

2016-17 Resource Requests Classified Staff - CATEGORICAL - Updated 11/07/2016

Unit Name	QUESTION ON STATUS	Category	Orig Resource Request Date	Resource Requested	Resource Acquisition	Resource Updated Date	Priority	Overall / Aggregate Cost	Funding Source	Replacement Item	Contact Person for Request	Planning Item Supported	Status	Start Date	Inactive Date	Planning Item Description	Notes (Optional)	Short/Long Term Plan	Planning Item Target Semester
_Prog Plan ACCESS		(B) Classified Request	09/14/2015	FT Classified Alt Media Tech is needed to create and distribute electronic text books to approximately 200 students each semester, representing about 400 to 500 books; publishers provide the e-text for free to students coming through the DSPS programs. This position would also provide necessary training to learn to use all of our assistive technology.	Immediate Need	09/14/2015	High	800000	Categorical Funds			Develop new position for the Alt Media Lab	Active	09/15/2015		Develop a FT classified position of Alt Media Technician to run and supervise the Alt Media Center.	As students become more independent with Assistive Technology, the services of an Instructional Aide are not sufficient and an Alt. Media Specialist would be adding an unnecessary faculty position to the program. We were unable to meet with HR to develop the new position; instead, we will hire a full-time Instructional Aide position since this position already exists within the District; we will then work with HR to develop a new title for the activities this position provides, such as Alt Media Technician rather than Instructional Aide.	Short Term Plan (1 to 3 yrs)	Spring 2016
_Prog Plan Biotechnology		(B) Classified Request	09/15/2016	Hire Classified personnel CTE Job Placement Specialist	Immediate Need	09/14/2016		\$100,000	CTE Funds		Mary Rees	CTE Job Placement Specialist	Active	01/02/2017		Through collaboration with the CTEA Workgroup, hire a job placement specialist dedicated to job placement for students studying in and graduating from the 24 CTE programs at Moorpark College. The CTE Job Placement Specialist would assist students in finding jobs and internships in their fields of study, in addition to providing guidance on resume building, basic workplace decorum and comportment, interviewing skills, job and internship searching, letter writing and application completion.			Spring 2017
_Prog Plan Biotechnology		(B) Classified Request	09/15/2016	Hire Classified personnel CTE Job Placement Specialist	Immediate Need	09/14/2016		\$100,000	CTE Funds		Mary Rees	Hire Classified personnel CTE Job Placement Specialist	Active	01/02/2017		In collaboration with the CTEA Workgroup representing Moorpark College CTE programs, hire research personnel who would participate in the program review process and implement an institutionalized system to track post-graduation student achievement for CTE programs.			Spring 2017
_Prog Plan Biotechnology		(B) Classified Request	09/15/2016	Hire classified personnel CTE Marketing Specialist	Immediate Need	09/14/2016		\$100,000	CTE Funds		Mary Rees	CTE Marketing Specialist	Active	01/02/2017		Through collaboration with the CTEA Workgroup, hire a CTE Marketing specialist dedicated to marketing for the 24 CTE programs at Moorpark College. The dedicated marketing specialist would assist programs in developing and assessing effectiveness of program marketing plans, identify needs, and plan, produce and distribute marketing materials with identified target audiences, including educational partners, existing students, and area businesses, to increase access to and opportunities for students who would benefit from CTE programs.			
