

2017-18
Summary

	<u>FTE Increase</u>	<u>FTE New</u>	<u>FTE Total</u>	
Instruction	0	14.48	14.48	36.31%
Student Services	0	14	14	35.11%
Administrative Services	0.6	3	3.6	9.03%
PRIE & LT	1.8	6	7.8	19.56%
Total	<u>2.4</u>	<u>37.48</u>	<u>39.88</u>	100.00%

	<u>HC New</u>	<u>HC Total</u>	
Instruction	25	25	52.08%
Student Services	14	14	29.17%
Administrative Services	3	3	6.25%
PRIE & LT	6	6	12.50%
Total	<u>48</u>	<u>48</u>	100.00%

Campus Wide - San Diego Miramar College 2017-18 Classified Hiring Priority Recommendations

New/Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		1.00	Administrative Technician	Business Office	Admin Services	Our Accounting Technician position was vacated and subsequently deleted. Currently, there is only one Administrative Tech in the Business Office. This position supports all requisition, purchase orders and travel for the entire campus. As the campus continues to grow, this position will need to be filled.	1	1
New		1.00	Student Services Assistant	Transfer	Student Services	Current hours of operation: 46 hours. Required hours of operation: 47 hours (based on non-essential 6 pm closing) or 51 based on 7 pm closing	1	2
New		1.00	Instructional Assistant - Art	ART	Instruction	Address safety issues in classroom	1	3
New		1.00	Media Technician	AV	School of PRIE, Library and Technology	Over the past year, the AV department has seen a significant increase in collegewide activities that require the department's attention. As a result, the current contract AV staff has taken on a heavier workload. For instance, as the college adds classes and hires new instructors, the demand for supporting AV staff has also increased. Moreover, as new facilities and building are built on campus, continuing faculty must be retrained on the new technology. This also increases the demand for AV staff and labor. More instructors and staff also equate to an increase in Special Event and outdoor equipment setup requests, which the AV department has also seen an increase in this past year. Therefore, it is an imperative priority to hire new AV staff to support this current and anticipated growth.	1	4
New		1.00	Athletic Equip Attendant (Female)	Hourglass Park Support Srvs	Admin Services	Currently have one 0.40 AEA to support the men's teams/locker room and none for the women's. We must rely on NANCe student workers to provide service and support. A gender inequity exists with no contract support for the women's teams, and with the addition of a men's volleyball team, this position is necessary to assist with supporting the newly established Women's Sand Volleyball and the overall instructional programs.	2	5
New		1.00	Student Srvs Technician	Admissions & Records	Student Services	Support College faculty/administration with Faculty Web Services, coordinating/managing class enrollment, rosters, grades/incomplete processing, residency determination, prerequisite challenge exam process, compliance with district, State and federal procedures, rules and regulations. One of two SST requested positions that will also support the current and prospective international student populations in all aspects of the program. The program is supported by the Student Services Supervisor I and partially by the Senior Student Services Residency Clerks. Staff is needed to effectively support program compliance and growth. Regulated by United States Customs and Immigration Services (USCIS).	2	6

Campus Wide - San Diego Miramar College 2017-18 Classified Hiring Priority Recommendations

