**CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION**

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| Name of Person Submitting Request: | **Kevin M. Kammer** |
| Program or Service Area:  | **Truck & Bus Technology (Diesel)** |
| Division: | **Applied Technology,Transportation &CulinaryArts** |
| When was the last Program Efficacy document completed? | **Spring 2010** |
| What rating was given? | **Continuation** |
| Current number of Classified Staff:  | 0FT |  | 0PT |  |
| Position Requested | **Tool Room Specialist** |

1. Provide a rationale for your request.

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| A full time tool room specialist is needed to assist the 1 full time instructor and 5 Adjunct instructors in maintaining a safe student environment and assist with the distribution, safe handling and security of classroom / laboratory instructional equipment. The Tool Room contains over $35,000.00 in specialized tools, materials, and equipment. Without a tool room specialist items in the tool room are vulnerable to damage and theft. Over the last 8 years the program has spent approximately $100,000 of Perkins funds to replace missing items. |

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

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| With continued growth in FTES and success indicator verified with data from the EMP we feel that the request is well founded.* Efficacy productivity (page 11) and EMP (p.36) indicates a steady growth of 30% over a 4 year period (2004/2005 – 2008/2009).
* Preliminary EIS data for Fall 09/10 indicate a retention rate of 92% and a success rate of 73%.
* Diesel has been planning for growth. Diesel 019 is a new program that was a part of our planning goals in the EMP (p.36) this new class has added an additional $25, 000 in specialized training equipment and tools that are now need of the care of a tool room specialist and are vulnerable to theft without one.
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1. Indicate if there is additional information you wish the committee to consider *(for example: regulatory information, compliance, updated efficiency and/or student success data or planning etc).*

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| * The current economic climate has increased our student’s financial issues, and as a result they realize the need to succeed and make additional effort to achieve student success. Refer to page 35 of the educational master plan (EMP). Page 8 of the efficacy report details student success.
* Tools and equipment that are not well maintained become a safety hazard for students, staff and faculty.
* This position has been approved and ranked since 2006, yet not been filled.
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1. Evaluation of related costs (including any ongoing maintenance or updates) and identification of any alternative or ongoing funding sources. (for example Department Budget, VTEA or Perkins)

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| This is a entry level position based on 07/08 data posted at the district salary schedule: $29,888, plus benefits and yearly step increases |

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

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| * Potential theft
* Missing items
* Damaged tools / equipment
* Safety consequences to students and instructors
* Loss of student instructional time
* Unorganized and unsafe tool room environment
* Currently faculty are operating tool room on a makeshift basis leaving students unsupervised in a laboratory environment
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