

**Cuyamaca College Spring 2020 Classified Staff Hiring Priorities  
Recommended by the Classified Hiring Priorities Committee April 28, 2020**

<b>Request Ranking</b>	<b>Program/Department and Classified Position</b>	<b>Notes/Rationale</b>
1	Transfer Center: Student Services Specialist	There is currently only one employee staffing the center, and it is a faculty member; this position would provide critical technical assistance and support to students seeking to transfer. With the number of transfers increasing, this position could help increase transfer rates, particularly in light of the guided pathways model. In addition, this position is an existing position that was de-funded, and the Committee would like to receive clarification from the college leadership on whether it is eligible to be backfilled. Furthermore, transfers are a component of the new Student-Centered Funding Formula.
2	Financial Aid: FA Tech 1	Financial aid is in particularly high demand and the number of students receiving need-based aid are considered in the new Student-Centered Funding Formula. In addition, this position is being requested to address a finding from a recent Department of Education Financial Aid audit. Students' ability to access financial aid directly impacts students' ability to access course materials and succeed. The demand for Financial Aid services is particularly high, and this position will help meet increasing student demand.
3	Bio/Chem: Science Lab Tech II	The Bio/Chem Science Lab Tech II is critical for maintaining the safety of students and instructors and maintaining equipment and labs for students enrolled in high-demand biology and chemistry classes. This specific position would support the labs held in the new H Building Annex.
4	Career Services: Student Services Specialist	The Career Center has been re-envisioned and is now a partnership between Student Services and the Career Education division. This position would support events and activities related to career exploration and placement. The new Career Center model has been broadly vetted and received widespread support across the campus, particularly in light of the guided pathways model. This position, which previously existed but was de-funded, would provide day-to-day support for center and career event operations. That said, there are currently some staff to support Career Center operations, and the center is new, so it may be helpful to reassess staffing needs after the center has been operational for its first year.
5	Library: Library Tech II 1	The addition of this position would allow the library to consider opening on Fridays to address student needs, but more information is needed to determine if Friday library hours are feasible. This position would also allow for supervision/coverage for the library's second floor, including oversight of group study rooms. Thus, the position may help address possible risks associated with understaffing.
6	Engineering: Science Lab Tech IV	Science department was recently split into three different departments. The Engineering lab tech is specific to engineering labs in the F Building, which are housed at a different location than other science lab technicians. Faculty have begun taking on the job of maintaining equipment.

7	Instructional Comp. Services: Network Specialist II	This position is existing but was previously defunded. The need for this position is tied to the College's Total Cost of Ownership, which was informally recommended by the College's Accreditation Peer Review Team; however, the current district-centered organizational structure for IT needs to be reconsidered, and efficiencies in structures and processes should also be identified before a vision for IT (including staffing needs at the College) might fully be pursued. Additional details would provide a better context for this specific position's need.
8	Child Development: CDC Aid 1	In order for the CDC to operate and meet state-mandated ratios, the center currently has to back-fill this position with student hourly workers and NANCEs. A more experienced individual would greatly improve the center's rotation of staff. In addition, this position previously existed but was de-funded. The position would directly work with children at the center. Additional details about the nature of this positions and its regular duties/responsibilities would provide for a more accurate understanding of the need.
9	Engineering/Phys Sci: Science Lab Tech III	The only physics lab tech is assigned to afternoons/evenings, so physics courses cannot be offered during daytime hours right now. This position would allow for physics lab classes to be offered in the day time.
10	Veteran Services: VS Specialist	Currently, the Veterans Center is staffed by an A&R specialist (Certifying Official) and counselor, as well as a part-time, grant-funded position. This position was viewed as more critical than the Veteran Services Coordinator due to the critical nature of this position's duties/responsibilities. Grant funds will eventually be exhausted, so this position would provide stability for veterans services. However, the number of student veterans served as decreased substantially in recent years. Thus, while it is very important to provide a suite of services to student veterans, other requested positions serve a larger population of students.
11	Career Ed: Job Placement Specialist	This position was presented by the Career Education division. There is a position currently in place, and is funded by soft monies/funding. The role of the position, as well as its future funding, in light of the Career Center re-envisioning needs to be clarified. There are currently some staff to support Career Center operations, and the center is new, so it may be helpful to reassess staffing needs after the center has been operational for its first year.
12	Veteran Services: VS Coordinator	The Veterans Services Specialist position was deemed more critical for continuity of veterans services than the Veterans Services Coordinator position. Additional data on the volume of services provided would provide a stronger context for this position. Grant funds will eventually be exhausted, so this position would provide stability for veterans services. However, the number of student veterans served as decreased substantially in recent years. Thus, while it is very important to provide a suite of services to student veterans, other requested positions serve a larger population of students.

13	Instructional Media. Services: Network Specialist II	This position was framed as beneficial but not critical to continuity of services. It would be helpful in the future for data to be included that speaks to the volume of services, increase in demand/need for services, etc., particularly in light of COVID-19. The position did address a safety concern and would optimize this aspect of facilitating performances on campus. The position's duties and volume of work may fluctuate based on the number of performances on campus. Additional information on the critical need for the request, as well as how the duties are currently being performed, would be helpful.
14	Financial Aid: FA Tech 2	This is one of two positions requested. A second technician is needed to handle the processing for multiple programs to meet federal and state requirements and deadlines. However, a second technician is not as vital as the first.
15	CADD: Lab Tech	The form appears incomplete. Additional information is needed to more fully describe the need for this position. The information provided in the form does not provide adequate information on the need for the position or how the lack of this position would impact the program. Additional information is needed.
16	Child Development: CDC Aid 2	This is one of two positions requested. The first request was ranked more highly and deemed more critical. With unforeseen circumstances of COVID-19, this was not deemed as critical at the present time as the center is currently closed.
17	Library: Library Tech II 2	This is one of two positions requested. The first request was ranked more highly and deemed more critical. New and/or additional information is requested in order to distinguish between the needs for the two positions.
Note: Specific positions on the list that are already funded by grants or specific funding sources, such as categorical programs, may be funded/approved to hire ahead of other positions on the list due to the grant or categorical funding availability.		

Prepared by the Classified Hiring Priorities Committee (April 28, 2020)

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