

CLASSIFIED & ADMINISTRATIVE POSITION REQUEST

2019-2020

OCT 11 2019

Internal Use

#: 2019- 01

Requester Name: Mike Ansell and Michal Shuldman STEMS Division Las Positas College Division Name: STEM

SUMMARY INFORMATION

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

Laboratory Technician (Bio/Chem)

Position Will Reside in Division/Unit:

STEM

Indicate To Whom this Would Report:

Dean of STEM

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

Similar. The last time we submitted a request was in 2017.

The position is:

New

Number of Hours per Week: 20

Number of Months per Year: 10

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Administrative Services
Office of the Vice President

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?

Programs supported include Anatomy, Physiology, Botany, Zoology, Cell Biology, and Microbiology, along with introductory and general education Biology Classes and General, Introductory and Organic Chemistry Classes. This is an extremely broad range of expertise and there will be as many as eight labs occurring at any one time.

Key responsibilities include but are not limited to: preparing reagents and media, setting up and taking down labs, taking care of live organisms, following safety protocols for chemical handling and hazmat disposal, communication to faculty and staff about lab protocols, minor repairs and maintenance of equipment and keeping inventory of reagents.

Preparation for “wet labs” is complex and involves many steps before the actual lab happens-- ordering supplies, handling living organisms, making solutions that can be dangerous or unstable, setting up delicate, complicated equipment, etc. Due to this complexity, laboratory technicians handle the lab preparation, support and waste handling in order for the instructors to focus on students. During labs, the technician may be called upon to replenish supplies, properly clean-up spills, help trouble-shoot problems, and help with accidents or other medical emergencies. At the end of each lab, the tech must remove the lab materials and supplies and properly dispose of waste. Lab technicians work with roughly 40 instructors and 92 labs each week (60 in biology & 32 in chemistry). We are requesting a position for a nighttime technician from 5:00-10:30 PM Monday through Thursday (4 days a week).

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

There is a Laboratory Coordinator and four other Lab Technicians during the school year. The Laboratory Coordinator and two of the current Lab Technicians also work during the summer term.

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.

We have never hired a second night-time technician. We are requesting a position that is from 5:00-10:30P M Monday through Thursday (20 hours a week). This time frame allows the nighttime technician to overlap with the Laboratory Coordinator and the daytime technicians. We have added more nighttime classes since the last time we put in a request (2017). There is strong student demand for evening laboratory sections. Nighttime labs serve a different student population and allow all students more flexibility to complete their degrees more quickly. Since 2017 we have added 6 new AM labs (33% increase) and 8 new PM labs (40% increase). We are serving close to 250 more students overall in the program, compared to 2017. Hiring a new evening technician is especially important as the current set-up leaves one person alone to cover up to 8 lab rooms, in two different buildings, alone. This technician is responsible for prepping evening and morning labs, taking down evening labs, assisting with emergencies, answering questions for faculty (especially part-time faculty that may be less familiar with the program), and assisting students in the Biology Learning Center.

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

There is strong student demand for more science classes. Almost all of our laboratory classes have waitlists. We cannot offer more classes without the relevant technician support.

SECTION 2: STUDENT LEARNING AND SUCCESS

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

The highlight of our Biology and Chemistry programs is the excellent hands-on experience we offer in labs. We strongly believe that learning is a kinesthetic process where students learn by "doing" the science. Instructors work closely with lab technicians to provide cost-efficient, yet state-of-the-art scientific techniques and equipment for student use. We often hear from LPC alumni that it was their lab experience at LPC that best prepared them for transfer into a science program at a four year institution or to help them in jobs. Local employers value the experience our students have in the lab. Lab technicians are instrumental in creating these lab experiences.

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

Over half of the Biology and Chemistry SLOs involve skills, techniques and material that students acquire in lab. Lab technicians are responsible for providing these learning environments. SLOs are fundamental to Accreditation, as lab technicians are fundamental to the health of these programs.

