**CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION**

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| Name of Person Submitting Request: | **Johnny Kates** |
| Program or Service Area:  | **2 Custodians** |
| Division: | **Administrative Services** |
| When was the last Program Efficacy document completed? | **02/2007** |
| What rating was given? | **Continuation** |
| Current number of Classified Staff:  | 22 FT |  | PT |  |
| Position Requested | **Custodian** |

1. Provide a rationale for your request.

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| SBVC custodial staffing levels no longer support the department’s ability to adequately clean campus facilities or support extracurricular events that routinely occur on campus. The custodial department also has at least 1 to 3 employees out a day on sick leave, vacation or industrial leave, which leaves the remaining custodians to clean their area plus the area's of the custodian(s) that are out. We use subs to cover any vacant position in the custodial department, but the custodial department does not have funds for short-term workers/hourly workers. We have 3 lead custodians, 2 daytime custodians and 17 evening custodians (two other positions are vacant and being filled with subs until the vacancies are filled). The two daytime custodians and one lead are reasonable for keeping the SBVC campus buildings cleaned and ready for students during the day and the evening custodians are the ones who clean all the classrooms/offices and restroom to make sure that they are ready for classes and employees the next day. We have tried to get federal work study students but vary few are willing to do the work.  |

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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| Number 1 on Program Efficacy - We feel the purpose of our department is best identified by the way we maintain Valley College’s buildings and a safe and well kept manner to make our campus a desirable learning environment. We strive to make our campus a safe and desirable learning facility for students to select for higher education and toprovide quality education and services that support a diverse community of learners |

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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| Custodians maintain buildings, furniture, and equipment in a clean, sanitary, safe, and secure condition during an assigned shift. Sets up and removes tables, chairs, and equipment for meetings, special events, and facility uses. To keep the inside of the buildings at SBVC looking nice and cleaned and to keep up with all the facility uses and events going on at SBVC campus. |

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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| The ongoing cost for each position would by $33,792 plus step increases until they reach the last step and $17,100 for benefits and insurance. (Total cost for two positions = $67,584 salaries + $34,200 for benefits.) |

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

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| We will be unable to maintain San Bernardino Valley College facilities in a safe and well kept manner that helps to make our campus a desirable learning environment. |