

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Kay Weiss			
Program or Service Area:	Arts and Humanities Division			
Division:	Arts and Humanities			
Date of Last Program Efficacy:	N/A			
What rating was given?	N/A			
Current Number of Classified Staff:	FT:	4	PT:	2
Position Requested:	Secretary II			
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	<u>Communication, Culture and Climate</u> (3.1.2 Publicize campus events, 3.1.4 Provide increased access to campus information 3.1.6 Provide a user-friendly website, 3.3 Disseminate committee minutes and all plans online 3.9 Ensure good customer service in all campus offices) <u>Effective Evaluation and Accountability</u> (5.7 Improve customer service)			

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 Arts and Humanities Division is one of the largest instructional divisions, housing 9 programs in 6 departments, spread across 5 buildings. Additionally, the division has responsibility for the honors program, online programs, Art Gallery, Arts and Lectures programs, and scheduling of performance spaces (Auditorium and MAC). The division support staff also supports Basic Skills efforts including SI across the disciplines (overtime is required). The division has shown steady growth in terms of enrollments and FTES as well as faculty load over the past five years. During the 15-16 academic year, the division had enrollment of 18,938 seats, or 2575.48 FTES. In terms of faculty load, Arts and Humanities is the largest division, with an FTEF of 186.9. There are currently 37 full time faculty and 107 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 such as submitting of work orders, purchase requisition, posting classes, collecting and distributing mail (to 5 different buildings), helping to meet the needs of the division office, the faculty and the students has become too substantial for our one administrative secretary and one secretary II. The division, at one time, had two administrative secretaries and a secretary 1, providing services in North Hall, Liberal Arts and the Art complex. It is important to note that while other divisions are also large with many programmatic offerings, most also have additional management and support staff including directors, associate dean along with their associated additional clerical support assigned. Arts and Humanities operates with a single manager, one administrative secretary and one secretary II (who, in addition to secretarial responsibility, also has primary responsibility for the art gallery.)

An additional Secretary II would help the division by taking responsibility for hiring and payroll for all tutors, SI across the disciplines, interns and student workers reporting within the division (up to 50 additional employees at any time) as well as providing support for customer service (answering student and community inquiries) updating web sites for division and committee activity and assisting the performing arts areas with contracts, outreach communications to area high schools and colleges for festivals, etc.

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 thin. EMP documents in Art, Communication Studies, English and RTVF all indicate goals to increase degrees and certificates. Music, Theatre Arts and Art indicate in both EMP and Program Review Efficacy documents (Planning) efforts to increase outreach and marketing, which bring students and community onto campus. These activities require substantial clerical support to process required paperwork, board agenda items and financial expenditure processes. The theatre arts department produces two full productions each year, and several smaller performances. Most of these require multiple contracts and processing of performance agreements. 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 Arts and Humanities Division monitors many contracts and payments for outside vendors through many departments and Arts and Lectures. This requires meeting board deadlines and close monitoring of accounts payable. When deadlines are missed, the campus community suffers as events must be cancelled. Additionally, with increases to tutoring services and SI activity through SSSP and Student Equity funding, the workload for processing paperwork for student workers and non-student hourly has increased many times over. These additional funds have supported student learning by paying for the tutors and SIs, but this has also increased the workload for existing staff who have to process the paperwork each month for up to 50 additional part-time employees. No SSSP or Equity funds have been provided to support this extra workload.

4. What are the consequences of not filling this position?

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. Events will be put on hold if contracts cannot be processed. Students and community will not have the high level of service expected when seeking information, and outreach events will occur only when there is time for existing staff to manage.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Rick Hrdlicka		
Program or Service Area:	Campus Technology Services		
Division:	Administrative Services		
Date of Last Program Efficacy:	2015-2016		
What rating was given?	Continuation		
Current Number of Classified Staff:	FT:	8	PT:
Position Requested:	Fulltime Secretary II		
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	Access Student Success Facilities		

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 CTS Department was created by bringing together technical staff from across the campus. In 2013 the President’s secretary was assigned to the department for 20% of her time. In 2014 the department was moved to Administrative Services. Since the move we do not get more than 20% of the secretary’s time as she is already overscheduled. The department needs a fulltime secretary to function professionally and efficiently. Many of the tasks that could be performed by a secretary are being completed by the technical staff and the manager of the department. With a secretary the technical staff would be able to concentrate on projects and helpdesk tickets and the manger could concentrate on higher level tasks.

The secretary would be responsible for:

- Maintaining inventory of hardware and software.
- Processing timesheets
- Invoicing, purchase requisitions, and tracking project progress.
- First point of contact for the campus and vendors
- Answer questions about policies and procedures.
- Keeping the Department Web Page up to date.
- Supporting the Campus Technology Committee.

We are asking for a Secretary II because we need a secretary that is technically inclined and can work without constant direction. From Job Description:

Secretary II - This is the journey level classification in the secretarial series. Employees within this class are distinguished from the Secretary I by the performance of the full range of general administrative and complex secretarial duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

See full job Description on the District website here:

http://www.sbccd.org/~media/Files/SBCCD/District/HR%20%20Documents/HR%20Job%20Descriptions-%20Classified/Secretary%20I_II.doc

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.*)

Our 2015/16 Program Efficacy report at the bottom of Page 19 (Challenges) discusses our computer to technician ratio at 330:1. This is way above the industry standard of between 75:1 and 150:1. We would really like to have more technical staff to address this. However, we believe that a secretary would be of big assistance in relieving technical staff to support our computer systems and users. Right now the current staff is busy doing tasks that could be completed by a secretary.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

The CTS department supports the goals of the Campus Technology Plan. The lack of a secretary impedes the department in meeting those goals.

The Campus Strategic Initiatives are all supported by the technology on this campus. Today's society requires that we are all computer literate and lifelong learners. Students, the community, faculty, managers, and staff all walk on this campus with expectations related to the technology that we have available. The CTS department is instrumental in providing that technology.

4. What are the consequences of not filling this position?

Technology is always changing and requires constant update and maintenance. The staff in CTS needs secretary support so they can concentrate on supporting the campus community.

Not filling this position will result in:

1. CTS Technical Staff and Director doing work that a secretary could do.
2. Long waits to get computer support which will result in lost work time for computer users.
3. Fewer working computers in labs.
4. Less preventative maintenance performed on computers.
5. The current minimum response time to most requests is two days. It can take up to two weeks to fill some computer support requests.
6. Computer replacement requests can take much longer up to three months.
7. Requests for changes to computer labs will be fulfilled less often.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Rick Hrdlicka		
Program or Service Area:	Campus Technology Services		
Division:	Administrative Services		
Date of Last Program Efficacy:	2015-2016		
What rating was given?	Continuation		
Current number of Classified Staff:	FT:	8	PT:
Position Requested	Technology Support Specialist I		
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	Access Student Success Facilities		

Replacement Growth

If you checked replacement, when was the position vacated? 2003

1. Provide a rationale for your request.

Originally there were five Technology Support Specialists (TSS) working for four Instructional divisions and two Technology Support Specialists provided by DCS for administrative support, two AV staff. Since that time one TSS retired and was not replaced, one TSS was promoted to Director of Campus Technology Services (CTS) and not replaced, and one TSS was reassigned to support off campus services only. We did receive John Feist as a Computer Tech but we also received the requirement to manage all the copiers and printers on campus. We received a growth position from the program review priorities this year. The new person starts 11/28/2016. That still puts us down two support staff.

This leaves the CTS department with eight staff members to support over 30 instructional and student service labs, all of the classroom technology; along with all faculty, staff, and administrative computers, copiers, and printers.

There are a of over 2000 computers on campus. To complicate matters even more we have many labs that have specialty software that require much more attention than others. For example: Nursing, GIS, Machine Trades, RTVF, CISCO, Art, Library, etc. all require extensive configuration and/or maintenance.

2. Indicate how the content of the latest Program Efficacy Report and current EMP data support this request. How is the request tied to program planning? (*Reference the page number(s) where the information can be found on Program Efficacy*).

Our 2015/16 Program Efficacy report at the bottom of Page 19 (Challenges) discusses our computer to technician ratio at 330:1. This is way above the industry standard of between 75:1 and 150:1. We would really like to have more technical staff to address this. Our current EMP show that the number of labs we have has grown to 64, up from 45 in 2011.

3. Indicate if there is additional information you wish the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

The CTS department supports the goals of the Campus Technology Plan. The lack technology support staff impedes the department in meeting those goals.

The Campus Strategic Initiatives are all supported by the technology on this campus. Today's society requires that we are all computer literate and lifelong learners. Students, the community, faculty, managers, and staff all walk on this campus with expectations related to the technology that we have available. The CTS department is instrumental in providing that technology.

Technology on the campus is ever growing. The marquee, cameras, PA/Clocks in the new Business building, new HVAC, and alarms are just a few of the items that were adding to the campus network. These systems require configuration and support.

4. What are the consequences of not filling this position?

Technology is always changing and requires constant update and maintenance.

Not filling this position will result in:

1. Long waits to get computer support which will result in lost work time for computer users.
2. Fewer working computers in labs.
3. Less preventative maintenance performed on computers.
4. The current minimum response time to most requests is four days. It can take up to a month to fill some computer support requests.
5. Computer replacement requests can take much longer up to three months.
6. Requests for changes to computer labs will be fulfilled less often.
7. The campus is always asking to add more and more computers and labs. There is no way we can continue to add more systems without adding more staff.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Stacy Meyer		
Program or Service Area:	Culinary Arts Program		
Division:	Applied Technology, Transportation and Culinary Arts		
Date of Last Program Efficacy:	2016		
What rating was given?	conditional		
Current Number of Classified Staff:	FT:	1	PT:
Position Requested:			
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	1.5,1.6.1,1.6.2,1.8,1.9,1.9.1,1.9.2,1.10,1.10.1, 1.11, 1.12, 2.1, 2.2, 2.5.1, 2.5.1.1, 2.5.1.2, 2.5.2, 2.6.2, 2.6.3, 2.6.3.3, 2.8.2, 2.8.4, 2.8.8, 2.13		

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 Culinary Department currently runs with one classified staff and one professional expert. The Professional expert has been working now in the same capacity for the past 3 years. Perkins grant allows for this to happen however after the 3 year period it is considered supplanting. In order for the Sunroom to continue to prosper a second lab technician needs to be hired. The main job description for this person is, running the front of the house (the dining room), which means managing students, cash, deposits, ordering and receiving, cleaning, specials, promotions, and budget management and caterings. This person also helps the one full time faculty with grant needs, building relationships with area businesses and schools.

