



Office of the President

To: Olivia Long, Interim Classified Senate President  
From: Dr. Kim Hoffmans, President  
CC: Executive Team; Administrative Council  
Date: March 28, 2024  
Re: Classified Professional Priority Hiring Fall 2024

### **Classified Professional Hiring Plan**

As part of our annual planning and resource allocation process, the Executive Team has reviewed the Classified Prioritization categorized list developed by the Classified Senate. We have also considered anticipated classified retirements, reductions in state funding, and enrollments. With the uncertainty of the state funding impact on the college, we are recommending waiting to hire until more information is available from the state due in May/June. The few exceptions to this delay are the hiring of a Student Success & Support Specialist for NextUp to support foster youth students, MESA Program Coordinator II, and a supervisor position for the Schwab/Performing Arts Center (PAC). The NextUp program has designated categorical funds to allow the college to move forward with this hire. Due to the recent vacancy in MESA, the college needs to move forward with a replacement and the change from program coordinator I to a II. Finally, the executive team had in their program review a management position (Program Director) to assist with the PAC. With the financial uncertainty at the state, the decision was made to have a supervisory position for the PAC using a combination of Schwab (Foundation funds) and general funds. This position is needed to support the many activities with the instrumental Schwab music program and PAC.

### **SPRING/SUMMER 2024 Hire**

- Student Success & Support Specialist II (NextUp) (EXT2304)\*
- MESA Program Coordinator II (MESA2302)
- TBD supervisor for Schwab/PAC (EXT2023)

### **FALL 2024 Hire (Contingent on Funding)**

Below is the prioritized list of positions for possible hire in Fall 2024. Dependent on the college apportionment funding information from the state in May/June, some of these positions may move forward to be hired. **The campus and Classified Senate will be informed regarding any hiring decisions in late July or August.**

## Reclassification of Positions

The three positions listed have been prioritized for reclassification pending funding for a Fall 2024 start and are in **no particular priority** order.

Position	Classified Senate Ranking	Reason
• Tutorial Services Specialist II (Reclass from Tutorial Services Specialist I) (TUT2301)	did not present; not ranked	These programs function as departments. As such, multiple classified professionals work in these areas. Having a higher level of classification will allow for increased effectiveness, coordination, and classified professional oversight.
• Veterans Program Coordinator II (Reclass from Program Coordinator I) (VRC2301)*	did not present; not ranked	
• Career Program Coordinator II (Reclass from Program Coordinator I) (CAR2003)*	3	

## New Positions

The following listed positions have been prioritized with the possibility of hire if additional funds are made available from the state for Fall 2024.

Position	Classified Senate Category	Reason
1. Program Coordinator II (Welcome Center) (WELC230)	3	The Welcome Center has become a central hub serving students who need assistance with applying for college, registration, and many other student services connections. Also, they are functioning as a campus call center and using two-way texting to inform students about important items such as account balances preventing registration. Additionally, they are supporting the college by providing campus tours. With the growing functions of this area, it is important to have a classified individual leading and coordinating these efforts.
2. Office Assistant (Marketing and Outreach) (MAR2202)	did not present; not ranked	Marketing and Outreach has grown significantly in the last two years. This department needs clerical support with invoicing, Chrome River reconciliations due to multiple media campaigns, and coordination/support of the many outreach events at high schools, in the community, and on campus.
3. Instructional Lab Technician (Art) (ART2110)	3	This position is needed to assist with maintenance, requisitioning instructional materials, and setup of photography equipment and assisting with photo development, processing, and classes.
4. Office Assistant (University Transfer Center and Career Center) (UTC2301 & COU2002)	1 & 2	The request was to have support for each of these areas. The recommendation is to hire a <b>Career and Transfer Specialist</b> position to support both areas.
5. Office Assistant (Student Activities Office) (SA2101)	3	With student engagement doubling this past year, subsequent administrative duties have significantly increased. The selection of an OA will allow for timely completion of associated administrative duties to facilitate the Student Activities Specialist's expansion of student engagement at both the Ventura Campus and East Campus.
6. Warehouse Assistant part-time 50% (FMO1910)	did not present; not ranked	Additional support is needed for the current warehouse operator in all aspects of their duties. Warehouse operations, including event setups, have increased, which has impacted the ability of

		the current staff to meet the demands of Ventura College's constituents effectively. This position will enable the operate more efficiently and will free up other areas in FM&O to focus on their areas, rather than providing assistance to the Warehouse.
7. Business Office Assistant (SBO2303)	3	This position is needed to provide better coverage for the Student Business Office which will help with staffing extended hours, and providing backup when one of the two employees in this department is out of the office. The department currently utilizes a provisional employee to provide this coverage, but permissions are limited for Provisional Employees. This request would eliminate the need for a provisional employee, which would partially offset the cost of the new position.
8. Child Development Associate (CDC) (CHI2301)	did not present; not ranked	This position is needed to fill a 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.
9. Instructional Assistant ICAN/JOB (EAC) (EAC1801)*	did not present; not ranked	This EAC position is needed to assist in non-credit CDL/LS classes and can be funded through categorical funds.
10. Student Services Assistant (International Students) (INT2204)	did not present; not ranked	The program currently hosting 55+ degree seekers and growing, support staff, International Student Center Student Services Assistant, is necessary to sustain and help with the ongoing growth of the program.

\* Categorical funds

Please share this information as appropriate. Thank you for your contributions to the prioritization process.

\*\*Classified Senate Categorization:

#1 filling vacancies

#2 increasing, upgrade, and change in funding

#3 new establishment of positions

Positions not presented were omitted from rankings