

**CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION**  
**Fall 2017**

Name of Person Submitting Request:	<b>Albert Maniaol</b>		
Program or Service Area:	<b>Division Office</b>		
Division:	<b>Applied Technology, Transportation and Culinary Arts</b>		
Date of Last Program Efficacy:	<b>Not applicable</b>		
What rating was given?	<b>Not applicable</b>		
Current Number of Classified Staff:	FT:	5	PT: <b>1</b>
Position Requested:	<b>Part-time (19 hrs. per week) Tool Room Specialist</b>		
Strategic Initiatives Addressed: <a href="#">Strategic Directions + Goals</a>	Goal 2 – Promote Student Success		

Replacement  Growth

If you checked replacement, when was the position vacated? The part-time Tool Room Specialist position was categorically funded through the HSI STEM Grant until May 2016.

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

The Applied Technology, Transportation and Culinary Arts Division offers several Career and Technical Education (CTE) programs to approximately 1,500 students. 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.*)

The requested position is to provide laboratory support for all CTE programs offered in our Division and is aligned with the EMP and planning of each of our CTE programs.

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 critical especially during laboratory classes to ensure safety and upkeep of the tools and equipment. Assisting students also contributes to their success in program completion. Most importantly, Tool Room Specialists check the proper operation of the various tools and equipment used in the laboratories including their repair and maintenance or

coordination with the appropriate vendors as needed. They are also responsible for equipment inventory and checking out/in of tools and equipment to students.

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.