The Program Review process and its relationship to resource allocation is a focus of Accreditation. The Chemistry and Biology Program Reviews have described the need for additional lab technician support for years in their Program Reviews.

SECTION 3: LPC MISSION AND PLANNING PRIORITIES

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

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

Support of the College Mission:

Laboratory classes in Chemistry and Biology are required by students for transfer, degree completion and CTE pathways. The role of a lab technician is to create a learning-centered laboratory environment. They also support other educational opportunities such as open-houses (eg: Spotlight series), training student volunteers and honors research projects.

Support of LPC Planning Priorities:

This position would support the goal of the college to implement resource allocation processes according to demonstrated need through enrollment management data and Program Review.

Over half of the Biology and Chemistry SLOs involve skills, techniques and material that students acquire in lab. Lab technicians are responsible for providing these learning environments.

SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS

Please check one.

This need was described explicitly in a Program Review (Year 2018, 2019).

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):

This position is specifically requested in both the Biology Program Review and the Chemistry Program Review.

From the Biology Program Review in 2018: "The Biology and Chemistry departments hold lab courses in two different buildings, and have both increased their offerings and therefore the workload of prep staff. This results in times when one of the buildings has low technician coverage, especially in evenings and Summer." and "We have had a number of laboratory technician positions vacated in the past two years: four technicians vacated past positions and one additional lab staff member retired. This constant turnover of laboratory staff has made it challenging to keep up with the demanding work behind the scenes of all of our biology and chemistry laboratories. Our techs have managed to keep things running, but because they are constantly training new staff members they have significantly less time to spearhead any new initiatives, or to improve our current laboratories. If these positions were full-time and 12 month positions we would most likely see much greater recruitment and retention rates."

From the Biology Program Review in 2019: We expected to hire more lab technicians as we continue to add more sections and especially night classes to the schedule. Often, one person is covering 8 lab rooms, across two buildings. Labs end at 10:00 PM and the technician is supposed to leave at 10:30 PM. The technician is expected to take down evening labs and prep some morning labs. Last semester we needed to hire a replacement lab technician and were not able to hire a new position. We will put in a new request this year for an additional evening staff member.

From the 2019 Chemistry Program Review, Section F.

"In order to continue to grow and to accommodate an increasingly packed schedule in our laboratories, Chemistry will need to continue to increase our laboratory technician support staff. We already have difficult periods of the day where lab staff are stretched between the two buildings with short turnover times. With this in mind, we will be requesting a part-time, 10-month Lab Technician through the Classified and Administrative Position Request process."

SECTION 5: SAFETY (if applicable)

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

Lab activities are essential but they can also be dangerous. Lab Technicians form a team with instructors focused on safety before all else. Things can go wrong in labs. When they do it is essential that we immediately take care of the students affected, call for help from campus safety, evacuate and manage students in the classroom, warn nearby classrooms, those upstairs and in nearby facilities like the Library and the Child Development Center, clean up the spill or literally put out the fire all at the same time. We have always had a policy that there would be at least one lab technician in each science building to support the four labs at all times--from the first lab at 7:30 to the end of night labs at about 10pm. We cannot live up to this policy any longer without more technician support.

SECTION 6: COSTS*

Estimated Increase or Proposed Annual Salary Cost:	Range 33 / Step 1	\$ 20,211
Estimated Benefits Cost:		\$ 11,116
Total Cost for Position:		\$ 31,327

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

**Costs: For accurate costs, contact the College Administrative Services Technician in the LPC Office of Administrative Services at SDavidson@laspositascollege.edu*

SECTION 7: SIGNATURES

<u>Neil Ansell</u> Requester	<u>10/11/2019</u> Date
<u>Nan H</u> Division Dean/Unit Administrator	<u>10-14-19</u> Date
<u>Krist What</u> Vice President	<u>10-14-19</u> Date
<u>Sharon Davidson</u> <u>Alan H for Sharon Davidson</u> College Administrative Service Technician	<u>10/15/19</u> <u>Oct 11, 19</u> Date

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