

February 20, 2024

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Laboratory Technician - Aircraft MaintenanceDepartment: Technology and Health
Aircraft MaintenanceTime (FTE): .475 Term (months/year): 10 months
12 monthsWork Schedule (Days, Hours): Tues 7:30-10:00 p.m.; W-F 5:00-10:30 p.m.Salary Schedule (Range): A-79Background and Rationale (use back of form if additional space is needed): The evening Aircraft Maintenance program requires a part-time lab technician tomaintain equipment and control inventory of college equipment and tools. This position is crucialto program operation.

Please list any changes in the budgeted position as described above

(i.e., title, time, term, etc.). NRA originally approved for \$27,600 on August 18, 2022. RTF was not submitted until 2023-24 and the amount needed increased due to COLA increases for 2022-23 and 2023-24.Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 11000-351500-251000-095000-2100 100 % Amount \$ 30,111

Account Number(s): _____ % Amount \$ _____

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

Sarah.Plesetz Digitally signed by Sarah.Plesetz

Date: 2023.01.26 17:53:47 -08'00'

1. Requesting Manager Signature

Kelly Fowler Digitally signed by Kelly Fowler

Date: 2023.08.25 09:35:58 -07'00'

2. Division Vice President Signature

Roxa

3. Chief Compliance/Budget Officer Signature

Date

Date

1/18/24

Date

Stacy Manfredi

4. Human Resources Signature

Gokhaling

5. Vice President, Human Resources

1/23/24

Date

2/1/2024

Date

☒ Funding available ☐ Funding not available Position Number: CA9186 Contract Number: 223109

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:☐ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO

Date

2022-23 NEW RESOURCE ALLOCATION REQUESTS - PRIORITIZED SUMMARY

(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.

TEAM: INSTRUCTION

| To Be Completed By Departments | | | | | | | | |
|--------------------------------|---|---------------------------|--|--|--------------|-------------|-----------------|-----------------|
| Priority Number | Division | Department- Org/Departmen | Description | Justification of Need | One-time | Ongoing | Total Requested | Strategic Goals |
| | Instruction - Dual Enrollment Unit | Marlyn Holt | Program/Project Specialist (1 position) A-79, 100% time, 12 months. \$95,466 (sal & ben) | Enrollment growth, retention/success/completion, equity: Dual Enrollment Program serves 27 high schools and 4,000 students from outreach, recruitment, double applications for admission, registration, faculty orientation, on-site support of HS personnel, direct support of students through four terms per academic year. The program is a top priority for enrollment growth, meeting SCFF and equity metrics, and in the number of high schools, districts, students, and communities served. Current staffing levels are insufficient to grow the program to the enrollment productivity the college needs to recover FTES. <i>Aligns with Cabinet Budget Priority: 2</i> | | \$95,466.00 | \$95,466.00 | 1, 2, 3 |
| | Library & Learning Resources: Faculty Center for Learning Technology Unit | Katie Datko | HonorLock **Lottery or Block Grant** | Honor Lock usage during the past year has consistently increased. As of the end of May, we had 5,729 unique students and 36,510 total exam sessions which had proctored assessments. If usage increases further, we may incur additional charges at the end of the 2022-23 fiscal year. In December 2020, the Distance Learning Committee recommended an ongoing proctoring solution to ensure the integrity of online assessments. HonorLock was vetted by a faculty committee for the 2021-22 academic year. With the increase in fully online and hybrid DL courses, online proctoring is an essential service to provide exam integrity, particularly for disciplines that require professional licensure such as nursing. Given the increase in online course offerings (61% in Summer 2022), proctoring services allow us to maintain a robust educational technology infrastructure, guarantee the veracity of faculty assessments, and help to mitigate the effects of financial aid fraud. Honor Lock usage during the past year has consistently increased. As of the end of the 21-22 FY, we had 6,166 unique students and 40,572 total exam sessions which had proctored assessments. This is an average of 1,166 students from our original contract of 5,000 student seats @\$24/seat, which incurred at a cost of \$8,000 additional dollars to the district. Allocating resources for dedicated funding for a multi-year contract will result in a discount from the vendor. A three-year contract costs \$22.28/seat (as opposed to \$24/seat), a savings of \$8,600 per year for a 5,000 seat contract -- \$25,800 over the course of the entire contract. The use of HonorLock during the past year is an indication of the growing need for and importance to the faculty of a dedicated and sustainable long-term proctoring solution. Online proctoring through Proctorio was previously funded through the CVC-OEI. However, with the return to campus, districts must now support this through their own budgeting processes. This is the second year that | \$116,750.00 | | \$116,750.00 | 1, 2, 3, 4 |
| | Research and Institutional Effectiveness Unit | Patty Quinones | Continued funding for Qualtrics (Survey Platform) | "Mt. SAC currently uses Qualtrics as the primary survey tool. Every single individual with a Mt. SAC sign-on has access to Qualtrics and can create their own surveys. Human resources, Instruction, Administrative Services, and Student Services all use Qualtrics for a variety of reasons including: Employee evaluations (Chair faculty, class and manager evaluations) Institution Level Outcomes evaluation; Graduation Survey; Student satisfaction surveys with counseling services and other support services; Individual faculty surveying their students; Employee satisfaction surveys for PD workshops; Student demand for online, face-to-face, hybrid class to inform enrollment management; Collecting data for Title V/grants projects; Students use for research purposes. Qualtrics usage statistics - Since 2017, there have been 3,074 surveys created in Qualtrics, with 49% of them having an 'active' status; Since April 1, 2019, there have been 814 unique users of Qualtrics, accounting for a total of 34,663 logins; From June 2021 to June 2022, there have been a total of 213 new users of the platform. Qualtrics is a powerful data collection tool that allows RIE to support the college with evaluating our various processes, structures, programs and services. <i>Aligns with Cabinet Budget Priorities: 2 and 4</i> | | \$7,000.00 | \$7,000.00 | 1, 2, 3, 4 |

