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Subject: 2017 Position Requests
Date: December 16, 2016 at 5:26 PM
To: Moore, Jamillah moorej@smccd.edu



Dear Cañada Community,

I am writing to share the outcomes regarding the College-Wide “New Positions” approved for the 2017 year. First, I would like to extend my thanks to those faculty and staff who submitted position requests. I was thoroughly impressed with the level of detail and clear explanations of strengths and weaknesses that went into each request. I learned a great deal about the needs inside and outside of the classroom. My decisions were placed into two categories. Those categories are (1) approved based upon funding availability and current need; (2) further review will be provided when funding becomes available.

APPROVED BASED UPON FUNDING AVAILABILITY AND CURRENT NEED

Faculty Positions

After a great deal of thought the following faculty positions were approved based upon funding availability and current need:

English – The skills and abilities students develop in their English courses, have a direct bearing on their success in every other discipline. Given the impact that English instruction has on most everything we do, it is critical to have the requisite number of full time faculty members to carry out this essential work.

Medical Assisting – Currently, there are no full time faculty in this program and a full-time position could benefit from dedicated support to build a strong pathway in this health profession discipline.

Basic Skills Counselor - This position has been funded as a non-tenure track position for many years and serves over 1,000 basic skills students each year. This categorically funded position is moving over to the tenure track and will no longer be on temporary funding.

As a College, we need to ensure that we have sufficient full time faculty to provide outstanding teaching and learning, develop and expand programs and services, advance important college initiatives, and carry out the many other professional responsibilities that are necessary for the effective functioning of the college.

Classified Position

There were eleven classified positions requested in the fall cycle and Interim President Hughes approved eight classified positions during the last cycle. According to the

SMCCC District net new employees since 2013/14= 118 FTE, the number of CSEA positions = 74 FTE and the number of administrators = 1.8 FTE. With the limited budget I have decided to move forward with one position:

Web Programmer Analyst approved at (1.0) this has been a temporary position and is absolutely critical as the College builds (and eventually maintains) a new mobile-friendly website that reflects the technology that our community expects and is used to. Our website is an important recruitment tool that provides the public, as well as current and potential students, with information about the College. In addition, our faculty and staff have increasingly requested assistance from our Marketing staff to establish and maintain their respective program and department websites. Having a dedicated web professional will be a valuable, hands-on resource for employees as we build, maintain and grow the presence of our new mobile-friendly website.

FURTHER REVIEW WHEN FUNDING BECOMES AVAILABLE: These positions were placed in this category and they are not prioritized. However, the goal is that if additional funding becomes available we will seek to fill these positions.

Positions for Further Review - As Funding is Available	
Position	FTE
Accounting (Faculty)	1.0
Biology (Faculty)	1.0
Counselor, CWA (Faculty, Tenure-Track)	1.0
Counselor, EOPS (Faculty, Tenure-Track)	1.0
Director of Dual Enrollment	1.0
Director of Professional Development	1.0
Facility Use Coordinator	1.0
Financial Aid Assistant	1.0
Library Support Specialist	0.48
Math (Faculty)	1.0
Medical Assisting (Faculty)	1.0
Office Assistant II (DRC)	1.0
Program Services Coordinator (Athletics)	1.0
Program Services Coordinator (Veterans)	1.0
Retention Specialist (Transfer)	1.0
Senior Accounting Technician	1.0
Shipping and Receiving Clerk	1.0

Accounting (Faculty): (1.0) position-postponed will review again when additional funding becomes available.

Biology (Faculty): (1.0) position postponed will review when additional funding becomes available.

Counselor, CWA (Faculty Tenure-Track) (1.0) this position will remain as a non-tenure track position.

Counselor, EOPS (Faculty, Tenure-Track): (1.0) this position will remain as a non-tenure track position.

Director of Dual Enrollment: (1.0) can seek grant/innovation funding for this position.

Director of Professional Development & Innovation Director: (1.0)-the College has participated in two IEPI visits and the outcome has been detailed in a Menu Of Options (MOO). Now, the College must address a clear and direct path on how we will address professional development. Currently, we have eleven (11) different groups and seventeen (17) grants all under Professional Development

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Facility Use Coordinator: (1.0) seek out alternative funding and offset with rental income.

Financial Aid Assistant: (1.0) seek out grant/innovation funding for this position.

Library Support Specialist (0.48) –position postponed will review when additional funding becomes available.

Math Faculty (1.0): position postponed, division has just completed a replacement hire and a new full-time instructor will start spring, 2017.

Office Assistant II (DRC): (1.0) the college currently employees eight individuals in this position, for a

college this size we are sufficiently staffed in this area.

Program Services Coordinator (Athletics): (1.0) position postponed will review when additional funding

becomes available.

Program Services Coordinator (Veterans): (1.0) seek grant/innovation funding for this position.

Retention Specialist (Transfer): (1.0) The College has seven employees in this category. At this time for a

college this size we have sufficient staffing in this area.

Senior Accounting Technician: (1.0) position has other funding to offset costs.

Shipping & Receiving Clerk: (1.0)-position postponed will review when additional funding becomes available.

The Process:

The following provides a summary of the information I was able to gather to help inform my decisions:

- Attended the three PBC meetings on November 8, 9 and 10 at which outstanding presentations were made by those faculty and staff requesting positions. Members of the College who attended these meetings provided comments regarding their sense of the strengths and weaknesses of each request. They also had the opportunity to ask questions and seek clarification, which helped everyone gain a better understanding of each request. The process adopted by PBC to allow for immediate input and feedback to the presenters works very well and is highly effective.
- Attended the December 8 meeting of the Academic Senate during which the faculty positions were discussed. This was extremely informative and the faculty engaged in a robust dialogue followed by excellent questions and thoughtful inquiry. After lengthy discussion the Academic Senate made the following prioritization: As noted in their meeting minutes, the Academic Senate prioritized the positions as follows: English (#1), Medical Assisting (#2), EOPS Counselor (#3), Accounting (#4.), Biology (#5), and Math (6).
- Participated in discussions with members of Cabinet and later with the Vice Presidents about all the positions. Again, these were thoughtful discussions about each position in relation to department needs and the needs of the College as a whole. We also discussed the current budget as well as future budget forecasts to determine the number of positions we could support at this time.

Throughout the process, the need to support our students and the difficulty of adhering to that mission with limited budget was one of the main challenges in the decision making. This is a very complex process and knowing we will never have enough funding to meet

all our needs, we need to think broadly in terms of what is best for students and the continued support of student success.

The input I have received throughout this process has been invaluable in helping me reach my decisions. In addition, the importance of the participatory governance and adhering to processes to ensure there is ample opportunity for college-wide input and a good deal of transparency in the decision making, especially on decisions that have long lasting impact for the College.

Once again, I would like to thank everyone for your time and energy devoted to the proposal process. I know that there will be some disagreements with the outcome and I understand and respect that. Please know that my door is open and that I hold office hours on Tuesday and Wednesdays' when the College is back in session. I welcome your comments and feedback.

Thank you,
Jamillah Moore, Ed.D.
President