

2019-2020 Program Review - Staff Requests

Area	Program	Resource Request Title	Brief Desc of Resource Request	Cost	Previously Requested in Year(s)	Priority			
						Prog	VP	Comm	ET
AA	English, Math, and Communications	EML1701	Tutoring Center Supervisor (formerly LRC Supervisor--Position Restoration): Growth of academic support services/usage is dependent on close collaboration with faculty (especially math and English) to design ways to integrate academic supporting within discipline course content and requirements. To grow the program and meet the student support need that arises through the implementation of AB 705, it is essential that we have a supervisor-level person to outreach, coordinate, and oversee our learning resources area and thereby dramatically increase FTES generation (IDS N100 and other new noncredit courses that may be developed to supplement learning through academic support services). NOTE: Request was approved but being held up in HR. May have to re-name position to fit duties/need per HR; outcome pending.	\$94,500 (\$67,000 mid range salary level + ~\$27,000 benefits)	2018-2019, 2017-2018	1	4		1
SA	Financial Aid	FA1713	Hire an Assistant Financial Aid Officer to represent FAO at meetings and when FAO is out of the office, coordinate work functions, provide support to staff and student workers and serve as a lead for this department.	\$90252- Possible use of AB 19/SEA/BFA P and/or General funds	2018-2019, 2017-2018	1			2
ET	Executive Team	EXT1901 Director of Outreach and Marketing	This position is important to the campus to support the promotion of programs to our students and community, while organizing the outreach efforts to the key stakeholders, with the ultimate goal of improving access and enrollments at VC. As enrollments have declined in recent years, the need to coordinate and improve our recruitment strategies is evident. This position will ensure inclusive outreach to underrepresented and non-traditional individuals.	123,000 (salary and benefits)		1	1		3
AA	Health, Kin, Ath, Vis and Perf Arts	HEA1901	12 month 40% administrative assistant support for Arts and Performing Arts Department	50,000		1	5		4
AA	Architecture, Drafting, and Construction Technology	ARC1702	Lab assistant to support Architecture, Drafting, Construction, Engineering and Manufacturing modeling lab. This position is necessary for the safety of our students, reduction of liability exposure to the college and our staff and the care and maintenance of our equipment.	\$65,000	2018-2019, 2017-2018, 2016-2017, 2015-2016, 2014-2015, 2013-2014, 2012-2013	5		R	

2019-2020 Program Review - Staff Requests

Area	Program	Resource Request Title	Brief Desc of Resource Request	Cost	Previously Requested in Year(s)	Priority			
						Prog	VP	Comm	ET
AA	Library	LIB1706 (also VCS1702 and OFF 1703)	Request a Library Technician position for VCEC. Presently, VCEC has no dedicated certificated or classified Library workers assigned 100% to this campus. VCEC students deserve a similar education as VC main campus students. The hiring of a Library Technician will make large inroads to providing more equitable library services and resources to all students, regardless of their campus location. Some of the duties that the VCEC Library Tech would have would be providing day-to-day work direction to student workers, as well updating and maintaining the textbook and circulating collections. The Library Technician classification has the technical knowledge necessary to help with computer issues, similar to an Instructional Lab Technicians at the main campus. The Library Technician has the job duties to fulfill all library responsibilities from ordering, receiving, cataloging, and processing library materials with oversight from the main campus Librarians. There are currently zero classified professionals in the VCEC Library presently.	\$44,736 – \$61,848 (dependent on Step placement)	2018-2019, 2017-2018, 2016-2017, 2015-2016, 2014-2015	2	3	1	
SA	Student Health Center	SHC1903	Extend the 11 month contract to 12 months for one of the Student Health Center II positions.	\$4,500		3	10	2	
AA	Automotive/Diesel	AUT1901	40% PT ILT position to provide full coverage for all current AUTO labs. Currently the program cannot provide full lab coverage which results in internally shifting support leading to 66 students in the lab with 2 Faculty and 1 ILT, or 28 students with no ILT support. Competency based instruction in a dynamic setting requires support for long term success in student learning outcomes, career pathways, employer engagement, employee retention and workload management.	40,000	2018-2019, 2017-2018	1	8	3	
AA	Paramedic/EMT	PAR1703	Lab Tech - Position will provide support to the EMT/Paramedic program and Nursing. The tech will maintain equipment/supply inventories, complete basic maintenance and repairs, place and track service requests, setup and breakdown the simulation equipment and isolated skills station learning tools for each skills lab session, and support classroom faculty with the lab/classroom instruction. Currently, faculty and the program coordinator are managing these items and it requires significant retracing of footsteps to maintain this each semester and year to year due to the lack of lab support.	80,000	2018-2019, 2017-2018, 2016-2017, 2015-2016, 2014-2015	6		4	
AA	Art	ART1702	additional resources to convert from 40% to 60% position	\$30,000 additional	2018-2019, 2017-2018, 2016-2017, 2015-2016	1		5	

