

2020-2021 Program Review - Staff Requests

| Area | Program                           | Resource Request Title     | Brief Desc of Resource Request   | Previously Requested in Year(s) | Estimated Cost              | Priority |      |      |    |
|------|-----------------------------------|----------------------------|--|---------------------------------|-----------------------------|----------|------|------|----|
|      |                                   |                            |  |                                 |                             | Prog     | Area | Comm | ET |
| SA   | Counseling                        | COU2002                    | <p>Over the last few years, the Counseling Department has lost several full time staff members that have not been replaced. All of these individuals are critical staff members that are needed not only to schedule student appointments and answer phones but to train our student workers and triage student's needs prior to seeing a counselors. The impact of not replacing this positions has resulted in inconsistent service and coverage at the Counseling Information Desk which directly impacts our students' ability to speak to an Academic Counselor.</p> <p>Given the high number of students and community member that call the Counseling Office on a daily basis, this request is to replace the Full Time Office Assistant to assist with coverage at the Information Desk during the day particularly during the peak times of 9am-3pm. Given the ethnic breakdown of the student body and the community we serve, this position should be bilingual (English/Spanish) to provide students with assistance in their preferred language.</p> <p>The Office Assistant will work in close collaboration with Department Chair and Dean in ensuring the Counseling Office is properly staffed and that students are provided with the best customer service.</p> |                                 | \$70,000                    | 2        |      | 1    | 1  |
| AA   | English, Math, and Communications | EMC2007 (formerly EML1701) | Tutoring Supervisor. To ensure the effective tutoring support is provided to our English, ESL, and math students, the college needs a Tutoring Supervisor that meets Title 5 regulations. Note: This position has been approved, but it is unclear if the hiring will occur any time soon. This serves as a placeholder to indicate the need continues even if the position has not been filled.   | 2019-2020, 2018-2019, 2017-2018 | \$100,000 (salary & fringe) | 7        |      |      | 2  |

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| SA   | Admissions and Records & Student Connect | ADM2001                | <p>Timely processing of service documents is so critical to the smooth operation of the department and to the coordination of services with other areas of the College, deadlines are carefully established and strictly met. The use of provisional employees has ensured the department's capability of meeting these deadlines. However, with the increased number of petitions and requests, deadlines have, of necessity, been adjusted accordingly. For example, petitions, forms, documents, etc. are no longer uploaded within one business day from submission. They are now uploaded within 7 to 10 business days after submission. The ability to document image and electronically store student data which is used by other departments such as Counseling, Financial Aid (including Foster and Homeless Youth, which will need data validation from A&amp;R), EAC/DSPS, EOPS, Veterans, Outreach, Student Affairs and Academic Affairs Departments and Division offices will be significant by having TWO full-time Student Services Assistants to help with such tasks. Since COVID-19, March of 2020, the Admissions and Records Office is almost a paperless department, thus far we have received over 3,500 electronic requests through Adobe Sign Web Forms and over 3,000 electronic requests through OnBase Excused Withdrawal request and Secure Submission Form. This does not include the Dual Enrollment packets we receive and high school partners we serve. For the 2019-2020 academic year, A&amp;R processed over 2,500 Dual Enrollment packets. Transcripts received and are manually processed in 2018-2019 academic year was 3,415, in 2019-2020 academic year the transcripts received increased to 5,681. The total amount of transcripts that needed units evaluated and posted units manually in the 2018-2019 academic year was 2,032 and in 2019-2020 academic year, A&amp;R posted units for 3,457 transcripts. Maintaining the confidentiality of student records is the responsibility of every College employee. Board Policy and Education Code define the conditions under which student records can be accessed, who can access them, and how to challenge records contained therein. Because the A&amp;R Office is responsible for the majority of data in the student information system, the primary responsibility for maintaining the confidentiality of student records is assumed by the A&amp;R Office and therefore we need staffing to comply with federal, state and local regulations. The length of time it takes to upload required documents in OnBase could cause a student to not be able to register for their classes, obtain financial aid, meet with a counselor, and utilize services that is necessary for our students to achieve their goal.</p> |                                 | <p>Cost for one Student Services Assistant without benefits is \$3,616 monthly, \$43,392 annually and cost for two without benefits is \$7,232 monthly, \$86,784 annually.</p> | 2        | 1    | 3    | 3  |
| BAS  | Financial Aid                            | FA1901                 | <p>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.</p>  |                                 | <p>\$80,000 (AB 19 funds will be utilized to fund this position)</p>   | 5        | 3    | 5    | 4  |