New/Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		1.00	Instructional Assistant-Learning Resources	MATH	Instruction	Support math lab classes	2	7
Increase	010761-00	0.60	Athletic Equipment Attendant (Male)	Hourglass Park Support Srvs	Admin Services	Hourglass Park Support Srvs currently has one filled .40 Athletic Equipment Attendant. Making the one filled and one vacant positions into full time positions will increase the hours of coverage for support to support Athletics and Co-curricular. The 0.40 position was created to support only one men's and one women's water polo team. Since, we've added Men's B-Ball and V-Ball, and Women's Soccer.	3	8
New		1.00	Medical Office Assistant	Health Services	Student Services	A Medical Office Assistant (MOA) is a long standing critical position request and the gap in this need has been accentuated with the combining of Mental Health Counseling and Student Health Services into one area without added staffing. • Daily open hours currently exceed the ability of the 2 classified staff and have forced unannounced closures and demonstrate a clear lack of admin support and risk to student and staff safety. • A consistent support staff employee is more valuable than part-time student workers to help in offering: safe continuity of care; transfer of critical information to the limited part-time care providers; alerting medical staff of issues needing immediate attention; consistency in daily practice and following regulations and rules; assisting in staggering numbers of tasks that are done daily within an office that provides medical and mental care- the need in this area is considerably different than other offices, and filling this position meets the college wide plans and mission as well as for the departmental and the health office area.	3	9
New		0.50	Instructional Lab Tech - Child Development	CHIL	Instruction	Needed to sustain & address mandated teacher/student ratios	3	10
New		1.00	Enterprise Network Specialist	ICS	School of PRIE, Library and Technology	ICS maintains nearly 1,700 computers across campus, as well as related peripherals with a current staff of one Network Specialist and one Lab Tech/CS and one Supervisor, with no evening staff. The primary reason we have been able to support as many systems across as many different instructional environments with so few staff has been the consistent, overall effort to centralize management of the technology infrastructure as much as possible. At the front-line of the centralization efforts is the Network Specialist, whose role it is to research, implement and manage the more global technologies that enable us to effectively manage large numbers of systems.	2	11
New		1.00	Administrative Technician	EOP&S	Student Services	Position would help with budgeting and reports. As the program grows, so do the demands on staff.	4	12
New		0.50	Clerical Assistant	Liberal Arts Dean's Office	Instruction	Needed to meet increased growth workload in dean's office	4	13

Campus Wide - San Diego Miramar College 2017-18 Classified Hiring Priority Recommendations

New/Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		1.00	Student Srvs Technician	Admissions & Records	Student Services	Support the High School Partnership & SD Promise Programs, process admission, enrollments, verify residency, process payments, ensure compliance with state regulations for minors, compute statistical data and prepare reports. Facilitate the College Honors Program enrollment needs. One of two SST requested positions that will also support the current and prospective international student populations in all aspects of the program. The program is supported by the Student Services Supervisor I and partially by the Senior Student Services Residency Clerks. Staff is needed to effectively support program compliance and growth. Regulated by United States Customs and Immigration Services (USCIS).	5	14
New		0.50	Clerical Assistant	MBEPS Dean's Office	Instruction	Needed to meet increased growth workload in dean's office	5	15
Increase	10333	0.50	Media Clerk	Library	School of PRIE, Library and Technology	In the past year, the current contract Library personnel have taken on a heavier workload. For instance, the library personnel is understaffed at the circulation desk, for coverage for operating hours, and providing assistance with the processing of materials. Operations at the Circulation Desk now require a minimum of two people (while one person remains at the circulation desk, another needs to be able to assist students away from the circulation desk). If both .50 Media Clerks were increased to full-time, one on a day shift and the other on an evening shift, the time in the middle where their shifts crossover would also help to insure all employees duty-free lunch periods and breaks.	3	16
New		1.00	Lead Prod Srvs Asst	Reprographics	Admin Services	This position was vacated and subsequently deleted. Consequently, if one or more staff members are out or if the Lead Service Assistant position is not filled again in the near future, the critical services we provide would be jeopardized. It is anticipate that disruptions in Reprographics services for the faculty & staff could result in delays with overall productions.	4	17
New		1.00	Student Srvs Technician	Outreach/Assessment	Student Services	Expand college outreach, recruitment, marketing and advertising efforts and promotional activities. Student Services Technician position is needed to meet the demands of enrollment growth, but also internally to properly staff added responsibilities to the department, which include Assessment program, Online Testing for Faculty, expanded First Year Experience programming to serve all new students, Coordination and development of Peer Mentor program, Coordination of Service Area High School Dual Enrollment, Promise Scholars Program - all of which were added responsibilities.	6	18
New		1.00	Clerical Assistant	BTCWI Dean's Office	Instruction	Needed to meet workload related to grant projects in dean's office; grant funds (Perkins & SN funds would be used to cover salary & benefits for this position)	6	19

Campus Wide - San Diego Miramar College 2017-18 Classified Hiring Priority Recommendations

