

College-Wide Analysis of New Positions
Fall 2016 - Nov. 9

EOPS Counseling Faculty	
ths	Weaknesses
<p>More than half is funded by SSSP and not direct funding by the campus budget SSSP uses EOPS counseling contacts and SEPs when reporting MIS data for the funding allocation. Yes, all students should be supported to succeed. But not all student come in with the same needs. EOPS is not a “special program” created to assist “special populations.” It is a program that helps to support disenfranchised students, who would not normally succeed in higher education, in order to narrow the educational gap. EOPS students have been very successful in CTE courses. EOPS Director was eliminated, so we need a FT Faculty member to fill that gap. Replacing 2 adjunct faculty, so the costs off-set We have a significant number of high need students - with another counselor, we can serve more students. It’s time to have a full-time counsellor to help the full-time students in EOPS! As our EOPS students served increases, we can also potentially increase the funding from EOPS categorical, and therefore will need to have FUND 1 to provide our required match. High impact for the neediest students I think that it makes sense that they would need this position. They will be able to serve more students and</p>	<ul style="list-style-type: none"> ● Does not serve the whole student population. Based SSSP 100% comprehensive SEP, there is also a ne a general FT counselor. ● What our college needs is a holistic approach to pro these sorts of programs--not just special programs fi special populations ● A permanent commitment, not a prudent use of fund ● ...then apply for a FT counselor ● Pluses and minuses having counselors dedicated or special programs.

will have better results.
 The data provided shows that these students are benefitting from individualized counseling and support, We need to continue to provide this level of support and hopefully grow in our number of EOPS & CARE students we serve.
 A full-time faculty will help to provide stability and stronger program. It will help to serve more students. Some EOPS students are DREAMERS.

Questions

Will this counselor be required to work with our evening students?
 With the addition of the FT counselor how many more students will we be able to serve
 Can this position be funded not using Fund 1?
 Does an EOPS counselor have a different skills set than general counselor?
 Will this counselor only be for EOPS?
 How can we spread awareness about EOPS to new and currently enrolled students?
 Are all the available counseling appointments currently all filled? If so, how many days in advance? If not, what percent is filled?
 Will summer counseling also be provided for EOPS students, if so, how will this portion be funded?
 What is the average course success rate and withdraw rate for a student without EOPS and how does that correlate to students in EOPS?

Answers

1. Yes. The EOPS program provides evening counseling hours for our students. Having a full-time counselor support these students.
2. Potentially EOPS could serve up to 200 more students.
3. No, neither EOPS or SSSP could not fully fund this position. Doing so would then reduce direct aid to students from the EOPS budget.
4. Yes, in addition to meeting counseling requirements minimum qualifications for EOPS counselors per Title 5 as follows:
 - (1) have completed a minimum of nine semester units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social or economic disadvantages or
 - (2) six semester units or equivalent of a college-level counseling practicum or counseling field work course in a community college EOPS program, or in a program dealing predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages and,
 - (c) In addition, an EOPS counselor hired after October 1, 1987, shall have two years of occupational experience work relating to ethnic minorities or persons handicapped.

	<p>by language, social or economic disadvantages. Also, an EOPS counselor provides over and above services from a general counselor. In addition to academic, career and personal counseling services students are provided with financial support, information about campus resources, crisis intervention support</p> <ol style="list-style-type: none"> 5. Yes. This counselor would be providing direct counseling services to EOPS students. 6. It's a community effort. In addition to our outreach efforts we need everyone's help to spread the word about EOPS. 7. Counseling appointments fill up 2-3 weeks in advance. We try to fill the gaps with drop-in and group counseling sessions. 8. No. Summer counseling will depend on SSSP support/funding. 9. In spring 2016 alone the success rate for EOPS students was 74% vs 39% for the comparison group; and for withdrawal rate, 14% for EOPS vs 35% for the comparison group. Please see the supporting document that includes this comparison data from fall 2013 to spring 2016. Each semester EOPS students outperform the comparison group.
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Library Support Specialist - PT

Strengths	Weaknesses
<p>I think that this position is needed so that the library can continue to grow and support the growing amount of students that use its resources. Seems like a good value that supports students.</p> <p>The cost is not a lot (\$35,000) for more help in the Library in all these areas.</p>	

The Library has taken on a lot of student support services lately, including the TLC program, which provides direct support to students that allows them to participate in classes that would be impossible otherwise. Supports equity is a very practical, tangible way.