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.*)

This request was made last fiscal year during the needs assessment and was ranked. The hiring never made it to that ranking before running out of money within the needs assessment area. This year I am resubmitting the same request hoping that it will be funded. The Culinary department is very busy as the campus knows, the current full time lab tech works in the back of the house creating specials, running the kitchen, ordering, receiving, storing, rotation of stock, budget documentation, works with all vendors, creates PR's and organizes caterings. Without the newly requested lab tech the front of the house will not run. The restaurant will be minimized and the Sunroom will become non profitable. We have been asked to become self-sufficient, not dependent on general funds. For the most part with the team we have now we are very close to that capability. Without the front of the house technician that will come to a screeching halt.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

This person must be a member of the American Culinary Federation and hold a Serve Safe Certification

4. What are the consequences of not filling this position?

Without the newly requested lab tech the front of the house will not run. The restaurant will be minimized and the Sunroom will become non profitable. We have been asked to become self-sufficient, not dependent on general funds. For the most part with the team we have now we are very close to that capability. Without the front of the house technician that will come to a screeching halt.

If this position is not funded this year the department chair will ask once again for Perkins funding to pay for this person however the request will be denied due to supplanting.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Stacy Meyer			
Program or Service Area:	Culinary Arts Program			
Division:	Applied Technology, Transportation and Culinary Arts			
Date of Last Program Efficacy:	2016			
What rating was given?	conditional			
Current Number of Classified Staff:	FT:	1	PT:	1
Position Requested:	Full time lab tech			
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	1.5,1.6.1,1.6.2,1.8,1.9,1.9.1,1.9.2,1.10,1.10.1, 1.11, 1.12, 2.1, 2.2, 2.5.1, 2.5.1.1, 2.5.1.2, 2.5.2, 2.6.2, 2.6.3, 2.6.3.3, 2.8.2, 2.8.4, 2.8.8, 2.13			

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 Culinary Department is expanding and going to offer baking courses as a certificate program in Fall 2017. The program is in need of a full time lab tech in order to allow the courses to run smoothly. This person will be key to the program because this program for the most part will be held in Rialto at the ROP kitchen that sits just behind Rialto high school. The lab tech responsibilities will be to get all ingredients ready for classes, assist the instructor, keep track of budgets, order and receive all food items, store the food items, make sure the kitchen is clean at the end of each class. Also this person must be on the approved drivers list, in order to go between SBVC and Rialto ROP with baked goods and supplies. This person must also have interest in becoming a member of the American Culinary Federation and attend workshops frequently in order to keep up with trends within the industry.

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.*)

The program chair is creating a Baking Program that has been approved by Desert Consortium for first read and goes for second read on October 3rd. Curriculum is in the process of being developed for the baking program. This program will allow the students to gain skills in baking to then become employed by the local restaurants, hotels and casinos. The new baking program will be held at the Radison Hotel in downtown San Bernardino and the ROP kitchen in Rialto. According to the American Baking Association 2015 ROI Report, "It is estimated that the baking industry will face a severe shortage of skilled workers in the near future" (https://issuu.com/kkotche/docs/roi_report_2015_final).

A gap exists between supply and demand within the baking discipline. According to the Centers of Excellence supply and demand tools, there are 458 total openings (New + Replacements) within the Baking industry and only an average of 107 certificates and degrees (other postsecondary only) earned each year through current programs. The average overall starting wage within the industry is \$8.86 over the last three years. After completing a certificate and/or degree program, the expectation is to start above entry level earning a living wage in a hotel, casino or resort.

No community college is running a baking program. All graduates currently come from private colleges. Private colleges are expensive, by providing the students an alternate route this will help fill the gaps within the region much faster and the income to debt ratio for the students upon graduation will be acceptable.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

This person must be interested in becoming a member of the American Culinary Federation and hold a Serve Safe Certification, understand and comply with all San Bernardino Health Department rules and regulations.

4. What are the consequences of not filling this position?

Without this newly created position the baking program will not run smoothly. The department chair will not be able to count on the instructors within the baking program to shuttle goods and supplies back and forth from one campus to another, keep track of the budget for the program, order and receive goods and store goods appropriately. The lab tech will be the consistency within the program so the students will have a seamless learning process.

Bakers Enrich America

Brought to you by the American Bakers Association

Economic Impact of
BAKING in

CALIFORNIA'S
Congressional

36th District

Rep. Ruiz

Direct Jobs:

Wages:

Economic
Impact:

ABA Members in

Your District:

No members in the district

\$3
billion

The total economic impact
of baked goods produced
and sold specifically in
California is

Bakers contribute
nearly

of California's GDP.

And in 2013,

of the U.S.'s GDP.

Bakers Enrich America

Brought to you by the:
 American Bakers Association
 www.americanbakers.org



The Baking Industry Provides Jobs in California

Direct Impacts

Jobs Wages Economic Impact

Baking	36,780	1,774,343,100	\$10,050,806,600
Breads, Cakes and Pastries	21,670	\$964,984,400	\$3,810,693,200
Cookies, Crackers, Pasta	11,450	\$631,705,600	\$5,309,885,100
Tortillas	2,890	\$141,288,900	\$673,647,500
Other Baked Goods	770	\$36,364,200	\$256,580,800
Wholesaling	15,250	\$1,243,705,600	\$2,536,970,300
Retailing	38,520	\$1,402,818,100	\$2,675,749,700
Total Direct Impacts	90,550	\$4,420,866,800	\$15,263,526,600

Supplier Impacts

Agriculture	10,000	\$606,627,500	\$863,190,200
Mining	230	\$25,119,600	\$58,715,000
Construction	1,480	\$94,430,000	\$235,136,400
Manufacturing	7,540	\$554,910,300	\$4,686,600,400
Transportation & Communication	11,400	\$903,503,000	\$2,877,371,700
Wholesaling	6,840	\$555,483,500	\$1,144,140,500
Retailing	440	\$17,325,200	\$35,380,200
Finance, Insurance & Real Estate	9,150	\$453,289,900	\$2,217,798,000
Travel & Entertainment	4,200	\$130,584,200	\$361,080,500
Business & Personal Services	25,940	\$1,827,586,200	\$3,530,653,000
Government	1,200	\$118,123,900	\$242,449,400
Total Supplier Impacts	78,420	\$5,286,983,300	\$16,252,515,300

Induced Impacts

Needs Assessment Applications due: 10/28/2016 (NOON). Attach 2016 EMP for your department/program.

Agriculture	1,860	\$74,185,500	\$270,019,500
Mining	210	\$23,421,900	\$58,402,500
Construction	690	\$46,272,100	\$112,196,100
Manufacturing	4,180	\$365,066,500	\$2,435,799,300
Transportation & Communication	4,870	\$418,780,100	\$1,469,091,900
Wholesaling	3,100	\$250,791,400	\$515,903,700
Retailing	13,530	\$506,736,800	\$1,067,837,300
Finance, Insurance & Real Estate	13,650	\$747,876,200	\$3,817,247,900
Travel & Entertainment	12,280	\$336,676,000	\$941,033,600
Business & Personal Services	32,760	\$1,955,330,200	\$3,608,888,200
Government	1,230	\$117,450,600	\$270,946,700
Other	3,270	\$44,357,000	\$107,529,500
Total Induced Impacts	91,630	\$4,886,944,300	\$14,674,896,200

Total Economic Impact	260,600	\$14,594,794,400	\$46,190,938,100
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	Federal Taxes	State and Local Taxes	Total Taxes
Business Taxes	\$3,428,466,400	\$2,747,501,300	\$6,175,967,700

Some details may not add due to rounding

American Bakers Association | (202) 789-0300 | info@americanbakers.org |
www.americanbakers.org

John Dunham and Associates: New York September 2016

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Robert Jenkins		
Program or Service Area:	Custodial		
Division:	Administrative Services		
Date of Last Program Efficacy:	November 2014		
What rating was given?	Continuation		
Current number of Classified Staff:	22 FT: <input type="text"/>		PT: <input type="text"/>
Position Requested	1 Custodian #1		
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	6.4 Continue with facilities improvement plan		

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 campus has a night custodial crew consisting of 17 regular, full-time custodians, 3 lead custodians, and one supervisor. These positions, and other vacancies caused by sick leave or vacation, are filled from our on-going substitute pool. One custodial position was added last year, making it 18 full-time custodians. However, the position was not filled and is being re-flown.

The night crew is responsible for cleaning inside all of the campus buildings. In addition to their regular cleaning assignments, they periodically clean the exterior landings, stairwells and entrances to all buildings. They deep clean carpets, restrooms, wash the exterior of buildings, windows and are expected to complete over 1000 facility-use setups during the school year. These additional assignments are completed primarily by the 3 lead custodians, depending on the complexity of the setup.

In addition, there are 3 day custodians whose primary job is to check and re-stock bathrooms, respond to various campus requests, minor custodial-related emergencies, and insure facility-use requests are set up correctly.

In August of this year we opened and took occupancy of the new gym and the visitor team building. The construction of the new gym building, minus the demolition of the old Snyder and Women's gyms, added over 47,000 cleanable sq. ft. of space. Without additional custodial staffing we are forced to rotate staff from their regular assignments in order to maintain a minimum level of cleanliness. Rotating assignments spreads the added work load across the entire crew by taking them away from their regular assignments to cover the gym. This, of course, reduces the level of cleaning in all buildings. The expected level of cleanliness that comes with the new gym building exceeds our current level of cleanliness.

Levels of Cleanliness are established by APPA (*APPA used to stand for the Association of Physical Plant Administrators in the late 1960's through the early 1990's. Today, the association is known as APPA: Leadership in Educational Facilities, and is most easily recognized and referred to as simply "APPA."* The cleaning standards published by APPA are nationally recognized. They are designated as follows:

Level 1 – Orderly Spotlessness; Level 2 – Ordinary Tidiness; Level 3 – Casual Inattention; Level 4 – Moderate Dinginess; Level 5 – Unkempt Neglect.

A study was conducted last year, which included a survey of all the existing campus space the custodial crew is responsible to clean. The number of square feet, type of room, floor and other building considerations were taken into account. The data was compiled and formatted so as to be understood in comparison to other educational institutions nationally by APPA.

The study was completed; all of the cleanable square feet on campus, including the new sports complex were tabulated. Based on the formulas established by APPA, we need the following number of custodians, (based on the expected level of cleaning):

Number of custodians needed:	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>
per shift, for SBVC campus:	53	31	23	17

The expected level of cleanliness for our campus should be a Level 2 - Ordinary Tidiness. Our current level of cleanliness has slipped closer to Level 4 (Moderate Dinginess), because of the demands of the new gym. To maintain a level 3, with the anticipated opening of the remainder of sports complex in 2017, we will need 5 additional custodians.

