



Area: SA

## **Admissions and Records**

### **ADM2002**

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**Objective:** Enhance the experience and support for admitted applicants to ensure more students successfully transition from admission to enrollment.

2023- 2024      **Estimated Cost:**The salary range is between \$49,704-\$68,784 annually plus benefits.

**Categorical funds available to fund this request:**

**New/Replacement:** New

**Priority:** 2

**Previously Requested in Years:** 2019-2020; 2020-2021; 2021-2022; 2022-2023

**Primary Contact:** Gaby Asamsama-Acuna

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**Resource Request Description:** Student Services Assistant: Requesting the addition of a Student Services Assistant to support and streamline administrative tasks and student services within the department.

**Resource Request Justification:** The addition of a full-time Student Services Assistant position is critical and highly justified based on several compelling reasons:

1) Service Demand: The Admissions and Records Office has experienced an unprecedented surge in service demand, evident from the significant number of phone calls, surpassing the annual projection. Furthermore, the transition to offering services online, particularly during the COVID-19 pandemic, has intensified the need for accessible and responsive support. Last year alone, the office assisted nearly 10,000 students over the phone and in person, excluding those supported via email or through Dual Enrollment workshops at high schools.

2) Document Management: The operational demands of the Admissions and Records Office in managing documents have reached a critical point. On a monthly basis, the office is required to upload and index an average of approximately 1,000 documents into OnBase. This translates to a staggering annual workload of approximately 12,000 document uploads. Importantly, this figure does not encompass the 5,000 graduation applications received each year, further underscoring the pressing need for efficient document management and administrative support.

3) Community Engagement and Partnerships: The Admissions and Records Office has successfully engaged with the community, particularly through Dual Enrollment workshops in high schools. These partnerships benefit prospective students and strengthen the college's ties within the community. The Student Services Assistant will play a pivotal role in managing and expanding these outreach efforts, further promoting higher education and increasing the pool of potential enrolled students.

4) Enhanced Student Support: In addition to addressing phone inquiries, the Student Services Assistant will be instrumental in processing incoming petitions and student requests. This multifaceted role is essential to ensure that student inquiries are handled comprehensively and efficiently, ultimately contributing to elevated student satisfaction and a more streamlined enrollment process.



Request Type: **Staff**

5) Unanswered Calls Mitigation: Due to staffing limitations, the office faces challenges in attending to all incoming phone calls. Unanswered calls can result in potential students' frustration and missed enrollment opportunities. The introduction of a dedicated Student Services Assistant will significantly reduce the number of unanswered calls, enhancing prospective students' overall experience and increasing their likelihood of enrolling.

In conclusion, the request for a full-time Student Services Assistant is well-justified due to the substantial service demands, the overwhelming document management needs, and the critical role this position will play in enhancing student support, mitigating unanswered calls, and expanding community engagement efforts. This addition will significantly contribute to improving the conversion rate of admitted applicants to enrolled students while ensuring efficient and student-centered operations within the Admissions and Records Office.



NoArea: SA

## **Admissions and Records**

### **ADM2003**

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**Objective:** Increase student services access for student-veterans.

2023- 2024      **Estimated Cost:**The salary range between is \$61,788-\$85,200 annually plus benefits.

**Categorical funds available to fund this request:** No

**New/Replacement:** New

**Priority:** 3

**Previously Requested in Years:** 2019-2020; 2020-2021; 2021-2022; 2022-2023

**Primary Contact:** Gaby Asamsama-Acuna

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**Resource Request Description:** 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.

**Resource Request Justification:** The establishment of a new position, the Student Success and Support Specialist I, is essential for Ventura College due to several compelling reasons that underscore the critical need for this role:

1) Increasing Veteran Student Population: Over the past few years, there has been a steady increase in the number of veteran students enrolling at Ventura College. This trend is expected to continue, given our commitment to expanding equitable dual enrollment pathways, offering credit for prior learning to veterans and working adults, and bringing workforce training to low-income adults. As the veteran student population grows, the workload associated with VA certifications and support services becomes increasingly demanding. To effectively meet the needs of our expanding veteran student body, a dedicated Specialist is crucial.

2) Complexity of VA Benefits: VA benefits, including the GI Bill, are known for their complexity and varying eligibility criteria. Each student's situation may differ, and understanding and navigating these benefits require specialized knowledge. A dedicated Specialist with expertise in VA benefits and certifications will ensure accurate, timely processing of paperwork, reducing errors and delays that could adversely affect veteran students' educational experiences.

3) Legislative Updates: The landscape of veterans' benefits and educational policies is subject to frequent changes and updates at both the federal and state levels. Staying current with these changes is imperative to ensure compliance and provide accurate information to veteran students. A dedicated Specialist would be responsible for monitoring and implementing these legislative updates, ensuring that Ventura College remains in compliance and that veteran students receive the maximum benefits to which they are entitled.



4) Efficient Processing: A full-time School Certifying Official (SCO) is necessary to expedite VA certifications. Faster certification processing means that veteran students can receive their housing allowances and stipends promptly, reducing financial stress and helping them focus on their studies. This efficiency in processing is crucial for their academic success and overall well-being.

5) Improved Communication: The Specialist would play a pivotal role in improving communication and collaboration across the College. Working closely with the VA Counselor and Veterans Resource Center (VRC), the Specialist can ensure a seamless flow of information and support services to veteran students. This coordinated approach enhances the student experience and reduces confusion or gaps in service.

6) Comprehensive Support: The Student Success and Support Specialist I would provide personalized, one-on-one support to veteran students. This support encompasses not only VA certifications but also assistance in navigating college resources, accessing academic advising, and addressing any unique challenges that veteran students may face. The Specialist will serve as a point person for veteran students, fostering a sense of trust and reliability.

7) Enhanced Morale and Retention: By improving the efficiency of VA certifications and providing dedicated support, veteran students are more likely to feel valued and supported by the college. This, in turn, can boost morale, increase persistence rates, and contribute to higher retention and graduation rates among our veteran student population.

In conclusion, the establishment of the Student Success and Support Specialist I position at Ventura College is not only justified but imperative to meet the evolving needs of our growing veteran student community. This position will ensure compliance with VA regulations, enhance the efficiency of VA benefit processing, improve communication, and provide comprehensive support to veteran students, ultimately contributing to their academic success and overall well-being.



Area: SA

## **Admissions and Records**

### **ADM2105**

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**Objective:** Enhance the Efficiency of Service Document Processing to Foster Seamless Coordination with Other Departments and Optimize Operations.

2023- 2024      **Estimated Cost:**The salary range is between \$65,160-\$89,868 annually plus benefits.

**Categorical funds available to fund this request:**

**New/Replacement:** New

**Priority:** 1

**Previously Requested in Years:** 2019-2020; 2020-2021; 2021-2022; 2022-2023

**Primary Contact:** Gaby Asamsama-Acuna

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**Resource Request Description:** 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.

**Resource Request Justification:** The request for a new Student Success and Support Specialist II position is of paramount importance due to its critical role in supporting several key initiatives within the institution. This position is specifically needed to:

1) Support the Baccalaureate Degree Program: With the introduction of the new Baccalaureate Degree Program, there is a heightened need for dedicated personnel to manage the unique requirements, documentation, and student support associated with these programs. The specialist will play a pivotal role in ensuring that students within these programs receive timely and accurate assistance, contributing to the success of this significant academic advancement.

2) Manage the Auto Award Project: The auto award project has already demonstrated significant success in awarding degrees and certificates promptly, benefiting a substantial number of students. As the project expands, it is crucial to have dedicated personnel to oversee and manage the increasing volume of awards. The specialist will contribute to this effort by processing service documents efficiently and accurately, thereby promptly supporting the institution's commitment to promptly recognizing student achievements.

