

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION

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| Name of Person Submitting Request: | Kathi Pryor | | |
| Program or Service Area: | Disabled Student Programs & Services | | |
| Division: | Library & Learning Resources | | |
| Date of Last Program Efficacy: | March 2012 | | |
| What rating was given? | Continuance | | |
| Current number of Classified Staff: | FT: | 5 | PT: 0 |
| Position Requested | Clerk Assistant | | |
| Strategic Initiatives Addressed: | Access 1.1.1; 1.3; Campus Culture 2.2 | | |

1. Provide a rationale for your request.

In 2009, two classified positions were placed under general fund due to budget cuts of 50% to DSPS's categorical funding. The DSPS front office Clerk Assistant was transferred to General Counseling. This classified position is necessary to keep DSPS running efficiently to provide access to our diverse population of students. Without the Clerk Assistant, answering phones, making appointments, data entries for funding purposes, organizing files for new and current students, and destroying inactive files has been assumed by the Senior Student Services Technician in addition to her SSST duties. Also, many of these tasks have been neglected or are being performed by the Director. Because of the significant cuts to DSPS, the Director is now doing Clerk duties as well.

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*).

(See pages 13-14 and 16 of the Program Efficacy Report 2011-2012 for data to support this request). More students with disabilities are attending college due to people living longer and improvements in computer assistive technology. Page 16 documents the 25% increase of DSPS students since 2006-2007; however, many more students apply that are not reflected in the 25% increase and don't follow through. These applications still need to be processed and students contacted.

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*).

There is no limit to the number of students that can apply for DSPS services. The increase in students applying for services and the decrease in office staff has impacted our ability to adequately support DSPS students. DSPS has struggled to maintain student success with the remaining staff.

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

Without a Clerk Assistant, DSPS compliancy with reporting requirements will continue to be deficient. Although we are maintaining submissions of State mandated End of Year Reports as well as campus reporting requirements, individual student files are lacking up-to-date documentation.

Needs Assessment Applications due to Committee by midnight on 9/28/12. Late requests not accepted.