

College-Wide Analysis of New Positions
Fall 2016 - Nov. 10

Professional Development & Innovation Director

Strengths	Weaknesses
<p>Position aligns with State Chancellor's Office, college, District, and goals</p> <p>Could result in more grants for a wide variety of work that we already do and could potentially do in the future</p> <p>Ensure compliance with state federal grant guidelines for both PD and grant implementation</p> <p>Works toward comprehensive campus-wide PD by working with existing campus PD, District, and sister colleges</p> <p>PD is so diverse that without a dedicated person all the progress we've made will collapse and we will likely return to our silos</p> <p>Already tested the position and proven its success</p> <p>Gives opportunity for staff and faculty to grow in understanding to better serve our community</p> <p>Gives a face to PD to whom would be more accessible to faculty vs administration</p> <p>Coordination of flex day activities</p> <p>Students need specialized staff and professional professors and giving continuity to the work the current PD & innovation director is doing is crucial to move towards successful service</p>	<ul style="list-style-type: none"> ● This committee, without faculty leaders serving on it, now need another non-faculty appointment? Seems very expensive, with clear need. <ul style="list-style-type: none"> ○ [Senate's clarification: two faculty, appointed by Academic Senate, serve on the College-wide PD committee.] ● Faculty are required to participate in PD, yet again and again though contributions and suggestions for Flex Day have not been included. Will this position be a faculty member who understands our needs as faculty, works with us on an inquiry-based approach, and truly understands LEARNING and TEACHING, like we used to have with CIETL? what is has been missing, and that is what will get all of us back on track. ● Creates a possible Silo? It seems like the position may have been created because PD wasn't 'owned' by any specific group or administrator. I'm not sure hiring a specific person will solve the ownership issue ● Sounds like just another costly administrative layer ● Should be consistent throughout District - would support position similar to other campuses ● COP are dwindling

I think that this professional development position will benefit the college as a whole. The more educated our staff is the more we can provide service to students and the college in general. This position is needed and to update the skills of staff and help keep staff motivated. I agree that this position will do wonderful things for our staff and provide a positive influence on our college.	
ons	Answers

Does the process allow for the temporary person who has the position just move to full-time or does the process include the hiring process?

Is there enough work for full-time position?

Does it need to be 12 months?

Why was CIETL dissolved? Isn't ACES already doing a good job already with faculty PD?

Are there any faculty on the committee? We are supposed to be engaged in controlling our own PD--it's our purview under 10+1, isn't it? I don't really understand the comment of "no impact on budget". This is an expensive position. Funding this would mean that there would be less funding available for other mission-critical positions, right?

How do you envision the distribution of work - PD, developing grants, working with grant-funded PD?

How will this position be funded - what is site allocation?

The temporary position encompassed everything and the kitchen sink. Is this new position realistic? Or are we trying to meet too many needs with one "superhero"?

What happens to the temporary PD Director if this position is not approved?

Are we mandated to have this position?

Why not fund release time for faculty and Staff leadership to share this work?

Would like to know how other community colleges of our size coordinate PD?

How would the current duties of the temporary person change once it's a full time position?

Is this position based on another college's

1. There would be a hiring process
2. Yes, there is
3. Not answered - question is not related to proposed position
4. Yes, there are 2 faculty on the committee that were appointed by Academic Senate
5. The no impact means the position is currently funded in the budget with no additional impact on the budget
6. Please read position justification
7. The position is currently funded
8. Please see the position description. The revised duties are more aligned and create a realistic workload
9. Not answered - question is not related to proposed position
10. We are mandated to have a college wide PD committee and college wide PD plan if we want to receive state PD funds when/if they become available
11. In the past there were multiple faculty with release time to do staff professional development work, and this structure was not sustained. Staff do not get release time
12. Colleges coordinate PD in many ways. In terms of size – College of Marin, College of the Redwoods, and Merritt College are similar to our college, and their respective websites have some information about PD on them.
13. Please see the position justification.
14. This position is based on our college's needs. There were many college PD staffing structures reviewed to develop one for our college
15. Please see position justification and presentation. These highlight more than 10 different groups on campus currently engaged in professional development and demonstrate the need to tie all these efforts together to support the college mission, vision, and goal
16. Yes, please see position description for a list of duties
17. Please see the answer to #5
18. We will explore this option and hopefully can offset some of the position costs.

model? What's the precedent?
How does ACES fit into this work? Previously we had some very innovative professional development come from ACES, but this position doesn't quite fit into that model. With ACES's PD work, new instructional technologist on board, DE faculty coordinator, and assessment faculty coordinator taking on various PD heavy work, is there enough work for a full time 12 month director level position? It seems very expensive!
Agreed with #5, how can it have no impact on the budget. Isn't this position temporary?
If this position is going to focus on grants' PD, shouldn't the funding come from grants? Why use fund one?

