

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

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:	2016		
What rating was given?	conditional		
Current Number of Classified Staff:	FT:	1	PT:
Position Requested:			
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)	1.5,1.6.1,1.6.2,1.8,1.9,1.9.1,1.9.2,1.10,1.10.1, 1.11, 1.12, 2.1, 2.2, 2.5.1, 2.5.1.1, 2.5.1.2, 2.5.2, 2.6.2, 2.6.3, 2.6.3.3, 2.8.2, 2.8.4, 2.8.8, 2.13		

Replacement Growth

If you checked replacement, when was the position vacated? _____

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

The Culinary Department currently runs with one classified staff and one professional expert. The Professional expert has been working now in the same capacity for the past 3 years. Perkins grant allows for this to happen however after the 3 year period it is considered supplanting. In order for the Sunroom to continue to prosper a second lab technician needs to be hired. The main job description for this person is, running the front of the house (the dining room), which means managing students, cash, deposits, ordering and receiving, cleaning, specials, promotions, and budget management and caterings. This person also helps the one full time faculty with grant needs, building relationships with area businesses and schools.

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.*)

This request was made last fiscal year during the needs assessment and was ranked. The hiring never made it to that ranking before running out of money within the needs assessment area. This year I am resubmitting the same request hoping that it will be funded. The Culinary department is very busy as the campus knows, the current full time lab tech works in the back of the house creating specials, running the kitchen, ordering, receiving, storing, rotation of stock, budget documentation, works with all vendors, creates PR's and organizes caterings. Without the newly requested lab tech the front of the house will not run. The restaurant will be minimized and the Sunroom will become non profitable. We have been asked to become self-sufficient, not dependent on general funds. For the most part with the team we have now we are very close to that capability. Without the front of the house technician that will come to a screeching halt.

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

This person must be a member of the American Culinary Federation and hold a Serve Safe Certification

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

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If this position is not funded this year the department chair will ask once again for Perkins funding to pay for this person however the request will be denied due to supplanting.