

2018-2019 Program Review **Staff** Requests

Area	Division	Program	Title	Description	Estimated Cost	Req in Prev Yrs?	Prev Year(s)	Priority			
								Prog	VP	Comm	ET
AA	Stdnt Srv	Library	LIB1804	Reclassify current Library Assistant 11 month position to permanent 12 month day shift position to adequately cover current gap in library staffing needs.	\$3,829	No		3		2	1
AA	Stdnt Srv	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.	\$6100	Yes	2017-2018	4	5	2	2
AA	Stdnt Srv	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.	\$16,400 (\$1400.00 times 12 months per VCCCD Proctor salary scale)	Yes	2017-2018, 2016-2017	6	7		3
SA	Stdnt Srv	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 SEA/BFAP/A B 19 and/or General funds	Yes	2017-2018, 2016-2017	1	4		4
BAS	BAS	Facilities, Maintenance, and Operations	FMO1703 Office Assistant from 40% to 100%	Convert existing Office Assistant position from 40% to 100%.	\$60,000	Yes	2017-2018, 2016-2017, 2015-2016, 2014-2015	3	1	1	5

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AA	Division	Off-Campus Programs	OFF1701 (Also VCS1701)	Hire an on-site Director who will be responsible for the instructional, student services, and administrative oversight and operations of East Campus, the growing Dual Enrollment Program, and the college's additional off-campus initiatives. This initiative was ranked #1 by the Executive Team in 2017-18, but it has not yet materialized.	\$100,000	Yes	2017-2018, 2016-2017, 2015-2016, 2014-2015, 2013-2014	1			Complete
AA	CE I	Health Sciences	NS1702	The Clinical Skills Simulation Specialist retired in March 2018. A replacement is required to meet the Board of Registered Nursing and ACEN recommendations received during accreditation site visits to provide faculty and staff to manage the skills and the simulation lab.	\$65,000	Yes	2017-2018	2		4	Currently hiring

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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). 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)	Yes	2017-2018	1	1		Currently hiring
AA	HED/Kin/Athl/PerfmArts	Performing Arts	PER1716	Full-time Costume Technician Replacement current technician planning to retire	65000	Yes	2017-2018	3			Currently hiring

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SA	Stdnt Srv	Student Outreach	OUT1801	Requesting a Bilingual Student Outreach staff member to support our increased efforts to Spanish Speakers in the Santa Paula and Fillmore areas and throughout Ventura County.	\$50,577 to \$53,318 + benefits (if hired at the Student Success & Support Specialist level) or \$60,994 + benefits (if hired at the Student Outreach Specialist level)	No		1			Reassigned

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SA	Stdnt Srv	East Campus	VCS1702 (Also LIB1706 and OFF1703)	Establish a 10-month classified position for East Campus. This new position would ideally be a bilingual position working a 100% East Campus shift on a 4-40 work schedule. Given the setting of the Library/Learning Center at East Campus, 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 / VCEC Library Assistant position control was reallocated to the VC Main Campus BEACH area. This position will oversee the East Campus 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.	\$47,500	Yes	2017-2018, 2016-2017, 2014-2015, 2011-2012	4			
SA	Stdnt Srv	EOPS	EOP1807	EOPS Recruiter/Outreach Seasonal Classified	\$30,000	No		2			
BAS	BAS	Facilities, Maintenance, and Operations	FMO1705 Maintenance Worker 2 - Carpenter	Currently our plumber also serves as our carpenter. The need for a dedicated carpenter is essential.	\$120,000	Yes	2017-2018, 2016-2017, 2015-2016	9	5	5	

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AA	CE II	Automotive/Diesel	AUD1702 (AUTO)	Part Time Instructional Lab Technician (ILT) 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. The personnel would provide for full coverage of all automotive lab courses, and provide additional lab support needed in the Diesel program.	50,000	Yes	2017-2018	5	6	6	

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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	80,000	Yes	2017-2018, 2016-2017, 2015-2016, 2014-2015	2	3	6	
BAS	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	Yes	2017-2018, 2016-2017, 2015-2016	1	2	8	

