

2017-2018 Program Review Requests - Staff

Area	Division	Program	Resource Request Title	Brief Desc of Resource Request	Type	Estimated Cost	Yrs Requested	Req in Prev Yrs	Priority			ET	Notes
									Prog	VP	Comm		
SA	Stdnt Srv	VC Santa Paula	VCS1701 (Also OFF1701)	Restore on-site Director/Coordinator at VCSP who will be responsible for instructional, student services, and administrative oversight and operations of VCSP, the growing Dual Enrollment Program, and the college's additional off-campus initiatives.	Staff	\$75,000	2016-2017, 2015-2016, 2014-2015, 2013-2014	Yes	1	2	2	1	ET: Given the current budget constraints, we cannot support growth positions from the general fund.
AA	Division	English, Math, and Learning Resources	EML1701	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 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).	Staff	\$94,500 (\$67,000 mid-range salary level + ~\$27,000 benefits)		No	1	1		2	ET: Given the current budget constraints, we cannot support growth positions from the general fund.
AA	CE I	Health Sciences	NS1702	The Clinical Skills Simulation Specialist is retiring in March 2018. A replacement is required to meet the Board of Registered Nursing recommendation received last week to provide faculty and staff to manage the skills and the simulation lab.	Staff	\$60,000	2011-2012	Yes	2	2	1	3	ET: Following the retirement of the incumbent, we will reallocate this position funding for an Instructional Lab Tech II-Nursing, as requested by the department.
BAS	BAS	FMO	FMO1706 Custodian	Despite the approval of another custodian position in the previous program review, FMO is still understaffed significantly in this department. The custodians handle both Ventura and Santa Paula campuses along with events, office moves, and other activities.	Staff	\$100,000	2016-2017	Yes	5	1	3	4	ET: Given the current budget constraints, we cannot support growth positions from the general fund.
BAS	BAS	FMO	FMO1703 Office Assistant from 40% to 100%	Convert existing Office Assistant position from 40% to 100%.	Staff	\$60,000	2016-2017, 2015-2016, 2014-2015	Yes	4	4	4		

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AA	Division	Off-Campus Programs	OFF1703 (also LIB1706 and VCS1702)	Establish a new, 10-month, classified position for VCSP. This new position would ideally be a bilingual position working a 100% VCSP shift on a 4-40 work schedule. Given the setting of the Library/Learning Center at VCSP, this new position would be a blend of the following current job classifications: 30% Library Assistant, 40% Tutorial Specialist, 30% ILT 1 -- Learning Resources. The ideal classification for this position would be at the 250 Classified Salary Schedule. While the job classification we are seeking is new, this position is a replacement for the one that has been vacant for the past few years when a split VC Main Campus / VCSP Library Assistant position control was re-allocated to the VC Main Campus BEACH area. This position will oversee the VCSP LRC drop-in lab which acts as VCSP's student connect and financial aid lab for admissions, online orientations, portal set-ups, financial aid, and other student services.	Staff	47,500	2016-2017	Yes	3	5	5		
BAS	BAS	FMO	FMO1704 Sprinkler Repair Technician	Additional grounds worker that would also specialize in installing and repair the irrigation systems at Ventura and Camarillo. This position would help save water usage, the appearance of the grounds and assist in filling an understaffed area of FMO.	Staff	\$95,000	2016-2017, 2015-2016, 2014-2015	Yes	8	2	6		
BAS	BAS	IT	IT1701	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.	Staff	\$200,000	2016-2017, 2015-2016	Yes	1	5	7		
AA	Division	Health, Kinesiology, Athletics, Performing Arts, and Contract Education	HEA1701	Supervisor of Off Campus Programs	Staff	\$120,000	2016-2017, 2015-2016, 2014-2015, 2013-2014, 2012-2013	Yes	1	3	8		

