

# CLASSIFIED & ADMINISTRATIVE POSITION REQUEST: 2025-2026

## THE FOLLOWING INFORMATION WILL CONTRIBUTE TOWARD A QUALITY REQUEST

### DEADLINES

**November 5, 2025:** Final day to submit Cost Calculations (Section 6) requests to College Administrative Services Technician

**November 12, 2025:** Request due to Division Dean with College Administrative Services Technician Signature

**November 19, 2025:** Request Presented at Division Meeting

**November 21, 2025:** Request due to Administrative Office by **5:00pm with Division Dean and Vice President signatures send via email to Andrea Anderson - aanderson@laspositascollege.edu**

### Process

- Submit a complete form with all sections complete and a job description attached.
- RAC will prioritize submissions based on criteria outlined in the rubric below;
  - The committee may chose not to score incomplete requests.
- RAC will make hiring recommendations to the College President, who will make hiring decision thereafter.

**Please Do Not Submit this Page**

### Scoring Rubric

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
<b>Program Need</b> (10 points) [Section 1]	Clear and compelling evidence/data supporting a need for this position and/or suggesting strong impact on students or program(s).	Clear evidence/data supporting a need for this position and/or suggesting impact on students or program(s).	Limited evidence/ data supporting a need for this position and/or suggesting limited impact on students or program(s).
<b>Ranking Scale</b>	<b>8-10</b>	<b>4-7</b>	<b>0-3</b>
<b>Student Learning &amp; Success</b> (10 points) [Section 2]	Clear and compelling evidence that this position will widely contribute to and/or support student learning and success in support of college accreditation standards.	Clear evidence that this position will contribute to and/or support student learning and success in support of college accreditation standards.	Limited evidence that this position will contribute to and/or support student learning and success in support of college accreditation standards.
<b>Ranking Scale</b>	<b>8-10</b>	<b>4-7</b>	<b>0-3</b>
<b>Mission and Planning Priorities</b> (10 points) [Section 3]	Clear and compelling evidence that this position strongly supports the College Mission and/or Planning Priorities.	Clear evidence that this position supports the College Mission and/or Planning Priorities.	Limited evidence that this position supports the College Mission and/or Planning Priorities.
<b>Ranking Scale</b>	<b>8-10</b>	<b>4-7</b>	<b>0-3</b>
<b>Program Outcomes, Initiatives and Plans</b> (10 points) [Section 4]	Clear and compelling evidence that this position will support the program above and beyond current capability.	Clear evidence that this position will support the program above and beyond current capability.	Position provides little or no impact on the program above and beyond current capacity.
<b>Ranking Scale</b>	<b>8-10</b>	<b>4-7</b>	<b>0-3</b>
<b>Safety and/or Organizational Effectiveness</b> (3 points) [Section 5]	This position will greatly enhance campus or program safety and/or organizational effectiveness.	This position will enhance campus or program safety and/or organizational effectiveness.	This position has negligible or no impact on campus or program safety and/or organizational effectiveness.
<b>Ranking Scale</b>	<b>3</b>	<b>1-2</b>	<b>0</b>

# Classified and Administrative Position Request Checklist

This checklist is your cover page to your request (pages 3-9)

Incomplete forms will be returned.

✓	Action Item	Action Required
	Review Purpose	<p>Submission of the following request to the Resource Allocation Committee (RAC) is required for the following:</p> <ol style="list-style-type: none"><li>1. Requesting a new position;</li><li>2. Requesting increased hours for an existing position;</li><li>3. Informing the committee of the intent to hire a temporary grant-funded position.</li></ol> <p>Non-Instruction position requests are <b>not</b> required for:</p> <ol style="list-style-type: none"><li>1. Temporary positions supported by general funds;</li><li>2. Positions currently funded, but vacant for less than 24 months;</li><li>3. Approved positions, but with a failed search. Approval is extended for 12 months only.</li></ol>
	Section 6: Costs	<p>Costs associated with this position request must be calculated by College Administrative Services Technician, Sharon Davidson before submitting to your Division Dean.</p> <ul style="list-style-type: none"><li>• Calculation requests must be made no later than November 5 to meet November 12 deadline for Division Dean submittal</li><li>• Send requests via email to <a href="#">Sui Song</a></li></ul>
	Division Dean Signature	The Division Dean will review the Classified & Administrative Position request form for completion and confirm job description is attached.
	Vice President Signature	The Vice President will review the Classified & Administrative Position request form for completion, and required signatures.
	College Administrative Services Technician	The College Administrative Services Technician will verify the Classified & Administrative Position request form Section 6: Costs, and forward for scanning.

