

**CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION**  
**Fall 2019**

Name of Person Submitting Request:	<b>Stacy Meyer</b>		
Program or Service Area:	<b>Culinary Arts and Baking</b>		
Division:	<b>Applied Technology, Transportation and Culinary Arts</b>		
Date of Last Program Efficacy:	<b>2016</b>		
What rating was given?	<b>Conditional</b>		
Current Number of Classified Staff:	FT: 3		PT:0
Position Requested:	<b>Full time Lab Technician</b>		
Strategic Initiatives Addressed:	1,2,3,4,5,6		
Needs Assessment Resources (includes Strategic Initiatives):	<a href="https://www.valleycollege.edu/about-sbvc/campus-committees/academic-senate/program-review/needs-assessment.php">https://www.valleycollege.edu/about-sbvc/campus-committees/academic-senate/program-review/needs-assessment.php</a>		

Replacement XX

Growth ☐

If you checked replacement, when was the position vacated? Will be vacant June 30, 2019

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

The Culinary department has grown over the past 4 years with the help of Strong Workforce funding (SWP). The funding is ending June 30, 2019. With the SWP funding the department was able to hire 2 full time lab technicians, one lab technician to assist and work with the baking instructor and students and the Sunroom when needed, as well as one lab technician to run the Den (Starbucks). Without the SWP funding the Den would have to close and the caterings would be cut down to a few per year. The baking students would have no support staff other than the instructor in class. With a hands-on class such as baking, catering and culinary there is a safety factor involved. The Chefs in charge of the classroom can only see and help so many students at one time so the lab technicians are a key element in the culinary environment.

A day in the life of a lab technician in the Sunroom will look something like this;

- Completes deposits from previous day, make deposits, get change for day for Den and Sunroom and Truck.
- Assist students in setting up for service in the dining area, make soup and or lemonade, make iced tea, make sure all students are set up for service with all components needed.
- Pull computers for service staff.
- Work the cash register for lunch and maintains the dining room during service.
- Count and balance the cash register after lunch,
- Count and balance the Den cash drawer.
- Lock up money.
- Assist baking students and the chef instructor with needs
- Assists with caterings if any.
- The Lab Technician assist with outreach and special events that culinary and baking are involved in.
- The lab technician trouble-shoots equipment and call companies for repairs and maintenance.

The second lab tech position is responsible for the following;

- Fills the food and milk order for the Den
- Opens the Den and works in the Den until clocking out at 3:30pm.

- The Den is very busy and needs a full-time staff there to assist the students working in the Den.
- Work with Starbucks representatives on new products and product information.
- The lab technician takes care of any customer complaints, problems, all ordering, receiving and rotation of stock for the Den.
- The lab technician that works in the Den is responsible for inputting all inventory into the program inventory log when orders are received.
- Responsible for maintaining safety and sanitation within the Den area.

The Culinary department is self-sufficient except for labor costs. Labor costs far exceeds the amount of money the department can raise via the Den, Food Truck, Caterings and Sunroom.

The third permanent lab technician is responsible for the following;

- Maintains all budgets, PRs and POs for the department.
- Assists students in the baking desserts and bread daily and in the sauté area during set up and service.
- Maintains all inventory for the programs except the Den inventory.
- Works with customers on all catering menu's and times, orders linen for each event, provides quotes and final invoices for all caterings.
- Assist student with all caterings that occur on and off premise.
- Works directly with accounts payable on unpaid invoices.
- Works with new and existing vendors getting accounts set up at the district and does all ordering for the department for all programs except the Den.
- Organizes the freezer, walk-in and storage spaces for students to easily find items.
- Pulls food from the freezer so the students have product to use when they come into class.

The department also covers any cost the Food and Nutrition department might have for lab classes as the Food and Nutrition department does not have a budget. The cost of the Culinary/ Baking program is roughly \$300,000.00 plus whatever cost Food and Nutrition adds to the culinary department.

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 last efficacy the culinary department completed was in 2016. In the last efficacy the department completed the following information was included as part of the departments plans;

"Finding a classified lab tech for the front of the house. Most qualified don't have the skill or knowledge needed to work in a teaching environment". This report was four years ago, and the department has grown and changed tremendously since this report was written.

Strong Work Force grants have allowed the department to grow with the additional staff and instructors. FTEF has gone from 5.54 in 16-17, 17-18 7.01 and in 18-19 up to 8.71.

The department is desperately in need of the lab technician position to support the instructors and students as we have larger class sizes than we have had in the past and inadequate space to house the now larger student population. The classrooms the division has available are too small to house the growing culinary and baking programs. The only commercial kitchen available to the culinary department is used daily by all four programs, catering, culinary, baking and the food truck which makes the safety aspect key with over 35 students at a time in a small space. The kitchen is in use from 7:00am to 10:00pm. Monday thru Thursday and most Fridays.

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

The Culinary department follows California and San Bernardino Health and Safety Codes. The department is also responsible for working within Cal Osha safety requirements.

Student success within the program has declined since the new program started. In 14-15 success was 85%, in 15-16 92% and 16-17 success was 89% and 17-18, 89% and the success rate in 18-19 was 81%. The department has had a meeting and decided that the program should go back to at least an 18-month program so that the students are better grasping the material and skills needed to work in the industry.

Retention in 14-15 was 97% and in 15-16 was 98% and 16-17 89% and 17-18 89% and in 18-19 95%.

The students are remaining with the program for the duration and completing more than one major within the discipline. For instance, the students will complete the culinary certificates and then move into the baking courses to complete their baking certificates. Then if the student desires, they go into the Food and Nutrition courses and complete the certificate of choice within that area of study. All certificates that the students acquire enhance their skill level.

Duplicate enrollment has also increased from 17-18 to 373 from 360. The one-year program promotes duplicate enrollment. For the students to complete the program in one year the students must register for all classes listed in each semester. There is a guided pathway in place with counseling. The department plans are tied to hiring the needed staff and faculty for the department to exist as it does currently. If the positions are not approved the department will no longer be self-sustaining as the Den, Food Truck and Catering portion of the program will be non-existent. The baking portion of the program could survive if the department can find qualified adjunct instructors to teach the courses. An Adjunct cannot teach the Food Truck because the load for the class is 1.0, over the amount of load for an adjunct. The food truck course cannot be split and taught by two different adjunct due to consistency in recipes and service techniques taught within the course.

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

The consequences of not filling this lab technician position is that the Den will no longer be operational, and the department will no longer be self-sufficient as most of the income for the program comes from the Den. The department will have to request a budget to sustain the courses that remain in the program.

The campus enjoys the Den coffee shop, when the department must close the Den for new class acclimation or staff shortage the department chair receives emails from the staff and students on campus showing their disappointment that the Den is closed.

The Den gives the students the ability to build skill levels in customer service, memory and speed while creating the beverages being ordered. Skills that only are obtained in a very busy environment such as the Den.

Strong Workforce funding is ending June 30, 2020, all the growth that the department has made in the past four years will be reversed without the support of the lab technicians within the department.