Level 3 is defined, in part as: “floors are swept or mopped but upon close observation there can be stains; dull spots and /or matted carpet, streaks or splashes on base molding; surfaces have obvious dust, dirt, marks smudges.” Level 4 is obviously worse.

2. Indicate how the content of the latest department/program’s Efficacy Report and current EMP support this request and how the request is tied to program planning. How is the request tied to program planning? (*Directly reference your current Efficacy Report and EMP in your discussion*).

As per the documentation on pages 3 – 8 of the Custodial efficacy report, completed November 2014, the performance of the staff is stretched to the limits. The expansion of square footage from the new sports complex and the growth of the student population from 2012 through the projected FTES by 2017-18 clearly demonstrate the need for this position in the (Custodial) program.

The principle weakness of the program is a staffing level that does not meet the daily needs of the campus. Vacations, illnesses, long-term absences and other dynamics of life affect consistent attendance. On any given shift, there can be up to 25% absenteeism requiring on-call subs to fill in. The pool of available subs constantly needs replenishing due to subs finding full time employment or otherwise being unable to come in to work when called.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

The three biggest impacts that will and are now taking place, that directly impact the level of cleanliness of our buildings are:

1. The study on cleanable square footage, which was completed this year, supports the need for additional custodians. In the few weeks since the new gym opened, the impact on trying to clean the additional space, coupled with expectations, has strained the custodial staff.
2. The Child Development Center must be cleaned to a higher standard than the rest of the campus. State regulations specify cleaning levels be much closer to Level 1 on the APPA standards. This means we must often pull another custodian to help clean CDC in addition to cleaning the new gym.
3. The student population has increased from 9,410 in the 2012-13 to 10,554 in 2014-15. This represents an 11% increase on our campus. The projections for continued student growth (FTES) thru the 2017-18 school years add another 6% on top of that, to approx. 11,187. That equates to an additional 591 sections offered on campus. More sections equal more use of the classroom and lab space we now have. More use requires more cleaning.

4. What are the consequences of not filling this position?

The cleanliness expected for the new gym and associated buildings is not being consistently met. Additional space, coupled with a continuing increase of students will have an immediate and significantly noticeable effect on the level of cleanliness of our campus. It simply is not possible now to maintain our “average” level 3 standard of cleaning with both the additional square footage and the increase in students on campus. With our current staffing levels, we are now operating closer to a Level 4 (Moderate Dinginess), with some buildings slipping to a Level 5 (Unkempt Neglect) from time to time due to absenteeism. The addition of nearly 80,000 sq. ft. of cleanable space (includes new buildings opening next summer), coupled with approx. 381 added class sections this year, and an estimated additional 105 sections each following year without additional custodians, brings us much closer to a consistent Level 5 across the campus.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Robert Jenkins		
Program or Service Area:	Custodial		
Division:	Administrative Services		
Date of Last Program Efficacy:	November 2014		
What rating was given?	Continuation		
Current number of Classified Staff:	22 FT: <input type="text"/>		PT: <input type="text"/>
Position Requested	1 Custodian #2		
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	6.4 Continue with facilities improvement plan		

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 campus has a night custodial crew consisting of 17 regular, full-time custodians, 3 lead custodians, and one supervisor. These positions, and other vacancies caused by sick leave or vacation, are filled from our on-going substitute pool. One custodial position was added last year, making it 18 full-time custodians. However, the position was not filled and is being re-flown.

The night crew is responsible for cleaning inside all of the campus buildings. In addition to their regular cleaning assignments, they periodically clean the exterior landings, stairwells and entrances to all buildings. They deep clean carpets, restrooms, wash the exterior of buildings, windows and are expected to complete over 1000 facility-use setups during the school year. These additional assignments are completed primarily by the 3 lead custodians, depending on the complexity of the setup.

In addition, there are 3 day custodians whose primary job is to check and re-stock bathrooms, respond to various campus requests, minor custodial-related emergencies, and insure facility-use requests are set up correctly.

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Levels of Cleanliness are established by APPA (*APPA used to stand for the Association of Physical Plant Administrators in the late 1960's through the early 1990's. Today, the association is known as APPA: Leadership in Educational Facilities, and is most easily recognized and referred to as simply "APPA."* The cleaning standards published by APPA are nationally recognized. They are designated as follows:

Level 1 – Orderly Spotlessness; Level 2 – Ordinary Tidiness; Level 3 – Casual Inattention; Level 4 – Moderate Dinginess; Level 5 – Unkempt Neglect.

A study was conducted last year, which included a survey of all the existing campus space the custodial crew is responsible to clean. The number of square feet, type of room, floor and other building considerations were taken into account. The data was compiled and formatted so as to be understood in comparison to other educational institutions nationally by APPA.

The study was completed; all of the cleanable square feet on campus, including the new sports complex were tabulated. Based on the formulas established by APPA, we need the following number of custodians, (based on the expected level of cleaning):

Number of custodians needed:	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>
per shift, for SBVC campus:	53	31	23	17

The expected level of cleanliness for our campus should be a Level 2 - Ordinary Tidiness. Our current level of cleanliness has slipped closer to Level 4 (Moderate Dinginess), because of the demands of the new gym. To maintain a level 3, with the anticipated opening of the remainder of sports complex in 2017, we will need 5 additional custodians.

Level 3 is defined, in part as: “floors are swept or mopped but upon close observation there can be stains; dull spots and /or matted carpet, streaks or splashes on base molding; surfaces have obvious dust, dirt, marks smudges.” Level 4 is obviously worse.

2. Indicate how the content of the latest department/program’s Efficacy Report and current EMP support this request and how the request is tied to program planning. How is the request tied to program planning? (*Directly reference your current Efficacy Report and EMP in your discussion*).

As per the documentation on pages 3 – 8 of the Custodial efficacy report, completed November 2014, the performance of the staff is stretched to the limits. The expansion of square footage from the new sports complex and the growth of the student population from 2012 through the projected FTES by 2017-18 clearly demonstrate the need for this position in the (Custodial) program.

The principle weakness of the program is a staffing level that does not meet the daily needs of the campus. Vacations, illnesses, long-term absences and other dynamics of life affect consistent attendance. On any given shift, there can be up to 25% absenteeism requiring on-call subs to fill in. The pool of available subs constantly needs replenishing due to subs finding full time employment or otherwise being unable to come in to work when called.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

The three biggest impacts that will and are now taking place, that directly impact the level of cleanliness of our buildings are:

1. The study on cleanable square footage, which was completed this year, supports the need for additional custodians. In the few weeks since the new gym opened, the impact on trying to clean the additional space, coupled with expectations, has strained the custodial staff.
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CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Robert Jenkins		
Program or Service Area:	Custodial		
Division:	Administrative Services		
Date of Last Program Efficacy:	November 2014		
What rating was given?	Continuation		
Current number of Classified Staff:	22 FT: <input type="text"/>		PT: <input type="text"/>
Position Requested	1 Custodian #3		
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	6.4 Continue with facilities improvement plan		

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 campus has a night custodial crew consisting of 17 regular, full-time custodians, 3 lead custodians, and one supervisor. These positions, and other vacancies caused by sick leave or vacation, are filled from our on-going substitute pool. One custodial position was added last year, making it 18 full-time custodians. However, the position was not filled and is being re-flown.

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Number of custodians needed:	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>
per shift, for SBVC campus:	53	31	23	17

The expected level of cleanliness for our campus should be a Level 2 - Ordinary Tidiness. Our current level of cleanliness has slipped closer to Level 4 (Moderate Dinginess), because of the demands of the new gym. To maintain a level 3, with the anticipated opening of the remainder of sports complex in 2017, we will need 5 additional custodians.

Level 3 is defined, in part as: “floors are swept or mopped but upon close observation there can be stains; dull spots and /or matted carpet, streaks or splashes on base molding; surfaces have obvious dust, dirt, marks smudges.” Level 4 is obviously worse.

2. Indicate how the content of the latest department/program’s Efficacy Report and current EMP support this request and how the request is tied to program planning. How is the request tied to program planning? (*Directly reference your current Efficacy Report and EMP in your discussion*).

As per the documentation on pages 3 – 8 of the Custodial efficacy report, completed November 2014, the performance of the staff is stretched to the limits. The expansion of square footage from the new sports complex and the growth of the student population from 2012 through the projected FTES by 2017-18 clearly demonstrate the need for this position in the (Custodial) program.

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CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Robert Jenkins		
Program or Service Area:	Custodial		
Division:	Administrative Services		
Date of Last Program Efficacy:	November 2014		
What rating was given?	Continuation		
Current number of Classified Staff:	22 FT: <input type="text"/>		PT: <input type="text"/>
Position Requested	1 Custodian #4		
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	6.4 Continue with facilities improvement plan		

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 campus has a night custodial crew consisting of 17 regular, full-time custodians, 3 lead custodians, and one supervisor. These positions, and other vacancies caused by sick leave or vacation, are filled from our on-going substitute pool. One custodial position was added last year, making it 18 full-time custodians. However, the position was not filled and is being re-flown.

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Number of custodians needed:	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>
per shift, for SBVC campus:	53	31	23	17

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CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Robert Jenkins		
Program or Service Area:	Custodial		
Division:	Administrative Services		
Date of Last Program Efficacy:	November 2014		
What rating was given?	Continuation		
Current number of Classified Staff:	22 FT: <input type="text"/>		PT: <input type="text"/>
Position Requested	1 Custodian #5		
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	6.4 Continue with facilities improvement plan		

Replacement Growth

If you checked replacement, when was the position vacated? _____

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CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Mark Williams		
Program or Service Area:	Diesel		
Division:	Applied Tech.		
Date of Last Program Efficacy:	2015		
What rating was given?	Meets		
Current Number of Classified Staff:	FT:0		PT: 1
Position Requested:	1 – Lab Technician (Diesel)		
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	1.3, 1.6, 1.9.1,1.9.2, 2.5.1, 2.6.6, & 5.2.4		

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 Laboratory Technician will support special populations and students by providing assistance and a safe working environment in the Diesel labs, when the instructors are out of Line-of-Sight. This was suggested by the Advisory Committee for several years to continue a safe working environment Our program is extremely lab intensive and most of our courses require task practice, testing, and troubleshooting. One instructor in the lab is not enough to go around and adequately help all the students. With 15 to 25 different projects happening simultaneously, it is difficult to help students troubleshoot and build skills correctly while maintaining a safe classroom environment. In addition, we are expecting to have a solid increase in enrollment. We have previously hired part time lab assistants with alternative funding sources such as Perkins. These funds are becoming harder to secure and more restrictive in their allowed uses. This has strengthened the need for a full time lab assistant in the welding program.