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SA	Stdnt Srv	CalWORKS	CAL1701	Full time Administrative Assistant to assist with data reporting, case management/compliance, communication with the County of Ventura, budget and day to day office operation. Resource request additionally aligns with Objectives #1, 3, 4 & 5.	Staff	\$ 48,660 (Salary Schedule, level 230, assuming step 3 \$4,055)\$ 39,578 (Benefits)Total = \$ 88,238		No	1	5	9		
SA	Stdnt Srv	Financial Aid	FA1713	Hire someone to assist the Financial Aid Officer, represent FAO at meetings and when FAO is out of the office, coordinate work functions and serve as a lead in the department.	Staff	\$80,000	2016-2017	Yes	6	1			
SA	Stdnt Srv	Admission and Records	ADM1701	Seeking a new position for Admissions Evaluators (2) be created within VCCCD. Their objectives would be to determine transferable courses from outside institutions and update Degree Works (student audit system) with those courses and applicable units. The Admissions Evaluators would support the graduation application process and facilitate efforts of other areas within student services to support student success. Additionally, the Admissions Evaluators would be able to meet the prescribed standards for keeping the academic record while maintaining the college's goals for student degree/certificate completion and transfer.	Staff	\$4275/mo/position + health costs		No	1	3			
BAS	BAS	FMO	FMO1705 Maintenance Worker 2 - Carpenter	Currently our plumber also serves as our carpenter. The need for a dedicated carpenter is essential.	Staff	\$120,000	2016-2017, 2015-2016	Yes	7	3			
SA	Stdnt Srv	EOPS	EOPS1701	For part time seasonal provisional bilingual culturally proficient outreach specialists, support activities such as a student male support retreat, an Underground Scholars program for those transitioning from prison/incarceration to college and a student leadership development program.	Staff	\$25,000	2016-2017, 2015-2016, 2014-2015	Yes	1	4			

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AA	Division	English, Math, and Learning Resources	EML1702	LRC Office Assistant: Provide support and assistance to the LRC Supervisor to carry out the day-to-day basic operations of the multiple Learning Resources areas (Tutoring Center, Writing Center, Math Center, BEACH/Computer Center, etc.)	Staff	\$61,600 (\$44,000 mid-range salary + \$17,600 benefits)		No	2	4			
SA	Stdnt Srv	Counseling	COU1702	Part time Student Services Assistant to provide coverage to answer phones, make appointments, pull files for counseling appointments and assist the full time Student Services Assistant in maintaining schedules.	Staff	\$30,000	2016-2017, 2015-2016	Yes	1	6			
AA	Division	Learning Resource and Testing Center	LRC1705	Increase the current ILT-I Learning Resources (100%) position from 11 months to 12 months. The LRC is short staff during the summer months due to mandatory leave by current 11 month employee. Being fully staffed during the summer sessions will allow us to be open longer and provide more services to our students and faculty.	Staff	\$6,100		No	1				
AA	CE II	Manufacturing Technology and Welding	WEL1701	I would like to hire a part time lab technician.	Staff	\$60,000		No	1				
AA	Division	Child Development Center	CHI1702	Funding to increase hours of classified Child Development Associates responsible for supervising Child Development practicum students	Staff	\$40,000	2016-2017, 2015-2016, 2014-2015, 2013-2014, 2012-2013, 2011-2012	Yes	1				
AA	CE I	Medical Assistant	MED1701	Employ a Student Instructional Aide to work with students in the classroom	Staff	\$2,000	2016-2017	Yes	1				

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AA	AA	Institutional Equity and Effectiveness	IEE1701	Hire an additional Academic Data Specialist to keep up with increasing workload related to class schedule production. Currently, there are two Academic Data Specialists that are tasked with entering and validating all data related to course scheduling and faculty pay for the entire college. VC offers over 1,300 course sections each semester. For each one of these sections, the Data Specialists are required to manually enter information into 144 fields in 11 different Banner screens.	Staff	\$100,000		No	1				
AA	Division	Off-Campus Programs	OFF1701 (Also VCS1701)	Restore on-site Director/Coordinator at VCSP who will be responsible for instructional, student services, and administrative oversight and operations of VCSP, the growing Dual Enrollment Program, and the college's additional off-campus initiatives.	Staff	\$75,000	2016-2017, 2015-2016, 2014-2015, 2013-2014	Yes	1				
AA	HED/Kin/Athl/PerfArts	Performing Arts	PER1717	Full-time Performing Arts Technician I, 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 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% 9 month position. This request will increase the current expenditures by \$37,789. including benefits. (Comprehensive)	Staff	65000		No	2				
AA	Division	Health, Kinesiology, Athletics, Performing Arts, and Contract Education	HEA1703	Dual Enrollment and Community Education Coordinator/Supervisor (40%)	Staff	\$50,000		No	2				

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AA	CE I	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	Staff	80,000	2016-2017, 2015-2016, 2014-2015	Yes	2				
AA	CE II	Automotive/Diesel	AUD1702 (AUTO)	Part Time Instructional Lab Technician position to provide lab support to all automotive courses. Currently we are 40% short and have multiple course without lab support, resulting in decreased student performance, increased instructor load, and safety hazards. Diesel and Auto would like to hire a 60% ILT to be split between auto and diesel programs at a 30% - 30% load, unless otherwise agreed upon by departments.	Staff	50,000		No	2				
AA	CE II	Architecture, Drafting, and Construction Technology	ARCH1702	Lab assistant to support Architecture, Drafting, Construction, Engineering and Manufacturing modeling lab. This position is necessary for the safety of our students and the support of our equipment.	Staff	\$60,000	2016-2017, 2015-2016, 2014-2015	Yes	2				
AA	VisArt,Lang,Soc/BhvSci	Art	ART1702	additional resources to convert from 40% to 100% position	Staff	\$30,000 additional	2015-2016	Yes	2				
SA	Stdnt Srv	Pirate's Cove	PIR1702	Enhanced budget for SSSP staffing to cover more class visits and conduct more electronic followup campaigns.	Staff	\$30,000		No	2				

