Classified and Administrative Personnel Prioritization Request Outline

Process:

Classified and Administrative Personnel Prioritization Requests are submitted annually in the fall semester. **Due Date: 16 February 2017**

Requests may only be submitted by an Administrator (Director, Associate Dean, Dean or VP) or Department Chair

Requests must be supported by evidence documented in the most recent Program Review/Annual Program Assessment

All requests will be prioritized at the division level through dialog/feedback/input by the division deans

Prioritized requests will be forwarded for recommendation to Executive Cabinet for final prioritization and approval

A multi-year prioritization status list will be maintained so that positions not previously approved due to funding deficiencies, may be supported as funding (general fund, categorical, etc.) becomes available throughout the academic year

Eligibility:

Eligible Requests are for:

1) Net new classified or administrative positions

2) Replacing unfunded classified/administrative positions due to resignations/retirements (excluding 2016-17 golden handshakes)

3) Positions created or modified as a result of division/unit reorganization

4) Addition of hours/time of effort for existing positions

* Requests may NOT be submitted for reclassifications. Reclassifications must follow the guidelines identified in the CSEA contract

* Requests may NOT be submitted for faculty/associate faculty positions
Personnel Prioritization Criteria:

Growth in Student Population (FTES)
Increase in Sections/Courses
Growth in FTF (Faculty/Staff/Administration)
New Buildings/Facilities or Renovations to Existing Space
New Services/Programs
New Position Requiring Administrative Support
External Mandates/Initiatives

Classified and Administrative Personnel Prioritization Request Form 2015-2016

1. Proposed Position Title: Honors and PTK Administrative Assistant III (Increased hours)

2. Department/Unit/Division: Honors Enrichment Program / Phi Theta Kappa

3. Submitted By: Nick Reeves

4. Provide a summary rationale for this proposed position:

A 25 hour a week clerical assistant to help the Honors Coordinators manage the Honors Program has already been approved. If the hours are increased this assistant could also be used to assist the Phi Theta Kappa program on campus as well. With additional hours the clerical assistant would be responsible for helping the PTK faculty advisors with their management of the program. The clerical support for Phi Theta Kappa is in flux and there is not a dedicated support person. These assistants have typically been connected with the Office of Instruction and have been asked to assist us with certain needs, such as flyer preparation, emailing students, processing of purchase requisitions, etc..., but rarely have they been assigned as a major part of their duties to Phi Theta Kappa. Having a single clerical assistant will assist in the cohesiveness and consistency in the program. Due to lack of time, the coordinators have had a difficult time completing certain additional changes that we would like to incorporate in the program, such as a more active social media presence, a more interactive website and more consistent presence for students that are interested in becoming Phi Theta Kappa members.
5. Specifically outline how the need for the proposed position was identified within the current or previous Program Review/Annual Program Assessment. Please use quantitative and qualitative data related to the following criteria to justify a need for the proposed position.

a) **District Access and Enrollment:**
   - Growth in Student Population (FTES)
   - Growth in FTES specific to a Program/Department
   - Increase in Sections/Courses

b) **District Staffing:**
   - Increase in Staffing (Faculty/Classified/Administration)
   - New Position Requiring Administrative Support
   The district approved 50% release time for Faculty Advisors this year as part of a commitment to making our Phi Theta Kappa a five star chapter every year. To solidify this commitment and ensure our success this clerical support person will provide the necessary infrastructure for our chapter to always be successful. This position will also reduce the burden on staff in other areas that have taken time out of their duties to help us with Phi Theta Kappa support.

c) **District Facilities Master Planning:**
   - New Buildings/Facilities
   - Renovations to Existing Space

- There are currently over 200 students in the PTK program. Students in Phi Theta Kappa are more likely to persist and take additional courses at MSJC which increases our FTES. Students in Phi Theta Kappa also build leadership skills and outreach to other students. This peer support increases student community which leads to persistence and increased FTES.

