

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2015

Name of Person Submitting Request:	Albert Maniaol		
Program or Service Area:	Division Office		
Division:	Applied Technology, Transportation, and Culinary Arts		
Date of Last Program Efficacy:	Not applicable		
What rating was given?	Not Applicable		
Current number of Classified Staff:	FT:	1	PT:
Position Requested	Secretary II		
Strategic Initiatives Addressed: (See Appendix A: http://tinyurl.com/15oqoxm)	Supports All SBVC's Strategic Goals 1 - 6		

Replacement Growth X

1. Provide a rationale for your request.

The Applied Technology, Transportation and Culinary Arts Division provides career and technical education (also known as vocational education) to approximately 1,917 students in 12 different programs with 127 section offerings for the Fall 2015 semester. In addition to the Division Office's day-to-day operations, we also provide office and clerical support to our 11 full-time faculty, over 60 adjunct faculty, 7 classified staff and other constituents including the support our students need. Classes every semesters are scheduled starting from 7 a.m. – 9:50 p.m. Mondays – Saturdays which majority of our classes are scheduled in the evening due to majority of our students are employed during the day. With only one (1) Administrative Assistant personnel, we can only operate the Division Office from 8 a.m. – 6:00 p.m., Mondays – Fridays (the 5 p.m. – 6 p.m. coverage is usually staffed by an hourly personnel whose primary task is to oversee a specific grant-funded program). There was an approved Secretary II position which was in active recruitment when the position was put on hold. When we had a substitute for that position, the Division Office hours used to be from 8 a.m. – 8 p.m., Mondays – Fridays.

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*).

Throughout our Division, we have increased our industry and employer partners and have been updating our curriculums and programs to meet industry standards and employer's needs. Our programs are also being promoted and we anticipate to grow our student's census in future semesters.

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

Student support is necessary to attain student's success. It is imperative that we also provide the needed Division Office support in the evenings when faculty and students need them most.

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

The lack of staffing support in our Division Office limits our ability to provide the needed quality support and services to our faculty, staff, students and other clientele. Most of the time, this leads to frustrations and dissatisfaction and also hampers our ability to meet our Division goals that is aligned to support the SBVC mission. Most importantly, the office support responsibilities to the only Administrative Assistant on board become overwhelming especially during class registration and the first two weeks after the start of each semester. There are also times when without prior notice, we will need after hours support. We cannot just change the work schedule of a classified staff without the required 21-day notice.