# CLASSIFIED & ADMINISTRATIVE POSITION REQUEST

## 2025-2026

Internal Use

#: 2026-

**Requester Name:** Michelle Simotas

**Division Name:** BSSL

### SUMMARY INFORMATION

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

Program Coordinator - Honors Program

**Position Will Reside in Division/Unit:**

BSSL Division, Honors Program

**Indicate To Whom this Would Report:**

Michelle Simotas, Dean of BSSL

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

No

**The position is:**



New

Number of Hours per Week: 40

Number of Months per Year: 12



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?**

1. Coordinate and oversee the daily operations and activities of the Honors Program; serve as the primary point of contact for students, faculty, and staff.
2. Review and process program applications; verify eligibility and ensure compliance with academic standards.
3. Track and monitor student progress through database systems; input honors attributes and maintain accurate student records.
4. Audit GPA, honors contracts, and course completion to certify transfer agreements.
5. Provide orientation and guidance to students regarding program participation and requirements; connect students with appropriate resources.
6. Organize, coordinate, and participate in Honors Program events, including student research presentations, speaker panels, campus activities, and program celebrations.
7. Facilitate student preparation and participation in regional and statewide honors conferences.
8. Support outreach and marketing efforts to promote the Honors Program to current and prospective students.
9. Prepare correspondence, reports, and program materials; collect and analyze data for reporting and program improvement.
10. Attend meetings and take minutes; prepare and distribute agendas, background materials, and minutes as appropriate.
11. Assist in developing and monitoring program budget; prepare and process requisitions, reimbursement, and program expenditures.
12. Research and pursue funding opportunities; assist in preparing and submitting grant proposals.
13. Interact with administrators, divisions, departments, faculty, staff, and students in all matters related to the Honors Program; respond to inquiries; interpret and apply policies and procedures.
14. Participate on committees representing the Honors Program.

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

Honors Program, Faculty Coordinator

## **SECTION 1: PROGRAM NEED (contd)**

**Provide a historical perspective of changing demands on the unit over the past 3-5 years. (Refer to your program review section related to human resources.) You may use narrative or relevant data.**

### Enrollment Growth:

- Student enrollment doubled in 2023-2024 from 115 students to 231 and nearly doubled again by spring 2025 with 512 students
- 2022-2023, Fall & Spring: 225 contracts created, 151 completed.
- 2023-2024, Fall & Spring: 289 contracts created (226 classic and 63 automatic), 239 completed
- 2024-2025: Fall & Spring: 450 contracts completed, + 70 students completed full sections

The program is now one of the largest Honors Programs in California.

Increase of popularity of the program requires more time for the coordinator to oversee the application approval process. Limiting applicants is for the benefit of faculty workload, especially that of adjuncts. Eliminating the entrance criteria would make the honors program more equitable. However, this could only be implemented if all students were to complete an Honors Seminar. Full Honors sections would need to be offered for students to enroll in.

Reviewing and approving completed Honors work (on average 12 pages) takes a lot of time. The review includes checking for sufficient work fulfilling Honors standards, and plagiarism checks. The coordinator had to read them all.

UCLA TAP accreditation requires a dedicated Honors counselor. Most LPC counselors do not have complete knowledge of the intricate honors transfer agreements. The one who does is often overbooked. Students come to the coordinator for counseling. The coordinator lacks the time and the training to take on this responsibility.

The amount of paperwork has grown substantially with over 200 students entering the honors program. It is very difficult to keep an overview. A database is needed to execute certain tasks automatically. The webmaster said they would help work on the project, but everyone is overloaded. A grant to hire a consultant to help with this task was not granted.

The honors coordinator needs help from the records office to track, verify, and update student data.

There is a need for more hours for the coordinator to keep the Canvas shell up to date and to work on the influx of emails from students and parents of high school students.

**Provide additional information supporting a need for this position and resulting impact on students or program:**

The Honors Program has grown significantly in scope and student participation, creating an urgent need for dedicated classified support. Without a coordinator, critical functions such as student communication, event planning, application processing, and program assessment rely heavily on faculty and temporary staff, limiting the program's capacity to serve students effectively. A full-time coordinator will provide stability, streamline operations, and expand access to honors opportunities for a more diverse range of students. This position will directly enhance the student experience through improved communication, consistent program support, and expanded leadership and transfer opportunities, ultimately increasing engagement, retention, and completion rates while advancing the college's mission of equitable student success.