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| 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.   | 2018-2019                       | \$50,000       | 1        | 1    | 7    | 5  |
| SA   | Counseling                  | COU1901<br>Prior request for a part-time office assistant had been made using resource request title COU1702 | <p>Over the last few years, the Counseling Department has lost several full time staff members that have not been replaced. All of these individuals are critical staff members that are needed not only to schedule student appointments and answer phones but to train our student workers and triage student's needs prior to seeing a counselors. The impact of not replacing this positions has resulted in inconsistent service and coverage at the Counseling Information Desk which directly impacts our students' ability to speak to an Academic Counselor.</p> <p>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. This request is then for a Full-Time Bilingual Office Assistant to assist with coverage at the Information Desk during the day but particularly in the evenings.</p> <p>The Office 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 customer services experience possible and make them feel welcomed, valued and an important part of our college community.</p> | 2019-2020, 2016-2017, 2015-2016 | \$70,000       | 1        | 2    | 1    |    |
| BAS  | Institutional 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.  | 2017-2018                       | \$100,000      | 2        | 10   | 2    |    |

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|      |  |                        |   |   |  | Prog     | Area | Comm | ET |
| SA   | Admissions and Records & Student Connect | ADM2003                | <p>Education is a key component in the transition back to civilian life and employment for many new veterans. Enrollment in college allows veterans to upgrade existing skills or gain new skills in order to transition to a new career. Many service members find it difficult to align the skills and knowledge gained via military service to the civilian labor market, particularly if they separate while holding a relatively low rank, are classified as having a disability, come from a minority background, or served in service and support occupations in the military. Additionally, in review of the College's student learning outcome, one of the Veteran's Center SUOs is to increase the number of services provided for VC Veterans and increase the number of VC Veterans who graduate from Ventura College. As for Admissions &amp; Records, for Fall 2020, we have 262 GI Bill students that have used their mandated priority registration, this has increased tremendously since for Spring 2020 we had 202 GI Bill students and for Fall 2019, we had 192 students. Given the outcomes and number of GI Bill students we certify, I think it would be beneficial for our Veterans to have one full-time School Certifying Official (SCO). As recommended by the VA, for every 200 GI Bill students at an educational institution, we should have one full-time SCO. As the number of veterans is expected to increase over the next five years, it is essential to consider how Ventura College will service our military service. It will allow Admissions and Records to serve veteran students better and more effective so that they feel more comfortable at college and are better able to persist and earn a degree. Furthermore, if there is a full-time Specialist for our military students, it will expedite their VA certifications which will allow them to get housing allowance and stipend faster which will allow them to have the appropriate funding to be successful as a student at VC. There are several legislative updates that require a dedicated person to allow and adapt to the proposed changes. This will allow the College to have a Specialist not only to update Admissions and Records, but other departments that assist our military students. Lastly, the Specialist can work one-on-one with the VA Counselor and VRC to have more of a clear communication across the College. I am proposing for a new position, Student Success and Support Specialist I, to assist our military students through effective communication and have a designated person as the SCO.</p> |   | For a Student Success and Support Specialist I, without benefits, would cost \$4,410 monthly, \$52,928 annually. | 5        |      | 4    |    |
| BAS  | Information Technology                   | IT1702                 | <p>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.</p>   | 2019-2020,<br>2018-2019,<br>2017-2018,<br>2016-2017,<br>2015-2016 | \$200,000  | 1        | 9    | 6    |    |