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SA	Stdnt Srv	VC Santa Paula	VCS1702 (Also LIB1706 and OFF1703)	Establish a new, 10-month, classified position for VCSP. This new position would ideally be a bilingual position working a 100% VCSP shift on a 4-40 work schedule. Given the setting of the Library/Learning Center at VCSP, this new position would be a blend of the following current job classifications: 30% Library Assistant, 40% Tutorial Specialist, 30% ILT 1 -- Learning Resources. The ideal classification for this position would be at the 250 Classified Salary Schedule. While the job classification we are seeking is new, this position is a replacement for the one that has been vacant for the past few years when a split VC Main Campus / VCSP Library Assistant position control was reallocated to the VC Main Campus BEACH area. This position will oversee the VCSP LRC drop-in lab which acts as our student connect and financial aid lab for admissions, online orientations, portal set-ups, financial aid, and other student services	Staff	\$47,500	2016-2017, 2014-2015, 2011-2012	Yes	2				
AA	HED/Kin/Anthl/PerfArts	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.	Staff	40000		No	3				
AA	Division	Library	LIB1706	Establish a new, 10-month, classified position for VCSP. This new position would ideally be a bilingual position working a 100% VCSP shift on a 4-40 work schedule. Given the setting of the Library/Learning Center at VCSP, this new position would be a blend of the following current job classifications: 30% Library Assistant, 40% Tutorial Specialist, 30% ILT 1 -- Learning Resources. The ideal classification for this position would be at the 250 Classified Salary Schedule. While the job classification we are seeking is new, this position is a replacement for the one that has been vacant for the past few years when a split VC Main Campus / VCSP Library Assistant position control was reallocated to the VC Main Campus BEACH area.	Staff	\$47,500	2016-2017, 2015-2016, 2014-2015	Yes	3				

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AA	CE I	Paramedic/EMT	PAR1704	Increase current Administrative Assistant 12 month 50% position to full-time and assist the EMT and Paramedic programs	Staff	40,000	2016-2017, 2015-2016, 2014-2015	Yes	4				
AA	CE I	Health Sciences	NS1704	The Clinical Skills Simulation Specialist is retiring in March 2018. A replacement is required to meet the Board of Registered Nursing recommendation received last week to provide faculty and staff to manage the skills and the simulation lab.	Staff	\$60,000	2011-2012	Yes	4				
AA	HED/Kin/Athl/PerfArts	Athletics/Kinesiology	A/K1704	Increase Hours in Lab course offerings so students have more opportunities to complete positive attendance.	Staff	\$40,000		No	4				
AA	Division	Library	LIB1702	Hire a third F/T Library Assistant	Staff	\$50,000	2016-2017, 2015-2016, 2014-2015, 2013-2014, 2012-2013, 2011-2012	Yes	4				
AA	HED/Kin/Athl/PerfArts	Performing Arts	PER1716	Full-time Costume Technician Replacement current technician planning to retire	Staff	65000		No	5				
AA	Sciences	Chemistry	CHE1706	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.	Staff	\$5,000		No	5				
AA	Division	Learning Resource and Testing Center	LRC1706	Add one Instructional Learning Technician I - Learning Resources (12 month, 40%) to act as a floater between VCSP, Tutoring Center and the BEACH. This request was approved during the 2016-17 review cycle, but never funded. We are short of staff at all three locations, especially in the evening. This addition will help alleviate the dependence on provisional staff in these locations.	Staff	\$17,400	2016-2017, 2015-2016	Yes	6				

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AA	Division	Library	LIB1703	Hire a seasonal Library Assistant to help with Lending Library. Without additional support for the preparation, processing and staffing of Lending Library the Library might no longer be able to continue this valuable service to students.	Staff	\$25,000	2016-2017	Yes	6				
AA	Division	Learning Resource and Testing Center	LRC1707 (Testing Center)	Additional 40% staff position is needed to increase hours of operations from 16 hours to 32 hours per week.	Staff	\$16,400 (\$1400.00 times 12 months per VCCCD Proctor salary scale)	2016-2017	Yes	7				