_Prog Plan Business/Accounting		(B) Classified Request	09/14/2016	Hire classified personnel CTE Marketing Specialist	Immediate Need	09/14/2016	High	10000	CTE Funds	No	Mary Rees	CTE Job Placement Specialist	Active	01/02/2017		Through collaboration with the CTEA Workgroup, hire a job placement specialist dedicated to job placement for students studying in and graduating from the 24 CTE programs at Moorpark College. The CTE Job Placement Specialist would assist students in finding jobs and internships in their fields of study, in addition to providing guidance on resume building, basic workplace decorum and comportment, interviewing skills, job and internship searching, letter writing and application completion.	Strong Workforce Program funding		

_Prog Plan Career Transfer Ctr	Marked completed	(B) Classified Request	09/24/2014	Counselor Assistant 50% to assist with functioning of CTC in the three main areas of responsibility (Career/Major, Transfer/Honors, Jobs/Internships)	Year 2015-2016	09/24/2014	High		Categorical Funds			Service Model for Increased Student Access	Completed	09/03/2013	05/14/2016	Develop sustainable model for serving students through increased alternate delivery methods; classroom presentations, drop in availability, appointments, cybercounseling, events, workshops, targeted communication through cohorts, and increased faculty collaboration on degree and transfer preparation	Fall is busy time with applications, workshops, university rep visits, transfer initiatives. Increased classroom requests, particularly with ADT information. Need to determine staffing for front desk (student workers or clerical) as traffic has increased and transition to new software Grades First is still being debugged. Will assess different method of meeting this demand during Fall and implement in Spring 2015 with pilot to be ready for Fall 2015. Pilot the CTC peer advisor program through more professional student workers.	Short Term Plan (1 to 3 yrs)	Spring 2015
_Prog Plan Career Transfer Ctr	Marked completed	(B) Classified Request	09/25/2014	Student Services 1 Clerical for Check In/Front Desk or Student Worker budget increased for two 20 hpw student workers.	Year 2015-2016	09/25/2014	High	Student Worker \$20,000 for 2000 hours @ \$10/hr Clerical	Categorical Funds	No		Service Model for Increased Student Access	Completed	09/03/2013	05/14/2016	Develop sustainable model for serving students through increased alternate delivery methods; classroom presentations, drop in availability, appointments, cybercounseling, events, workshops, targeted communication through cohorts, and increased faculty collaboration on degree and transfer preparation	Fall is busy time with applications, workshops, university rep visits, transfer initiatives. Increased classroom requests, particularly with ADT information. Need to determine staffing for front desk (student workers or clerical) as traffic has increased and transition to new software Grades First is still being debugged. Will assess different method of meeting this demand during Fall and implement in Spring 2015 with pilot to be ready for Fall 2015. Pilot the CTC peer advisor program through more professional student workers.	Short Term Plan (1 to 3 yrs)	Spring 2015
_Prog Plan CalWorks		(B) Classified Request	09/15/2016	Hire 100%- 80% CalWORKs Counselor Assistant	Immediate Need	09/09/2016	High	\$100,000	Categorical Funds	No	Marnie Melendez	Improve Staffing	Active	09/05/2013	05/18/2017	Hire 100%- 80% CalWORKs Counselor Assistant This will provide consistent leadership and increase student services to our CalWORKs populations- A Counselor Asst. can provide more services to our students, Counselor Asst. can monitor the 3SP services such as Assessment, Orientation and Follow-up as well as coordinate the program. The Counselor Assistant will also work in partnership with the CalWORKs Counselor.		Immediate Plan	Summer 2017
_Prog Plan Business/Accounting		(B) Classified Request	09/15/2016	Hire classified personnel CTE Marketing Specialist	Immediate Need	09/14/2016	High	100000	CTE Funds	No	Mary Rees	CTE Marketing Specialist	Active	09/14/2016		Through collaboration with the CTEA Workgroup, hire a CTE Marketing specialist dedicated to marketing for the 24 CTE programs at Moorpark College. The dedicated marketing specialist would assist programs in developing and assessing effectiveness of program marketing plans, identify needs, and plan, produce and distribute marketing materials with identified target audiences, including educational partners, existing students, and area businesses, to increase access to and opportunities for students who would benefit from CTE programs.	Strong Workforce Program funding		
_Prog Plan Business/Accounting		(B) Classified Request	09/15/2016	Hire Classified personnel CTE Job Placement Specialist	Immediate Need	09/14/2016	High	100000	CTE Funds	No	Mary Rees	CTE Program Research Support Staff	Active			In collaboration with the CTEA Workgroup representing Moorpark College CTE programs, hire research personnel who would participate in the program review process and implement an institutionalized system to track post-graduation student achievement for CTE programs.	Strong Workforce Program funding		Spring 2017