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| AA   | Library                                 | LIB1706<br>(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. | 2019-2020,<br>2018-2019,<br>2017-2018,<br>2016-2017,<br>2015-2016,<br>2014-2015 | \$44,736 –<br>\$61,848<br>(dependent on Step placement)       | 5        | 4    | 8    |    |
| SA   | Off-Campus Programs                     | OFF1703<br>(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.   | 2019-2020,<br>2018-2019,<br>2017-2018,<br>2016-2017,<br>2015-2016,<br>2014-2015 | \$55,500  | 5        |      | 8    |    |
| BAS  | Student Business Office                 | SBO2001                                     | Move Office Assistant from Season to Full Time position  |   | 57,800.00   | 1        | 1    | 9    |    |
| BAS  | Facilities, Maintenance, and Operations | FMO1705<br>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.   | 2019-2020,<br>2017-2018,<br>2016-2017,<br>2015-2016                             | \$100,000   | 10       | 4    | 10   |    |
| AA   | Art                                     | ART2003                                     | ILT-Photography Lab (part time). The Photography Lab has been maintained through the use of faculty facilitator hours. There is a need to hire someone to assist with the maintenance of this lab, and to help set up the lab for instructional class sessions. This person would help students problem-solve equipment issues when a faculty member might be busy with a different.   |   | \$20,000  | 3        | 2    |      |    |
| BAS  | 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.   | 2019-2020,<br>2018-2019,<br>2017-2018   | \$90252 (Possible use of AB 19/SEA/BFAP and/or General funds) | 1        | 2    |      |    |

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| AA   | Paramedic/EMT                            | PAR1703                | <p>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.</p> <p>Faculty for the paramedic and EMT courses are currently handling all of these items.</p>  | 2019-2020,<br>2018-2019,<br>2017-2018,<br>2016-2017,<br>2015-2016,<br>2014-2015 | 80,000  | 5        | 3    |      |    |
| SA   | Student Outreach & Assessment            | OUT2001                | <p>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.</p>  | 2019-2020   | \$60,994 +<br>benefits if hired<br>at the Student<br>Outreach<br>Specialist level   | 1        | 3    |      |    |
| SA   | Admissions and Records & Student Connect | ADM2002                | <p>The Admissions and Records Office, along with Counseling and Financial Aid, receive the most phone call requests for services at the College. From July 1st, 2020 to September 10th, 2020, A&amp;R Office received over 4,500 calls and each person spends on average 5 minutes on the phone. An average of 38 hours a week, about 150 hours a month. Since COVID-19, the A&amp;R Office has endeavored to ensure that the same services are available online for students, faculty, and the community as those that are available in person. In fact, the focus of process development has been on internet access to ensure that students can request service from anywhere at any time. The Admissions &amp; Records Office is offering online support through Zoom. Through Zoom you can video chat with an Admissions &amp; Records staff member. For some of the reasons stated, TWO Communications Assistant positions is requested to help with the telephone and online support. With the two full-time staff assisting with the phone calls, it will help reduce the unanswered calls that is occurring and will continue to occur without the necessary staffing. From July 1st, 2020 to September 10th, 2020, A&amp;R Office was unable to answer almost 3,700 phone calls. By answering the phones and ensuring we have enough staffing, we would be able to create an effective workshop and onboarding welcome for newly admitted students. The services that we are unable to provide right now due to staffing is causing the college to lose FTES. If the positions are filled, we would be able to increase FTES and assist more students to get their degrees or certificates.</p> |   | One<br>Communications<br>Assistant would<br>cost \$3,254<br>monthly,<br>\$39,048 annually<br>without benefits,<br>and two would<br>cost \$6,508<br>monthly,<br>\$78,096 annually<br>without benefits. | 4        | 4    |      |    |

