

**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>James Stewart</b>
Program or Service Area:	<b>Art Department</b>
Division:	<b>Arts and Humanities</b>
Date of Last Program Efficacy:	<b>Spring 2015</b>
What rating was given?	<b>Continuation</b>
Equipment Requested	<b>Soldner Professional Clay Mixer</b>
Amount Requested:	<b>\$7,660.36</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	<b>Student Success:</b> SBVC will increase course success, program success, access to employment, and transfer rates by enhancing student learning. <b>Facilities:</b> SBVC will support the construction and maintenance of safe, efficient, functional facilities and infrastructure to meet the needs of students, employees, and community.

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO

If yes, what are they? \_\_\_\_\_

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

The current mixer is over 13 years old and is wearing out. In the past, the clay mixer has been replaced after 11-12 years. The current mixer is past its duration of service and showing significant wear and tear.

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 is tied to student success (p. 9) of the 2015 Program Efficacy Report. By reducing waste and cost, and allowing students to experiment and learn without fear of making mistakes is essential for self-improvement and self-expression.

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

A new mixer will be more reliable and require less down time. In addition, a new mixer will help with waste reduction, cost reduction, and be environmentally responsible.

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

A new mixer should be relatively maintenance free and the Department's budget can cover maintenance costs.

5. What are the consequences of not funding this equipment?

The mixer allows for the recycling of clay. Without recycling clay the program's operating cost would increase by \$3,000-\$4,000 per year. This would increase the cost of students' materials fees.

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Program or Service Area:	<b>Art Department</b>
Division:	<b>Arts and Humanities</b>
Date of Last Program Efficacy:	<b>Spring 2015</b>
What rating was given?	<b>Continuation</b>
Equipment Requested	<b>30 Shimpo VC-Whisper Pottery Wheels</b>
Amount Requested:	<b>\$43,606.00</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	<b>Student Success:</b> SBVC will Increase course success, program success, access to employment, and transfer rates by enhancing student learning. <b>Facilities:</b> SBVC will support the construction and maintenance of safe, efficient, functional facilities and infrastructure to meet the needs of students, employees, and community.

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO

If yes, what are they? \_\_\_\_\_

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

The current pottery wheels are over 10 years old and due to faculty design the speed controls are exposed to water and frequently quit functioning. The parts are in constant need of replacement. Approximately 75 students, both program majors and non-majors, use the wheels per semester.

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 most current EIS data indicates the FTES in the Art Department for 15-16 are 302.98. Retention rates are at 90%. Students remain in art classes. Limited space, equipment, and safety must be considered in the studio and lab classes. This request is tied to program productivity (p. 19) of the 2015 Program Efficacy Report

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

The new wheels are more reliable and will require less down time. Having functioning wheels allows for students to have access to the pottery wheels and ties directly to successful student outcomes for the projects.

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

The new wheels should be relatively maintenance free and the Department's budget can cover maintenance costs.

5. What are the consequences of not funding this equipment?

If the wheels are not replaced we will have continual and more frequent breakdowns of the pottery wheels. This not only effect student outcomes but also impacts the Department's budget. At this time the cost for repair is \$1,200 per year to keep the wheels working.

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Name of Person Submitting Request:	<b>Stacy Meyer</b>
Program or Service Area:	<b>Culinary Arts /Catering Truck</b>
Division:	<b>Applied Technology, Transportation and Culinary Arts</b>
Date of Last Program Efficacy:	<b>2016</b>
What rating was given?	<b>conditional</b>
Equipment Requested	<b>POS system for Den</b>
Amount Requested:	<b>\$3,000??</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	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

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO

If yes, what are they? Provide a rationale for your request. (Explain, in detail, the need for this position.)

Perkins Funding however it will not be dispersed until next fall and that will be after the Den has opened. This should be in place before the Den opens in the Spring of 2017.

1. 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.*)

When the Efficacy was written last fall the Den was not on the department's radar. Henry Hua asked the Culinary Department to re-open the Den. Scott Stark has agreed to this and we are collaborating in order to prepare for the opening in the Spring 2017. This equipment is needed in order to accept credit cards in the Den without this capability the den will not be profitable. The department has agreed to re-open the Den however the chair would like the Den to be properly equipped and make a profit in order to become self-sufficient after a three year period.

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

There are no compliance issues for a POS System

3. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

The ongoing cost for the department will be the licensing that needs to be paid yearly. This will come from the Den profits.

4. What are the consequences of not funding this equipment?

The consequences of not having this equipment is that the Den without this capability will not be profitable. The credit card capability is necessary for the Dens existence.

**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Stacy Meyer</b>
Program or Service Area:	<b>Culinary Arts/ Baking</b>
Division:	<b>Applied Technology, Transportation and Culinary Arts</b>
Date of Last Program Efficacy:	<b>2016</b>
What rating was given?	<b>conditional</b>
Equipment Requested	<b>Dough Sheeter</b>
Amount Requested:	<b>25,000.00</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	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

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional **XX**

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO **XX**

If yes, what are they? Maybe Perkins

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

This piece of equipment is needed for the Baking program. This will be used to show students how to roll out dough for puff pastry, sweet dough, and other doughs that it is necessary to roll out thin for production purposes. This equipment is widely used in baker’s kitchens. These are necessary skills for students within the baking program to have before going out into the industry.

1. 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 EMP reflect this request in the expansion of the culinary department and it falls within the Baking program equipment needs. This is also stated within the efficacy report under trends and the baking program. The baking program was mentioned with in the Efficacy report many times. The efficacy report states that baking is a trend. Food Service establishments had baking in the restaurants, hotels, casinos and resorts until the cost became too high to support in house baked items. Now “trends within the food service industry are for the hotels and restaurants to go back to baking desserts, breads and pastries in house instead of purchasing the products. 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 3<sup>rd</sup>. 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](https://issuu.com/kkotche/docs/roi_report_2015_final)). It will be the goal of the new baking program to help fill this gap”. The EMP states within the departments goals the baking program will be offered in 2017. Also under goals the EMP states the hiring of faculty for the baking department.

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

Equipment must meet the San Bernardino County Health and Safety guidelines.

3. Indicate any related costs (including any ongoing maintenance or updates) and department/program’s plans to support those costs.

Maintenance for this equipment will be the responsibility of the culinary/baking department moving forward.

4. What are the consequences of not funding this equipment?

The students will not have the experience working with a production machine such as a dough sheeter, this equipment is widely used in the baking industry and students should be trained before entering into the field of study on how to use the equipment efficiently and safely.



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If yes, what are they? Maybe Perkins

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

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Yes  NO

If yes, what are they? Maybe Perkins

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Equipment must meet the San Bernardino County Health and Safety guidelines.

3. Indicate any related costs (including any ongoing maintenance or updates) and department/program’s plans to support those costs.

Maintenance for this equipment will be the responsibility of the culinary/baking department moving forward.

4. What are the consequences of not funding this equipment?

The students will not have the experience working with a production machine such as a dough sheeter, this equipment is widely used in the baking industry and students should be trained before entering into the field of study on how to use the equipment efficiently and safely.

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**Fall 2016**

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Program or Service Area:	<b>Culinary Arts /Catering Truck</b>
Division:	<b>Applied Technology, Transportation and Culinary Arts</b>
Date of Last Program Efficacy:	<b>2016</b>
What rating was given?	<b>conditional</b>
Equipment Requested	<b>POS system for Den</b>
Amount Requested:	<b>\$3,000??</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	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

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Replacement  Additional

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO

If yes, what are they? Provide a rationale for your request. (Explain, in detail, the need for this position.)

Perkins Funding however it will not be dispersed until next fall and that will be after the Den has opened. This should be in place before the Den opens in the Spring of 2017.

1. 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.*)

When the Efficacy was written last fall the Den was not on the department's radar. Henry Hua asked the Culinary Department to re-open the Den. Scott Stark has agreed to this and we are collaborating in order to prepare for the opening in the Spring 2017. This equipment is needed in order to accept credit cards in the Den without this capability the den will not be profitable. The department has agreed to re-open the Den however the chair would like the Den to be properly equipped and make a profit in order to become self-sufficient after a three year period.

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

There are no compliance issues for a POS System

3. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

The ongoing cost for the department will be the licensing that needs to be paid yearly. This will come from the Den profits.

4. What are the consequences of not funding this equipment?

The consequences of not having this equipment is that the Den without this capability will not be profitable. The credit card capability is necessary for the Dens existence.

**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Stacy Meyer</b>
Program or Service Area:	<b>Culinary Arts/ Baking</b>
Division:	<b>Applied Technology, Transportation and Culinary Arts</b>
Date of Last Program Efficacy:	<b>2016</b>
What rating was given?	<b>conditional</b>
Amount Requested:	<b>\$ 40,000.00 dollars</b>
Object Code:	<b>6400- small wares</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	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

*Note: To facilitate ranking by the committee, please submit separate requests for each general area of budget augmentation needed. Do not request a lump sum to encompass many different areas.*

One-Time                          Ongoing      

Does program or service area have an existing budget?    Yes           No      

Are there alternative funding sources? (*for example, Department, Budget, Perkins, Grants, etc.*)

Yes           No      

If yes, what are they: Perkins maybe

1. Provide a rationale for your request (Give a detailed explanation of why this budget increase is needed.)

The reason for this request is that the Baking kitchen Rialto ROP is not stocked with smallwares.

