

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: Coordinator, Project/Program (Student Center)Department: Dean of Student ServicesTime (FTE): 1.0 Term (months/year): 12 monthsWork Schedule (Days, Hours): Mon-Thu 10:00am-7:00pm; Fri 8:00am-4:30pmSalary Schedule (Range): A-95Background and Rationale (use back of form if additional space is needed): This position will provide coordination of programs and services in the new Student Center.The coordinator will have lead responsibility for the C-Counter and resource area located on the second floor.This position will also assist with coordinating activities and events in and around the Student Center in collaboration with Event Services and assist with oversight of the first and second floor student usage areas.

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): 11000-520000-211000-649000-2100 100 % Amount \$ \$119,712Account Number(s): _____ % Amount \$ ~~116,491.00~~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: Funded by NRA 14; approved by President's Cabinet on 8/18/22**Signatures:**

1. Requesting Manager Signature

Thomas G. Mauch

Date

1/25/2023

4. Human Resources Signature

Sokhany

Date

2/22/2023

2. Division Vice President Signature

Maria Luginbuhl

Date

02/16/23

5. Vice President, Human Resources

Date

2/23/2023

3. Chief Compliance/Budget Officer Signature

Date

☒ Funding available ☐ Funding not availablePosition Number: CA9202 Contract Number: 213250

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:☒ Approved to fill immediately☐ Denied☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

William J. Smagun

6. Signature of President/CEO

February 28, 2023

Date

2022-23 NEW RESOURCE ALLOCATION REQUESTS - PRIORITIZED SUMMARY

(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)

TEAM: STUDENT SERVICES DIVISION						
Priority Number	Department /	Department-Orig/ Department's Contact	Description	To Be Completed By Departments Justification of Need	One-time	Ongoing
	Arise	Aida Cuenza-Uvas	Student Services Program Specialist II (A-79)	The funding requested provides a baseline for staffing needs and the discretionary funds to facilitate the continuance of programmatic activities initially established through the two previous federal grant awards, the current of which ends on September 30, 2022. The Student Services Program Specialist II plays a key role in the daily operations and visibility of the program. The discretionary funds provide on-going support for hourly staffing that include adjunct counseling and peer mentors to support student engagement and academic planning. Program activities are designed to promote student leadership development, milestones recognition, student development via taking circles, workshops, the APAHE conference, Digital Storytelling Project, educational fieldtrips that focus on Asian Pacific Islander Desi American (APIDA) socio-historical experiences, and family/community engagement events. Collectively, the program tracks students' progression toward completion, provides opportunities for holistic student development that are also culturally-relevant, and celebrates the academic achievements of students. The Arise Program seeks to expand its visibility among the surrounding community, especially to increase knowledge and access among underserved APIDA communities. This request for institutionalization contributes to the college's goals to diversify enrollment growth and supports the restructuring of the program as part of the institutionalization process.		
				The Arise Program's federal AANAPISI grant funding ends 9.30.22. This request is to institutionalize the Student Services Program Specialist II position due to lack of funding. Funding is available from 7.1.22 to only 9.30.22 when the federal deadline to expend all remaining grant funds expires. This position is essential to the Arise Program's operations, including recruitment and retention support of students from Asian and Pacific Islander as well as students from other minoritized backgrounds.		
				Aligns with Cabinet Priority #3 Invest in Diversified Enrollment Growth and Retention Strategies & #5 Restructure to Meet Program Staffing Needs.		
	Dean, Student Services	Koji Usugi	FT Coordinator, Project(Program) (A-95)	Permanent FT position to provide coordination of programs and services in the new Student Center set to open in spring 2023. The coordinator also provides leadership for the C-Counter on the second floor of the Center to provide information and direct assistance to students, faculty, staff, and community members with "concierge services."	\$ 113,930	\$ 113,930
	High School Outreach	Tannia Robles	F/T Student Services Outreach Specialist (Community and Family Focus) (A-81)	HSO does not have the staffing capacity to provide intentional outreach services to the local community centers, non-profit organizations, churches, cultural centers, and the families of middle school and high school students. This outreach specialist will focus on family and community outreach including working collaboratively with SS cultural programs (e.g., El Centro, Aspire, and Arise) and non-credit.	\$ 101,487	\$ 101,487
	Behavior Wellness Team	Malia Flood	Redclassification of BWT Coordinator/Case Manager (A-105, CA9278, Haneen Alghita-Aqular) to (A-124)	Aligns with Cabinet Priority #3 Invest in Diversified Enrollment Growth and Retention Strategies & #5 Restructure to Meet Program Staffing Needs.	\$ 11,118	\$ 11,118
			Pre-approval pending reclassification process	The BWT Coordinator/Case Manager (CA9278, Haneen Alghita-Aqular) provides comprehensive, campus-wide case management services for students of concern referred to the BWT. In addition, there are several equity program social workers who "meet students where they are at" and provide program specific wrap-around support services, for example, system impacted, foster youth, DACA, and basic needs. There is a need for some centralized support and reporting structure for the equity program social workers, for example, meeting to share resources, forms, reporting, outcomes, best practices, case management, and training. Currently, the equity program social workers often refer students to the BWT, and the BWT Coordinator/Case Manager has the training, skills, and big-picture campus vision to provide a centralized support structure for the equity program social workers. Redclass BWT Coordinator/Case Manager to A-124, which is in alignment with Mental Health Clinicians (A-124), given similar job responsibilities and duties. Also, hire FT Social Worker (A-105) for BWT due to increased numbers and complexities of student referrals from faculty and staff, and to support equity program social workers.		
	DHH	Malia Flood	FT Administrative Specialist III (A-81)	Aligns with Cabinet Priority #3 Invest in Diversified Enrollment Growth and Retention Strategies & #5 Restructure to Meet Program Staffing Needs.	\$ 101,487	\$ 101,487
	Dean, Student Services	Koji Usugi	FT Coordinator, Multicultural Center (A-105)	A critical component of the Student Center is the new Multicultural Center, which is Mt. SAC's first dedicated multi-use space that will be accessible to the campus community to learn and celebrate the diversity of our students and the broader campus community. The new Multicultural Center will serve as a hub for both students and faculty/staff/managers to participate in DEISA-focused special events as well as to access information and resources. Without staff, the entire area will be unsupervised. Office space has already been designated for this position. A full-time coordinator is necessary to develop and run diversity and inclusion programs, including major campus events, manage the flow of students using the Center, provide oversight, curate informational and inspirational artwork and other displays, and collaborate with student services and instructional departments to promote Mt. SAC's DEISA efforts.	\$ 123,944	\$ 123,944
				Aligns with Cabinet Priority #5 Restructure to Meet Program Staffing Needs.		

