

Monterey Peninsula College

Process for Requesting to Fill Classified Positions

(All vacancies, increases in hours/months, and/or new positions)

This form can be used to track the request process for filling vacant positions, and/or requesting new positions or increases in current positions. This form is not to be used for reclassification requests or reorganizations. Complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain will initial and date the document, and forward it as appropriate. If the request is denied at steps 1, 2 or 4, the individual or group denying the request will inform the requesting party. Steps 3 and 5 are recommendatory only.

Note: Temporary (District or agency) employment in the requested area is limited to a maximum of 120 days following the vacancy. This limit is designed to encourage prompt review of the vacancy. (Once a position has been opened for recruitment, however, Education Code Sec. 88003 further limits such employment to 60 days.)

1. Replacement (no changes) or NEW position

Department:	ESL, HU Division	Last Incumbent:	Noah Brod
Position Title:	Instructional Technology Specialist	Date of vacancy:	May 24, 2012
Service Class:	22	Funding Source:	General Fund
Hours per week:	36 hours		
Months per year:	10.2	Bilingual Required:	No <i>VP signature Required</i>
Days & Hours to be worked:	To be arranged. Usually 7:45-4:45 M-Th, 8-12F	Night Shift or Graveyard stipend?	None

2. Revised position or changed position (complete section above for comparison)

Department:		Last Incumbent:	
Position Title:		Date of vacancy:	
Service Class:		Funding Source:	
Hours per week:			
Months per year:		Bilingual Required:	No <i>VP signature Required</i>
Days & Hours to be worked:		Night Shift or Graveyard stipend?	None

3. Annual Cost of the Proposal, and source of funds: \$65,486, General Fund (annual savings of approximately \$12,000). Anne Marie has a PG and longevities, so there would also be a savings of \$360/month.


4. Justification/Rationale, and Consequences of not making the change (use additional sheets as necessary:

An instructional technology specialist is critical to the ESL program, as well as to the Humanities Division, as this position is responsible for keeping both the ESL Center's computers as well as the Humanities Division's smart classrooms in working order. The computers and "smart" capabilities in the Center and classrooms provide the foundation of instruction. Thus, the position is foundational to the division's instruction.

Please see a more detailed response to this question in the following Template for Classified Position Request.

Reverse this sheet, and use the table for tracking the progress of your request.

Classification/Position: Instructional Technology Specialist **Date:** April 26, 2012

steps	REPLACEMENT POSITION	Initials/Date	steps	NEW OR CHANGED POSITION*	Initials/Date
1	Chair/manager discusses vacant position with division/area and other relevant group(s).	DB/ 4/26/12	1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	
2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.		2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.	
3	VP discusses request with Vice Presidents and President		3	VP discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.		4	VP discusses request with Vice Presidents and President. HR informs MPCEA.	
5	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps .		5	College Council Reviews and makes a recommendation to the President. 2 Readings.*	
			6	President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.)	
			7	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps	

VP's Authorization for Bilingual: _____

DATE: _____

President's Authorization: _____

DATE: _____

Dr. Douglas Garrison

Note #1: These steps may take more or less time depending upon time constraints (e.g. e-mail vs. meetings), and the nature of the position.

Note #2: If this process cannot be completed within 30 calendar days, the President may authorize action without completing this process and will inform the College Council.

Note #3: If the new or changed position is vital to core mission of the college, the President may authorize action without completing this process and will inform the College Council.

Note #4: Once recruitment begins, Education Code Section 88003 limits short term or substitute employment to 60 days.

*New and changed positions must be presented to College Council for two readings and approved by the Board of Trustees. Positions included in MPCEA must be negotiated.

(See Reverse)

TEMPLATE FOR CLASSIFIED POSITION REQUEST

Position Title: Instructional Technology Specialist

Dept/Program: ESL/Humanities Division/Social Science Division

Submitted by: Diane Boynton

Search Committee Chair: Diane Boynton

PT/FTE: 10 months

New or Replacement: Replacement

Service Category: At full implementation, Service Category 22

Salary/Benefit Costs: \$3,472/month + \$1,010/month + \$22,907 = \$65,486

Net Additional Costs:

Funding Source: General Fund

Description of duties and responsibilities:

ESL Center:

