

**Program Review 2013
Classified Staff Requests**

Instruction

Department/Program	Position Title	Job Description	Rationale	Cost
Art 2-D	Instructional Aide, part-time			\$20,000.00
Art History	Instructional Aide, part-time	To help maintain websites and provide instructional and administrative support (entering SLO data, etc.)		\$20,000.00
Communication Studies	Instructional Aide II, full-time		For the Communication Studies Center to replace the current half-time position.	\$25,000.00/yr
			Continuation of .48 Instructional Aide II position after 2014 (Measure G expires)	\$20,000.00/yr
Cosmetology		Increasing staff from 11-month employee status to 12-month employee status		\$16,972.00
Digital Media	Instructional Aide, full-time			\$40,000.00
	Instructional Aide, part-time			\$20,000.00
	Director of Digital Media Program			\$70,000.00
Kinesiology/Athletics/ Dance	Athletic Trainer	Increase from current 48% to 80%		
	Athletic Trainer, full-time	Increase from 11 month to 12 month		
Library and Library Studies	Library Support Specialist, full-time	Access Services and Cataloging		
Mathematics	Program Services Coordinator	Institutionalizing of SI		\$40,000.00/yr
Music	Instructional Aide			\$20,000.00
Nursing	Classified Staff (ongoing)			\$60,000.00/yr
	Nursing Skills Center Lab Technician, full-time (prioritized plan)			\$60,000.00/yr
Physics	Instructional Aide (60%)		Increase Student Success in Physics	\$37,000.00 & est. benefits
		Includes Peer Tutoring (additional 6 hrs per week, 43 weeks per year)		\$2,580.00

Student Services

Department/Program	Position Title	Job Description	Rationale	Cost
Admissions & Records	Admissions & Records II Classified Staff	Assist with general A&R operations including staffing the counter; answering telephones, responding to emails, scanning and indexing documents, and assisting with projects as needed.		\$60,000.00
CalWORKs Program	Program Service Coordinator			
Career Services Center	Office Assistant, Program Coordinator, or Career Counseling Assistant			\$40,000.00 - \$60,000.00
Child Development Center	Office Assistant II			\$41,604.00
Counseling Services	Career Resources/Counseling Aide	Clerical and organizational support to programs and activities in both the career & transfer services area. 11 mo. Position. 50% Career Services; 50% Transfer Services	Transfer is a major initiative and needs additional support. Students need career and counseling assistance to prepare to identify a major goal. Additional support for transfer and career is needed to support our college mission and goals.	\$47,476.00
Disabled Students Programs and Services (DSPS)	Office Assistant II		Continue funding current Office Assistant II	
Extended Opportunity Programs and Services (EOPS)	Career Resource Aide	Support program staff and students with office functions; serve as front person for scheduling, responding to inquires and appointments.		
Financial Aid	Scholarship Program Services Coordinator	Scholarship staff will be managing the Scholarship program. Feedback with donors, updating website, awarding and disbursing scholarship funds.		\$57,325.00

Multicultural Center (MCC)	Program Service Coordinator	Develop program services including tutoring, student management and follow-up, peer advising, outreach activities; organization and implementation of activities and events with emphasis on diverse populations and the needs of those populations. Increased instructional support and collaboration; retention and successful course completion of ESL, basic skills, AB540, Foster Youth and other vulnerable populations.	Develop and implement program services. Provide student follow-up; tracking; and support to increase success rates of ESL, basic skills, AB540, Foster Youth and other underserved, non-traditional populations. Provide Staffing services that are responsive to student needs. Provide assessment of SLOs.	
Student Health Center	Health Education Specialist			\$55,000.00 plus benefits
Student Life & Leadership Development	Staff Coordinator for Service Learning, part-time	Establish Service Learning Committee		\$30,000.00/yr
Theatre	Technical Staff, part-time			Range 27
	Technical Staff, full-time			Range 27
	Clerical Staff, part-time			Range 24?
Transfer Services	Office Assistant II	Facilitate and organize classroom visits and presentations, as well as possibly schedule transfer counseling and university rep appointments. Also, design flyers and work with the Community Relations and Marketing Office to advertise special events and activities promoting transfer campus-wide.	The goal of transfer outreach is to encompass as many departments and programs as possible to promote and support transfer to many of our students in a variety of disciplines, having a classified staff person would be a necessity for Transfer Services.	

Learning Support Centers

Department/Program	Position Title	Job Description	Rationale	Cost
CIS Computer Center	Instructional Aide II/CIS			\$45,732 - \$55,872/yr.
Communication Studies Resource Center	Instructional Aide II, Full-time; joint with CSM Learning Center	Maintaining the center website, holding orientations to all sections, working with technology personnel, and assisting lab faculty and students.	SARS data shows heavy use of the Learning Center & Communication Studies Center. With only 1/5 Instructional Aides between the two centers, Comm Studies faculty and staff often need to go beyond their duties to help students from other disciplines that use the LC.	\$25,000/yr.
	Current 0.48 IAll position		Needs to be maintained beyond 2014	
CSM Learning Center	Instructional Aide II, Full-time; (50% Communication Studies/ 50% Learning Center)	Maintaining the center website, holding orientations to all sections, working with technology personnel, and assisting lab faculty and students.		\$45,732 - \$55,872 plus benefits
	Instructional Aide II 48% (100% Learning Center)			\$25,000 - \$35,000 plus benefits
	Prioritized Plan	Supplemental Instruction training in Kansas City		\$2,000
Digital Media Center	Instructional Aide; full-time		Lack of staffing hours have made it difficult for the facility to be properly utilized.	
	Instructional Aide; part-time		Lack of staffing hours have made it difficult for the facility to be properly utilized.	
Integrated Science Center	50% staff person to increase current 25% level to 75%.			TBD
Nursing Skills Center	Nursing Skills Center Lab Technician (for prioritized plan); full-time			\$60,000/yr.
Writing Center and English 800 Center	1 full-time Instructional Aide II position to replace 2 part-time Instructional Aide II positions.			\$249.00/yr.