

# Classified Position Request Form

**Instructions:** Complete one form for each classified position requested

- New Position (not in last year's budget)
- Replacement Position (in last year's budget)
- Conversion Position (from grant to general funds not in last year's budget)
- Formerly Eliminated Position (not in last year's budget)

Title of Position Requested: Educational Advisor

Program/Department/Area: Career and Technical Education

Number of Hours per Week: 40 hours

Number of Months per Year: 12 monthsh

**Brief Abstract:** (How does position impact present area status, affect workload reduction, impact students or provide support/services?)

Three of the 4 educational advisors are funded by categorical funds, 1 with CCPT2 and 2 with VTEA funds. The CCPT grant is ending this year so the position must be converted to general funds. In addition, the remaining 2 positions have been funded using VTEA funds for over 7 years, which exceeds the maximum allowed per Federal guidelines and the funding of the positions would now be considered supplanting. These positions must be converted to general funds.

**Rationale and Applicability to College Strategic Goals:** (**Substantiate recommendations with data and the guidelines listed in the Budget Decision Criteria document and College Strategic Goals.** Does this need fulfill a compliance/mandated position, i.e. State, Federal, regulatory boards, contracts? Does this need address grant partnership commitments and/or critical community needs?)

To meet Federal guidelines for not supplanting, the positions must be funded by general funds. Failure to fill this request will result in elimination of the positions, as well as inability to meet CTE requirements for articulation, advising for special populations and requirements mandated by Strong Workforce funds.

**Impact on College/District if position is not filled:** (Include how having the position or not having the position impacts FTES, services to students.)

CTE student account for approximately 50% of the student body, a failure to fill these positions will result in an inability to meet the needs of the CTE special populations students. This failure could result in the college not meeting core indicators as mandated by federal guidelines, as well as the Workforce Innovation and Opportunity Act which would result in a loss of future funding and a federal audit for the college. In addition, the College CTE programs are now funded based on performance standards, the CTE educational advisors work with CTE departments to ensure students are progressing in the pathway and obtaining jobs in the field of study upon completion.

**Total Cost:**

Salary	\$65,000.00
Benefits	\$34,500.00
Computer/office space etc.	\$0

**Total Amount: \$99,500.00**