

March 15, 2022

### MT. SAN ANTONIO COLLEGE

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: \_\_\_\_\_

Department: \_\_\_\_\_

Time (FTE): \_\_\_\_\_ Term (months/year): \_\_\_\_\_

Work Schedule (Days, Hours): \_\_\_\_\_

Salary Schedule (Range): \_\_\_\_\_

Background and Rationale (use back of form if additional space is needed): \_\_\_\_\_

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): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

Account Number(s): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

**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. Requesting Manager Signature

Date

3/28/22

4. Human Resources Signature

Date

2. Division Vice President Signature

Date

3/28/22

5. Vice President, Human Resources

Date

3. Chief Compliance/Budget Officer Signature

Date

☐ Funding available ☐ Funding not available Position Number: \_\_\_\_\_ 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: \_\_\_\_\_

6. Signature of President/CEO

Date

Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): \_\_\_\_\_  
Last day of employment: \_\_\_\_\_  
Reason for vacancy: \_\_\_\_\_  
(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**  
**DUAL ENROLLMENT REORGANIZATION**

**FY 2022-23 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH	RANGE	STEP	TOTAL MONTHS	NAME	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	Funding Source
<b><u>Eliminating Director of Dual Enrollment range 9 and Creating a New Associate Dean of Instructional Dual Enrollment range 19:</u></b>												
MA9948	1.000	MN	9	3	12	Director, Dual Enrollment	11250	100.00%	(109,166)	(39,002)	(148,168)	
	1.000	MN	19	3	12	Associate Dean, Instructional Dual Enrollment		100.00%	165,916	50,310	216,226	
<b>Ongoing Additional Cost for New Associate Dean of Instructional Dual Enrollment in FY 22-23 (12 months)</b>									<b>56,750</b>	<b>11,308</b>	<b>68,058</b>	
<b><u>Reclassifying Assistant Director of Dual Enrollment range M-6 to Director of Dual Enrollment range M-15, and fill by Marlyn Holt Effective 7.1.22:</u></b>												
MA9946	1.000	MN	6	4	12	Asst Director, Dual Enrollment - Marlyn Holt	11250	100.00%	(94,878)	(52,620)	(147,498)	
	1.000	MN	15	1	12	Director, Dual Enrollment - Marlyn Holt		100.00%	137,478	66,305	203,783	
<b>Ongoing Additional Cost for Reclassification in FY 22-23 (12 months)</b>									<b>42,600</b>	<b>13,685</b>	<b>56,285</b>	
<b>Total Ongoing Cost of Reorganization for the Dual Enrollment for FY 2022-23</b>									<b>99,350</b>	<b>24,993</b>	<b>124,343</b>	<b>Unknown Funding</b>

### Job Description

<b>Title:</b>	Associate Dean, Instruction Dual Enrollment
<b>Unit:</b>	Management
<b>Range:</b>	19
<b>Committee Review:</b>	3.1.2022
<b>Synopsis:</b>	New Position
<b>Rational</b>	Provides leadership and oversight to plan, administer, enhance, and expand the Dual Enrollment Program
<b>Incumbent</b>	Vacant

## **ASSOCIATE DEAN, DUAL ENROLLMENT**

### **DEFINITION**

Under the administrative direction, the Associate Dean of Instruction, Dual Enrollment provides leadership and oversight to plan, administer, enhance, and expand the Dual Enrollment Program. Working collaboratively with the Instructional Leadership Team, the Associate Dean of Instruction, Dual Enrollment facilitate the offering of programs, pathways, and courses to enable student progress toward their educational goals. The Associate Dean of Instruction, Dual Enrollment will strengthen relationships with high school and district partners to increase dual enrollment by assessing the needs of dual enrollment students and school districts. Working with external and internal partners, the Associate Dean will assess marketing, recruitment, and engagement needs and develop responses to meet the needs of high schools and districts and grow dual enrollment and participate in the development and implementation of strategies that promote student completion across equity groups especially groups that are historically underrepresented in higher education.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the assigned managerial personnel. Exercises general direction and supervision over faculty, professional, technical, and administrative support staff.