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## **SECTION 2: STUDENT LEARNING AND SUCCESS**

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

The Honors Program Coordinator position advances student learning and achievement by providing leadership, coordination, and outreach that maintain rigorous, equity-focused academic opportunities. The coordinator ensures that honors courses and projects develop critical thinking, research, and communication skills, which are essential components of the college's institutional learning outcomes. By supporting faculty, advising students, and broadening program access, the coordinator contributes to increased retention, completion, and transfer rates, with particular emphasis on underrepresented student populations. Through structured mentorship, collaborative initiatives, and program development, the coordinator cultivates an inclusive academic environment that challenges and supports students to reach their full academic potential.

**Explain how this position will have a positive impact on Accreditation or strengthen the college's adherence to the [ACCJC standards](#):**

The Honors Program aligns the college with ACCJC standards by fostering academic excellence, student achievement, and institutional effectiveness. Through outcomes-based coursework, it builds skills supporting Institutional Learning Outcomes. Honors students show higher retention, completion, and transfer rates, demonstrating the college's commitment to continuous improvement and equity. The program promotes collaboration, innovation, and strong transfer partnerships, supporting the college's mission and ACCJC Standards I, II, and IV.

### **SECTION 3: LPC MISSION AND PLANNING PRIORITIES**

#### **LPC MISSION STATEMENT:**

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

#### **LPC PLANNING PRIORITIES:**

- **Equity:** Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- **Student Success:** Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.
- **Health and Wellness:** Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.

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

The Honors Program Coordinator position will help the college advance its mission of academic excellence, equity, and student success. A dedicated coordinator is essential to strengthening pathways for student engagement, leadership, and transfer by supporting the development of rigorous and inclusive learning experiences. This position will expand access to honors opportunities, improve communication and coordination among faculty, staff, and students, and ensure the program continues to grow in alignment with institutional goals. By providing consistent program oversight and support, the coordinator will help the college improve student outcomes, close equity gaps, and promote a culture of collaboration and continuous improvement, ensuring the Honors Program continues to reflect and advance the college's mission and strategic priorities.

## **SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS**

**Please check one.**

☒ This need was described explicitly in a Program Review (Year 2024-2025).

☐ 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):**

There is only one coordinator who received 6 CAH for their work. It is not enough to cover the needs of the program, especially reviewing student contracts (352 were submitted) and training/certifying faculty. Programs of this size usually have a full-time coordinator or two half-timers and a dedicated Honors counselor

A student assistant would be helpful in taking tasks off the coordinator's plate, such as opening/locking and overseeing the Honors Lounge, ordering pins for graduates of the program, stamping diplomas. However, the yearly retraining of a student assistant takes time as well. A long-term solution would be to have an administrative assistant who could also work on student records, data and other administrative tasks.

## **SECTION 5: SAFETY and/or ORGANIZATIONAL EFFECTIVENESS**

**Explain how this position will improve safety and/or organizational effectiveness on campus or within your unit:**

The Honors Program Coordinator will enhance organizational effectiveness by providing consistent leadership, communication, and structure for the Honors Program. This position ensures efficient coordination of student activities, faculty support, and program operations, reducing workload strain and improving accuracy across departments. The coordinator will also help maintain compliance with safety protocols for on- and off-campus events, supporting a secure and well-organized learning environment. Overall, this role promotes a more efficient, cohesive, and student-centered program that aligns with the college's commitment to safety and institutional effectiveness.

## **SECTION 6: COSTS\***

<b>Estimated Increase or Proposed Annual Salary Cost:</b>	\$ <u>73,673.00</u>
<b>Estimated Benefits Cost:</b>	\$ <u>63,874.00</u>
<b>Total Cost for Position:</b>	\$ <u>137,547.00</u>

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

*For accurate costs, contact the College Administrative Services Technician in the LPC Office of Administrative Services email to [SSong@laspositascollege.edu](mailto:SSong@laspositascollege.edu)*

## **SECTION 7: SIGNATURES**

**Requester**



Michelle Simotas

Date - *click for drop-down* 11/10/25

**Division Dean**

Michelle  
Simotas

Digitally signed by  
Michelle Simotas  
Date: 2025.11.03  
11:50:41 -08'00'

11/3/25

Date - *click for drop-down*

**Administrative Services Technician**

Sui Song  
Digitally signed by Sui  
Song  
Date: 2025.11.03  
14:18:37 -08'00'