Student Assistants need supervision
 It would be nice to have the library better resourced.
 It would be great for evening students to have additional support to complete their assignments.
 The entire college campus relies on the library, this should be institutionalized to reflect our need and this position is less than 50%.
 Would be able to connect students to other services on campus that student assistants may not be able to do
 We love the library
 Service would be faster

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Answers

What do you anticipate as the growth for TLC? This is a great service
 What are the qualifications for this position? What experience and skills are necessary?
 By “supervisor”, you mean someone to supervise students?
 Who is doing this now?
 What is the staffing for the library now?
 What would happen if this position is not filled and how will affect the library staff and services that it provides?
 What is the current staffing model for Library Services (number of staff)?
 What are the peak times?
 Why doesn't STEM pay for the TLC program if it benefits them?

1. We will be expanding to include STEM courses next semester, we anticipate about 50 to 70 more students would like to expand more to include cohorts such as CTE, athletes, etc.
2. Bachelors or Associates (Library Technician equivalent customer service, supervisor experience, library experience preferred.
3. Supervise students and library operations during the morning
4. Our current Library Support Specialist are unofficially doing this task while juggling their own tasks.
5. Three full-time Library Support Specialist. One for Cataloging/Processing/Ordering material, another for College reserve textbooks and TLC, and our evening circulation supervisor also manages our budget.

Could this position potentially be classified as an Office Assistant II?
How many students are being turned away from the TLC program by not having the additional staff?
Can the current staff work a split shift?
Is an hourly during peak time an option?
If another librarian position is hired, how will it affect the time it takes for TLC students to receive their books?
Can you please clarify the responses to #1 and #11?
How can you plan to expand for STEM and discontinue support for CWA and ECE because of staffing?

6. Our LSS will continue to be stretched thin and toggle between their main responsibilities and taking on additional tasks.
7. See answer for #5.
8. Morning and early afternoon (before our evening circulation LSS comes in.
- 9.
10. This position would still be aligned with what our Library Support Specialist are tasked to do. We need someone with library background.
11. We are discontinuing support for CWA and ECE as part TLC.
12. We're open from 8am-9pm
13. A part-time Library Support Specialist would be hourly a 48%.
14. This is not a librarian position. However, if we have this position we would be able to get students access to materia they need to succeed much more quickly. We would also be to communicate with our TLC students in case of fines or ot issues.
15. STEM received Equity funds in the spring, and over the summer the library purchased textbooks for some STEM cl
Part of our growth this semester is from STEM. The decisio add STEM came over the summer, before we understood th staffing hours needed to manage the TLC program. We do anticipate that the increased workload will be a challenge.

Supporting CWA proved to be more complex than the other programs due to having multiple types of classes that are al offered to the general population (we had to double check C student records, etc.), supporting it through TLC added twic workload that Basic Skills and ESL did. We also did not hav large number of students who were CWA-only (we will still support any CWA students who are taking Basic Skills class We had not had a lot of interest in ECE with TLC, and decid discontinue support for now.

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Financial Aid Assistant

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Having professional staff to help students is very important.

It is hard to imagine that a student assistant could do this as well as trained staff -- such a challenging task!

Turnover every semester sounds very inefficient!

I think that this position will be beneficial for students as well as staff and other departments. This is a very busy office and having the position that is being requested today can only improve the service to the students and all departments and help with enrollment increase.

Having a professional staff person is important since the information students are sharing is confidential and requires sensitivity and student assistant is not the best option to handle

This position will build trust as well as making the college and financial department more efficient.

This position will help support other departments as well by having sufficient staff to do what's required in a very complicated office.

Like other departments/programs being served in the same area (welcome center, cashier's office, A&R, EOPS) there should also be a professional staff as front facing in Financial Aid

This position will provide continuity, efficiency, and professionalism

Financial Aid is so important to the success of our students - needs to be adequately staffed.

