

**CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Mandi Batalo</b>			
Program or Service Area:	<b>Art Department</b>			
Division:	<b>Arts and Humanities</b>			
Date of Last Program Efficacy:	<b>Spring 2015</b>			
What rating was given?	<b>Continuation</b>			
Current Number of Classified Staff:	FT:		PT:	<b>1</b>
Position Requested:	<b>Expand position from 55% to full-time</b>			
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	<b>Student Success:</b> SBVC will Increase course success, program success, access to employment, and transfer rates by enhancing student learning. <b>Facilities:</b> SBVC will support the construction and maintenance of safe, efficient, functional facilities and infrastructure to meet the needs of students, employees, and community			

Replacement                       Growth

If you checked replacement, when was the position vacated? \_\_\_\_\_

1. Provide a rationale for your request. (Explain, in detail, the need for this position.)

The Lab Technician provides support to the ceramics, sculpture, and glass areas of the Art Department by (a) preparing materials and supplies for student use, (b) issuing the materials and supplies to the students, and (c) maintaining and operating laboratory equipment (i.e. tools, power tools, kilns, and furnaces) (d) keeping the labs open outside of scheduled class times and (e) providing technical assistance and support to instructors during scheduled class times. In addition, the lab technician provides support to the two-dimensional classes and to the Gresham Art Gallery. The number of hours currently allotted for the lab technician (55%) is not adequate to maintain the current workload and support student success. The lab technician often requires comp time to complete successful firings.

2. Indicate how the content of the department/program's latest Efficacy Report and/or current EMP supports this request and how the request is tied to program planning. (*Directly reference the relevant information from your latest Efficacy Report and/or current EMP in your discussion.*)

The art department is currently operating with only 3 full-time faculty to assist with 2,177 students per year and has a consistent FTE load equivalent to 9 full-time faculty. The WSCH per FTE for 15-16 is 480. This requests is tied student success (p. 9) and productivity (p. 19) of the 2015 Program Efficacy Report. The Lab Technician supports student success by keeping labs open outside of scheduled class times, assisting students with the technical aspects of their projects while they work independently on their projects, and assisting instructors during lab times with the technical aspects of the classes.

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

It is important the three-dimensional area of the art department adhere to District and OSHA safety requirements. The Lab Technician, working with the faculty, is responsible for ensuring that safety requirements are met, including maintenance of MSDS sheets, safe preparation, storage and disposal of hazardous materials, and equipment safety. A key finding in the EMP, which indicates that SBVC provides a safe environment for the students, supports this request.

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

The Lab Technician's main area of support is the three-dimensional area of the art department; however the position does support the entire art department and the Gresham Gallery. An emphasis on safety in the art department increases the daily responsibilities of the lab technician. Without additional hours, growth is limited due to the lack of time for technical support needed to prepare and maintain laboratory materials, supplies, and equipment for the students and faculty. There is also the consideration that the department must adhere to District and OSHA safety regulations