

CLASSIFIED & ADMINISTRATIVE POSITION REQUEST: 2025-2026

THE FOLLOWING INFORMATION WILL CONTRIBUTE TOWARD A QUALITY REQUEST

DEADLINES

November 5, 2025: Final day to submit Cost Calculations (Section 6) requests to College Administrative Services Technician

November 12, 2025: Request due to Division Dean with College Administrative Services Technician Signature

November 19, 2025: Request Presented at Division Meeting

November 21, 2025: Request due to Administrative Office by **5:00pm with Division Dean and Vice President signatures send via email to Andrea Anderson - aanderson@laspositascollege.edu**

Process

- Submit a complete form with all sections complete and a job description attached.
- RAC will prioritize submissions based on criteria outlined in the rubric below;
 - The committee may chose not to score incomplete requests.
- RAC will make hiring recommendations to the College President, who will make hiring decision thereafter.

Please Do Not Submit this Page

Scoring Rubric

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
Program Need (10 points) [Section 1]	Clear and compelling evidence/data supporting a need for this position and/or suggesting strong impact on students or program(s).	Clear evidence/data supporting a need for this position and/or suggesting impact on students or program(s).	Limited evidence/ data supporting a need for this position and/or suggesting limited impact on students or program(s).
Ranking Scale	8-10	4-7	0-3
Student Learning & Success (10 points) [Section 2]	Clear and compelling evidence that this position will widely contribute to and/or support student learning and success in support of college accreditation standards.	Clear evidence that this position will contribute to and/or support student learning and success in support of college accreditation standards.	Limited evidence that this position will contribute to and/or support student learning and success in support of college accreditation standards.
Ranking Scale	8-10	4-7	0-3
Mission and Planning Priorities (10 points) [Section 3]	Clear and compelling evidence that this position strongly supports the College Mission and/or Planning Priorities.	Clear evidence that this position supports the College Mission and/or Planning Priorities.	Limited evidence that this position supports the College Mission and/or Planning Priorities.
Ranking Scale	8-10	4-7	0-3
Program Outcomes, Initiatives and Plans (10 points) [Section 4]	Clear and compelling evidence that this position will support the program above and beyond current capability.	Clear evidence that this position will support the program above and beyond current capability.	Position provides little or no impact on the program above and beyond current capacity.
Ranking Scale	8-10	4-7	0-3
Safety and/or Organizational Effectiveness (3 points) [Section 5]	This position will greatly enhance campus or program safety and/or organizational effectiveness.	This position will enhance campus or program safety and/or organizational effectiveness.	This position has negligible or no impact on campus or program safety and/or organizational effectiveness.
Ranking Scale	3	1-2	0

Classified and Administrative Position Request Checklist

This checklist is your cover page to your request (pages 3-9)

Incomplete forms will be returned.

✓	Action Item	Action Required
	Review Purpose	<p>Submission of the following request to the Resource Allocation Committee (RAC) is required for the following:</p> <ol style="list-style-type: none">1. Requesting a new position;2. Requesting increased hours for an existing position;3. Informing the committee of the intent to hire a temporary grant-funded position. <p>Non-Instruction position requests are not required for:</p> <ol style="list-style-type: none">1. Temporary positions supported by general funds;2. Positions currently funded, but vacant for less than 24 months;3. Approved positions, but with a failed search. Approval is extended for 12 months only.
	Section 6: Costs	<p>Costs associated with this position request must be calculated by College Administrative Services Technician, Sharon Davidson before submitting to your Division Dean.</p> <ul style="list-style-type: none">• Calculation requests must be made no later than November 5 to meet November 12 deadline for Division Dean submittal• Send requests via email to Sui Song
	Division Dean Signature	The Division Dean will review the Classified & Administrative Position request form for completion and confirm job description is attached.
	Vice President Signature	The Vice President will review the Classified & Administrative Position request form for completion, and required signatures.
	College Administrative Services Technician	The College Administrative Services Technician will verify the Classified & Administrative Position request form Section 6: Costs, and forward for scanning.

CLASSIFIED & ADMINISTRATIVE POSITION REQUEST

2025-2026

Internal Use

#: 2026-

Requester Name: Brianna Lopez

Division Name: STEM

SUMMARY INFORMATION

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

Laboratory Technician (Position code 3CTE09)

Position Will Reside in Division/Unit:

STEM - Viticulture and Winery Technology

Indicate To Whom this Would Report:

Dean of STEM, Paula Checchi

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

Yes, starting in 2020.

