

FORM A: Request for New Full-Time Faculty Position

Laney College

Name of Position (New)

[1.0 FTEF]

Data source: BI Tool
 Data for Fall 2017

Criterion 1. Percent of Full-Time Faculty in Department

Number of Full-Time Equivalent Faculty (FTEF)	
Contract Faculty	6
Hourly Faculty (not including exsv)	5
Percent of Full-Time Faculty / Total FTEF	80%
Head Count Faculty	
Head Count Contract Faculty	6
Head Count Hourly Faculty	5

1. Narrative:

Our department has five full-time faculty and six part-time faculty.

Criterion 2. Semester-End Department Enrollment Pattern for Last Three Years

	Enrolled [2014-2015]	Retained	%	Enrolled [2015-2016]	Retained	%	Enrolled [2016-2017]	Retained
Fall	291		84	261		81%	N/A	
Spring	N/A		N/A	280		82%	263	
Total	N/A			541			N/A	

Retained = Number of students who received a grade.
 Contract ed. is not included.

2. Narrative:

Despite, a "hot" labor market (especially, for hospitality) and significant (very publicly-aired) facility problems numbers have improved. We believe this is a direct reflection upon the care and caliber of our faculty and administrative support: CTE Dean and Staff Services Specialist.

Criterion 3. Percent of Full-Time Faculty in Comparable Department at Other PCCD Colleges

Faculty Data Comparative (PCCD, Fall 2017)				
	COA	BCC	Laney	Merritt
Contract				

Hourly + Extra				
% Contract/Hourly				

3. Narrative:

In the Peralta system, there are no comparable programs. We are the sole campus to offer culinary arts.

Criterion 4: Position is Replacement

Replacement for:	Please see below
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(Check one)

	Retirement
	Resignation
	Death
	Intradistrict Transfer
x	Other (explain): Program Coordinator

Criterion 5: Position Needed to Start a New Program or Enhance Existing One

5. Narrative:

The position of program coordinator is needed to enhance our departments ability to effectively represent students. The position would do the following: 1) liaise with the community and industry to identify employ opportunities; 2) facilitate said employment opportunities; 3) track student employment and maintain a dat of student success; 3) organize and administer fourth semester baking externship; 4) find and secure fun through corporate contributions, foundation grants, & government grants and contracts; and 5) fulfill departmental administrative tasks, including: outreach, tours, marketing, etc . . .

Data Source: At-a-Glance Report (TaskStream)

[Insert or Attach At-a-Glance Report]

How do your assessment results show that you need this position?

6. Narrative (Answer the question above):

Criterion 7: Additional Justification

Narrative:

All other state-funded culinary programs in the area have program coordinators. In the absence of this position, our program is functioning at a significant disadvantage, and our students are suffering the results. Specifically, they are being disproportionately underserved and negatively impacted. This is particularly bad, in terms of our ability to facilitate SSSP and Equity. Additionally, it overtaxes the limits of our faculty to provide education: in addition to their teaching duties, they must also simultaneously provide food service and catering for the entire campus and public-at-large.

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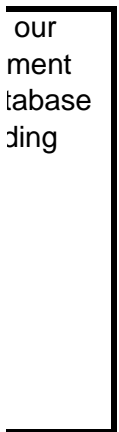
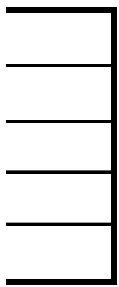
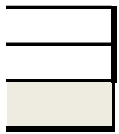
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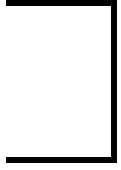
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FORM B: INSTRUCTIONAL EQUIPMENT AND LIBRARY MATERIALS

DEPT NAME: Culinary Arts	DEPT CONTACT: Chantal Marin & Lorriann Raji
EMAIL: cmartin@peralta.edu & lraji@peralta.edu	Phone: 510-464-3449

TYPE OF REQUEST: EQUIPMENT IT (COMPUTER / SOFTWARE) REPAIRS

PRIORITY: 1 HIGHEST 2 HIGH 3 IMPORTANT 4 LOW

ITEM NAME	ITEM DESCRIPTION	QTY
Installation	new baking ovens and proof boxes	4
Installation	new bistro doors	2
refrigerators	reach-in refrigerators	2
deep fat fryers	deep fat fryers for bistro line and donut fryers	2
refrigerators	roll-in reach-in refrigerators for kitchens and merchandizers for	4
rack washer	dishwasher to replace delapidated, rusted-out unit in bakery lab	1
repairs	thermocouple replacements in bistro ovens	6
small wares	cutting boards, pans, cooking utensils, dining room	na
maintenance contract	for service and repairs of equipment	1

COSTS: PURCHASES & REPAIRS		COSTS: ITEMIZED ACCESSORIES & INSTALLATION			
Unit Cost:		Description	Unit Price	Qty	Unit Total
Quantity:		Installation of the Baking Ovens and Proof Box: Installation	\$50,000; \$2,000	NA	\$52,000
Unit Cost Total:		Small wares (assorted, see below)	\$12,000	NA	\$12,000.00
Accessories & Installation Cost Total (from right):		Reach-in refrigerators; Deep Fat Fryers:	\$2,400 (fridges), \$2,200	5	\$29,200
Subtotal:		Maintenance Contract	\$50,000	1	\$50,000
Tax (9.75%):		Accessory & Installation Cost Total =			\$143,200.00
Shipping:					
Total:	\$				