_Prog Plan Child Development		(B) Classified Request	09/11/2016	Funding for a FT CTE Marketing Specialist. Funding source is Strong Workforce Program.	Immediate Need	09/11/2016	High	\$100,000	CTE Funds		Julius Sokenu	CTE Marketing Specialist	Active	01/02/2017	Through ongoing formal collaboration within the CTE Workgroup, hire a CTE Marketing specialist dedicated to marketing for the 24 CTE programs. CTE Programs at Moorpark College working within the CTEA Workgroup identified the need for a full-time, marketing specialist dedicated to CTE programs, who would assist programs in developing and assessing effectiveness of program marketing plans, identifying needs, and planning, producing and distributing/publishing/placing marketing materials with identified target audiences, including educational partners, existing students, and area businesses, to increase access to and opportunities for students who would benefit from CTE programs.		Immediate Plan	Spring 2017
_Prog Plan Child Development	Marked completed	(B) Classified Request	09/11/2014	Reinstate PIO/Development officer for marketing and advertising whose responsibilities also includes showcasing the great work at Moorpark College, providing public relations interface with traditional and social media, and connecting with the community.	Immediate Need	09/16/2015			Program Specific Funds			Marketing Plan	Inactive	09/01/2014	The CDC is in need of a strong marketing plan. The CDC needs to increase awareness of the NAEYC Accredited program offered to preschool children in the community.	The CDC is underexposed and hidden as community based preschool.	Immediate Plan	Spring 2015
_Prog Plan Child Development		(B) Classified Request	09/10/2013	Return CD Assistants back to 10 month contracts	Year 2015-2016	09/05/2014	Medium	\$5,000	Program Specific Funds		Johanna Pimentel	Adjust staffing in the CD Lab School	Active	09/15/2013	The CDC program has been extended to full year in order to attract more fee-paying families, yet the Child Development Lab School CD Associates and CD Assistants have not had their contracts extended to cover this time. As a result, the CDC teachers are expected to take days off without pay throughout the year, which affects program stability and quality, as well as student access to a model lab environment. The CD Associates and CD Assistants play an important but often unacknowledged role as classified employees supporting student success. Additionally, fee-paying parents expect teaching staff to be stable and consistent. All CD Associates and CD Assistants should have contracts extended to meet the needs of the new program calendar. Additionally, the student worker budget should be increased to meet program extended day and extended year demands.	CD Assistant and CD Associate job descriptions and job requirements are outdated and need to be revisited. The CD Associate job description should be updated to include managerial and documentation paperwork responsibilities and should require the applicant to hold a minimum of a BA in Child Development with a Master Teacher Permit or higher. The CD Associate position should be considered for reclassification. CD Assistant job description should include responsibility to work with practicum and observation students. This category should also require an AA or CD Master teacher permit and should be considered for re-classification.	Short Term Plan (1 to 3 yrs)	Fall 2016
_Prog Plan Child Development		(B) Classified Request	09/10/2013	Increase Director of the CD Lab School and one Associate Teacher by one month.	Year 2016-2017	09/05/2014	High	\$15,000	Program Specific Funds	No	Johanna Pimentel	Adjust staffing in the CD Lab School	Active	09/15/2013	The CDC program has been extended to full year in order to attract more fee-paying families, yet the Child Development Lab School CD Associates and CD Assistants have not had their contracts extended to cover this time. As a result, the CDC teachers are expected to take days off without pay throughout the year, which affects program stability and quality, as well as student access to a model lab environment. The CD Associates and CD Assistants play an important but often unacknowledged role as classified employees supporting student success. Additionally, fee-paying parents expect teaching staff to be stable and consistent. All CD Associates and CD Assistants should have contracts extended to meet the needs of the new program calendar. Additionally, the student worker budget should be increased to meet program extended day and extended year demands.	CD Assistant and CD Associate job descriptions and job requirements are outdated and need to be revisited. The CD Associate job description should be updated to include managerial and documentation paperwork responsibilities and should require the applicant to hold a minimum of a BA in Child Development with a Master Teacher Permit or higher. The CD Associate position should be considered for reclassification. CD Assistant job description should include responsibility to work with practicum and observation students. This category should also require an AA or CD Master teacher permit and should be considered for re-classification.	Short Term Plan (1 to 3 yrs)	Fall 2016