The position is:

☐ New

Number of Hours per Week: _____

Number of Months per Year: _____

☒ Increase for an existing funded position

From: ☐ 9 ☐ 10 ☐ 11 Months

To: ☐ 10 ☐ 11 ☐ 12 Months

OR From: 50 % to 100 %

Name of Person Currently Holding Position: Damian Bramlett

☐ 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?

Las Positas College's Viticulture and Winery Technology (VWT) program has recently expanded into a significantly larger space (i.e., 3600/3700) -- but without additional resources. Increasing the Laboratory Technician position from 20 hours/week to 40 hours/week full time is therefore vital for sustaining the inclusive, hands-on learning environment that defines the VWT program. A full-time 40 hours/week technician is necessary to improve the continuity of operations across all areas of the VWT program from the classroom to the lab, vineyard, and winery. In terms of responsibilities, this role is essential in maintaining equipment, preparing materials for demonstrations, setting up experiments, assisting students with hands-on training, and ensuring all safety and compliance standards are met. Expanding this role will provide measurable improvements that benefit both our students as well as the college and local community, ensuring:

- Enhanced instructional support and student readiness: With additional hours, the technician can fully prepare laboratories and winemaking sessions in advance, improving setup efficiency, and allowing faculty to focus more on direct student engagement and mentorship.
- Improved wine quality and production consistency: More time dedicated to fermentation monitoring, barrel care, and equipment calibration will elevate the consistency and craftsmanship of our wines, strengthening the learning outcomes tied to each vintage.
- Expanded vineyard care and sustainability: Year-round vineyard attention will ensure healthier vines, better fruit quality, and more meaningful fieldwork for students. This includes irrigation, canopy management, and sustainable pest management - connecting students to environmental stewardship and agricultural responsibility.
- Increased student led wine production and program revenue: A full-time technician will help us safely increase production capacity, leading to increased wine sales, directly supporting program reinvestment and student learning opportunities.
- Greater student belonging and visibility: Consistent staffing allows students from all walks of life to feel welcomed, supported, and confident in their learning environment- building trust, teamwork, and a sense of pride in their contributions.

In addition to these direct impacts, increasing the hours for the technician will allow them to play a key role in representing and promoting the VWT program across campus and in the broader Livermore Valley wine community. This includes assisting with bottling, labeling, and marketing efforts, helping our student-produced wines reach new audiences and raising awareness of the program's excellence. Ultimately, expanding this position is an investment in people - our students, our faculty, and our community. It ensures that every learner has the tools, time, and support they need to succeed, while helping our program continue to grow, innovate, and embody the inclusive collaborative spirit that defines the LPC's mission.

The responsibilities of this position are directly linked to the program's ability to inclusive excellence by giving all students, from first-year learners to advanced enology students, the opportunity to learn, experiment, and grow in a supportive environment. Our program thrives on collaboration - between students, faculty, and staff - to create high-quality, student-led wines and provide equitable access to professional, real-world winemaking and vineyard experience. Expanding this position to full-time ensures that every student, regardless of background or prior experience, receives consistent support, mentorship, and access to well-prepared, safe, and fully equipped laboratory and production spaces.

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

Within the VWT program, there is just one full-time faculty member and no other classified professionals providing any technical or instructional support.

Expanding this role to full-time 40 hours/week is necessary to provide stable, consistent coverage for our winery, vineyard, and laboratory operations - all of which require careful year-round attention. This increase in staffing will also ensure that our facilities remain safe, inclusive, and industry-ready, allowing the VWT program to continue expanding in both scope and impact. The result will be a stronger, more sustainable, and more welcoming program- one that continues to uplift students, celebrate diversity, and produce high-quality wines that reflect the hard work and dedication of our entire learning community.

SECTION 1: PROGRAM NEED (contd)

Provide a historical perspective of changing demands on the unit over the past 3-5 years. (Refer to your program review section related to human resources.) You may use narrative or relevant data.

Over the past five years, the VWT program has experienced remarkable expansion in both scope and impact. Student enrollment has increased steadily, our course offerings have diversified, and our engagement with the local community has, and continues to, deepen. This growth reflects a shared commitment to providing accessible, inclusive, and hands-on learning experiences that prepare students for successful careers in the wine industry.

As a result of our program's success, we've recently acquired a 12.5 million dollar state-of-the-art facility, which opened a year ago. It is a modern, fully equipped teaching winery, laboratory, and vineyard. However, this facility demands constant upkeep, careful maintenance, and thoughtful preparation to function at the level expected by both students and industry partners. These are tasks that cannot be adequately supported by a 20 hours/week (50%) position. Investing in additional technical support for VWT program will be required to protect our facilities and equipment and to ensure that this new building will continue to serve as a symbol of innovation, inclusion and excellence for our entire college community.

