

**CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION**  
**Fall 2015**

Name of Person Submitting Request:	<b>Robert Jenkins</b>		
Program or Service Area:	<b>Custodial</b>		
Division:	<b>Administrative services</b>		
Date of Last Program Efficacy:	<b>November 2014</b>		
What rating was given?	<b>Continuation</b>		
Current number of Classified Staff:	22 FT:		PT:
Position Requested	<b>1 Custodian</b>		
Strategic Initiatives Addressed: (See Appendix A: <a href="http://tinyurl.com/l5oqoxm">http://tinyurl.com/l5oqoxm</a> )	6.4 Continue with facilities improvement plan		

Replacement  Growth

If you checked replacement, when was the position vacated? \_\_\_\_\_

1. Provide a rationale for your request.

We currently have one full-time custodian assigned to clean the Women's and Snyder Gyms, Monday – Friday. The total square footage of both buildings is approx. 68,727 sq. ft. The new sports complex includes two 2-story gyms connected by a three story atrium which is surrounded by offices and lobby areas. The complex also includes a ticket booth, press box, home and visitor buildings. The total area for all of these buildings is 116, 284 which is nearly double the square footage that is currently assigned.

In addition, the expected level of cleanliness that comes with a new building exceeds our current level of cleanliness.

Levels of Cleanliness are established by APPA (*APPA used to stand for the Association of Physical Plant Administrators in the late 1960's through the early 1990's. Today, the association is known as APPA: Leadership in Educational Facilities, and is most easily recognized and referred to as simply "APPA."*). They are designated as follows:

Level 1 – Orderly Spotlessness; Level 2 – Ordinary Tidiness; Level 3 – Casual Inattention; Level 4 – Moderate Dinginess; Level 5 – Unkempt Neglect.

The expected level of cleanliness for our campus should be a Level 2 - Ordinary Tidiness. Our current level of cleanliness is between a Level 3 (Casual Inattention) and Level 4 (Moderate Dinginess). To maintain our current level we will need 2 additional custodians. Level 3 is defined, in part as: "floors are swept or mopped but upon close observation there can be stains; dull spots and /or matted carpet, streaks or splashes on base molding; surfaces have obvious dust, dirt, marks smudges." Level 4 is obviously worse.

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*).

As per the documentation on pages 3 – 8 of the Custodial efficacy report, completed November 2014, the performance of the staff is stretched to the limits. The expansion of square footage from the new sports complex and the growth of the student population from 2012 through the projected FTES by 2017-18 clearly demonstrate the need for this position in the (Custodial) program.

The principle weakness of the program is a staffing level that does not meet the daily needs of the campus. Vacations, illnesses, long-term absences and other dynamics of life affect consistent attendance. On any given shift, there is an approx. 25% absenteeism requiring on-call subs to fill in. The pool of available subs constantly needs replenishing due to subs finding full time employment or otherwise being unable to come in to work when called.

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 two biggest impacts that will and are now taking place, that directly impact the level of cleanliness of our buildings are:

1. The new sports complex will add 12% more net square footage to the campus (currently 610,267, increasing to 689,924 sq. ft.). 12% more space to clean equals 2.20 more custodians (1.12 x 22), or more than 2 additional custodians just to maintain our current cleaning level 3 – Casual Inattention.
2. The student population has increased from 9,410 in the 2012-13 to 10,554 this year. This represents an 11% increase on our campus. The projections for continued student growth (FTES) thru the 2017-18 school years add another 6% on top of that, to approx. 11,187. That equates to an additional 591 sections offered on campus. More sections equal more use of the classroom and lab space we now have. More use requires more cleaning.

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

The cleanliness expected for the new gym and associated buildings will not be met. Additional space, coupled with a continuing increase of students will have an immediate and significantly noticeable effect on the level of cleanliness of our campus. It simply is not possible to maintain our “average” level 3 standard of cleaning with both the additional square footage and the annual increase in students on campus. With our current staffing levels, we are now operating between a Level 3 (Casual Inattention) and 4 (Moderate Dinginess), with some buildings slipping to a Level 5 (Unkempt Neglect) from time to time due to absenteeism. The addition of nearly 80,000 sq. ft. of cleanable space, coupled with approx. 381 added class sections this year, and an estimated additional 105 sections each following year without additional custodians, brings us much closer to a consistent Level 5 across the campus.