

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT STRATEGIC HIRE REQUEST

Date

Site	Position	Justification
GC CC DS	Please include: Position Title: Position #: FTE: Department:	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes /No ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes /No ■ Org Mod approval date _____ ○ Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> a. Critical threshold of instruction and support services b. Legal mandate c. Accreditation requirements d. Health and safety priorities e. Essential supervision
		<p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes /No ○ Funding Source? Unrestricted /Restricted ○ Smartkey and Salary Object: ○ Annual Salary at Step B: \$ _____ plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT STRATEGIC HIRE REQUEST

November 27, 2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Financial Aid Technician Position #: CL-00605 FTE: 1.0 Department: Financial Aid	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Coordinate the Cal Grant Program to determine student need and eligibility for Cal Grant awards. Process Cal Grants to ensure timely receipt of funding from the California Student Aid Commission. Monitor eligibility and report students eligibility or loss thereof to the California Student Aid Commission. Analyze and reconcile Cal Grant records. Perform reconciliation of the Cal Grant Program with the California Student Aid Commission Resolve problems, rectify discrepancies and facilitate the correct disbursement of awards. <p>2. Current status of position:</p> <p>Position is currently vacant, temporarily backfilled</p> <ul style="list-style-type: none"> ○ <input checked="" type="checkbox"/> Filling a replacement position included in the budget ○ <input type="checkbox"/> Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/> ■ Org Mod approval date _____ ○ <input type="checkbox"/> Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/> ■ Org Mod approval date _____ ○ <input type="checkbox"/> Other (please specify) <p>3. Strategic Staffing Rationale:</p> <p>Please address at least one of the following items:</p> <ul style="list-style-type: none"> a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services This position has the sole responsibility of coordinating the State grants and ensuring that funds are properly issued and reconciled. b. <input checked="" type="checkbox"/> Legal mandate Critical state compliance requirements regarding fund management and award management c. <input type="checkbox"/> Accreditation requirements d. <input type="checkbox"/> Health and safety priorities N/A e. <input type="checkbox"/> Essential supervision N/A <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes <input checked="" type="checkbox"/> /No <input type="checkbox"/> ○ Funding Source? Unrestricted <input type="checkbox"/> /Restricted <input checked="" type="checkbox"/> ○ Smartkey and Salary Object: 1331090-2110 ○ Annual Salary at Step B: \$47,808 plus benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

November 27th, 2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: A.R.C. Counselor</p> <p>Position #: CN-00051</p> <p>FTE: 1.0</p> <p>Level: Faculty Non-Classroom</p> <p>Department: Accessibility Resource Center (A.R.C.)</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Demonstrated experience and ability to interpret, articulate and implement a variety of regulations, policies and procedures, concerning community college Disabled Student Programs and Services (DSPS). ○ Knowledge and expertise working with adults who have disabilities such as acquired brain injury, intellectual disabilities, hearing impairment, learning disabilities, mobility impairments, psychological disability, speech and language disabilities and visual disabilities. ○ Knowledge and experience in assigning appropriate academic accommodations to disabled students with respect to their educational limitations and academic needs. ○ Knowledge of assistive technology in accommodating disability conditions. ○ Knowledge and experience interpreting IEP's, medical, psychological and rehabilitation reports. ○ Experience in the development of educational and career plans at the community college or university level. ○ Experience in the development of educational and career plans at the community college or university level. ○ Experience counseling students about community college options including certificate, associate's degree and/or transferring to four-year institutions. <p>2. Current status of position:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Filling a replacement position included in the budget ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ <input checked="" type="checkbox"/> Legal mandates-Title V mandates require that disability support services programs deliver services in a timely manner. As a result, this position is critical to the day to day student support needs of the A.R.C. department. Due to our mandates and regulations, it is imperative that we have counseling faculty available to approve and provide

academic accommodations to students who present with a myriad of disabilities. Presently, we have 1 full-time counselor among our faculty team members. This position has continuously been back filled by adjuncts. We are in dire need of 2 full-time counseling positions. Presently, the A.R.C. serves close to 800 students, growing rapidly in numbers since the Pandemic. As a result, we have a 1:800 ratio for our one full time faculty counselor. **There are no faculty among the A.R.C. team who have re-assigned time.** As it relates to staffing, Carl Fielden is a full-time Learning Disabilities Specialist who teaches PDSS courses “within” his full-time load. Patrice Braswell (formerly a DSP&S Specialist) is the full-time A.R.C. Coordinator, **without any re-assigned time as well.** According to Title V mandates, and regulations, all disability support programs within California Community Colleges must have a full-time Coordinator to oversee the day to day operations of the department, which encompass managing the human and fiscal resources.