2019-2020 Program Review - Staff Requests

Area	Program	Resource Request Title	Brief Desc of Resource Request	Cost	Previously Requested in Year(s)	Priority			
						Prog	VP	Comm	ET
SA	Admissions and Records	ADM1902	The students who are walking into Admissions & Records need undivided, often time-consuming and technical attention at the front counter, and the addition of a bilingual Student Services Assistant would meet that need. The majority of the Ventura College population is Hispanic, and these students and parents do not have a resource in Admissions & Records to meet their need. A bilingual Student Services Assistant could give their undivided attention to the walk in and phone students, because the Admissions and Records technicians continue to experience and increase in petitions, admissions applications, graduation applications, and residency determinations, dividing their attention and time, especially during the busy times of year around graduation. Additionally special programs such as athletics and veterans require increasing attention and maintenance of records to meet state audit standards and deadlines. The technicians need more time to focus on a client management service model to ensure that students have the appropriate residency reclassification and are being outreached to, so that those classified as non-residents have the opportunity to reclassify and receive in-state tuition, thus increasing enrollment. Additionally, the technicians need to focus on increasing communication with athletes and veterans to decrease the number of units earned, increase completion and transfer rates, meet eligibility requirements, avoid student debt, maximize communication to reduce student complaints, and maintain appropriate records meeting the highest audit standards.	Student Services Assistant: \$3344/mo + health benefits (possible funding from AB19 and SEA)		2	2	6	
AA	Athletics/Kinesiology	A/K1707	Budget to hire staff for Graphic "Ideation" and production of marketing/outreach materials to increase awareness and promote the programs.	\$40,000	2018-2019	6			

2019-2020 Program Review - Staff Requests

Area	Program	Resource Request Title	Brief Desc of Resource Request	Cost	Previously Requested in Year(s)	Priority			
						Prog	VP	Comm	ET
SA	Admissions and Records	ADM1701	2 Student Success & Support Specialist I positions in Admissions & Records - Seeking to fill the Student Success and Support Specialist position in Admissions & Records that was never replaced. Their objectives would be to update Degree Works (student audit system) with transferable courses and applicable units, as well as posting transfer coursework to the academic transcript, and communicating with the students. The Admissions Evaluators would support the graduation application process and facilitate matriculation, processing of admissions applications, records maintenance, and support of campus wide student success programs to meet the objectives of decreasing academic probation, increasing persistence, decreasing total earned units, increasing transfer rates, and increasing degrees awarded. This position would work to close equity gaps, increase persistence through collaboration with outreach and counseling. The technicians are currently completing the specialist's job duties in addition to handling an increase in graduation applications. The burden on the staff affects students, as well as other campus departments, as work cannot be completed as quickly as the student needs to be able to meet transfer application deadlines. The Student Success and Support Specialist positions also enable the college to maximize the state funding formula by increasing the amount of degrees students can qualify for through the utilization of transfer credit, decreasing the number of earned units, and maximizing Financial Aid eligibility through the awarding of only the necessary articulated coursework. The position will support Guided Pathways by allowing the students to utilize Degree Works to its full potential, allowing the student and academic counselor to more easily plan for and manage multiple degrees and pathways. Additionally, the position can close equity gaps by creating a process that addresses student transfer coursework, course to course articulation, and completion goals for all students.	Student Success and Support Specialist 1: \$4157/mo + health costs (possible SEA funding)	2018-2019, 2017-2018	1	4		
AA	Agriculture	AG1803	Lab technician/facilities technician to aid the development and maintenance of the agriculture program. A lab tech/facilities tech will be needed as the program grows to facilitate the program and to maintain facilities, such as green house and orchards, and to help with propagation of plants/samples.	\$50,000	2018-2019	1	1		
AA	Business	BUS1906	Funding for a counselor to prepare and visit the top-enrolled Business and Accounting courses between Fall and Spring semesters. Goal of 10 courses per semester.	10 courses at 2 hours per course = 20 counselor hours = \$2,000	2018-2019, 2017-2018, 2016-2017, 2015-2016, 2014-2015, 2013-2014, 2012-2013, 2011-2012	6			

