

APPROVED

President's Cabinet **THE SAN ANTONIO COLLEGE**

March 16, 2021

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

****This form is used to gain approval prior to recruiting for a position.**

Instructions for completing this form are located on the back.

Position: Associate Dean, Student Engagement

Department: Student Services Division

Time (FTE): 100% Term (months/year): 12

Work Schedule (Days, Hours): Monday - Friday | 8:00am - 5:00pm

Salary Schedule (Range): M-19

Background and Rationale (use back of form if additional space is needed): In order to stay address the development of new and expanded services and programs, the former Director of Assessment position has been re-developed into an Associate Dean position, primarily responsible for programs and services related to Student Engagement. This includes administrative oversight over High School Outreach, Inreach Services, the Promise+Plus Program, and related programs, services, and activities.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).

Please list the Account Number(s) and Budget Amount(s) that is/are being used to fund this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s):	<u>500000 11000-500000-121000-632000-1200</u>	<u>87.49 %</u>	Amount \$	<u>184,143</u>
Account Number(s):	<u>645000 17231-500000-121000-649000-1200</u>	<u>12.51 %</u>	Amount \$	<u>26,329</u>

Funding: (check all that apply) ☐ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

1. <u>Thomas G. Mauch</u> Requesting Manager Signature	<u>3.22.21</u> Date	4. <u>Suchakong</u> Human Resources Signature	<u>4/16/2021</u> Date
2. <u>[Signature]</u> Division Vice President Signature	<u>3.19.21</u> Date	5. <u>[Signature]</u> Vice President, Human Resources	<u>4/16/21</u> Date
3. <u>[Signature]</u> Chief Compliance/Budget Officer Signature	<u>04/15/2021</u> Date		

☒ Funding available ☐ Funding not available Position Number: MA9977 Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: _____

Rationale: _____

William J. Smaggin
6. Signature of President
April 20, 2021
Date

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): James Ocampo
Last day of employment: September 27, 2018
Reason for vacancy: Never filled, vacant for two years. Aug 2018 Board
(Attach Existing Job Description)
☐ Newly Funded Position Fiscal Year _____
☐ No Existing Job Description
(Attach Draft of **New** Job Description)
☐ Classified ☐ Confidential
☐ Supervisory ☐ Administrative

****For Temporary Special Project Administrators only**

☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: _____

**MT SAN ANTONIO COLLEGE
FY 2021-22 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	STEP	TOTAL MONTHS	TITLE	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
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Budget for Director of Assessment and Matriculation:

MA9977	1.000	MN	15	Step 3	12	Dir, Assessment and Matriculation	11000	503000	121000	632000	1200	100.00%	184,143	Position is in the Frosted List with no funding - Unrestricted General Fund Ongoing
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Proposed Budget for Associate Dean of Student Engagement:

MA9977	1.000	MN	19	Step 3	12	Asso. Dean Student Engagement	11000	500000	121000	645000	1200	87.49%	184,143	Proposal is to redirect the budget for the Director of Assessment and Matriculation position after is unfrosted and fund the Associated Dean of Student Engagement Position. See above for funding.
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MA9977	1.000	MN	19	Step 3	12	Asso. Dean Student Engagement	17231	500000	121000	645000	1200	12.51%	26,329	Range increase from M-15 to M-19. This portion will be funded from the SEAP Restricted Fund. The \$26,239 will reduce the Placeholder of \$947,208 currently designated for future personnel cost escalation.
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Total 210,472

NOTE:

The calculations for the range increase from M-15 to M-19 have been prepared by Fiscal Services and can be used for President's Cabinet decision making.

DATE: Mach 11, 2020

ATTACHMENT

SUBJECT: New Management Job Classification Description

**ASSOCIATE DEAN, STUDENT ENGAGEMENT
FLSA EXEMPT – M-19**

DEFINITION

This position has a primary assignment to assist the Student Services Division in developing, implementing, and evaluating academic support programs, specific initiatives, activities, and services related to establishing pathways to ensure new students' transition, engagement, onboarding and success as first year students. The Associate Dean will assist with Division-wide planning and program development in accordance with the mission, goals, and objectives of the College and Student Services and enhance the educational effectiveness of designated programs and services; manage assigned programs and assure compliance with specific regulations, statutes, and guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned manager. Exercises general direction and supervision over faculty and support staff.

