

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

Name of Person Submitting Request:	<b>Kay Weiss</b>			
Program or Service Area:	<b>Arts and Humanities Division</b>			
Division:	<b>Arts and Humanities</b>			
Date of Last Program Efficacy:	<b>N/A</b>			
What rating was given?	<b>N/A</b>			
Current Number of Classified Staff:	FT:	4	PT:	<b>2</b>
Position Requested:	<b>Secretary II</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> )	<u>Communication, Culture and Climate</u> (3.1.2 Publicize campus events, 3.1.4 Provide increased access to campus information 3.1.6 Provide a user-friendly website, 3.3 Disseminate committee minutes and all plans online 3.9 Ensure good customer service in all campus offices) <u>Effective Evaluation and Accountability</u> (5.7 Improve customer service)			

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 Arts and Humanities Division is one of the largest instructional divisions, housing 9 programs in 6 departments, spread across 5 buildings. Additionally, the division has responsibility for the honors program, online programs, Art Gallery, Arts and Lectures programs, and scheduling of performance spaces (Auditorium and MAC). The division support staff also supports Basic Skills efforts including SI across the disciplines (overtime is required). The division has shown steady growth in terms of enrollments and FTES as well as faculty load over the past five years. During the 15-16 academic year, the division had enrollment of 18,938 seats, or 2575.48 FTES. In terms of faculty load, Arts and Humanities is the largest division, with an FTEF of 186.9. There are currently 37 full time faculty and 107 part-time faculty who report within this division. The regular workload of schedule production, payroll and evaluation processes, in addition to the day-to-day activities such as submitting of work orders, purchase requisition, posting classes, collecting and distributing mail (to 5 different buildings), 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. The division, at one time, had two administrative secretaries and a secretary I, providing services in North Hall, Liberal Arts and the Art complex. It is important to note that while other divisions are also large with many programmatic offerings, most also have additional management and support staff including directors, associate dean along with their associated additional clerical support assigned. Arts and Humanities operates with a single manager, one administrative secretary and one secretary II (who, in addition to secretarial responsibility, also has primary responsibility for the art gallery.)

An additional Secretary II would help the division by taking responsibility for hiring and payroll for all tutors, SI across the disciplines, interns and student workers reporting within the division (up to 50 additional employees at any time) as well as providing support for customer service (answering student and community inquiries) updating web sites for division and committee activity and assisting the performing arts areas with contracts, outreach communications to area high schools and colleges for festivals, etc.

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.)*

All programs within the division are working to grow per the district directives. Additional growth requires substantial additional time requirements for the division office staff, which is already stretched thin. EMP documents in Art, Communication Studies, English and RTVF all indicate goals to increase degrees and certificates. Music, Theatre Arts and Art indicate in both EMP and Program Review Efficacy documents (Planning) efforts to increase outreach and marketing, which bring students and community onto campus. These activities require substantial clerical support to process required paperwork, board agenda items and financial expenditure processes. The theatre arts department produces two full productions each year, and several smaller performances. Most of these require multiple contracts and processing of performance agreements. Additional workload can no longer be accommodated with existing staff

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

The Arts and Humanities Division monitors many contracts and payments for outside vendors through many departments and Arts and Lectures. This requires meeting board deadlines and close monitoring of accounts payable. When deadlines are missed, the campus community suffers as events must be cancelled. Additionally, with increases to tutoring services and SI activity through SSSP and Student Equity funding, the workload for processing paperwork for student workers and non-student hourly has increased many times over. These additional funds have supported student learning by paying for the tutors and SIs, but this has also increased the workload for existing staff who have to process the paperwork each month for up to 50 additional part-time employees. No SSSP or Equity funds have been provided to support this extra workload.

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, supply orders, contract processing, etc. Events will be put on hold if contracts cannot be processed. Students and community will not have the high level of service expected when seeking information, and outreach events will occur only when there is time for existing staff to manage.