

**Program Review & Planning
Request for Contract Classified Position
2018-19**

Please upload and submit this completed form through the SurveyMonkey program review module.

Department	Veterans Services		
Position Title	Veteran Resource Center Coordinator		
Salary Range	S-1	Annual Salary at Step B*	63,522
Hours/week and # of months	40 Hours a week, 12 Months		

*For job Range and Salary information, see: <http://www.gcccd.edu/human-resources/salary-schedules.html>

1) Provide the following information for the **new position or the increase in FTE for an existing position** that is being requested, or for the request to fill a vacant, frozen or defunded position:

Position classification and number: S-1 Coordinator

Proposed FTE: 1.0

Contract type:

- 10-month
- 11-month
- 12-month
- Seasonal (specify):

What type of position is being requested?

- New general fund position
- Replacement for a funded position
- Replacement for an unfunded position
- Position currently funded by grant funds, Currently funded at .5 FTE
- Increase in the FTE for the position

Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).

What are the actual duties and responsibilities that are specific to this requested position? (100 words or less)

Coordinator duties would include:

- Coordinate and perform complex technical administrative work pertaining to specialized veterans programs and services.
- Serve as a technical information resource to student veterans and others regarding available programs and services; explains and interprets policies, regulations and operational procedures to persons contacting the office such as faculty, students, staff and the general public.
- Plan and coordinate various veterans outreach programs and services; prepare brochures, newsletters and other informational materials to keep student veterans and others informed regarding changes in VA benefits and college policies.

**Program Review & Planning
Request for Contract Classified Position
2018-19**

Please upload and submit this completed form through the SurveyMonkey program review module.

- Plan, organize and participate in informational booths at fairs, college nights and various other marketing events.
- Serve as a liaison between Cuyamaca College and community agencies that assist the veteran population.
- Performs research on internal and external data, methods and processes; perform technical data analyses and comparisons; monitor and review veteran-related legislation; compile, prepare and present on issues/recommendations to management for evaluation.
- Enter, maintain, and tracks complex data in manual and/or automated systems; develops and runs computerized queries; tabulates, summarizes and evaluates data; identifies trends and concerns; prepares summary reports.

2) Is the position being requested in order to comply with state or federal mandates/requirements? **(Rubric Criterion 1)**

Yes

Cite the specific mandate/requirement (100 words or less):

No

3. How are the duties of the requested position currently being performed, if at all?

Many duties are currently not performed. Some duties are performed by the counselor with a .5 FTE for Veterans Services and .5 FTE VRC coordinator. Veterans Services Coordinator is integral to the functioning of the program.

How does the lack of this position impact the program or service area?

The ability to grow the program and provide outreach efforts is greatly affected by the limited staffing in Veterans Services. A lack of support for this position would greatly hinder the ability to improve retention, persistence and degree completion for a student population that is in need of supportive services. The VRC coordinator will assist in improving our institutional capacity to provide support services and increase retention, persistence and completion of degrees among veteran students. The VRC coordinator will assist in providing services that are currently not available and/or enhance current services offered. Additional resources and support for veteran students would amplify the existing services and establish new and more student friendly services. Overall, Veteran Services strives to increase the likelihood that veteran students will successfully transition from the military environment to campus life, and that students receive much needed support for completing their educational goals.

What impact, if any, have frozen or vacant positions within the department had on services or staff workload?

**Program Review & Planning
Request for Contract Classified Position
2018-19**

Please upload and submit this completed form through the SurveyMonkey program review module.

Many of the of the duties listed for this position are not performed due to the limited resources.

(200 words or less) (Rubric Criteria 1)

4. How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position? **Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/ intern/ volunteer/work-study, and services provided.**

(200 words or less) (Rubric Criteria 2)

Many veterans have a difficult time transitioning from the military to civilian life. At Cuyamaca College student veterans are impacted by an identified range of academic and non-academic barriers including: difficulty in transitioning from military to civilian life, mental health issues, limited finances, poor study habits, and familial challenges. As a result, our student veterans face unique social, academic and physiological issues that differ from our typical student population. A recent report for the 2016-2017 academic year showed that student veterans have a lower percentage rate of course success, persistence and academic year GPA versus the general college student population. A similar report for 2015/2016 showed similar results:

- Veteran course success rates are lower than the college-wide average (69% versus 74%)
- Veteran persistence rates (fall-to-fall) are lower than the college-wide rates (33.5% versus 37.4%)
- Veterans mean academic year GPA is lower than college wide average (2.53 versus 2.78)

Although our college strives to address the needs of our student veterans, additional funding for these services is needed to help support our veteran population. The VRC coordinator would assist student veterans transition back to civilian life as a California Community College student. The duties listed in on this request will augment the current support services offered at Cuyamaca College and help to improve retention, persistence and completion of degrees and certificates among veteran students.

5. How would this position's main duties specifically support the institution's strategic priorities?

1. Acceleration

**Program Review & Planning
Request for Contract Classified Position
2018-19**

**Please upload and submit this completed form through the SurveyMonkey
program review module.**

2. Guided Student Pathways
3. Student Validation and Engagement
4. Organizational Health

(200 words or less) **(Rubric Criteria 3)**

Veterans Services is committed to implementing the support services identified in this staffing request. This is illustrated in the District Educational Master Plan, the College's Strategic Plan and the College's CCCC Integrated Plan. These plans focus on guided student pathways, accelerated basic skills, and student validation and engagement. Inherent in these core priorities is a commitment to serving disproportionately impacted populations of students, including student veterans. Thus, in order to address these priorities in the context of success for student veterans, increased services, funding and resources in terms of staffing are required. We endeavor to maintain a VRC focused on comradery, academic success and excellent support services.

6. How will the position impact the ability of the program or service area to innovate and meet changing needs?

(150 words or less) **(Rubric Criteria 3)**

The Veterans Resource Center coordinator position that will directly support the four priorities established by the strategic plan. The coordinator will act as a liaison between student veterans and campus resources/local veteran agencies to ensure that the issues unique to student veterans are adequately addressed. The coordinator will provide general information on how to use veteran resources and connect the student veteran with the appropriate individuals on campus and in the community to address more in-depth questions. The coordinator will also assist with assessing how the needs of student veterans are being met and will identify student concerns and how the college can address them. Veterans Services staff will work as a team to implement the activities that are identified in this proposal.