

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Albert Maniaol		
Program or Service Area:	Division Office		
Division:	Applied Technology, Transportation and Culinary Arts		
Date of Last Program Efficacy:	Not applicable		
What rating was given?	Not Applicable		
Current Number of Classified Staff:	FT:		PT: 1
Position Requested:	Part-time (19 hrs. per week) Tool Room Specialist		
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	Student Success 2.6.6; Health & Safety Issues		

Replacement Growth

If you checked replacement, when was the position vacated? Grant funding for the part-time Tool Room Specialist position was eliminated on 5/2016.

1. Provide a rationale for your request. (Explain, in detail, the need for this position.)

The Applied Technology, Transportation and Culinary Arts Division provides career and technical education to approximately 1,040 unduplicated students in 12 different CTE programs for the Fall 2016 semester. A 19-hour per week Tool Room Specialist position was eliminated due to the sudden cut of the HSI STEM Grant funding. This has impacted the staffing coverage of our Tool Room especially in the evenings and on Saturdays limiting our support and services to our faculty and students during their laboratory sessions. Our Tool Room staff ensures that all equipment and tools are in good working condition and assists instructors for safety in the labs.

2. Indicate how the content of the department/program's latest Efficacy Report and/or current EMP supports this request and how the request is tied to program planning. (*Directly reference the relevant information from your latest Efficacy Report and/or current EMP in your discussion.*)

We are aligning all our CTE programs to meet industry standards and preparing our students for jobs needed by our regional industries and employers. We are aggressively promoting our programs and we anticipate to grow our student enrollment in future semesters.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

Students and faculty support are necessary especially during laboratory classes in order to attain student's success and ensure safety in the laboratories. It is also the responsibility of the Tool Room Specialist to check the proper operation of the various tools and equipment used for

laboratory instructions and repair or coordinate their repair with the appropriate vendors when necessary.

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

The lack of Tool Room staffing support in our Division's Tool Room limits our ability to provide the needed quality support and services to our faculty and students in the laboratories. This causes staffing issues resulting to inadequate support for our student's in meeting their lab needs such as the issuance of tools and equipment necessary to perform their lab exercises. Faculty also does not get the needed assistance to promote and ensure safety in the laboratories. Often times, when multiple lab classes are scheduled at the same time, students have to wait longer to be issued the needed tools and/or equipment they need to perform their lab exercises.