

**Division of Student Services
Evening Coverage Survey
January 13, 2008***

Department	Fall 08 Hours	# of evenings opened	Funding source for evenings	# of B-shift employees	Comments
Admissions	M-Th 9- 7 F 9 -2	4	B-shift	4 plus 1 sup	
Assessment/Matriculation	M- Th 9-7 F 9- 2	4	Grant provides for 1 B-shift	0	1 Student Wkr Proctor 1 Prog Asst
ASO	M& W 8-5 T & Th 8-7 F 8-1	2	Adjust schedules	0	Administrator works one evening and staff person one evening
Athletics	M-Th 8:30 – 5 F 7:30 – 4	0	N/A	0	AD & Coaches provides evening coverage during practices and competitive games
CDC	M-Th 7:45 -10 F 7:45- 2:30	4	Grant funded	1 certificated employee	Staffed by preschool teacher
Counseling	M-Th 8:30 – 7 F 8:30 – 2	4	B-Shift staff Hourly counselor Regular shift	1	Both faculty and staff provide evening coverage
DSPS	M-Th 9-6 F 9-1	4	Adjust Schedule	0	Evening till 6 p.m. only
EOP&S	M, TH & F 8:30 – 5 T & W 8:30 – 7	2	Overtime	0	Overtime pay issued to two classified employees
Financial Aid	M- Th 9- 7 F 9-12	4	B-Shift	1	
International SC	M-Th 9- 6 F 9- 1	4	Adjust schedule	0	Evening till 6 p.m. Office housed inside A&R
Outreach/CAHSEE	M-Th 2- 5:30	0	N/A	0	Office housed inside A&R
Health Center	M&W 8-4 T & TH 11-7	2	Contract	0	Mosaic Contract

	F 8:30 -2				
Transfer Center	M, T, TH 8:30 -5 W 8:30-7 F 8:30 -2	1	Adjust schedule	0	Director provides coverage
Veterans	M-Th 9:30 -7	4	Adjust schedule	1	Office housed inside A&R 4/10 work schedule

CAMPUS Services

Bookstore	M-Th 7:45-8:30 F 8-3 S 8-12:30	4			
Business office	M-Th 8:30-7 F 8:30 -4:15	4	B-Shift		
Library/LSC	M-Th 8-8:45 F 11-4:45 S 11-2:45	4			

Summary of Findings:

- 1) All Matriculation areas (A&R, Counseling, Assessment and including FA) provide evening coverage 4 nights a week; however, the Matriculation/Assessment office is in violation of district policy by allowing unclassified employees to work unsupervised in the evening. Actions to correct this situation have been implemented. Requesting to fill a sub and relief Exam Proctor for six-weeks while simultaneously hiring a permanent part-time Exam Proctor.
- 2) The specialized support programs such as EOP&S, ASO, and DSPS maintain evening hours at least two nights a week. In some cases only until 6 p.m. Most of these programs serve a specific population.
- 3) Evening coverage is primarily staffed by B-shift employees or employees authorized to work a 4/10 schedule. Only one department, EOP&S, pays overtime to maintain its evening hours. No general funds are used to pay for overtime expenses.
- 4) Only the Counseling Services Division relies on hourly counseling assignments to meet its evening hour obligation.
- 5) The Division of Student Services needs to standardize its opening time to meet student demand.
- 6) There is very little cost savings under general funds that would support the proposal to reduce the services to two nights a week.