

Objectives by Planning Unit and Status

Planning Year: 2018-2019,2016-2017,2017-2018

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Unit Code	Planning Unit	Unit Manager
22050	Business Department	Martinez, Andres

Objective Status: Initiated

1068 Full Time Secretary

Currently, we have access to a part time secretary on Tuesday and Thursday. Since losing our part time secretary in 2015 the department has grown significantly. We have a total of 13 programs, 14 faculty members, and the administrative workload that comes along with Career Educational programs has grown. The business department has recently inherited Agriculture. The agriculture program has grown immensely in the last 2 years. We have a total of 4 new Ag programs. Our new Ag professor has done a fabulous job at growing the Ag program at IVC by reaching out to local Ag industries and getting students excited about all things Ag. We've started to develop the IVC field with sudan grass, modern irrigation techniques and a green house--with growth comes the need for additional support that is needed. There is a great amount of administrative support needed for our growing Ag department.

The Business and Agriculture department encompasses Business, Computer Information Systems, Agriculture, Accounting, Digital Arts, and CISCO.

With all this growth we ask for the secretarial support needed to keep the department not only up-to-date with the everyday administrative tasks, but support in growing and looking to the future. The department has frequently utilized grant funds to pay for the needs of the business department. These often come with loads of paperwork.

Our faculty members also need secretarial support in the form of making copies, posting announcements for students, scheduling office hour visits, ordering classroom supplies, submitting tickets for our numerous labs around campus, ordering business cards, picking up and dropping of forms, producing POs, etc. Our department has been without sufficient secretarial support that tasks such as ordering business cards have taken several months to complete. We also require the presence of a secretary for the department. We get many students visiting our primary business office looking for information and instructors and there is no one here to guide them if the department chair is not present.

We'd like to request a full time secretary for the Bus & Ag department.

1125 Softchalk Cloud

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