

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2015

Name of Person Submitting Request:	Stacy Meyer		
Program or Service Area:	Culinary Arts Program		
Division:	Applied Technology, Transportation and Culinary Arts		
Date of Last Program Efficacy:	2013		
What rating was given?	continuance		
Current number of Classified Staff:	FT: 1		PT:
Position Requested	Full Time front of the house lab Tech		
Strategic Initiatives Addressed: (See Appendix A: http://tinyurl.com/l5oqoxm)	Strategic initiatives, Access, Student Success, Communication, effectiveness, and accountability		

Replacement **XX** Growth **XX**

If you checked replacement, when was the position vacated? See rational please

1. Provide a rationale for your request.

The front of the house position has been filled using Perkins IV funding for the past 10 years. Perkins will no longer fund these positions because it is supplanting. The position remains a need for the department, and need the position be permanent. In the Culinary area we have used this position for the dining area manager. It is impossible for the Instructor to oversee the kitchen area for food quality and safety as well as the dining room for service, managing complaints, and the cash drawer.

This position does much more for the program than manage the dining room and students during service. The position completes the cash transactions, makes deposits, tutors the students, builds relationships with surrounding area restaurants, and marketing for the program.

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*).

The program efficacy and every other report the department has submitted has reflected the need for a full time classified staff to help the one full time instructor create student success and stability as well as one full time instructor to help run the program. The current EMP supports this need for classified staff in that the graduation numbers have been raised, the department has also seen a rise in certificates received by students completing the program. Student success rates and retention rates are higher than college average. The culinary program is stronger than ever even though the enrollment rates are lower than last year.

The current EMP and the last Efficacy report has explained the need for the full time classified worker or full time faculty. It will be impossible to run efficiently without this person.

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.*).

The Culinary Department is finally running smoothly after 10 years. If we lose this position the

students and their success will suffer. The one full time staff does not have time to complete deposits or market the program. Since the department has had the Professional Expert position filled for the past 3 years with the same person, graduation rates have risen throughout the department, and students have completed certificates, increasing success rates for the program.

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

If this position is not filled student success rates will be in jeopardy, the deposits will not get made in a timely manner, the marketing for the program will be non-existent and safety cannot be monitored in the kitchen and the dining room at the same time. The ultimate consequence would be that the dining room would have to be closed and grab and go lunch system put in its place. This position is crucial to the program and to the students of the program. This program has been in place for 50 years, students have been successful in the Culinary Industry because of the way this program is set up.

In addition the program has not been able to expand its offerings such as running the Den (a coffee house for the campus) without this permanent classified position. The department would also like to purchase a food truck to cater to the campus and community in order to further student skill, and entrepreneurship as well as getting SBVC's name out into the community.

Without this position the program will not grow or continue to run as it has for the last 50 years. San Bernardino Valley College Culinary Department is a great program, the students that graduate from the program with certificates do very well in the industry. I would hate to see that end because we lost one critical position within the department.