New/Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		1.00	Student Assistance Technician	Financial Aid	Student Services	Based upon the MIS information reported to the State Chancellors Office, our FA Office has seen an increase of eligible students compared with the 2014-2015 to 2015 - 16 and current year(2016/17) data. The number of files processed will continue to increase and is expected to be much higher due to students disqualified for not meeting Satisfactory academic progress standards and not eligible due to income. FA inherited the Scholarship program which has greatly impacted the FA staff including the FA Officer. All needed to work longer hours in order to complete what was necessary for this important program thereby causing a delay in FAFSA processing. A lack of adequate staffing results in delays of delivering the funds necessary to students generating more phone calls, e-mails. assisting students at the front counter. more students who need special attention due to feelings of frustrations. Staff morale would continue to be challenged and they are already feeling the stress of increased demand for FA services.	7	20
New		0.40	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	7	21
Increase	10334	0.50	Media Clerk	Library	School of PRIE, Library and Technology	In the past year, the current contract Library personnel have taken on a heavier workload. For instance, the library personnel is understaffed at the circulation desk, for coverage for operating hours, and providing assistance with the processing of materials. Operations at the Circulation Desk now require a minimum of two people (while one person remains at the circulation desk, another needs to be able to assist students away from the circulation desk). If both .50 Media Clerks were increased to full-time, one on a day shift and the other on an evening shift, the time in the middle where their shifts crossover would also help to insure all employees duty-free lunch periods and breaks.	4	22

Campus Wide - San Diego Miramar College 2017-18 Classified Hiring Priority Recommendations

New/Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		1.00	Senior Student Svcs Assist	Veterans	Student Services	VA is staffed with one 1.0 FTE Student Services Technician. A second staff member, a 1.0 FTE Student Services Assistant, resigned in 2010, resulting in defunding due to budget cuts. Due to continued program needs, a 1.0 FTE Student Services Assistant was "loaned" to VA to facilitate the ever increasing workload. Five years later, the position remains "loaned" and the VA defunded position was eliminated by the Board in 2015. Current staffing levels are severely inadequate to ensure students receive the highest quality education, which is contrary to President Obama's Principles of Excellence Executive Order. Increased reporting requirements required by the Department of Veterans Affairs for accountability purposes are most challenging to accommodate. The staff struggles to meet the demands of the current 1000+ student population and will not be able to accommodate College planned growth and outreach. Position will also support SDGE grant. Lack of permanent staff will affect compliance and expanded services to support the needs of veterans and their dependents.	8	23
New		0.40	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	8	24
Increase	12023	0.80	Media Clerk	Library	School of PRIE, Library and Technology	In the past year, the current contract Library personnel have taken on a heavier workload. For instance, the library personnel is understaffed at the circulation desk, for coverage for extended operating hours, and providing assistance with the processing of materials. Operations at the Circulation Desk now require a minimum of two people (while one person remains at the circulation desk, another needs to be able to assist students away from the circulation desk).	5	25
New		1.00	Instructional Assistant	DSPS	Student Services	90%of students with disabilities have proctoring authorized as an accommodation, potentially 8-10 K exams per year. This is up 35% for last year. Additional support is also for evening services as a result of increased hours of service.	9	26
New		0.50	Instructional Lab Tech - Trades (Fire Tech)	FIPT	Instruction	Address safety & mandated teacher/student ratios	9	27
New		1.00	Media Clerk	AV	School of PRIE, Library and Technology	In the past year, the current contract AV staff has taken on a heavier workload. Furthermore, the AV department personnel is understaffed at the AV circulation desk, for coverage for operating hours, and providing assistance to students viewing videos assigned by faculty. Given that the college is growing, the department's future workload will continuously increase. Therefore, it is an imperative priority to hire new AV staff to support this current and anticipated growth.	6	28

Campus Wide - San Diego Miramar College 2017-18 Classified Hiring Priority Recommendations

