

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION

Name of Person Submitting Request:	David Rubio			
Program or Service Area:	Athletics			
Division:	Social Science, Human Development, PE/Athletics			
Date of Last Program Efficacy:	Spring 2012			
What rating was given?	Continuation			
Current number of Classified Staff:	FT:	5	PT:	0
Position Requested	Athletic Secretary/Assistant Eligibility Specialist			
Strategic Initiatives Addressed:	Student Success, Institutional Effectiveness, Access			

Replacement Growth

1. Provide a rationale for your request.

With the anticipation of growth within the campus and the Athletic Department the demand for the services of our student/athletes will increase. It is our goal to not only keep pace with this demand but to improve upon this service. 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 duties that would normally take two.

2. Indicate how the content of the latest Program Efficacy Report and current EMP 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*).

From the latest EMP data there is a clear correlation between growth, student success and retention. In 2010-11 there was an upward spike in FTES and in the same years there was a drop in success and retention. This could indicate the current support could not keep up with the demands of growth. Because all our head coaches work year round and well exceed the campus WSCH (pg. 5) the athletic secretary has no down time. On page 19 of the 2012 Program Efficacy the athletic department has provided information on the success of our programs, but given the college growth plans, with the demands of the community, the current clerical support will not be able to keep up with that demand. We are strained to the limit as it is now.

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

Athletics is required by law to comply with outside agencies (state and federal). In spring of 2012, the Athletic Department was required to participate in a California Community College Athletic Association program review. Five other colleges reviewed our program. One of the recommendations from the review committee was to add support to the Eligibility/Athletic Secretary area: “The committee recommends that due to the numerous and varied job responsibilities performed by the athletic Secretary/Eligibility Clerk, her time is often interrupted and fragmented during the critical eligibility processing periods which makes it difficult to meet pressing deadlines. Because of unavailable demands on her time from students and staff, the

athletic front office would benefit from additional clerical help.” (p. 60)

Currently Josephine Save holds the position of Eligibility Specialist/Athletic Secretary/Physical Education Secretary. Before Physical Education and Athletics were separated there were two secretaries managing the department with same amount of sports programs.

Athletic Secretary Duties: Help develop and maintain budget for twelve sports programs. Maintain, assign and track coaching stipends contracts for 30 coaches. Work with service vendors to develop contracts for the district. Develop and maintain transportation schedules for all sports programs. Schedule, track and reassign officials for home competition. Schedule facilities for home events.

Eligibility Specialist Duties: Distribute, collect and evaluate state required eligibility forms for over 300 student/athletes. Review and evaluate over 300 transcripts of student/athletes to ensure they meet all requirements for competition. Maintain a weekly report of eligibility of all student/athletes. Coordinate with universities to ensure incoming and outgoing transfer student/athletes have met all requirements to compete. Update and inform all athletics staff of federal, state and college policy changes.

PE Secretary Duties: Are the same as every Secretary I on this campus.

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

As SBVC, the CCCAA, and the NCAA increase the need for accountability, so increases the workload. The consequences: budget not maintained properly which means coaches, officials, and vendors do not get paid on time. The eligibility process can slow or break down, in which case the state could put the program on probation.

This position is critical for the continued and increased success of the Athletics department. If this institution intends to grow it must have more support. Athletics is no different. Eligibility, transportation, entry fees, officials scheduling and payment, meal money, vendor payment, employee clearance and payment, facility scheduling, budget and most importantly the quality of service we provide to our student/athletes will all suffer.