

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2017

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:	5	PT:	1
Position Requested:	Secretary II			
Strategic Initiatives Addressed: Strategic Directions + Goals	Goal 2 – Promote Student Success Goal 3 – Improve Communication, Culture + Climate			

Replacement Growth

If you checked replacement, when was the position vacated? 2013

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

The Secretary II position in the Applied Technology, Transportation and Culinary Arts Division was not replaced when it was vacated due to budgetary constraints at that time. Our Division provides various certificate and associate degree programs to about 1,995 unduplicated students (Source: Tableau Report - Year 2016-2017) in 12 different CTE programs. In addition to the Division Office's day-to-day operations, we also provide office, clerical and instructional-related support to our students, faculty, classified staff and others. Classes are usually scheduled from 7 a.m. – 10 p.m., Monday – Friday, and on Saturday from 7 a.m. – 6 p.m. One (1) Administrative Secretary provides administrative support for our entire Division and is already overwhelmed with her usual Division-related tasks and responsibilities. It also creates staffing coverage and operational issues when the Administrative Secretary is out ill or on vacation as we do not have a backup for her. The office support and staffing coverage needed to serve our faculty and students are mostly inadequate.

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.*)

Our Division is in growth-mode and have been increasing section offerings in every semesters resulting in increased number of students and faculty the Division Office serves. We also continuously expand our partnerships with our local employers and industries necessary to the success of all our CTE programs.

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

The Division Office ensures that all our programs comply with the local, state, federal and regulatory requirements including the adherence to our District's policies and procedures. Lack of office support to monitor compliance and keep up with the application and/or renewal of

permits, licenses and industry-related certifications hinders our operations. Non-renewal of industry certifications and federal licenses have prevented us in the past from offering programs highly needed by our students in preparing them for jobs.

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 customers. 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. Regulatory compliance, such as required reports, licenses, permits, industry certifications are sometimes overlooked causing major issues or delays resulting to penalties. Most importantly, the office support responsibilities undertaken by only one (1) Administrative Secretary for the entire Division is overwhelming especially during class registration, the first two weeks of the semester, daily operations, office and clerical support needs, processing of invoices, class scheduling, addressing facilities issues, class cancellations and among others. Also, in the case of illness or vacation of the only Division's Administrative Secretary, finding a backup to keep the Division Office open is always a challenge. If no substitute or replacement is found for office coverage, we close or limit the hours the Division Office and the Learning Resource Center are open that prohibits us from providing the support our faculty, students, colleagues and customers expect from our Division.