2019-2020 Program Review - Staff Requests

Area	Program	Resource Request Title	Brief Desc of Resource Request	Cost	Previously Requested in Year(s)	Priority			
						Prog	VP	Comm	ET
SA	CalWORKS	CAL1801	<p>Student Services Assistant (part-time):</p> <p>The office currently has 1 full time Counselor/Coordinator and one part time project specialist who is in the program office 16 hours a week. The CalWORKs Counselor/Coordinator is in student counseling appointments, in meetings or training and is not able to absorb the office duties. In addition to thus, the lack of staffing sometimes means having to close the program office and a reduction in office hours. A part-time (20 weekly hours) Student Services assistant can assist with clerical support (including assisting students with general questions), can assist with data entry, record maintenance, monitor student progress to ensure program compliance, assist in training and providing work direction and guidance to student workers and other staff in assigned area.</p>	<p>\$45,000 (salary & fringe) - Approximate amount for 20 hours/week.</p> <p>Note: The CalWORKs program has its own budget and is able to absorb the cost of the part time position. Please note this is the 3rd year submitting for office help. CalWORKs is not asking</p>	2018-2019, 2017-2018	1	5		
AA	Chemistry	CHE1706	<p>Provide tutors for upper level chemistry classes by hiring qualified individuals from outside the Ventura College community. These could include graduates from VC, and upper level students from neighboring 4 year colleges. Tutoring for chemistry has been extremely limited with only one or two tutors available this semester (Fall 2019)</p>	\$10000	2018-2019, 2017-2018	6	2		

2019-2020 Program Review - Staff Requests

Area	Program	Resource Request Title	Brief Desc of Resource Request	Cost	Previously Requested in Year(s)	Priority			
						Prog	VP	Comm	ET
AA	Child Development Center	CHI1702	Funding to increase hours of classified Child Development Associates responsible for supervising Child Development practicum students	\$40,000	2018-2019, 2017-2018, 2016-2017, 2015-2016, 2014-2015, 2013-2014, 2012-2013, 2011-2012	1	5		
SA	Counseling	COU1901 Prior request for a part-time office assistant had been made using resource request title COU1702	Full time bilingual Office Assistant to assist with coverage at the Information Desk during the day but particularly in the evenings. Given the ethnic breakdown of the college, it is important to have a staff member at the information desk that can provide current and prospective students with information in both English and Spanish and also provide support to student workers staffing the desk in the evening. Assistant will also work in collaboration with department chair and dean in creating appropriate training for student workers based on student need to provide the best possible experience for students in the counseling office and college overall.	\$60,000	2016-2017, 2015-2016	1	3		
SA	EAC	EAC1801	Classified/Provisional staff to assist in non-credit classes for ICAN certificate. (Previously was faculty position however now changed to staff.)	\$25,000 annually	2018-2019	1	8		
AA	English, Math, and Communications	EML1715	40% ILT-I (12-month) position for the EAST CAMPUS LRC area. Extra coverage is needed for increased usage and extended hours of operation. It will decrease our dependence on provisional staff and bring more stability to East Campus.	\$18,500	2018-2019, 2017-2018, 2016-2017, 2015-2016	7			
AA	English	ENG1807	Hire longer-term provisional writing tutors to increase stability of Writing Center services since peer tutors typically only work for 1-2 years before transferring or completing their programs.	\$60,000	2018-2019	8	2		
SA	EOPS	EOP1905	Part time seasonal provisional bilingual culturally proficient outreach specialists to assist with support activities such as student male support retreats, Underground Scholars program for those transitioning from prison/incarceration to college and a male student leadership development program.	35,000	2018-2019, 2017-2018, 2016-2017, 2015-2016, 2014-2015	1			
SA	EOPS	EOP1905	For part time seasonal provisional bilingual culturally proficient outreach specialists to assist with support activities such as student male support retreats, Underground Scholars program for those transitioning from prison/incarceration to college and a male student leadership development program.	\$35,000	2018-2019, 2017-2018, 2016-2017, 2015-2016, 2014-2015	1			