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.*)

•The success of the students who have stayed in the program throughout the recent challenges has been high. To maintain the high level of success achieved, a full time lab assistant is needed to help give students needed support in the lab due to increasing enrollment. As enrollment increases, the time the faculty have with each students decreases which will decrease the student success if the lab assistant is not hired.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

The comprehensive Diesel Programs at SBVC provide all students with quality instruction in

Automotive Technology. New students are given the opportunity to develop the needed skills to begin their careers in the automotive field, with emphasis on theory and hands-on training. Professional Experts will help training that also enables practicing technicians to improve their skills in the latest technology, laws and regulations in the automotive industry.

4. What are the consequences of not filling this position?

With the increase of students per class and a large lab, there are many times when working students are out of Line of Sight and harmful accidents may occur. If Professional Experts are present, then the chances are fewer that we will have accidents.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Albert Maniaol			
Program or Service Area:	Division Office			
Division:	Applied Technology, Transportation and Culinary Arts			
Date of Last Program Efficacy:	Not applicable			
What rating was given?	Not Applicable			
Current Number of Classified Staff:	FT:	1	PT:	
Position Requested:	CTE Coordinator (New Position)			
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	2.15, 2.6.6, 3.9, 3.12			

Replacement Growth

If you checked replacement, when was the position vacated? Grant funding for the part-time Tool Room Specialist position was eliminated on 5/2016.

1. Provide a rationale for your request. (Explain, in detail, the need for this position.)

San Bernardino Valley College (SBVC) has over 70 CTE programs available to our students. The Strong Workforce Program (SWP) will require extensive coordination among all CTE programs that will be receiving SWP funds including data collection to measure performance outcomes and metrics. Monthly and quarterly reporting, coordination and collaboration with our regional consortium, industry and employer partners will also be the primary responsibilities of this proposed coordinator.

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.*)

We are aligning all our CTE programs to meet industry standards and preparing our students for jobs needed by our regional industries and employers. We will enhance the quality of all our CTE programs that have high demands, consequently, increasing student enrollments in those CTE programs.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

The Strong Workforce program is a statewide initiative to increase enrollment in CTE programs with high job demands and enhancing the programs to meet industry standards. Students will acquire the necessary skills and competencies in preparing them and competing for jobs. The proposed CTE Coordinator will assist the Division Deans with CTE programs in meeting the requirements of the SWP and in the implementation of the SBVC's work plan.

4. What are the consequences of not filling this position?

The Divisions with CTE programs participating in the Strong Workforce Program (SWP) will not be able to fulfill the implementation and reporting requirements of the SBVC SWP's without the assistance of this proposed coordinator. A single point of contact is important that will provide the appropriate Division Deans with CTE programs the necessary resources they need to ensure work plan activities for each CTE program in the SWP are performed and desired outcomes are met.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Albert Maniaol		
Program or Service Area:	Division Office		
Division:	Applied Technology, Transportation and Culinary Arts		
Date of Last Program Efficacy:	Not applicable		
What rating was given?	Not Applicable		
Current Number of Classified Staff:	FT:		PT: 1
Position Requested:	Part-time (19 hrs. per week) Tool Room Specialist		
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	Student Success 2.6.6; Health & Safety Issues		

Replacement Growth

If you checked replacement, when was the position vacated? Grant funding for the part-time Tool Room Specialist position was eliminated on 5/2016.

1. Provide a rationale for your request. (Explain, in detail, the need for this position.)

The Applied Technology, Transportation and Culinary Arts Division provides career and technical education to approximately 1,040 unduplicated students in 12 different CTE programs for the Fall 2016 semester. A 19-hour per week Tool Room Specialist position was eliminated due to the sudden cut of the HSI STEM Grant funding. This has impacted the staffing coverage of our Tool Room especially in the evenings and on Saturdays limiting our support and services to our faculty and students during their laboratory sessions. Our Tool Room staff ensures that all equipment and tools are in good working condition and assists instructors for safety in the labs.

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.*)

We are aligning all our CTE programs to meet industry standards and preparing our students for jobs needed by our regional industries and employers. We are aggressively promoting our programs and we anticipate to grow our student enrollment in future semesters.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

Students and faculty support are necessary especially during laboratory classes in order to attain student's success and ensure safety in the laboratories. It is also the responsibility of the Tool Room Specialist to check the proper operation of the various tools and equipment used for

laboratory instructions and repair or coordinate their repair with the appropriate vendors when necessary.

4. What are the consequences of not filling this position?

The lack of Tool Room staffing support in our Division's Tool Room limits our ability to provide the needed quality support and services to our faculty and students in the laboratories. This causes staffing issues resulting to inadequate support for our student's in meeting their lab needs such as the issuance of tools and equipment necessary to perform their lab exercises. Faculty also does not get the needed assistance to promote and ensure safety in the laboratories. Often times, when multiple lab classes are scheduled at the same time, students have to wait longer to be issued the needed tools and/or equipment they need to perform their lab exercises.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Albert Maniaol		
Program or Service Area:	Division Office		
Division:	Applied Technology, Transportation and Culinary Arts		
Date of Last Program Efficacy:	Not applicable		
What rating was given?	Not Applicable		
Current Number of Classified Staff:	FT:	1	PT:
Position Requested:	Secretary II		
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	2.15, 3.9, 3.12		

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 Applied Technology, Transportation and Culinary Arts Division provides career and technical education to approximately 1,040 unduplicated students in 12 different CTE programs for the Fall 2016 semester. In addition to the Division Office's day-to-day operations, we also provide office and clerical support to our students, full-time/adjunct faculty, classified staff and other departments. Classes every semester are scheduled starting from 7 a.m. – 9:50 p.m., Monday – Friday, including Saturdays. Majority of our classes are scheduled in the evening due to the majority of our students are employed during the day. Our Division has only one (1) Administrative Assistant classified staff and is already overwhelmed with her usual Division-related tasks and responsibilities. We cannot provide the needed office support and staffing coverage to serve our student's needs and faculty/staff support. We would like to request the Secretary II position, which was in recruitment before but was put on hold due to budgetary constraints, be reinstated and filled as soon as possible.

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.*)

Throughout our Division, we have increased our industry and employer partners and have been updating our curriculums and programs to meet industry standards and employer's needs. We are aggressively promoting our programs and we anticipate to grow our student's census in future semesters.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

Student support is necessary to attain student's success. It is imperative that we also provide the

needed Division Office support in the evenings when faculty and students need them most.

4. What are the consequences of not filling this position?

The lack of staffing support in our Division Office limits our ability to provide the needed quality support and services to our faculty, staff, students and other clientele. Most of the time, this leads to frustrations and dissatisfaction and also hampers our ability to meet our Division goals that is aligned to support the SBVC mission. Most importantly, the office support responsibilities to the only Administrative Assistant on board become overwhelming especially during class registration and the first two weeks after the start of each semester. There are also times when without prior notice, we will need after-hours support. We cannot just change the work schedule of a classified staff without the required 21-day notice. In case of illness or vacation of the Division's Administrative Assistant, it is always a challenge to find Division office staffing coverage.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Tarif Halabi			
Program or Service Area:	Electricity/Electronics			
Division:	Applied Technology, Trans., and Culinary Arts			
Date of Last Program Efficacy:	Spring 2015 Mini Review			
What rating was given?	Continuation			
Current Number of Classified Staff:	FT:	2	PT:	8
Position Requested:	Lab Assistant			
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	3.2,6.1			

Replacement Growth X

If you checked replacement, when was the position vacated? _____

1. Provide a rationale for your request. (Explain, in detail, the need for this position.)

Our program is extremely lab intensive and all our courses require circuit building and troubleshooting. One instructor in the lab is not enough to go around to help students and to look at 15 to 20 different circuits to help students troubleshoot and build circuits correctly yet maintain a safe environment. In addition, we have had a good increase in enrollment and more sections added necessitating the addition of a lab assistant.

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.*)

Our program enrollment has increased in the past three years from previous levels, even-though they have slightly dropped in the last year reflecting a college wide trend due to an improved economy. We remain in need of a Lab assistant to support the faculty in maintaining this growth as well as increasing expansion of program.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

Improvement in student success and student retention will be positively affected. When adequate attention and help is afforded to students in the Lab environment when they perform their circuit building and troubleshooting, it will keep them involved and engaged thus improving retention and making them more knowledgeable in the field in addition to increasing safety in the labs since the students are working with electricity.

4. What are the consequences of not filling this position?

if class size stays at current levels or increases, not having an assistant will put a strain on our faculty and the student to instructor ratio in the lab environment will effect enrollment, growth and success of students not to mention safety factors.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Diane Hunter			
Program or Service Area:	Writing Center			
Division:	Arts and Humanities			
Date of Last Program Efficacy:	2013			
What rating was given?	Continuance			
Current Number of Classified Staff:	FT:	0	PT:	0
Position Requested:	Part-time clerical support			
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	2.1.1 Provide more tutoring opportunities 2.1.2 Increase the number of students receiving tutoring (SARS sign-in count) 2.13.3 Increase the number of personal growth workshops 3.1.4 Provide increased access to campus information			

Replacement Growth

If you checked replacement, when was the position vacated? N/A

1. Provide a rationale for your request. (Explain, in detail, the need for this position.)

Sars tracking data indicates that there has been a steady and continual increase of students who have use the Writing Center (WC) services. For instance, in terms of one-on-one tutoring, there was an increase of 281 students in comparison between the 2014-2015 academic period to the 2013-2014 academic period. There was an even greater number of students who used the WC tutoring services in the 2015-2016 academic period in comparison to the 2014-2015 academic period as depicted in the increase of 771 students.

Along with the increase in students who use the WC services there is also an increase in the number of tutors to staff the WC and support student demand. The Lead Instructor of the WC, who oversees the tutorial staff, currently has no clerical support and is only granted .27 reassigned time (i.e. the equivalent of one 4 unit class). Currently, the Lead Instructor is responsible for all the paperwork that passes through the center, which includes but is not limited to the following: creation of flyers to promote workshops, creation and/or formatting of handouts and worksheets for students, hiring paperwork, timesheets, assisting students in making appointments, and manually inputting and keeping track of Service Area Outcome data.