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 the urgent expansion of the Culinary Arts Program the Rialto kitchen needs to be supplied. The culinary department has been in a non-growth phase for several years now and has been told to grow and expand. The department is doing just that with the new ideas, within the opportunities and planning sections on the EMP. This includes the Rialto site. In this kitchen we will hold community courses, noncredit courses as well as credit courses currently in the program. Success rates within the program are strong, 14-15 success rate was 85% and 15-16 success rate is 92%. Retention is also up from the previous year to 98% from 97%. This utilization of classroom will make the students become more successful within their trade.

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

Additional adjunct faculty will be hired to offset the load of the one full time faculty in the department. Any additional faculty must have a Serve Safe Certificate, as well as the knowledge to teach the subject matter. The adjunct must also be familiar with the San Bernardino Health Code.

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program plans to support those costs.

This is a onetime purchase. There are no other cost related to this expense.

5. What are the consequences of not funding this budget request?

We cannot utilize this kitchen without stocking it with small wares for the students to use. This is a new kitchen, never used so it does not have any spatulas, spoons, whips, bowls, mixers, blenders, etc.



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Equipment Requested	<b>Dough Sheeter</b>
Amount Requested:	<b>25,000.00</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	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

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional  XX

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO  XX

If yes, what are they? Maybe Perkins

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

This piece of equipment is needed for the Baking program. This will be used to show students how to roll out dough for puff pastry, sweet dough, and other doughs that it is necessary to roll out thin for production purposes. This equipment is widely used in baker's kitchens. These are necessary skills for students within the baking program to have before going out into the industry.

1. 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 EMP reflect this request in the expansion of the culinary department and it falls within the Baking program equipment needs. This is also stated within the efficacy report under trends and the baking program. The baking program was mentioned with in the Efficacy report many times. The efficacy report states that baking is a trend. Food Service establishments had baking in the restaurants, hotels, casinos and resorts until the cost became too high to support in house baked items. Now "trends within the food service industry are for the hotels and restaurants to go back to baking desserts, breads and pastries in house instead of purchasing the products. 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 3<sup>rd</sup>. 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](https://issuu.com/kkotche/docs/roi_report_2015_final)). It will be the goal of the new baking program to help fill this gap”. The EMP states within the departments goals the baking program will be offered in 2017. Also under goals the EMP states the hiring of faculty for the baking department.

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

Equipment must meet the San Bernardino County Health and Safety guidelines.

3. Indicate any related costs (including any ongoing maintenance or updates) and department/program’s plans to support those costs.

Maintenance for this equipment will be the responsibility of the culinary/baking department moving forward.

4. What are the consequences of not funding this equipment?

The students will not have the experience working with a production machine such as a dough sheeter, this equipment is widely used in the baking industry and students should be trained before entering into the field of study on how to use the equipment efficiently and safely.

**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Stacy Meyer</b>
Program or Service Area:	<b>Culinary Arts Program</b>
Division:	<b>Applied Technology, Transportation and Culinary Arts</b>
Date of Last Program Efficacy:	<b>2016</b>
What rating was given?	<b>conditional</b>
Equipment Requested	<b>Food Truck</b>
Amount Requested:	<b>\$100,000.00 object code: 6500</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	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

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  maybe NO

If yes, what are they? Strong Workforce Development Funding

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

The Culinary Program has created a plan to open a Food Truck or mobile lab that the students can gain experience preparing food in a fast pace environment within a rising trend within the industry. This will allow students to learn small business while working on a fully functional catering truck. This would also allow the students within the catering class to cater off site which they have not had the experience to date.

The county of San Bernardino has already responded to the idea of a food truck, they would like it to be parked downtown during lunch time for all county employees to enjoy. This is only one response we have had to the truck. The third Thursday of each month is the Food Truck expo downtown San Bernardino, we have also had requests to join the trucks already serving the public in this location.

If these funds are paid for from the Strong Workforce Funding the entire region will have access to this vehicle. The mobile lab can be taken and used to cater events throughout the region as well as be used for class room activities. Students from the Culinary, Baking, Hospitality and Food and Nutrition will be able to work on the truck gaining small business experience and the necessary skills needed to work within their industries. This is a great entrepreneur experience for the students. Each student will have the opportunity to run the truck for a week to gain the experience of writing a menu, training staff, ordering, receiving, storing, book keeping and management skills. These skills will be used within the industry on a daily basis.

By adding the truck to the department we will engage the community and bring more awareness to the culinary program and Valley College. The truck will be self-sufficient within one years' time.

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 EMP discusses the food truck under opportunities. This concept already has been explained in the previous paragraph. It is tied to program planning and marketing by having the college name out in the public and the public purchasing from the truck on a daily basis. The planning is that by Fall of 2017 the truck will be purchased and ready for the students to run. The department will work with the health department and governing agencies as far as permits for each venue. All monies made will be deposited into the culinary arts account to help offset the cost for maintaining, gas and food the following fiscal year.

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

There will be an adjunct placed on the truck with the students on a daily basis. The adjunct faculty will need to have a Serve Safe Certificate and be able to post it within the truck along with the trucks business license. The adjunct will have to have the knowledge of small business and how to run a catering truck.

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

The ongoing costs for the food truck will be gas, maintenance and up keep of the vehicle, permits, propane for the tanks in order to cook. The department will support these costs from the proceeds the students make on a daily basis. The department chair will also work with Strong Work Force Grant and Perkins Grant to offset cost as well.

5. What are the consequences of not funding this equipment?

By not getting this equipment it is an opportunity lost for the program and students. This opportunity will be a liaison between the campus and the community. The program is counting on this to help in the growth of the department.

**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Stacy Meyer</b>
Program or Service Area:	<b>Culinary Arts</b>
Division:	<b>Applied Technology, Transportation and Culinary Arts</b>
Date of Last Program Efficacy:	<b>2016</b>
What rating was given?	<b>conditional</b>
Equipment Requested	<b>Rotation Oven</b>
Amount Requested:	<b>33,000.00</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	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

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO

If yes, what are they?

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

This equipment is needed in the main kitchen as an additional oven for proofing, baking, and roasting larger quantity of items at one time. This year the culinary department has been inundated with large caterings for 300-600 people at a time. This oven will allow the students to prepare large volume caterings in less time. This oven will also be used for any baking courses that will be held on campus. The baking students will utilize this oven to proof and bake their products all at once. This is efficient and equipment that is used in the industry. This piece of equipment will be cross utilized in all Culinary courses. The Baking Program will start in 2017 under the Culinary Arts Program. This is a new program and is in need of funding through either general budget or lottery funds. In order to purchase product for the students to learn the necessary skills needed to become employed within the industry. This is the only junior college that has a baking program. Research found that the baking industry has a gap of close to 500 bakers in California. This means that currently there are close to 500 jobs within the industry for bakers that remain empty. By funding this program the students taking the baking courses can fill those positions and close the gap within California. Relationships with area restaurants, hotels and small business will be established in order to place students in paid internships with the guarantee of hire at a set wage.

The baking program will be housed off campus currently at Rialto ROP. The baked goods produced will be transported daily to the Sunroom, Food Truck and Den and be sold in each of those venues. There will also be baking courses offered on campus at SBVC.

Students will learn basic baking skills, artesian breads, pastries, French Pastry, chocolate work, sugar work, and a variety of desserts. This program is a one year program and has three certificates the students can work toward. This program is an AA program and does transfer to UC and CSU systems.

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 EMP reflect this request in the expansion of the culinary department and it falls within the Baking program equipment needs. The Baking Program will start in 2017 under the Culinary Arts Program. This is a new program and is in need of funding through either general budget or lottery funds. In order to purchase product for the students to learn the necessary skills needed to become employed within the industry. This is the only junior college that has a baking program. Research found that the baking industry has a gap of close to 500 bakers in California. This means that currently there are close to 500 jobs within the industry for bakers that remain empty. By funding this program the students taking the baking courses can fill those positions and close the gap within California. Relationships with area restaurants, hotels and small business will be established in order to place students in paid internships with the guarantee of hire at a set wage. The baking program will be housed off campus currently at Rialto ROP. The baked goods produced will be transported daily to the Sunroom, Food Truck and Den and be sold in each of those venues.

Students will learn basic baking skills, artesian breads, pastries, French Pastry, chocolate work, sugar work, and a variety of desserts. This program is a one year program and has three certificates the students can work toward. This program is an AA program and does transfer to UC and CSU systems.

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

This piece of equipment must comply with the health code requirements.