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| AA   | Architecture, Drafting, and Construction Technology | ARC2001                             | Lab Technician for modeling lab supervision. This position is necessary to provide lab supervision and oversight for the protection and safety of both the students and the equipment. This position reduces the liability exposure to the college by providing continuous lab supervision. The position would support faculty in working with students on the proper use of equipment and would helping maintain and repair lab equipment. This position would help strengthen and support the following programs: Architecture, Construction, Drafting Engineering and manufacturing.  | 2019-2020, 2018-2019, 2017-2018, 2016-2017, 2015-2016, 2014-2015, 2013-2014, 2012-2013 | \$65,000                     | 1        | 5    |      |    |
| 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.   | 2019-2020, 2017-2018, 2016-2017, 2015-2016, 2014-2015                                  | \$90,000                     | 11       | 5    |      |    |
| SA   | Veterans Resource Center                            | VRC1901                             | Full-Time Classified Office Assistant  |  | 46,000 annually              | 1        | 5    |      |    |
| AA   | Career Center                                       | CAR2003                             | 50% Program Director I -Under the general direction of an assigned administrator, coordinates and evaluates a broad set of activities pertaining to a program.<br><br>Currently, the two full-time positions (Placement Project Specialist and Student Services Assistant) are funded by Strong Workforce Program funds. As such these positions are intended to serve Career Education students. The Career Center also receives approximately \$35,000 from SEAP funds to fund additional personnel. Additional funding is needed to support a part-time Program Director if the Career Center is to serve the entire student body and provide career exploration services to support Guided Pathways efforts. | 2019-2020  | \$65,000 salary and benefits | 1        | 6    |      |    |
| AA   | 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 2019)   | 2019-2020, 2018-2019, 2017-2018  | \$10000                      | 7        | 6    |      |    |
| 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.  | 2019-2020  | \$20,000                     | 12       | 6    |      |    |

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|      |                                |                        |   |                                 |   | Prog     | Area | Comm | ET |
| BAS  | 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. This person can serve as the financial aid liaison to our K-12 partners.   | 2018-2019                       | \$90252 (possible use of SEA, AB 19, BFAP and General Funds)  | 7        | 7    |      |    |
| AA   | Behavioral and Social Sciences | BSS2002                | Funding to support Desk Audit for Office Assistant (to explore an job reclassification to Admin I). Due to the increased size of the division, and due to the potential to further develop and grow instructional programs within the division, our Administrative Assistant has had to start sharing more and more responsibilities (tasks) with the Office Assistant. As the tasks are divided, it is becoming more and more difficult to observe those clear lines of job duties that differ between Office Assistant and Administrative Assistant I. I believe that it is indeed time to request a Job Audit for the Office Assistant role in the division. At one time this division had two Administrative Assistants to support the needs of the programs. |                                 | Approximately 11,500 (an additional \$7500 in salary, plus an estimated \$4,000 in fringe benefits) | 1        | 8    |      |    |
| 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.   | 2019-2020, 2016-2017            | \$80,000  | 1        | 8    |      |    |
| AA   | Performing Arts                | PER2009                | Salary reallocation request for Costume Tech position to Costume Director position and along with reinstating as a 12 month position making it In line with the Technical Director salary schedule.<br><br>This adjustment is to create pay equity between both sides of technical theater (costume and tech) for comparable job responsibilities and levels of expertise related to performers vs performance spaces in supporting all performing arts events.   |                                 | \$24,000  | 1        | 9    |      |    |
| 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.  | 2019-2020, 2018-2019            | \$60,000  | 8        | 10   |      |    |
| AA   | Art                            | ART2004                | Continue to request to Increase the ILT Ceramics position to 100%<br>With the current kiln tech hours it is impossible for all student work to be glazed and fired. To insure the highest degree of student success and outcomes, all work must be completed. Currently there are not enough contract hours in the week for the kiln tech to insure that outcomes will be achieved. For years the tech is allotted more hours of extra time to keep up with general demand.   |                                 | 50000   | 4        |      |      |    |



