

MEMORANDUM

To: The Grossmont College Staffing Committee
From: The Classified Staffing Prioritization Committee (CSPC)
Date: 2 December, 2022
Re: The CSPC's Recommendation List for 2022-2023

Committee Members:

- Marsha Gable (Co-Chair)
- Kelly Jackson (Co-Chair, Classified Senate)
- Agustin Albarran (Administrator's Association)
- Renee Nasori (Administrator's Association)
- Marshall Fulbright (Ex-Officio Member)
- George Gastill (Academic Senate)
- Natalie Ray (Academic Senate)
- Janet Shipstead (Classified Senate)
- Luma Shamon (Classified Senate)
- Graylin Clavell (Recorder)

****See FMO Rankings Below****

| Rank | Classified Position Requested | Narrative |
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| 1 | Curriculum Specialist | This is a necessary and extremely important position to support the function of curriculum processes. |
| 2 | Research & Planning Analyst | This position was ranked high due to the data needs for multiple grants and reports for the State Chancellor's office and other funding requests. We currently have one analyst, and colleges of our size usually have 2-3. |
| 3 | A&R Dual Enrollment Program Specialist | Dual Enrollment courses and CCAP MOU's are increasing with our partner high schools, and the work is fragmented among multiple staff members who have duties added on top of existing duties. DE/CCAP needs organization and a point person for this important work. |
| 4 | Lab Tech II PVAC | Need the support in order to run the PVAC facility and using the PVAC as intended for instructional areas and performances. |

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| 5 | Instructional Design Tech Specialist (Online Instruction) | This position supports accessibility for online instruction which includes web design and instruction design including Canvas and other new EdTech Tools. There is a need to have year round coverage for training and special projects which supports the entire college. |
| 6 | Financial Aid Program Specialist | This position would strengthen the basic needs support for the increase of students who are housing insecure, and/or at-risk of becoming homeless or transient. Homeless/At-risk determinations and/or assessments require additional training which is provided in financial aid. |
| 7 | Student Services Specialist (Student Affairs/Basic Needs) | To assist with the rising food and shelter insecure population on campus and basic needs. |
| 8 | Master Class Scheduler | IOPs has one scheduler that handles facilities request which takes about 40% of the work time. |
| 9 | Instructional Media Specialist | This position will assist with request for specialization and customization across instruction with 170 classrooms and roughly 220 smart spaces, and to handle events and video editing for more personalization for the support. |
| 10 | Simulation Coordinator (AHN) | Would primarily support Nursing, and other areas within Allied Health. With the reduction in clinical group the position would maintain equipment and lead planning for inter-professional day and related accreditation efforts. |
| 11 | A&R Student Services Systems Specialist | Colleague, Self-Service, and Ellucian, ImageNow, Dynamic Forms, and CCC Apply are the technological platforms A&R utilizes. This position would support the MIS, Audit, and reporting processes, as well as technical support for staff, faculty, and initiatives to improve systems and business procedures. |
| 12 | Financial Aid Advisor | This position would be a support to the Basic Needs Coordinator and other basic needs resources. |
| 13 | Network Specialist | This position would address the primary need for specialization, support and infrastructure the increasing technology across campus, including increasing lab. |
| 14 | Clerical Assistant Intermediate - CalWORKs | This position would provide front-facing student support, assist in outreach, persistence efforts, and engagement. CalWORKs had roughly 699 fall student contacts, and over 1500 student contacts in the spring of 2022. |
| 15 | Evaluations Assistant – A&R | This position would support demand of services, decrease wait times, enhance programmatic needs, and increased demand through technology such as CVC and CPL. All evaluations processing is done in-house. |

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| 16 | Student Services Specialist #2 (Student Affairs/Basic Needs) | To assist with the rising food and housing insecure population on campus and to help provide broader access to basic needs. |
| 17 | Financial Aid Services Specialist | This position would assist in utilizing more technology to meet the needs of students, including chat bot and virtual student assistance. |
| 18 | Justice Scholars Program Specialist | This position would support the growing justice scholars program. |
| 19 | Lab Tech 1 - PVAC | Additional support needed to begin full utilization of the PVAC. |
| 20 | Financial Aid Assistant | This position would provide additional support and provide files prep to the financial aid advisors. |
| 21 | Clerical Assistant – World Languages | Increase in hours for the .4 clerical assistant to full-time to support the needs within the World Languages department. |
| 22 | Music Tech – Part-Time | This position would support instruction across the music department, especially during evening courses. |
| 23 | *Specialty Lab Tech – Costume Design | Strategic Hire has been submitted, not a new position. |
| 24 | *Facilitator III | Strategic Hire has been submitted, not a new position. |

Facilities Maintenance and Operations Position Rankings*

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| 1 | Custodian Lead – Night | Colleges of our size usually have more maintenance, custodial, and grounds staff than our current number of 5 maintenance, 4 custodians, and 4 grounds. Cleanliness of the college campus and maintenance delays due to staff is at a critical point. Grossmont College FMO also serve District Services. FMO does daily cleanings, exterior walls and windows, event setups, and replace light bulbs and more. There are at least 10 buildings that do not have assigned custodians to them. The clerical assistant would support front desk, digital blue prints, data entry, and more. Data entry includes, but not limited to, HAZMAT, ADA, pest control, and Cal/OSHA logs. |
| 2 | Custodian Lead – Swing | |
| 3 | Custodian Lead – Day | |
| 4 | Maintenance General Worker | |
| 5 | Maintenance General Worker, HVAC Sr. | |
| 6 | Grounds Maintenance Worker | |
| 7 | Clerical Assistant, Intermediate | |
| 8 | Maintenance General Worker | |
| 9 | Maintenance General Worker | |
| 10 | Grounds Maintenance Worker | |

****Given the number of FMO positions presented and the need, the committee decided to separate the FMO positions (ranked) to clearly show need related to operations versus functional area support.**