JUSTIFICATION: ADDRESS AT LEAST ONE OF THE FOLLOWING CRITERIA

(1) Health & Safety / ADA / Legal Mandate; (2) Urgency of Need; (3) Student Impact / Students Served; or (4) Program Viability

Justification for the above items are as follows: HEALTH & SAFETY: 1) Installation of the oven and proof box is a health and safety hazard- uninstalled equipment is a vermin attraction, exposed attachments are a physical hazard, and the proof box leaks water causing students to slip and fall; 2) the Bistro doors are a health and safety hazard, because they require at least two people to operate them safely. In the absence of this, students get hit by the door; 3) Not replacing the reach-in refrigerators is a health and safety hazard, because food is left in the temperature danger zone potentially causing food-borne illness; 4) the present dishwasher in the baking lab is a health and safety hazard, because it is rusted internally thus not cleaning properly- another potential food-borne illness hazard. Also, it too, leaks water all over the floor- ANOTHER slip and fall danger; 5) Inadequate and old smallwares (i.e.: cutting boards, sheet pans, plates and cutlery for the bistro dining room, robot coupes, etc . . .) are definite potential carriers of foodborne illness. So, again, another health & safety issue; ADA: the bistro doors are not ADA compliant- period; LEGAL MANDATE: we have received a legal mandate by the Alameda County Health Department to install the ovens and proof box ASAP or be sanctioned; URGENCY OF NEED: the above clearly shows the urgency of need; STUDENT IMPACT: as a result of the ovens NOT being installed, ALL four semesters of students have been forced to do ALL of their baking activity in one room simultaneously. In addition, they are being forced to do so using ovens that are

FORM C: FACILITIES PLANNING TEMPLATE

REQUEST FORM – Submit one form per project/ repair request

Culinary Arts	New Request
10/20/2017	Reoccurring Re
E Building Laney College	

Installation of new bistro doors.

Type of Request -- (Check All the Box(s) That Apply):

	Furniture, Fixture, or Equipment		Maintenance
	Equipment Repair		Deferred (forever!)
	Installation		Preventative
	Routine Facilities Care / Cleaning		Ongoing
	Space Allocation/ Reallocation		

	New Construction -	Build a new structure/ building that currently does not exist.
	Reconstruction –	REFURBISH (Minor work using existing equip/ furnishings and apply new fin fixtures and/or repair to meet objective)
	Reconstruction –	REMODEL (Minor to medium work using existing spaces with no restructuring; relocating of doors/walls)
	Reconstruction –	RENOVATE (medium to major work using existing spaces possibly requiring demolition or relocation of door/walls or upgrade power supplies.

Justification of Request- Address Any of the Following Criteria that Apply: (1) Viability of Program/ Service Immediate Health or Safety Risk/ (3) Legal Mandate (Health Code, ADA) / (4) Indicated in Institutional Plann (Prog. Rev, Ed Mast Plan, Facility Master Plan)/ (5) Inst. Effectiveness (Impact on students: access, success, # impacted)/ (6) Collaboration with other Programs/ Depts.

2) The present doors swing in the wrong direction. Students need another individual, in order to hold the door exiting or entering with plates of hot food and heavy trays of glassware. Also, there is minimal visibility, so st often get hit. Finally, the doors have been sitting in the hallway of the building for over a year, awaiting install.



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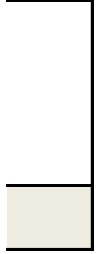
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Form D: Request for New Classified Staff or Student

Title of Position Requested:

Department: Requestor:

Type of Position: Classified Student

Please provide the information for the following five criteria listed below

- 1 Position affects student success and impacts faculty and classified staff in the**
 - Ensure that what is most important to the college is addressed i.e., the college
 - Addresses capacity and human resource allocation for the unit(FTE requirements)
 - Addresses potential growth, student demand, support of student access and
 - Increased demand for program/unit services
 - Direct impact on student/academic success
 - Promotes high-quality educational experience

Justification Narrative:

- 2 Position meets legal/compliance related requirement(s).**

Justification Narrative:

- 3 Position addresses security/safety/health requirements. It directly impacts improvement of current systems that support the security, safety or health within offices, departments or the college as a whole.**

Justification Narrative:

- 4 Position impacts multiple departments/units within the college and/or support of the college.**

Justification Narrative:

- 5 Position supports innovation and collaboration. The position enhances institutional partnerships, supports implementation of effective communication and uses (practices or procedures).**

Justification Narrative:

ent Worker Position

Worker

OW:

department/unit:

ge's mission, Education Master Plan Agenda
d)
d equity

s the maintenance and/or
1 of students, faculty and staff



ports multiple strategic directions



**tional and/or community
(or enhances) innovative**