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

The success and visibility of the Viticulture and Winery Technology program are stronger than ever, and the momentum continues to build. At our most recent Wine Wednesday event, for example, student-produced wines generated over \$3,000 in gross revenue. This showcases not only the exceptional skills of our students, but also the program's growing recognition in the community. The response to events like this have been overwhelmingly positive, and demand for our wines now exceeds our current production capacity - we are quite literally, running out of wine to sell. This achievement is something to celebrate, but it also highlights a pressing need: we must expand our vineyard and winery support to 40 hours/week in order to meet both instructional and production goals. That future growth simply cannot happen without the expansion of this role. The technician plays a crucial role in every step of the process from preparing laboratories and maintaining vineyard irrigation systems, to overseeing safety protocols, supporting fermentations, and helping students master equipment and sensory evaluation techniques.

Expanding this technician role will allow us to:

- Ensure year-round upkeep and readiness of the new winery and laboratory building, protecting the college's investment and maintaining professional quality standards.
- Support increased student participation in hands-on learning and wine-making, providing equitable access to all learner regardless of prior experience.
- Expand wine production and vineyard operations to meet rising demand, leading to higher-quality wines and greater program revenue.
- Promote the college and its programs through award-winning, student-made wines which serve as a tangible expression of our students' skills and our institution's excellence.
- Strengthen student safety, inclusion, and confidence through consistent technical support and mentorship.
- Deepen community and industry partnerships, building connections that enhance student internships, employment, and outreach opportunities.

This expansion directly benefits not just our students, but also our college's reputation and growth. A well-maintained facility and a thriving winery signal to prospective students, donors, and industry partners that we are a forward-looking institution committed to excellence and innovation. The quality of our wines reflects the quality of our teaching - and both depend on having the right people in place to keep our program strong, diverse, and future-focused. Making this position full-time (40 hours/week) is not just a staffing adjustment; it is a reaffirmation of our college's values - supporting student success, fostering diversity and opportunity, and celebrating the exceptional outcomes that occur when education and passion come together in the vineyard and winery.

SECTION 2: STUDENT LEARNING AND SUCCESS

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

Expanding this Laboratory Technician position to full-time (40 hours/week) is expected to have an immediate impact on student learning, engagement, and achievement within the VWT program. The technician serves as the connective thread between instruction, applied science, and student experience - ensuring that every class, lab, and field project runs smoothly, safely, and efficiently. By providing consistent preparation and maintenance of our state-of-the-art winery and laboratory facilities, the technician helps create an inclusive learning environment where students from all backgrounds can confidently engage in hands-on experimentation, vineyard management, and wine-making practices. This daily technical and instructional support directly enhance the quality of teaching, the safety of laboratory and vineyard work, and the overall learning outcomes for our students.

As Coordinator of the department, I have been leading an initiative to increase the scientific rigor and chemistry-based foundation of our curriculum to better align with four-year programs and international academic standards. In addition to updating our curriculum to meet transfer and articulation requirements, we are expanding the program's connection to emerging technologies that represent the future of sustainable vineyard management and data-driven wine-making. While students are already responding with great enthusiasm, these advancements come with a higher level of laboratory preparation, data analysis, and safety oversights. A full-time Laboratory Technician is essential to support this expansion - preparing materials, maintaining analytical instruments, calibrating sensors, assisting with drone data collection, and ensuring students have the hands-on guidance they need.

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

A full-time Laboratory Technician will directly strengthen the College's adherence to ACCJC standards by ensuring the VWT program can maintain the academic quality, safety, and operational stability required of an accredited, lab-intensive program.

The lab technician position directly supports the College mission and student achievement (Standard I) by helping sustain two degrees, three certificates, and a growing suite of specialized courses aligned with industry expectations. It upholds the quality of educational programs and learning support (Standard II) by ensuring laboratories, fermentations, vineyard operations, and specialized equipment are consistently prepared, maintained, and safe for students. Reliable technical staffing also supports the requirement for sufficient personnel, facilities, and technology (Standard III.A – C), which the program cannot meet with current limited hours. Finally, by allowing faculty to focus on teaching, assessment, and curriculum oversight rather than lab maintenance, the position strengthens effective program operations and institutional effectiveness (Standard IV). In short, expanding this role to full-time is essential for maintaining the rigor, safety, and integrity expected under ACCJC standards.