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| AA   | Child Development Center             | CHI1702                | Funding to provide hours for classified Child Development Associates to supervise and support Child Development practicum students in developing their teaching skills<br><br>(Currently, CD Associates supervise practicum students while they are also providing an educational program for children; without any general fund dollars, the Child Development Center cannot afford to schedule hours for Associates to work only with practicum students, separate from the children. The funds to pay for Associates' work hours are generated from fees paid by families using the Child Development Center.)                    | 2019-2020,<br>2018-2019,<br>2017-2018,<br>2016-2017,<br>2015-2016,<br>2014-2015,<br>2013-2014,<br>2012-2013,<br>2011-2012 | \$25,000   | 1        |      |      |    |
| AA   | Health, Kin, Ath, Vis and Perf Arts  | HEA1901                | 12 month 40% administrative assistant support for Schwab Academy   | 2019-2020   | 50,000. Use of Schwab trust dollars to pay for the position. | 8        |      |      |    |
| 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. | 2019-2020,<br>2018-2019,<br>2017-2018,<br>2016-2017,<br>2015-2016,<br>2014-2015,<br>2013-2014,<br>2012-2013,<br>2011-2012 | \$50,000   | 8        |      |      |    |
| AA   | Manufacturing Technology and Welding | WEL1701                | I would like to hire a part time lab technician.   | 2018-2019,<br>2017-2018,<br>2016-2017,<br>2015-2016,<br>2014-2015,<br>2013-2014,<br>2012-2013,<br>2011-2012               | \$60,000   | 1        |      |      |    |

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| AA   | Paramedic/EMT   | PAR1704                | <p>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.</p> <p>Program accreditation and clinical clearance requirements continue to increase annually exceeding the time available.</p>   | 2019-2020,<br>2018-2019,<br>2017-2018,<br>2016-2017   | 40,000         | 4        |      |      |    |
| AA   | Performing Arts | PER1904                | Public Relations Manager position. Staff position supports event planning/coordination, EMS reporting and reserving, box office, marketing and advertising for the Performing Arts. Full-time position.  | 2019-2020,<br>2015-2016   | \$60,000       | 3        |      |      |    |
| AA   | Performing Arts | PER1701                | <p>Increase Theatre Arts Production Funding: We need a consistent presence for support staff for our production. This would be for hiring design and production management staff for each theatrical, dance, musicals, and operas. This would include stage managers, lighting designers, and sound designers. Each production costs approximately \$15,000, and based on our current model of 2 productions, and soon to be expanding to 3 per semester, we would need these dollars to properly support our Tech staff.</p> <p>From the previous review:<br/>Increase funding and/or support for theatre productions to include performance royalties, additional marketing and advertising, and supplies for costumes, props, set, makeup, sound and lighting. Also includes funding to hire professional experts to design (sound, lights, and media) where coverage is needed and cannot be managed by existing staff due to current workload and support staff like dramaturgs, acting and vocal coaches, along with choreographers. The current number of productions are not able to support the number of students who wish to participate in productions. Currently we are losing students because there is not a place for those who wish to enroll and participate.</p> <p>(Comprehensive)</p> | 2019-2020,<br>2018-2019,<br>2017-2018,<br>2016-2017,<br>2015-2016,<br>2014-2015,<br>2013-2014,<br>2012-2013 | \$60,000       | 5        |      |      |    |
| AA   | Performing Arts | PER1717                | Full-time Performing Arts Center Technician II, 10 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)   | 2019-2020,<br>2018-2019,<br>2017-2018,<br>2016-2017,<br>2015-2016   | \$60,000       | 10       |      |      |    |

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|      |  |                        |   |                                 |                                     | Prog     | Area | Comm | ET |
| SA   | Admissions and Records & Student Connect | STC2001                | <p>Student Connect serves as the first point of inquiry for our diverse community. With our primary mode of service moving from in-person to remote, it is imperative the center is consistently and appropriately staffed during regular business hours to best meet the needs of our students.</p> <p>The existing Student Services Specialist position is expanding to include admissions, application outreach, webinars and workshops. With the increasing necessity for remote education and virtual courses, the need for online student support services will continue to grow. Securing steady programmatic support will also improve our ability to facilitate regular Zoom office hours and the incoming live chatbot, that will be housed within our website.</p> <p>The program is requesting a 40% Communications Assistant, to lift our ability for follow up with prospective students; supporting them from inquiry, to application and throughout the registration process. This new position will fill gaps, decreasing the drop off rates, and increasing the inquiry to enrollment rate.</p> |                                 | \$16,000 annually (@18.77 per hour) | 6        |      |      |    |