New/Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		1.00	Student Srvs Technician	Veterans	Student Services	Enrollment reporting is currently supported by one certifying official. Current staffing levels are severely inadequate to ensure students receive the highest quality education, which is contrary to President Obama's Principles of Excellence Executive Order. Increased reporting requirements required by the Department of Veterans Affairs for accountability purposes are most challenging to accommodate. The staff struggles to meet the demands of the current 1000+ student population and will not be able to accommodate College planned growth and outreach. Position will also support SDGE grant. Lack of permanent staff will affect compliance and expanded services to support the needs of veterans and their dependents.	10	29
New		0.50	Instructional Lab Tech - Trades (Fire Tech)	FIPT	Instruction	Address safety & mandated teacher/student ratios	10	30
New		1.00	Senior Student Srvs Assist	Counseling	Student Services	While the Counseling Department has a 1.0 Student Services Supervisor, there is an urgent need to hire a Senior Student Services Assistant. Due to increased hours, a growing student population and the conversion of PeopleSoft, senior leadership is vitally needed.	11	31
New		0.50	Instructional Assistant - Child Development	CHIL	Instruction	Needed to sustain & address mandated teacher/student ratios	11	32
New		1.00	Instructional Lab Technician Computer Science (Software & Licensing)	ICS	School of PRIE, Library and Technology	With the significant increase in instructional computers, software, and related equipment due to renewals, there is a need to research and implement software and licensing technologies to enhance the ability to better support college-wide instructional computing. This will require the support of a fully dedicated employee on an ongoing basis to research and implement this type of infrastructure.	7	33
New		1.00	Student Services Assistant	Mental Health	Student Services	Currently we have 32 hours a week in adjunct counseling for the EOPS/CARE and CalWORKs program. A dedicated SSA position specifically for Mental Health (MH) is imperative for effective operations, esp. since MH has grown to 2 fulltime & 1 part time faculty positions. The student seeking MH services have increased in numbers, as well as in acuity. This requires a consistent professional at the front desk (instead of changing support staff who also are students. This staffing has contributed to problems related to confidentiality, congruence in care, & consistency). Due to the nature of MH work, such as suicide ideation, it is imperative to ensure safety & to minimize stress for our high risk students. Also, as our MH services have grown to include workshops, student support groups, & wellness activities, etc. a SSA dedicated to MH is needed for support to sustain these additional MH functions (note: that MH has to change or cut back in activities, due to unavailable SSA support for Mental Health.	12	34

Campus Wide - San Diego Miramar College 2017-18 Classified Hiring Priority Recommendations

New/Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		0.50	Athletic Trainer	ESXC	Instruction	Address safety; This is evident by increased comp time for AT for growing program that requires more than one trainer for multi games on same day	12	35
New		1.00	Media Technician	Library	School of PRIE, Library and Technology	In the past year, the current contract Library personnel have taken on a heavier workload. For instance, the library personnel is understaffed at the circulation desk, for coverage for extended operating hours, and providing assistance with the processing of materials. Operations at the Circulation Desk now require a minimum of two people (while one person remains at the circulation desk, another needs to be able to assist students away from the circulation desk).	8	36
New		1.00	Student Services Assistant	Admissions & Records	Student Services	Request to create 1.0 SSA: Re-establish and combine two .40 FTE Student Services Assistant positions and increase to 1.00 FTE	13	37
New		0.40	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	13	38
New		1.00	Senior Student Svcs Assist	Career/Job Placement	Student Services	To meet the need of the Center's new structure and related mandated CTE requirements; coupled with the need for basic coverage of the 51 hours of operation p/week. Current staffing is 1.0 SSA, Sr. Current hours of operation total 51 hours.	14	39
New		0.40	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	14	40
New		1.00	Media Clerk	Library	School of PRIE, Library and Technology	In the past year, the current contract Library personnel have taken on a heavier workload. For instance, the library personnel is understaffed at the circulation desk, for coverage for extended operating hours, and providing assistance with the processing of materials. Operations at the Circulation Desk now require a minimum of two people (while one person remains at the circulation desk, another needs to be able to assist students away from the circulation desk).	9	41
New		0.38	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	15	42
New		0.50	Instructional Lab Tech - Trades (Fire Tech)	FIPT	Instruction	Address safety & mandated teacher/student ratios	16	43
New		0.50	Instructional Assistant - Child Development	CHIL	Instruction	Needed to sustain & address manadated teacher/student ratios	17	44
New		0.50	Instructional Assistant - Child Development	CHIL	Instruction	Needed to sustain & address manadated teacher/student ratios	18	45
New		1.00	ILT (Phys Science)	Phys Sci	Instruction	Address safety mandated teacher/student ratios + growth sections	19	46
New		0.38	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	20	47
New		0.38	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	21	48
New		0.38	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	22	49
New		0.38	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	23	50
New		1.00	Clerical Assistant	EXSC	Instruction	Needed to meet increased growth workload in athletic dept.	24	51

