

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2019

Name of Person Submitting Request:	Dmitriy Kalantarov			
Program or Service Area:	Science Division			
Division:	Science			
Date of Last Program Efficacy:	N/A			
What rating was given?	N/A			
Current Number of Classified Staff:	FT:	9	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 Science Division is one of the largest instructional division, housing 13 programs in 9 departments, spread across 3 buildings (PS, HLS, Planetarium) with classes held in almost every building on campus. Additionally, the division has responsibility for RIM and Big Bear. Significant overtime and/or comp time has been required to ensure adequate support of these programs by the admin secretary.

The division has shown steady growth in terms of enrollments and FTES as well as faculty load over the past five years. There are currently 34 full time faculty, 11 classifieds, and well over 100 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 and only administrative secretary. Additionally, it is important to note that we are the only academic division to not have a "Secretary II"

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 extremely thin. We are also creating new programs and constantly onboarding adjunct faculty to meet the growing needs of the school. 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 Science Division monitors many contracts and payments for outside vendors through many departments, planetarium, RIM, and Big Bear. The various grants S-STEM for instance require careful monitoring and come with reporting requirements. Complying with local and state health and safety regulations. 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. Also, health sciences which reports to the science division has an administrative secretary as well as Secretary II.