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

Ongoing maintenance will be the responsibility of the Culinary Department.

5. What are the consequences of not funding this equipment?

The students will not learn on a piece of equipment that is widely used regularly in the industry. The departments will not be able to commit to the larger caterings on campus due to inefficiency of equipment.

**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Stacy Meyer</b>
Program or Service Area:	<b>Culinary Arts /Catering Truck</b>
Division:	<b>Applied Technology, Transportation and Culinary Arts</b>
Date of Last Program Efficacy:	<b>2016</b>
What rating was given?	<b>conditional</b>
Equipment Requested	<b>POS system for Den</b>
Amount Requested:	<b>\$3,000??</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	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

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO

If yes, what are they? Provide a rationale for your request. (Explain, in detail, the need for this position.)

Perkins Funding however it will not be dispersed until next fall and that will be after the Den has opened. This should be in place before the Den opens in the Spring of 2017.

1. 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.*)

When the Efficacy was written last fall the Den was not on the department's radar. Henry Hua asked the Culinary Department to re-open the Den. Scott Stark has agreed to this and we are collaborating in order to prepare for the opening in the Spring 2017. This equipment is needed in order to accept credit cards in the Den without this capability the den will not be profitable. The department has agreed to re-open the Den however the chair would like the Den to be properly equipped and make a profit in order to become self-sufficient after a three year period.

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

There are no compliance issues for a POS System

3. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

The ongoing cost for the department will be the licensing that needs to be paid yearly. This will come from the Den profits.

4. What are the consequences of not funding this equipment?

The consequences of not having this equipment is that the Den without this capability will not be profitable. The credit card capability is necessary for the Dens existence.



**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Stacy Meyer</b>
Program or Service Area:	<b>Culinary Arts</b>
Division:	<b>Applied Technology, Transportation and Culinary Arts</b>
Date of Last Program Efficacy:	<b>2016</b>
What rating was given?	<b>conditional</b>
Amount Requested:	<b>\$ 25,000.00 dollars</b>
Object Code:	<b>6400- small wares</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	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

*Note: To facilitate ranking by the committee, please submit separate requests for each general area of budget augmentation needed. Do not request a lump sum to encompass many different areas.*

One-Time                          Ongoing      

Does program or service area have an existing budget?    Yes           No      

Are there alternative funding sources? (*for example, Department, Budget, Perkins, Grants, etc.*)

Yes           No      

If yes, what are they: Perkins maybe

1. Provide a rationale for your request (Give a detailed explanation of why this budget increase is needed.)

The reason for this request is that the North Hall kitchen has been vacant for over 3 years. The kitchen has now been cleaned, the floors have been installed and the kitchen is ready for classes to take place. The equipment needs to be purchased in order to have classes in the North Hall kitchen. Equipment such as small wares, mixers, blenders, utensils, bowls, spatulas, cake pans, roasting pans, whips, spoons, pots and pans, etc... all of these items are ordered together and need to be placed before the department can hold classes in North Hall.

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 the urgent expansion of the Culinary Arts Program the north hall needs to be supplied. The culinary department has been in a non-growth phase for several years now and has been told to grow and expand. The department is doing just that with the new ideas, within the opportunities and planning sections on the EMP. This includes North Hall kitchen. In this kitchen we will hold community courses, noncredit courses as well as credit courses currently in the program. Success rates within the program are strong, 14-15 success rate was 85% and 15-16 success rate is 92%. Retention is also up from the previous year to 98% from 97%. This utilization of classroom will make the students become more successful within their trade.

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

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

Additional adjunct faculty will be hired to offset the load of the one full time faculty in the department. Any additional faculty must have a Serve Safe Certificate, as well as the knowledge to teach the subject matter. The adjunct must also be familiar with the San Bernardino Health Code.

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program plans to support those costs.

This is a onetime purchase. There are no other cost related to this expense.

5. What are the consequences of not funding this budget request?

We cannot utilize this kitchen that was built specifically for the department. In the past we could not utilize the space due to the kitchen being incomplete, now that it is finally completed we need the space to grow the program.

**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Stacy Meyer</b>
Program or Service Area:	<b>Culinary Arts /Catering Truck</b>
Division:	<b>Applied Technology, Transportation and Culinary Arts</b>
Date of Last Program Efficacy:	<b>2016</b>
What rating was given?	<b>conditional</b>
Equipment Requested	<b>POS system for Truck</b>
Amount Requested:	<b>\$5,000</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	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

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO

If yes, what are they? Provide a rationale for your request. (Explain, in detail, the need for this position.)

Perkins Funding however it will not be dispersed until next fall and that will be after the truck has been purchased and equipped. This needs to be in place before the Truck can go out into the community. The POS system will keep track of sales, give the needed reports needed to keep records for the Campus Business Office. The Culinary Program has created a plan to open a Food Truck or mobile lab that the students can gain experience preparing food in a fast pace environment within a rising trend within the industry. This will allow students to learn small business while working on a fully functional catering truck. This would also allow the students within the catering class to cater off site which they have not had the experience to date. The county of San Bernardino has already responded to the idea of a food truck, they would like it to be parked downtown during lunch time for all county employees to enjoy. This is only one response we have had to the truck. The third Thursday of each month is the Food Truck expo downtown San Bernardino, we have also had requests to join the trucks already serving the public in this location.

If these funds are paid for from the Strong Workforce Funding the entire region will have access to this vehicle. The mobile lab can be taken and used to cater events throughout the region as well as be used for class room activities. Students from the Culinary, Baking, Hospitality and Food and Nutrition will be able to work on the truck gaining small business experience and the necessary skills needed to work within their industries. This is a great entrepreneur experience for the students. Each student will have the opportunity to run the truck for a week to gain the experience of writing a menu, training staff, ordering, receiving, storing, book keeping and management skills. These skills will be used within the industry on a daily basis.

1. 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 EMP discusses the food truck under opportunities. The Culinary Program has created a plan to open a Food Truck or mobile lab that the students can gain experience preparing food in a fast pace environment within a rising trend within the industry. This will allow students to learn small business while working on a fully functional catering truck. This would also allow the students within the catering class to cater off site which they have not had the experience to date. The county of San Bernardino has already responded to the idea of a food truck, they would like it to be parked downtown during lunch time for all county employees to enjoy. This is only one response we have had to the truck. The third Thursday of each month is the Food Truck expo downtown San Bernardino, we have also had requests to join the trucks already serving the public in this location.

It is tied to program planning and marketing by having the college name out in the public and the public purchasing from the truck on a daily basis. The planning is that by Fall of 2017 the truck will be purchased and ready for the students to run. The department will work with the health department and governing agencies as far as permits for each venue. All monies made will be deposited into the culinary arts account to help offset the cost for maintaining, gas and food the following fiscal year.

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

There are no compliance issues for a POS System

3. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

The ongoing cost for the department will be the licensing that needs to be paid yearly. This will come from the Culinary Arts budget.

4. What are the consequences of not funding this equipment?

The consequences of not having this equipment is that the catering truck without this capability will not be profitable or be able to be tracked. The credit card capability is necessary for the truck to make a profit.

**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Stacy Meyer</b>
Program or Service Area:	<b>Culinary Arts /Catering Truck</b>
Division:	<b>Applied Technology, Transportation and Culinary Arts</b>
Date of Last Program Efficacy:	<b>2016</b>
What rating was given?	<b>conditional</b>
Equipment Requested	<b>POS system for Truck</b>
Amount Requested:	<b>\$5,000</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	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

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO

If yes, what are they? Provide a rationale for your request. (Explain, in detail, the need for this position.)

Perkins Funding however it will not be dispersed until next fall and that will be after the truck has been purchased and equipped. This needs to be in place before the Truck can go out into the community. The POS system will keep track of sales, give the needed reports needed to keep records for the Campus Business Office. The Culinary Program has created a plan to open a Food Truck or mobile lab that the students can gain experience preparing food in a fast pace environment within a rising trend within the industry. This will allow students to learn small business while working on a fully functional catering truck. This would also allow the students within the catering class to cater off site which they have not had the experience to date. The county of San Bernardino has already responded to the idea of a food truck, they would like it to be parked downtown during lunch time for all county employees to enjoy. This is only one response we have had to the truck. The third Thursday of each month is the Food Truck expo downtown San Bernardino, we have also had requests to join the trucks already serving the public in this location.

If these funds are paid for from the Strong Workforce Funding the entire region will have access to this vehicle. The mobile lab can be taken and used to cater events throughout the region as well as be used for class room activities. Students from the Culinary, Baking, Hospitality and Food and Nutrition will be able to work on the truck gaining small business experience and the necessary skills needed to work within their industries. This is a great entrepreneur experience for the students. Each student will have the opportunity to run the truck for a week to gain the experience of writing a menu, training staff, ordering, receiving, storing, book keeping and management skills. These skills will be used within the industry on a daily basis.