Campus Wide - San Diego Miramar College 2017-18 Classified Hiring Priority Recommendations

New/Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		1.00	Clerical Assistant	EMT/FIRE	Instruction	Needed to meet increased growth workload in FIPT/EMGM office	25	52

Instruction - San Diego Miramar College 2017-18 Classified Hiring Priority Recommendations

New/Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		1.00	Instructional Assistant - Art	ART	Instruction	Address safety issues in classroom	1	3
New		1.00	Instructional Assistant-Learning Resources	MATH	Instruction	Support math lab classes	2	7
New		0.50	Instructional Lab Tech - Child Development	CHIL	Instruction	Needed to sustain & address manadated teacher/student ratios	3	10
New		0.50	Clerical Assistant	Liberal Arts Dean's Office	Instruction	Needed to meet increased growth workload in dean's office	4	13
New		0.50	Clerical Assistant	MBEPS Dean's Office	Instruction	Needed to meet increased growth workload in dean's office	5	15
New		1.00	Clerical Assistant	BTCWI Dean's Office	Instruction	Needed to meet workload related to grant projects in dean's office; grant funds (Perkins & SN funds would be used to cover salary & benefits for this position)	6	19
New		0.40	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	7	21
New		0.40	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	8	24
New		0.50	Instructional Lab Tech - Trades (Fire Tech)	FIPT	Instruction	Address safety & mandated teacher/student ratios	9	27
New		0.50	Instructional Lab Tech - Trades (Fire Tech)	FIPT	Instruction	Address safety & mandated teacher/student ratios	10	30
New		0.50	Instructional Assistant - Child Development	CHIL	Instruction	Needed to sustain & address manadated teacher/student ratios	11	32
New		0.50	Athletic Trainer	ESXC	Instruction	Address safety; This is evident by increased comp time for AT for growing program that requires more than one trainer for multi games on same day	12	35
New		0.40	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	13	38
New		0.40	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	14	40
New		0.38	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	15	42
New		0.50	Instructional Lab Tech - Trades (Fire Tech)	FIPT	Instruction	Address safety & mandated teacher/student ratios	16	43
New		0.50	Instructional Assistant - Child Development	CHIL	Instruction	Needed to sustain & address manadated teacher/student ratios	17	44
New		0.50	Instructional Assistant - Child Development	CHIL	Instruction	Needed to sustain & address manadated teacher/student ratios	18	45
New		1.00	ILT (Phys Science)	Phys Sci	Instruction	Address safety mandated teacher/student ratios + growth sections	19	46
New		0.38	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	20	47
New		0.38	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	21	48
New		0.38	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	22	49
New		0.38	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	23	50
New		1.00	Clerical Assistant	EXSC	Instruction	Needed to meet increased growth workload in athletic dept.	24	51
New		1.00	Clerical Assistant	EMT/FIRE	Instruction	Needed to meet increased growth workload in FIPT/EMGM office	25	52

Student Services - San Diego Miramar College 2017-18 Classified Hiring Priority Recommendations

New/Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		1.00	Student Services Assistant	Transfer	Student Services	Current hours of operation: 46 hours. Required hours of operation: 47 hours (based on non-essential 6 pm closing) or 51 based on 7 pm closing	1	2
New		1.00	Student Svcs Technician	Admissions & Records	Student Services	Support College faculty/administration with Faculty Web Services, coordinating/managing class enrollment, rosters, grades/incomplete processing, residency determination, prerequisite challenge exam process, compliance with district, State and federal procedures, rules and regulations. One of two SST requested positions that will also support the current and prospective international student populations in all aspects of the program. The program is supported by the Student Services Supervisor I and partially by the Senior Student Services Residency Clerks. Staff is needed to effectively support program compliance and growth. Regulated by United States Customs and Immigration Services (USCIS).	2	6
New		1.00	Medical Office Assistant	Health Services	Student Services	A Medical Office Assistant (MOA) is a long standing critical position request and the gap in this need has been accentuated with the combining of Mental Health Counseling and Student Health Services into one area without added staffing. • Daily open hours currently exceed the ability of the 2 classified staff and have forced unannounced closures and demonstrate a clear lack of admin support and risk to student and staff safety. • A consistent support staff employee is more valuable than part-time student workers to help in offering: safe continuity of care; transfer of critical information to the limited part-time care providers; alerting medical staff of issues needing immediate attention; consistency in daily practice and following regulations and rules; assisting in staggering numbers of tasks that are done daily within an office that provides medical and mental care- the need in this area is considerably different than other offices, and filling this position meets the college wide plans and mission as well as for the departmental and the health office area.	3	9
New		1.00	Administrative Technician	EOP&S	Student Services	Position would help with budgeting and reports. As the program grows, so do the demands on staff.	4	12