_Prog Plan Engineering		(B) Classified Request	09/12/2016	Funding for a full time dedicated CTE marketing specialist; Funding source is Strong Workforce Program	Immediate Need	09/16/2016	High	\$80,000/year including benefits	CTE Funds	No	Scarlet Relle	CTE Marketing Specialist	Active	01/02/2017	Through ongoing formal collaboration within the CTEA Workgroup, hire a CTE Marketing specialist dedicated to marketing for the 24 CTE programs. CTE Programs at Moorpark College working within the CTEA Workgroup identified the need for a full-time, marketing specialist dedicated to CTE programs, who would assist programs in developing and assessing effectiveness of program marketing plans, identifying needs, and planning, producing and distributing/publishing/placing marketing materials with identified target audiences, including educational partners, existing students, and area businesses, to increase access to and opportunities for students who would benefit from CTE programs.		Short Term Plan (1 to 3 yrs)	Spring 2017
_Prog Plan Dance	Marked completed	(B) Classified Request	09/23/2014	Funding a full time Classified staff for marketing and advertising for our productions in the various performing arts departments	Year 2015-2016	09/23/2014	High		Program Specific Funds	No		Development officer for Marketing and advertising.	Completed	09/23/2014	Full time Classified staffing request PIO/Development officer for marketing and advertising whose responsibilities also includes showcasing the great work at Moorpark College, providing public relations interface with traditional and social media, and connecting with the community.	this is an ongoing request which mirrors the various PAC departments.	Short Term Plan (1 to 3 yrs)	
_Prog Plan Criminal Justice		(B) Classified Request	09/13/2016	Funding for CTE Marketing Specialist; funding source is Strong Workforce Program	Immediate Need	09/13/2016	High	\$80,000	CTE Funds	No	Program Lead Faculty	CTE Marketing Specialist	Active	08/31/2016	Through ongoing formal collaboration within the CTEA Workgroup, hire a CTE Marketing specialist dedicated to marketing for the 24 CTE programs. CTE Programs at Moorpark College working within the CTEA Workgroup identified the need for a full-time, marketing specialist dedicated to CTE programs, who would assist programs in developing and assessing effectiveness of program marketing plans, identifying needs, and planning, producing and distributing/publishing/placing marketing materials with identified target audiences, including educational partners, existing students, and area businesses, to increase access to and opportunities for students who would benefit from CTE programs.		Immediate Plan	Spring 2017
_Prog Plan Counseling		(B) Classified Request	09/18/2016	Hire Classified Student Services 1 Employee	Immediate Need	09/18/2016	High	80000	3SP Fund		Traci Allen	Improve Student First Contact with Counseling	Active	10/01/2016	Hire Classified Student Services 1 position		Immediate Plan	Fall 16
_Prog Plan Computer Information Systems		(B) Classified Request	09/15/2015	Need an Instructional lab technician with a dedicated computer classroom to move toward a BIW certificate	Long Term Planning	09/15/2015	Medium		Other	No		Review C-ID and TMC in the CIS area	Active	09/03/2014	Review state C-ID course list and TMCs as created for CIS. C-ID are being created for additional CIS courses in coordination with the CSUs. This would lead to potential need to create additional CIS courses and an AA-T/AS-T. This is currently being reviewed at the state level.	This is still ongoing and no new items at the state level have been made. There is a BIW initiative that will need multiple resources before it can be created.	Short Term Plan (1 to 3 yrs)	Spring 2015
_Prog Plan Child Development		(B) Classified Request	09/19/2016	Upgrade CD Assistant position in Toddler Classroom to CD Associate (80%)	Long Term Planning	09/19/2016	High	\$35,000	Program Specific Funds		Johanna Pimentel	Enhance Sustainability of CDC Toddler Program	Active		Increase toddler classroom operations to at least four days a week, upgrade lead teacher to Associate, hire consultant to assist with gaining NAEYC Accreditation for the Toddler classroom. The toddler program is a "feeder" for the preschool, which supports healthy enrollment. NAEYC Associate degree programs standards recommend that students have the opportunity for practicum experiences in at least two of the major early childhood age groups (birth-3, 3-5, 6-8).		Immediate Plan	Spring 2017

_Prog Plan Financial Aid	Marked completed	(B) Classified Request	09/14/2015	Clerical position: may want to consider a clerical position or student services generalist position to assist with implementation of online documents, facilitate and streamline many of the clerical functions occurring throughout the office, continue implementing grades first, assist with script writing for additional video implementation, assist with adobe pdf fillable forms creation, assist with ordering office supplies, student staff schedules, budgets, etc...	Immediate Need	09/14/2015	High	\$50,000	Categorical Funds	No		Operational Efficiency_1	Completed	09/15/2015	09/15/2020	Increase Operational Efficiency and Capacity		Long Term Plan (3 to 5 yrs)	