| | | | | | | | | |
|--|--|---|--|--|------------|-------------|-------------|------------|
| | Humanities & Social Sciences: Division Unit Ethnic Studies Unit | Karelyn Hoover, Aaron Salinger, Michelle Stewart Thomas | Ongoing Budget support for Ethnic Studies Program Development | <p>The newly formed Ethnic Studies department will use funding for marketing an outreach of 5 new Ethnic Studies GE Area F courses, outreach, hiring, training and professional Development of adjunct faculty to teach new courses, program development for new degrees and certificates, partnerships with area colleges and universities, Dual Enrollment, presentations at conferences and related costs.</p> <p><i>Aligns with Cabinet Budget Priority: 2</i></p> | \$6,000.00 | | \$3,000.00 | 1, 2, 3, 4 |
| | Business: Division Unit | Marianne Lima | Cafe 91 - Health Dept. Permit Fees | <p>Annual renewal fee for Café 91 Health Permit with LA County and also Inspection visit fees for letter grade.</p> <p><i>Aligns with Cabinet Budget Priority: 3</i></p> | | \$1,500.00 | \$1,500.00 | 1, 2 |
| | KAD | Athletics | Helmet reconditioning, knee braces and shoulder pads | <p>Annual recertification fee required for football helmets and knee braces. Currently, there is not allotment for this service and with the recent addition of spring practices with pads additional money and ordewring will be needed to strategically replace.</p> <p><i>Aligns with Cabinet Budget Priority: 3</i></p> | | \$10,000.00 | \$10,000.00 | 1, 2, 3, 4 |
| | Technology & Health: Medical Services Unit | Scott Atkinson | 88 hours of increase lab hours as required by the Paramedic Academy accreditation body Commission on Accreditation of Allied Health Education Programs (CAAHEP) and Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Each Lab is taught by 3 Profession Experts. The increase in Profession Experts hours totals 264 hours per semester for a total of 2 semesters. The total needed is 528 hours. | <p>The increased hours needed for Professional Experts is driven by the changes from the Committee on Accreditation of EMS Programs (CoAEMSP) standards for the 2023 year. The curriculum change puts greater emphasis on required Skills Scenarios with simulated patients in a lab setting. To meet these increased standards found on the required 2023 Student Minimum Competency Matrix, this an increase of 88 lab hours per semester (3 Profession Experts = 264 Hours per Semester - Total for 2 Semesters = 528 Hours) is necessary meet accreditation requirements. Failure to increase the required budget for Professional Experts puts the Paramedic Program in jeopardy of losing national, state, and local accreditation.</p> <p><i>Aligns with Cabinet Budget Priority: 3</i></p> | | \$23,000.00 | \$23,000.00 | 1, 2, 3 |
| | Technology & Health: Aircraft Maintenance Unit | David Yost | Hire a part-time evening lab tech to support evening tool crib.. \$26,000 per school year. | <p>The evening program requires a part-time equipment tech to maintain equipment and control inventory of college equipment/tools. Program is currently funding this position. Position is crucial to program operation.</p> <p><i>Aligns with Cabinet Budget Priority: 3</i></p> | | \$27,600.00 | \$27,600.00 | 1, 2, 3 |
| | Humanities & Social Sciences: English Language and Creative Writing Unit | Ned Weidner | Purchase annual KAMI License subscription for Canvas for use by English faculty and students | <p>KAMI supports success, retention, and completion in freshman composition courses.</p> <p>KAMI fully integrates all student work and professor feedback into one location within Canvas. Students can do all coursework using any computer or tablet.</p> <p>Professors can provide direct instruction and feedback to students annotating assignments in Canvas. Professors can provide feedback on all student work prior to work being submitted for grading. Group annotation is also available for the entire class or groups of students. This offers increased ability to provide early alert intervention and support before student grade point averages are adversely affected. Students have access to all annotation tools, including a dictionary and language translation. For example, all written material can be read aloud in English, Spanish, etc. All student work would be able to be completed in Canvas using the KAMI annotation software. Students will no longer have to seek out multiple software programs with unproven compatibility to do different assignments. That means they can thoroughly and comprehensively participate in any assignment in their class, without barriers or restrictions.</p> <p><i>Aligns with Cabinet Budget Priority: 2</i></p> | | \$9,009.00 | \$9,009.00 | 1, 2, 3 |

