**CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION**

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| Name of Person Submitting Request: | **Greg Fife** |
| Program or Service Area:  | **Grounds** |
| Division: | **Administrative Services** |
| When was the last Program Efficacy document completed? | **2008** |
| What rating was given? | **Continuation** |
| Current number of Classified Staff:  | 5 FT |  | PT |  |
| Position Requested | **Grounds Caretaker** |

1. Provide a rationale for your request.

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| Grounds will not be able to keep up with all the old grounds and the new grounds area that is being added. As of right now the grounds department cannot keep up with the work load that is required of them. sometimes the campus of SBVC doesn’t look as nice as it should due to this reason. The grounds department is using three short-term employees to help with picking up trash, empting the campus trash cans, pulling weeds, etc, but they can only work 60 hours a pay period. We have tried to get federal work students workers, but no one wants to do the work that is needed. We are low five employees per the standard 7 ½ to 9 acres per a grounds employee. Since we have 80 acres of grounds, we have 16 acres per a grounds employee. Chaffey community college has 9 grounds personal, riverside community college has 16 grounds personal, and Mt. Sac community college has 21 grounds personal. The grounds is the first thing everyone sees when they come to SBVC campus and with out the grounds looking nice it could effect the number of students that come here, the accreditation of the school, the regulations of the state for keep areas cleaned up from debris and weeds. |

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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| Program Efficacy numbers 4 and 5 - We want our campus grounds to make a good first impression to the community and a person looking for a place to continue their education. We are low five employees per the standard 7 ½ to 9 acres per employee. We have 16 acres per an employee, per our 80 acres of grounds. Our average time to respond to requests for service is with in a week. Our average time to respond to complaints is with in 24 hours. Results of the user/employee satisfaction/staff morale surveys is that 73.7% are pleased with the campus grounds and 17% are displease per the data collected by James Smith of staff and students at SBVC. We are trying to keeping up with an every change campus due to the construction that is on going and the up keep of the ground with limited staff. |

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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| Ground caretaker positions to help with the up keep of SBVC grounds. They will help with the up keep of the SBVC grounds by pulling weeds, mowing, trimming trees, keeping trash picked up, cleaning parking lots, and setting up the fields for football, baseball, soccer, and other events or games held at SBVC. |

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 would by $30,651 plus step increases until they reach the last step and $17,100 for benefits and insurances. No other funding is available. |

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

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| The current grounds department will not be able to efficiently maintain the college grounds. |