



New Classified Staff and Administrator Request Justification

Complete One Per Program/Area

Date: 5/19/2023

Division: Administrative Services

Program/Area: Dining Services

Number of Positions Requiring New Funding (does not apply to refilling existing positions): 7

Requested Position	Requested Position
Administrative Assistant II	Food Service Exec Chef, Lead
Director, Campus Center	Food Service Dish room Asst
Food Service Worker II (2 positions)	Food Svc Prod Asst/Sous Chef

Guiding Principles

De Anza College's [mission](#) and [Educational Master Plan](#) serve as guiding principles for programs to facilitate continuous development, implementation, assessment and evaluation of their program effectiveness as part of ongoing planning efforts.

De Anza identified the following areas within its educational master plan:

- *Outreach, Retention, Student-Centered Instruction and Services, Civic Capacity for Community and Social Change.*

Through its [Equity Plan Re-Imagined](#), it identified the following framework to work towards narrowing long-standing equity gaps:

- **Racial Equity:** Faculty members, classified professionals and administrators should: recognize the realities of race and ethnicity for students of color. Develop intersectional understanding of the ways in which institutional racism shapes educational access, opportunity and success for Black, Filipinx, Latinx, Native American, Pacific Islander and other disproportionately affected students.
- **Student Success Factors:** The College should ensure students: Feel connected to the college; Have a goal and know what to do to achieve it; Actively participate in class and extracurricular activities; Stay on track – keeping their eyes on the prize; Feel somebody wants them to succeed and helps them succeed; Have opportunities to contribute on campus and feel their contributions are appreciated.

Based upon these guiding principles, please provide information for each of the following areas:

A. Program Information

1. Provide a brief overview of the services the program provides and how they align with the mission of the college. How does the program facilitate continuous development, implementation, assessment, and evaluation of program effectiveness and goal attainment congruent with institutional [mission](#), the [Educational Master Plan](#) and ongoing planning efforts?

Dining Services, located in the campus center, is a destination for all students, staff, and faculty. The welcoming environment, diverse and robust menu selection, creates a space for people to gather, study, socialize, and much more. The department also offers catering on campus and supports many student, college, and community events.

2. How does the program respond to the needs of individuals, constituents, and populations with distinct needs to ensure equitable access for all students?

Campus Center has an advisory group that is focused on operations and food services. The administrator is also adjusting menu items based on sales and student demographics. The department works with students to create new concepts for the food court. The Korean Rice Bar is a concept that was designed based on student input. Dining Services also works with different areas and programs on campus to provide free (to the student) meals.

3. What evidence does the program use to create strategies for improving student learning, development and success?

The administrator of the program partnered with the Kirsch Center to build and maintain a vegetable garden to use in dining services. The Kirsch center incorporated the planting and harvesting of spring onions into the curriculum. The department also employs students, giving each student training and income.

4. What assessment plans and processes does the program use to document progress toward achievement of its mission, goals, outcomes and objectives?

Mission: To provide wholesome, multicultural, nutritious food to the campus community (and its visitors)

The administrator of the program monitors revenue and expenses based on daily sales, cost of goods sold, and a monthly profit and loss statement. The administrator also meets with student groups at ad hoc meetings and collects feedback during the Campus Center Advisory meetings. The administrator also attends conferences and works with peers in the industry to benchmark the program's performance and uses data to inform process and service improvements.

5. How does the program develop, adapt and improve programs and services in response to the needs of changing environments, populations served and evolving institutional priorities?

The Director and his team are constantly watching for new food trends and experimenting by producing daily specials to measure the demand.

6. What types of disaggregated data are used to address the program objectives?

Dining Service is constantly monitoring daily sales. The director uses the point of sale system to monitor and identify menu items that are popular and unpopular and makes decision accordingly.

7. What are the historical staffing patterns within the program over the last few years?

Dining Services has maintained a steady employee pattern with staffing. The only position that has been replaced in the last four years is the Division Admin.

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B. Justification for EACH requested position, please respond in 300 words or less.

1. Why is the position needed and how would the position contribute to the health, growth, or vitality of the program?

All seven positions are vital to the stability and operation of the program. The justification must be evaluated as an entire group.

2. How does this request align with the program's needs as detailed in the program review?

While the volume of students have taken a downward trend, the complexity of the operation remains the same. Dining Service's vision remains focused on the student experience.

3. Are there any special regulations such as law, Title 5, Education Code, student success initiative or accreditation standards, etc. for the position? Provide documentation.

No, but this program is supposed to be self-sustaining and if it does not receive general fund support, it will no longer be able to operate in fiscal year 24/25.

4. Explain how the work will be accomplished if the position is not filled.

The work could be done by a third party vendor, or the operation would close and food services would not be available on campus.

5. Other information, if any.

Dining Services is estimated to have a total negative net income of (\$733,260) for the 23/24 fiscal year. This includes an estimated salary increase of 3% in 23/24 and a price increase of up to 14%. The net income does not include any major equipment replacement, repair, or other issues impacting sales. Dining Services will run down its reserves in 23/24 with no funding for its operation in 24/25.

If the salaries and benefits of all seven employees are transferred to the general fund, the net income is estimated to be \$146,011. All positions will need to move to the general fund in order to support the program.