3) Meet Projected Growth in Awards: The anticipated growth in awards, from the Auto Award, the College is projecting to award 830 degrees/certificates for Fall 2023, underscores the urgency of this request. For Summer and Spring 2023, Admissions & Records identified almost 600 degrees/certificates from Auto Award. The specialist will play a central role in managing this increase in awards, ensuring that service documents are processed in a timely manner to meet the needs of our students and maintain the integrity of the institution's awarding processes.



## Request Type: **Staff**

4) Facilitate Basic Law Enforcement Academy Clearances: The Basic Law Enforcement Academy is vital to our institution, clearing approximately 125 students each academic year. The specialist will provide essential administrative and support services to ensure that these students navigate the necessary clearances and documentation smoothly. Timely processing of these clearances is paramount for the student's successful participation in the academy and contributes to their overall educational experience.

5) Enhance Coordination and Service Efficiency: The addition of the specialist is vital for improving the coordination of services across different areas within the institution. Timely processing of service documents benefits students, ensures smooth operations, and enhances collaboration with other departments and programs.

In conclusion, the requested Student Success and Support Specialist II position is essential to meet the demands of new programs, clearances for the Basic Law Enforcement Academy, the expanding auto award project, and the projected growth in awards. This specialist will play a pivotal role in ensuring the timely processing of service documents, facilitating smooth operations, and coordinating services effectively with other areas. This addition is critical to maintaining the institution's commitment to student success and academic excellence.



Area: **AA**

**Agriculture**

**AG2104**

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**Objective:** Develop and implement an Agriculture Program at Ventura College.

2023- 2024      **Estimated Cost:**80000

**Categorical funds available to fund this request:**

**New/Replacement:** New

**Priority:** 1

**Previously Requested in Years:** 2022-2023; 2021-2022

**Primary Contact:** Dorothy Farias or McKenzie Rasmussen

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**Resource Request Description:** 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.

**Resource Request Justification:** The need to meet accreditation standards is non-negotiable for the Veterinary Technology program. Before we can even expand the program to take on more than 1 new cohort per year, we need to have enough staff support for the current cohorts we are running (3 cohorts in fall, 2 cohorts in spring and summers) We cannot offer any more cohorts to our waitlisted students until we can fully support the existing cohorts with enough ILT lab support in each year (1, 2, 3) to maintain the required ratio of 8:1 students to faculty/staff when using live animals in labs.

Roughly 70 students comprise our 3 existing cohorts that are in either their first, second, or third year in the program. If we were to expand to having 2 cohorts in year 1, then those student numbers would double.

The need for more ILT support is critical to the success and safety of our students in the Vet Tech program. There is a reason for the accreditation requirement of an 8:1 ratio of students to staff when using live animals -safety. In order to effectively deliver course content and assist students in achieving course learning outcomes, there must be enough staff support for faculty teaching labs with live animals to ensure proper safety as well as student engagement with animals under staff/faculty supervision and guidance.



NoArea: AA

**Architecture, Drafting, and Construction Technology**

**ARC2103**

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**Objective:** Increase student success rate

2023- 2024      **Estimated Cost:**65000

**Categorical funds available to fund this request:** No

**New/Replacement:** New                      **Priority:** 4

**Previously Requested in Years:** 2020-2021; 2019-2020; 2018-2019; 2017-2018; 2016-2017; 2015-2016; 2014-2015; 2013-2014; 2012-2013; 2021-2022; 2022-2023

**Primary Contact:** Ralph Fernandez

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**Resource Request Description:** Lab Technician

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.

This position would help strengthen and support the following programs: Architecture, Construction, Drafting, Engineering and Manufacturing.

**Resource Request Justification:** This position is essential to provide supervision and oversight for the protection and safety of students and the equipment.

In addition to supervision, this position plays a critical role in the daily maintenance and repairing equipment. The programs do not currently have an Instructional Lab Technician, this has been a safety concern for many years.

When the equipment is in use, the ratio of staff to students is a concern. Proper oversight of student is essential for the safety of the students.





Request Type: **Staff**

NoArea: **AA**

**Art**

**ART2004**

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**Objective:** Support Student Safety and Completion of Studio Art Lab Courses

2020-2021      **Estimated Cost:**50000

**Categorical funds available to fund this request:** No

**New/Replacement:**                      **Priority:** 3

**Previously Requested in Years:**

**Primary Contact:** Jenchi Wu

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**Resource Request Description:** 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.

**Resource Request Justification:**



Area: **AA**

**Art**

**ART2110**

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**Objective:** Support Student Safety and Completion of Studio Art Lab Courses

2020-2021      **Estimated Cost:**75000

**Categorical funds available to fund this request:**

**New/Replacement:** New                      **Priority:** 2

**Previously Requested in Years:** 2020-2021; 2021-2022

**Primary Contact:** Monica Furmanski

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**Resource Request Description:** Request ILT Photography position 100%. This is an essential position for the Photography Program.

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.).

**Resource Request Justification:** 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.).



Area: **AA**

**Automotive/Diesel**

**AUT2202**

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**Objective:** Stabilize and improve automotive and diesel student success rates greater than 85%.

2023- 2024      **Estimated Cost:**45k Annually

**Categorical funds available to fund this request:**

**New/Replacement:** New                      **Priority:** 7

**Previously Requested in Years:**

**Primary Contact:** Russell Gardner

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**Resource Request Description:** Permenant part-time Instructional Lab Technician

**Resource Request Justification:** Currently Automotive runs classes at night that require lab support. The classes that we run at night are required courses for our program level COA. Instructional lab technicians are crucial to the student learning outcomes. we would like to request this position become permeant.



Request Type: **Staff**

NoArea: **BAS**

**Basic Needs**

**BNO2301**

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**Objective:** Provide food and/or basic needs supplies to address the food insecurities of Ventura College students.

2023- 2024      **Estimated Cost:**77512

**Categorical funds available to fund this request:** No

**New/Replacement:** New                      **Priority:** 1

**Previously Requested in Years:**

**Primary Contact:** Alma Rodriguez

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**Resource Request Description:** Basic Needs Office Assistant

**Resource Request Justification:** The program served over 2800 students in 2022-2023. With the enormous growth and the creation of the VCEC Basic Needs Center, we need the support of an Office Assistant. The Office Assistant will provide much needed clerical, phone, email, assist with requisitions, reports, assist with student worker training, etc.



Area: SA

**Career Center**

**CAR2003**

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**Objective:** Exec Team4: Support efforts to hire and develop consistent staffing in the area.

2023- 2024      **Estimated Cost:**\$80,000 +benefits

**Categorical funds available to fund this request:**

**New/Replacement:** New

**Priority:** 1

**Previously Requested in Years:** 2022-2023; 2021-2022; 2020-2021; 2019-2020; 2018-2019

**Primary Contact:** Gema Sanchez

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**Resource Request Description:** 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.

**Resource Request Justification:** 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.



Area: **AA**

**Chemistry**

**CHE1706**

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**Objective:** Increase student success rate by 5 %

2023- 2024      **Estimated Cost:**42000

**Categorical funds available to fund this request:**

**New/Replacement:** New

**Priority:** 10

**Previously Requested in Years:** 2020-2021; 2019-2020; 2018-2019; 2017-2018; 2021-2022; 2022-2023

**Primary Contact:** Malia Rose-Seisa

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**Resource Request Description:** Provide embedded tutors for all lecture sections of Chem V01A and Chem V01B.

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%.

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.

**Resource Request Justification:** Post-pandemic, the department's success rates by course are significantly decreasing. Large lectures of 50 or more students reduces the amount of private and individual interaction that single instructors can provide to each student and the amount of help and resources that each student receives. Dedicated embedded tutors for these courses will help bridge that gap and provide students more personal interaction and support even in our large, traditional lecture courses that will increase their opportunities for success.



Yes 333-32904-2121-692000Area: **AA**

## **Child Development Center**

### **CHI2301**

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**Objective:** Increase center staffing to support increased enrollment opportunities.