Provides professional and committed "face" to Financial Aid Office. Will be able to learn and explaining complex

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regulating requirements to families.
 Can solve student issues in a timely manner (at front) and not have to pass the student off to a technician.
 Able to connect students to other services on campus.
 Ability to de-escalate stressful situations and to clarify procedures with authority.
 Support on and off campus outreach efforts. As well as in-reach.
 New state requirement to have dedicated support for foster and homeless youth will increase the need for a permanent professional front line person. And connect these populations with on and off campus services.
 This position can work with confidential information.

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Answers

Are there any other funding sources besides paying for this with Fund 1?
 How does this interact with counseling?
 Will this person be at the front counter 100 % of the time ?
 I recall maybe seeing this request in the past.
 Will this person be able to work the important evening hours?
 Who is doing this now? What will happen if this position is not approved.
 Can you rotate the hours of the current staff?
 How many students does FA office serve? Compared to previous years?
 Will we be able to serve more students with this new position? Is serving more students a reason to support this position?
 How many positions do you have now?

1. There may be grant funds but those need to be identified based on the objectives of those funds.
2. Counseling staff come with students to our front counter daily - this would be a point of contact
3. Not 100% - would help cover events and activities that are requested to participate in or host.
4. There was a Financial Aid Technician position requested in 2013-14. Perhaps that is what you recall.
5. Yes - evening hours are part of this job
6. Students and technical staff cover the front. It is not the best use of higher level staff who have other responsibilities. We have to decline additional requests
7. We currently rotate other staff and it is disruptive when other needs arise, meetings, student issues requiring privacy - they cannot leave the counter.
8. Pell numbers are slightly down - roughly 1200 students BOWG is over 5,000 per year and about 5% down from last year.
9. Serving more students is not a rationale. Providing better

service is the reason. Students have very complex is and professional staff are better equipped to help th We will serve all who apply.
 10. 3.75 Technicians, .33 reconciliation specialist, 1.0 Technical lead - lots of programming work and me

Facility Use Coordinator

ths

Funded by rental income
 Centralize the process
 Monitoring operations and events within the college and transparency by having only one person doing all aspects of the position
 Ensuring that the college receives the best service
 Opportunity to grow our Facility rentals and generate additional revenues for the college
 Another method for community outreach and relations to bring more community members to our campus...seeing is believing.
 New construction will require more support from this department
 The Cashier's Office can focus 100% on serving the students, staff and faculty that require the assistance.
 Current cashier's office employees have been working without coordination or coordinating themselves because the facilities rental requires a full time position
 Cashier's office employees could be focusing in their position duties and working much more efficiently if the facilities rental duties are separated from the Cashier's office coordinator position.

Weaknesses

- <original posting removed by co-chairs as inappropriate (paraphrase) the author expressed desire for more c about how the work is currently being done and how proposed position will differ/address the needs>
- The organization is becoming more and more top-he would prefer to see resources going to positions that relate directly to serving students.
 - [Presenter's response: Please see our position justification for this information]
- We are a basic aid district, property costs and related taxes are soaring; why do we need to continue the emphasis on rental income?
 - [Presenter's response: We will never have enough money to do everything to serve our students; Facility use income provides an additional source of money for our college to serve our students]
- Does Prop 55 affect us? Doesn't that mean that there is even more money available? Organizing rental income should not be a focus.
 - [Presenter's response: The amount of funding we receive from Prop 30 is based on FTES and has been decreasing as our FTES decreases. Currently, our facility use revenue is greater than our Prop 30 revenue]
- I think that better technology will benefit this position and hiring an actual position for it.

- Further corporatization of the work of the district. Why there such an emphasis on the Enterprise side of the house to the detriment of the Academic side of the house? The new building 1 is a corporate structure, and that emphasis of this position too.
 - [Presenter's response: Facility use has nothing to do with Enterprise. Facility use is a college function, and any revenue directly supports the college.]
- Current person is doing a great job now, why do you need another person with another salary?
 - [Presenter's response: Yes, the 'current person is doing a great job. However the amount of work involved with facility use more than justifies a dedicated position.]
- I think that by changing the person or persons who are currently doing the job that it will affect the trust that has been built with customers, the community and the current staff. I do not think that this is a critical position at this time.
- Yet another layer of "management"
 - [Presenter's response: Clarification - this is a CSEA position, not a management position]
- An expensive position 103K (including benefits)
- Does not directly impact student success, retention or equity.
- Not mission driven.
- The college would need to see a full accounting of the duties of the current facilities director (correct title?) and his duties. This seems to be an extremely expensive and redundant position. <portion of the original posting removed by co-chairs as inappropriate – (paraphrase author expressed desire for more clarity about how the work is currently being done and how the proposed position will differ/address the needs)>
- After hearing the presentation I think that by separating

