

## CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION

Name of Person Submitting Request:	<b>David Rubio</b>		
Program or Service Area:	<b>Athletics</b>		
Division:	<b>Athletics</b>		
Date of Last Program Efficacy:	<b>4/27/12</b>		
What rating was given?	<b>Continuation</b>		
Current number of Classified Staff:	4FT:		PT:
Position Requested	<b>Athletic Secretary</b>		
Strategic Initiatives Addressed:	Access, Institutional Effectiveness & Resource, Student Success		

1. Provide a rationale for your request.

Currently Athletics has one classified staff member that is ¼ Athletic Secretary, ¼ Eligibility Specialist, and ½ PE Secretary. In no other area of this campus do we expect one secretary to perform the duties of what would normally take at least two. At every institution that surrounds SBVC two or more people perform these duties. The work load and strain is too much for one person to stand for any length of time.

2. Indicate how the content of the latest Program Efficacy Report and/or most current EIS data support this request. How is the request tied to program planning? (*reference the page number(s) where the information can be found on Program Efficacy*).

Because all our Head coaches work year round and well exceed the campus WSCH (pg. 5) the Athletic Secretary has no down time. While we (Athletics/SBVC) have had great success with an 80.7% graduation/transfer rate for student/athletes (pg. 8), we feel this is in jeopardy because of the pivotal roll the Athletic Secretary plays in maintaining consistency in the department. We would like to increase our transfer/graduation rate but feel this is not possible if we do not receive help at this position.

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

**Athletic Secretary Duties:** Help develop and maintain budgets for twelve sports programs which on average have eight budget lines for each sport. Maintain, assign, and track coaching stipends contracts for thirty coaches. Work with service vendors to develop contracts for the district. Develop and maintain transportation schedules for all sports program. Schedule, track and assign officials for our home competition. Schedule facilities for home events....

**Eligibility Specialist Duties:** Distribute, collect and evaluate eligibility forms for 300 student/athletes. Review and evaluate 300 transcripts of student/athletes to ensure they have met the requirements for eligibility. Maintain a weekly eligibility report of all student/athlete that are currently in competition. Coordinate with universities to ensure incoming and outgoing transfer student/athlete have met all requirements to compete. Update and inform all coaches of federal, state and college policy changes to name a few of the responsibilities of the Athletic/Eligibility person.

**PE Secretary Duties:** These duties are the same as every other department secretary on this campus.

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

As SBVC, CCCAA and the NCAA increase the need for accountability so increases the workload. The consequences; budget not maintained properly which means coaches, vendor, officials do not get paid on time. This puts SBVC in a bad light with the community. The eligibility will break down and SBVC can be put on probation by the state. And worse of all student/athletes suffer. Student/athletes are on a very tight timeline. If SBVC cannot maintain a high level of consistency in the eligibility process the opportunity for Scholarship, graduation and transfer will suffer.