11/3/25

Date - *click for drop-down*

**Vice President**

Nan Ho 11/07/25

Date - *click for drop-down*

## **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

### **PROGRAM COORDINATOR – HONORS PROGRAM**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under direction, oversee and coordinate the daily operations, activities, and services of the Honors Program. Responsibilities include coordinating student recruitment, application review, academic progress tracking, certification of transfer agreements, and coordination of honors-related events and presentations. Provide comprehensive support to faculty, staff, and students to promote academic excellence and student success. Assist in developing and implementing program goals, objectives, policies and procedures; ensure compliance with district, college, and state regulations; and maintain program integrity and efficiency.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinate and oversee the daily operations and activities of the Honors Program; serve as the primary point of contact for students, faculty, and staff.
2. Review and process program applications; verify eligibility and ensure compliance with academic standards.
3. Track and monitor student progress through database systems; input honors attributes and maintain accurate student records.
4. Audit GPA, honors contracts, and course completion to certify transfer agreements.
5. Provide orientation and guidance to students regarding program participation and requirements; connect students with appropriate resources.
6. Organize, coordinate, and participate in Honors Program events, including student research presentations, speaker panels, campus activities, and program celebrations.
7. Facilitate student preparation and participation in regional and statewide honors conferences.
8. Support outreach and marketing efforts to promote the Honors Program to current and prospective students.
9. Prepare correspondence, reports, and program materials; collect and analyze data for reporting and program improvement.
10. Attend meetings and take minutes; prepare and distribute agendas, background materials, and minutes as appropriate.
11. Assist in developing and monitoring program budget; prepare and process requisitions, reimbursement, and program expenditures.
12. Research and pursue funding opportunities; assist in preparing and submitting grant proposals.
13. Interact with administrators, divisions, departments, faculty, staff, and students in all matters related to the Honors Program; respond to inquiries; interpret and apply policies and procedures.
14. Participate on committees representing the Honors Program.

**Chabot-Las Positas Community College District**  
**Program Coordinator – Honors Program (Continued)**

15. Supervise and provide training to student assistants as assigned.
16. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Principles and practices of program planning and implementation.
2. Principles, practices, and procedures of business letter writing and report preparation.
3. Pertinent State, District, and College policies, procedures, and regulations.
4. Problem solving techniques and resources.
5. Principles, practices, and procedures of fiscal, statistical, and administrative record keeping.
6. Principles and practices used to establish and maintain files and information retrieval systems.
7. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
8. Principles and techniques used in public relations.
9. Research methods and techniques.
10. English usage, vocabulary, spelling, grammar, and punctuation.
11. Basic mathematical and accounting principles.
12. Interpersonal skills using tact, patience, and courtesy.
13. Oral and written communication skills.

**Ability to:**

1. Coordinate and direct programs, activities, and operations of the Honor Program.
2. Carry out work objectives in an organized, efficient, and timely manner without immediate supervision.
3. Perform detailed, complex, and specialized technical, programmatic, and administrative support duties involving the use of independent judgment and personnel initiative with speed and accuracy.
4. Recommend and implement goals and objectives for providing various programs and operations.
5. Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
6. Research information using own initiative; organize, assimilate, and analyze information.
7. Respond tactfully, clearly, concisely, and appropriately to requests and inquiries from the general public, students, District staff and faculty, or other agencies.
8. Prepare a variety of clear and concise reports.
9. Plan and organize work to meet schedules and changing deadlines.
10. Work under steady pressure and frequent interruptions as well as a high degree of public contact by phone or in person.
11. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
12. Adapt to changing technologies and learn functionality of new equipment and systems.

**Chabot-Las Positas Community College District**  
**Program Coordinator – Honors Program (*Continued*)**

13. Utilize tact, patience, and courtesy to provide the highest level of customer service.
14. Analyze situations and problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of the Honor's program goals.
15. Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
16. Plan, organize, implement, coordinate, and evaluate programs.
17. Deliver presentations to college administrators, faculty, staff, students, and community organizations.
18. Work independently and effectively in the absence of supervision.
19. Communicate clearly and concisely, both orally and in writing.
20. Establish and maintain effective working relationships with those contacted in the course of work.
21. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience** - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

**Education/Training:**

Equivalent to bachelor's degree from an accredited college or university with major course work in business administration, public administration, education, or a related field.

**Experience:**

Three years of increasingly responsible administrative, technical, programmatic, or clerical experience, preferably in outreach, program development, or in an educational institution.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting, with frequent public interaction.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Adopted by Board of Trustees on:  
Effective:  
Job Family: Technical - Paraprofessional