	<p>this position that money will be lost and relationships the college.</p> <ul style="list-style-type: none"> ● Recently there have been changes in this area that I not been changes for the positive or the enhance the rental process. I am sure that with a complete c that the functions of this position and how it benefits college and the people who come to rent will not be good ● The college is getting Top-heavy. We need to focus instructional needs. ● This position is not consistent with Skyline and CSM <ul style="list-style-type: none"> ○ [Presenter's response: The colleges are worl align positions. Currently the other campuses multiple positions dedicated to facility use, at different classification levels]
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<p>Who is currently managing this position? One person or more than person? Will this increase rentals? From what I understand, Main Theater is handled by Mike Walsh and some division assistants, also book classrooms, what are these 200+ events per year, how big are these events, internal/external? what other spaces are open for rental and will it be centralized with this position? Will this position go out into the community to inform them about rental opportunities here at Cañada? Is this in addition to the person that is already doing this job? What happens to that position/coworker? Would this person have the crucial expertise that is needed renting out our theatres? What is the direct student impact? We now have a good internal system of requesting meeting rooms, such as CIETL, will this still remain in</p>	<ol style="list-style-type: none"> 1. Currently we do not have a position dedicated to fac rentals. There are several people doing 'pieces' of th work 2. We hope so! 3. All internal events should be coordinated by our offic create all the contracts for the theater events 4. 5. Please see #1. Providing this position will allow exis cashier's' office staff to provide increased direct serv students 6. No. we don't have a dedicated person. The job is cu split between two cashier's. 7. Our cashier's office team will be able to provide bett service to our students. 8. Yes, however there is still work involved in this proce Please see position justification 9. Approximately \$62,000 plus benefits 10. No. This position would focus only on facility rental use

<p>place? How much of the rental income will come to this position? Would the position change the role of those who currently do this job? Where/what would this possible increase in revenue from rentals be spent on? Would increased rental revenue mean increased commitment to the upkeep and improvement of the facilities? Is this the right time to propose this position? Would it be beneficial to wait for the completion of Building 1 and other construction? I don't think you answered #11! Is facility rental income tied DIRECTLY to facility improvement? Don't Division Assistants and other college personnel create their own in-house facilities reservations? If so, the workload for the facilities person has NOT dramatically increased. Does this position currently exist as a CSEA position? Will CSM and Skyline adopt the same position, and if so, what happens to the employees currently doing this work?</p>	<p>the cashier's office will focus on serving the students 11. The facilities rental revenue is part of our college budget is allocated through the budgeting process 12. The college and district already have a commitment to upkeep and improvement of facilities 13. Yes. The workload has warranted a dedicated position for several years; additionally, with the construction over the next years there is an amplified need to coordinate facility use with construction activities 14. The budget office does not determine how college funds are spent, so we are not able to answer #11. 15. No. facility improvements are funded through the district capital outlay and bond funding 16. 17.</p>
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Math Faculty

Strengths	Weaknesses
<p>We need full time faculty in basic skills math! This is an equity issue. We need full time faculty to prepare basic skills/ESL students for STEM and other career/transfer pathways. All students take math classes, so all students will benefit from another full time math faculty. I agree that this position will benefit students and help</p>	<ul style="list-style-type: none"> • <original posting removed by co-chairs as inappropriate (paraphrase) the author is concerned about poor success rates in mathematics> [Presenter's response: Math is required. I should have mentioned: we are actually better than State average if we want to do better we need stable faculty] • <original posting removed by co-chairs as inappropriate

reach their goal of transfer and graduation. Stem and Math Jam has helped students tremendously. I can see how hiring this position will bring more students to the college. This position is needed and I believe that our students would be lucky to have it. I believe it will encourage students if approved our students will be more successful with the help that this position offers. Quality full-time professional math professors that embrace culturally competent curriculum is needed to lessen the equity gap
Great data that shows need and outcome
Great example of faculty collaboration to improve pedagogy
All of our full time faculty and our part time faculty are deeply committed to success. The roles are different, and we need more tenure track faculty members.