Although there has been considerable expansion of the services provided by the WC, and the duties of the Lead Instructor has also increased, there has not been any additional support for the Lead Instructor that is required to continue the same level of services and effectiveness to meet the current demands of the WC. Furthermore, the current amount of reassigned time that is given to the Lead Instructor is grossly outdated considering the amount of work that is involved in maintaining and meeting the needs of the students, faculty and WC tutors. In light of these factors, clerical support would allow the Lead Instructor to focus on more goals and activities that can increase student academic achievement such as training tutors, updating processes and procedures, maintaining and ensuring evaluation and updating of SAOs, providing workshops, and continuing campus-wide outreach of the Writing Center.

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.*)

According to the 2015-2016 EMP report for the English department, the data indicates that there has been an increase in FTES from 914.83 FTES during 2014-2015 to 973.69 during 2015-2016. It is projected that there will be an increase in student use of the college's resources, in particular those offered by the WC. However, this is complicated by the CCCCO's Student Success Scorecard that indicates that only 35% of students who began in remedial English were successful in completing college level English. Two notable goal of the English department's EMP are to increase the budget of the Writing Center in the anticipation of increased use and expansion of the Writing Center, and to promote college-wide minimum academic writing standards.

Currently, since there is little to no clerical support for the Writing Center, the Lead Instructor has historically taken many clerical responsibilities in addition to the primary duties of serving in the position of a Lead Instructor. This is problematic since it has made it difficult for the Lead Instructor to devote time to properly expand the services of the Writing Center in ways that not only promote, but increase student academic success and advancement. For instance, if clerical support is provided, the Lead Instructor can focus more time and attention to providing opportunities that promote student success and achievement, such as conducting workshops and tutor training. In addition,

These are duties that support staff could perform to allow the Lead Instructor the necessary time to focus on maintaining quality services to help students succeed and keep up with the increasing demand for Writing Center services.

<http://scorecard.cccco.edu/scorecardrates.aspx?CollegeID=982#home>

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

Currently, the Lead Instructor spends 15+ hours weekly on clerical duties, such as

- Making changes to tutor schedules during the semester (fall and spring)
- Completing timesheets for tutors on a monthly basis
- Addressing student complaints/concerns/questions
- Finding substitutes for tutors who are absent
- Assisting students who want to make appointments Manually check students as being seen or missing appointments
- Manually checking student appointment information and block students as no-shows
- Troubleshooting technological issues (e.g. college website not working, online Writing Center tutoring service not functioning properly, Sars Grid not functioning properly)
- Administering, collecting, recording, calculating and writing Service Area Outcome reports for the Writing Center
- Generating semester reports

Clerical support to undertake these responsibilities can free up much needed time for the Lead Instructor to focus on activities that increase the effectiveness and productivity of the WC.

4. What are the consequences of not filling this position?

If clerical help is not provided, the Writing Center will not be able to maintain its current growth, which means students will be turned away, ultimately impacting their academic success.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Stacy Meyer		
Program or Service Area:	Culinary Arts Program		
Division:	Applied Technology, Transportation and Culinary Arts		
Date of Last Program Efficacy:	2016		
What rating was given?	conditional		
Current Number of Classified Staff:	FT: 1	PT:	1
Position Requested:	Full time lab tech		
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	1.5,1.6.1,1.6.2,1.8,1.9,1.9.1,1.9.2,1.10,1.10.1, 1.11, 1.12, 2.1, 2.2, 2.5.1, 2.5.1.1, 2.5.1.2, 2.5.2, 2.6.2, 2.6.3, 2.6.3.3, 2.8.2, 2.8.4, 2.8.8, 2.13		

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 Culinary Department currently runs with one classified staff and one professional expert. The Professional expert has been working now in the same capacity for the past 3 years. Perkins grant allows for this to happen however after the 3 year period it is considered supplanting. In order for the Sunroom to continue to prosper a second lab technician needs to be hired. The main job description for this person is, running the front of the house (the dining room), which means managing students, cash, deposits, ordering and receiving, cleaning, specials, promotions, and budget management and caterings. This person also helps the one full time faculty with grant needs, building relationships with area businesses and schools.

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.*)

This request was made last fiscal year during the needs assessment and was ranked. The hiring never made it to that ranking before running out of money within the needs assessment area. This year I am resubmitting the same request hoping that it will be funded. The Culinary department is very busy as the campus knows, the current full time lab tech works in the back of the house creating specials, running the kitchen, ordering, receiving, storing, rotation of stock, budget documentation, works with all vendors, creates PR’s and organizes caterings. Without the newly requested lab tech the front of the house will not run. The restaurant will be minimized and the Sunroom will become non profitable. We have been asked to become self-sufficient, not dependent on general funds. For the most part with the team we have now we are very close to that capability. Without the front of the house technician that will come to a screeching halt.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

This person must be a member of the American Culinary Federation and hold a Serve Safe Certification

4. What are the consequences of not filling this position?

Without the newly requested lab tech the front of the house will not run. The restaurant will be minimized and the Sunroom will become non profitable. We have been asked to become self-sufficient, not dependent on general funds. For the most part with the team we have now we are very close to that capability. Without the front of the house technician that will come to a screeching halt.

If this position is not funded this year the department chair will ask once again for Perkins funding to pay for this person however the request will be denied due to supplanting.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Todd Heibel			
Program or Service Area:	Geography and Geology-Oceanography			
Division:	Science			
Date of Last Program Efficacy:	SP 15 (Geography) and SP 16 (Geology-Oceanography)			
What rating was given?	Continuation (for both)			
Current Number of Classified Staff:	FT:	0	PT:	0
Position Requested:	Half-Time Laboratory Technician			
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	Access, Student Success, and Facilities			

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.)

Our department is requesting a half-time lab specialist that could maintain the Geography and Geology-Oceanography lecture and laboratory classrooms. During the fall and spring semesters, the departments typically offer the following sections: Eight sections of GEOG 110: Physical Geography Lecture, six sections of GEOG 111: Physical Geography Laboratory, four sections of GEOL 101: Physical Geology Lecture, two sections of GEOL 111: Physical Geology Laboratory, two sections of OCEAN 101: Elements of Oceanography Lecture, one section of OCEAN 111: Elements of Oceanography Laboratory, and various other Geography and Geology lecture sections. In addition, the lab specialist could assist with set up of the GIS computer lab. Typically there are five to six GIS sections on campus during the fall and spring semesters. In the summer semester, there are typically three to four GEOG 110 sections, two GEOG 111 sections, three to four GEOL 101 sections, two GEOL 111 sections, two OCEAN 101 sections, one OCEAN 111 section, and two GIS sections.

The lab specialist could assist with setting up various Geography, Geology, and Oceanography labs and lectures. This is especially important when a variety of lecture and laboratory equipment is required for specific class sessions. At this time, full- and part-time faculty prepare and clean up all Geography, Geology, and Oceanography laboratory and lecture classes. Depending on the laboratory and lecture activity, these endeavors can consume an inordinate amount of time and energy.

If the classification accommodates, then the lab specialist could also assist with GIS classes. Presently, the computer lab is only open during regularly scheduled class hours, thus denying students access to computers with a knowledgeable staff member present to answer questions and provide support. Non-existent funding sources for future tutors, coupled with a program comprised primarily of adjunct instructors with limited on campus presence, makes access to the

lab problematic, which will ultimately hamper student success. Although all GIS students are provided a one-year software DVD, many do not own a computer onto which they can load the software. Therefore, access to campus computer labs that host this software is a must. In addition, many GIS lab exercises are housed on campus network servers. Therefore, the only means to access these files is to use on-campus computers (the file size often precludes hosting on the *Blackboard* online course management system).

Lastly, there are issues of safety, security, and integrity that can only be addressed and guaranteed through a professional classified staff member. For example, if a student is working alone in a classroom, then there is no one available to provide academic assistance, as well as assistance in the event of a life-threatening emergency.

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.*)

The Geography, Geology-Oceanography, and GIS EMP documents include a program goal of maintaining laboratory supplies and equipment, and an action plan that includes additional course and curriculum development. A classified laboratory specialist staff member has the potential to facilitate lecture and laboratory supply and equipment maintenance, as well as work with faculty to better implement curricular changes within the classroom environment.

The SP 15 Geography-GIS Program Efficacy document lists the patterns of service and notes that GIS courses are generally offered during limited daytime hours and in the evenings (p. 10). Extending the lab in the afternoon would allow daytime and evening students to access computers outside of classtime. Both SP 15 Geography-GIS and SP 16 Geology-Oceanography Efficacy documents demonstrate that the majority of lecture and laboratory sections are offered during traditional daytime hours, ranging from 8 am to 6 pm. Therefore, the laboratory specialist would most likely provide support during this period.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

Because laboratory classes are notoriously inefficient, a dedicated laboratory specialist has the potential to increase persistence, retention, and success. Therefore, this classified position has the potential to increase laboratory efficiency. Student safety is a perennial issue, so a dedicated lab specialist can better ensure safety for all, especially if faculty member is not always available and present.

4. What are the consequences of not filling this position?

Expensive Geography, Geology-Oceanography, and GIS laboratory supplies and equipment risk damage without the additional care that a dedicated classified staff member can provide. Geography, Geology-Oceanography, and GIS student access, success, and safety are at risk when no one is available after normal class time hours within the laboratory environment. Without dedicated tutor hours, adjunct faculty with limited office hours, and limited access to software and other equipment, our Geography, Geology-Oceanography, and GIS students will not be prepared to enter the workforce or adequately prepared for internship opportunities. Geography, Geology-Oceanography, and GIS faculty instruction time, especially for new courses and curriculum, could be impacted, as laboratory and lecture preparation and cleanup have the potential to infringe upon instructional time.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Robert Jenkins		
Program or Service Area:	Grounds		
Division:	Administrative Services		
Date of Last Program Efficacy:	November 2014		
What rating was given?	Continuation		
Current number of Classified Staff:	5FT: <input type="text"/>	PT: <input type="text"/>	<input type="text"/>
Position Requested	1 Grounds man		
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	6.1.4 Maintain landscaping that is attractive and well suited to the climate		

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 Grounds Department maintains the campus grounds, including daily trash and litter collection; maintenance of grass, shrubbery, and trees; irrigation control and maintenance, as well as assistance to the Athletics Department in maintaining competition-level sports fields. The campus was divided by zones and assigned to each staff member for complete accountability, whether mowing, trash pickup, trimming, irrigation maintenance. The re-assignment included numerous areas/pockets that were not being maintained. In an effort to maintain the landscaping, it is sometimes necessary for everyone on the Grounds crew to focus on a particular area. The focus on a particular area of the campus, from time to time, is necessary to maintain the landscaping at an acceptable level.

