

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2019

Name of Person Submitting Request:	Kay Weiss			
Program or Service Area:	Arts and Humanities Division			
Division:	Arts and Humanities			
Date of Last Program Efficacy:	N/A			
What rating was given?	N/A			
Current Number of Classified Staff:	FT:	3	PT:	2
Position Requested:	Secretary II			
Strategic Initiatives Addressed:	3: Improve communication, culture and climate 5: Effective evaluation and accountability			
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 Arts and Humanities Division is one of the largest instructional divisions, housing 9 programs in 6 departments, spread across 5 buildings (NH, LA, MC, ART, AUD) with classes held in every building on campus. Additionally, the division has responsibility for the honors program, distance education, Art Gallery, Arts and Lectures programs, Writing Center, Media Academy, and scheduling of performance spaces (Auditorium and MAC). Significant overtime and/or comp time has been required to ensure adequate support of these programs by both the admin secretary and current secretary II.

The division has shown steady growth in terms of enrollments and FTES as well as faculty load over the past five years. During the 18-19 academic year, the division had enrollment at census of 19,474 seats (22.4% of campus enrollment), and 2570.83 FTES (24.5% of campus FTES). In terms of faculty load, Arts and Humanities is the largest division, with an FTEF of 205.113 for 18-19. There are currently 37 full time faculty and 117 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 of helping to meet the needs of the division office, the faculty, staff 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 1, 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, or associate deans, which have additional clerical support assigned. Arts and Humanities operates with a single manager, one administrative secretary and one secretary II who has unique job responsibilities in the art gallery which includes regular communications with exhibitors, hosting tours, assisting with display installation and take-down, intake of student work, etc.)

An additional Secretary II would help the division by taking responsibility for hiring and payroll documents for all tutors, 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, staff and community inquiries, posting classes when an instructor is absent, supporting outreach activity such as our full engagement in concurrent enrollment and partnerships with the K-12 schools for non-credit programming, updating web sites for division and committee activity, assisting the arts areas with contracts, outreach communications to area high schools and colleges for festivals, etc. and providing needed physical presence in the Liberal Arts building where the majority of faculty are housed, but have no immediate clerical support)

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. Arts and Humanities faculty are active in a variety of endeavors, including providing support for FYE, Writing Center tutors, Concurrent Enrollment, Distance Education, Honors Program, Puente Program, Curriculum, Program Review, etc. Each of these additional assignments brings additional work to the division support staff (timesheets, hiring packets, contracts, scheduling collaborations, etc.) 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 the Arts, Lectures and Diversity Committee. DE and the Music Program have received grants which require careful monitoring and come with reporting requirements. Meeting board deadlines and close monitoring of accounts payable are critical. When deadlines are missed, the campus community suffers as events and activities must be cancelled.

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

The increases in workload due to growth in staff and students has the potential that work will be rushed to meet deadlines. This could lead to costly mistakes. Areas of concern include contracts, payroll, evaluation processes, vendor contract processing, etc. 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 or cancelled 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 support them.