

CLASSIFIED & ADMINISTRATIVE POSITION REQUEST

2020-2021

Internal Use

#: 2021- 03

Requester Name: Scott Miner Division Name: PATH

SUMMARY INFORMATION

Title of Position Being Requested: (Note: Please also attach a current or proposed district job description)

Manufacturing Laboratory - Sr Lab Technician

Position Will Reside in Division/Unit:

PATH

Indicate To Whom this Would Report:

Dean - PATH Division

Indicate if this position or a similar position has been presented to RAC previously and in what years:

2009 - Full Time Equipment Technician to replace Classified Professional whom retired after serving Auto and Welding for more than 25 years. The replacement hire currently has served Auto and Welding for 10 years.

The position is:

New

Number of Hours per Week: 40

Number of Months per Year: 12

Increase for an existing funded position

From: 9 10 11 Months

To: 10 11 12 Months

OR From: _____ % to _____ %

Name of Person Currently Holding Position: _____

New Categorically funded position (information only; position not ranked)

Number of Hours per Week: _____

Number of Months per Year: _____

SECTION 1: PROGRAM NEED

What key responsibilities would this person assume?

Maintain the Manufacturing workspace at Las Positas College. These workspaces would include two new rooms in the Advanced Manufacturing Complex, and all the spaces on campus and within that facility associated with learning and teaching Manufacturing.

This person needs to be in place as the program begins instruction in the new facility in the Fall of 2023.

List other Personnel in the Unit (i.e. with shared or similar responsibilities):

The existing Classified Professional that currently maintains our workspace serves Auto/Welding in a 50/50 capacity with 20 hours devoted to each program.

40/hrs/week 12 months/yr

SECTION 1: PROGRAM NEED (contd)

Give a historical perspective of the changing demands on your unit's staff over the past 3-5 years (refer to your program review relating to human resources.) You may use narrative or relevant data.

The current person in the position was originally hired to serve Auto/Welding 50/50.
12 months - 40hrs/week. 20 Auto 20 Welding

About 2 years after being hired, the Division Dean changed.


The new Dean reassigned the work of the technician 20 Auto 10 Welding 10 Viticulture

Because of those direct actions, the college assets began to not be maintained as they should, and the safety of students and faculty was put in peril. We continued in this capacity until the Dean was replaced.

The next Dean tried to return conditions to the original hire plans with marginal success as the technician still felt pressure to do work outside of Auto and Welding.

Further complicating the situation, the Dean gave the technician a 5 unit Auto Adjunct Teaching assignment on top of the duties of the Classified Professional.

It has been an ongoing challenge to return to the conditions of the original hire.

It is a must that we have a dedicated technician that has our manufacturing  equipment and safety as priority#1

And/or provide additional information supporting a need for this position and resulting impact on students or program:

We are moving from a space of about 2500 sq/ft to a space of 4000 sq/ft

We are going to have a new second manufacturing workspace of about 3000 sq/ft.

We will have an outdoor yard space for storage and student work

Both areas will house valuable college assets used daily by students and faculty for teaching and learning.

SECTION 2: STUDENT LEARNING AND SUCCESS

Explain how this position will contribute to and/or support student learning and success:

We have expensive college assets that need to be cared for and maintained in a safe manner for use by students and faculty.

If a piece of equipment is out of order, it cant be used for teaching or learning.

If someone get hurt on a piece of equipment, they may not be able to come to class or continue in the program or at our college. College and Faculty have liability exposure if the equipment is not maintained and records kept of that work.

This equipment is as harmless as a pencil sharpener if maintained properly with a dedicated eye for safety. If the equipment is not, near misses and ~~eventually~~ ^{eventual} equipment damage leads to safety issues and potential injuries or worse.

Can a student succeed in a computer course if the monitor is not working?

The same applies here, except is the computer student exposed to a potential safety hazard if the monitor fails while they are using it?

In manufacturing, if the machines fails while using it, you could get hurt or worse.....not just you, but perhaps others around you too.

Explain how this position will have a positive impact on Accreditation or strengthen the college's adherence to the ACCJC standards:

We have expensive college assets that need to be cared for and maintained in a safe manner for use by students and faculty.

