

**March 2014 New Position Review Process
Notes**

Questions to consider:

What data indicate the need for the position?

What key considerations are there for the position?

What is the relationship of the position to the Educational Master Plan and goals for the college?

Strengths	Weaknesses
Position: ADMISSIONS & RECORDS ASSISTANT	
<ul style="list-style-type: none"> • Replacing 2-3 part timers, and increasing student contact – all for not that much money • A ton of hands-on work-not much via online – FT! • Value added position • Not very expensive • Minimize repetitive training and increase accuracy • Lesser cost / less overtime • Provides year round extra coverage • New processes – additional demands • New regulations • No additional benefits 	<ul style="list-style-type: none"> • Enrollment is declining (FTES is declining but enrollments may not be declining)
Position: EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT FACULTY	
<ul style="list-style-type: none"> • Only 1.5 FTs in department and there are so many site visits • Program currency needs, especially on federal/state level • No new hire in a long time • One of the largest departments on campus – needs help! • High enrollment program • 14/65 part time faculty • Program requires an advisory committee and community connections • 2 new degrees expanding into elementary education • Creation of teacher preparation “Magnet” • Enough FTEF to fully load new position • Reducing cost by reducing adjuncts 	<ul style="list-style-type: none"> • Clarity of needs within department • Program Services Coordinator offloads demands on FT to some degree
Position: FINANCIAL AID TECHNICIAN	

<ul style="list-style-type: none"> • Huge increase in workload (students served, grants awarded, compliance mandates met) with FLAT staffing levels. UNSUSTAINABLE! • What they said ↑ • Before we can get students in the classroom, we need to get their financial aid processed • Partially grant funded • Increasing demands / FAFSA applications • Just adding to existing 50% position • Must stay in compliance with Fed loan programs • No additional benefits 	<ul style="list-style-type: none"> • Initial funding from grant only 3 years
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Strengths	Weaknesses
Position: MATH FACULTY	
<ul style="list-style-type: none"> • Every student needs to take math • Keeps student / teacher ratios low – good for student success • Increasing enrollment • Many initiatives could be implemented with more faculty expertise • Common core transition: opportunities to review developmental sequence • No release time being taken in spite of various initiatives • High level of collaboration • Lost 3 faculty to retirement in the last 5 years • 60 sections • New curriculum coming up..... • 6 full time vs 15 part time ratio (plenty of FTEF to fully load new full time position) • If sections aren't available students go elsewhere • Partnership with high schools 	<ul style="list-style-type: none"> • They just go new hires recently • Recent hires 6 full time / 14 part time
Position: POLITICAL SCIENCE FACULTY	
<ul style="list-style-type: none"> • Only 1 full time – who gets release time – 	<ul style="list-style-type: none"> • Not enough sections for another full time

<p>so they need help</p> <ul style="list-style-type: none"> • Need someone to pick up on specialties (i.e. Latin American Politics ☺) • No new hire in a long time • Current full time teaches mostly online so current students get little contact with full time faculty 	<p>person</p> <ul style="list-style-type: none"> • Clarity of need? • Amount of release time could change. Would enrollments enough to support 2 full time?
Position: RAD TECH PROGRAM ASSISTANT	
<ul style="list-style-type: none"> • Certification is onerous – desperately need help • More stringent rules/regulations • Huge increase in paperwork by clinical sites • Faculty need support in answering phones, paperwork, following up with students • Less cost no benefits • Very strong program • Accreditation states program is not in compliance without clerical support • Short-term hourly support has been ineffective as they leave after 1 semester just after they are trained • Confidentiality regulations make short-term hourly staff not an option 	<ul style="list-style-type: none"> • A lot of services are for our potential students
Position: TRANSFER CENTER PROGRAM SERVICES COORDINATOR	
<ul style="list-style-type: none"> • Much hands-on work with students • Dramatic increase in ADT's and TAGS • Transfer should be core to the college Yet we need to increase transfer related activities • Train counselors and faculty instructional • Class room presentations • Coordination of events • Able to develop pathways for student transfer 	<ul style="list-style-type: none"> • Could this be done by a part time at .40 - /.48% instead of full time? • Too high level for duties listed on slide – is more clerical in nature • What impact has new founded 10 hours/week Office Assistant II position had to date?