_Prog Plan EVP Student Learning		(B) Classified Request	09/14/2015	50% Clerical position to support International Students program	Immediate Need	09/14/2015	High	\$40,000	Program Specific Funds	No		International Students	Active	09/15/2014		Seek International Students Program Director/Coordinator position	Develop plan 2014-2015 Gain District Fiscal support. Implement 2015-2016 Hire 100% person to lead.	Short Term Plan (1 to 3 yrs)	Fall 2015
_Prog Plan EVP Student Learning		(B) Classified Request	09/15/2015	Hire a full-time classified admin asst to support CTE/grant documentation	Immediate Need	09/15/2015	High	\$60,000	CTE Funds	No		CTE	Active	09/15/2014		Provide additional support for CTE programs		Short Term Plan (1 to 3 yrs)	Spring 2015
_Prog Plan EVP Student Learning		(B) Classified Request	09/15/2015	Hire a Career Education Specialist	Immediate Need	09/17/2015	High		CTE Funds	No		CTE	Active	09/15/2014		Provide additional support for CTE programs		Short Term Plan (1 to 3 yrs)	Spring 2015
_Prog Plan EVP Student Learning		(B) Classified Request	09/14/2015	Social Media/WebSite and Social Media Support	Immediate Need	09/14/2015	High	\$80,000	Categorical Funds	No		Student Success	Active	09/15/2014		Implement student success plan	annual plan	Immediate Plan	Fall 2015
_Prog Plan EVP Student Learning		(B) Classified Request	09/15/2014	Classified position to provide ongoing website maintenance and clean up	Year 2015-2016	09/09/2014	High		Categorical Funds	No		Website	Active	10/20/2014		Clean up the website and make it more user-friendly to improve student access and orientation.	Temporary Professional Expert. In process. SSSP/GF funds. Still need a permanent classified position.	Immediate Plan	Fall 2014
_Prog Plan Env Science		(B) Classified Request	09/12/2016	Funding for a full-time dedicated CTE Marketing-Specialist; funding source is Strong Workforce Program	Immediate Need	09/12/2016	High	\$80,000 per year (including benefits)	CTE Funds	No	Program lead faculty	CTE Marketing Specialist	Active	01/02/2017		Through ongoing formal collaboration within the CTEA Workgroup, hire a CTE Marketing specialist dedicated to marketing for the 24 CTE programs. CTE Programs at Moorpark College working within the CTEA Workgroup identified the need for a full-time, marketing specialist dedicated to CTE programs, who would assist programs in developing and assessing effectiveness of program marketing plans, identifying needs, and planning, producing and distributing/publishing/placing marketing materials with identified target audiences, including educational partners, existing students, and area businesses, to increase access to and opportunities for students who would benefit from CTE programs.	The CTE Workgroup agreed unanimously on Aug 25, 2016 that there is an ongoing, unmet and long-standing need for a marketing specialist to help with outreach, branding, and marketing for CTE programs at Moorpark College.	Immediate Plan	Spring 2017

_Prog Plan Financial Aid	Marked completed	(B) Classified Request	09/14/2015	Financial Aid Specialist II/Technical Data Specialist We may want to consider creating or adding a different position such as a technical data specialist to assist with ARGOS and all our data needs	Long Term Planning	09/14/2015	High	\$20,000	Categorical Funds	No	Kim Korinke	Operational Efficiency_1	Completed	09/15/2015	09/15/2020	Increase Operational Efficiency and Capacity		Long Term Plan (3 to 5 yrs)	
_Prog Plan Financial Aid	Marked completed	(B) Classified Request	09/06/2016	clerical staff to track and prioritize the loss of enrollment priority & BOGFW (board of governor's fee waiver appeal) forms and process.	Immediate Need	09/06/2016	High	\$50k	Categorical Funds	No	Howard Davis, Kim Korinke, David Anter, Traci Allen	BOG Regulation Changes	Completed	09/15/2014	09/15/2016	Reach out and inform BOG recipients and campus community about upcoming BOG regulation changes that take effect Fall 2016.	Be advised that beginning Fall 2016 students who have not met the college's standards of Probation for 2 consecutive terms will no longer qualify for a BOGW waiver the following term. Campus may want to form workgroup to discuss how this will be implemented at MC.	Short Term Plan (1 to 3 yrs)	Fall 2016: 201607
_Prog Plan Financial Aid		(B) Classified Request	09/07/2016	Bilingual differential for existing classified specialist and technician	Immediate Need	09/07/2016	Medium	\$3000	Categorical Funds	No	Kim Korinke	California Dream Act	Active	09/11/2013		Reach out and promote to AB540 students who are enrolled but haven't completed the Dream App. May also want to promote to students who are coded as foreign residents who just need to turn in app to Records to be changed to AB540.	District hired consultant and group met twice to discuss best practices for serving this population. Campus workgroup formed and met 2-3 times to work on consultant recommendations.	Long Term Plan (3 to 5 yrs)	Fall 2013
