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**COMPLETE**

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Page 1: Classified Position Request Form

**Q1**

Please enter the following:

Department	<b>Ornamental Horticulture</b>
Position Title	<b>Administrative Assistant/Event Planner</b>
Salary Range*	<b>Unknown</b>
Annual Salary at Step B*	<b>Unknown</b>
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	<b>20-40 hours/week, 12-month</b>

**Q2**

Current program goal (as listed in comprehensive program review/annual update) this position will directly advance/support:

Hire an administrative assistant/event planner for Ornamental Horticulture.

**Q3**

How will this position directly advance/support the goal listed above?

This position is directly referred to in the above goal. Hiring this position will also help with increasing enrollment in our department and closing equity gaps.

**Q4**

**Additional general fund position**

What type of position is being requested?

**Q5**

**Respondent skipped this question**

Please attach the description for the position classification (job descriptions are posted on this GCCCD Human Resources webpage).

**Q6**

What are the actual duties and responsibilities that are specific to this requested position that you would like to highlight to help the Classified Hiring Priorities Committee understand the need for this position? How does the lack of this position impact the program's or service area's ability to serve students? (300 words or less)

The Ornamental Horticulture Program hosts several events throughout the year that help to foster a strong sense of community and belonging in this department. The events also support and maintain industry connections between our program and the horticultural community in San Diego. This helps students learn about job opportunities and gain familiarity with people and businesses in the industry while they are in the program. Historically, the OH department has played a leading role in hosting the Spring Garden and Butterfly Festival, the Cuyamaca College Botanical Society Scholarship Banquet, a joint field trip between Southwestern Landscape and Nursery Technology and Cuyamaca College Ornamental Horticulture, a turf seminar now known as the Sustainable Turf and Landscape Seminar, welcome back BBQs during the first two Saturday labs and other activities. An administrative assistant/event planner will allow our department to continue these outreach events seamlessly. Previously, an event planner has been hired each year using different funding sources each time. Formalizing this position will reduce repetitive work and the uncertainty of whether we will be able to hold the events.

**Q7**

\* How are the duties of the requested position currently being performed, if at all?

Staff is currently doing its best to support these events. We have been able to hire an event planner for short durations through different funding sources over the years. We are currently planning our Spring 2024 CCBS scholarship banquet and we currently don't have anyone hired to support this event.

**Q8**

Respondent skipped this question

\* OPTIONAL: If duties are being performed by a grant-funded position, when will the grant end?

**Q9**

Please describe how the program/department has changed over the past 3 to 5 years and how this position will help the department serve more students directly or indirectly?

Over the past 3 to 5 years, our program has scaled back events significantly due to COVID. However, we are ready to continue the department's long history of outreach and student-support events through hiring an event planner.

**Q10**

\* How has the demand for program/department services increased/changed over the past 3 to 5 years?

Last year, we had 29 scholarship applicants just in our department. With the addition of an event planner, we will have more capacity to reach out to industry partners to request scholarship funds.

**Q11**

Respondent skipped this question

\* How have workloads in the program/department increased/changed over the past 3 to 5 years?

**Q12**

\* How many more students will the position serve, and who will it serve?

This position will serve 30 or more scholarship applicants, all of our students (around 100) who want to participate in the Sustainable Turf and Landscape Seminar where they can meet industry professionals. It will support 25-50 students on a field trip to horticultural facilities taken in partnership with Southwestern's Landscape and Nursery Technology program and will help promote our program to new students.

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**Q13**

Which of the College's strategic priorities will this position most directly support? Note: Selecting more than one strategic goal will not impact the Classified Hiring Priorities Committee rating of the position.

**Increase Equitable Access,  
Eliminate Equity Gaps in Course Success,  
Increase Persistence and Eliminate Equity Gaps,  
Increase Completion and Eliminate Equity Gaps**

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**Q14**

Please explain how the requested position will support the college strategic goal(s) identified above. (200 words or less) Rubric Criterion 3

We have equity gaps in retention and success. Hiring for this position will ensure our 42 year old CCBS scholarship program persists to support our students and will help to continue important outreach and industry events hosted by the OH department that sustain our department's culture of community and industry connection.

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**Q15**

How will this position improve the student experience at Cuyamaca College? How will the program or service area measure the impact of this position on the student experience?(200 words or less)Rubric Criterion 4

This position will help students make connections to industry partners and will help students with funds for attending our program.

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**Q16**

Please confirm that you have discussed this classified position request with your dean/manager and that you understand that deans/managers will be providing feedback about the division's priorities and needs to help inform and may impact the prioritization process.

**Yes, I have discussed this position request with the Dean or Manager**

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**Q17**

In an effort for continued improvement of the Classified Position Request Process, the CHPC would like your feedback regarding the CHPC guidance and process for submitting new classified positions requests.

**Respondent skipped this question**

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