The Grounds crew is responsible for approx. 65 acres, which does not include buildings or the construction areas. The landscaping between the new gym building and the Planetarium has been turned over to Grounds, adding about 5 acres, including approx. 150 additional trees to maintain. Another 3 acres are scheduled to be completed by next summer. This averages out to approx. 14.6 acres/man for all trimming, mowing, and trash pickup on campus.

The crew spends the first couple of hours each day picking up trash and other debris around the campus. This equates to 20% of their shift picking up trash with the current level of acreage and students. The FTES is expected to grow in the next 2 years. Additional students and additional acreage will produce additional trash.

2. Indicate how the content of the latest department/program’s Efficacy Report and current EMP support this request and how the request is tied to program planning. How is the request tied to program planning? (*Directly reference your current Efficacy Report and EMP in your discussion*).

As per the documentation on pages 3 – 8 of the M&O efficacy report completed November 2014, the performance of the grounds staff is stretched to the limits. With an increasing student

population every year, the amount of time needed to maintain the campus will increase as well. The principal weakness of the department is a staffing level that does not meet the daily needs of the campus. Many of the more complex grounds requests, such as tree trimming, mulching, aerating and fertilizing go unfilled for weeks, until there is a break in the school schedule, summer time, or some other factor. Vacations, illness, long-term absences, and other dynamics of life affect consistent attendance. Age is already a factor on those with lengthy careers. Current budgets do not allow for additional staff at this time.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

The appearance of the campus is the first impression students and their families see when arriving. First impressions are critical when students and their families are deciding to attend here. Unkempt lawns, shrubbery, trees, and excessive trash lying around parking lots and buildings instantly give visitors the impression that San Bernardino Valley College does not care, which is the exact opposite of our mission.

One member of the grounds crew spends at least 20% of his time (after picking up trash) completing tasks in support of events every day. This leaves the remaining four grounds personnel to take care of the rest of the campus.

4. What are the consequences of not filling this position?

Approx. 5 additional acres of well landscaped ground has been added, with three more next year. The challenge to maintain our campus will come at the cost: additional sick leave, frustration among staff, and the inability to maintain an acceptable level of appearance of the campus. Some areas of the campus get skipped at the expense of special event support or absenteeism. An increasing student population will only add to the work load.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Ron Hastings, Celia Huston		
Program or Service Area:	Library Computer Lab		
Division:	Library & Learning Support Services		
Date of Last Program Efficacy:	Spring 2016		
What rating was given?	Conditional		
Current number of Classified Staff:	FT:	2	PT:
Position Requested	Library Media Clerk		
Strategic Initiatives Addressed: (See Appendix A: http://tinyurl.com/l5oqoxm)	Access; Student Success; Facilities		

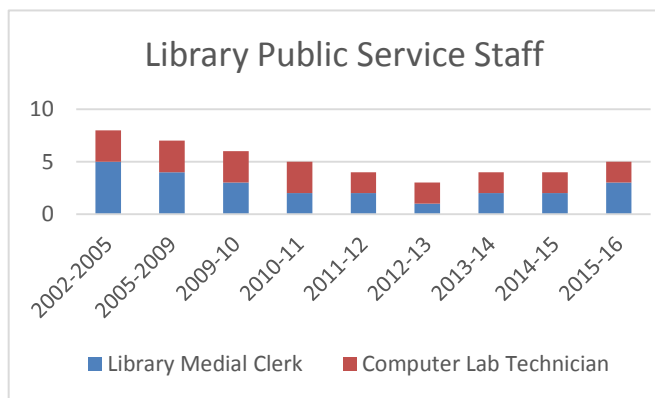
Replacement Growth

If you checked replacement, when was the position vacated? _____

1. Provide a rationale for your request.

The Library has been operating on overtime since 2012 when the number of public services staff dropped to 3. Reliance on overtime has decreased slightly over the years through filling a vacancy; shifting work hours; requiring some employees to work below class; and the recent hiring of a Library Media Clerk for the Circulation Desk.

This request is for a Library Media Clerk to: adequately staff the Computer Lab Circulation Desk during peak periods; provide coverage for lunches and breaks; and extend library hours of operation. With only two Computer Technicians to staff the desk and operate the lab across the 61 hours a week the Library is open, the highest demand times, mornings and early afternoons, are covered by only one Computer Technician.



Also, the Computer Techs are currently burdened with routine clerical duties like processing print jobs and assisting students with copiers, and are therefore unable to circulate throughout the 105-workstation lab, providing direct assistance to students with computer hardware and software problems. Restoring the Library Media Clerk position at the Computer Lab Circulation Desk would provide needed coverage during the daytime hours and free Computer Technicians to work directly with students who need computer assistance.

The Office of Research & Planning recently conducted a study that shows the number of student on campus during the hours the library is closed.

	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00
MON	2734													1822	525
TUE	2343													1772	620
WED	2775													1735	589
THU	2249													1498	601
FRI	329														
SAT		698	607				111	182	293	19					

(cont.) Students who are on campus in the early mornings, late evenings and Saturdays currently have limited access to the Library and the Computer Lab. The addition of a Library Media Clerk will allow for expansion of library hours of operation, to meet those students' needs. The addition of a Library Media Clerk would allow the flexibility to extend library hours as needed, while maintaining appropriate staffing levels during high-use hours – 10 a.m. to 7 p.m. as indicated at left. Currently, after 5 p.m. the library is covered by only 2 full-time classified staff and 1 adjunct librarian.

2. Indicate how the content of the latest Program Efficacy Report and current EMP data support this request. How is the request tied to program planning? (*Reference the page number(s) where the information can be found on Program Efficacy*).

As noted on page 9 in the 2016 Program Efficacy, 9% of survey respondents felt that library hours of operation did not meet their needs. By Spring 2016 (as noted in the most recent EMP, above) that number had grown to 13%. As of Fall 2016 the library opens at 7:30 a.m. Mon-Fri, but any further expansion of hours (beyond 8:00 p.m. and on Saturdays) cannot be covered with existing staff.

3. Indicate if there is additional information you wish the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

Title 5 of the California Code of Regulations ([§ 58724](#)) contains minimum standards for numbers of library staff and faculty based on student FTES. At 10,000 FTES, the SBVC Library should have 12 Classified Staff and 5.5 Library Faculty.

Research clearly linking student success and persistence to library use was reported in the Standards of Practice for California Community College Library Faculty and Programs by The State Academic Senate <http://asccc.org/sites/default/files/Library-paper-fall2011.pdf>.

In August 2012, Library Faculty conducted a student survey outside the library on a morning we were closed. Survey results showed

- 49% of the students surveyed needed the Library and Library Faculty Services such as research services, textbook check-out, reading material and study use.
- 36% of them needed Computer Services

4. What are the consequences of not filling this position?

Although a library may appear deceptively simple to a user, library operations are very complex. The SBVC Library is a 40,000 sq. ft., two-story building. Two public service desks require staffing for 61 hours a week. Currently, 5 full time classified staff are dedicated to customer services, and 2 full time back office staff are working below class to cover lunches, breaks, absences, and overtime. There are no full-time staff in the public areas of the second floor. Current staff are tied to the circulation desk and seldom have time to 'make rounds' upstairs to ensure appropriate library behavior. An adequate number of Library Media Clerks are necessary to a smoothly operating library. Without them, computer lab services and the library infrastructure falters, and the Library and Computer Lab will continue to fall short of the campus mission to provide quality education and services to a diverse community of learners.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Mark Williams		
Program or Service Area:	Collision		
Division:	Applied Tech.		
Date of Last Program Efficacy:	2015		
What rating was given?	Expansion		
Current Number of Classified Staff:	FT:0		PT: 2
Position Requested:	Lab Assistant 1		
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	1.3, 1.6, 1.9.1,1.9.2,6.1.3 2.5.1, 2.6.6 & 5.2.4		

Replacement Growth X

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 Professional Expert will support special populations and students by providing assistance and a safe working environment in the Collision labs, when the instructors are out of Line-of-Sight. This was suggested by the Advisory Committee for several years to continue a safe working environment. Our program is extremely lab intensive and most of our courses require hands-on tasks, testing, and troubleshooting. One instructor in the lab is not enough to go around and adequately help all the students. With 15 to 25 different projects happening simultaneously, it is difficult to help students troubleshoot and build skills correctly while maintaining a safe classroom environment. In addition, we are expecting to have a solid increase in enrollment. We have previously hired part time lab assistants with alternative funding sources such as Perkins. These funds are becoming harder to secure and more restrictive in their allowed uses. This has strengthened the need for a full time lab assistant in the welding program.

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.*)

In the 2015, CTE Two Year Review, page 2
 Efficacy Team Analysis and Feedback: Meets
 The Collision, Refinishing and Street Rod Program data shows increases in enrollment since 2009.

- The success rates are 85%, well above the school average at 79%
- The retention rate is 95%, well above the school average at 89%
- Certificates have doubled from 2009-10
- WSCH per FTEF average 444 because of duplicate enrollment

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

The comprehensive Automotive Programs at SBVC provide all students with quality instruction in Automotive Technology. New students are given the opportunity to develop the needed skills to begin their careers in the automotive field, with emphasis on theory and hands-on training. Professional Experts will help training that also enables practicing technicians to improve their skills in the latest technology, laws and regulations in the automotive industry. The Collision and Refinishing Department produced forty-eight (48) Advanced or Basic Certificates in 2013-2016 and four (4) Associate Science Degrees. See attached.

4. What are the consequences of not filling this position?

With the increase of students per class and a large lab, there are many times when working students are out of Line of Sight and harmful accidents may occur. If Professional Experts are present, then the chances are fewer that we will have accidents.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Mark Williams		
Program or Service Area:	Collision		
Division:	Applied Tech.		
Date of Last Program Efficacy:	2015		
What rating was given?	Expansion		
Current Number of Classified Staff:	FT:0		PT: 2
Position Requested:	Lab Assistant 2		
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	1.3, 1.6, 1.9.1,1.9.2,6.1.3 2.5.1, 2.6.6 & 5.2.4		

Replacement Growth X

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 Professional Expert will support special populations and students by providing assistance and a safe working environment in the Collision labs, when the instructors are out of Line-of-Sight. This was suggested by the Advisory Committee for several years to continue a safe working environment. Our program is extremely lab intensive and most of our courses require hands-on tasks, testing, and troubleshooting. One instructor in the lab is not enough to go around and adequately help all the students. With 15 to 25 different projects happening simultaneously, it is difficult to help students troubleshoot and build skills correctly while maintaining a safe classroom environment. In addition, we are expecting to have a solid increase in enrollment. We have previously hired part time lab assistants with alternative funding sources such as Perkins. These funds are becoming harder to secure and more restrictive in their allowed uses. This has strengthened the need for a full time lab assistant in the welding program.

