

WEST VALLEY COLLEGE
Data Collection Form
All Administrative Services Departments
All Administrative Offices (e.g., President's Office, Vice-
Presidents' Offices, Division Offices, etc.)

**Name of Department
or Office:**
Vice President, Student Services

Name(s) of Person(s) Completing Form:

Dr. Ernest Smith
Date completed:

10/30/08

1. Briefly describe the current scope of the department or administrative function.

(For instance, name parts of the program, types of services offered, and so forth. For example, facilities might encompass custodial, grounds, and maintenance.)

Responsible for the administration & leadership for all student services programs, including but not limited to: Admissions & Records, Financial Aid, Outreach, Assessment, Counseling and Advising, Puente, SUCCESS, college activities, DESP, EOPs, Educational Transition, discipline, Health Services.

2. Briefly describe the strengths and weaknesses of the department or administrative function.

(For instance, a strength might be "the grounds are continually cited as beautiful and well-kept." A weakness might be "a lack of office space to accommodate staff.")

Administrative Function:

Strengths: Adequate space, and support from IS Department.

Weakness: There is no direct support (Administrative Assistant) to the Vice President of Student Services. The current support for the Vice President's office is provided by a Supervisor of Counseling Office whom I can ask to assist with my office function needs which are very broad. Because this person is a supervisor and supervises other support staff, problem-solving counseling, appointments, assessment and staffing issues, it leaves very little time to sufficiently provide the high level of support that this office needs. I will be proposing that the support position be re-designed and brought in line with all other vice president's offices which would be an administrative assistant of the Vice President, Student Services.

3. Describe what you know about the following:

a. Check the demographic trends that might affect your department or service.

- Growing numbers of non-English speaking residents
- Increasing population in district service area
- Increasing older population in service area
- Other (specify)

RATIONALE: What is your rationale for believing that this (these) trend(s) might affect your department or service? In what way will your department or service be impacted?

Due to the growing numbers of non-English speaking residents, there will be a broader spectrum of students to support requiring more diverse kinds of assistance needed (i.e. financial aid, tutorial, counseling) and the Vice President's leadership to these areas.

b. Check the economic trends that might affect your department or service.

- The unemployment rate in the area
- The growth of jobs in the area
- The lack of jobs in the area
- State budget
- College budget
- Other (specify)

RATIONALE: What is your rationale for believing that this (these) trend(s) might affect your department or service? What will be the impact on your department or service?

It is obvious the state budget has made huge cuts to community college's budget. Our college budget is impacted not only by less monies from the State, but by WVC/Mission Community College District's HBA (hours by arrangement) penalty. We are experiencing a minimum of a nine million dollar deficit. We have to reduce service and hours of service.

c. Check other trends that might affect your department or service.

- The emphasis on sustainability and/or "green" concepts
- Endangered species laws
- ADA accessibility issues
- Technology trends
- "One-stop shop" concepts
- Other (specify)

4. Describe any changes or plans at the local, regional, state or federal level that may affect this department (if any).

West Valley College is facing a minimum of 9 million dollars cut which may demand a re-structuring of the college.

5. What changes will occur on campus in the next few years that will impact your department? Describe *how* your department or office will be impacted.

The Vice President of Student Services will be retiring as of July 30, 2009. The department will suffer from lack of continuity in leadership. It takes at least one full year for a new Vice President to find his way and to develop what leadership works best for all departments. If in fact a restructuring of the college does happen, it could effect how the administrator structure will happen, which could result in less assigned time for the Vice President of Student Services.

6. What do you expect will happen to this department in the next five years?

- Department will remain relatively *stable*
- Department projected to *expand*
- Department projected to *downsize*
- Department to be *deleted*
- Department will experience significant change in how services are delivered

Please explain the rationale for your choice(s). What will be the impact of your choice on staffing, space/facilities, equipment/infrastructure, technology support, trends, curriculum changes/adaptations, delivery methods, etc?

- *Reduced staffing*
- *Reduction in service hours (currently happening)*
- *Require a program to cross-train staff in areas where a position is not filled.*
- *Create an urgency for staff to use electronic enhancements available to assist students and where students can do some things without having to see a person i.e. on-line advising, on-line SEP development, student use of degree audit, etc.*

7. Input to the facilities plan:

a. Briefly, describe the *adequacy* of the existing physical environment for this department or office. (Examples: "hard to find, not enough storage space, no privacy, too much noise from the hallway," etc.)

- *Very little storage space*
- *Not enough class room space*
- *Poor signage*

- b. Please list the departments that your office works closely with along with the most desirable physical adjacencies and why.** (Examples: "we work closely with 'x' which is currently located on the other end of the campus; improved adjacency would improve efficiency".)

** Work closely with financial aid, admissions and records, which is located across the "breeze way" from counseling*

** Work with Campus Center, EOPs, DSPs, ET and all these areas are scattered. This could be greatly improved if area was more closely adjacent to the main building. We don't have a Student Service Building.*

- c. Briefly, describe any specific facilities modifications required.** (Examples: larger or modified office space, cubicles, meeting space, storage, warehouse or other specialized space, etc.)

Use open space currently on the Campus to move programs like E.T., EOPs, Health Services, and DESP for better service to student, better staff communication and over all efficiency.