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:

- **Equity:** 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.
- **Student Success:** 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.
- **Health and Wellness:** Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.

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

The VWT program embodies the mission and strategic priorities of Las Positas College through its commitment to inclusive, hands-on, and career-focused education that prepares students for transfer, employment, and leadership in the global wine industry. The program's move into a brand-new, state-of-the-art wine-making and instructional facility has created exciting opportunities for innovation, collaboration, and expanded student access. This facility now serves as both a teaching space and a professional working winery, offering students equitable access to cutting-edge equipment, advanced fermentation technologies, and real-world production experiences. However, this new level of instructional and operational sophistication also requires full-time technical support to maintain the equipment, ensure safety, and uphold the quality and efficiency of student learning experiences.

Expanding the Laboratory Technician position to full-time 40 hours/week directly supports the college's mission by:

- Advancing educational excellence and equity: The technician's full-time presence ensures that every student- regardless of background, prior experience, or ability- has access to a well-prepared, safe, and fully functional learning environment. This hands-on support enables equitable participation in labs, vineyards, and winery operations, empowering all students to succeed.
- Supporting student transfer and workforce development: The VWT curriculum is being expanded to include advanced science, chemistry, and technology applications aligned with transfer pathways to other institutions. These updates ensure that Las Positas students can transfer seamlessly or enter the workforce with the skills demanded by the modern wine and agricultural industries.
- Enhancing innovation and collaboration: The Department is collaborating with Professor Daniel Cearley who oversees LPC's Drone Program. This and other cross-departmental efforts reflect LPC's strategic vision of interdisciplinary learning and workforce innovation. A full-time technician will help manage this growing technological and science integration by assisting with the drone data collection, calibration of sensors, and the extra preparation of lab exercises that blend science and field application.
- Increasing student engagement and completion: With a full-time technician maintaining the winery, vineyard, and lab facilities, students will have consistent access to well-prepared spaces and equipment. This enhances course quality, improves retention, and ensures timely completion of lab-based degree and certificate requirements.

The program's inclusive design also ensures that students of all backgrounds - including first-generation college students, students with disabilities, and individuals entering from nontraditional pathways, have opportunities to thrive. The Department emphasizes mentorship, belonging, and representation within the wine and agricultural industries, actively recognizing the contributions of historically underrepresented groups. Our program data demonstrate strong alignment with LPC's mission of promoting transfer, career, and lifelong learning:

- 15% of VWT students have a goal of transferring to a four-year university
- 13% pursue an Associate's degree only
- 51% seek an occupational certificate or job training
- 7% engage for lifelong learning or personal enrichment

These percentages underscore the diverse aspirations of our students and the need for robust technical and instructional support that meets them where they are.

Furthermore, this full-time position supports the College's broader Goals and Objectives, including:

- Educational Excellence: Maintaining the highest quality of instruction through safe, effective, and industry-aligned laboratories.
- Community Collaboration: Expanding partnerships with local vineyards, wineries, and technology leaders to strengthen student employment opportunities.
- Supportive Organizational Resources: Providing sufficient staffing to meet the needs of an expanding, high-impact program within a new facility.
- Equity and Anti-Racism: Ensuring every student feels valued, included, and empowered within a program that reflects the diversity of California's agricultural community.

The VWT program reflects the heart of Las Positas College's mission- a place where education, innovation, and inclusivity converge. With the support of a full-time Laboratory Technician, we can continue to deliver transformative, real-world learning experiences that elevate not only our students, but also the reputation and reach of the college itself.

SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS

Please check one.

☒ This need was described explicitly in a Program Review (Year 2008-now).

☐ This need was implied in a Program Review (Year _____).

☐ 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):

For more than a decade, VWT Program Reviews have consistently identified the need to increase the hours for the Laboratory Technician position. This need for more support has been documented for over fifteen years as essential for maintaining instructional quality, student safety, and program sustainability. As noted in a past review: "Increasing the part-time technician from 50% to 100% will help address the highly technical workload and ensure familiarity and safety with specialized equipment." - David Everett (VWT Coordinator, 2005-2025)

The recent opening of the brand-new winery facility has magnified this need. The scale of this facility requires full-time maintenance, oversight, and preparation to ensure the program continues to operate safely, efficiently, and at the professional standards expected by both the college and the industry. The Laboratory Technician plays a vital, hands-on role in the success of both the students and the faculty within the VWT program. The technician ensures that every class, laboratory, and winery operation is ready for instruction - from preparing chemical and sensory analysis labs, to setting up crush pad operations, cleaning and maintaining equipment, and assisting students in safe, industry-standard procedures. During production and lab sessions, students operate complex machinery which requires precise setup and supervision to ensure safety and proper learning. The technician partners closely with instructors to make these experiences possible while freeing faculty to focus on teaching and mentoring students.

