

2023-2024 Program Review Staff Requests

Area	Unit	Resource Request Title	Description of Resource Request	Estimated Cost	Prog	Area	Comm	ET	Notes
SA	Counseling	COU2203	Replace Counseling Services Specialist (formerly referred to as Counseling Assistant).	\$80,000	1	5	1		
SA	Student Outreach & Assessment	OUT2201	Fill a Student Success & Support Specialist II	55,000 + 50,000 in benefits	1		1		
SA	University Transfer Center	UTC2301	Need full-time classified staff to provide direct student services inside the University Transfer Center	\$80,000	2	1	1		
AA	Art	ART2004	Continue to request to increase the ILT Ceramics position to 100%. 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.	\$50,000	3	6	2		
SA	Counseling	COU2002	Given the high number of students and community members that call the Counseling Office on a daily basis, this request is to replace the Full Time Student Services Specialist with an Office Assistant to assist with coverage at the Information Desk during the day particularly during peak times and/or in the evenings. 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.	\$75,000	4	4	2		
AA	East-Campus Programs	EAST 2302	Reclassifying current Student Services Assistant position (vacant) into new Counseling Services Specialist (new)	Current Student Services position \$49,704.00 - \$68,784.00 to New classification \$74,520.00 - \$102,732.00 (additional cost of \$24,816 - \$33,948 Annually plus benefits).	2	3	2		
AA	MESA	MESA2301	Increase MESA Student Support Specialist I from 40% to 100%	85,200 estimated based on steps	2	12	2		
AA	Paramedic/EMT	PAR2301	Office Assistant position to be moved from categorical to general fund	\$38,000	2	7	2		
SA	Admissions and Records	ADM2003	Student Success and Support Specialist I - School Certifying Official: Requesting a full-time School Certifying Official position, designated as a Student Success and Support Specialist I, to efficiently manage and oversee the certification of veteran students' benefits and provide essential support services in compliance with federal regulations.	The salary range between is \$61,788-\$85,200 annually plus benefits.	3	6	3		

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SA	Admissions and Records	ADM2105	Student Success and Support Specialist II for Baccalaureate Degree Program, Auto Award Project, and Basic Law Enforcement Academy: Requesting a Student Success and Support Specialist II position to provide comprehensive support for the Baccalaureate Degree Program, Auto Award Project, and Basic Law Enforcement Academy, ensuring smooth operations, compliance with regulations, and effective student services coordination.	The salary range is between \$65,160-\$89,868 annually plus benefits.	1	7	3		
AA	Architecture, Drafting, and Construction Technology	ARC2103	<p>Lab Technician</p> <p>A Lab Technicians provide essential supervision and oversight for the protection and safety of students. The position would assist in the daily repair, maintenance, and care of equipment. Students would be assisted in the proper use of use of equipment. Proper use of equipment helps ensure the safety of students and mitigates misuse of equipment causing constant equipment repair.</p> <p>This position would help strengthen and support the following programs: Architecture, Construction, Drafting, Engineering and Manufacturing.</p>	\$65,000	4	7	3		
AA	Art	ART2110	<p>Request ILT Photography position 100%. This is an essential position for the Photography Program.</p> <p>We are putting students safety at risk by not having a Photography ILT on staff. There are many chemicals used in the Photography lab, and the ratio of students-to-faculty requires an additional employee in the photography lab area. This facility is made up of several different rooms (wet-lab/dark room, preparation room, and instructional classroom) and students can be in any given area of the facility at any time during the lab portion of the class session. The faculty member cannot be in all places at one time. Having an ILT in this area will provide the much needed increase in oversight of the facility and chemicals, but also the much needed added support directly provided to the students. The person hired into this position will be expected to: (1) Maintain photography wet lab as well as the photography computer lab; (2) Maintain inventory, including 125 individual cameras, chemicals, supplies, and materials; (3) Supports student success as well as safety in the studio/lab; (4) Maintain of computer equipment and enlargers; managing repair budget; interfacing with computer technicians (I.T.).</p>	\$75,000	2	5	3		