2023- 2024      **Estimated Cost:**37000

**Categorical funds available to fund this request:** Yes 333-32904-2121-692000

**New/Replacement:** Replacement                      **Priority:** 2

**Previously Requested in Years:**

**Primary Contact:** Amanda Picard

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**Resource Request Description:** 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.

**Resource Request Justification:** This request is to fill a vacant position for CDC Associate (VCU-038) and to increase the position from 40% to 75%, 10-months. This will allow us to stabilize our staffing with permanent employees so that we can increase center enrollments. We cannot increase enrollments without stable staffing. We currently have a wait list for our classes and have struggled to find qualified candidates who are interested in temporary, part-time work. The center is self-supporting and the only way to increase revenues is to increase enrollments, which requires reliable staffing.

To address the rubric:

1. State regulations dictate the instructor-to-child ratio and we need adequate staffing in order to comply with that ratio when we increase enrollments.
2. The Center will be compromised if the request to fill and increase the position is not approved, because we cannot increase enrollments, which support both our students and community needs for quality preschool. This also aligns with the college's commitment to equity as we support VC students in their educational pursuits by providing affordable, high-quality, STEM-based preschool while they attend classes and study.
3. The Center has been utilizing provisional employees to do the work for a number of years and it has become increasingly difficult to find qualified workers interested in temporary, part-time work.
4. We cannot meet student and community demands without increasing enrollments but we can't increase enrollments without increased staffing.
5. Since the center is self-supporting, it is not possible to increase revenues without increasing enrollments, but we cannot increase enrollments without increased reliable staffing, which is a conundrum.



Area: SA

**College Marketing**

**MAR2201**

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**Objective:** Improve coordination and communication for campus-wide messaging encompassing academics, student services, programs, and events internally. The objective supports VC's Goal 1: Educational Master Plan - increasing our students' success while closing equity gaps.

2022-2023      **Estimated Cost:**70,000 + 55,000 benefits

**Categorical funds available to fund this request:**

**New/Replacement:** New                      **Priority:** 1

**Previously Requested in Years:**

**Primary Contact:** Vanessa Stotler

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**Resource Request Description:** 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

**Resource Request Justification:** The number of monthly marketing items that are requested require the need for an additional person to assist with all the communications, requests, web development and marketing deliverables that need to be handled.





Area: SA

**College Marketing**

**MAR2202**

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**Objective:** Improve coordination and communication for campus-wide messaging encompassing academics, student services, programs, and events internally. The objective supports VC's Goal 1: Educational Master Plan - increasing our students' success while closing equity gaps.

2022-2023      **Estimated Cost:**52,000 + benefits

**Categorical funds available to fund this request:**

**New/Replacement:** New

**Priority:** 2

**Previously Requested in Years:**

**Primary Contact:** Vanessa Stotler

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**Resource Request Description:** Adding an administrative assistant

**Resource Request Justification:** this position is needed to take on the number of budget, requisition and consolidation requests that come to our office. They would also be in charge of completing scheduling and all other administrative items that are needed and would assist the Outreach Department



Area: SA

**Counseling**

**COU2002**

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**Objective:** Increase Academic Counseling Services in the evenings, Fridays and weekends.

2023- 2024      **Estimated Cost:**75000

**Categorical funds available to fund this request:**

**New/Replacement:** Replacement

**Priority:** 4

**Previously Requested in Years:** 2020-2021; 2021-2022; 2022-2023

**Primary Contact:** Dan Walsh

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**Resource Request Description:** 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.

**Resource Request Justification:** Over the last few years, the Counseling Department has lost several full time staff members that have not been replaced, including a Student Services Specialist. 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 determine student's needs prior to seeing a counselor. 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.

The Office Assistant, replacing the previous Student Services Specialist, will work in close collaboration with the Dean and Department Chair in ensuring the Counseling Office is properly staffed and that students are provided with reliable and professional customer service.



Area: SA

**Counseling**

**COU2203**

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**Objective:** Increase Academic Counseling Services in the evenings, Fridays and weekends.

2023- 2024      **Estimated Cost:**80000

**Categorical funds available to fund this request:**

**New/Replacement:** Replacement

**Priority:** 1

**Previously Requested in Years:** 2022-2023

**Primary Contact:**

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**Resource Request Description:** Replace Counseling Services Specialist (formerly referred to as Counseling Assistant).

**Resource Request Justification:** Over the course of several years the Counseling Department has lost or had relocated Counseling Assistants from our Department that were not replaced. Counselor Assistants serve students and the Department in many ways, allowing for full time counselors to more effectively serve students. Within the scope of their assignment and under the direction of an assigned supervisor, Counselor Assistants may assist in the recruitment, orientation, assessment, and follow up of students; assist with data collection and transfer articulation; assist with program relations with community, public and private agencies. With such capabilities it is most advantageous to have a Counselor Assistant placed at the Counseling Information Desk during peak times of the year, amongst assisting with other tasks. This is a model of operation our Department implemented several years ago but diminished once we lost one of our former Counselor Assistants. Counselor Assistants serve a critical role in triage at the Counseling Information Desk as students check in, particularly for drop-by. It is often the case that full-time counselors see students for simple matters such as prerequisite releases, assessment questions, etc. Albeit, this is typically fine, such items heavily impact waiting times during these peak time's of the year. By establishing a Counseling Assistant at the Counseling Information Desk during peak hours and times of the year, we can significantly reduce wait times while providing quality counseling to our students.



NoArea: **AA**

**Distance Education**

**DIS2202**

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**Objective:** Increase and Sustain Online Student Support and DE Program Support

2023- 2024      **Estimated Cost:**\$55,008.00 + Benefits for part-time Instructional Technology Support Assistant

**Categorical funds available to fund this request:** No

**New/Replacement:** New                                      **Priority:** 2

**Previously Requested in Years:** 2022-2023

**Primary Contact:** Debbie Newcomb

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**Resource Request Description:** Part-time Instructional Technology Support Assistant

**Resource Request Justification:** Overview:

Distance Education courses including fully online, hybrid, and web-enhanced modalities have increased sharply due to post-pandemic shifts. As a result, the workload of the DE Team is past its capacity.

In order to provide on-going support for the required services (student support desk and orientation, faculty training, course quality review, accessibility compliance, and other intutional initiatives (e.g., PACE Program), the DE Team needs an additional dedicated support staff member. The increased unreliability, turnover, and time-commitment to search for, train, and manage new student workers and support staff other departments, has made it impossible to meet the needs of the institution.

A dedicated full or part-time Instructional Technology Support Assistant would allow DE to increase the capacity of services to create a sustainable and robust DE program that can keep up with institution’s requirements such as accreditation, Title 5, the CVC MOU, and Accessibility Section 508 compliance.

Without CARES/HEERF funds, there is no specific funding source to support and sustain these required student-facing initiatives.

Justification Based on Classified Staffing Rubric High Priorities Criteria :



--This position would provide direct services to students to comply with the following regulations or requirements--

1. Section 508 of the Federal Rehabilitation Act of 1973: Assisting with institution-wide digital course materials remediation projects to ensure that online courses utilize technology and materials that comply with the accessibility requirements. Due to the large and complex scope of accessibility projects, the requested position is necessary to enable the department to meet legal mandates and/or standards compliance.

2. ACCJC Accreditation Standards – Standard II: Student Support Services (C3): Assisting with DE Student Support Desk and DE Student Orientations. Due to the unreliability and turnover of student staff who have assisted with this in the past, the requested position is necessary to enable the department to meet the standards compliance (ER 15).

3. CA Ed Code Title 5 (Regular Effective Contact) and ACCJC DE accreditation standards for Regular Substantive Interaction: Assisting with course quality reviews/redesign projects, faculty support, and effective implementation of instructional technology. Due to a large number of online courses and modalities offered, this position is necessary to support DE in making an impact with projects that ensure alignment with these state, federal, and accreditation requirements.