Senior Accounting Technician

ths	Weaknesses
<p>Could help in expanding the tracking of grants and external funding in a more efficient manner.</p> <p>Size of budget seems to justify more staffing.</p> <p>Position needed for the time consuming type of work that comes with following grants complex regulations</p> <p>Coming from the budget office, we know that this is a necessary request!</p> <p>Having this position will give the grant officer the opportunity to train the staff</p> <p>The position is 60% funded with outside sources</p> <p>Overtime and overwork load is not sustainable - need added support</p> <p>Creating and maintaining the website is crucial and having this position will give the department the opportunity to focus on it</p> <p>I think that this position would benefit the college in that this office would be able to manage even more grants bringing more money to the college.</p>	
ons	Answers
<p>Doesn't each grant have a PI responsible for overseeing the budget, including reporting to funding source? If so, what additional fiscal oversight is needed on top of PI on grant?</p> <p>Also, don't some grants have multiple staff, including staff person responsible for budget</p>	<ol style="list-style-type: none"> 1. No. All reports need to reviewed by the budget office 2. Some grants have indirect which can help support this position 3. Yes, they can monitor their grants but all activities and allowan expense need to be monitored by the budget office. 4. No. Only the compliance officer and business officer. 5. This position could help with the budget development. The Dire

<p>reporting?</p> <p>Can the grants build in funds to support the budgeting office?</p> <p>Do the division offices and or deans monitor and update their grants?</p> <p>Do others in your department assist in processing, checking, data entry or monitoring assist you?</p> <p>Would this position be able to help faculty or staff pursue new grants?</p> <p>Could help be brought in during peak periods, year-end close, rather than a full-time 12-month position?</p> <p>Aren't there other accounting techs on campus who can help? Individuals who work in division offices?</p> <p>Does any of the operations staff or team assist you now?</p> <p>If this position is funded does that mean that you would not need help from others.</p> <p>Expensive position. Can a lower level technician do this? Does it have to be a "Senior Accounting Technician"?</p>	<p>PD position could support faculty or staff pursuing new grants.</p> <p>6. We are on a constant peak. There is no down time. With the grant cycles, there is always budget development and reporting final expense reports.</p> <p>7. There is some help but they also have their areas of responsibility.</p> <p>8. There is some assistance now for indexing and auditing and scanning of data.</p> <p>9. No. Please see position justification</p> <p>10. No, there are certain duties required that are above the level of grade positions</p>
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Shipping & Receiving Clerk

Strengths	Weaknesses
<p>Proposal combines additional responsibilities beyond shipping and receiving. Meeting additional needs.</p> <p>Present position is .48 FTE, and it doesn't cover enough time to do all duties.</p> <p>Budget/Payroll is currently picking up the slack, but they are needed in their actual roles.</p>	<ul style="list-style-type: none"> • Yes there is a gap in services but is there a need of up to 1.0 FTE? We feel like there is a higher need for central duplicating staff. • Position should also align with central duplicating duties, since they are also needed. <p>[Presenter's clarification: Central duplicated is part of the Bookkeeping Auxiliary Services, since 07/01/2016]</p> <ul style="list-style-type: none"> • Agree with comment above! • I receive deliveries directly to my office from Office Depot and UPS

<p>Alignment of the role with CSM/SKY</p> <p>Expanded duties would be to further supervise student assistants</p> <p>Need to make sure that mail goes in and out efficiently.</p> <p>I think that this position is needed and will benefit every area of the college.</p> <p>This will allow proper accountability for the college</p> <p>This will also provide a centralized place and person for shipping/receiving and mail.</p> <p>Having a full time person our services will be on a set schedule that the college would be aware of for all services offered.</p> <p>Availability for emergency mail services.</p> <p>Allow timely acquisition of resources and material for departments that frequently need to do ordering (IT, Library, Athletics, etc.)</p> <p>Payroll office and Budget office personnel can focus on their current duties instead of covering for the shipping and receiving clerk department. Seriously, this position needs to be filled as soon as possible.</p> <p>We need a full time person in this position.</p> <p>Being able to accept next day deliveries for ITS</p> <p>Implement a class schedule delivery service</p> <p>Coordinate large deliveries and shipments</p> <p>Construction will increase the need for this position</p> <p>Accurate deliveries instead of packages being lost or delivered to the wrong department</p> <p>There are many areas that need help but this is something that is needed in all areas of the college and in my opinion would give the college stability in regards to the mail service.</p>	<p>directly with USPS and DHL (online) to send/schedule mail.</p>
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<p>This will benefit us because it will provide better availability for the college.</p> <p>This position would provide stability.</p> <p>Deliveries made by the various companies can be accepted at any point during the day and not turned back for next day delivery.</p> <p>Stability on the job because the clerk would get benefits and now-a-day in the most expensive county in California this is very important.</p> <p>I agree that this will be a benefit for the students because the mail will be processed within the same day and payments will get to the cashier's office faster. This is very important during the drop periods.</p>	
ons	Answers
<p>Would this position be able to help with Central Duplicating? Since we now only have someone here 2 days a week, the turnaround time and service has decreased dramatically ever since it's been taken over by the Bookstore. (I second this question!) (Important question!)</p> <p>Maintaining the ITS inventory seems like something that District IT should be doing. Is this really something the college has to fund?</p> <p>Maintaining list of equipment and furniture seems like something that Facilities (district) should be doing. Is this something that the college has to fund?</p> <p>Can the central duplicating person accept the packages from UPS and FEDEX like it was done in the past?</p>	<ol style="list-style-type: none">1. We could explore that suggestion2. ITS does an inventory every couple of years, and we will use that to maintain a comprehensive list that is aligned with purchasing a budgeting so that we can better project and plan for future IT expenses. This is not something that ITS does.3. Same concept as #2 this would just be a compliment to the position and would help the college with current and urgent needs.4. Central Duplicating is part of the Bookstore and bookstore does handle college operations.