1. 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 EMP discusses the food truck under opportunities. This concept already has been explained in the previous paragraph. It is tied to program planning and marketing by having the college name out in the public and the public purchasing from the truck on a daily basis. The planning is that by Fall of 2017 the truck will be purchased and ready for the students to run. The department will work with the health department and governing agencies as far as permits for each venue. All monies made will be deposited into the culinary arts account to help offset the cost for maintaining, gas and food the following fiscal year.

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

There are no compliance issues for a POS System

3. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

The ongoing cost for the department will be the licensing that needs to be paid yearly. This will come from the Culinary Arts budget.

4. What are the consequences of not funding this equipment?

The consequences of not having this equipment is that the catering truck without this capability will not be profitable or be able to be tracked. The credit card capability is necessary for the truck to make a profit.

**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Stacy Meyer</b>
Program or Service Area:	<b>Culinary Arts</b>
Division:	<b>Applied Technology, Transportation and Culinary Arts</b>
Date of Last Program Efficacy:	<b>2016</b>
What rating was given?	<b>conditional</b>
Equipment Requested	<b>Rotation Oven</b>
Amount Requested:	<b>33,000.00</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	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

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional  XX

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO  XX

If yes, what are they?

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

This equipment is needed in the main kitchen as an additional oven for proofing, baking, and roasting larger quantity of items at one time. This year the culinary department has been inundated with large caterings for 300-600 people at a time. This oven will allow the students to prepare large volume caterings in less time. This oven will also be used for any baking courses that will be held on campus. The baking students will utilize this oven to proof and bake their products all at once. This is efficient and equipment that is used in the industry. This piece of equipment will be cross utilized in all Culinary courses. The Baking Program will start in 2017 under the Culinary Arts Program. This is a new program and is in need of funding through either general budget or lottery funds. In order to purchase product for the students to learn the necessary skills needed to become employed within the industry. This is the only junior college that has a baking program. Research found that the baking industry has a gap of close to 500 bakers in California. This means that currently there are close to 500 jobs within the industry for bakers that remain empty. By funding this program the students taking the baking courses can fill those positions and close the gap within California. Relationships with area restaurants, hotels and small business will be established in order to place students in paid internships with the guarantee of hire at a set wage.

The baking program will be housed off campus currently at Rialto ROP. The baked goods produced will be transported daily to the Sunroom, Food Truck and Den and be sold in each of those venues. There will also be baking courses offered on campus at SBVC.

Students will learn basic baking skills, artesian breads, pastries, French Pastry, chocolate work, sugar work, and a variety of desserts. This program is a one year program and has three certificates the students can work toward. This program is an AA program and does transfer to UC and CSU systems.

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 EMP reflect this request in the expansion of the culinary department and it falls within the Baking program equipment needs. The Baking Program will start in 2017 under the Culinary Arts Program. This is a new program and is in need of funding through either general budget or lottery funds. In order to purchase product for the students to learn the necessary skills needed to become employed within the industry. This is the only junior college that has a baking program. Research found that the baking industry has a gap of close to 500 bakers in California. This means that currently there are close to 500 jobs within the industry for bakers that remain empty. By funding this program the students taking the baking courses can fill those positions and close the gap within California. Relationships with area restaurants, hotels and small business will be established in order to place students in paid internships with the guarantee of hire at a set wage. The baking program will be housed off campus currently at Rialto ROP. The baked goods produced will be transported daily to the Sunroom, Food Truck and Den and be sold in each of those venues.

Students will learn basic baking skills, artesian breads, pastries, French Pastry, chocolate work, sugar work, and a variety of desserts. This program is a one year program and has three certificates the students can work toward. This program is an AA program and does transfer to UC and CSU systems.

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

This piece of equipment must comply with the health code requirements.

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

Ongoing maintenance will be the responsibility of the Culinary Department.

5. What are the consequences of not funding this equipment?

The students will not learn on a piece of equipment that is widely used regularly in the industry. The departments will not be able to commit to the larger caterings on campus due to inefficiency of equipment.



**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Todd Heibel</b>
Program or Service Area:	<b>Geography</b>
Division:	<b>Science</b>
Date of Last Program Efficacy:	<b>SP 15</b>
What rating was given?	<b>Continuation</b>
Equipment Requested	<b>Classroom Globe – Raised Relief – 25 inch diameter</b>
Amount Requested:	<b>\$4,500</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	Student Success and Facilities

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO

If yes, what are they? The department has insufficient Equipment funds.

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

Each year, globes and maps are heavily utilized within all Geography lecture and laboratory sections. They are the centerpiece of the discipline of geography! Many of the maps and globes are reaching the end of their life expectancy. Some of this is attributed to general wear and tear of heavy use, while some is attributed to the dynamism of geopolitics (e.g. the disintegration of Czechoslovakia, Yugoslavia, and Sudan, as well as renaming of countries, regions, and cities during recent years).

The specific item desired is a portable, classroom-sized raised relief globe (25-in diameter). This globe will replace a heavily damaged classroom-sized globe. It can be shared among Geography, Geology, GIS, and Oceanography courses in order to more efficiently utilize resources. Typically, the instructor demonstrates an exercise using the classroom globe and students follow with smaller (12-in diameter) desktop globes.

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 Department Goals section of the Geography EMP document includes “[maintenance of] laboratories with equipment and supplies needed for quality education” as a priority. In addition, the SP 15 Geography Efficacy document planning section includes the need for additional map

and globe instructional supplies.

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

It is imperative that SBVC Geography students graduate and transfer with the most current geopolitical knowledge. Even if they are not geography majors, current global knowledge is crucial for the 21<sup>st</sup> century job market. This specific raised-relief globe will also showcase the Earth's physical diversity, with an emphasis on Plate Tectonics and locations of ocean ridges, ocean trenches, mountain ranges, rift valleys, and volcanoes. In turn, students will have an enhanced understanding of geologic hazards like earthquakes, volcanoes, and tsunami (including in their own "back yard" of Southern California).

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

It is estimated that the department will require periodic globe and map updates, as these items suffer from wear and tear and become obsolete (or relegated to "historic" map status). The estimated replacement cycle is three to five years at a cost of \$2,000 to \$4,000. However, if appropriate care is taken, then the classroom-sized globe should remain intact and relevant for five to ten years or more.

5. What are the consequences of not funding this equipment?

As classroom maps and globes are already suffering the effects of wear and tear and many have become obsolete, it is time to replace them. If they are not replaced, then the learning environment will be cartographically and geopolitically compromised. Students will have greater difficulty with hands-on examples of human, political, and physical geography. Although mapping technologies like *Google Earth* are an important supplement within the classroom, for students who wish to transfer to a four-year institution or gain employment in a related field, up-to-date maps and globes remain an imperative tool of the 21<sup>st</sup> century.

**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Todd Heibel</b>
Program or Service Area:	<b>Geology-Oceanography</b>
Division:	<b>Science</b>
Date of Last Program Efficacy:	<b>SP 16</b>
What rating was given?	<b>Continuation</b>
Equipment Requested	<b>Heavy Duty Utility Cart</b>
Amount Requested:	<b>\$1,000</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	Student Success and Facilities

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO

If yes, what are they? \_\_\_\_\_

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

At present, the entire institutionally supported, annual budget for the GEOL-OCEAN Department is \$1,350. The majority of funds – more than \$1,150 – are used to support field research. This means that less than \$200 remains for all other expenses, including instructional and non-instructional supplies, equipment, and technology. **Currently, there is no budget to support any equipment expenditures, including a long-needed, heavy-duty utility cart.** Transportation of mineral and rock specimens, equipment, and other supplies to and from the classroom, storeroom, and field occurs on an ongoing basis. Many of these specimens, equipment, and supplies are bulky and heavy. Currently, the department must rely on the good will of other departments in order to borrow utility carts to transport items. When carts are unavailable, it imposes significant logistical hardship on departmental students and faculty. Purchase of a heavy-duty utility cart would alleviate this hardship, as well as preserve other departments' equipment for their specific uses. In addition, anticipated long-term maintenance costs for a utility cart are minimal (e.g. bearings, tires, and inner tubes will need to be replaced, but only infrequently). With the addition of a full-time faculty member, it is anticipated that demand for additional Geology and Oceanography sections will increase. This will increase the demand for a heavy-duty utility cart.

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.*)

Although a utility cart is, by definition, quite utilitarian, it has the potential to positively impact

the efficient operation of lecture, laboratory, and field activities. Therefore, overall enrollment, success, retention, and efficiency could be positively impacted. A full-time faculty member was hired in the fall 2016 semester, there is now an AS-T degree option for GEOL students, and OCEAN courses are being offered on a regular basis following a multi-semester hiatus. Within the EMP document, the need for an increased equipment budget is clearly identified within Goals, Challenges and Opportunities, and Action Plan sections. In addition, the SP 2016 GEOL-OCEAN Efficacy document explicitly identifies the need for equipment on page 12.

