

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION

Name of Person Submitting Request:	Achala D. Chatterjee			
Program or Service Area:	Perkins Grant			
Division:	Applied Technology, Transportation and Culinary Arts			
Date of Last Program Efficacy:	While there is no “Perkins Department,” several CTE departments within the Applied Technology Division and outside of it rely on Perkins funding. These department have recently completed Efficacy reports, including: Aeronautics (FA ’11), Culinary Arts (FA ’11), Electricity and Electronics (SP ’10), Refrigeration (SP ’11), and Welding (SP ’11), Nursing (April ’12), Child Development((SP ’2011), Theater Arts (SP ’11)			
What rating was given?	All Perkins-funded CTE programs above received a rating of “Continuation”			
Current number of Classified Staff:	FT:	0	PT:	0
Position Requested	Clerical support full time			
Strategic Initiatives Addressed:	5.2.4			

1. Provide a rationale for your request.

The Applied Technology, Transportation, and Culinary Arts Division requests one full-time Clerical Support staff. This position is necessary in order to maintain past, present, and future Perkins Grant documents. Currently, the dean and existing secretarial support can neither sufficiently maintain these documents nor support ongoing growth within this necessary and crucial grant program. The Perkins Grant provides approximately \$500,000/year for Career Technical Programs at San Bernardino Valley College. Without the funding from this grant, most of the CTE programs including Nursing, Welding, Culinary Arts, Arts, Theater, Human Services, Aeronautics, Auto Repair, Electrical and Electronics would not be able to upgrade their programs and purchase necessary equipment to maintain currency and industry standards. This best equips our students to meet constantly changing industry and job market demands and allows CTE programs to function with limited institutional support. Under the Perkins funds, the program can be supplemented by the grant but cannot be supplanted by the grant funds. Thus, every purchase order is reviewed and approved by the dean. The Perkins grant has strict timelines and several reports must be filed in order to continue to receive the funds. These reports take inordinate amounts of time and tracking. The purchases also have to be accounted for throughout their period of usage.

This grant was transferred to the Applied Technology Division in April 2012 without any clerical support and is in addition to what any instructional dean in the history of the division has performed in the past. Therefore, an additional Clerical Support position is necessary to ensure the continued maintenance and growth of the Perkins program. This classified position supports the strategic initiatives of student success and institutional effectiveness.

2. Indicate how the content of the latest Program Efficacy Report and/or most current EIS 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*).

Not applicable

3. Indicate if there is additional information you wish the committee to consider (*for example: regulatory information, compliance, alternative or ongoing funding sources, updated efficiency and/or student success data or planning etc*).

SBVC has received Perkins Grant funding for many years. Over the years, a number of administrative deans have managed the Perkins Grant – Henry Smith, Tom Clark, Ray Everhart, and Queen Hamilton, to name a few. Each dean had one or more classified staff and/or manager(s) who provided the support required to manage the grant. The grant was moved under an instructional dean in 2010. That instructional dean had responsibility for one instructional program (Criminal Justice) and two other programs (Police Academy and Middle School). This April, Perkins responsibility was moved under the instructional dean of the Applied Technology Division.

The dean of Applied Technology division is responsible for 11 departments. Four departments have one full time faculty each and five departments have no full time faculty. Besides being an instructional dean, additional responsibilities include:

1. The Coordinator of the Perkins Grant - \$490,000/year
2. The Coordinator of the Career Technical Education (CTE) Transition Grant - \$48,000/year
3. The Principle Investigator of the National Science Foundation Advanced Technological Education – Bridging the Water Divide Grant- \$299,000 over three years, and
4. The department chair for three programs – Welding, Machining, and Inspections.

These additional duties have been assumed by the dean without any additional help. This is a request to hire one full time clerical support for assisting with the management of the Perkins grant. Not only will this position ensure the continued success of the Perkins-funded programs, but also will allow the dean to focus on the continued success of the Applied Technology Division and its associated grant programs.

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

This is a federal grant and has numerous reporting and book keeping requirements. The Perkins Grant requires the following:

- Review and approval/rejection of CTE programs within the Desert Region (9 colleges),
- Inventory including purchase cost as well as specific location of asset and disposition of asset when not needed, adequate reports which includes yearly application, four quarterly reports, and a final report, and Vocational data collection from CTE programs campus wide.

If any of these reporting requirements are not adequately met, the college may be required to repay funds to Office of Management and Budget. It is very important to manage the grant properly so that SBVC continues to receive this much needed money. Clearly, the institution needs to support this Clerical Support position to ensure the continued success of numerous Perkins-funded programs and the many students who rely on them for appropriate training and rewarding careers.