**CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION**

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| Name of Person Submitting Request: | **Mandi Batalo** |
| Program or Service Area:  | **Art Department** |
| Division: | **Arts and Humanities** |
| When was the last Program Efficacy document completed? | **2006-07** |
| What rating was given? | **Expansion** |
| Current number of Classified Staff:  | 0 |  | 1PT |  |
| Position Requested | **Expand position from 55% to Full Time** |

1. Provide a rationale for your request.

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| The Lab Technician provides support to the ceramics, sculpture, and glass areas of the Art Department by (a) preparing materials and supplies for student use, (b) issuing the materials and supplies to the students, and (c) maintaining laboratory equipment (i.e. tools, power tools, kilns, and furnaces). Student enrollment in the three-dimensional classes is 229 for Fall 2010, an increase of 76 students in the area from Fall 2009. With the retirement of employees over the past 5-10 years, who have not been replaced, more work is expected of a single, part-time, employee. The number of hours currently allotted for the Lab Technician (55% ) is not adequate to maintain the current workload and support student success. This request is tied to the EMP Plan “Promote student focused learning and success in all instructional and student service areas (i.e., computer labs…) (p. 133). |

1. Indicate how the content of the EMP One-Sheet and latest Program Efficacy Report support this request. How is the request tied to program planning? (*Reference the page number(s) where the information can be found on the EMP and Program Efficacy).*

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| The Art Department is currently operating with only 3 full-time faculty to assist with an average 1350 students per semester. The art department has a consistent FTE load equivalent to 10.13 full-time faculty, and for Fall 2010 the faculty load is 10.43. The fill rate for art department classes is consistently high, with an average of 106% for the past three semesters. The Wsch/Fac numbers indicate that the art department is efficient (Fall 2010 - 510.64, Spring 2010 – 569.50, Fall 2010 – 576.07). There has been an increase in enrollment in art classes by 400 students over the past year (76 students in ceramics, glass, and sculpture). To plan for growth (EMP One-Sheet) and to “Continue to provide resources and equipment to meet industry trends/demands” (EMP, p. 131) requires additional support by the Lab Technician. (Art can be found on page 25 of the EMP.) |

1. Indicate if there is additional information you wish the committee to consider *(for example: regulatory information, compliance, updated efficiency and/or student success data or planning etc).*

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| It is important the three-dimensional area of the Art Department adhere to District and OSHA safety requirements. The lab tech, working with the faculty, is responsible for ensuring that safety requirements are met, including maintenance of MSDS sheets, safe preparation, storage and disposal of hazardous materials, and equipment safety. This request is supported by a key finding in the EMP that SBVC provides a safe environment for the students (p. 103) |

1. Evaluation of related costs (including any ongoing maintenance or updates) and identification of any alternative or ongoing funding sources. (for example Department Budget, VTEA or Perkins)

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| The current Lab Technician receives benefits as his position is 55% of full-time. Expanding this position would not require an additional cost for benefits. Lab technicians at step E earn $23.41/hour for an additional 18 hours per week. This increase would be ongoing. |

1. What are the consequences of not filling this position?

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| The Lab Technician supports the three-dimensional area of the art Department. The recent increased emphasis on safety around the department has required an increase in the daily responsibilities of the lab technician. Without additional hours, growth is limited due to the lack of time for technical support needed to prepare and maintain laboratory materials, supplies, and equipment for the students and faculty. There is also the consideration that as student numbers have increased dramatically, adhering to District and OSHA safety regulations becomes more challenging. |