

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2015

Name of Person Submitting Request:	Kay Weiss			
Program or Service Area:	Arts and Humanities Division			
Division:	Arts and Humanities			
Date of Last Program Efficacy:	N/A			
What rating was given?	N/A			
Current number of Classified Staff:	FT:	4	PT:	2
Position Requested	Secretary II			
Strategic Initiatives Addressed: (See Appendix A: http://tinyurl.com/l5oqoxm)	Access, Communication, Culture and Climate, Effective Evaluation and Accountability			

Replacement Growth

1. Provide a rationale for your request.

The Arts and Humanities Division is the largest instructional division, housing 9 programs in 6 departments. Additionally, the division has responsibility for the honors program, online programs, Art Gallery Shows, Arts and Lectures programs, and scheduling of the performance spaces. The division support staff also supports Basic Skills efforts (overtime is provided). The division had an enrollment of 18, 905 students, during the 14-15 academic year, producing 2565.35 FTES in 833 sections during that period. There are currently 36 full-time faculty assigned to the division. The regular workload of schedule production, payroll, and evaluation processes, in addition to the day-to-day activities helping to meet the needs of the division office, the faculty and the students has become too substantial for our one administrative secretary and one secretary II. It is important to note that while other divisions are also large, with many programmatic offerings, most also have additional management and support staff (directors, associate dean) assigned. Arts and Humanities operates with a single manager, one administrative secretary and one secretary II.

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*).

All programs within the division are working to grow per the district directives. Additional growth means substantial additional time requirements for the division office administrator and staff. This additional workload can no longer be accommodated with existing staff.

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.*).

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

Service to staff and to students will be delayed until time is available to complete requests such as schedule submission, work requests, supplies orders, processing of contracts, etc.