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.*)

In the 2015, CTE Two Year Review, page 2
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3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

The comprehensive Automotive Programs at SBVC provide all students with quality instruction in Automotive Technology. New students are given the opportunity to develop the needed skills to begin their careers in the automotive field, with emphasis on theory and hands-on training. Professional Experts will help training that also enables practicing technicians to improve their skills in the latest technology, laws and regulations in the automotive industry. The Collision and Refinishing Department produced forty-eight (48) Advanced or Basic Certificates in 2013-2016 and four (4) Associate Science Degrees. See attached.

4. What are the consequences of not filling this position?

With the increase of students per class and a large lab, there are many times when working students are out of Line of Sight and harmful accidents may occur. If Professional Experts are present, then the chances are fewer that we will have accidents.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Raymond Carlos			
Program or Service Area:	Office of Student Life			
Division:	Student Services			
Date of Last Program Efficacy:	Spring 2014			
What rating was given?	Continuation			
Current Number of Classified Staff:	FT:	2	PT:	0
Position Requested:	Coordinator or Assistant Director			
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	#2, #4, #5			

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.)

Currently, the Office of Student Life has seen an increase of student conduct reports. These reports come from faculty and staff through the disruptive student behavioral reports and campus police. We have also seen an increase of referrals because of mental health challenges. These situations take a lot of attention by the Director of Student Life and other aspects of the position are not being given needed attention. One such area includes the Associated Student Government. By adding another full time position, I can better change the reporting process from our student leaders. Both clubs and ASG, all students, would be advised by staff members that I would oversee. This would assist in giving the required attention needed to clubs, ASG, and faculty advisors, while also providing another level of oversight through the Director of Student Life.

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.*)

With an additional staff member, both would be required to assess the student groups they work with. Current information provided shows that OSL does not effectively measure their success or student engagement. A new staff member would help tremendously while utilizing current resources.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

Most community colleges with this size have an employee dedicated to ASG because of the complexity of the organization and the attention needed. Adding a staff member would be an effective strategy in continuing to meet the strategic goals.

4. What are the consequences of not filling this position?

Continued conflicts and gaps that arise from having the lead conduct officer also advising student government. Travel schedules may delay issues being resolved through student conduct.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Raymond Carlos			
Program or Service Area:	Office of Student Life			
Division:	Student Services			
Date of Last Program Efficacy:	Spring 2014			
What rating was given?	Continuation			
Current Number of Classified Staff:	FT:	2	PT:	0
Position Requested:	Coordinator or Assistant Director			
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	#2, #4, #5			

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.)

Currently, the Office of Student Life has seen an increase of student conduct reports. These reports come from faculty and staff through the disruptive student behavioral reports and campus police. We have also seen an increase of referrals because of mental health challenges. These situations take a lot of attention by the Director of Student Life and other aspects of the position are not being given needed attention. One such area includes the Associated Student Government. By adding another full time position, I can better change the reporting process from our student leaders. Both clubs and ASG, all students, would be advised by staff members that I would oversee. This would assist in giving the required attention needed to clubs, ASG, and faculty advisors, while also providing another level of oversight through the Director of Student Life.

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.*)

With an additional staff member, both would be required to assess the student groups they work with. Current information provided shows that OSL does not effectively measure their success or student engagement. A new staff member would help tremendously while utilizing current resources.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

Most community colleges with this size have an employee dedicated to ASG because of the complexity of the organization and the attention needed. Adding a staff member would be an effective strategy in continuing to meet the strategic goals.

4. What are the consequences of not filling this position?

Continued conflicts and gaps that arise from having the lead conduct officer also advising student government. Travel schedules may delay issues being resolved through student conduct.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Michael Lysak			
Program or Service Area:	Physics/Astronomy/Engineering			
Division:	Science			
Date of Last Program Efficacy:	Spring 2016			
What rating was given?	Conditional			
Current Number of Classified Staff:	FT:	1	PT:	1
Position Requested:	To change the present Half-Time Physics Laboratory Technician position to a Full-Time position			
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	Student Success; Communication, Culture, & Climate			

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.)

In recent years, with the addition of more Physics and Astronomy classes to meet demand, the faculty course load has grown significantly (presently at about a maximum of 4.95) with the Physics/Astronomy EMP reporting an FTEF of 9.12 (2015-16, both semesters), and, as a result, the corresponding responsibilities of the Physics Laboratory Technician have increased significantly as well. Presently, the Physics Lab tech is responsible for setting up 14 labs weekly, as well as assisting all Physics/Astronomy instructors (2 full time with overloads, and 4-5 part-time) with various lecture and lab demonstrations that are used to enhance the lecture and lab presentations; furthermore, only two lab rooms are available for these Physics/Astronomy labs, so each lab room gets multiple use, which demands more frequent equipment changes. Further, not only does all this lab and demonstration equipment need to be maintained and/or repaired, but the Physics Lab tech also orders equipment/supplies when necessary, and assists in other Science division activities such as Science and Technology Day. The Physics Lab Tech position is presently only half-time, and with the present/projected growth in our Physics/Astronomy program, there will be a need for the Physics lab tech position to be increased to full-time in order for the Physics lab tech to properly perform all necessary tasks related to the support of lecture and lab instruction. Furthermore, at the end of Spring 2017, the Planetarium Specialist will be retiring; there is uncertain replacement for this position. The department is proposing that there be a new faculty position for a Physics/Astronomy instructor who could help teach the growing numbers of Physics and Astronomy classes, add stability and growth to the Astronomy program, and work to guide and grow the Planetarium programs and resources together with maintaining and supporting all the vital Planetarium activities provided by the Planetarium Specialist. This will add even more to the work load of the Physics lab tech position.

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.*)

According to the EMP for Physics/Astronomy, some of the program goals/challenges/action plans are: increase the Physics Lab Tech position to full-time to facilitate increasing faculty needs and assist in maintaining the Planetarium; maintain lab equipment and supplies for quality education; update the Physics/ Astronomy labs and their related equipment needs; update/revise the Physics/Astronomy labs and their equipment needs with Department lab technician; and upgrade the Physics Lab Tech position to full-time, and train the lab tech in all operations of the Planetarium. Such goals and challenges cannot be adequately met with a half-time Physics lab technician. The Physics/Astronomy 2016 Program Efficacy document states (pg. 29) that "... the Physics/Astronomy laboratory and lecture programs have been negatively impacted by having only part-time laboratory assistance..." Also, this Efficacy report states (pg. 27) there is a significant projected growth rate predicted for jobs in biomedical engineering, biophysics and biochemistry, physician assistants, registered nurses, post-secondary physics instructors, geoscientists, physicists, environmental engineers, civil engineers, physical scientists, nuclear engineers, and aerospace engineers, all of which would predict an increase in Physics enrollment beyond our present growth experience. The Physics/Astronomy department program has rapidly grown and expanded even beyond the capability of our half-time Physics lab technician. If the department is to maintain quality instruction and to successfully plan for such enrollment increases, we will need to increase the Physics lab tech position to full-time.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

As stated in the 2016 Program Efficacy document (pg. 23), the productivity of the Physics/Astronomy department has grown significantly from a WSCH/Faculty Load ratio low of 591 (2011-12), peaked at 643 (2013-14), and decreased to 599 (2014-15); according to the EMP for Physics/Astronomy, the WSCH/FTEF ratio was nearly unchanged at 597. For 2015-16, the department's Success rate was 76%, and its Retention rate was 90%; these rates have, in fact, moderately increased over the years. As student populations increase, to maintain or improve both the success and retention rates, clearly there will be a need for the department to offer more lecture and lab sections, and as an additional full-time faculty will be important in filling that need, so too will there be a strong need for a full time Physics lab tech to support and maintain the quality of lecture/lab instruction. Finally, in Fall of 2016, the Science Division has ranked this Classified Staff Needs request as #5 out of six requests.

4. What are the consequences of not filling this position?

Since the Physics Laboratory Technician retired at the end of 2005, the department has had to use part-time employees in order to properly perform all necessary lab tech tasks related to the support of lecture and lab instruction. In light of increasing numbers of Physics/Astronomy lecture and lab sections, without proper support from a full-time Physics lab tech, high quality instruction for our students would not be possible, and such lack of support stifles successful attempts of program growth, development and expansion, and negatively impacts enrollments, and, ultimately, productivity.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Michael Lysak			
Program or Service Area:	Physics/Astronomy/Engineering			
Division:	Science			
Date of Last Program Efficacy:	Spring 2016			
What rating was given?	Conditional			
Current Number of Classified Staff:	FT:	1	PT:	1
Position Requested:	Replacement of the Planetarium Specialist			
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	Student Success; Communication, Culture, & Climate			

Replacement Growth

If you checked replacement, when was the position vacated? ____Spring 2017_____

1. Provide a rationale for your request. (Explain, in detail, the need for this position.)

At the end of Spring 2017, the Planetarium Specialist will be retiring; as there is uncertain replacement for this position, this will create a tremendous loss: there will be no vital planetarium services available for astronomy lecture and/or lab instruction, none available for other physical science instructors or for other disciplines, and no planetarium shows, tours, or presentations available for the many schools and individuals of our local community. On average, the Planetarium presently serves in excess of 3000 elementary, middle school, and high school students yearly; the Planetarium also directly supports the Astronomy program by providing and preparing class demonstrations/presentations, and assisting in Astronomy laboratory needs. The Planetarium is clearly a most valuable academic resource and provides vital community outreach activities, and its importance to the academic programs at SBVC and to the local community cannot be understated; it is vital that this position be replaced, and in a timely manner, in order that the retiring Planetarium Specialist will have the opportunity to help train his successor.

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.*)

According to the EMP for Physics/Astronomy, some of the program goals/challenges/action plans are: replace the Planetarium specialist to maintain the Planetarium programs and outreach activities; and upgrade the Physics Lab Tech position to full-time, and train the lab tech in all operations of the Planetarium. The Physics/Astronomy 2016 Program Efficacy document states (pg. 28) that "Planetarium shows have been presented throughout each academic year for the general public, for elementary and secondary school programs, for various SBVC physical sciences classes, for various SBVC groups/programs/organizations, and for special outside groups/programs. For the past four years, from September 2011-May 2015, the average combined

yearly audience of the Planetarium shows has been approximately 3858 with an average yearly income of \$3726; the department plans to continue this most valuable outreach program.