If a piece of equipment is out of order, it cant be used for teaching or learning.

Excellent teaching cant occur with equipment that is broken, not properly maintained or unsafe to use.

Excellence in teaching and learning is at the core of the Accreditation process.

SECTION 3: LPC MISSION AND PLANNING PRIORITIES

LPC MISSION STATEMENT:

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

LPC PLANNING PRIORITIES:

- Implement the integration of all ACCJC standards throughout campus structure and processes.
- Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus

Indicate how this position supports the College's mission and/or planning priorities:

With respect to the Mission:

This position will enable the Las Positas College Manufacturing program provide an inclusive, learning-centered, equity-focused environment that offers Career Technical Educational (CTE) opportunities and support for completion of manufacturing students transfer, degree, and career-technical goals while promoting life-long learning.

With respect to Planning Priorities:

Excellent teaching can occur with equipment that is broken, not properly maintained or unsafe to use. Excellence in teaching and learning is at the core of the Accreditation process and helps us maintain ACCJC standards within our department and across our campus.

Helping to build technician capacity to resolve inequities, between programs and across Divisions. Our Division and program has traditionally lacked the same "technician density" as has been available in other areas of our campus community.

Positions the department to increase student success and completion through a change in college past practices be coordination the needed academic and laboratory support.

Our safety needs cannot be understated.

SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS

Please check one.

This need was described explicitly in a Program Review (Year 2021).

This need was implied in a Program Review (Year 2012-now).

This need was not included in a Program Review, but has become a need since that time.

Explain, including language from Program Review (if available):

The need for this position exists when we enter into our new Advanced Manufacturing workplace, currently under construction. That will be included in this years program review due later this semester. The need for additional hours of classified support has existed since the Dean dropped the hours until 10 per week. the 3-4 years of that caused decline in the equipment we have never been able to catch up to because all the competing priorities and distractions. Without proper upkeep, equipment declines. If you dont change the oil in you car or rarely look under the hood, you continue to drive on luck that you wont have a failure or serious secondary effects. The same is true of teaching tools, especially when safety is part of the mix. This position will help to maintain a larger footprint and a greater amount of equipment. 20 hours will no longer serve the need. The plans for the existing technician would be to become 100% dedicated to Auto in the new facility. Auto will have more space and equipment as well. The hire for a manufacturing technician is a win for both the Welding and Auto programs. We need the Sr Lab Technician classification to attract people qualified to do this work in a competitive employer environment.

SECTION 5: SAFETY (if applicable)

Explain how this position will improve safety on campus or within your unit:

That is the sole purpose of this persons existence 100%
For this request, Section 5 should be worth 50 points.
We have expensive college assets that need to be cared for and maintained in a safe manner for use by students and faculty.
This equipment is as harmless as a pencil sharpener if maintained properly with a dedicated eye for safety. If the equipment is not, near misses and eventually equipment damage leads to safety issues and potential injuries or worse.
As we move into a new facility in the Fall of 2023, the footprint of the program will double for both Auto and Welding and the current 20 hours from one shared technician will not be sufficient to safely cover this entire Manufacturing workspace for two programs as well as properly maintain the college assets.

SECTION 6: COSTS*

Estimated Increase or Proposed Annual Salary Cost:	\$ _____	55,777.00
Estimated Benefits Cost:	\$ _____	30,677.00
Total Cost for Position:	\$ _____	86,454.00


NOTE: Full Time = 20-40 hours per week or 50% - 100%
Regular Hourly = 18 hours or less per week (<50%)

For accurate costs, contact the College Administrative Services Technician in the LPC Office of Administrative Services email to SDavidson@laspositascollege.edu

SECTION 7: SIGNATURES

Requester
Scott A Miner - Welding Faculty

10/12/20
Date - *click for drop-down*

Division Dean


10/12/20
Date - *click for drop-down*

Administrative Services Technician
Sharon Davidson

10/12/20
Date - *click for drop-down*

Vice President
Kristina Whalen

10/12/20
Date - *click for drop-down*