CLASS CHARACTERISTICS

This is an Associate Dean classification that assists in overseeing, controlling, and directing assigned activities of the Student Services Division, including planning and development and administration of Divisional policies, procedures, and programs. This class assists the Vice President, Student Services in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and College functions, activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the Division with those of other divisions and departments and assisting in managing and overseeing the complex and varied functions of the Division as related to this assignment.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Serves as the primary point of contact in overseeing the management and implementation of new students and first year programs, services, and activities.
2. Plans, organizes, controls, and directs designated operations, activities, programs, and services of student engagement; assists in establishing and maintaining timelines and priorities; ensures related activities comply with established standards, requirements, grant specifications, laws, codes, regulations, policies, and procedures.
3. Oversees the development and implementation of activities and objectives of specific programs and services.

4. Monitors the growth and direction of specially-funded related projects to assure compliance to program requirements; assures related functions and activities comply with established standards, requirements, laws, codes, regulations, policies and procedures, including collaboration with other departments and programs.
5. Provides oversight and direction to specific programs and services established to address the disproportionality of particular groups of students.
6. Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and College needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
7. Directs activities and provides direct administrative support and assistance in implementation efforts related to student success and student equity efforts through specific programs, services, and strategies facilitates the understanding of the matriculation process for prospective high school students enrolling at the College, as well as education related to the transfer process to ensure students are prepared to transfer to four-year institutions.
8. Serves as a liaison and coordinate communications and information between departments, high schools, and other community agencies; coordinates, develops and implements various community events to promote enrollment in targeted programs; directs and participates in the preparation and distribution of relation promotional and informational materials.
9. Plans, facilitates, and coordinates research and professional development strategies and activities.
10. Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
11. Participates in the development, management, and administration of project budgets to assure expenditures comply with established budgetary procedures; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with local and state regulations; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
12. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Educational goals and support activities related to the engagement and retention of new, first generation college students.
2. Specific interventions related to the successful enrollment and integration of new students to college, including their successful enrollment and successful completion of their first year of college.
3. Matriculation and onboarding strategies and requirements related to assessment, orientation, educational planning.
4. Principles, practices, and procedures related to high school-to-college enrollment and college-to-university transfer processes.

5. Specific approaches, theories, and strategies to address disparities in student success and access to higher education for particular student groups.
6. Unique professional development strategies related to equity, diversity, and inclusion.
7. Cultural competency and universal design principles.
8. Program review, outcomes evaluation, and research methodology in measuring student success factors and disproportionate impact.
9. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
10. Implementing programmatic efforts targeted at under-represented and under-served student groups, especially those targeted in the College's Student Equity Plan.
11. Operation of Student Services with particular experience in overseeing equity-focused services, such as those targeting specific groups of students who have been less successful academically.
12. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skills & Abilities to:

1. Plan, organize, control and direct the operations and activities of specially funded projects including high school outreach, recruitment and retention of high risk, first generation college students.
2. Provide direction, conduct professional development and training of staff to increase support services and interventions for first year college students.
3. Develop programs and initiatives designed to address the disproportionality of student success for equity-defined student populations.
4. Communicate and problem solve with a diverse student population.
5. Develop programs and interventions designed to address under-representation and enhance student success.
6. Competent in accessing an enterprise student information system, using digital student information and electronic files, and database software.
7. Work with all internal and external members of the college community, including students, staff, and faculty. Establish and maintain collaborative and productive relationships to facilitate institution-wide program planning in accordance with the mission, goals, and objectives of the College.
8. Demonstrate excellent interpersonal, listening, oral, written and presentation skills. Skilled in the ability to articulate the importance of equity, diversity, and student success goals to various campus constituencies.
9. Operate modern office equipment including computer equipment and specialized software applications programs.
10. Use English effectively to communicate in person, over the telephone, and in writing.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
12. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Master's degree from a regionally accredited college or university in Counseling, Student Development, Student Affairs, Educational Leadership, Education, or other related field and four (4) full time equivalent years of progressive leadership experience working in the field of Student Services, Student Affairs, or other educational programs in higher education.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is necessary to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

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