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BAS	Basic Needs	BNO2301	Basic Needs Office Assistant	\$77,512	1	2	3		
SA	Career Center	CAR2003	100% Program Coordinator II -Under the general direction of an assigned administrator, coordinates and evaluates a broad set of activities pertaining to a program. For the past 2 years this position was filled with a part-time provisional staff. Provisional positions are not meant to filled long-term. This position is essential to the day-to-day oversight and functionality of the career center. A Program Coordinator is imperative to relieve the Placement Project Specialist from providing all strategic and operational direction in addition to their original hiring intent as a Job Developer - this includes the need to direct, plan, envision and supervise services and activities of the Center and staff, including those funded by Strong Workforce.	\$80,000 +benefits	1	10	3		
AA	Distance Education	DIS2202	Part-time Instructional Technology Support Assistant	\$55,008.00 + Benefits for part-time Instructional Technology Support Assistant	2	12	3		
BAS	Financial Aid	FA2301	Financial Aid Specialist (Bilingual)- Hiring a Financial Aid Specialist (Bilingual) to assist in planning, coordinating, and conducting financial aid outreach activities. The passage of AB 469 which requires all high school seniors to complete a financial aid application as a requirement for graduation, has dramatically increased the demand for outreach services. Also, the continued implementation of AB 19/AB2, the college must continue 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 our financial aid liaison to our K-12 partners.	\$97,000	1	8	3		
BAS	Financial Aid	FIN2304	Request to hire a Financial Aid Technician	\$84,000	2	7	3		
SA	College Marketing	MAR2201	Hire a Marketing, Communications and Web Design Coordinator. The person is to take on web development and marketing needs that are crucial at the campus	70,000 + 55,000 benefits	1		3		
SA	Student Activities	SA2101	Support Staff in Student Activities Office (Office Assistant).	\$88,000 (Top salary projection with benefits)	1	2	3		

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Area	Unit	Resource Request Title	Description of Resource Request	Estimated Cost	Prog	Area	Comm	ET	Notes
BAS	Student Business Office	SBO2303	Requesting Additional Full-Time Business Office Assistant Position for the Student Business Office	\$20,000 (We currently have a provisional budgeted at \$30,000 so the cost would be the difference between the two)	2	4	3		
SA	Welcome Center	WELC2301	To level the impact on equitable student access, persistence, and success, The Compass Welcome Center is requesting two full-time Student Services Assistants. The Welcome Center is one of the most vital programs responsible for enrollment at Ventura College and serves as the first stop for community members and prospective and continuing students. The Welcome Center teams takes students through each step of onboarding, helping them to understand the extensive enrollment process by walking them through registration, and offering support from application, to classroom and beyond. The Welcome Center bridges the gap for all students transitioning to and throughout the college, ensuring that first-generation and underserved communities are especially supported, nurtured, and valued.	\$99,500 + Benefits	1	3	3		
SA	Admissions and Records	ADM2002	Student Services Assistant: Requesting the addition of a Student Services Assistant to support and streamline administrative tasks and student services within the department.	The salary range is between \$49,704-\$68,784 annually plus benefits.	2	8	did not present; not ranked		
AA	Automotive/Diesel	AUT2202	Permenant part-time Instructional Lab Technician	45k Annually	7	11	present; not ranked		

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AA	Chemistry	CHE1706	<p>Provide embedded tutors for all lecture sections of Chem V01A and Chem V01B.</p> <p>These classes have the lowest success rate of any the classes in our department. Students need more one on one support to be successful especially with improving their math skills. Embedded tutoring has been found to be a very successful strategy to improve student performance in these challenging courses. For example a study at the University of Houston found that adding embedded tutors to their General Chemistry Classes increased student success rates by 13%.</p> <p>This funding would pay for an embedded tutor in each of our 12 sections of these courses we offer during the year serving approximately 800 students.</p>	\$42,000	10		did not present; not ranked		
AA	Child Development Center	CHI2301	Fill vacant CDC Associate position (VCU-038) and increase it from 40% (16 hours/week) to 75% (30 hours/week), 10 months to stabilize staffing for increased enrollments.	\$37,000	2	2	present; not ranked		Categorical
SA	EAC	EAC1801	Hire Classified Staff position to assist in non-credit CDL/LS classes. This position is called Instructional Assistant- ICAN/JOB	\$85,000	1	13	present; not ranked		Categorical
AA	East-Campus Programs	EAST 2303	Student Success and Support Specialist II	\$65,160.00 - \$89,868.00 Annually	3	9	present; not ranked		Categorical
ET	Executive Team	EXT2304	Student Success and Support Specialist II	\$125,000 including benefits	5		present; not ranked		Categorical
ET	Executive Team	EXT2305	Student Success and Support Specialist II	\$125,000 including benefits	3		present; not ranked		Categorical
BAS	Financial Aid	FIN2305	With on-going changes in federal and state financial aid regulations, addition of new grants, and the increase in workload, students who are on Suspension, Warning, or close to exceeding timeframe need additional support services and guidance from our staff. Each appeal requires prep work and manual review at both the SAP appeal committee level and for awarding aid if the appeal is approved. Being able to have the support of an additional team member would ensure that students are being served in a timely manner.	\$94,000	4	3	did not present; not ranked		

