

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2019

Name of Person Submitting Request:	Kimberly Wingson			
Program or Service Area:	Academic Success & Learning Services Division			
Division:	Academic Success & Learning Services Division			
Date of Last Program Efficacy:	Spring 2019			
What rating was given?	Continuation			
Current Number of Classified Staff:	FT:	1	PT:	0
Position Requested:	Secretary II			
Strategic Initiatives Addressed:	1. Access 2. Success			
Needs Assessment Resources (includes Strategic Initiatives):	https://www.valleycollege.edu/about-sbvc/campus-committees/academic-senate/program-review/needs-assessment.php			

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 Academic Success and Learning Services Division (ASLS) is requesting a Secretary II to assist in the clerical support for the various programs offered under this division. One program under this division, the Middle College (MC) Program, needs a Secretary II to assist with clerical activities will help that program to run more efficiently and increase the overall success of students. The areas that can be most pressing are related to data entry and timely mandated state and local updates and reports. A more concentrated effort on filing and data entry, updating information on student transcripts and information related to academic standing for approximately 280 students each semester is needed in order to support the program's livelihood.

The secretary processes probation letters twice a semester, once midway based on students' academic progress reports and the other at the end concluding final grades. Progress reports require that the secretary maintains logs for each MCHS student and their classes for the semester and tracks which students have submitted documents. The students have two weeks to submit the forms, during this time it is essential that the secretary is present and available to take these forms. Following the due date, the secretary then proceeds to update counselor with an excel log of all progress reports submitted, and will assist counselors in assessing levels of probation and notifying students via letters of the changed status. The secretary tracks budget, assist with completing and submitting state reports for the grant and meets with the department to assure accuracy of expenditures for the program. Coordinating contracts are another aspect of the position, managing both college and high school grant contracts. Throughout the year processes purchase orders, conferences, and additional supply orders are all part of the position. Most importantly, the program relies on the assistance of the secretary to assist with major events such as our Inspire Brunch, Crossing the Finish Line, Etiquette Lunch and graduation to name a few. These events not only require organizing and coordinating of meals and orders. Some of these events also require development of paperwork such as certificates, invitations, and programs.

Another program in the ASLS division that generates extra secretarial duties is the Early College Program. The Early College Program, along with its subsidiary program, GenerationGo! offers

SBVC classes at offsite locations. For courses offered as part of GenerationGo!, staff, positive attendance, facilities use, and supplies requests are all handled by the division secretary, who is already overburdened. As the Early College Program scales up, the amount of secretarial work generated will be unsustainable for the current staffing.

The Academic Success and Learning Services Division lacks in the appropriate staffing needed to service our programs. To operate efficiently, it is vital that we have a designated whose primary responsibility is to service the Middle College Program and the Early College Program. As our population and tasks increase, the role of the secretary is essential.

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 Middle College Program EMP demonstrates an increased in population over the years and the concentration has been to focus on improved services. This of course means an extensive role with data tracking and one who is able to assist in the organization pieces of all program events. Our challenge that we are experiencing is the limited staff can make it difficult to service the students to the best of our abilities. At times this may mean that others members may take on various roles in order to satisfy the needs of the program.

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

The Middle College Program's positions are primarily funded through the State Chancellor's Grant and categorical funds. The Chancellor's Grant is one area of funding where the program receives a large source of support. Unfortunately, this grant requires a renewal process every three years; thus still leaving the possibility of that the program may not be approved in the coming years.

The categorical funds are also grant funds. As of this time we are already beginning to see a hardship in hours, since faculty most recently received an increase in salary preventing the counseling department from providing any additional overload hours for the program. We need the support of the clerical staff to provide more focus on the Middle College Program in order for the program to run efficiently.

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

The primary consequence of not filling this position is that the Middle College Program will not be able to meet the demands of the program. There are approximately 280 Middle College High School students attending San Bernardino Valley College. It is critical to get students through as many units as possible toward their associate degree by the time they graduate high school. The Middle College Program looks to serve students with a targeted GPA as outlined in our EMP, but especially those who are considered socioeconomically disadvantaged. Without crucial clerical support, these tasks will not get done in a timely manner or at all.

The increase in workload for the programs will not allow enough time to help foster and grow the programs. Service to students will be delayed and interaction with the students will be reduced.