4. California Virtual Campus-Online Education Initiative MOU: By assisting with course quality review projects for local Peer Online Course Review. Due to the complexity and scale of CVC quality alignment, this position is necessary to meet the requirement to demonstrate progress toward the required alignment of at least 20% of online courses or sections within two (2) academic years of establishing a local POCR process. VC established local POCR in Spring 2022.

--The department/division will be severely compromised if additional classified professionals are not hired--

1. The institution will be compromised if we do not have a dedicated staff member to lead Section 508 accessibility compliance efforts for online learning. It is the institution that will be sued if there is litigation brought forth from a student. This has happened recently with Los Angeles Community College and because of the viral video in 2021 and subsequent investigation of an Oxnard instructor's interactions with a deaf student, Ventura College has faced more public scrutiny for accessibility since then.



-- Other employees in the department/division have been working overtime or out of class in order to meet the needs that would be met by the requested position--

1. Every semester start, the DE team works overtime to keep up with the demands of last-minute EAC requests (video captioning, adding/removing interpreters from classes, document/course remediation), responding to the DE Student Help Desk and DE Faculty Help Desk calls/emails, and hosting important DE faculty training (FLEX) events.

2. Due to exhaustion of resources, DE has worked with the EAC Alternate Media Specialist to assist with document remediation for larger and complex accessibility projects. This person was only allowed to work overtime on these projects.

--Provisional, seasonal or other temporary employees are not an option due to confidentiality or security issues, or because of the level of training required to perform the functions of the position.--

1. Reviewing and remediating online courses for accessibility (508 compliance) is a specialized and technical skill that is ever evolving. We have had some success training student workers and other classified staff to assist with basic accessibility support like captioning or checking Canvas content, but the high turnover, lack of interest, and technical complexity of tasks remain a barrier to meeting the needs of the college.

2. Student workers who support our DE Student Help Desks and DE Orientations require a significant amount of technical training and some FERPA training. It is a significant investment that we have to make nearly every semester and we have been unable to maintain continuous support for these as student workers graduate, change fields, and have limited availability.



Yes- This is currently in a budget holding account 121 36812 29998 642000 although additional funds will need to be added. An attachment of the budget account is provided. Area: **SA**

**EAC**

**EAC1801**

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**Objective:** Close equity gaps in course success by ethnicity

2023- 2024      **Estimated Cost:**85000

**Categorical funds available to fund this request:** Yes- This is currently in a budget holding account 121 36812 29998 642000 although additional funds will need to be added. An attachment of the budget account is provided.

**New/Replacement:** New

**Priority:** 1

**Previously Requested in Years:** 2018-2019; 2019-2020; 2022-2023

**Primary Contact:** Patty Wendt, Coordinator

---

**Resource Request Description:** Hire Classified Staff position to assist in non-credit CDL/LS classes. This position is called Instructional Assistant- ICAN/JOB

**Resource Request Justification:** EAC has a history of having an instructional assistant position within the classes that we offer. Back in 2009 there were many lay offs due to budget cuts so we lost this position. We have been trying to get this back since our classes are now growing. We have more students with increasing individual needs that are taking our classes. Just having an instructor in the class is not meeting the students needs- and we can see that since the area of equity gaps and ethnicity is poor. EAC has lots of funds so when preparing the budget we put this position in and are hoping to have this hired by the time this PR is approved- But everyone asks- is it in the PR? So here it is!



Area: **AA**

**East-Campus Programs**

**EAST 2301**

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**Objective:** Increase Off-Campus Enrollment by 12%

2023- 2024      **Estimated Cost:** \$74,520.00 - \$102,732.00 Annually

**Categorical funds available to fund this request:**

**New/Replacement:** New

**Priority:** 1

**Previously Requested in Years:**

**Primary Contact:** Eddie Beltran

---

**Resource Request Description:** COUNSELING SERVICES SPECIALIST

**Resource Request Justification:** Appropriate staffing to continue to implement programming efforts coordinated via the East Campus (ie, Dual Enrollment, PACE, ESL, SEM, EC Student Success and Retention Efforts which include but not limited to: Summer Bridge, FYE, Super Support Courses, and Learning Community Courses).





NoArea: **AA**

**East-Campus Programs**

**EAST 2302**

---

**Objective:** Institute an administrative infrastructure to support the realignment of VCEC under the Division of Academic Affairs, as well as, the new Instructional Division of Off-Campus Programs and Extended Learning

2023- 2024      **Estimated Cost:**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).

**Categorical funds available to fund this request:** No

**New/Replacement:** New

**Priority:** 2

**Previously Requested in Years:**

**Primary Contact:** Eddie Beltran

---

**Resource Request Description:** Reclassifying current Student Services Assistant position (vacant) into new Counseling Services Specialist (new)

**Resource Request Justification:** As the East Campus and Off Campus Programs grow, there is a need for this position to assist our students in their transition from high school, non-credit to credit, and PACE programs. Currently we have one academic counselor at the East Campus that works with our current students at the East Campus, but there is need for assistance. With high school students taking more dual enrollment classes, an increase in Non-Credit ESL students, Vet Tech students, and the PACE program, there are counseling matters that can be addressed by a Counseling Services Specialist. Appropriate staffing will support continued programming efforts coordinated through the East Campus (ie, Dual Enrollment, PACE, ESL, SEM, EC Student Success and Retention Efforts which include but not limited to: Summer Bridge, FYE, Super Support Courses, and Learning Community Courses).



NoArea: AA

**East-Campus Programs**

**EAST 2303**

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**Objective:** Institute an administrative infrastructure to support the realignment of VCEC under the Division of Academic Affairs, as well as, the new Instructional Division of Off-Campus Programs and Extended Learning

2023- 2024      **Estimated Cost:**\$65,160.00 - \$89,868.00 Annually

**Categorical funds available to fund this request:** No

**New/Replacement:** New                      **Priority:** 3

**Previously Requested in Years:**

**Primary Contact:** Eddie Beltran

---

**Resource Request Description:** Student Success and Support Specialist II

**Resource Request Justification:** As the East Campus and Off Campus Programs grow, there is a need for this position to assist our students in their transition from high school, non-credit to credit, and PACE programs. Currently we have one academic counselor at the East Campus that works with our current students at the East Campus, but there is need for additional assistance. With high school students taking more dual enrollment classes, an increase in Non-Credit ESL students, Vet Tech students, and the PACE program, there are counseling matters that can be supported by a Student Success and Support Specialist II. Appropriate staffing will support continued programming efforts coordinated through the East Campus (ie, Dual Enrollment, PACE, ESL, SEM, EC Student Success and Retention Efforts which include but not limited to: Summer Bridge, FYE, Super Support Courses, and Learning Community Courses).



Request Type: **Staff**

Yes - NextUp GrantArea: **ET**

**Executive Team**

**EXT2304**

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**Objective:** Support efforts to close student equity achievement gaps and improve student success

2023- 2024      **Estimated Cost:**\$125,000 including benefits

**Categorical funds available to fund this request:** Yes - NextUp Grant

**New/Replacement:** New                      **Priority:** 5

**Previously Requested in Years:**

**Primary Contact:** JP Bareng Schumacher

---

**Resource Request Description:** Student Success and Support Specialist II

**Resource Request Justification:** This position will provide critical support to former foster youth. It is a strategic position to ensure this population's successful access and success at VC.



Request Type: **Staff**

Yes - combination of categorical and general fundArea: **ET**

**Executive Team**

**EXT2305**

---

**Objective:** Support efforts to close student equity achievement gaps and improve student success

2023- 2024      **Estimated Cost:**\$125,000 including benefits

**Categorical funds available to fund this request:** Yes - combination of categorical and general fund

**New/Replacement:** New                      **Priority:** 3

**Previously Requested in Years:**

**Primary Contact:** JP Bareng Schumacher

---

**Resource Request Description:** Student Success and Support Specialist II

**Resource Request Justification:** This position will provide critical support for multiple student service areas, including a Social Justice/Multicultural Center, Basic Needs, Dreamer Center, etc.