_Prog Plan Game Design		(B) Classified Request	09/13/2016	Hire Classified personnel CTE Job Placement Specialist	Immediate Need	09/13/2016	High	100,000	CTE Funds	No	Mary Rees	CTE Job Placement Specialist	Active	01/02/2017		Through collaboration with the CTEA Workgroup, hire a job placement specialist dedicated to job placement for students studying in and graduating from the 24 CTE programs at Moorpark College. The CTE Job Placement Specialist would assist students in finding jobs and internships in their fields of study, in addition to providing guidance on resume building, basic workplace decorum and comportment, interviewing skills, job and internship searching, letter writing and application completion.		Immediate Plan	Spring 2017
_Prog Plan Game Design		(B) Classified Request	09/13/2016	Hire Classified personnel CTE Job Placement Specialist	Immediate Need	09/13/2016	High	100,000	CTE Funds	No	Mary Rees	CTE Program Research Support Staff	Active	01/02/2017		In collaboration with the CTEA Workgroup representing Moorpark College CTE programs, hire research personnel who would participate in the program review process and implement an institutionalized system to track post-graduation student achievement for CTE programs.		Immediate Plan	Spring 2017
_Prog Plan Game Design		(B) Classified Request	09/15/2016	Hire classified personnel CTE Marketing Specialist	Immediate Need	09/13/2016	High	100,000	CTE Funds	No	Mary Rees	CTE Marketing Specialist	Active	01/02/2017		Through collaboration with the CTEA Workgroup, hire a CTE Marketing specialist dedicated to marketing for the 24 CTE programs at Moorpark College. The dedicated marketing specialist would assist programs in developing and assessing effectiveness of program marketing plans, identify needs, and plan, produce and distribute marketing materials with identified target audiences, including educational partners, existing students, and area businesses, to increase access to and opportunities for students who would benefit from CTE programs.		Immediate Plan	Spring 2017
_Prog Plan Game Design		(B) Classified Request	10/19/2015	11-month employee Mid-level Lab Technician (Level 220) to support multiple programs: GR, MM, Game Design, and Journalism. This person will maintain hardware and software, manage lab assistants and interns, manage all instructional lab spaces, including a 3D prototyping lab, and deliver general support to classroom instructors during normal business hours.	Immediate Need	10/19/2015	High	40,000	Program Specific Funds	No	Tim Samoff	Staffing	Active	08/01/2016		The Game Design program has need of additional faculty to teach courses as well as lab assistants to maintain classrooms and aid students during "open" lab times.		Immediate Plan	Fall 2016

_Prog Plan Graphics/Multimedia		(B) Classified Request	09/13/2016	Hire Classified personnel CTE Job Placement Specialist	Immediate Need	09/13/2016	High	100,000	CTE Funds	No	Mary Rees	CTE Job Placement Specialist	Active	01/02/2017	Through collaboration with the CTEA Workgroup, hire a job placement specialist dedicated to job placement for students studying in and graduating from the 24 CTE programs at Moorpark College. The CTE Job Placement Specialist would assist students in finding jobs and internships in their fields of study, in addition to providing guidance on resume building, basic workplace decorum and comportment, interviewing skills, job and internship searching, letter writing and application completion.		Immediate Plan	Spring 2017
_Prog Plan Graphics/Multimedia		(B) Classified Request	09/13/2016	Hire Classified personnel CTE Job Placement Specialist	Immediate Need	09/13/2016	High	100,000	CTE Funds	No	Mary Rees	CTE Program Research Support Staff	Active	01/02/2017	In collaboration with the CTEA Workgroup representing Moorpark College CTE programs, hire research personnel who would participate in the program review process and implement an institutionalized system to track post-graduation student achievement for CTE programs.		Immediate Plan	Spring 2017
_Prog Plan Graphics/Multimedia		(B) Classified Request	09/13/2016	Hire classified personnel CTE Marketing Specialist	Immediate Need	09/13/2016	High	100,000	CTE Funds	No	Mary Rees	CTE Marketing Specialist	Active	01/02/2017	Through collaboration with the CTEA Workgroup, hire a CTE Marketing specialist dedicated to marketing for the 24 CTE programs at Moorpark College. The dedicated marketing specialist would assist programs in developing and assessing effectiveness of program marketing plans, identify needs, and plan, produce and distribute marketing materials with identified target audiences, including educational partners, existing students, and area businesses, to increase access to and opportunities for students who would benefit from CTE programs.		Immediate Plan	Spring 2017