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

As previously mentioned, a utility cart will facilitate the movement of equipment and rock and mineral samples between storage rooms and classrooms. To deprive students of hands-on use of necessary lecture and laboratory equipment and samples runs counter to stated course objectives and course content. In addition, students who wish to transfer to four-year institutions will be expected to understand the basics of equipment use and rock and mineral identification within upper-division geology, oceanography, environmental, and Earth science courses. Students who wish to enter the job market will also be expected to know how to utilize these important pedagogical tools. Please refer to the labor market information below. These career opportunities will be foreclosed to students who are not properly prepared:

<b>Occupation:</b>	<b>Mean Hourly Wage:</b>	<b>Annual Average Openings:</b>
Geological and Petroleum Technicians	\$39.23	80
Geoscientists	\$46.63	260

*Source: State of California Employment Development Department (2013).*

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

Because the overall, annual departmental budget is miniscule – only \$1,350 – any additional funds are welcome. The additional \$1,000 for equipment – in the form of a utility cart – is needed to alleviate logistical issues with transporting heavy, bulky items. This funding is needed, as demand for GEOL-OCEAN courses is anticipated to increase with the recent hire of a full-time faculty member and approval of the AS-T degree, as well as improved job market prospects (especially within the energy and environmental sectors). This will, in turn, increase the need to transport heavy, bulky items. To date, the GEOL-OCEAN Department has relied upon other departments and one-time sources of funding to sustain equipment. However, this piecemeal approach is unsustainable and not pedagogically sound. While grant funding could be pursued, there are no guarantees that funding would be procured, especially within the current grant funding climate. In addition, grant writing and administration requires significant time and energy. Unfortunately, the division's secretarial and administrative support, as well as available departmental faculty resources are already overtaxed and cannot accommodate additional grant duties.

5. What are the consequences of not funding this equipment?

Lacking a heavy-duty utility cart, the GEOL-OCEAN Department must continue to rely upon other departments' equipment, as well as the fickle, inconsistent nature of one-time, special funding. Timely transport of items among classroom, storeroom, and field will remain jeopardized. This will continue to negatively impact upon the efficient delivery of instructional and non-instructional goods and services.

**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Ron Hastings, Angie Gideon</b>
Program or Service Area:	<b>Library</b>
Division:	<b>Library &amp; Learning Support Services</b>
Date of Last Program Efficacy:	<b>2016</b>
What rating was given?	<b>Conditional</b>
Equipment Requested	<b>new seating</b>
Amount Requested:	<b>\$130,000 over 3 fiscal years</b>
Strategic Initiatives Addressed: (See Appendix A: <a href="http://tinyurl.com/15oqoxm">http://tinyurl.com/15oqoxm</a> )	Facilities, Student Success

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional

1. Provide a rationale for your request.

The current public seating was installed when the “new” library opened over 12 years ago. Virtually every chair shows the sort of wear illustrated in the photos on the reverse, and several have been retired due to broken legs.

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 reported in the current EMP, the library served 296,126 visitors over the past year.

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. Evaluation of initial cost, as well as related costs (including any ongoing maintenance or updates) and identification of any alternative or ongoing funding sources (*for example Department, Budget, Perkins, Grants, etc.*).

Assuming the total cost to replace all seating at once would be prohibitive, an estimated average of \$45,000 over the next three fiscal years should cover the purchase of new “wired” library seating.

5. What are the consequences of not funding this equipment?

Deterioration of existing furniture will worsen.





**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Ron Hastings</b>
Program or Service Area:	<b>Library</b>
Division:	<b>Library &amp; Learning Support Services</b>
Date of Last Program Efficacy:	<b>2016</b>
What rating was given?	<b>Conditional</b>
Equipment Requested	<b>6 additional study carrels</b>
Amount Requested:	<b>\$7,000</b>
Strategic Initiatives Addressed: (See Appendix A: <a href="http://tinyurl.com/15oqoxm">http://tinyurl.com/15oqoxm</a> )	Facilities, Student Success

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional

1. Provide a rationale for your request.

We seek to replace several less-useful pieces of upholstered furniture with study carrels, as pictured on the reverse. Offering electrical outlets and a larger working surface, the carrels are in high demand.

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 reported in the current EMP, the library served 296,126 visitors over the past year.

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. Evaluation of initial cost, as well as related costs (including any ongoing maintenance or updates) and identification of any alternative or ongoing funding sources (*for example Department, Budget, Perkins, Grants, etc.*).

Some shopping around will be necessary to match existing furniture as closely as possible, but given current prices, units should not exceed \$1,000 each.

5. What are the consequences of not funding this equipment?

Demand for study carrels and the working space they provide will remain increasingly unmet.







**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Madeleine Matie Manning Scully</b>
Program or Service Area:	<b>Music</b>
Division:	<b>Arts &amp; Humanities</b>
Date of Last Program Efficacy:	<b>Fall 2015</b>
What rating was given?	<b>Continuation</b>
Equipment Requested	<b>Multiple musical instruments</b>
Amount Requested:	<b>\$44,028.95 (Itemized sheet, attached)</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	Access, Student Success, Community Outreach, Recruitment

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO

If yes, what are they? We have received \$5,000 for the purchase of instruments from a donor from the foundation, \$3,500 of it has been spent on a marimba. We look forward to an additional \$3,000 from the Foundation’s recent Gala. The Music Department’s existing budget cannot hope to “grapple” with funding of this size.

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

For twelve years the Music Department has existed as a vocal, choral, operatic music department and did NOT offer any kind of instrumental music ensemble. We referred many students interested in Instrumental music to our sister school, Crafton. Now with the advent of Applied Music Classes (lessons) and a music professor with extensive professional instrumental ensemble experience we are expanding our music program to include wind ensembles, Jazz ensembles, Bands and eventually Orchestras. We are, after many years, returning to a full music offering at SBVC. We now have the highly trained professional faculty, interested students as well as the backing of the campus to pursue our goal of a fully realized music department that offers transfer programs, A.A. programs, job training & preparation for all music students NOT just those interested in Voice! Over a dozen years ago we sold, on E-Bay \$26,000 of school instruments and used the funds to purchase six Clavinova instruments to assist us in piano & vocal instruction. Now it is time for the college to support our return to the instrumental music program that flourished 30 years ago on this campus when there were 6 full time tenured faculty and hundreds of instrumental students! We desperately need substantial funding for instruments that our entering students cannot afford to rent or purchase. Many of our students do NOT own instruments of their own and cannot afford such costs added to other necessary college expenditures.

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.)*

One of the departmental goals is "to increase the number of students who identify as music majors". Another departmental goal is to "increase the enrollments in music performance classes". By expanding our music program to include instrumental ensembles we increased the number of students identifying as music majors because all four year schools require ensemble participation every semester for all music majors...vocal & instrumental. Until this time we have been unable to offer such instrumental ensembles and our instrumental students suffered in the transfer process as a result. For us to offer such classes and to teach these instruments our students must either rent or purchase these instruments to participate. Many of our students cannot afford the expense and thus cannot participate. We anticipate with our new course offerings of instrumental ensembles and private instruction classes our numbers in our performances class will rise significantly in the next couple of years!

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

**NOTE:** Our request for funding reflects the purchase of student quality instruments NOT the much more expensive professional quality instruments to keep the total cost as low as possible. An itemized sheet of the instruments will be attached to this form. The request and all specific information pertaining to both the need for such instruments, their cost & availability, was generated by our newest professor of music, Margaret Worsley. She is a professional musician (San Bernardino Symphony Orchestra, first chair clarinet) as well as an experienced academic who has created, conducted and directed numerous instrumental ensembles throughout Southern California. While Matie Scully prepared this form, all pertinent questions of a specific nature should be referred to Professor Worsley (who will make herself available upon request).

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

The purchase of these very expensive and high quality instruments will of course have the added expenditures for maintenance and repair. It is hoped that the department can absorb such costs the first year until such time that an accurate assessment/evaluation/accounting of cost can be made that is based on experience of care, useage and wear & tear during that time. The department will then come to the college with an accurate appraisal/request for maintenance/repair funding.

5. What are the consequences of not funding this equipment?

The plans for the expansion of the department into the field of instrumental will go awry! The offerings of instrumental ensembles will NOT have sufficient enrollment to maintain their viability. The enrollment in performance classes will diminish. The music department will have to reexamine its goal of providing a 'full fledged music department' and again refer instrumental students to our sister school, Crafton Hills.

