

Non-Instructional Position Request Form 2015-2016

Kange 38

2015-07

This request process is to be used only for new classified and administrative positions (full or partial).

The entire college community is welcome to submit requests.

Title of Position Requested: Stage Technician

/ to: (for assistance, contact College Admin. Asst. at x1632)

Division/ Unit: ALSS

Please attach a current or proposed District job description and indicate if this is a request for

□ New position:
of Click or tap here to enter text.hours per week, # of Click or tap here to enter text.months per
year. (as needed)
from: □9, ⊠10, □11 month_to: □10, □11, ⊠12 month
from: 100% to: 100%
☐ New categorically funded position: (will be presented as information only & not ranked)
of Click or tap here to enter text. hours per week, # of Click or tap here to enter text. months
per year.

Justification:

1. For background- please briefly summarize the position: what it does, where it works, to whom it reports, & list what other personnel are in this unit.

As the Mertes Center continues to be used, not just for Performing Arts events, but also for special guests, speakers, Veterans events, rental groups, etc. there is a consistent need for someone to be at these events. Current Stage Technician Christine Hornbaker is running into some complicated hours and dates issues under the 40 hours/10 months current contract Multiple groups have contacted about using the Mertes center over the summer, but as Christine is not a 12 month employee, she will not be available June 1-Aug. 1. This is creating some difficulties in keeping the center "up and running" during the summer months. As the theater program will be producing another summer musical (and hope to ever years) Mike Rinaldi's 40 hours per week are solely devoted to that work, as his job title is Instructional Assistant. It makes more sense to move Christine to year round in order to be able to rent the space more and keep Mike focused on the summer classes.

a. Give some historical perspective of the changing workload over a 3-5 year period: Example: Workload unit 1= # Bio/Chem lab students/semester > 2010= 900 2015=1000 Change over time is =11%

Workload unit 1=: <u>Click or tap here to enter text.</u> > 2010: <u>Click or tap here to enter text.</u> 201_: <u>Click or tap here to enter text.</u> %

Workload unit 2=: <u>Click or tap here to enter text.</u> > 2010: <u>Click or tap here to enter text.</u> 201_: <u>Click or tap here to enter text.</u> Change over that time is <u>Click or tap here to enter text.</u>%

- 2. How will this position have a positive impact on the following (briefly include excerpts from your Program Review or other)
 - a. your Program Review This is not specifically identified in the Theater Dept. Program review, but as a dept. we are noticing a need for this position for the college as a whole, and so suggesting the increase.
 - b. our LPC Planning Priorities; *Provide staff and resources to support an institutional advancement plan and efforts; Provide greater access to the campus facilities for the community.* The position of Stage Technician would meet many of the Strategic Goals for the college, as stated in the Strategic Plan (2010-2015), but it is important to note that the very first, and thus arguably the most important of those

identified by the institution states: "Teaching& Learning: Provide excellence in teaching, student learning, services to students, and scholarship by providing state of the art learning facilities, equipment, supplies and resources, and staffing." Through a smooth and organized use of the facility, students will develop knowledge, skills, values, and the ability to become engaged and contributing members of their community. Additionally, with extended coordination, community groups who rent the space can begin to foster positive relationships with our own students, who serve in the above volunteer capacities, allowing LPC students to form professional and long-term job prospects within the performing arts community.

- c. other requirements or needs detailed in Master Plans or accreditation
- 3. What other alternatives have been considered in lieu of this position to meet programmatic demands? This year, the theater and music department are paying an independent contractor for our events to manage front of house (if Christine is not available), so that Christine can fulfill her functions backstage. For community rentals, or other groups on campus, if there is not anyone available to meet those needs then often times the rental is denied. A complication to this is that sometimes, the events are campus wide events, or events suggested by the LPC administration, putting Christine in an awkward position to say no to events proposed by the organization that employs her in order to be within her contract.
- 4. What is the consequence of not funding this position?

 Not funding this will continuing to prevent community groups from using the space to the fullest potential (a revenue source for the college) and/or continue to tap the out of contract hours of the current performing arts faculty for assistance.
- 5. Has this position or a similar position been presented to RAC previously and in what years? Explain. Click or tap here to enter text.

For accurate costs below, requestor must contact College Admin. Asst. in the LPC Office of Administrative Services (ext. 1632).

Estimate Increase/ Proposed Annual Salary Cost:

\$ 8545.34 (increase)

Estimate Benefits Cost:
(50% of salary)

Total Cost for Position:

\$ 12818.01

NOTE
Full time = 20-40 hrs. per week or 50%-100%.

Regular Hourly= 18 hrs. or less per week (<50%).

Reviewed by & Date 9/23/15
College Administrative Assistant, Office of Administrative Services

Important request deadlines for 2015/2016 (subject to change):

Mon., Sept. 14, 2015 request to Division Dean by end of business

Wed., Sept. 16, 2015 presented at Division Meeting Fri., Sept. 18, 2015 due in Administrative Services Office with VP signature Thu., Oct. 1, 2015 deans will present to Resource Allocation Committee

Signatures:

Titian Lish 9/17/15
Requestor Date Submitted

Reviewed by:

L. Everett for Don Miller Vice President

Dean/ Unit Administrator Vice President