Outside of regular class sessions, the technician ensures continuity of care for the vineyard, winery, and laboratory - maintaining irrigation systems, monitoring fermentations, ordering materials, and keeping the facility safe, compliant, and ready for ongoing student projects. This is especially critical during the harvest and crush seasons, when activity levels peak and safety and efficiency are paramount. Without full-time support, these duties fall disproportionately on instructors, limiting both instructional preparation and student engagement. Expanding this position to full-time directly enhances student learning and the college's return on its investment in the new facility, while ensuring that operations remain aligned with safety, sustainability, and inclusion goals.

The full-time Laboratory Technician will be instrumental in supporting the next phase of program growth and innovation. Under current leadership, the VWT program is expanding its scientific rigor and technological applications to ensure that Las Positas students are competitive at both the transfer and professional levels. This includes:

- Enhancing science and chemistry curriculum to align with transfer institutions.
- Integrating drone and precision agriculture technology to advance vineyard management and sustainability training.
- Expanding vineyard acreage and research projects to meet the growing instructional and production needs of the program.
- Improving wine quality and production capacity, which routinely generates thousands of dollars of student-led wine sales and nearly sold-out existing inventory.

The continued success of these initiatives depends on consistent, year-round technical support to maintain equipment, prepare experiments, ensure safety compliance, and assist with student training. A full-time technician will serve as the operational backbone of these efforts - helping translate classroom learning into applied, real-world skill development. Increasing the Laboratory Technician position from 50% to 100% is not only necessary, but also foundational to sustaining the success, innovation, and inclusivity of the VWT program. The technician's expertise supports student safety, program excellence, and the college's mission to provide transformative, career relevant education in our new Campus Hill Winery. This investment ensures Las Positas College continues to lead in hands-on, equity-driven education - producing skilled graduates who represent the college's values of excellence, community, and opportunity in every vineyard and winery they go on to serve.

SECTION 5: SAFETY and/or ORGANIZATIONAL EFFECTIVENESS

Explain how this position will improve safety and/or organizational effectiveness on campus or within your unit:

undational element of the VWT program. As such, expanding the Laboratory Technician position is essential to maintaining a secure, well-managed learning environment for all students, faculty, and staff. In the winery and vineyard settings, students work hands-on with complex and costly equipment such as presses, pumps, crushers, conveyors, and bottling machinery, as well as with chemical reagents, sanitizers, solvents, and gases used in analytical testing and cleaning processes. These activities require constant supervision, proper setup, and immediate response capabilities to prevent potential accidents, equipment failures, or exposure incidents. Having a full-time Laboratory Technician provides that critical second set of eyes and professional expertise to ensure that all safety protocols are followed, materials are properly labeled and stored, and that machinery is operated under safe conditions. In short, a full-time technician contributes to emergency readiness and response. Having a qualified staff member consistently on-site ensures that if an incident were to occur, there is someone trained to take immediate action, contact emergency services if needed, and implement established safety protocols.

In terms of organizational effectiveness, the new production facility has significantly increased the program's footprint and the volume of equipment requiring regular inspection, calibration, and cleaning. The technician ensures that this 12.5M facility remains compliant with OSHA standards, campus environmental health and safety policies, and industry best practices. This not only protects our people and property, but also upholds the college's reputation for excellence and professionalism in Career and Technical Education. This continuity of presence and preparedness protects both individuals and the institution.

SECTION 6: COSTS*

Note: At 0.5 FTE, the position costs \$51,608. At 1.0 FTE, it will cost the College \$83,391 more.

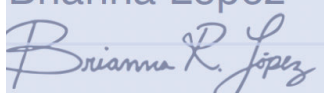
Estimated Increase or Proposed Annual Salary Cost:	\$	71,801.00
Estimated Benefits Cost:	\$	63,198.00
Total Cost for Position:	\$	134,999.00

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 SSong@laspositascollege.edu


SECTION 7: SIGNATURES

Requester

Brianna Lopez



Date - *click for drop-down*

Administrative Services Technician

 11/13/25

Date - *click for drop-down*

Division Dean

Paula
Checchi

Date: 2025.11.13
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Vice President

 11/14/25

Date - *click for drop-down*

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