It also seems like division assistants (at least in our division) are now taking more of the load of copying to help with the central duplicating backup. I third question 1 (even though I appreciate the answers).	
Transfer Center Retention Specialist	
ths	Weaknesses
Number of ADT/TAG increasing, so should provide services to help students understand admissions deadlines/processes and policies always changing Will allow students to see someone about transferring when they can't make it to the transfer workshops I think that this position will benefit the students who need direction and not sure what needs to be done when planning to transfer. Will increase outreach instead of depend on students coming to Transfer Center and can provide cohort services Retention Specialist position is effective in providing case management of students for other programs Students need support to transfer and having this retention specialist students' needs can be identified Students with transfer goals will receive the support to finish all the way through to their goal Helping even more students transfer is helpful to the entire campus -- it give the campus a	<ul style="list-style-type: none">• We have so many of these "specialized" and expensive Retent Specialists at the college, do we really need yet one more? (I ; with this. Raises organization question.)

purposeful atmosphere for all It aligns with college goals to get students to move to the next step	
Questions	Answers
<p>Can other retention specialist assist with this job? College has noticed many retention specialist position recently</p> <p>If this position is approved where will the retention specialist office be?</p> <p>How many more years do we have grant funds for this position?</p> <p>To make certain we understand - Cañada currently has an individual in this position, correct?</p> <p>How much transfer case management support is needed over the summer? Could this be a 10-month position?</p> <p>Do you know how many retention specialists we have on campus currently?</p>	<ol style="list-style-type: none"> 1. Current retention specialist are overwhelmed with the student populations that they serve - we don't see possibilities for sharing positions. 2. It will be aligned with the Transfer Center. 3. One year plus one year of extension. 4. A2B has funded this position temporarily under their grant which end in the near future. We would like to make sure it has stability. 5. New students are coming through orientation in the summer and would like to work with them immediately upon entering the college. 6.
VROC Program Services Coordinator	
Strengths	Weaknesses
<p>I think that this is a no-brainer.</p> <p>Current staff seems very low. Currently at .20 FTE, with a student assistant who does work some, too, but can't do everything</p> <p>Need alignment with CSM/SKY</p> <p>Full time staff could help grow our veteran student population and better serves these students</p> <p>Potential to get additional funding through VA</p>	<ul style="list-style-type: none"> • Do we need 1 full time Program Services coordinator to serve all students, taking in account all VETS do not use this service.

<p>Our 180+ veteran students deserve more than a 0.2 staff member for support</p> <p>PSC may increase opportunity for future funding/grants</p> <p>Even with just 0.2, did a great job with this week's Veterans Awareness Week!</p> <p>Helps our Vets settle back into an everyday lifestyle by being around a community that shows understanding and appreciation</p> <p>This position will strengthen our college and open doors to assisting very deserving student who are part of our community.</p> <p>It will help by putting someone in the position who is dedicated to helping specifically veterans and veterans' needs.</p> <p>Many vets want to put as much distance as possible between themselves & the service at the time they separate, and so they get disconnected from many important services for them. A full-time, visible person would really help -- active outreach is necessary to reach some vets</p> <p>Our Vets deserve our support!</p> <p>Having the physical VROC is kind of a waste, or at least suboptimal use of space, if there is not a full time presence there.</p> <p>Trish will be able to provide full attention to the growing BTO Peer Mentorship Group</p>	
ons	Answers
<p>Please explain the funding from the VA.</p> <p>How many veterans do we currently serve?</p> <p>Please describe some of the unique skills for this position that are different from general student retention specialist</p>	<ol style="list-style-type: none">1. VA provides funding for tuition for vets using their benefits which is the only source of funding that goes directly to the school. Other funds like Basic Housing Allowance go directly to the veterans.2. Around 1803. This requires an ability to coordinate with different veteran services