2020-2021 Program Review - Staff Requests

| Area | Program  | Resource Request Title | Brief Desc of Resource Request   | Previously Requested in Year(s)       | Estimated Cost  | Priority |      |      |    |
|------|----------|------------------------|--|---------------------------------------|---|----------|------|------|----|
|      |          |                        |  |                                       |   | Prog     | Area | Comm | ET |
| SA   | CalWORKS | CAL2001                | <p>office is additionally funding a part time placement project specialist position for which the program has proved to have no justification. The position is duplicating a service that is to be provided to all students by the campus which in turn makes this a misuse of funds.</p> <p>In order to align with the vision of success and the commitments of the CCCC, specifically with designing and deciding with the student in mind, the VC CalWORKs program office is requesting for appropriate staffing with the hiring of a student services assistant. If program needs are aligned with the CalWORKs program budget, the program can fund a full time role. Otherwise the program is limited to hiring a student services assistant at 30 hrs/wk.</p> <p>The CalWORKs Counselor/Coordinator is in student counseling appointments, meetings, training and is not able to absorb the office duties. The program counselor cannot be in an appointment with a student and at the same time be managing front desk operations. The lack of staffing means not being able to provide the best customer service possible to our students and county partners. Our program is referral based, all our students must be referred by the county and be welfare to work registered in order to be part of our total headcount. In order to increase referrals we need to improve our customer service via our front desk operations. The Counselor/Coordinator has been left to manage the program office on their own on too many occasions. The office needs a student services assistant who is trained in CalWORKs and is able to answer general student questions beyond the services that VC provides.</p> <p>A 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. A Student Services Assistance can assist with following up on county documentation and deadlines and communicate with county partners directly.</p> <p>In order to help increase the number of students in our program and to equitably support our student parents in CalWORKs, who are mainly single mothers, we need program assistance. It is a disservice to students to leave one full time counselor/coordinator to run a full program when the funding is provided from the state specifically for the purpose of running a full program and equitably serving our students.</p> | 2019-2020,<br>2018-2019,<br>2017-2018 | <p>Estimated cost for Student Services Assistant @ 30 hrs/wk = \$70,200</p> <p>Estimated cost for Student Services Assistant @ 40 hrs/wk = \$87,400</p> | 1        |      |      |    |