Student Services - San Diego Miramar College 2017-18 Classified Hiring Priority Recommendations

New/Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		1.00	Student Svcs Technician	Admissions & Records	Student Services	Support the High School Partnership & SD Promise Programs, process admission, enrollments, verify residency, process payments, ensure compliance with state regulations for minors, compute statistical data and prepare reports. Facilitate the College Honors Program enrollment needs. One of two SST requested positions that will also support the current and prospective international student populations in all aspects of the program. The program is supported by the Student Services Supervisor I and partially by the Senior Student Services Residency Clerks. Staff is needed to effectively support program compliance and growth. Regulated by United States Customs and Immigration Services (USCIS).	5	14
New		1.00	Student Svcs Technician	Outreach/Assessment	Student Services	Expand college outreach, recruitment, marketing and advertising efforts and promotional activities. Student Services Technician position is needed to meet the demands of enrollment growth, but also internally to properly staff added responsibilities to the department, which include Assessment program, Online Testing for Faculty, expanded First Year Experience programming to serve all new students, Coordination and development of Peer Mentor program, Coordination of Service Area High School Dual Enrollment, Promise Scholars Program - all of which were added responsibilities.	6	18
New		1.00	Student Assistance Technician	Financial Aid	Student Services	Based upon the MIS information reported to the State Chancellors Office, our FA Office has seen an increase of eligible students compared with the 2014-2015 to 2015 - 16 and current year(2016/17) data. The number of files processed will continue to increase and is expected to be much higher due to students disqualified for not meeting Satisfactory academic progress standards and not eligible due to income. FA inherited the Scholarship program which has greatly impacted the FA staff including the FA Officer. All needed to work longer hours in order to complete what was necessary for this important program thereby causing a delay in FAFSA processing. A lack of adequate staffing results in delays of delivering the funds necessary to students generating more phone calls, e-mails, assisting students at the front counter, more students who need special attention due to feelings of frustrations. Staff morale would continue to be challenged and they are already feeling the stress of increased demand for FA services.	7	20

Student Services - San Diego Miramar College 2017-18 Classified Hiring Priority Recommendations

New/Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		1.00	Senior Student Svcs Assist	Veterans	Student Services	VA is staffed with one 1.0 FTE Student Services Technician. A second staff member, a 1.0 FTE Student Services Assistant, resigned in 2010, resulting in defunding due to budget cuts. Due to continued program needs, a 1.0 FTE Student Services Assistant was "loaned" to VA to facilitate the ever increasing workload. Five years later, the position remains "loaned" and the VA defunded position was eliminated by the Board in 2015. Current staffing levels are severely inadequate to ensure students receive the highest quality education, which is contrary to President Obama's Principles of Excellence Executive Order. Increased reporting requirements required by the Department of Veterans Affairs for accountability purposes are most challenging to accommodate. The staff struggles to meet the demands of the current 1000+ student population and will not be able to accommodate College planned growth and outreach. Position will also support SDGE grant. Lack of permanent staff will affect compliance and expanded services to support the needs of veterans and their dependents.	8	23
New		1.00	Instructional Assistant	DSPS	Student Services	90%of students with disabilities have proctoring authorized as an accommodation, potentially 8-10 K exams per year. This is up 35% for last year. Additional support is also for evening services as a result of increased hours of service.	9	26
New		1.00	Student Svcs Technician	Veterans	Student Services	Enrollment reporting is currently supported by one certifying official. Current staffing levels are severely inadequate to ensure students receive the highest quality education, which is contrary to President Obama's Principles of Excellence Executive Order. Increased reporting requirements required by the Department of Veterans Affairs for accountability purposes are most challenging to accommodate. The staff struggles to meet the demands of the current 1000+ student population and will not be able to accommodate College planned growth and outreach. Position will also support SDGE grant. Lack of permanent staff will affect compliance and expanded services to support the needs of veterans and their dependents.	10	29
New		1.00	Senior Student Svcs Assist	Counseling	Student Services	While the Counseling Department has a 1.0 Student Services Supervisor, there is an urgent need to hire a Senior Student Services Assistant. Due to increased hours, a growing student population and the conversion of PeopleSoft, senior leadership is vitally needed.	11	31