2019-2020 Program Review - Staff Requests

Area	Program	Resource Request Title	Brief Desc of Resource Request	Cost	Previously Requested in Year(s)	Priority			
						Prog	VP	Comm	ET
SA	EOPS	EOP1905	EOPS Recruiter/Outreach Seasonal Classified	\$30,000		2			
SA	EOPS	EOPS1701	For part time seasonal provisional bilingual culturally proficient outreach specialists to assist with support activities such as student male support retreats, Underground Scholars program for those transitioning from prison/incarceration to college and a male student leadership development program.	\$35,000	2017-2018, 2016-2017, 2015-2016, 2014-2015	1			
SA	Financial Aid	FA1901	Hire a Scholarship Technician to work closely with the Financial Aid Office, the VC Foundation and local and community organization to coordinate the awarding and distribution of scholarships while ensuring compliance at both the federal and state level.	\$80,000 (AB 19 funds will be utilized to fund this position)		4	6		
BAS	Facilities, Maintenance, and Operations	FMO1704 Sprinkler Repair Technician	Additional grounds worker that would also specialize in installing and repair the irrigation systems at Ventura and Camarillo Sheriff's Academy. This position would help save water usage, the appearance of the grounds and assist in filling an understaffed area of FMO.	\$90,000	2017-2018, 2016-2017, 2015-2016, 2014-2015	2	2		
BAS	Facilities, Maintenance, and Operations	FMO1705 Maintenance Worker 2 - Carpenter	Currently our plumber also serves as our carpenter. Having a dedicated carpenter and plumber will allow FMO to address work orders in a more timely fashion. It would also allow FMO to do more things in-house, reducing the need to contract out services.	\$100,000	2017-2018, 2016-2017, 2015-2016	9	5		
BAS	Facilities, Maintenance, and Operations	FMO1706 Custodian	This position was previously approved through program review 2015-16. However, the position has never been funded due to budget concerns in prior years. We are seeking funds to get the position filled as campus activities and services continue to grow. There is a constant need for additional support with events, special projects, and other activities.	\$83,000	2017-2018, 2016-2017	8	4		
BAS	Facilities, Maintenance, and Operations	FMO1910 40% Warehouse Asst	A warehouse assistant would support the full-time warehouse operator in all aspects of his duties, including receiving, deliveries, event set-ups and shipping.	\$20,000		10	6		
BAS	Information Technology	IT1702	As our learning environments move toward cloud technologies and streaming content, the need for a fast, reliable and redundant network will be crucial. We should have a dedicated network engineer for our campus. Currently we rely on a shared, district wide network engineer. I believe that our campus should have a dedicated network engineer.	\$200,000	2018-2019, 2017-2018, 2016-2017, 2015-2016	1	3		

2019-2020 Program Review - Staff Requests

Area	Program	Resource Request Title	Brief Desc of Resource Request	Cost	Previously Requested in Year(s)	Priority			
						Prog	VP	Comm	ET
AA	Library	LIB1702	Replace the lost third F/T Library Assistant. Currently, the Library has two F/T Library Assistants. From approx. 1975 to mid 2015 we had three F/T Library Assistants. This request is for a restoration position for the Library. The third F/T Library Assistant position was reclassified and moved from the Library to the BEACH without Library input in 2015. Along with the position being reclassified and moved from one dept to another, the budget associated with that position also moved from the Library to the BEACH. The Library is asking for a restoration of this position along with the budget to support it.	\$50,000	2018-2019, 2017-2018, 2016-2017, 2015-2016, 2014-2015, 2013-2014, 2012-2013, 2011-2012	4			
BAS	College Marketing	MAR1902	Hire Graphic Designer. During the first year that we had a Marketing Specialist on campus, we also had a provisional Graphic Designer which facilitated faster completion of projects and increased overall campus satisfaction. Having a Graphic Designer would allow the Marketing Specialist to focus on increasing social media engagement, marketing programs and events, and celebrating our successes.	\$80,000	2016-2017	2	1		
SA	MESA	MESA1901	Our program continues to grow, with that student interest in identifying industries or careers in STEM also continues to grow. Our program is in need to develop and establish a strong industry partner list that we can identify STEM industries for our students. Having a 10 month position that can support in that area will make our program strong and increase student access to community opportunities.	10 month salary		1	7		
SA	Off-Campus Programs	OFF1703 (also LIB1706)	Request a Library Technician position for VCEC. Presently, VCEC has no dedicated certificated or classified Library workers assigned 100% to this campus. VCEC students deserve a similar education as VC main campus students. The hiring of a Library Technician will make large inroads to providing more equitable library services and resources to all students, regardless of their campus location. Some of the duties that the VCEC Library Tech would have would be providing day-to-day work direction to student workers, as well updating and maintaining the textbook and circulating collections.	\$55,500	2018-2019, 2017-2018, 2016-2017, 2015-2016, 2014-2015	2			
SA	Student Outreach	OUT1902	Requesting a Bilingual Student Outreach Specialist staff member to support our increased efforts to Spanish Speakers, specifically in the Santa Paula and Fillmore areas, and throughout Ventura County. As a Hispanic Serving Institutions (HSI) it is important that we have a Spanish speaking staff member within Outreach to support our students, prospective students, families, community and county. Outreach is often at the forefront and face of Ventura College and being able to communicate with all community members is important and vital to the success of our college.	\$60,994 + benefits if hired at the Student Outreach Specialist level	2018-2019	2	1		
SA	Student Outreach	OUT1904	Requesting a Bilingual Student Success and Support Specialist staff member to support our increased efforts to Spanish Speakers in the Santa Paula and Fillmore areas and throughout Ventura County. As a Hispanic Serving Institutions it is important that we have a Spanish speaking staff member within Outreach. Potential 10 month position.	\$50,577 to \$53,318 + benefits -	2018-2019	3			