<p>Why does it need to be a Program Services Coordinator level which is an expensive position.</p> <p>How many veterans use VROC and how often?</p> <p>Does the VA fully fund this position?</p> <p>What services does VA provide besides help with financing education? Is it possible to partner with VA?</p> <p>Who currently runs our VROC center?</p> <p>Do we have the numbers of students who utilize the VROC center?</p>	<p>organizations, private donors, understanding the veteran population with a sensitivity and familiarity with their needs. There is no one on this campus that focuses their support specifically on veterans.</p> <ol style="list-style-type: none"> The level of work requires coordination of services, overseeing and identifying funding, and development of activities aimed at improving the veteran experience here at Cañada College. Our numbers have increased. There are currently approximately 100 who visit VROC per week. Our Basic Housing Allowance is one of the highest in the nation drawing a more veterans for the reason. No. Funding for VROC activities are supported through limited remaining foundation funds. A PSC is needed to identify and secure future funding and partnerships. Housing allowance, book vouchers, access to VA hospital - but requires a PSC to coordinate and bring these services to campus and connect students to them. Trish Guevarra at .2 (7.5 hrs per week) See #5.
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Web Programmer Analyst	
Strengths	Weaknesses
<p>Yes. Need to reflect technology that our community is used to</p> <p>With the class schedule moving to fully online, it is important that we make sure our website is user-friendly</p> <p>Absolute necessity. An institution of higher education without a webmaster in 2016 is shocking.</p> <p>Maintaining the website is work for a Full time employee. Agree with this.</p> <p>This position will benefit the entire campus because it serves staff, faculty, administrator</p> <p>508-compliance is a necessity!</p> <p>This is a CRITICAL position! We need to</p>	<ul style="list-style-type: none"> This is not a critical position. It sounds good but when looking at the other positions present think that instruction, support for our veterans, staffing that is needed to provide services that bring in revenue is a higher priority.

<p>maintain a current and correct website and web presence. It makes us look very unprofessional having so much OUTDATED information and “dead links” that are currently there. It’s embarrassing!</p> <p>Mission critical! The web presence and social media is the FRONT DOOR to our college. Many students do not have access to a laptop or desktop computer at home, having someone make sure that our site is mobile friendly is very important for equal access. In support of the Strong Workforce Funding, this position would be vital in the development of integrated marketing efforts for CTE programs.</p> <p>I think that this position would be good for the college</p> <p>Marketing provide outward facing exposure for our college. We need to have this position so we can be known in the community.</p> <p>This position will enable us to use Search Engine Optimization tools so we can have a high level of online exposure.</p> <p>This position is really critical because it enables the staff to immediately connect with the greater community and engage them to participate in current events and share resources the college has to offer.</p>	
ons	Answers
<p>Who is doing this position now?</p> <p>How would this impact the college if this position is not approved?</p> <p>Would this position be able to help with/conduct usability testing??????</p>	<ol style="list-style-type: none">1. A short-term Part-time Web Programmer Analyst in place. When current person in this position is excellent, the position is only temporary.2. Access for students with disabilities will not be improved; the website will be accessed by more people if it is well-maintained; the current person is excellent.

Up to this point who has been doing this job.
Could we continue to have a short term hourly do the position?
If this position was approved would this position go through the regular hiring process?
Am confused if class schedule is part of instruction or part of marketing?
Will this position take over updating the individual websites?
I thought that the district/3 colleges were funding a 508 compliance support person. Is that the case?

- around time on web updates would be slower; the maintenance new responsive template would not be as timely; hands-on training would not be as readily available. This is a service-focused position geared toward helping the College community maintain the best presence possible through their respective pages on the College website.
3. Possibly; if you are referring to focus groups of Faculty/Staff/Admin/Students... yes. User friendliness is one of our main goals of our current and more importantly our new website.
 4. Our Visual Communications Coordinator has maintained the website until our short-term Web Programmer Analyst came on board in August to help build our mobile friendly site.
 5. It is not the most ideal option. A dedicated, full-time web professional is needed to grow and maintain our new mobile friendly site.
 6. Yes.
 7. This question is irrelevant to the position proposal.
 8. It is at the preference of each department or division; the Web Programmer Analyst can train an employee or team to update the pages. The Web Programmer Analyst will support either option at the employee's preference/comfortability and will be available to assist with updating sites if needed.
 9. We believe so, but that person works with all three college's webmasters and content managers; we currently do not have a full-time equivalent to implement any 508 plan.