Student Services - San Diego Miramar College 2017-18 Classified Hiring Priority Recommendations

New/Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		1.00	Student Services Assistant	Mental Health	Student Services	Currently we have 32 hours a week in adjunct counseling for the EOPS/CARE and CalWORKs program. A dedicated SSA position specifically for Mental Health (MH) is imperative for effective operations, esp. since MH has grown to 2 fulltime & 1 part time faculty positions. The student seeking MH services have increased in numbers, as well as in acuity. This requires a consistent professional at the front desk (instead of changing support staff who also are students. This staffing has contributed to problems related to confidentiality, congruence in care,&consistency). Due to the nature of MH work, such as suicide ideation, it is imperative to ensure safety & to minimize stress for our high risk students. Also, as our MH services have grown to include workshops, student support groups, & wellness activities, etc. a SSA dedicated to MH is needed for support to sustain these additional MH functions (note: that MH has to change or cut back in activities, due to unavailable SSA support for Mental Health.	12	34
New		1.00	Student Services Assistant	Admissions & Records	Student Services	Request to create 1.0 SSA: Re-establish and combine two .40 FTE Student Services Assistant positions and increase to 1.00 FTE	13	37
New		1.00	Senior Student Srvs Assist	Career/Job Placement	Student Services	To meet the need of the Center's new structure and related mandated CTE requirements; coupled with the need for basic coverage of the 51 hours of operation p/week. Current staffing is 1.0 SSA, Sr. Current hours of operation total 51 hours.	14	39

Administrative Services - San Diego Miramar College 2017-18 Classified Hiring Priority Recommendations

New/Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		1.00	Administrative Technician	Business Office	Admin Services		1	1
New		1.00	Athletic Equip Attendant (Female)	Hourglass Park Support Srvs	Admin Services	Currently have one 0.40 AEA to support the men's teams/locker room and none for the women's. We must rely on NANCe student workers to provide service and support. A gender inequity exists with no contract support for the women's teams, and with the addition of a men's volleyball team, this position is necessary to assist with supporting the newly established Women's Sand Volleyball and the overall instructional programs.	2	5
Increase	010761-00	0.60	Athletic Equipment Attendant (Male)	Hourglass Park Support Srvs	Admin Services	Hourglass Park Support Srvs currently has one filled .40 Athletic Equipment Attendant. Making the one filled and one vacant positions into full time positions will increase the hours of coverage for support to support Athletics and Co-curricular. The 0.40 position was created to support only one men's and one women's water polo team. Since, we've added Men's B-Ball and V-Ball, and Women's Soccer.	3	8
New		1.00	Lead Prod Srvs Asst	Reprographics	Admin Services	This position was vacated and subsequently deleted. Consequently, if one or more staff members are out or if the Lead Service Assistant position is not filled again in the near future, the critical services we provide would be jeopardized. It is anticipate that disruptions in Reprographics services for the faculty & staff could result in delays with overall productions.	4	17

PRIE< - San Diego Miramar College 2017-18 Classified Hiring Priority Recommendations