Following the public shows, the N.A. Richardson Observatory has also been opened to provide views of the Moon and planets, with an average yearly total of approximately 250 people attending the viewings. This is the oldest observatory in the valley and contains a very historic telescope.

The planetarium has participated in and presented shows for many of the “Science Day” activities, and will continue to do so.

The planetarium instrument was professionally serviced recently to ensure its successful, continued operation for both academic and public outreach purposes.

Given the myriad services that the Planetarium provides under the guidance of the Planetarium Specialist, it is clear that the Planetarium is clearly a most valuable academic resource, it provides vital community outreach activities, and it is of paramount importance to the academic programs at SBVC and to the local community. Further, since the Physics/Astronomy department program has rapidly grown and expanded, if the department is to maintain quality instruction, to successfully plan for future enrollment increases, and to meet the continuing need of the Planetarium programs and services for our college classes as well as for other various academic and community outreach activities, we must replace the Planetarium Specialist position.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

As stated in the 2016 Program Efficacy document (pg. 23), the productivity of the Physics/Astronomy department has grown significantly from a WSCH/Faculty Load ratio low of 591 (2011-12), peaked at 643 (2013-14), and decreased to 599 (2014-15); according to the EMP for Physics/Astronomy, the WSCH/FTEF ratio was nearly unchanged at 597. For 2015-16, the department’s Success rate was 76%, and its Retention rate was 90%; these rates have, in fact, moderately increased over the years. As student populations increase, to maintain or improve both the success and retention rates, clearly there will be a need for the department to offer more lecture and lab sections, and as an additional full-time faculty will be important in filling that need, so too will there be a strong need for a Planetarium Specialist to run the Planetarium and to support and maintain the quality of lecture/lab instruction. Finally, in Fall of 2016, the Science Division has ranked this Classified Staff Needs request as #2 out of six requests.

4. What are the consequences of not filling this position?

At the end of Spring 2017, the Planetarium Specialist will be retiring; as there is uncertain replacement for this position, this will create a tremendous loss: there will be no vital planetarium services available for astronomy lecture and/or lab instruction, none available for other physical science instructors or for other disciplines, and no planetarium shows, tours, or presentations available for the many schools and individuals of our local community. In light of increasing numbers of Physics/Astronomy lecture and lab sections, without proper support from resources such as provided by the Planetarium Specialist, high quality instruction for our students would not be possible, and such lack of support stifles successful attempts of program growth, development and expansion, and negatively impacts enrollments, and, ultimately, productivity. Finally, with the retirement of the Planetarium Specialist at the end of Spring 2017, without a replacement to assume the responsibilities of the Planetarium Specialist, a most vital academic resource and a most important community outreach tool will be lost.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2015

Name of Person Submitting Request:	Diane Dusick			
Program or Service Area:	RTVF/Inland Empire Media Academy			
Division:	Humanities			
Date of Last Program Efficacy:	2012-2013 (mini-review 2014-2015)			
What rating was given?	Continuation			
Current number of Classified Staff:	FT:	0	PT:	0
Position Requested	Media Specialist			
Strategic Initiatives Addressed: (See Appendix A: http://tinyurl.com/15oqoxm)	Goal 2: Student Success 2.2: Promote learning communities 2.5.1 Improve performance on student success – completions 2.5.1 Improve performance on student success – persistence 2.8.10 Maintain an up-to-date curriculum 2.9.1 Maintain a curriculum that is relevant to community needs 2.13 Empower students 3.1.4 Provide increased access to campus information 3.5 Expand and enhance local business and community awareness of the campus			

Replacement Growth

If you checked replacement, when was the position vacated? In 2014 Perkins no longer funded

1. Provide a rationale for your request.

The RTVF Department has very laboratory-intensive classes, with 15 out of 19 classes having an equipment-intensive 3-hour laboratory included as part of classroom instruction. With only one full time faculty member and limited paid student assistants, equipment failure, breakage, and loss are ongoing and frustrating parts of the daily learning experience. Often we have to wait days, weeks, or even longer for equipment issues to be resolved when, if a full time Media Specialist were available, they could be resolved during the same day. Numerous issues currently addressed poorly in the department that could be resolved with a full-time media specialist include

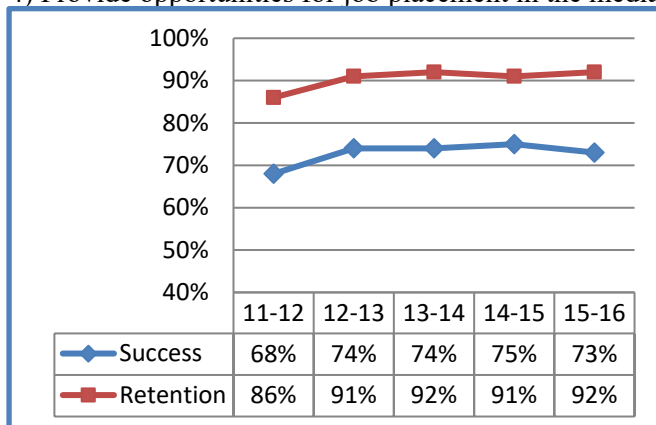
1. Identifying damaged or broken equipment immediately instead of waiting for it to be “discovered” the next time equipment is sent out
2. Keeping the student television and radio stations broadcasting without technical delays that often take months (and in some cases years) to resolve
3. Supervising and managing the equipment storeroom so equipment is catalogued, put back in its proper place, and teaching supplies ordered in a timely manner
4. Addressing computer crashes and other technical “glitches” without disrupting the rest of class or taking the instructor’s attention away from the rest of the class

5. Reducing student frustration and attrition because of technical problems that could have/should have been resolved quickly (thus improving persistence and completions and empowering students!)
6. Updating software in a timely manner rather than months or even a year after purchase
7. Working with faculty to identify state of the art trends to maintain a curriculum that is relevant to community needs
8. Keeping the student radio and television stations up and running, serving the campus community through information on the Campus Center televisions as well as via the Internet.
9. Providing students with the functional tools they need during laboratory classes to promote successful learning communities.

2. Indicate how the content of the latest Program Efficacy Report and current EMP data support this request. How is the request tied to program planning? (*Reference the page number(s) where the information can be found on Program Efficacy*).

The program has partnered with the Fontana Unified School District, San Bernardino Unified School District, Redlands Unified School District, and California State University to provide training and opportunities for students to

- 1) Provide extraordinary learning opportunities in the areas of radio, television, and film to high school, community college, and university students, as well as members of the SB community;
- 2) Ensure that students of all ages receive the best theoretical and practical training in these media fields;
- 3) Facilitate the smooth transition of students from high school to community college to 4-year universities and beyond; and
- 4) Provide opportunities for job placement in the media industry and local businesses.



Although our success dropped by two percentage points in 15-16, it still remains above 70%. Our retention rate is maintaining above 90%.

	10-11	11-12	12-13	13-14	14-15	15-16
Duplicated Enrollment	353	376	388	424	370	289
FTEF	4.20	3.92	3.81	5.05	4.43	4.13
WSCH per FTEF	363	398	396	355	369	314

Enrollments dropped in 2014-15 and continue to be low in 15-16. Our first department priority is to continue the rise in student success and maintain or increase our retention rates. Our second priority is to encourage student completion of degrees and/or certificates. We met last year's goal of getting our adjunct faculty teaching video editing as a certified Avid instructor and we reviewed curriculum for RTVF 131 and 232 to match the Avid curriculum for certification as an Avid User (RTVF 131) and an Avid Professional (RTVF 232).

3. Indicate if there is additional information you wish the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

4. **From page 6 of the previous program efficacy report:** “Faculty continue to work with students to improve success by adding laboratory assistants, encouraging teamwork, and maintaining contact with students outside of scheduled classroom hours.” Unfortunately, the funding for these laboratory assistants came nearly 100% from Perkins funding, which no longer permits paying student lab assistants. This is a huge loss for the department and a hardship in the laboratory classes.
5. Because SLOs from all 15 laboratory classes require students to demonstrate technical skills, it is critical that (a) equipment is functioning properly during laboratory classes, (b) the check-in/check-out process is efficient, (c) damaged or broken equipment can be identified immediately and repaired or replaced quickly, and (d) faculty spend more time in the labs teaching and not troubleshooting.
6. **From page 12 of the previous program efficacy report:** “The campus mission is to provide quality education and services to a diverse community of learners; the RTVF department’s mission is to focus that quality education and services for students specifically interested in careers in radio, television, film, and multimedia.” Without adequately functioning equipment and efficiently run labs, students do not receive the quality of education and service expected and the training they receive is less effective. Having a full time Media Specialist will help ensure equipment is functioning properly, less time is wasted checking equipment in/out, damaged or broken equipment is identified and repaired or replaced, and faculty are free to spend class time teaching.

7. What are the consequences of not filling this position?

While classes will certainly continue, they will continue will lower efficiency, increased student and faculty frustration, and an inability to effectively serve the campus community with student-oriented informational programming through the Campus Center monitors and Internet.

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Joshua Milligan		
Program or Service Area:	Welding Technology		
Division:	Applied Technology, Transportation and Culinary Arts		
Date of Last Program Efficacy:	Spring 2015		
What rating was given?	Continuation		
Current Number of Classified Staff:	FT:	1	PT:
Position Requested:	Lab Assistant		
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	2.5.1, 2.6.6,		

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.)

Our program is extremely lab intensive and most of our courses require welding practice, testing, and troubleshooting. One instructor in the lab is not enough to go around and adequately help all the students. With 15 to 25 different projects happening simultaneously, it is difficult to help students troubleshoot and build skills correctly while maintaining a safe classroom environment. In addition, we are expecting to have a solid increase in enrollment. We have previously hired part time lab assistants with alternative funding sources such as Perkins. These funds are becoming harder to secure and more restrictive in their allowed uses. This has strengthened the need for a full time lab assistant in the welding program.

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.*)

The program has stabilized since the recent renovation project that caused the drop in student enrollment. As the word is getting out to students that the program is supporting their needs efficiently, enrollment is expected to steadily climb. The success of the students who have stayed in the program throughout the recent challenges has been high. To maintain the high level of success achieved, a full time lab assistant is needed to help give students needed support in the lab due to increasing enrollment. As enrollment increases, the time the faculty have with each students decreases which will decrease the student success if the lab assistant is not hired.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

Student success will greatly improve and be maintained as well as student retention. Students will have the needed support for success in courses which will keep them involved and engaged, thus improving retention and making them more knowledgeable in the field.

4. What are the consequences of not filling this position?

As classes get larger, it will put the strain on our faculty and the students. As well as impact the student to instructor ratio in the lab environment. This would effect enrollment, growth and success of students.