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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 shortfalls subsequent years. We are seeking funds to fill this position as campus activities and services continue to grow. The Custodial staff are often called upon to support the campus and community events, special projects, and other activities hosted on Ventura College.	\$83,000	3	5	did not present; not ranked		
BAS	Facilities, Maintenance, and Operations	FMO1910 50% Warehouse Asst	A Warehouse Assistant would support the full-time warehouse operator in all aspects of his duties, including receiving, Banner receipts, deliveries, event set-ups, shipping, assembly, delivery and setup of desks, tables, shelving etc. ordered campus-wide, maintain strict accountability of all property campus-wide and perform all duties related to campus fleet maintenance: tracking, monitoring and scheduling of services	\$25,554 - \$35,304	2	1	did not present; not ranked		
SA	First Year Experience	FYE2103	Program Coordinator II	\$126,432 (with benefits).	1	12	present; not ranked		
AA	Health, Kin, Ath, Vis and Perf Arts	HEA1901	12 month 40% administrative assistant support for Schwab Academy	60,000. Use of Schwab trust dollars to pay for the position.	9		present; not ranked		
SA	International Students Center	INT2204	Student Services Assistant - With the program currently hosting 55+ degree seekers and growing, support staff is necessary to sustain and help with the on going growth of the program.	\$42,000	1	11	present; not ranked		
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	1	6	did not present; not ranked		
SA	College Marketing	MAR2202	Adding an administrative assistant	52,000 + benefits	2		present; not ranked		
AA	MESA	MESA 2302	Reclassification of Program Coordinator I to Program Coordinator II	\$9,026 (total of 12 month) Annual Salary \$108,312 and Total Benefits 74,023 Total Emp Cost: 182,335	1		did not present; not ranked		

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SA	Student Outreach & Assessment	OUT2103	<p>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.</p> <p>According to the U.S. Census Bureau Ventura County's population is 846,000, Ventura College's Outreach team is officially comprised of one staff member dedicated to Outreach and another staff member leading articulation, assessment, and supporting the students' needs in recruitment and retention. To feasibly meet the Ventura College's Strategic Plan and Equity Plan additional permanent staff is required. In the Equity Plan, Access Successful Enrollment, "increase college visibility in the community by addressing the importance of college to a broader audience." In the Educational Master Plan, Objective 5, "ensure that at least 95% of first-time students receive Student Success and Support Program services. One strategy listed, is to "improve coordination and communication of academic student support services." Another strategy is, "implement evaluate, and refined Guided Pathway Model to crease a cross functional group to work with middle schools, high schools, county and community colleges and universities." More over to meet Goal 2, in the 2020-2023 strategies "to continue outreach to local schools" additional staffing is required as well as to address the highlighted plans.</p>	33,440 (10 month) to \$40,128 (12 month) + benefits	2		did not present; not ranked		

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AA	Performing Arts	PER1701	<p>Design Expert Hires for Performing Arts productions. 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: 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> (Comprehensive)	\$45,,000	10		did not present; not ranked		
AA	Performing Arts	PER1717	Full-time Performing Arts Center Technician II - Lighting Emphasis	\$100,000	2		present; not ranked		
AA	Performing Arts	PER2202	Theatre Technician, PT position	\$45,000	7		present; not ranked		
AA	Performing Arts	PER2303	Full-time Performing Arts Technician II - Emphasis in Sound Engineering	\$100,000	5		present; not ranked		
SA	Student Health Center	SHC1902	Establish a full time Mental Health Provider position instead of a Professional Expert. This has been put on hold as the SHC budget has been gravely impacted by Covid 19.	\$100,000	2	14	present; not ranked		
AA	Tutoring Center	TUT2301	Convert current Tutorial Services Specialist - I position to a Tutorial Services Specialist II position		1	10	present; not ranked		

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SA	Veterans Resource Center	VRC2301	Reclassification of Program Coordinator 1 to Program Coordinator level 2	Reclass from Prog. Coordinator level 1 to level 2: -Prog Coord 1: \$6,210.00 - \$8,561.00 Monthly -\$74,520 \$102,732 Annually Prog Coord 2: \$6,498.00 - \$9,026.00 Monthly -Fiscal impact annually: \$ 77,976 (min) - \$108,312 (max)	1		did not present; not ranked		Categorical
SA	Veterans Resource Center	VRC2302	Reclassification from Office Assistant to Admin Assistant	Reclass from Office Assistant to Admin Assistant: -OA: \$47,124 \$65,160 Annually -AA: \$55,428 \$76,608 Annually -Annual fiscal impact: \$8,304 (min) to \$11,448 (max)	2	8	did not present; not ranked		Categorical
AA	Agriculture	AG2104	Request for 2 Part Time ILTs (at 40% each) to serve growing Veterinary Technology program and meet accreditation requirements for student:faculty/staff ratio of 8:1 in all lab classes.	\$80,000	1	4	presented; not ranked		
AA	East-Campus Programs	EAST 2301	COUNSELING SERVICES SPECIALIST	\$74,520.00 - \$102,732.00 Annually	1	1	not ranked		