- Re-image computers (usually once a year).
- Install new equipment.
- Before the beginning of each semester, check/clean equipment (computers, headsets, monitors, and podium).
- Perform manual computer updates as necessary.
- Troubleshoot/repair computer and printer issues; order parts.
- Provide timely answers to students and faculty requests/questions.
- Backup Timekeeper
- Setup scheduling of automatic computer startup and shutdown.
- Email interested party i.e. Media Services or Facilities of needed repairs or support.
- Participate in weekly tech meetings.
- Learn and test new imaging technology used at MPC.
- Learn and test new specialized software used in the ESL Center.
- Keep abreast of technology trends as pertaining to lab/institutional needs.
- Communicate with ESL faculty and direct supervisor on matters related to the center and students.
- Keep inventory of equipment in the ESL Center.
- Enter student data into Kurzweil student portal (Vport).
- Make yearly recommendations to Action Plan and Technology Refreshment.
- Report inappropriate student behavior to Center Director and Dean of Student Services.
- Edit/update ESL Center website.
- Fill out monthly work summary.

Humanities Division Smart Classrooms:

- Re-image computers (once a year).
- Install non MPC standard software when requested.
- Before the beginning of each semester check/clean ALL equipment (computer, monitor, document camera, DVD/VCR player, projector, controller) and if needed run computer updates,
- Email interested party(ies) i.e. Media Services, Facilities of necessary repairs or support.
- Troubleshoot/resolve technical issues in a timely manner.

- Communicate with faculty, DOM and division chair of changes or technical issues resolved or left unresolved in smart classrooms.
- Keep inventory of equipment installed in the smart classrooms.
- Do a walk through mid-semester and perform duties as needed (updates, clean monitors & podium).
- Make yearly recommendations for Action Plan and Technology Refreshment.

Social Science Division Smart Classrooms:

- Re-image computers (once a year).
- Install non MPC standard software when requested.
- Before the beginning of each semester check/clean ALL equipment (computer, monitor, document camera, DVD/VCR player, projector, controller) and if needed run computer updates,
- Email interested party(ies) i.e. Media Services, Facilities of necessary repairs or support.
- Troubleshoot/resolve technical issues in a timely manner.
- Communicate with faculty, DOM and division chair of changes or technical issues resolved or left unresolved in smart classrooms.
- Keep inventory of equipment installed in the smart classrooms.
- Do a walk through mid-semester and perform duties as needed (updates, clean monitors & podium).
- Make yearly recommendations for Action Plan and Technology Refreshment.

Anthropology Lab:

- Re-image computers (usually once a year).
- Install new equipment.
- Before the beginning of each semester, check/clean equipment (computers, headsets, monitors, and podium).
- Perform manual computer updates as necessary.
- Troubleshoot/repair computer and printer issues; order parts.
- Provide timely answers to students and faculty requests/questions.

Special Considerations:

- ability to work independently with very minimum supervision
- good communication skills a plus
- willingness to go the extra mile to resolve smart classroom issues and meet faculty's needs
- enjoy working with students of different cultural backgrounds and limited English skills
- willingness to assist Information Technology staff whenever possible

Does Position act as an entry point for the college? Should it be bilingual? Why?

The position is not an obvious entry point for the college. However, it is intrinsic to the ESL program and its students. Thus, a bilingual position would be useful, but not absolutely necessary.

- I am requesting this position be considered by the Vice President to be designated Bilingual Required.
- No, this position should not be bilingual required

What would happen if this position weren't approved?

ESL Center:

All the duties describe in the above section will be added onto those of another Instructional Technology Specialist. Because of other priorities in the tech's own area, time dedicated to the center will probably be minimal. Re-imaging, testing, support will be addressed as time permits. Specialized software might no longer be supported. Any potential tech asked to take on the support of the center should be consulted first to see if it is even feasible.

Humanities Division Smart Classrooms:

The Humanities Division Smart Classrooms will be severely impacted if a dedicated Instructional Technology Specialist is not assigned to them. Possible ramifications include:

- Re-imaging won't be done on a yearly basis – computer slowdowns & glitches are to be expected.
- No checking/cleaning of equipment before the beginning of semesters – deterioration and malfunctioning of equipment will become the norm.
- Technical issues not resolved in a timely manner – daily impact on teaching.
- Necessary repairs won't get reported – degradation of environment.
- Lack of communication with faculty, DOM and division chair of changes or technical issues may be resolved or unresolved in smart classrooms – chaos will ensue as nobody will know what is going on.
- No inventory will be kept – won't know what is where.
- No walk through mid-semester – expect podiums to look very un-kept.
- No recommendation made to the Action Plan and Technology Refreshment – equipment won't get replaced when funds are available.

Social Science Division Smart Classrooms and Anthropology Lab:

The Social Science Division and Anthropology Lab currently have no technology support. These areas must rely on the assistance of IT members, stretching IT's resources to an even greater degree.