_Prog Plan Graphics/Multimedia		(B) Classified Request	10/24/2013	11-month employee Mid-level Lab Technician (Level 220) to support multiple programs: GR, MM, Game Design, and Journalism. This person will maintain hardware and software, manage lab assistants and interns, manage a 3D prototyping lab, and deliver general support to classroom instructors during normal business hours.	Year 2015-2016	09/10/2014	High	40,000	Program Specific Funds	No	Tim Samoff	Staffing	Active	03/15/2012	Increase staff/support for student labs		Immediate Plan	Fall 2014
_Prog Plan Institutional Effectiveness		(B) Classified Request	09/15/2016	Research Analyst to help support CTE Research and Program Review (In support of CTEA Workgroup request)	Immediate Need	09/18/2016	High	\$100,000 (Strong Workforce)	CTE Funds	No	Lisa Putnam	CTE Data Support	Active	08/18/2014	Provide data to CTE to be used for: Program Reviews, AB 89, Prop 39, and SB 70. Upload data to Launchboard website.		Immediate Plan	
_Prog Plan Journalism		(B) Classified Request	08/25/2016	Funding for a full-time dedicated CTE Marketing Specialist; funding source is Strong Workforce Program	Immediate Need	08/25/2016	High	\$100,000 per year (including benefits)	CTE Funds	No	Mary Rees	CTE Marketing Specialist	Active	01/02/2017	Through collaboration with the CTEA Workgroup, hire a CTE Marketing specialist dedicated to marketing for the 24 CTE programs at Moorpark College. The dedicated marketing specialist would assist programs in developing and assessing effectiveness of program marketing plans, identify needs, and plan, produce and distribute marketing materials with identified target audiences, including educational partners, existing students, and area businesses, to increase access to and opportunities for students who would benefit from CTE programs.	The CTE Workgroup agreed unanimously on Aug. 25, 2016 that there is an ongoing, unmet, and long-standing need for a marketing specialist to help with outreach, branding, and marketing for CTE programs at Moorpark College.	Immediate Plan	Spring 2017

_Prog Plan Journalism		(B) Classified Request	09/09/2016	Job placement specialist using Strong Workforce Funds	Immediate Need	09/09/2016	High	\$100,000	CTE Funds	No	Mary Rees	CTE Job Placement Specialist	Active	01/02/2017	Through collaboration with the CTEA Workgroup, hire a job placement specialist dedicated to job placement for students studying in and graduating from the 24 CTE programs at Moorpark College. The CTE Job Placement Specialist would assist students in finding jobs and internships in their fields of study, in addition to providing guidance on resume building, basic workplace decorum and comportment, interviewing skills, job and internship searching, letter writing and application completion.	CTEA Funding - Strong Workforce Program	Immediate Plan	Spring 2017
_Prog Plan Journalism		(B) Classified Request	09/10/2016	Classified hire for CTE Research Support Staff using Strong Workforce Funds	Immediate Need	09/10/2016	High	\$100,000	CTE Funds	No	Mary Rees	CTE Program Research Support Staff	Active	01/02/2017	In collaboration with the CTEA Workgroup representing Moorpark College CTE programs, hire research personnel who would participate in the program review process and implement an institutionalized system to track post-graduation student achievement for CTE programs.	CTEA funding: Strong Workforce Program	Immediate Plan	Spring 2017
_Prog Plan Journalism		(B) Classified Request	09/15/2016	Mid-level Lab Technician (Level 220) to maintain Jour, MM, Game Design labs	Immediate Need	09/15/2016	High	\$80,000	Program Specific Funds	No	joanna Miller and Tim Samoff	Mid-level Lab Technician	Active	01/02/2017	11-month employee Mid-level Lab Technician (Level 220) to support multiple programs: GR, MM, Game Design, and Journalism. This person will maintain hardware and software, manage lab assistants and interns, manage all instructional lab spaces, including Student Voice classroom, a 3D prototyping lab, and deliver general		Immediate Plan	Spring 2016
_Prog Plan Kinesiology/ICA		(B) Classified Request	09/15/2016	CTE Job Placement Specialist (in support of CTEA Workgroup Request)	Immediate Need	09/25/2016	High	\$100,000 (Strong Workforce Grant)	CTE Funds	No	Mary Rees	Grow CTE Program in Exercise Science/Fitness	Active	09/15/2015	Continue to grow the CTE program in Exercise Science/Fitness by adding additional facilities, improving current facilities, and by hiring another FT Faculty member who could lead the curriculum development and implementation. Kinesiology is a growing major at Moorpark as well as at CSU institutions, and is one of the largest majors at CSUN. To meet student demand, and to keep curriculum vibrant and current, the MC Kinesiology program needs additional full-time faculty to champion this area of our program.		Immediate Plan	Fall 2017
_Prog Plan Kinesiology/ICA		(B) Classified Request	09/15/2016	CTE Marketing Specialist (in support of CTEA Workgroup request)	Immediate Need	09/25/2016	High	\$100,000 (CTE Strong Workforce Grant)	CTE Funds	No	Mary Rees	Grow CTE Program in Exercise Science/Fitness	Active	09/15/2015	Continue to grow the CTE program in Exercise Science/Fitness by adding additional facilities, improving current facilities, and by hiring another FT Faculty member who could lead the curriculum development and implementation. Kinesiology is a growing major at Moorpark as well as at CSU institutions, and is one of the largest majors at CSUN. To meet student demand, and to keep curriculum vibrant and current, the MC Kinesiology program needs additional full-time faculty to champion this area of our program.		Immediate Plan	Fall 2017
