Unit/Classification CSEA</p> <p>Position #CL-00238</p> <p>FTE 1.0</p> <p>Department A.R.C.</p>	<p>1. What will the position do? Under the direction of an assigned supervisor, perform a variety of specialized duties in an assigned area of student services such as Athletics, Counseling, A.R.C./DSPS, EOPS, Student Activities, etc.; perform specialized clerical duties and coordinate and oversee office activities of assigned function or office ; train and provide work direction to others as assigned.</p> <p>2. Current status of position?</p> <ul style="list-style-type: none"> o Filling a vacancy – Position will be vacant due to a retirement effective 7/7/17 <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <ul style="list-style-type: none"> a. Legal mandates A.R.C./DSPS is mandated by legislation (Title V) to provide accommodations in a timely manner to students with disabilities. b. Critical threshold of educational or support services A.R.C./DSPS is a critical support service within the institution to ensure state compliance of ADA, and section 504 of the Rehabilitation Act. <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. Specify whether the position is included or not included in the current budget b. Key code and Object code – 1335091-5210 (Restricted) c. Fiscal Impact: <ul style="list-style-type: none"> i. Salary amount - \$40,452.00 ii. Includes benefits, or not – Yes. Benefits @ 49% = \$60,274. d. RAF impact (check one): <ul style="list-style-type: none"> <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

<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Student Services Assistant</p> <p>Position #CL-00402</p> <p>FTE 1.0</p> <p>Department Assessment</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Perform a variety of specialized and complex clerical and technical duties involved in providing assistance to students in the assessment office. ○ Posting assessment records, data entry and retrieval, clearing pre-requisites 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 placement and sequence of courses according to established guidelines and procedures. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy due to vacancy (July 1, 2017) <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>This position supports and is an integral component of the mandated core services of the Student Success and Support Program which is the culmination and mandate of the Student Success Act of 2012 (SB 1456). This position also supports the mandated component of accreditation standard IIB.</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. Specify whether the position is included or not included in the current budget: This position is currently allotted and budgeted with Restricted Funds (SSSP) b. Key code and Object code: 1333291-2110 (SSSP) c. Fiscal Impact: <ul style="list-style-type: none"> 1. Salary amount: Annual \$41,400 (monthly \$3,450) 2. Includes benefits: \$18,630 d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input type="checkbox"/> No impact – replacement (vacant one year or less) <input checked="" type="checkbox"/> No impact – funded by <u>SSSP</u> 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
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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Instructor-CIS</p> <p>Unit/Classification Faculty</p> <p>Position # IN-00084</p> <p>FTE 1.0</p> <p>Department CIS</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ Perform all duties of full-time instructional faculty <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy for retired instructor June 2017 <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>One of the emergent sectors for San Diego is Information & Communication Technologies (ICT)/Digital Media. The In-Demand Jobs 2016 report (workforce.org/reports) lists in-demand jobs for the region, many of which are included in our CIS/CS programs. We expect to see our enrollments increase, but only if we are able to improve our outreach and keep our curriculum up-to-date.</p> <p>CIS/CS has gone from seven full-time faculty down to three due to retirements. As student and labor market demands increase, we need to keep abreast by developing and offering viable programs and meet our many grant deliverables by hiring an additional full time instructor.</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. Position is included in the current budget b. Key code and Object code – 1461201.1110 c. Fiscal Impact: <ul style="list-style-type: none"> i. Salary amount : \$64,277 plus benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input 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 checked="" type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Instructor - English</p> <p>Unit/Classification</p> <p>AFT</p> <p>Position # IN-00174</p> <p>FTE: 1 FTE</p> <p>Department: English</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ This position will perform all duties of full-time instructional faculty in English. ○ Mentor and assist part-time faculty ○ Support and help implement the department's various initiatives including acceleration classes, guided pathways, and literature program. <p>2. Current status of position? Filling a vacancy for retired faculty June 2017</p> <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <ul style="list-style-type: none"> ● This position is essential to maintain a critical threshold of educational services. To begin, the department has lost two senior full time faculty in the past year, and another faculty member has been reassigned 100% to the Writing/Tutoring Center. This leaves very few full time faculty in the department to nurture and mentor the sizable number of part-time instructors (24 and growing) who taught 67% of the department's FTES in 2016-2017. The lack of full-time faculty spreads the department extremely thin and hampers its ability to implement programmatic innovations such as acceleration and guided pathways. <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. This position is funded in the current year unrestricted general fund b. Key code and Object code: 1450801-1110 c. Fiscal Impact: <ul style="list-style-type: none"> 1. Salary amount: \$64,277 Plus Benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input 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 checked="" type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title Instructor-OH</p> <p>Unit/Classification Faculty</p> <p>Position # IN-00204</p> <p>FTE 1.0</p> <p>Department: Ornamental Horticulture</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ Perform all duties of full-time instructional faculty 2. Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy for retired instructor June 2017 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <p style="margin-left: 40px;">We are unable to meet the needs of the entire horticulture industry with only one full time instructor. Most notable, the landscape design and turf programs have been in decline due to a lack of a subject matter specialist, and time to promote to those specialized segments.</p> <p style="margin-left: 40px;">The large field site, nursery and the many events hosted by O.H. require instruction and guidance which would improve considerably with another full time instructor.</p> <p style="margin-left: 40px;">The upcoming construction of the new O.H. facility will need the leadership of a full time instructor.</p> 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. The position is included in the current budget b. Key code and Object code – 1462201.1110 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount - \$64,277 plus benefits d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input 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 checked="" type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Tutoring Center Specialist</p> <p>Unit/Classification: CL-28</p> <p>Position #: CL-00647</p> <p>FTE: .475 10 months</p> <p>Department: Tutoring – Writing Center</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> ○ Organize and coordinate the day-to-day operations of the Writing Center; ○ Provide direction to hourly personnel and student workers as assigned; prepare weekly schedules for tutors and the master schedule for the semester. ○ Assist in recruiting, interviewing, evaluating, hiring, and training of part-time tutors and clerical workers; prepare employment forms; monitor hours and schedules to ensure center coverage. 2. Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <ul style="list-style-type: none"> ○ Critical threshold of educational or support services: The need for tutorial services is clear if we are to support the Achieving the Dream Plan, Student Equity plan and overall student success. The most important duty of this position would be to provide coordination and supervision of tutors during hours of operation. ○ Essential operations and supervision: The Writing Center has a Tutoring Center Specialist position at 1.0 FTE, but this additional part-time position is critical to ensuring evening coverage for the center. 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. The position is included in the current budget b. Key code and Object code: 1425803-2117 c. Fiscal Impact: <ol style="list-style-type: none"> i. Salary amount \$16,012 plus part-time benefits d. RAF impact (check one): <ul style="list-style-type: none"> <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