(paraphrase) the author questions whether additional faculty is the best way to support low-level math students [Presenter's response: Actually we do, the point is we need more support to have ongoing programs at the levels. We responded to demand from Science majors have consistent FT representation in Calculus/1 Algebra sequence and thus our successful STEM program.]

Questions

Answers

What kind of additional academic support from a new faculty member teaching pre-transfer could be added?
Who is doing this position now?
What will happen if this position is not filled?
How difficult is it to find adjunct faculty with these specific content knowledge?

1. An additional faculty member would be able to teach statistics and or pre-calculus and provide ongoing assistance with coordinating resources. WE want all incoming faculty to participate in ongoing teaching circles which require time and work to run.
2. No one is in the position currently at FT, we have part timers
3. We will continue to make due with limited resources program development and with few math faculty participating in PD efforts
4. It is difficult!! We are still looking for Stats instructors

Medical Assisting Faculty

ths	Weaknesses
<p>A strong CTE program, in keeping with our new Strong Workforce Program, that really needs FT faculty leadership</p> <p>There are no full time faculty in this program; it could benefit from dedicated support.</p> <p>Strategy of staffing with admin-focus, rather than RN, seems smart</p> <p>This is a foundation for a strong pathway and bridge in the allied health profession discipline.</p> <p>With aging baby boomers, the need for ongoing medical assistants continues to increase.</p> <p>This program offers higher quality training than our for-profit competitors; with FT faculty, we can ensure this will continue to be the case</p> <p>A full time faculty is needed to maintain relationships with the clinical site partners</p> <p>This is an excellent middle skill profession for our students.</p> <p>This is an important CTE pathway; we need to support it with full time faculty.</p>	
ons	Answers
<p>I think more information is needed to fully understand why this position is needed. Perhaps you could give more information in the answer.</p> <p>Can you provide the college (offline) with more labor market data?</p> <p>Will this position replace the 5 adjunct positions?</p> <p>Would Strong Workforce funds pay the salary of this FT faculty?</p> <p>If we're the gold standard and first MA program, how</p>	<ol style="list-style-type: none"> 1. Retention and success rate for first time students is 88% to 100%. Continuing students have a success upwards of 90%. More students are earning and working toward advancement in Allied Health careers. 2. Yes. We will provide the labor market data. 3. No. We have enough load for a full time faculty position and three adjunct faculty members. 4. No. We are seeking fund 1 monies for this position. We can potentially pay for release time with SWP funds.

can we outreach/increase enrollment?

5.

DRC Office Assistant II

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Weaknesses

Front office staffing is important in serving our students. DRC, Psychological Services and the Health Center all need to have adequate intake staff with excellent interpersonal skills to receive and serve this high need service area.
Frees up funds that can go to additional support
Program use is growing and heavily utilized
Institutional support may/will increase
external/categorical funding
I think that this position will help students to connect with the DRC department. When you have a person dedicated to a position it creates trust. Students may be able to connect more.
Presenter's comment: Professor Clinton made a great point in her presentation [for MEDA faculty] that RNs are not Medical Assistants, the skills are different. Right now we are asking our RNs to do a lot of that front office work, and our current OA II for all 3 programs is not a medical assistant. Sharon (RN) is hopeful that with these freed up funds she will be able to hire a part time medical assistant to do this front office work.

- Just making a general comment: it is hard to find a weakness in providing sufficient front line/front office in a high service area that provides this kind of support for students.

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Answers

How has the current OA staffing been affected by hiring of FT Personal Counseling staff?

1. Great question! With a full time PCC counselor we have seen an increase in the number of PCC interns and hours that have allowed for us to increase PCC

	<p>appointments. Our OA II person assists each of the folks with completing their intake paperwork and with filing. Additionally, she answers the phone and responds to emails from students for things like rescheduling of appointments.</p>
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