## Minimum list of instruments for the formation of a Concert Band

### **Concert Bass Drum, stand (need 1)**

- Pearl 32X16 Mahogany drum w/stand **\$1444.00**

### **Tubas (need 2)**

- Student Model: [Yamaha Ybb-105Wc Series 3-Valve 3/4 BBb ...](#) **\$3,687.99**
- Professional Model: [Jupiter 482 Standard Series 4-Valve 3/4 BBb ...](#) **\$5,899.00**

### **Baritone (need 1)**

- Student Model: [Yamaha Yep-201 ...](#) **\$1,939.99**
- Professional Model: [Jupiter JEP1120 ...](#) **\$3,999.00**

### **Trombones (need 2)**

- Student Model: [Yamaha Ysl354 Student ...](#) **\$699.99**
- Professional Model: [King King Professional ...](#) **\$2,019.00**

### **Baritone Sax (need 1)**

- Student Model: Yamaha YBS-52 Intermediate Baritone Saxophone Standard **\$5,200**
- Professional Model: [Yamaha Ybs62s ...](#) **\$9,128.99**

### **Tenor Sax (need 1)**

- Student Model: [Yamaha Yts-26 Student ...](#) **\$1,799.99**
- Professional Model: [Selmer Reference 54 ...](#) **\$8,119.00**

### **Alto Saxes (need 2)**

- Student Model: Conn-Selmer AS711 Prelude Alto Saxophone **\$819.00**
- Professional Model: Buffet 400 Series **\$2,500.00**

### **F/B-flat French Horns (need 2)**

- Student Model: Single Horn in F [Yamaha Yhr314 Standard F ...](#) **\$2,249.99**
- Professional Model: Double Horn In F/B flat: [Holton H379 Intermediate French Horn](#) **\$3,449.00**

### **B-flat Clarinets (need 4)**

- Student Model: Yamaha Ycl 450 B flat clarinet **\$1,300.00**
- Professional Model: Buffet R-13 **\$3,500.00**

### **E-flat Clarinet (need 1)**

- Professional Model: Buffet E-11 **\$1,000.00**

### **Bass Clarinet (need 1)**

- Student Model: Yamaha Ys 1221 Low E-flat Standard Bass Clarinet **\$2,200.00**
- Professional Model:

### **4 Flutes**

- Student Model: Yamaha YFL 221 **\$530.00**
- Professional Model: Pearl 795 Elegante series **\$2500.00**

#### **1 Piccolo Flute**

- Student Model: Pearl PFP 105E **\$1,000.00**
- Professional Model: Bulgheroni Como Piccolo **\$3,000.00**

#### **Trumpets (need 4)**

- Student Model: Yamaha YTR 2330 **\$1200.00**
- Professional Model: Bach Stradivarius model 37 **\$2800.00**

#### **Oboe (need 1)**

- Student Model: Yamaha YOB-241 **\$2800.00**
- Professional Model: Buffet Crampon 4052 **\$4000.00**

#### **Bassoon (need 1)**

- Student Model: Amati ABN-32-MS **\$4000.00**
- Professional Model: Fox Renard 240 **\$9000.00**

**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Madeleine Matie Manning Scully</b>
Program or Service Area:	<b>Music</b>
Division:	<b>Arts &amp; Humanities</b>
Date of Last Program Efficacy:	<b>Fall 2015</b>
What rating was given?	<b>Continuation</b>
Equipment Requested	<b>Two Advanced Model Clavinova pianos</b>
Amount Requested:	<b>\$10,000</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	Access, Student Success, Community Outreach, Recruitment

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO

If yes, what are they? \_\_\_\_\_

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

The music department currently has two advanced model clavinova pianos. They are capable of electronically reproducing many instrumental (and even choral) sounds. They can transpose music with the touch of a button, they can record hundreds of music pieces, they have automatically stored within them hundreds of compositions, they have screens which illustrate compositions and they are capable of performing as multiple instruments simultaneously. The two already existing instruments are over eight years old and in poor condition. They are now so fragile that transporting them around campus or off campus is a very risky affair. We need these new instruments additionally to be a part of our new instrumental ensembles as well as accompanying the other instruments in the orchestra pit for on campus musical theater productions. They are invaluable to the department and were NOT replaced with last years inexpensive clavinovas. They can also be used in the orchestra pit to play several instrumental parts (digitally) and hire only one musician to do so instead of two or three instrumentalists thus saving thousands of dollars to the theater budget.

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.*)

Since these new instruments will be an integral part of our performance program for the high schools and elementary schools both our community outreach programs and our recruitment

programs will be enhanced. Our school children Disney shows require our singers to be accompanied by numerous sounds and instruments that these advanced model clavichords provide. Multiple recordings of parts for singers may be recorded and stored for rehearsals of music performed in our recruitment and outreach programs. They will be a bulwark of instrumental sound for our performance groups as they travel to schools and community events. Our program is receiving an ever increasing number of invitations to perform each semester...for the District, for Galas with the Foundation, at the request of the Chancellor in representing our College music & Dance programs in front of a Chancellor convocation, on campus in the Greek Theater for memorial services and concerts, in the MAC for recitals and concerts, with Jazz ensembles (of both Faculty and Students). Only these pianos can provide a wealth of sounds & rhythms for the myriad types of performances our growing department offers to the campus and the community at large.

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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.*).

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

The department has budgeted for repairs of these new instruments as well as for our aged instruments (which are currently undergoing repair). These instruments will NOT require any more funding for repair than we have already budgeted for other instruments.

5. What are the consequences of not funding this equipment?

We will continue to use the older frail instruments jeopardizing our growing performance schedule that is such a large part of our recruitment and community outreach programs. We will continue to spend more money on our musical theater presentations. We will be unable to "fill in" instrumental parts with various ensembles and simply curtail our repertoire for our choral music presentations and jazz ensembles. Without these instruments our burgeoning instrumental ensemble program will have a much more hollow sound.

**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Michael Lysak</b>
Program or Service Area:	<b>Physics/Astronomy/Engineering</b>
Division:	<b>Science</b>
Date of Last Program Efficacy:	<b>Spring 2016</b>
What rating was given?	<b>Conditional</b>
Equipment Requested	10 Tektronix Oscilloscopes TBS-1102B-EDU, 100 MHz, @ \$1100 = \$11000
Amount Requested:	<b>\$11000</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	Student Success

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO

If yes, what are they? \_\_\_N/A\_\_\_\_\_

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

The present Physics/Astronomy experimental labs are using equipment that is quite a number of years old, and, with increased use, more of this equipment is falling into disrepair. Due to this state of disrepair, the Department presently has only four adequately-functioning oscilloscopes for use in the labs, whose student enrollment can, at times, approach thirty-six; as a result, students need to wait their turn to use the oscilloscopes, a most inefficient and frustrating situation, and, the lab instructor needs to extend the lab well beyond the scheduled three hours. Thus, during evening labs which involve the use of these old oscilloscopes, the students and the instructor do not end the class until at least 10:30 pm, which not only produces an excess burden on the instructor and students, but also presents a clear hazard with respect to the safety and welfare of all concerned by needing to work through such late hours. None of our present labs use modern technology with respect to computerized data acquisition and analysis; our advanced labs use some digital multimeters and timers to perform the labs; although there is much inherent value in the students' using analog measurement methods with devices such as stopwatches, meter sticks, thermometers, calipers, micrometers, and balances, more of the labs should have digital data acquisition capabilities in order to introduce the students to more modern lab measurement methods. The digital Tektronix Oscilloscopes would be an asset for all the advanced labs, as the students at the advanced levels could more effectively make measurements in the Physics labs involving studies and investigations in electricity and

magnetism. These digital Tektronix Oscilloscopes, combined with the other data acquisition equipment that we presently use, would greatly improve our overall laboratory 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.*)

One of the goals of the Physics/Astronomy Department as stated in the EMP is to "Update the Physics/Astronomy labs and their equipment needs". Further, on pg. 31 of the Physics/Astronomy Program Efficacy Report of Spring 2016, it states that "In our Physics/Astronomy labs, the department has begun to incorporate digital scales and digital electric multimeters to improve accuracy and facilitate learning; more equipment and lab updates are planned..."; on pg. 30 of this Efficacy Report: "Our level of permanent funding is often not consistent with what is required to run this program by way of lab equipment, lecture demonstration equipment, supplies, and what is used and/or consumed on a regular basis in lecture and lab". Finally, on pgs. 31-32 of this Efficacy Report: "The department is continuing the exploration of the use of Fourier Systems Data Logging Kits in the Physics and Astronomy labs if funding becomes available..."; and "In our Physics/Astronomy labs, the department has begun to incorporate digital scales and digital electric multimeters to improve accuracy and facilitate learning; more equipment and lab updates are planned, budget considerations allowing." The present oscilloscopes that the Department uses in its advanced labs are very, very old and are rapidly falling into disrepair; the Department would like to make use of the digital Tektronix Oscilloscopes in our advanced Physics courses/labs so that students will have the advantage of being able to make lab measurements in the electricity and magnetism labs with more accurate and more reliable electrical testing lab equipment. With these lab equipment improvements, the Department will be in a better position not only improve the present advanced Physics labs, but also to choose future appropriate equipment to be able to further update our Physics and Astronomy labs, both at the introductory and advanced course levels.

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

The Science Division had ranked this Equipment request as 1<sup>st</sup> of all the Science division equipment requests in Fall of 2016.