Area: **BAS**

**Facilities, Maintenance, and Operations**

**FMO1706 Custodian**

---

**Objective:** Improve Customer Focus

2023- 2024      **Estimated Cost:**83000

**Categorical funds available to fund this request:**

**New/Replacement:** New

**Priority:** 3

**Previously Requested in Years:** 2017-2018; 2016-2017; 2022-2023

**Primary Contact:** Joe Esquivel

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**Resource Request Description:** 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.

**Resource Request Justification:** 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.



Area: **BAS**

**Facilities, Maintenance, and Operations**

**FMO1910 50% Warehouse Asst**

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**Objective:** Improve Customer Focus

2023- 2024      **Estimated Cost:**\$25,554 - \$35,304

**Categorical funds available to fund this request:**

**New/Replacement:** New

**Priority:** 2

**Previously Requested in Years:** 2020-2021; 2019-2020; 2022-2023

**Primary Contact:** Jesse Sluder

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**Resource Request Description:** 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

**Resource Request Justification:** The increase in warehouse operations has impacted the ability to meet the demands of Ventura College's constituents effectively. Adding the Warehouse Assistant will enable the the Warehouse Manager to effectively manage material receipts, fleet maintenance operations, delivery of goods and materials to campus constituents and maintain accountability of Ventura College property assets. In addition, much of the material - goods - furniture - and goods require two people to deliver, this burdens other divisions of FM&O to support and delays material and equipment deliveries. Further, the warehouse manger is responsible for all set ups across campus to support student, faculty, and Civic Center activities, The increase in event activity significantly impact warehouse operations.



No.Area: **BAS**

**Financial Aid**

**FA2301**

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**Objective:** Implementation of FAFSA Simplification

2023- 2024      **Estimated Cost:**97000

**Categorical funds available to fund this request:** No.

**New/Replacement:** New                      **Priority:** 1

**Previously Requested in Years:** 2021-2022; 2020-2021

**Primary Contact:** Alma Rodriguez

---

**Resource Request Description:** 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.

**Resource Request Justification:** The Financial Aid Office conducts about 70-80 outreach events each year. With the passage of AB469, requests for financial aid presentations and workshops are increasing and we are not properly staffed to keep up with the demand of our local K-12 and community partners. Staff workloads have increased due to the addition of many new State grants and programs, and they are unable to absorb more tasks. Many times, these events take place in the evenings and off-campus requiring the staff to work 10–12-hour days. Being able to hire a bilingual Financial Aid Specialist would enable us to better serve our campus, K-12 partners, and community needs as they relate to financial aid.



NoArea: **BAS**

**Financial Aid**

**FIN2304**

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**Objective:** Implementation of FAFSA Simplification

2023- 2024      **Estimated Cost:**84000

**Categorical funds available to fund this request:** No

**New/Replacement:** Replacement                      **Priority:** 2

**Previously Requested in Years:** 2018-2019; 2019-2020; 2020-2021

**Primary Contact:** Alma Rodriguez

---

**Resource Request Description:** Request to hire a Financial Aid Technician

**Resource Request Justification:** During 2022-2023, over 60% of Ventura College students received some type of financial aid. This aid amounted to over \$26 million dollars. Despite having a limited number of staff, we had over 10,000 contacts with students during this past academic year. Having this additional staff member, would guarantee that our front counter services as well as our financial aid computer lab, are fully staffed and that students would receive the necessary assistance in a timely manner. In addition, as new federal and state regulations come through, the Financial Aid Technician would be able to ensure that we are providing the most up-to-date information and services to our students. We host and participate in over 70 outreach events each year. Many of these workshops take place in the evenings after our staff has worked a full 8-hour day. Having additional support would allow us to serve more students and participate in additional community events and increase enrollment to our college.





NoArea: **BAS**

**Financial Aid**

**FIN2305**

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**Objective:** Academic Standing and Satisfactory Academic Progress Outreach Plan

2023- 2024      **Estimated Cost:**94000

**Categorical funds available to fund this request:** No

**New/Replacement:** New                      **Priority:** 4

**Previously Requested in Years:**

**Primary Contact:** Alma Rodriguez

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**Resource Request Description:** 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.

**Resource Request Justification:** The Financial Aid Office awards over \$26 million dollars in federal and state aid. There are over twelve different programs, with varying regulations and requirements. The department consists of 1 Financial Aid Officer, 1 Administrative Assistant, 5 Financial Aid Specialists, and 1 Financial Aid Technician. During 2022-2023, Over 2750 students were on Financial Aid Suspension, Maximum Timeframe, Probation or Academic Plan and 522 submitted SAP appeals. With the support of an additional Financial Aid Specialist, we would be able to conduct SAP workshops, conduct targeted outreach, and refer students to appropriate campus support programs and services



NoArea: SA

**First Year Experience**

**FYE2103**

---

**Objective:** Increase Program Capacity

2023- 2024      **Estimated Cost:**\$126,432 ( with benefits).

**Categorical funds available to fund this request:** No

**New/Replacement:** New

**Priority:** 1

**Previously Requested in Years:** 2020-2021; 2019-2020; 2021-2022; 2022-2023

**Primary Contact:** Gema Sanchez

---

**Resource Request Description:** Program Coordinator II

**Resource Request Justification:** When the FYE program started at Ventura College in 2015, the program was staffed with a full time counselor, a counselor/coordinator, a counseling assistant and student workers for a little bit less than 100 students. Since then the program has continued to grow exponentially with a current enrollment of 387 students and less staffing support, specifically a coordinator to assist in programming and coordinating of activities all year round.

With the increase in student participation, the FYE program currently does not have the adequate number of staff to assist students in a high touch program and this piece is critical to student success. By having a person who can lead and supervise the center, current center staff will be able to focus fully on their role and continue to provide high quality services to new students at Ventura College.



Area: **AA**

**Health, Kin, Ath, Vis and Perf Arts**

**HEA1901**

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**Objective:** Seek to identify and improve divisional programming for students. Placing an emphasis on surveying for input from students to clarify which programs are of highest interest/need. The initial analysis and survey work would be completed in S'2022.

2021-2022      **Estimated Cost:**60,000. Use of Schwab trust dollars to pay for the position.

**Categorical funds available to fund this request:**

**New/Replacement:** Replacement                      **Priority:** 9

**Previously Requested in Years:** 2019-2020

**Primary Contact:** Bernard Gibson

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**Resource Request Description:** 12 month 40% administrative assistant support for Schwab Academy

**Resource Request Justification:**



Area: **BAS**

**Information Technology**

**IT1702**

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**Objective:** Additional Staff - Network Engineer

2020-2021      **Estimated Cost:**200000

**Categorical funds available to fund this request:**

**New/Replacement:** New                      **Priority:** 1

**Previously Requested in Years:** 2019-2020; 2018-2019; 2017-2018; 2016-2017; 2015-2016

**Primary Contact:** Grant Jones

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**Resource Request Description:** 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.

**Resource Request Justification:**



Area: SA

**International Students Center**

**INT2204**

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**Objective:** Grow International population by 20%

2022-2023      **Estimated Cost:**42000

**Categorical funds available to fund this request:**

**New/Replacement:** New                      **Priority:** 1

**Previously Requested in Years:**

**Primary Contact:** Claudia Wilroy

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**Resource Request Description:** 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.

**Resource Request Justification:** The International Program is experiencing an on going growth. There are a lot of inquiries from new students as well as requests from agents. We need one more person to assist with the students' needs so that the director can continue to market and grow the program. These students are graduates and completers and need assistance while on campus. This position would also serve as an active DSO.



No, current position is general fundedArea: **AA**

**MESA**

**MESA 2302**

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**Objective:** Exec Team1: Support the increased staffing of MESA and STEM Harbor in collaboration with the grant.

