

Solano College
Classified Position Prioritization Form
2025/2026

Division/School: _____ Department: _____ Priority: ____ of ____

Position title (must be an existing job description): Administrative Assistant III

Union and Pay range: _R13_____ Add to existing position: _____ New: _X____

Schedule: Hours/week: _____ Months/year: _____ Total Days/Hrs: _____ FTE: _____
(Total hours / 2080)

Funding Source: ☐ General Fund ☐ Other: _____

Justification and Alignment: Copy and paste the relevant section of the current “Plan” that identifies this need, including the priority or urgency and the college goal(s) it supports. If this need wasn’t known at the time, provide an explanation below:

The college currently has a focus on growth in enrollment. Athletics has recently added sport offerings and increased roster sizes, to grow and attract additional student athletes to attend Solano Community College. The Athletics program caters to a varied group of student athletes. It stands apart from conventional campus programs due to the intricate requirements necessary for its effective operation. Each student demands considerable support regarding eligibility, enrollment, course adjustments, petitions, restricted course clearances, and regular weekly communication. Additionally, addressing faculty needs is a daily, hands-on endeavor that involves managing correspondence, providing training, and handling paperwork such as meal logs, Cal Card transactions, transportation, purchasing, payroll, and numerous other responsibilities. Title IX compliance and preparing the EADA annual report is also a responsibility of

Evaluation Criteria

1. Program/Service Impact

Select one: ☐ 3 – Essential ☐ 2 – High ☐ 1 - Modest

- **Explanation:** Describe how the request impacts essential program/service outcomes. Include details on current performance, temporary employee hours (if applicable), and any external requirements (e.g., accreditation, health, and safety).

The Athletics program is beyond capacity to operate effectively and efficiently at the current level of administrative support. The lack of adequate administrative support, particularly as the program continues to grow and additional programs are added, will impact on our ability to provide essential academic services and resources to the students we serve. The 1700 building currently serves not only students enrolled in the Athletics program, but also Kinesiology, Dance, Health Education, and Sports Medicine. At present, the Athletics’ program employs one short-term temporary administrative assistant III. For this position some of the unique administrative duties

include, but are not limited to:

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- Weekly eligibility
 - Weekly transportation scheduling
 - Schedule counseling appointments
 - Create and distribute game and facilities schedules
 - Athletics website updates
 - Athletic restricted course clearance
 - Processing necessary items for Athletics department in timely manner to ensure student athlete success
 - Petitions (time conflicts, unit petitions, ect.)
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2. Urgency

Select one: ☐ 3 – Critical ☐ 2 – High ☐ 1 - Modest

- **Explanation:** Provide the rationale, including potential negative impacts if the request isn't granted in this cycle.

Immediate funding for this position is critical. The addition of the Beach Volleyball program and increased roster sizes have exhausted an already fragile part-time administrative assistant. To maintain courses at current capacity and to comply with a higher demand for courses in the Athletic program, it is essential that this request for an Administrative Assistant III is granted during this cycle.

3. Institutional Impact

Select one: ☐ 3 – Critical ☐ 2 – High ☐ 1 - Modest

- **Explanation:** Describe how the request aligns with college-wide goals, program/service size, and strategic plans.

The Athletics program is designed to support a population that is academically, culturally, economically, and racially marginalized. A considerable proportion of the student-athletes identify as belonging to diverse cultural backgrounds. To fulfill our mission of transforming students' lives, it is essential to cater to the individual needs of every student. Unfortunately, the current lack of adequate administrative support complicates this endeavor, particularly in a rigorous program where students must juggle both athletic and academic responsibilities.

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4. Benefit/Cost

Select one: ☐ 2 – High ☐ 1 - Modest

- **Estimated Annual Cost:** \$ _____ (Assume benefits = 70% of salary)
 - **Explanation:** Describe how the requested position/schedule (hours/week, months/year) aligns with workload demands and supports permanent classified services.
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Approval:

(This is NOT a final approval but a functional VP's authorization to submit.)

Approved: ☐ Yes ☐ No

Functional VP Signature: _____

Date: _____