- Accreditation requirements
- Health and safety priorities
- Critical threshold of instruction or support services
- Essential supervision

4. Budget Impact – Please specify the following:

- Is position included in the current budget? Yes / No- **However, funds have been identified within the A.R.C. categorical restricted budget for this position. This has been verified by our Grossmont College Budget Analyst, Carol Rapolla.**
- Funding Source? Unrestricted / **Restricted**
- Smartkey and Salary Object: **1335091-1220**
- Annual Salary at Step B: \$64,035

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

11/27/2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>UMOJA Counselor Coordinator</p> <p>Faculty</p> <p>Position # - CN-00080</p> <p>1.0 FTE</p> <p>Counseling</p>	<p>1. What will the position do?</p> <ul style="list-style-type: none"> ○ The Umoja Counselor/Coordinator will be dedicated to the coordination and enhancement of cultural and educational experiences of African American, Black, and other students within the Grossmont-Cuyamaca Community College district. ○ The UMOJA Counselor Coordinator serves as a generalist and a regular member of the Counseling Department faculty committed to the academic success, personal growth, and self-actualization of African American, Black and other students. This entails providing counseling services related to transfer, vocational/occupational programs, career and academic skills development from a student centered and culturally sustaining lens. ○ The Coordinator will have direct oversight of program outreach and retention efforts, learning community development, organization of the Village along with faculty peers, MIS data reporting responsibilities, act as campus liaison for the Umoja Community. Assist the Campus community with understanding their role in supporting and facilitating the success outcomes of African American and Black Students at Grossmont College. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Fill as a result of recent resignation due to promotion. <p>3. Strategic Staffing Rationale</p> <p>This position is critical in that it will provide essential support services and oversight to a growing population of students consistently impacted disproportionately along a number of academic indices within the community college system.</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. Fiscal Impact-plus benefits b. 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>EQUITY</u> Restricted Funds <input type="checkbox"/> 1372391-1220-Step B Class 6-\$88,293+45,912 benefits

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

11/27/2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Health Services Supervisor</p> <p>Position #: SU-00012</p> <p>FTE: 1.0</p> <p>Level: S-K</p> <p>Department: Student Health & Wellness</p>	<p>1. Key responsibilities of position:</p> <p>The Health Services Supervisor is a Registered Nurse with degrees and certificates as required by the California Education Code who serves as the office supervisor under the direction of the Dean of Student Affairs. The Registered Nurse Supervisor is responsible for:</p> <ul style="list-style-type: none"> ○ Office, policies and protocols following local/federal public health recommendations and District policy as they pertain on a daily basis and during health emergencies. ○ The Health Services Supervisor ensure that medical care and treatment, delivered by other licensed professionals meets the highest quality of care and complies with consulting physician standing orders. ○ Assist in planning development and supervision of a Student Health program ○ Supervise, train and evaluate the performance of assigned staff ○ Provide nursing care and health assistance to students ○ Current nursing practice in the testing and treatment of illness/communicable disease. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates: <ul style="list-style-type: none"> ○ Title V; Section 53411 minimum qualifications for a health services professional with overall responsibility for developing and directing student health services shall be a valid, current California license as a registered nurse, and either of the following: <ul style="list-style-type: none"> ▪ (1) a master's degree in nursing and a California Public Health Nurse certificate; or ▪ (2) a bachelor's degree in nursing, a California Public Health Nurse certificate, and a master's degree in health education, sociology, psychology, counseling, health care administration, public health, or community health. ▪ Other health services personnel shall not be subject to statewide minimum qualifications; however, all personnel shall possess appropriate valid, current licensure or certification to practice in California when

		<p>required by law. Ancillary personnel shall work under appropriate supervision when required by their license laws.</p> <ul style="list-style-type: none"> ○ Title V; Section 54702 Proper Use of Funds ○ Sections 70901, 87356, 87003, 76355 Education Code <ul style="list-style-type: none"> ○ Health and safety priorities <ul style="list-style-type: none"> Health Services Supervisor required knowledge includes: <ul style="list-style-type: none"> ● Emergency health care and nursing assessment techniques. ● Current nursing practice in the testing and treatment of illness/communicable disease. ● Laws and regulations pertaining to the field of nursing and to the maintenance of a health office. ● Pertinent health education principles and methods. ● Appropriate safety precautions and procedures. ● Outside health agencies and their services. ● Current nursing practice in the testing and treatment of illness/communicable disease. ○ Critical threshold of instruction or support services ○ Essential supervision <ul style="list-style-type: none"> ● Under supervision physician Health Services Supervisor must maintain current California Board of Registered Nursing License or a Public Health Nursing Certificate is preferred and maintain supervisory oversight of Health Services Nurses. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Restricted ○ Smartkey and Salary Object: 1334091 & 2120 ○ Annual Salary at Step B: Step A \$76,675 - Step E 89,697