

**Program Review & Planning
Request for Contract Classified Position
2018-19**

Please upload and submit this completed form through the SurveyMonkey program review module.

Department	Science & Engineering/Biology & Chemistry		
Position Title	Science Laboratory Technician II		
Salary Range	Level 32	Annual Salary at Step B*	\$3945 x 12 = \$47,340
Hours/week and # of months	40 hours per week, 12 months		

*For job Range and Salary information, see: <http://www.gcccd.edu/human-resources/salary-schedules.html>

1) Provide the following information for the **new position or the increase in FTE for an existing position** that is being requested, or for the request to fill a vacant, frozen or defunded position:

Position classification and number:

Proposed FTE:

Contract type:

- 10-month
- 11-month
- X 12-month
- Seasonal (specify):

What type of position is being requested?

- X New general fund position
- Replacement for a funded position
- Replacement for an unfunded position
- Position currently funded by grant funds
- Increase in the FTE for the position

Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).

What are the actual duties and responsibilities that are specific to this requested position? (100 words or less)

This technician position is required for operations in the new Biology and Chemistry labs that are in the H-building extension. This person will be responsible for preparation and daily lab operations for the biology and chemistry lab, which will be used to offer Bio131, and Chem 102/120. We anticipate initially having 12-16 sections of those classes offered in this building during each semester, plus approximately 4 sections during summer session. This will include the preparation of chemicals & materials, maintaining records of materials used and needed, maintenance of prep sheets maintenance of laboratories and equipment, coordination with night staff, maintenance of inventories and records and dealing with hazardous waste generated.

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2) Is the position being requested in order to comply with state or federal mandates/requirements? **(Rubric Criterion 1)**

Yes

Cite the specific mandate/requirement (100 words or less):

1) The new classrooms are funded by the Department of Energy HSI-STEM grant and are tied to goals to increase class availability for students. Without this technician, we will not be able to operate in those classrooms.

2) The Statewide CCC Student Success Task Force recommends that “the highest priority for course offerings shall be given to credit...courses that advance students’ academic progress in the area...of degree and certificate attainment, and transfer”; “...adopt system-wide enrollment priorities that ensure ACCESS and the opportunity for success for new students.”

No

3. How are the duties of the requested position currently being performed, if at all?

At this point, there has not been an issue because the classrooms do not exist. We are now, however, in a staffing crisis which will prevent us from opening the new classrooms that are under construction. Once the classrooms are complete we will need this position to set up the new classrooms and then to support all of the classes that will be held in those classrooms. This will expand our classroom space by 33% and will result in our ability to increase the number of sections of courses we can offer each semester, particularly classes like anatomy (we have waitlists every semester that would allow us to offer an additional 5-7 sections every semester) and Chem 102 and Chem 231/232 organic chemistry on an every semester schedule instead of just one section of each per year. These classes support the over 500 Biology majors we have in the discipline. Because there have been no staffing increases supported since 2012/13, we are unable to add any new sections and are having increasing difficulties supporting the existing ones.

It is not clear to us that asking for one position that will support both biology and chemistry will be adequate, but since it is so unlikely that we will be able to get two positions, one each for Biology and Chemistry, that we are willing to give it a try.

How does the lack of this position impact the program or service area?

Until now we have been able to limp along due to the excellence of the current laboratory technicians in biology and chemistry; we often have assistance from the Physical and Natural Science Technician who sometimes has time to help out when we run into serious trouble accommodating all of the needs; once the building is completed we will

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be unable to operate in it unless we have additional help (target date August 14, 2019). It will be necessary for this person to do the move-in and set up of the classrooms, prep all of the recordkeeping materials, set up the hazardous materials handling, and come up with a plan for daily operations. This person is also going to need to have expertise in both biology and chemistry in order to do this job. We need to have this person start no later than the start of the 2019 summer session so that we can provide training, and work to set up an operational system for the new labs. We are asking for a 12 month position 1) since biology and chemistry are the only areas in STEM that run summer classes, and the person will be needed during the summer to support these classes.

What impact, if any, have frozen or vacant positions within the department had on services or staff workload?

This expansion of the H building is being funded by the Department of Education HIS-STEM grant. There are goals in the grant and its funding tied to the operation of this building that are present to increase the amount of classroom space available so that we can offer enough classes to be able to keep students on a pathway to transfer in 3 years or less. Our current classroom situation will not allow any further expansion of the number of class sections. By adding more class sections, we also increase the need for a technician to operate the two new classrooms. The existing technicians will need to handle new class sections that will be added in the existing classrooms. The location of the new classrooms outside of and behind the H building prevents easy access from the existing labs and prep areas on the second floor of the H building and necessitates that we hire a full time technician to be in the new building at all times. This is important for both service to the area, and safety issues.

(200 words or less) **(Rubric Criteria 1)**

4. How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position? ****Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/ intern/ volunteer/work-study, and services provided.****

(200 words or less) **(Rubric Criteria 2)**

The number of technicians we currently have in biology and chemistry is based upon an evaluation done by CSEA in 2012/13. Since 2012, the number of biology sections has increased by nearly 58% without additional staffing beyond the CSEA determined levels in 2012. At that time we had 26 biology sections/semester, and currently we have 41. Chemistry has also increase the number of sections, from 10 sections/semester to 16 (most of which are combined lecture/lab sections). The preparations done for these classes are extremely complex, multi-stop processes that require extremely strict attention to detail, and an error in a single component can result in failure of the exercise. This is very different from preps done

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in areas like physics or earth sciences or astronomy where the functions of the technicians tend to be putting out materials for a lab; not that these classes are less important, but this accounts for the need for a greater number of technicians in many biology and chemistry classes. These increases have put substantial stress on the technicians in both biology and chemistry, and the potential addition of another 6-8 sections per semester would result in an untenable situation. Without this technician we will not be able to open this new building and run any additional sections.

5. How would this position's main duties specifically support the institution's strategic priorities?
1. Acceleration
 2. Guided Student Pathways
 3. Student Validation and Engagement
 4. Organizational Health

(200 words or less) **(Rubric Criteria 3)**

We know that currently there are at least an additional 200 students per semester who want to take anatomy but cannot since we cannot offer any additional sections. Thus, students who are on a pathway to an allied health degree cannot complete that degree in a timely manner. Many students have stated that they have had to wait 2-3 semesters in order to get into an anatomy class. Many of the students look at colleges outside of the district to find these classes because we do not offer enough sections. That results in even greater decreases in overall enrollment for the college.

6. How will the position impact the ability of the program or service area to innovate and meet changing needs?
- (150 words or less)* **(Rubric Criteria 3)**

We have not supported the increasing needs for anatomy sections in the past 5 years. Consequently, students who are on a pathway to a degree or transfer are not being supported adequately, If it was not for the HSI-STEM grant supplying the funding for these new classrooms, we would not anticipate having additional space for these students in the near term (3-5 years). This position is in fact in place to support the baseline needs of our students in terms of supporting their pathways, and in student engagement and validation.