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

10 Tektronix Oscilloscopes TBS-1102B-EDU, 100 MHz, @ \$1100 = \$11000

5. What are the consequences of not funding this equipment?

Without the new equipment, the Physics/Astronomy program will suffer as many of our labs will continue to be outdated, more present labs will fall into disrepair, students will not have the opportunity to experience modern lab measuring and data acquisition techniques, and student/instructor safety, relative to the extension of evening lab hours, may be compromised.



**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Stacy Meyer</b>
Program or Service Area:	<b>Culinary Arts /Catering Truck</b>
Division:	<b>Applied Technology, Transportation and Culinary Arts</b>
Date of Last Program Efficacy:	<b>2016</b>
What rating was given?	<b>conditional</b>
Equipment Requested	<b>POS system for Truck</b>
Amount Requested:	<b>\$5,000</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	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

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO

If yes, what are they? Provide a rationale for your request. (Explain, in detail, the need for this position.)

Perkins Funding however it will not be dispersed until next fall and that will be after the truck has been purchased and equipped. This needs to be in place before the Truck can go out into the community. The POS system will keep track of sales, give the needed reports needed to keep records for the Campus Business Office. The Culinary Program has created a plan to open a Food Truck or mobile lab that the students can gain experience preparing food in a fast pace environment within a rising trend within the industry. This will allow students to learn small business while working on a fully functional catering truck. This would also allow the students within the catering class to cater off site which they have not had the experience to date. The county of San Bernardino has already responded to the idea of a food truck, they would like it to be parked downtown during lunch time for all county employees to enjoy. This is only one response we have had to the truck. The third Thursday of each month is the Food Truck expo downtown San Bernardino, we have also had requests to join the trucks already serving the public in this location.

If these funds are paid for from the Strong Workforce Funding the entire region will have access to this vehicle. The mobile lab can be taken and used to cater events throughout the region as well as be used for class room activities. Students from the Culinary, Baking, Hospitality and Food and Nutrition will be able to work on the truck gaining small business experience and the necessary skills needed to work within their industries. This is a great entrepreneur experience for the students. Each student will have the opportunity to run the truck for a week to gain the experience of writing a menu, training staff, ordering, receiving, storing, book keeping and management skills. These skills will be used within the industry on a daily basis.

1. 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 EMP discusses the food truck under opportunities. The Culinary Program has created a plan to open a Food Truck or mobile lab that the students can gain experience preparing food in a fast pace environment within a rising trend within the industry. This will allow students to learn small business while working on a fully functional catering truck. This would also allow the students within the catering class to cater off site which they have not had the experience to date. The county of San Bernardino has already responded to the idea of a food truck, they would like it to be parked downtown during lunch time for all county employees to enjoy. This is only one response we have had to the truck. The third Thursday of each month is the Food Truck expo downtown San Bernardino, we have also had requests to join the trucks already serving the public in this location.

It is tied to program planning and marketing by having the college name out in the public and the public purchasing from the truck on a daily basis. The planning is that by Fall of 2017 the truck will be purchased and ready for the students to run. The department will work with the health department and governing agencies as far as permits for each venue. All monies made will be deposited into the culinary arts account to help offset the cost for maintaining, gas and food the following fiscal year.

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

There are no compliance issues for a POS System

3. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

The ongoing cost for the department will be the licensing that needs to be paid yearly. This will come from the Culinary Arts budget.

4. What are the consequences of not funding this equipment?

The consequences of not having this equipment is that the catering truck without this capability will not be profitable or be able to be tracked. The credit card capability is necessary for the truck to make a profit.

**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Stacy Meyer</b>
Program or Service Area:	<b>Culinary Arts /Catering Truck</b>
Division:	<b>Applied Technology, Transportation and Culinary Arts</b>
Date of Last Program Efficacy:	<b>2016</b>
What rating was given?	<b>conditional</b>
Equipment Requested	<b>POS system for Truck</b>
Amount Requested:	<b>\$5,000</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	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

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO

If yes, what are they? Provide a rationale for your request. (Explain, in detail, the need for this position.)

Perkins Funding however it will not be dispersed until next fall and that will be after the truck has been purchased and equipped. This needs to be in place before the Truck can go out into the community. The POS system will keep track of sales, give the needed reports needed to keep records for the Campus Business Office. The Culinary Program has created a plan to open a Food Truck or mobile lab that the students can gain experience preparing food in a fast pace environment within a rising trend within the industry. This will allow students to learn small business while working on a fully functional catering truck. This would also allow the students within the catering class to cater off site which they have not had the experience to date. The county of San Bernardino has already responded to the idea of a food truck, they would like it to be parked downtown during lunch time for all county employees to enjoy. This is only one response we have had to the truck. The third Thursday of each month is the Food Truck expo downtown San Bernardino, we have also had requests to join the trucks already serving the public in this location.

If these funds are paid for from the Strong Workforce Funding the entire region will have access to this vehicle. The mobile lab can be taken and used to cater events throughout the region as well as be used for class room activities. Students from the Culinary, Baking, Hospitality and Food and Nutrition will be able to work on the truck gaining small business experience and the necessary skills needed to work within their industries. This is a great entrepreneur experience for the students. Each student will have the opportunity to run the truck for a week to gain the experience of writing a menu, training staff, ordering, receiving, storing, book keeping and management skills. These skills will be used within the industry on a daily basis.

1. 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 EMP discusses the food truck under opportunities. This concept already has been explained in the previous paragraph. It is tied to program planning and marketing by having the college name out in the public and the public purchasing from the truck on a daily basis. The planning is that by Fall of 2017 the truck will be purchased and ready for the students to run. The department will work with the health department and governing agencies as far as permits for each venue. All monies made will be deposited into the culinary arts account to help offset the cost for maintaining, gas and food the following fiscal year.

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

There are no compliance issues for a POS System

3. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

The ongoing cost for the department will be the licensing that needs to be paid yearly. This will come from the Culinary Arts budget.

4. What are the consequences of not funding this equipment?

The consequences of not having this equipment is that the catering truck without this capability will not be profitable or be able to be tracked. The credit card capability is necessary for the truck to make a profit.

**TECHNOLOGY NEEDS ASSESSMENT APPLICATION**  
**Fall 2015**

Technology: Programs should list the technology needed to provide ongoing service or instruction, and an approximate cost of the request. *Technology that is listed in this category will be forwarded to Campus Technology Services to evaluate through their own processes.*

Name of Person Submitting Request:	<b>Diane Dusick</b>
Program or Service Area:	<b>RTVF/IEMA</b>
Division:	<b>Arts and Humanities</b>
Date of Last Program Efficacy:	<b>2012-2013 (mini-review 2014-2015)</b>
What rating was given?	<b>Continuation</b>
Amount Requested:	<b>7 new Mac computers</b>
Strategic Initiatives Addressed: (See Appendix A: <a href="http://tinyurl.com/l5oqoxm">http://tinyurl.com/l5oqoxm</a> )	<b>16,800</b>
	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

- 1. You are required to meet with Rick Hrdlicka – Director of Campus Technology Services prior to submitting a Technology Needs Request. 909-384-8656 or [rhrdlicka@sbccd.cc.ca.us](mailto:rhrdlicka@sbccd.cc.ca.us). Please provide the date and time of your meeting.**

May 2, 2016 11:00 a.m. (discussed when meeting about Avid Partnership)

2. Projects that require modification to Buildings or Rooms will require a Facilities Need Request. Will this project require facilities changes?

N/A

3. What technology-based equipment or software are you requesting?

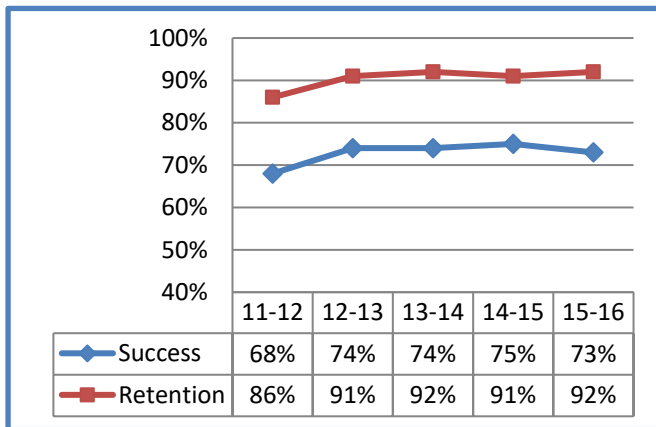
The current 7 Mac computers are over 8 years old and the FinalCut Pro software is out of date.

4. 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 plan states that “we will (a) provide practical experience to students through internships from Student Equity to produce educational videos, (b) coordinate with grant coordinators at CSUSB to improve RTVF students’ digital literacy through the Title V grant, and (c) improve the working relationship with KVCR-TV to provide students with on-air broadcast experience and mentoring.