EZ Salary Projection FY 2023-24 (Less than 50% FTE)

| FTE less than 50% | |
|--|-----------------|
| Description | Input |
| Select employee group | UA |
| Enter salary range | 79 |
| Enter months of employment | 10 |
| Enter FTE percentage | 47.50% |
| Total Annual Cost (Salary and Benefits) | \$30,111 |

For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 11.21.23 (included 4.11% in CSEA 262, Confidential and CSEA 651)

From: [Martinez, Laura](#)
To: [Bland, Kim](#)
Subject: Re: RTF - Lab Technician (Aircraft Maintenance)
Date: Thursday, January 18, 2024 1:04:36 PM

I spoke with Carol and she said it does not need to go to Cabinet since it is a reduction of funds not an increase.

Do you want me to send her an email to get that in writing?

Best,
Laura

Laura Martinez
Executive Assistant to the
Vice President of Instruction
lmartinez@mtsac.edu
909.274.5414

From: "Bland, Kim" <kimberly.bland@mtsac.edu>
Date: Thursday, January 18, 2024 at 12:49 PM
To: Laura Martinez <lmartinez@mtsac.edu>
Subject: FW: RTF - Lab Technician (Aircraft Maintenance)

Hi Laura-

Did this ever go to Cabinet for approval?

Thank you.

Kim

From: Hallmark, Michelle <mhallmark@mtsac.edu>
Sent: Friday, December 1, 2023 8:04 AM
To: Bland, Kim <kimberly.bland@mtsac.edu>
Subject: RE: RTF - Lab Technician (Aircraft Maintenance)

Hi Kim,

Thank you for the update. I'm not clear why Cabinet would need to approve (again)—ugh! Please let me know once this train finally starts moving down the tracks.

From: Bland, Kim <kimberly.bland@mtsac.edu>

Sent: Friday, December 1, 2023 7:37 AM
To: Hallmark, Michelle <mhallmark@mtsac.edu>
Subject: FW: RTF - Lab Technician (Aircraft Maintenance)

Hi Michelle-

I just wanted to let you know the status of the Lab Tech position. Once I send it to HR I will email you. I know this one has taken a long time to get going. My apologies.

Thank you.

Kim

From: Martinez, Laura <lmartinez@mtsac.edu>
Sent: Thursday, November 30, 2023 7:10 PM
To: Bland, Kim <kimberly.bland@mtsac.edu>
Subject: Re: RTF - Lab Technician (Aircraft Maintenance)

Hi Kim,

I think this will require Cabinet's approval. I'm going to forward to Carol for her guidance and will let you know.

