

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2017

Name of Person Submitting Request:	Karen Childers			
Program or Service Area:	Development and Community Relations			
Division:	President's Office			
Date of Last Program Efficacy:	March 30, 2016			
What rating was given?	Continuation			
Current Number of Classified Staff:	FT:	2	PT:	1
Position Requested:	1.0 FTE Accountant			
Strategic Initiatives Addressed:	2. Promote Student Success. 3. Improve Strategic Directions + Goals Communication, Culture + Climate			

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 Office of Development and Community Relations has been tasked with increasing scholarship and program support each year, and has grown in donations from \$366,762 in FY 2008-09 to more than \$725,000 in FY 2016-17. The 2016-17 academic year was the largest fundraising year ever for the office, with gross donations up 10% from 2015-16 and 105% from 2008-09, when the current 0.2 FTE Accountant started. The 0.2 FTE Accountant, Girija Raghavan, is highly experienced and efficient; however, the increased workload and Girija's own assessment of workload supports increasing the time spent on her duties under Development and Community Relations. Since the establishment of Girija's position, no increase in time has been provided. Moreover, the Grants Office is seeking growth as well, and Girija's time is further pulled in two directions. The Office of Development and Community Relations needs this increased infrastructure to continue to meet its revenue goals and satisfying audit requirements by keeping accurate record of donations, gifts, and support. A 1.0 FTE Accountant would be able to learn from Girija, gradually taking over all accounting duties of the Office of Development and Community Relations. At the same time, the Accountant would be able to keep scholarship gift records in the AcademicWorks scholarship system, a duty the office is unable to give to the current Accountant because her workload already exceeds the time allotted to Development and Community Relations. At this time, AcademicWorks accounting is not being addressed to the extent it should be. The office has grown and intends to continue its growth trend, steadily increasing both the amount and complexity of accounting tasks that need to be completed.

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.*)

Parts II and III of the Efficacy Report dated March 30, 2016, as well as the current EMP attached to this request, support the request and tie it to program planning. As student population and needs grow, the need for Development and Community Relations (DCR) grows. The DCR office is responding to the increased need by steadily increasing the number of scholarships and awardees (see current EMP). However, the downward trend in per-student awards (current EMP)

reinforces the need for additional scholarship dollars. The ongoing effort to increase scholarship support is discussed in Part II of the Efficacy Report, which addresses the Strategic Initiative of Student Success. Additionally, support of SBVC programs is addressed in Part III of the Efficacy Report, to respond to the Strategic Initiative of Institutional Effectiveness. In Part III, the Efficacy Report states why stable, qualified staff is needed to further the success of these SBVC strategic initiatives: “Small advancement offices like the DCR become large, or mature, by growing in skill and scope and cultivating staff who specialize in the various advancement functions. Currently, the DCR staff is able to achieve minimal specialization through professional experts” (p. 14).

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

Nonprofit law requires an independent audit each year of the SBVC Foundation, and the Foundation also files annual state and federal nonprofit tax returns. Records maintained by the Accountant must be clear, accurate, and compliant with state and federal regulations for nonprofit organizations. With increasing complexity of Foundation holdings and donations, this compliance work is more time-consuming than it was in the past. The level of expertise is also more stringent. It is expected that the complexity will continue to grow with increased donations to the Foundation.

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

If the requested position is not filled, both the Office of Development and Community Relations and the Grants Office will not be able to fully utilize needed resources for maximizing their impact on the campus. A new Grants Director is starting in November 2017 and will set goals to meet or exceed previous levels of support to the College. Similarly, the Office of Development and Community Relations will continue to solicit more scholarship and program support funds, manage more gifts, and gift more dollars to SBVC students and programs. The current Accountant is already overloaded. As an extremely experienced and efficient employee, the incumbent’s assessment of being overloaded means that a newer employee would not be able to keep up the current workload, much less manage the increased workload that is planned for both offices.

Thus the consequences of not filling the 1.0 FTE Accountant for the Office of Development and Community Relations will be less student and program support, fewer scholarships, and/or a continued trend of lower per-student scholarship awards, resulting in lost opportunities for students who need scholarships to continue their education at San Bernardino Valley College.