2023- 2024      **Estimated Cost:**Salary Schedule Step 7 - \$9,026 (total of 12 month) Annual Salary \$108,312 and Total Benefits 74,023

Total Emp Cost: 182,335

**Categorical funds available to fund this request:** No, current position is general funded

**New/Replacement:** Replacement                      **Priority:** 1

**Previously Requested in Years:**

**Primary Contact:** April Montes, MESA Program Coordinator I

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**Resource Request Description:** Reclassification of Program Coordinator I to Program Coordinator II

**Resource Request Justification:** Over a year ago, my VP and Dean recommended me to complete the reclassification process due to the structure of the MESA program, they identified the need of the space required a supervisor position and realized I was already fulfilling the role. Attached you will find the documented I submitted to Dr. Vega and it was sent to VP of Academic Affairs. Still waiting for a response



Area: **AA**

**MESA**

**MESA2301**

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**Objective:** Increase student professional opportunities and industry partner relationships by 10%

2023- 2024      **Estimated Cost:**85,200 estimated based on steps

**Categorical funds available to fund this request:**

**New/Replacement:** New

**Priority:** 2

**Previously Requested in Years:** 2019-2020

**Primary Contact:** April Montes, MESA Program Coordinator

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**Resource Request Description:** Increase MESA Student Support Specialist I from 40% to 100%

**Resource Request Justification:** As our program continues to grow and we serve more students in our program and coordinate more student opportunities to expose them to careers and industries , the need for the program requires the support of two full-time staff to plan, coordinate, expand industry partners and offer great program activities for all students. Having our current SSSP I position go from 40% to 60 % would add value to the program with retention efforts and allow more students to attend out the area professional development conference when needed. Cultivating our industry partnerships is key and we are always looking for ways to expand. With the addition of an extra staff support we would be able to coordinate events that we have not been able to do based on our limited staffing.



Current funded under SWP but requesting to move to general fundArea: **AA**

**Paramedic/EMT**

**PAR2301**

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**Objective:** EMT Program maintenance & Second Paramedic Cohort Continuance

2023- 2024      **Estimated Cost:**38000

**Categorical funds available to fund this request:** Current funded under SWP but requesting to move to general fund

**New/Replacement:**                      **Priority:** 2

**Previously Requested in Years:**

**Primary Contact:** Debbie Newcomb

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**Resource Request Description:** Office Assistant position to be moved from categorical to general fund

**Resource Request Justification:** A 60% Office Assistant for the EMT and Paramedic programs was approved in 2022, due to the significant need to support both programs. However, the position is paid 40% from Strong Workforce and 20% by general fund. This request is to move the position to 100% general fund.

To address the rubric:

1.        The department will be severely compromised if this position were not in place.  
"        The addition of a second paramedic cohort has doubled the processing, system checks, and documentation requirements to maintain accreditation for the EMT/paramedic students.  
"        Although the department also has one Administrative Assistant, that position is assigned only 50% for EMT and Paramedic programs and the other 50% for the CNA and nursing programs.
  
2.        The workload created by the increased program size, program accreditation (CoAEMSP/CAAHEP, State/Local) and clinical clearance requirements, as well as tracking and reporting compliance, exceeds the work hours allotted for the administrative assistant (50% of the total work hours of the position), resulting in work overload and overtime hours in order to complete tasks on time. Reporting and tracking requirements continue to increase each year, making the need more significant.
  
3.        Provisional/temporary employees are not an option due to the significant amount of training required to perform the functions of the position. The EMT and Paramedic programs have complex requirements and processes that are not quickly learned.





Request Type: **Staff**

This request is to move the position to be paid 100% from general funds.



Area: **AA**

**Performing Arts**

**PER1701**

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**Objective:** Increase Performing Arts Department Enrollment, Retention and Completion Rates

2023- 2024      **Estimated Cost:**\$45,,000

**Categorical funds available to fund this request:**

**New/Replacement:** Replacement                      **Priority:** 10

**Previously Requested in Years:** 2020-2021; 2019-2020; 2018-2019; 2017-2018; 2016-2017; 2015-2016; 2014-2015; 2013-2014; 2012-2013; 2021-2022; 2022-2023

**Primary Contact:** Nathan Cole, Brent Wilson

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**Resource Request Description:** 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.

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.

(Comprehensive)

**Resource Request Justification:**



Area: **AA**

**Performing Arts**

**PER1717**

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**Objective:** Increase Performing Arts Department Enrollment, Retention and Completion Rates

2023- 2024      **Estimated Cost:**100000

**Categorical funds available to fund this request:**

**New/Replacement:** New                              **Priority:** 2

**Previously Requested in Years:** 2020-2021; 2019-2020; 2018-2019; 2017-2018; 2016-2017; 2015-2016; 2021-2022; 2022-2023

**Primary Contact:** Brent Wilson, Jamie Birkett

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**Resource Request Description:** Full-time Performing Arts Center Technician II - Lighting Emphasis

**Resource Request Justification:** We are significantly understaffed and are currently finding creative ways to bring in outside staff to support productions. This is not possible to continue to fiscally support this. With the increased performance demands of performing arts events and the Civic Center rental demands by the community, it is mandatory to hire more full-time theatre technicians to handle the design, supervision, and fabrication of additional productions. Specifically, we need a master electrician with a background in lighting design, lighting instruments (both traditional and newer moving and LED theatrical stage lighting), and supervisor skills to guide students and student workers.

The position will increase safety for our student performers and increase enrollment and retention. The safety continues to be compromised in our department if a position is not hired. All becomes compromised and dangerous when corners need to be cut or employees are overworked due to overtime in order to complete tasks. Currently, our tech director is required to work an increasing amount of overtime to fulfill their job responsibilities, resulting in excessive comp and overtime. This addition position would be able to handle duties so that the Tech Director would be able to take appropriate time off, resulting in less overtime/comp time.

Due to the demands, knowledge of various disciplines necessary, and safety concerns with quality of structures, only filling these duties with a full-time position is acceptable.



Area: **AA**

**Performing Arts**

**PER2202**

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**Objective:** Improve department equity gaps

2023- 2024      **Estimated Cost:**45000

**Categorical funds available to fund this request:**

**New/Replacement:** New                      **Priority:** 7

**Previously Requested in Years:** 2022-2023

**Primary Contact:** Jamie Birkett

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**Resource Request Description:** Theatre Technician, PT position

**Resource Request Justification:** The tech department is lacking anyone that specializes in lighting, sound, or video media for our productions. This PT position would augment our productions by having a staff member who specializes in one of these disciplines.

This position would be involved with improving the student experience for over 2,000 VC students annually.

There are many specialities in technical theatre, and our staff currently has a need for additional people to augment the already employed specialities. This would improve safety, morale, and student retention in the department.

Currently the technical director and department work overtime to augment what our department is capable of doing; this is not sustainable, and ultimately our products will suffer because of the band-aid we have created.



Area: **AA**

**Performing Arts**

**PER2303**

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**Objective:** Increase Performing Arts Department Enrollment, Retention and Completion Rates

2023- 2024      **Estimated Cost:**100000

**Categorical funds available to fund this request:**

**New/Replacement:** New                      **Priority:** 5

**Previously Requested in Years:**

**Primary Contact:** Brent Wilson, Nathan Cole, Jamie Birkett

---

**Resource Request Description:** Full-time Performing Arts Technician II - Emphasis in Sound Engineering

**Resource Request Justification:** We are significantly understaffed and have exhausted creative ways to bring in outside staff to support productions for students in three disciplines. It is not possible to continue to fiscally support this. With the increased performance demands of events and the Civic Center rental demands by the community, it is a priority to hire more full-time theatre technicians to handle the design, supervision, and sound set-ups for our numerous events. Specifically, we need someone with a background in sound engineering to design sound, set up and operate sound equipment for all events.