### **CLASS CHARACTERISTICS**

This is an Associate Dean classification that assists in overseeing, controlling, and directing all activities of the Instruction Department, including planning and development and administration of departmental policies, procedures, and programs. This class provides assistance in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and District functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other divisions and departments and assisting in managing and overseeing the complex and varied functions of the department. This class is distinguished from the Associate Vice President, Instruction in that the latter has overall management responsibility for all department academic programs, functions, and activities, for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Lead and manage the expansion, development, and implementation of Dual Enrollment Program; manage and provide vision for and expertise in dual enrollment models course articulation agreements, and dual enrollment to the campus, local schools, and community.
2. Establish and sustain productive relationships with local school districts and community partners; develop relationships within and outside of the college to develop and sustain student recruitment and outreach partnerships; work with administrators and counselors at schools in the District and within the College to deepen stakeholder partnerships across sectors.
3. Develop and manage recruitment efforts with Student Services and academic departments and divisions; ensure planning and implementation of strategies to meet the College's enrollment goals; participate in recruitment and informational events in the community and on campus.
4. Conduct needs assessment specific to dual enrollment, concurrent enrollment, and early college programs in collaboration with local schools and districts.
5. Contributes to the overall quality of the department's service by developing, reviewing, and implementing 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.
6. Develop, implement, and assess processes and strategies to support at all levels, dual enrolled students to promote the growth, development, marketing, and administration of the Dual Enrollment Program, including the development and dissemination of guidelines for faculty, schools, students, and academic departments and divisions.
  7. Oversee the development of class schedule for each school site by collaborating with academic departments and divisions; ensure coordination of support services to faculty at high school sites.
  8. Oversee the development and delivery of orientation activities for students and faculty in accordance with college policies and procedures.
  9. Assess and review Dual Enrollment Program in the annual program review process; recommend data-driven improvements for effectiveness demonstrating collaborative and data-driven decision making in the program review and improvement process.
  10. Selects, trains, motivates, and directs the assigned 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 procedures; responds to staff questions and concerns.
  11. Collaborates to develop and implement effective recruitment marketing strategies related to college and Dual Enrollment Program, publications, distribution of brochures, catalogs, schedule of classes, and other recruitment materials; making presentations at schools, districts, and community events;
  12. Directs and assists in overseeing the development, preparation, review, and analysis of the departments budgets and related documents to ensure proper allocation, fund disbursement, and compliance with legal requirements; evaluates and projects actual income and expenditures to determine budget requirements; controls and authorizes capital spending, contracts, and various other expenditures; monitors spending to ensure compliance with established limitation; seek additional funding sources and initiate and administer grants as appropriate.
  13. Coordinates with the Research and Institutional Effectiveness and other appropriate groups to meaningfully set metrics and collect, analyze, recommend, and disseminate institutional qualitative and quantitative data to measure the progress of Dual Enrollment students and the program.
  14. Ensures student equity and student success-related issues are an integral aspect of all institutional initiatives and strategic planning; reports on the summative and cumulative progress of all established efforts and initiatives, and advises and engages the Cabinet in strategies to meet goals and address issues.
  15. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
  16. Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies. Attends College mandated DHR training and participates in DHR investigations as directed. Assists in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints to Human Resources and other appropriate authority as necessary.
  17. Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.
2. California Community College and K-12 Dual Enrollment regulations and guidelines.
3. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects and operations of the Instructional Services unit.

4. Best practices in addressing educational disparities among various student groups, especially instructional interventions based on the specific orientation and backgrounds of a diverse group of students.
5. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
6. Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
7. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
8. Principles and procedures for the development and implementation of program review, curriculum standards and instructional programs, services, plans, strategies, processes, systems, projects, courses, goals and objectives.
9. Principles and procedures of record keeping, technical report writing, and preparation of reports, correspondence and presentations.
10. Effective communication, mentoring, coaching and conflict resolution strategies.
11. Operations of educational systems, including K-12 and 4-year universities.
12. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
13. Techniques for providing a high level of customer service by effectively engaging with the public, vendors, students, and College staff, including individuals of various ages, disabilities, various socio-economic, and ethnic groups.