New/Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		1.00	Media Technician	AV	School of PRIE, Library and Technology	Over the past year, the AV department has seen a significant increase in collegewide activities that require the department's attention. As a result, the current contract AV staff has taken on a heavier workload. For instance, as the college adds classes and hires new instructors, the demand for supporting AV staff has also increased. Moreover, as new facilities and building are built on campus, continuing faculty must be retrained on the new technology. This also increases the demand for AV staff and labor. More instructors and staff also equate to an increase in Special Event and outdoor equipment setup requests, which the AV department has also seen an increase in this past year. Therefore, it is an imperative priority to hire new AV staff to support this current and anticipated growth.	1	4
New		1.00	Enterprise Network Specialist	ICS	School of PRIE, Library and Technology	ICS maintains nearly 1,700 computers across campus, as well as related peripherals with a current staff of one Network Specialist and one Lab Tech/CS and one Supervisor, with no evening staff. The primary reason we have been able to support as many systems across as many different instructional environments with so few staff has been the consistent, overall effort to centralize management of the technology infrastructure as much as possible. At the front-line of the centralization efforts is the Network Specialist, whose role it is to research, implement and manage the more global technologies that enable us to effectively manage large numbers of systems.	2	11
Increase	10333	0.50	Media Clerk	Library	School of PRIE, Library and Technology	In the past year, the current contract Library personnel have taken on a heavier workload. For instance, the library personnel is understaffed at the circulation desk, for coverage for operating hours, and providing assistance with the processing of materials. Operations at the Circulation Desk now require a minimum of two people (while one person remains at the circulation desk, another needs to be able to assist students away from the circulation desk). If both .50 Media Clerks were increased to full-time, one on a day shift and the other on an evening shift, the time in the middle where their shifts crossover would also help to insure all employees duty-free lunch periods and breaks.	3	16

PRIE< - San Diego Miramar College 2017-18 Classified Hiring Priority Recommendations

New/Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
Increase	10334	0.50	Media Clerk	Library	School of PRIE, Library and Technology	In the past year, the current contract Library personnel have taken on a heavier workload. For instance, the library personnel is understaffed at the circulation desk, for coverage for operating hours, and providing assistance with the processing of materials. Operations at the Circulation Desk now require a minimum of two people (while one person remains at the circulation desk, another needs to be able to assist students away from the circulation desk). If both .50 Media Clerks were increased to full-time, one on a day shift and the other on an evening shift, the time in the middle where their shifts crossover would also help to insure all employees duty-free lunch periods and breaks.	4	22
Increase	12023	0.80	Media Clerk	Library	School of PRIE, Library and Technology	In the past year, the current contract Library personnel have taken on a heavier workload. For instance, the library personnel is understaffed at the circulation desk, for coverage for extended operating hours, and providing assistance with the processing of materials. Operations at the Circulation Desk now require a minimum of two people (while one person remains at the circulation desk, another needs to be able to assist students away from the circulation desk).	5	25
New		1.00	Media Clerk	AV	School of PRIE, Library and Technology	In the past year, the current contract AV staff has taken on a heavier workload. Furthermore, the AV department personnel is understaffed at the AV circulation desk, for coverage for operating hours, and providing assistance to students viewing videos assigned by faculty. Given that the college is growing, the department's future workload will continuously increase. Therefore, it is an imperative priority to hire new AV staff to support this current and anticipated growth.	6	28
New		1.00	Instructional Lab Technician Computer Science (Software & Licensing)	ICS	School of PRIE, Library and Technology	With the significant increase in instructional computers, software, and related equipment due to renewals, there is a need to research and implement software and licensing technologies to enhance the ability to better support college-wide instructional computing. This will require the support of a fully dedicated employee on an ongoing basis to research and implement this type of infrastructure.	7	33

PRIE< - San Diego Miramar College 2017-18 Classified Hiring Priority Recommendations

New/Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		1.00	Media Technician	Library	School of PRIE, Library and Technology	In the past year, the current contract Library personnel have taken on a heavier workload. For instance, the library personnel is understaffed at the circulation desk, for coverage for extended operating hours, and providing assistance with the processing of materials. Operations at the Circulation Desk now require a minimum of two people (while one person remains at the circulation desk, another needs to be able to assist students away from the circulation desk).	8	36
New		1.00	Media Clerk	Library	School of PRIE, Library and Technology	In the past year, the current contract Library personnel have taken on a heavier workload. For instance, the library personnel is understaffed at the circulation desk, for coverage for extended operating hours, and providing assistance with the processing of materials. Operations at the Circulation Desk now require a minimum of two people (while one person remains at the circulation desk, another needs to be able to assist students away from the circulation desk).	9	41