The position will increase safety for our student performers and increase enrollment and retention. The safety of our students will continue to be compromised in the department if another classified staff is not hired. All productions and student performances will become more compromised and dangerous since the need to cut corners, the need to require employees to work overtime in order to complete tasks, or to exhaust budgets and hours for provisional workers. Currently, our tech director is required to work an increasing amount of overtime to fulfill his job responsibilities, resulting in excessive comp and overtime. This additional position will enable the technical theatre area to handle the duties and demands of serving our students so that the Tech Director may take time off and relieve the stress of the many requirements placed on his shoulder, resulting in less overtime/comp time. One additional full-time employee will not suffice since theatre technicians are trained and work in specific area with a specific skill set.

Due to the demands of serving our performing arts students, knowledge of various disciplines, and safety concerns for our technical theatre students, only filling these duties with this specific full-time position is acceptable.



Area: SA

## **Student Activities**

### **SA2101**

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**Objective:** Student Club and Organization Training

2023- 2024      **Estimated Cost:**\$88,000 (Top salary projection with benefits)

**Categorical funds available to fund this request:**

**New/Replacement:** New

**Priority:** 1

**Previously Requested in Years:** 2021-2022; 2022-2023

**Primary Contact:** Jessica Perez

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**Resource Request Description:** Support Staff in Student Activities Office (Office Assistant).

**Resource Request Justification:** This added position would assist the Student Activities Specialist with increasing the volume and quality of engagement at Ventura College. Student Activities is a high paced environment with multiple facets of engagement many times happening simultaneously. The VCSA office currently oversees the Associated Students of Ventura College (12 Directors), a team of Student Assistants (4 Students), and over 30 Inter Club Council student clubs and organizations (30 advisors and 150 student leaders). Engagement has more than doubled this year and has expanded to new breaths of expectations, needs, and requests from students. Programming consists of campus wide events, professional and leadership opportunities, campus and community partnerships for civic engagement, athletic events, and educational partnerships. Our students are vibrant and intelligent leaders looking to build a sense of community and promote involvement across the campus, and while this is a great addition to promoting Ventura Colleges student life, it is many times overwhelming for a team of one full time professional and 4 student assistants. Events are scheduled weekly throughout the year leaving little downtime for exploration or creation of more equitable, representative, or engaging programming due to limitations in staff and time. The VCSA office oversees over 50 events annually put on by the VCSA office, ASVC, and the Inter Club Council. Additional events are also requested from the campus community as a whole as well.

A large portion of time is spent fulfilling purchase needs through PCARD, Requisitions, establishing new vendors, securing space reservations and serving as a liaison to the campus community for student involvement. In addition to event programming, participatory governance is also a large portion of my role ensuring that the student voice and 9+1 rights are met and highlighted. This role does not only pertain to just Ventura College but expands to the entire region at a state and federal level. My role is also designated as the civic engagement / voter registration advocate.



Request Type: **Staff**

As a specialist with multiple roles, it is often difficult to fulfill expectations with minimal support or structure. This has become a shared concern that the limitations posed by this department will not allow for needed expansion to fulfill campus and student needs.



111 32070 2826 672000 to partially cover this positionArea: **BAS**

**Student Business Office**

**SBO2303**

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**Objective:** Continue to provide quality service to students and staff in the SBO

2023- 2024      **Estimated Cost:**\$20,000 (We currently have a provisional budgeted at \$30,000 so the cost would be the difference between the two)

**Categorical funds available to fund this request:** 111 32070 2826 672000 to partially cover this position

**New/Replacement:** New                                      **Priority:** 2

**Previously Requested in Years:**

**Primary Contact:**

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**Resource Request Description:** Requesting Additional Full-Time Business Office Assistant Position for the Student Business Office

**Resource Request Justification:** This position is needed to support extended hours in the Student Business Office to better service our students and staff. Full-time classified staff have additional permissions for processing transactions in banner that student workers cannot assist with so we need the coverage of at least 2 full time classified employees and the Bursar position in the SBO to provide quality service to our students and staff. This is also important because the SBO is a cash handling office and should always have at least 2 people in the office at all times. Right now, we only have 1 full-time classified and the Bursar position, along with a provisional position working 32 hours a week which is needed for daily operations. Adding this position will be a more permanent solution to fill our operational needs that the provisional position is currently assisting with.





Area: SA

**Student Health Center**

**SHC1902**

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**Objective:** Maximize income from Family Pact

2020-2021      **Estimated Cost:**100000

**Categorical funds available to fund this request:**

**New/Replacement:** New                      **Priority:** 2

**Previously Requested in Years:**

**Primary Contact:** Mary Jones, Coordinator

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**Resource Request Description:** 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.

**Resource Request Justification:**



Area: SA

## **Student Outreach & Assessment**

### **OUT2103**

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**Objective:** Educational Master Plan Objectives are directly connected to Outreach efforts and VC Strategic Goals: Goal 1: VC Master Plan to increase student success of our students while closing equity gaps. Goal 2: Increase our community's access to transfer, workforce preparation, and basic skills. Goal 3: Strengthen local/regional partnerships and community engagement.

2021-2022      **Estimated Cost:** 33,440 (10 month) to \$40,128 (12 month) + benefits

#### **Categorical funds available to fund this request:**

**New/Replacement:**                      **Priority:** 2

**Previously Requested in Years:** 2020-2021; 2019-2020; 2018-2019

**Primary Contact:** Vanessa Stotler

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**Resource Request Description:** 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.

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.

#### **Resource Request Justification:**



Area: SA

**Student Outreach & Assessment**

**OUT2201**

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**Objective:** Educational Master Plan Objectives are directly connected to Outreach efforts and VC Strategic Goals: Goal 1: VC Master Plan to increase student success of our students while closing equity gaps. Goal 2: Increase our community's access to transfer, workforce preparation, and basic skills. Goal 3: Strengthen local/regional partnerships and community engagement.

2022-2023      **Estimated Cost:**55,000 + 50,000 in benefits

**Categorical funds available to fund this request:**

**New/Replacement:** Replacement                      **Priority:** 1

**Previously Requested in Years:**

**Primary Contact:** Vanessa Stotler

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**Resource Request Description:** Fill a Student Success &Support Specialist II

**Resource Request Justification:** Current position is vacant, was held by Victoria Nielsen and need it to run administrative items in the office



Area: **AA**

**Tutoring Center**

**TUT2301**

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**Objective:** Establish and maintain a Tutoring Team that meets the needs of our communities (VC, VCEC)

2023- 2024      **Estimated Cost:**

**Categorical funds available to fund this request:**

**New/Replacement:** New                      **Priority:** 1

**Previously Requested in Years:**

**Primary Contact:** Oscar Rivera

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**Resource Request Description:** Convert current Tutorial Services Specialist - I position to a Tutorial Services Specialist II position

**Resource Request Justification:** With the growth of our embedded (Supplemental Instruction) tutoring program, there is a need to convert the existing Tutorial Services Specialist I to a Tutorial Services Specialist II. Our embedded (Supplemental Instruction) tutoring program has grown from not only covering English and Math courses to covering courses in P.A.C.E, communications, chemistry, STEM, and courses taught at East Campus.

It is essential to provide professional development and training for embedded tutors and faculty. This is particularly important if we are to better serve students in low GPA bands and special populations such as: veterans, reentry students, and students with disabilities.



Request Type: **Staff**

Area: SA

**University Transfer Center**

**UTC2301**

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**Objective:** Hire full time classified staff (Counseling Specialist or Transfer Career Specialist level) member to serve students seeking transfer services inside the University Transfer Center.