Because of the strong interest in our editing program and in summer classes, we will offer a script writing class and an editing class in summer 2017. We are preparing a certificate in video editing to prepare students for careers as professional video editors. The strong interest in editing has increased enrollments; the certificate program should encourage more students to enroll and complete the program.”

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).



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.

5.

6. 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 RTVF industry is changing rapidly. Nearly 10-year old equipment and software is unacceptable – students coming from local high schools are using newer software and equipment and cannot learn the latest skills with our current equipment/software.

7. Provide a complete itemized list of the initial cost, as well as related costs (including any ongoing maintenance or updates) and identification of any alternative or ongoing funding sources. (*for example, Department, Budget, Perkins, Grants, etc.*)

8 Mac computers with Final Cut Pro software @ \$1500 each = \$12,000

8. What are the consequences of not funding this request?

We will be unable to support learning of current software, limiting training for jobs

**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Melinda Fogle</b>
Program or Service Area:	<b>Theatre Arts</b>
Division:	<b>Humanities</b>
Date of Last Program Efficacy:	<b>2016</b>
What rating was given?	<b>Continuation</b>
Equipment Requested	<b>14 in. 10-amp Bandsaw with Closed Stand</b>
Amount Requested:	<b>\$749.99</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	6.2 – Safe and secure environment

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO

If yes, what are they? \_\_\_\_\_

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

The Theatre Arts Department produces two full length productions per year. The Music Department also produces an Opera each semester. Each production requires set pieces, and the Theatre Technicians and Technical Theatre students build the set pieces for these performances. The new Theatre Degree also includes a scenic design class. Now that the Auditorium and curriculum have been updated, we need the appropriate equipment.

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.*)

As mentioned in the EMP and Efficacy Report, the Theatre Degree requires a stronger commitment to the Technical Theatre courses. The Department is also exploring the possibility of creating a Technical Theatre Certificate. Students need the proper scene shop equipment to design and build set pieces for the department productions and for technical theatre coursework.

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

The Theatre Arts Department produced two mainstage productions each year. With the new Theatre Degree and entry into KCACTF, the department would like to raise the bar in terms of technical production elements. In order to build high quality cutting edge set pieces, we need the



proper equipment. Whether students are preparing to enter the industry or to transfer to continue their studies, we need to prepare them to work with the appropriate equipment.

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

The related ongoing costs are minimal for the band saw. The purchase of new blades can be covered by the current department budget.

5. What are the consequences of not funding this equipment?

Students will not have the opportunity to design and build more sophisticated set pieces. Theatre productions and coursework will not rise to the current industry standards.

**INTERDIVISIONAL NEEDS ASSESSMENT APPLICATION  
Fall 2016**

The purpose of this form is to address the needs of interdivisional projects in the Program Review process that are NOT being ranked within specific divisions. This form should be submitted with the relevant needs assessment application(s).

Project Name:	Wireless Communication System
Meeting Date of Participants:	10/21/16-10/24/16 Online
Name of Project Lead:	Melinda Fogle

<b>Participant:</b>	<b>Department:</b>
Melinda Fogle	Theatre Arts
Michael Gonzales	Theatre Technician
Ryan Bethke	Theatre Technician
Margaret Worsley	Music
Julie Edwards-Matanga	Music
Maura Townsend	Dance
Rochelle Fender	Nursing
Maria Del Carmen Rodriguez	Director EOPS/CARE
Jeffrey Klug	Police Academy Director

**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Melinda Fogle</b>
Program or Service Area:	<b>Theatre Arts</b>
Division:	<b>Humanities</b>
Date of Last Program Efficacy:	<b>2016</b>
What rating was given?	<b>Continuation</b>
Equipment Requested	<b>12 in. Variable Speed Drill Press</b>
Amount Requested:	<b>\$236.56</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	6.2 – Safe and secure environment

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO

If yes, what are they? \_\_\_\_\_

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

. The Theatre Arts Department produces two full length productions per year. The Music Department also produces an Opera each semester. Each production requires set pieces, and the Theatre Technicians and Technical Theatre students build the set pieces for these performances. The new Theatre Degree also includes a scenic design class. Now that the Auditorium and curriculum have been updated, we need the appropriate equipment.

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.*)

As mentioned in the EMP and Efficacy Report, the Theatre Degree requires a stronger commitment to the Technical Theatre courses. The Department is also exploring the possibility of creating a Technical Theatre Certificate. Students need the proper scene shop equipment to design and build set pieces for the department productions and for technical theatre coursework.

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

The Theatre Arts Department produced two mainstage productions each year. With the new Theatre Degree and entry into KCACTF, the department would like to raise the bar in terms of technical production elements. In order to build high quality cutting edge set pieces, we need the

proper equipment. Whether students are preparing to enter the industry or to transfer to continue their studies, we need to prepare them to work with the appropriate equipment

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

The related ongoing costs are minimal and can be covered by the department budget as necessary.

5. What are the consequences of not funding this equipment?

Students will not have the opportunity to design and build more sophisticated set pieces. Theatre productions and coursework will not rise to the current industry standards.

**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Melinda Fogle</b>
Program or Service Area:	<b>Theatre Arts</b>
Division:	<b>Humanities</b>
Date of Last Program Efficacy:	<b>2016</b>
What rating was given?	<b>Continuation</b>
Equipment Requested	<b>Outdoor Message Center with Posts</b>
Amount Requested:	<b>\$785.00</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	3 - Communication, Culture and Climate

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO

If yes, what are they? \_\_\_\_\_

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

The Auditorium is host to numerous theatre productions, campus events, and assemblies. Signage is needed in front of the Auditorium to inform passersby and to direct event attendees.

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.*)

As mentioned in the Theatre EMP and Efficacy Report, the department continues to offer a variety of productions. Audience attendance at performances is vital for the development and growth of the theatre students, and the department continues to explore marketing strategies to increase audience size. Signage can help market Auditorium events to foot traffic.

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

Students, staff, and faculty often miss events and opportunities simply because they are unaware of the events. Outdoor signage is a simple solution.

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

None.

5. What are the consequences of not funding this equipment?

The college will miss an opportunity to encourage student involvement on campus and to make the campus more easily navigable. We will also miss an opportunity to increase awareness and attendance of events. Low audience attendance will adversely affect the development and growth of theatre students.

**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Stacy Meyer</b>
Program or Service Area:	<b>Culinary Arts Program</b>
Division:	<b>Applied Technology, Transportation and Culinary Arts</b>
Date of Last Program Efficacy:	<b>2016</b>
What rating was given?	<b>conditional</b>
Equipment Requested	<b>Food Truck</b>
Amount Requested:	<b>\$100,000.00 object code: 6500</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	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

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  maybe NO

If yes, what are they? Strong Workforce Development Funding

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

The Culinary Program has created a plan to open a Food Truck or mobile lab that the students can gain experience preparing food in a fast pace environment within a rising trend within the industry. This will allow students to learn small business while working on a fully functional catering truck. This would also allow the students within the catering class to cater off site which they have not had the experience to date.

The county of San Bernardino has already responded to the idea of a food truck, they would like it to be parked downtown during lunch time for all county employees to enjoy. This is only one response we have had to the truck. The third Thursday of each month is the Food Truck expo downtown San Bernardino, we have also had requests to join the trucks already serving the public in this location.

If these funds are paid for from the Strong Workforce Funding the entire region will have access to this vehicle. The mobile lab can be taken and used to cater events throughout the region as well as be used for class room activities. Students from the Culinary, Baking, Hospitality and Food and Nutrition will be able to work on the truck gaining small business experience and the necessary skills needed to work within their industries. This is a great entrepreneur experience for the students. Each student will have the opportunity to run the truck for a week to gain the experience of writing a menu, training staff, ordering, receiving, storing, book keeping and management skills. These skills will be used within the industry on a daily basis.

By adding the truck to the department we will engage the community and bring more awareness to the culinary program and Valley College. The truck will be self-sufficient within one years' time.

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 EMP discusses the food truck under opportunities. This concept already has been explained in the previous paragraph. It is tied to program planning and marketing by having the college name out in the public and the public purchasing from the truck on a daily basis. The planning is that by Fall of 2017 the truck will be purchased and ready for the students to run. The department will work with the health department and governing agencies as far as permits for each venue. All monies made will be deposited into the culinary arts account to help offset the cost for maintaining, gas and food the following fiscal year.

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

There will be an adjunct placed on the truck with the students on a daily basis. The adjunct faculty will need to have a Serve Safe Certificate and be able to post it within the truck along with the trucks business license. The adjunct will have to have the knowledge of small business and how to run a catering truck.

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

The ongoing costs for the food truck will be gas, maintenance and up keep of the vehicle, permits, propane for the tanks in order to cook. The department will support these costs from the proceeds the students make on a daily basis. The department chair will also work with Strong Work Force Grant and Perkins Grant to offset cost as well.

5. What are the consequences of not funding this equipment?

By not getting this equipment it is an opportunity lost for the program and students. This opportunity will be a liaison between the campus and the community. The program is counting on this to help in the growth of the department.