Laura

Best,
Laura

Laura Martinez
Executive Assistant to the
Vice President of Instruction
lmartinez@mtsac.edu
909.274.5414

From: "Bland, Kim" <kimberly.bland@mtsac.edu>
Date: Wednesday, November 22, 2023 at 3:37 PM
To: Work <lmartinez@mtsac.edu>
Subject: RTF - Lab Technician (Aircraft Maintenance)

Hi Laura-

VP Fowler already signed the attached RTF, but I wanted to let you know that the Division

decided to request a change from 12 months to 10 months due to available funding. The department is providing the additional funds to cover the variance of \$2,511 which is the difference from the approved NRA and the actual salary projection. If VP Fowler approves of the changes, I will submit the RTF to Rosa for signature.

Thank you.



Kim Bland

Fiscal Specialist
Fiscal Services

✉ kleisure@mtsac.edu

☎ [\(909\) 274-5773](tel:(909)274-5773)

📍 Building: 4, Room: 1375

📅 M-Fr

🕒 7:30 a.m. - 4:00 p.m.

Mt. San Antonio College

1100 N. Grand Ave.,
Walnut CA 91789

www.mtsac.edu

LABORATORY TECHNICIAN – AIRCRAFT MAINTENANCE

DEFINITION

Under general supervision, provides instructional support services for faculty and students of the Aircraft Maintenance Program; prepares and sets up laboratory exercises, demonstrations, and instructional materials, equipment, and supplies; assists students and faculty in the use and operation of equipment and materials related to Aircraft Maintenance.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned managerial personnel. Exercises no direct supervision of staff. Provides technical and functional direction and training to employees.

CLASS CHARACTERISTICS

This is a journey-level classification responsible for conducting a variety of instructional support activities to ensure student learning. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the assigned area of responsibility.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Prepares and sets up laboratory exercises, demonstrations, and instructional materials; monitors laboratory environment; organizes, arranges, stocks, and distributes materials, equipment, and supplies.
2. Troubleshoots and repairs broken machines and maintains equipment; ensures that all equipment and machines are in safe and operational condition.
3. Designs and fabricates components for the laboratory, including tables, frames, and fixtures.
4. Processes and cuts aluminum and steel sheets as necessary for students' use.
5. Assembles project kits for various student projects and works with faculty to ensure class agendas are met.
6. Provides instructional support services for the program; assists in instructional demonstrations of typical Airframe and Powerplant Technician procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, tools, machinery, and equipment.
7. Maintains accurate logs, reports, and records of work performed and materials and equipment used.
8. Monitors, estimates, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment as directed.
9. Safely acquires and distributes, and disposes of various solvents, paints, adhesives, resins, fuels, engine oil, and other hazardous materials for student use.

10. Ensures tools and equipment are checked out and in, complete and functional, and reports any broken or unsafe items.
11. Shuts down, locks up, and secures tool crib at end of each lab period.
12. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
13. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
14. Supports and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
15. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
16. Prepares and delivers oral presentations related to assigned areas as required.
17. Performs other related or preceding classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the Aircraft Maintenance Program.
3. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
4. General methods and procedures for preparing course materials and laboratory exercises and demonstrations used in Aircraft Maintenance courses.
5. Set-up, operation, demonstration, troubleshoot, repair, and maintenance of various tools and equipment used in Aircraft Maintenance work.
6. Methods, practices, and techniques of student learning and instruction.
7. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
8. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
9. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills & Abilities to:

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.

4. Explain principles, practices, procedures, methods, materials, tools, terminology, and equipment related to the Aircraft Maintenance program.
5. Create an engaging and positive learning experience in the laboratory environment.
6. Read, interpret, and apply a wide variety of technical information from manuals, specifications, blueprints, and schematics.
7. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
8. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
9. Communicate effectively through various modalities.
10. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
11. Establish and maintain a variety of filing, record-keeping, and tracking systems.
12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understands scope of authority in making independent decisions.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. A Federal Aviation Administration (FAA) Airframe and Powerplant certificate; or
2. Equivalent to an associate's degree from a regionally or nationally accredited college in Aircraft Maintenance or related field; and
3. One (1) full-time equivalent year of experience working in a technical environment.

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certifications:

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a laboratory/classroom environment and in the field; strength and stamina to perform medium-to-heavy physical work, to operate various

welding and fabrication tools, equipment, and machinery; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking and standing in operational areas to perform work and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment. Incumbents in this classification bend, stoop, kneel, reach, and climb to perform work. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in a laboratory/classroom and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, dust, fumes, and allergens, hazardous physical substances, mechanical and electrical hazards, and moving equipment and machinery. Incumbents may interact with staff and/or students in interpreting and enforcing departmental policies and procedures.