Counseling	Francisco Dorame	Redclassification of SS Program Specialist II (A-79, CA9444, Stacy Lee) to a F/T Coordinator, STEP and MAP (A-105) **Pre-approval pending reclassification process**	Requesting funding to Redclassify SS Program Specialist II (A-79, CA9444, Stacy Lee) position to a Coordinator (A-105) to coordinate the Summer STEP Program and MAP Workshops. This position would be dedicated to scheduling, promoting, and having materials ready for online and in person MAP workshops throughout the year and work with Outreach and Entry Services to market the workshops to all new students. There is also a great need to Coordinate the Summer STEP Program with faculty and hourly staff. STEP offers a minimum of 20 sections of COUN 1 course along with Workshops in the Summer. This position will assist with the planning, scheduling of classes, workshops, recruitment of students, and working with Summer Bridge and Promise+Plus. Aligns with Cabinet Priority #3 Invest in Diversified Enrollment Growth and Retention Strategies.	\$	6,416	\$	6,416	3,4,6
Student Life	Andi Fejerman Sims	Redclassification of Student Center Specialist (A-79) to Coordinator, Student Activities (A-105) **Pre-approval pending reclassification process**	Redclassification of the Student Center Specialist to a Coordinator. Student Activities is essential to comply with AB 963 (Student Civic and Voter Empowerment Act). The duties of the coordinator would include: 1) Coordinate events, activities, and assessment that increase student participation in the democratic process thereby fostering a DEISA campus culture empowering our students to make positive change in society; 2) Coordinate campus-wide communication to increase civic learning, democratic participation opportunities, voter turnout, and community building to develop and expand retention, persistence, and success; 3) Prepare, implement, and distribute outcomes reports to CA State Secretary that evidences the coordination of campus constituents' participatory planning meetings ensuring related environmental, social, and economic sustainability in the decision-making processes; 4) Provide advisement, partner with, and mobilize student and community stakeholders to create and implement all required civic engagement activities. These required education tools, events, activities, and communication strategies promote and improve students' personal, social, civic and environmental responsibility.	\$	6,200	\$	6,200	1,3,5,6
Bridge Program	Anabel Perez	Redclassification Administrative Specialist Position I (A-69), CA9633, Jazmin Mendoza to Administrative Specialist II (A-75) **Pre-approval pending reclassification process**	Aligns with Cabinet Priority #5 Restructure to Meet Program Staffing Needs. Currently there is an Administrative Specialist I. However, the duties and responsibilities more closely match that of a Administrative II and request a match the compensation to the work being performed.	\$	4,329	\$	4,329	3,4,6
Dean, Student Services	Koji Usugi	F/T Administrative Specialist I (A-69)	Aligns with Cabinet Priority #5 Restructure to Meet Program Staffing Needs.	\$	92,115	\$	92,115	3,4,6
Rising Scholars	Victor Rojas	F/T Administrative Specialist III (A-61)	General clerical support to Student Center Coordinator and front counter support at C-Counter. Aligns with Cabinet Priority #5 Restructure to Meet Program Staffing Needs. The request for ongoing funding for a Administrative Specialist stems from the program not having any admin support. Support is currently being provided by THCO Admin but is not sustainable. With the upcoming move to the modular unit, a staff to help with admin duties is a critical need. This position will assist with administrative support duties, including assisting with budgets, providing department office coordination, and assisting in department-related projects and programs.	\$	101,487	\$	101,487	3,4,6
Behavior Wellness Team	Malia Flood	Increase Behavior Wellness Team (BWT) annual \$5,000 general fund budget to \$25,000 to provide funds for annual training.	Aligns with Cabinet Priority #3 Invest in Diversified Enrollment Growth and Retention Strategies & #5 Restructure to Meet Program Staffing Needs. The BWT requires on-going training on a variety of research-based tools/topics in order to assess risk and determine interventions for concerning student behavior referred to the BWT. Trainings include BWT best practices; case management standards; violence risk assessment; threat management; and non-clinical assessment of suicide. Trainings are provided by the National Behavior Intervention Teams Association (NaBITA) and range from \$700 to \$1,500 per training. The BWT has 10 members. Certifications expire every year.	\$	20,000	\$	20,000	2, 3, 4, 6
A&R	George Bradshaw	Commencement: Diploma Paper & Covers	Aligns with Cabinet Priority #3 Invest in Diversified Enrollment Growth and Retention Strategies. Ordering 1,300 diploma covers each year to maintain annual inventory. Current commodity cost agreement to expire in 2023 and freight cost have increased.	\$	7,800	\$	17,500	4
Dean, Student Services	Koji Usugi	Commencement: Supplies	Aligns with Cabinet Priority #4. Emphasize Equity and Basic Needs Integration into Academic Support. Printing and order of commencement promotional flyers, posters, and banners, platform party podium flowers, uniform shirts for staff, and other day of expenses.	\$	2,000	\$	2,000	4
ACES	Victor Rojas	P/T Student Services Program Specialist II (A-79) (41.5%)	Aligns with Cabinet Priority #4. Emphasize Equity and Basic Needs Integration into Academic Support. The request for ongoing funding for a Student Services Program Specialist II to assist with programmatic objectives to the Department of Education. Duties will include assisting with the recruitment of first-gen and low income students, providing onboarding support to incoming students, support of execution of programmatic. This position will assist with continued growth of the program. Duties will include providing onboarding support to incoming students, assisting with Summer Transfer Experience coordination, programmatic activities, and alumni follow up.	\$	43,815	\$	49,925	1,3,4,6
ACCESS	Malia Flood	FT Project/Program Specialist (A-79)	Aligns with Cabinet Priority #3 Invest in Diversified Enrollment Growth and Retention Strategies. ACCESS requires FT staff to perform multi-purpose program functions and duties in support of MIS and ACCESS testing. Staff would assist ACCESS with MIS data preparation and entry, project coordination, quality control, data analysis, developing strategies to capture accurate data, improving workflow, marketing and events, and overseeing student staff. This position will provide coverage for ACCESS front counter and ACCESS testing, to provide (1) multi-purpose administrative duties and (2) evening staff coverage for the ACCESS Testing Center (ACCESS anticipates being able to fund this position).	\$	99,845	\$	99,845	1,3,4,6

