

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Raymond Carlos			
Program or Service Area:	Office of Student Life			
Division:	Student Services			
Date of Last Program Efficacy:	Spring 2014			
What rating was given?	Continuation			
Current Number of Classified Staff:	FT:	2	PT:	0
Position Requested:	Coordinator			
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	#2, #4, #5			

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.)

Currently, the Office of Student Life has seen an increase of student conduct reports. These reports come from faculty and staff through the disruptive student behavioral reports and campus police. We have also seen an increase of referrals because of mental health challenges. These situations take a lot of attention by the Director of Student Life and other aspects of the position are not being given needed attention. One such area includes the Associated Student Government. By adding another full time position, I can better change the reporting process from our student leaders. Both clubs and ASG, all students, would be advised by staff members that I would oversee. This would assist in giving the required attention needed to clubs, ASG, and faculty advisors, while also providing another level of oversight through the Director of Student Life.

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.*)

With an additional staff member, both would be required to assess the student groups they work with. Current information provided shows that OSL does not effectively measure their success or student engagement. A new staff member would help tremendously while utilizing current resources.

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

Most community colleges with this size have an employee dedicated to ASG because of the complexity of the organization and the attention needed. Adding a staff member would be an effective strategy in continuing to meet the strategic goals.

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

Continued conflicts and gaps that arise from having the lead conduct officer also advising student government. Travel schedules may delay issues being resolved through student conduct.