

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2019

Name of Person Submitting Request:	Robert Jenkins		
Program or Service Area:	Custodial		
Division:	Administrative Services		
Date of Last Program Efficacy:	November 2018		
What rating was given?	Continuation		
Current number of Classified Staff:	21 FT:		PT:
Position Requested	1 Custodian (#4)		
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)	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. (Explain, in detail, the need for this position.)

The campus has a night custodial crew consisting of 18 regular, full-time custodians, 3 lead custodians, and one supervisor. Vacancies caused by sick leave or vacation, are filled from our on-going substitute pool.

The night crew is responsible for cleaning inside all of the campus buildings. In addition to their regular cleaning assignments, they periodically clean the exterior landings, stairwells and entrances to all buildings. They deep clean carpets, restrooms, wash the exterior of buildings, windows and are expected to complete over 1000 facility-use setups during the school year. These additional assignments are completed primarily by the 3 lead custodians, depending on the complexity of the setup.

In addition, there are 3 day custodians whose primary job is to check and re-stock bathrooms, respond to various campus requests, minor custodial-related emergencies, and insure facility-use requests are set up correctly.

In August of 2016 we opened and took occupancy of a new sports complex which included the gym, home and visitor team buildings, restroom building and ticket/concession building. The construction of the new gym buildings added over 80,000 cleanable sq. ft. of space. With one additional custodial position added for the sports complex, we have only two custodians assigned to all of these buildings. Each custodian on the night crew has at least 19,000 sq. ft. of cleanable space to take care of daily, with frequent additional assignments such as set-ups, covering for absences when a sub-custodian cannot come in, and so on.

The expected level of cleanliness that came with the new sports complex far exceeded the abilities of the night crew to maintain an average level of cleanliness.

“Levels of Cleanliness” were 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.” The cleaning standards published by APPA are nationally recognized.* 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.

A study was conducted in 2016, which included a survey of all the existing campus space the custodial crew is responsible to clean. The number of square feet, type of room, floor and other building considerations were taken into account. The data was compiled and formatted to be understood in comparison to other educational institutions nationally by APPA.

The study was completed; all of the cleanable square feet on campus, including the new sports complex were tabulated. Based on the formulas established by APPA, we need the following number of custodians, (based on the expected level of cleaning):

Number of custodians needed:	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>
per shift, for SBVC campus:	53	31	23	17

The expected level of cleanliness for our campus should be a Level 2 - Ordinary Tidiness. Our current level of cleanliness has slipped closer to Level 4 (Moderate Dinginess), because of the demands of the new gym. To maintain a level 3, we will need 5 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 department/program’s Efficacy Report and current EMP support this request and how the request is tied to program planning. How is the request tied to program planning? (*Directly reference your current Efficacy Report and EMP in your discussion*).

As per the documentation on pages 3 – 8 of the Custodial efficacy report, completed in the Spring of 2017, the performance of the staff is stretched to the limits. The additional square footage from the new sports complex and the growth of the student population from 2012 through 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 can be up to 1/3rd 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 any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

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

1. The study on cleanable square footage, which was completed in 2016, supports the need for additional custodians. In the 3 years since the new gym opened, the impact on trying to clean the additional space, coupled with expectations, has strained the custodial staff. There continues to be complaints from faculty and staff about the lack of cleaning.
2. The Child Development Center must be cleaned to a higher standard than the rest of the campus. State regulations specify cleaning levels be much closer to Level 1 on the APPA standards. We have re-assigned custodians on the crew so that CDC now has 1 full-time and 1 half-time custodians assigned to clean CDC, in addition to cleaning the sports complex. This comes at the expense of cleaning other areas on campus.
3. The student population (FTES) has increased from 9,141 in the 2013-14 to 9,637 in 2017-18. This represents a 5% increase on our campus. The goals for continued student growth (FTES) in the coming years will add more on top of that. That equates to additional 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 is not being consistently met. Additional space, coupled with a continuing increase of students is having an immediate and significantly noticeable effect on the level of cleanliness of our campus. It simply is not possible now to maintain our “average” level 3 standard of cleaning with both the additional square footage and the increase in students on campus. With our current staffing levels, we are now operating closer to a Level 4 (Moderate Dinginess), with some buildings slipping to a Level 5 (Unkempt Neglect) from time to time.