2019-2020 Program Review - Staff Requests

Area	Program	Resource Request Title	Brief Desc of Resource Request	Cost	Previously Requested in Year(s)	Priority			
						Prog	VP	Comm	ET
SA	Student Outreach	OUT1905	Requesting a Bilingual Student Services Assistant member to support our increased efforts to Spanish Speakers in the Santa Paula and Fillmore areas and throughout Ventura County. As a Hispanic Serving Institutions it is important that we have a Spanish speaking staff member within Outreach.	33,440 (10 month) to \$40,128 (12 month) + benefits	2018-2019	4			
AA	Paramedic/EMT	PAR1704	Increase current Administrative Assistant 12 month 50% position to full-time and assist the EMT and Paramedic programs. Currently, the position is split 50/50 with the CNA and nursing programs. This request is to have an administrative assistant assigned 100% to the Paramedic and EMT programs.	40,000	2018-2019, 2017-2018, 2016-2017	5			
AA	Performing Arts	PER1717	Full-time Performing Arts Technician II, 12 month: With the increased performance demands and the upcoming degree/certificates in Entertainment Technology and Musical Theatre/Voice, as well as Civic Center rental demands by the community, it will be mandatory to hire another full-time theatre technician to handle the design, supervision, and fabrication of additional productions. We currently have a 40% nine-month position. (Comprehensive)	\$69,000	2018-2019, 2017-2018, 2016-2017, 2015-2016	8			
AA	Performing Arts	PER1718	Full-time Costume Technician Assistant: A 40% - 9 month position costume technician to concentrate on main production needs and allow for evening coverage to service the shows and work alone to fill some of the needs. With the addition of film, musical theatre, and voice degree programs, the demand for this area will double and it is currently understaffed.	\$40,000	2018-2019, 2017-2018, 2016-2017, 2015-2016, 2014-2015, 2013-2014, 2012-2013, 2011-2012	10			
AA	Performing Arts	PER1904	Event Coordinator for Production/College Events: To support event planning/coordination, EMS reporting and reserving, box office, support and assist, marketing and advertising for the Performing Arts. 20 hours a week at \$19.00 per hour 17 week assignment per semester.	\$12,920	2015-2016	7			
AA	Performing Arts	PER1907	Box Office Attendants: Box office personnel for the Performing Arts Department; staff needed to be present at all events to sell and administer ticket sales. \$12 per hour, average 30 events per year 2 hrs each event/performance.	\$1500		9	7		
SA	Student Health Center	SHC1901	Need to establish a full time Nurse Practitioner position	\$70,000		1	8		
SA	Veterans Resource Center	VRC1901	Full-Time Classified Office Assistant	46,000 annually		1			

2019-2020 Program Review - **Staff** Requests

Area	Program	Resource Request Title	Brief Desc of Resource Request	Cost	Previously Requested in Year(s)	Priority			
						Prog	VP	Comm	ET
AA	Manufacturing Technology and Welding	WEL1701	I would like to hire a part time lab technician.	\$60,000	2018-2019, 2017-2018, 2016-2017, 2015-2016, 2014-2015, 2013-2014, 2012-2013, 2011-2012	1			