

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

5/1/2025

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Ethnic Studies- Chicana/x/o & Latina/x/o Studies Position #: new FTE: 1.0; 10-month Level: Department: Ethnic Studies	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ -Teach Comparative Ethnic Studies courses ○ -Teach Specialized Chicana/x/o Studies and Latina/x/o Studies ○ -Develop curriculum for Chicana/x/o and Latina/x/o to meet the Area 7 CalGETC requirement ○ -Work with the Puente Program at Cuyamaca ○ -Support the department in planning and evaluating the program ○ -Participate in campus and district professional activities ○ -Perform duties consistent with those stated in the faculty agreement 2. Current status of position: New Position <ul style="list-style-type: none"> ○ <input 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 checked="" type="checkbox"/> Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input checked="" type="checkbox"/> ■ Org Mod approval date _____ ○ <input type="checkbox"/> Other (please specify) 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services Ethnic Studies is now a GE under CalGETC; support Puente Program. b. <input type="checkbox"/> Legal mandate c. <input type="checkbox"/> Accreditation requirements d. <input type="checkbox"/> Health and safety priorities e. <input type="checkbox"/> Essential supervision
		4. Budget Impact – Please specify the following: <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 checked="" type="checkbox"/> /Restricted <input type="checkbox"/> ○ Smartkey and Salary Object: 1486601-1110 ○ Annual Salary at Step B: \$66,858 plus benefits <p style="text-align: right;">Used column III, Step 2</p>

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: NextUp/EOPS Counselor</p> <p>Position #: CN-00071</p> <p>FTE: 1.0</p> <p>Department: EOPS</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> Provide educational counseling for prospective, new and continuing foster youth students. Provide counseling for special populations to include foster youth and EOPS students. Assist students who experienced foster care with the development of their individual educational plans, and goals. Participate in student outreach programs. Programs and transfer requirements to baccalaureate institutions. Conduct group orientation sessions. Participate in required and scheduled Professional Development week Develop effective curriculum activities each semester in compliance with contractual agreement. Assist in the planning, development and implementation of programs Designed to encourage the success and retention of students. Provide individual counseling to assist students in resolving personal problems. Keep official records and collect data required by District policy and administrative procedure; submit records and data in accordance with college procedures. Coordinate services and resources for student who experienced foster care. <p>Current status of position:</p> <ul style="list-style-type: none"> <input type="radio"/> Filling a replacement position included in the budget <input type="radio"/> 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 _____ <input checked="" type="checkbox"/> Filling a new position <ul style="list-style-type: none"> ▪ Has an Org Mod been approved? Yes / No ▪ Org Mod approval date _____ <input type="radio"/> Other (please specify) <p><input type="radio"/> Strategic Staffing Rationale: Please address at least one of the following items:</p> <p><input checked="" type="checkbox"/> Legal mandates Title 5, 56414. Expenditures Allowed: NextUp program funds shall be spent solely on:</p>

		<p>(1) Services and direct support for NextUp students; and (2) Staff, training, programming and related activities exclusively intended to advance the success of eligible NextUp students.</p> <ul style="list-style-type: none"> ○ Accreditation requirements ○ Health and safety priorities ✖ Critical threshold of instruction or support services <p>Historically, the NextUp program has played a vital role in enhancing retention and success rates among foster youth. As a high-touch support initiative, it is essential to have a dedicated counselor who coordinates and consistently monitor each student's progress while implementing targeted interventions. This continuity ensures that no student is overlooked and that communication remains seamless, ultimately fostering greater academic and personal success.</p> <ul style="list-style-type: none"> ○ Essential supervision ✖ Critical threshold of educational or support services <p>Since June 2018, student participation in the NextUp program has declined. Cuyamaca College is the only program in region 10 without a full-time tenured track faculty counselor/coordinator. As a result, the program has not reached its full potential. However, with the recent hiring of a NextUp Program Specialist, student enrollment has increased. With the addition of a counselor/coordinator, we anticipate continued growth and further program development.</p> <ul style="list-style-type: none"> ○ Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? <u>Yes</u> No ○ Funding Source? Unrestricted / <u>Restricted</u> ○ Smartkey and Salary Object: ○ SmartKey: 50% EOPS, 1435597 AND 50% NEXTUP 1435695 ○ Annual Salary at Class IV, Step 6: \$85, 571 annual

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Administrative Assistant IV Position #: CL-00513 FTE: 1.0 Level: 34 Department: Student Services	<ol style="list-style-type: none"> Key responsibilities of position: <ul style="list-style-type: none"> Under direction of Vice President, perform a variety of difficult and highly complex and administrative assistant duties. Organize and manage the day-to-day activities to assure efficient and effective office operations. Run reports, requisitions, work orders, purchase orders Assist with travel accommodations, conferences and meetings Prepare and review correspondence, records, and other documents with accuracy, completeness, and conformance to established rules and regulations. Prepare agenda items for meetings; take and transcribe minutes and distribute to appropriate personnel; maintain records of meetings. Current status of position: <ul style="list-style-type: none"> Filling a replacement position due to a promotion, 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) _____ Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> Critical threshold of instruction or support services This is a critical position for the functionality of student services; the individual coordinates all aspects of the Student Services office, including the VP of Student Services schedule, assists in preparing reports, assists in tracking budgets, enters and tracks purchase order requisitions, to name just a few of their duties. Budget Impact – Please specify the following: <ul style="list-style-type: none"> Is position included in the current budget? Yes / No Funding Source? Unrestricted / Restricted Smartkey and Salary Object: 1326001 2110 Annual Salary at Step B: \$59,316

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Evaluations Advisor Position #: CL-00654 FTE: 1.0 Level: 38 Department: Admissions and Records	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Under the direction of an assigned manager, plans and organizes the duties related to the Evaluations Office; analyzes and interprets state regulations and district policies and procedures for college divisions/departments and students; within the evaluation, graduation and transfer processes, advise students in achieving their educational goals. <p>2. Current status of position:</p> <p>Employee transfer to Cuyamaca College.</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: 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 is critical to student graduation and transfer goals. b. <input type="checkbox"/> Legal mandate c. <input type="checkbox"/> Accreditation requirements d. <input type="checkbox"/> Health and safety priorities e. <input type="checkbox"/> 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 <input checked="" type="checkbox"/>/No <input type="checkbox"/> ○ Funding Source? Unrestricted <input checked="" type="checkbox"/> /Restricted <input type="checkbox"/> ○ Smartkey and Salary Object: 1332001-2110 ○ Annual Salary at Step B: \$66 756 Plus Benefits \$34,713.12, \$101,469