2023- 2024      **Estimated Cost:**80000

**Categorical funds available to fund this request:**

**New/Replacement:** Replacement                      **Priority:** 2

**Previously Requested in Years:** 2012-2013; 2013-2014; 2015-2016; 2017-2018

**Primary Contact:** Gema Sanchez, Interim Dean of Student Services

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**Resource Request Description:** Need full-time classified staff to provide direct student services inside the University Transfer Center

**Resource Request Justification:**



YesArea: **SA**

**Veterans Resource Center**

**VRC2301**

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**Objective:** Expand program services and secure the sustainability of the VRC

2023- 2024      **Estimated Cost:**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)

**Categorical funds available to fund this request:** Yes

**New/Replacement:** New

**Priority:** 1

**Previously Requested in Years:**

**Primary Contact:** Elizabeth Vasquez

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**Resource Request Description:** Reclassification of Program Coordinator 1 to Program Coordinator level 2

**Resource Request Justification:** 09/18/2023- One major challenge in the fact that I am a Program Coordinator level 1, which means I cannot supervise any district staff such as our new office assistant. Direct supervisor of this position is absolutely necessary to ensure smooth operations, task delegation and accountability. I believe reclassifying the position to a level 2 coordinator can lead to improved task allocation and completion. I've supervised VA Work Study students (up to 9 at a time) in this role before, and feel confident in the possibility of supervising and being the direct report of a classified staff like an office assistant. Reclassifying the Program Coordinator level 1 to a Program Coordinator level 2 position to accommodate the direct supervision of the office assistant/admin assistant is a strategic move that will enhance efficiency, productivity and support the VRC's growth and meeting our objectives. My experience, qualifications and demonstrated capability make me well-prepared for the re-classification and I am confident that this reclassification will be a valuable investment in the success of our students, campus and the VRC as a whole.



YesArea: SA

**Veterans Resource Center**

**VRC2302**

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**Objective:** Expand program services and secure the sustainability of the VRC

2023- 2024      **Estimated Cost:**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)

**Categorical funds available to fund this request:** Yes

**New/Replacement:** New

**Priority:** 2

**Previously Requested in Years:**

**Primary Contact:** Elizabeth Vasquez

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**Resource Request Description:** Reclassification from Office Assistant to Admin Assistant

**Resource Request Justification:** "      09/18/2023 In alignment with my request for the program coordinator level 2 reclassification, I would like to request for the reclassification from office assistant position to admin assistant position. The demands of my position are growing and will continue to grow as the level 2 reclass comes to fruition, which heighten the need for the reclassification of the office assistant to admin assistant. This would allow for me to delegate tasks such as developing reports, informational materials, etc that would increase our visibility around the community and bases which in turn, will help increase enrollment. Moreover, the reclassification for this would also allow for budget and financial support. There are Pcard purchases that are necessary to sustain our program and draw students in, and managing the of these purchases can become increasingly challenging, whereas having a designated admin assistant for this not only to support in monitoring expenditures but also in monitoring inventories of supplies, materials and preparing purchase requisitions. Additionally as we are increasing our marketability and expanding services, having an admin assistant to update the district website to ensure that everything is up to date and easy to comprehend is absolutely vital to our program and its growth. Lastly, our current office assistant designation cannot provide guidance to others as assigned which is crucial to our small department it is important for the admin assistant to be able to provide guidance to others such as our VA Work Study students during times when I am absent for meetings or on vacation or on sick leave.



N/A Area: SA

**Welcome Center**

**WELC2301**

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**Objective:** Expand support to facilitate a high quality, comprehensive service environment that contributes to increased enrollment.

2022-2023      **Estimated Cost:** \$99,500 + Benefits

**Categorical funds available to fund this request:** N/A

**New/Replacement:** New                                      **Priority:** 1

**Previously Requested in Years:** 2021-2022; 2022-2023

**Primary Contact:** Tatiana Lawler

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**Resource Request Description:** 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.

**Resource Request Justification:** The Welcome Center is requesting two full-time Student Services Assistants to replace three Provisional Communications Assistant positions. This would support the expansion of the current services, and propel the center’s ability to increase enrollment. With permanent staff, the center would have the ability to add application, portal setup, and registration workshops. Without the addition of the positions, the department would be severely compromised. Without these more professional roles filled, we would be turning back the clock on the center’s progress and expansion of services, leaving the Welcome Center to be staffed by student-only employees, instead of higher-skilled, full-time professional staff.

The Welcome Center serves as the hub for onboarding and is the gateway connecting students, not only to their classes but to any student or academic service they need. According to Starfish data, during the 2022-2023 fiscal year, The Compass Welcome Center team spent over 775 hours serving over 4,000 students in person. When students are directed to the Welcome Center they receive the most streamlined pathway to registration and support, in addition to warm referrals, as needed, to the Student Health Center, tutoring services, and Basic Needs among other valuable campus programs. The Welcome Center also supports Program Completion by encouraging and facilitating communication between students and their instructors when an issue or concern arises. This can be especially meaningful for first-generation students who may feel less empowered or familiar with the process of





contacting instructors, or visiting office hours. Students have come to know they can rely on the Welcome Center team to support them with almost anything, no matter who they are or where they are at.

The Welcome Center is a critical part of enrollment at the college. With the ability to have two new Student Services Assistants, our capacity to continue increasing the conversion rate from application to enrollment would be even greater. These two permanent positions would support the expansion of the current Welcome Center services and increase the center's ability to further impact enrollment. With permanent staff, we will have an increased ability to offer additional services to students. With two new Student Services Assistants, we would have the ability to add application, portal set up, and registration workshops in addition to Two-Way Texting. The Welcome Center will soon be the first program at VC to begin utilizing a Two-Way Text pilot program that Moorpark and Oxnard College have already started to implement. With the exciting new technology and the ability for direct and constant student contact, the Welcome Center will more critically impact operations by significantly increasing the number of applicants who enroll and persist. With permanent staffing we would have the ability to strategically pull data, to encourage and support students in a whole new way. By reaching out to students within 48 hours of applying, the center can follow up and remind students to click on the Welcome email link to activate their portal. This simple step is commonly known to delay the registration process because students forget to look for their Welcome email, they do not receive the email, or oftentimes they let too much time lapse and the link expires. Sending applicants a reminder with their link will significantly improve enrollment conversion rates. However, if the Student Services Assistant positions are not secured, the center will not have the capacity to offer this level of personalized service.

The Welcome Center is the embodiment of Equity in Access, and the services we provide align with the CCCC Vision for Success 2030. While Instructors are teaching through a variety of flexible modalities, including online/hybrid and multi-term classes, the Welcome Center plays a critical role in teaching students how to utilize the class schedule and understand the definitions of the modalities. The Welcome Center team patiently takes students through the class schedule, teaching them what the CRN is, how to find it, and where it is used, in addition to course modality definitions, district campus locations, and if the class is zero textbook cost. Additionally, we work closely with dual enrollment students, helping them with the various steps of the unique, multi-part application and documentation process.

The Welcome Center also collaborates and supports VC's Career Education division which brings workforce training to low-income adults through partnerships with employers, and community-based organizations. With the assistance of our Provisional Communications Assistants, we have been able to coordinate elaborate multi-program Career Education tours. While the planning is very time-consuming for the Welcome Center team, the partnerships and collaborations are highly beneficial for our community.

The position request aligns with Goals 1, 2 & 5 of the 2017-2023 Educational Master Plan Goals

-Goal 1: Increase the success of our students while closing equity gaps.



Request Type: **Staff**

The Welcome Center serves as a safety net for students, when students do not know where to go, they know they can call or visit the center for information and answers. The Welcome Center is the default for answering all general college and campus questions.

-Goal 2: Increase our community's access to transfer, workforce preparation, and basic skills education.

The Welcome Center offers onboarding and continuous support to students throughout their voyage at VC. We assist students with all application types, including Dual Enrollment, and Noncredit, and we support Career Education outreach and in-reach activities and campus tours.

-Goal 5: Effectively manage campus resources to meet student and community needs

Our Federal Work Study Student (FWS) employees are a tremendous asset to our center, as they offer a unique peer-to-peer service experience for our students and do not utilize program funds.