- The honors enrichment program has agreed to provide office space in each honors area where the Clerical Assistant could reasonably be housed and this would maximize space and improve student-staff interaction. The goals of the Facilities Master Plan include creating “campuses that strongly support student learning and contribute to a high standard of student life” as well as creating “campuses and facilities that promote increased student-faculty interaction and interdisciplinary and collaborative learning.”. A robust Phi Theta Kappa program with clerical support will help the district achieve this goal.
d) Teaching, Learning and Student Success:
   - New Services/Programs/Innovations
   - District Planning Efforts (Educational Master Plan, Distance Education Plan, Technology Plan, SSSP, Equity, etc.)

1. Hiring a clerical assistant for Phi Theta Kappa will free up the faculty advisors to better coordinate student activities and focus on the fellowship and scholarship aspects of the Phi Theta Kappa program. There will be better student access to this program which will make the program more equitable.

e) External Mandates/Initiatives determined through the Chancellor’s Office, ACCJC, Title 5, Educational Code, etc
   Not applicable

6. Provide a description of the proposed duties. How are the proposed duties and responsibilities integral to responding to the need identified above?

1. General Support
   - Contact person for Phi Theta Kappa information and inquiries (Tito’s phone number will be the MSJC Phi Theta Kappa phone # ?). Coordinates as needed with faculty advisors on responses.
   - PTK Blackboard site maintenance
   - PTK webpage maintenance on msjc.edu website
   - Stay current with the PTK chapter development requirements
   - Update PTK literature as needed
   - Assist with updating and submitting MSJC PTK Chapter Bylaws
   - Assist with the PTK Chapter Annual Report
   - Check that the PTK chapter directory is up to date and assist with changes as necessary
   - Assist with printing requests and ensure that printing requests include the correct budget code

2. Membership Process
   - Assist with online application setup and maintenance in coordination with faculty advisors
   - Assists faculty advisors with membership invitations
   - Adds positive restriction to student records in Colleague for PTK members
   - Adds new student members to the PTK Blackboard site
   - Send out induction ceremony invitations to new members
   - Create induction ceremony program with student names
   - Promote membership acceptance through email correspondence and

3. Meetings and campus events
   - Booking rooms and handling facilities requests
   - Attend weekly meetings as often as possible
   - Attend PTK training sessions and PTK new member orientations
   - Support the planning and implementation of induction ceremonies twice a year
   - Attend the induction ceremonies if possible
   - Attend PTK conferences if possible

4. Purchasing and Coordination with Business Services
- Maintain record of budget and expenditures with PTK treasurer
- Develop purchasing process and work with faculty advisors to submit purchase requisitions in Galaxy
- Assist with travel coordination to PTK conferences: CARs, field trip documents, hotel and plane reservations, communication with students and faculty traveling

7. How will this proposed program impact student success and/or other institutional goals?
   This proposed increase in hours for this position will further enhance the honors program at Mt. San Jacinto College and support the institutional goal of provide a rich and diverse student life and development program.

8. Position Details:

<table>
<thead>
<tr>
<th>Position Classification</th>
<th>Time and Effort</th>
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<tbody>
<tr>
<td>Classified</td>
<td>Hours Per Week: add 15 hours per week</td>
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<tr>
<td></td>
<td>FT or PT: Full Time</td>
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<td>10, 11 or 12-Month:12 Month</td>
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   Estimated Cost:
   Salary: $ 41,864.52
   Benefits: $ 9818.07

   (Please use N: drive calculator for these costs)

9. What space and/or equipment, if any, is needed to accommodate this position? (Note if these needs will result in any unfunded expenses for facilities/equipment)
   a) Is there currently office space for this position?

   1. There are currently offices in both Honors Spaces that would be perfect for the clerical assistant

   b) What department/unit/division will house this position?
      Instruction/PTK Program/Honors Enrichment Program

   c) What campus will this position be located?
      Both MVC and SJC