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BAS	BAS	Facilities, Maintenance, and Operations	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.	\$100,000	Yes	2017-2018, 2016-2017	5	3	9	
AA	HED/Kin/Athl/PerfmArts	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	No		6			
SA	Stdnt Srv	Admissions 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.	\$4275/mo/p osition + health costs	Yes	2017-2018	1	3		

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AA	VisArt,Lang,Soc/BhvSci	Art	ART1702	additional resources to convert from 40% to 100% position	\$30,000 additional	Yes	2017-2018, 2016-2017, 2015-2016	7			
SA	Stdnt Srv	CalWORKS	CAL1801	<p>Student Services Assistant (part-time/provisional):</p> <p>The office currently has 1 full time Counselor/coordinator and one part time project specialist. When the counselor is out at meetings or training, the office often needs to be closed due to lack of staffing. A provisional/part-time 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>	\$8,800.00 (salary & fringe) Note: CalWORKS has the budget to hire using their own program funds	No		1	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. Tutoring for chemistry has been extremely limited with only one or two tutors available this semester (Fall 2018)	\$10000	Yes	2017-2018	5			

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SA	Stdnt Srv	Child Development Center	CHI1702	Funding to increase hours of classified Child Development Associates responsible for supervising Child Development practicum students	\$40,000	Yes	2017-2018, 2016-2017, 2015-2016, 2014-2015, 2013-2014, 2012-2013, 2011-2012	1	4		
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, Testing Center, etc.)	\$61,600 (\$44,000 mid-range salary + \$17,600 benefits)	Yes	2017-2018	6			
AA	Division	English, Math, and Learning Resources	EML1801	100% Proctor position for Testing Center. This will enable us to offer better academic support to students and instructors by meeting their testing needs.	\$75,000 (~\$38,000 salary + ~\$37,000 fringes)	No		8			
AA	English & Math	English	ENGL1807	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.	\$80,000	No		4			
SA	Stdnt Srv	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	Yes	2017-2018, 2016-2017, 2015-2016, 2014-2015	1			

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SA	Stdnt Srv	Financial Aid	FA1801	Hiring a Student Outreach Specialist (Bilingual) to plan, coordinate and conduct financial aid outreach activities. Also, with the implementation of AB 19, the college needs to increase awareness of financial aid, increase the number of financial aid applications, number of students who receive aid and to help provide the necessary tools and resources to get students to complete their educational goals.	\$90252-possible use of SEA, AB 19, BFAP and General Funds	No		2	2		
BAS	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. This position would help save water usage, the appearance of the grounds and assist in filling an understaffed area of FMO.	\$95,000	Yes	2017-2018, 2016-2017, 2015-2016, 2014-2015	8	4		
AA	Division	Health, Kinesiology, Athletics, Performing Arts, and Contract Education	HEA1801	Community Ed. 30% Administrative Assistant to support revenue generating initiative.	\$20,000	No		1	8		
AA	Stdnt Srv	Library	LIB1702	Hire a third F/T Library Assistant	\$50,000	Yes	2017-2018, 2016-2017, 2015-2016, 2014-2015, 2013-2014, 2012-2013, 2011-2012	6			

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AA	Stdnt Srv	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.	\$25,000	Yes	2017-2018, 2016-2017	9			
AA	Stdnt Srv	Library	LIB1706 (also VCS1702 and OFF 1703)	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.	\$47,500	Yes	2017-2018, 2016-2017, 2015-2016, 2014-2015	10			

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AA	Stdnt Srv	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.	\$17,400	Yes	2017-2018, 2016-2017, 2015-2016	5	2		

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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	40,000	Yes	2017-2018, 2016-2017, 2015-2016, 2014-2015	4			

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AA	HED/Kin/Athl/PerfmArts	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)	65000	Yes	2017-2018	7			
AA	Division	Sciences and Professional Development	PRO1801	Provide funding to hire a Program Director and Administrative Assistant	\$280,000	No		2			
SA	Stdnt Srv	East Campus	VCS1701 (Also OFF1701)	Hire an on-site Director who will be responsible for the instructional, student services, and administrative oversight and operations of East Campus, the growing Dual Enrollment Program, and the college's additional off-campus initiatives. This initiative was ranked #1 by the Executive Team in 2017-18, but it has not yet materialized.	\$100,000	Yes	2017-2018, 2016-2017, 2015-2016, 2014-2015, 2013-2014	1			