**Skills & Abilities to:**

1. Oversee and address gaps in diversity, equity, inclusion and anti-racism in recruitment and retention of faculty and staff.
2. Articulate and communicate the college's vision and commitment to creating equity, diversity, inclusion and anti-racism academic and work environment.
3. Create and execute resources and programming towards the goal of being diverse, equitable, inclusive, and anti-racist academic and work environment.
4. Recommend and implement goals, objectives, and practices for providing effective and efficient services.
5. Evaluate and develop improvements in operations, procedures, policies, or methods.
6. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
7. Design training programs, documentation, and deliver presentations on a variety of related topics.
8. Plan and coordinate complex and interrelated programs, services, projects, and activities, most specifically between instruction and student services.
9. Work cooperatively with administrators, faculty, students and staff across the campus to facilitate institution-wide planning in accordance with the mission, goals, and objectives of the College.
10. Demonstrate independent judgment and initiative; ability to exercise leadership and engage others to advance Equity and SSSP issues; work both independently and as part of a team; manage multiple projects and meet deadlines.
11. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
12. Work with all internal and external constituencies of a college community, including students and faculty, and the ability to establish and maintain collaborative and productive relationships.
13. Demonstrate excellent interpersonal, listening, oral, written and presentation skills, and the ability to articulate the importance of Equity, diversity and SSSP goals to various campus constituencies.
14. Interpret, apply, and explain laws and regulations governing educational programs and service.
15. Manage and instruct various staff in order to accomplish the established goals of the Instructional Service unit.

**Minimum Qualifications/Education and Experience:**

Master's degree from a regionally accredited college or university with major course work in any academic discipline and three (3) full time years of experience with instructional services, educational programs, or reasonable related programs.

**Desirable Qualifications:**

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution;  
OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, and anti-racism, preferably a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution.

**Licenses and Certifications:**

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

**PHYSICAL DEMANDS**

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

**ENVIRONMENTAL ELEMENTS**

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

## **Request to Fill Process:**

### **A. Before completing the form:**

- a. The requesting manager consults with their Vice President as well as departmental budget staff and with Fiscal Services, as necessary, to identify the appropriate funding source for the position.
- b. The requesting manager consults with Human Resources, as necessary, to determine the appropriate position/job description. Human Resources (HR) works with the requesting manager, as necessary, to develop the positions description. HR will advise the requesting manager of any collective bargaining related obligations or other required processes.
- c. The requesting manager obtains final verbal approval from their department Vice President or designee.

### **B. Completing the form:**

1. **Requesting Manager (RM)** establishes that there is a continuing need for the position, that it is funded, and that it is appropriately classified. The RM then completes the top portion of the Request to Fill and submits to their Division Vice President.
2. **Division VP** reviews the request and verifies that the position meets the hiring needs. The VP then approves/denies the Request to Fill; may consult with HR. Forwards the approved Request to Fill to Fiscal Services.
3. **Fiscal Services (Budget & Accounting Technician and AVP)** reviews account information, ensures Position Number, and determines budget availability, whether currently available or future availability. The AVP, Fiscal Services signs the Request to Fill when accounting and budget information is determined. It is then forwarded to the VP of HR. If information is incomplete, the Request to Fill is returned to the Division VP for consultation.
4. **Human Resources** verifies the information and resolves discrepancies, if necessary and forward to the Vice President of Human Resources.
5. **VP of HR** reviews the request and takes the Request to Fill to President's Cabinet (PC) for approval.
6. **College President/CEO** evaluates the request to fill to ensure it meets the needs of the college and its institutional goals and determines whether the Request to Fill, is approved to fill, denied, modified, or on hold until further notice. Returns the Request to Fill, to the VP of HR. VP of Human Resources notifies Fiscal services the decision made at President's Cabinet.
7. **HR Recruiter** is assigned the approved Request to Fill, contacts the hiring manager and begins the recruitment process. If not approved in PC, the HR Director informs the Hiring Manager/Division VP of PC's decision.

## **Request to Fill Definitions:**

**Continued Funded Position:** This box is checked if the Request to Fill is for an already funded position. This position may or may not be replacing a previous employee. If it is, the employee's name and last date of employment are indicated accordingly.

**Newly Funded Position:** This box is checked if the Request to Fill is for a newly funded position in this year's budget or has been approved for funding in the next fiscal year.

**No Existing Job Description:** This box is checked if no current job description meets the needs of the desired position. Please note, if a Classified position, the proposed job description must be reviewed and approved by CSEA prior to the position being recruited.

**Temporary Project Administrator:** This term refers to a temporary management employee appointed in accordance with AP 7135. These positions are hired on an annual basis, up to a maximum of five (5) years.