2020-2021 Program Review - Staff Requests

| Area | Program  | Resource Request Title | Brief Desc of Resource Request   | Previously Requested in Year(s)       | Estimated Cost   | Priority |      |      |    |
|------|----------|------------------------|--|---------------------------------------|--|----------|------|------|----|
|      |          |                        |  |                                       |  | Prog     | Area | Comm | ET |
|      |          |                        | <p>office is additionally funding a part time placement project specialist position for which the program has proved to have no justification. The position is duplicating a service that is to be provided to all students by the campus which in turn makes this a misuse of funds.</p> <p>In order to align with the vision of success and the commitments of the CCCC, specifically with designing and deciding with the student in mind, the VC CalWORKs program office is requesting for appropriate staffing with the hiring of a student services assistant. If program needs are aligned with the CalWORKs program budget, the program can fund a full time role. Otherwise the program is limited to hiring a student services assistant at 30 hrs/wk.</p> <p>The CalWORKs Counselor/Coordinator is in student counseling appointments, meetings, training and is not able to absorb the office duties. The program counselor cannot be in an appointment with a student and at the same time be managing front desk operations. The lack of staffing means not being able to provide the best customer service possible to our students and county partners. Our program is referral based, all our students must be referred by the county and be welfare to work registered in order to be part of our total headcount. In order to increase referrals we need to improve our customer service via our front desk operations. The Counselor/Coordinator has been left to manage the program office on their own on too many occasions. The office needs a student services assistant who is trained in CalWORKs and is able to answer general student questions beyond the services that VC provides.</p> <p>A 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. A Student Services Assistance can assist with following up on county documentation and deadlines and communicate with county partners directly.</p> <p>In order to help increase the number of students in our program and to equitably support our student parents in CalWORKs, who are mainly single mothers, we need program assistance. It is a disservice to students to leave one full time counselor/coordinator to run a full program when the funding is provided from the state specifically for the purpose of running a full program and equitably serving our students.</p> |                                       |  |          |      |      |    |
| SA   | CalWORKS | CAL2001                | Every year the program does its best to spend funds, however, we are restricted by program   | 2018-2019,<br>2017-2018,<br>2016-2017 | Estimated cost for Student Services Assistant @ 30 hrs/wk = \$70,200<br>Estimated cost for Student Services Assistant @ 40 hrs/wk = \$87,400 | 1        |      |      |    |
| SA   | EAC      | EAC1801                | Classified/Provisional staff to assist in non-credit classes for ICAN certificate. (Previously was faculty position however now changed to staff.)   | 2018-2019                             | \$25,000 annually  | 1        |      |      |    |

2020-2021 Program Review - Staff Requests

| Area | Program                              | Resource Request Title | Brief Desc of Resource Request   | Previously Requested in Year(s)                                   | Estimated Cost                          | Priority |      |      |    |
|------|--------------------------------------|------------------------|--|---|---|----------|------|------|----|
|      |                                      |                        |  |   |   | Prog     | Area | Comm | ET |
| 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.  | 2018-2019,<br>2017-2018,<br>2016-2017,<br>2015-2016,<br>2014-2015 | 35,000                                  | 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.  | 2018-2019,<br>2017-2018,<br>2016-2017,<br>2015-2016,<br>2014-2015 | \$35,000                                | 1        |      |      |    |
| 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.  | 2018-2019   | \$35,000                                | 1        |      |      |    |
| SA   | EOPS                                 | EOP1905                | EOPS Recruiter/Outreach Seasonal Classified  |   | \$30,000                                | 2        |      |      |    |
| SA   | First Year Experience & Pirates Cove | FYE2001                | With the increase in student participation, the FYE program currently does not have the adequate number of staff to assist over 700 students in a high touch program. Currently there is a full-time Student Success and Support Specialist II, a Counseling Assistant, and part-time counselor. The program needs additional staffing to better support the students.   | 2019-2020   | \$56,868                                | 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. | 2019-2020   | 10 month salary                         | 4        |      |      |    |
| SA   | Student Health Center                | SHC1901                | Need to establish a full time Nurse Practitioner position- this request has been put on hold at this time due to deficits in the SHC budget related to Covid 19.   | 2019-2020,<br>2018-2019   | \$70,000                                | 1        |      |      |    |
| SA   | Student Health Center                | SHC1903                | Extend the 11 month contract to 12 months for one of the Student Health Center II positions.   | 2019-2020   | \$4,500                                 | 3        |      |      |    |
| SA   | Student Outreach & Assessment        | OUT2003                | 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.   | 2019-2020   | \$50,577 to<br>\$53,318 +<br>benefits - | 3        |      |      |    |

2020-2021 Program Review - Staff Requests

| Area | Program                       | Resource Request Title | Brief Desc of Resource Request  | Previously Requested in Year(s) | Estimated Cost                                      | Priority |      |      |    |
|------|-------------------------------|------------------------|---|---------------------------------|---|----------|------|------|----|
|      |                               |                        |   |                                 |   | Prog     | Area | Comm | ET |
| SA   | Student Outreach & Assessment | OUT2004                | 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. | 2019-2020                       | 33,440 (10 month) to \$40,128 (12 month) + benefits | 4        |      |      |    |