DHH	Malia Flood	Lead Interpreter (11 month - 80%, A-126)	The DHH Program cohort classes have resulted in increased retention and success rates for DHH students in general education classes, and at the same time has decreased the need for multiple interpreters for general education classes. However, DHH cohort classes have increased the need for very skilled, high-level interpreters who are able to meet this unique demand (interpreting higher level classes for multiple deaf students). In addition, there is an increased demand to interpret higher level content videos for both cohort and other general education classes. A Lead Interpreter is needed to meet these unique demands and skill set.	\$ 108,907	\$ 108,907	1,346
Student Health Services	Seth Meyers	Nurse Practitioner, Classified, Part-Time (A-126)	Aligns with Cabinet Priority #3 Invest in Diversified Enrollment Growth and Retention Strategies. Student Health Services (SHS) has no classified positions for medical providers (physicians or nurse practitioners), only classified nurses. Yet medical providers are required to diagnose and provide medical services (e.g., physical exams). SHS has had to rely each year on supplemental funding and hire Professional Expert medical providers, especially after its Professional Expert allocation in the Adopted Budget was cut two years ago to compensate for a budget shortfall. (Due to increased costs for classified salaries/benefits and student insurance, Fiscal had to cut the Professional Expert allocation from \$78K to \$20K. The classified part-time position requested (19 hours/week) will provide regular medical services for students, limited services to adjunct faculty, and provide support in medical emergencies to all staff. The request is made with the understanding that the Student Health Fee cannot and should not cover costs of services provided to employees. Reconsideration for one-time funding of a 19 hour/week, registered nurse practitioner (A-126) is critical to providing direct medical services to students. The prior Student Health Center Director was a licensed nurse practitioner and since her retirement a year ago, the Student Health Center has needed this level of services, especially since there is no ongoing physician on site. Funding is requested due to the reduction in direct revenues from a reduction in student enrollment and student fees collected. One-time funds are requested to enable the Student Health Center to provide more comprehensive services for the 2022-23 school year while the college enrollment continues to build back to prior levels. Aligns with Cabinet Priority #3 Invest in Diversified Enrollment Growth and Retention Strategies.	\$ 50,046	\$ 50,046	2,4

COORDINATOR, PROJECT/PROGRAM

DEFINITION

Under general supervision, may plan, organize, coordinate, and provide direction and oversight of assigned projects and/or programs; provides routine administrative and operational support for assigned projects and/or programs; plans and coordinates education and outreach efforts; evaluates project/program effectiveness and makes recommendations for operational, policy, and procedural improvements; develops, summarizes, and maintains program records and reports.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned managerial staff personnel. May exercise technical and functional direction and training to staff and temporary employees.

CLASS CHARACTERISTICS

This classification is required to maintain knowledge in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative and coordinating departmental work with that of other departments. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, schedules, and coordinates assigned projects, programs, services, and/or activities; recommends improvements or modifications; assists in developing and implementing procedures and policies.
2. Provides training, orientation, guidance, and scheduling to assigned staff; reviews and controls quality of work; participates in the recruitment and selection of temporary staff.
3. Participates in developing goals, objectives, policies, procedures, and work standards.
4. Participates in the budget process, including monitoring expenditures and ordering supplies, materials, and equipment; may assist in forecasting annual payroll and program budget requirements.
5. Plans, evaluates, coordinates, and provides training at various events, workshops, and outreach and recruitment activities.
6. Ensures project and/or program effectiveness by identifying stakeholders, gathering data and information.
7. Conducts needs assessments, and implements modifications based upon program evaluation results.
8. Promotes programs, projects, services, activities, and events through various communication modalities; assists in developing promotional materials.
9. Researches, compiles, analyze, and organizes information and data on topics related to assigned projects and/or programs; prepares and assembles reports and other informational materials.
10. Serves as a liaison and contact person to stakeholders; provides higher level of customer service and consultative services related to project and/or program.
11. 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 assigned areas as needed.
12. 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.
13. Performs general administrative functions.
14. Performs other related or lower classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.
2. Basic principles and practices of providing technical and functional direction and training to assigned staff.
3. Principles, practices, and service delivery needs related to the program area(s) to which assigned.
4. Procedures for planning, implementing, and maintaining assigned programs and/or projects.
5. Principles and practices of research and data collection; reporting methods and preparation, techniques and procedures.
6. Principles and practices of budget administration and accountability.
7. Applicable federal, state, local, and College policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
8. Modern office practices, methods, and computer equipment and applications related to the work.
9. Record keeping principles and procedures.
10. Principles, practices, and techniques of effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, various socio-economic, and ethnic groups.
11. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

1. Participate in addressing gaps in diversity, equity, inclusion and anti-racism in recruitment and retention of staff.
2. Communicate the College's vision and commitment to creating equity, diversity, inclusion and anti-racism academic and work environment
3. Participate in providing resources and programming towards the goal of being diverse, equitable, inclusive, and anti-racist academic and work environment.
4. Apply training methods and procedures.
5. Conduct research and analyze, interpret, summarize, and present administrative and technical information and data.
6. Perform accurate mathematical, financial, and statistical computations.
7. Prepare clear and concise reports, correspondence, procedures, and other written materials.
8. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical timelines.
9. Communicate effectively through various modalities.
10. Effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
11. Review situations accurately and determine appropriate course of action within scope of authority using judgment according to established policies and procedures.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
13. Learns and applies emerging technologies and methods, as necessary, to perform duties in an efficient, organized, and timely manner.

Education and Experience:

Equivalent to an Associate's degree from a regionally accredited college and two (2) full-time equivalent years of increasingly responsible experience working in an educational environment or public program.

Licenses and Certifications:

1. If operating a College vehicle, employees must have the ability to secure and maintain a valid California driver's license.
2. Depending on assignment, possession of, or ability to obtain, specified certification and/or license to maintain compliance with applicable licensure regulations.

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, typically weighing 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 occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens.

Amended: 4/2022