_Prog Plan Kinesiology/ICA		(B) Classified Request	09/15/2016	CTE Program Research Support Staff (in support of CTEA Workgroup Request)	Immediate Need	09/25/2016	High	\$100,000	CTE Funds	No	Mary Rees	Grow CTE Program in Exercise Science/Fitness	Active	09/15/2015	Continue to grow the CTE program in Exercise Science/Fitness by adding additional facilities, improving current facilities, and by hiring another FT Faculty member who could lead the curriculum development and implementation. Kinesiology is a growing major at Moorpark as well as at CSU institutions, and is one of the largest majors at CSUN. To meet student demand, and to keep curriculum vibrant and current, the MC Kinesiology program needs additional full-time faculty to champion this area of our program		Immediate Plan	Fall 2017
_Prog Plan Math		(B) Classified Request	09/09/2015	A testing center staff personnel is needed to run the testing center: this would include math assessment, remediation, make up testing. Soon we will have a state mandated assessment that will need to be administered and monitored online. Additional duties would include outreach to high schools and other venues regarding assessment, and to advertise student success activities, such as the Bridge Program and assessment boot camps.	Immediate Need	09/08/2016	High	\$ 100,000	Categorical Fund	No	Christine Cole	Assessment-Math Placement	Active	09/09/2016 08/08/2017	Alignment with the CAI-California Assessment Initiative is imperative in the next year. In collaboration with Moorpark College management and faculty, and with Oxnard and Ventura Colleges, we will integrate the CAI with our existing Directed Self-Placement instrument. The first step is to apply for grant funding from the state. Statewide math competencies must be mapped to our current math courses. This requires campus infrastructure: testing center with computer access, testing center specialist, Banner integration, additional clerical staff.		Immediate Plan	Fall 2017 and Spring 2017

_Prog Plan Theatre Arts		(B) Classified Request	09/13/2016	CTE Marketing Specialist	Immediate Need	09/13/2016	High	\$100,000	CTE Funds	No	Julius Sokenu	CTE Marketing Specialist	Active	01/01/2017	Through ongoing formal collaboration within the CTEA Workgroup, hire a CTE Marketing specialist dedicated to marketing for the 24 CTE programs. CTE Programs at Moorpark College working within the CTEA Workgroup identified the need for a full-time, marketing specialist dedicated to CTE programs, who would assist programs in developing and assessing effectiveness of program marketing plans, identifying needs, and planning, producing and distributing/publishing/placing marketing materials with identified target audiences, including educational partners, existing students, and area businesses, to increase access to and opportunities for students who would benefit from CTE programs.		Immediate Plan	Spring 2017
_Prog Plan Theatre Arts		(B) Classified Request	08/08/2014	This is really a top priority for this year. There is a dire need for publicity, marketing (online, traditional and through social media) and co-ordination with the foundation.	Year 2014-2015	08/08/2014	High	(Social media consultant) \$1500.00	Trust Account	No		marketplace contacts	Active	09/04/2012	Create more marketplace contacts to encourage our students to do more industry internships.		Short Term Plan (1 to 3 yrs)	
_Prog Plan Teaching & Learning Ctr	Marked completed	(B) Classified Request	09/15/2016	Tutorial Specialist I	Immediate Need	09/15/2016			Categorical Fund		Jane Morgan	Increased demands for TLC services (2 of 2)	Completed	09/01/2014 09/01/2015	Hire a Tutorial Specialist to assist with the day-to-day operations of the Learning Center.		Immediate Plan	Spring 2015
_Prog Plan Nursing		(B) Classified Request	09/08/2016	Instructional Lab Technician II/Nursing Skills Lab RN - increase position from 3 days/week for 10 months to 5 days/week for 10 months (3 days/week nursing and 2 days/week health sciences)	Immediate Need	09/08/2016	High		CTE Funds		Carol Higashida	Resource Support for Student Learning	Active	09/03/2012	Continue to upgrade Skills Lab to focus on clinical simulations to be in line with the new technology in nursing education and meet industry expectations.		Short Term Plan (1 to 3 yrs)	Fall 2014
_Prog Plan Nursing		(B) Classified Request	08/27/2015	Part-time Instructional Lab Technician II - Nursing	Immediate Need	08/27/2015	Medium	\$35,638	Categorical Funds			Resource Support for Student Learning	Active	09/03/2012	Continue to upgrade Skills Lab to focus on clinical simulations to be in line with the new technology in nursing education and meet industry expectations.		Short Term Plan (1 to 3 yrs)	Fall 2014
_Prog Plan Math		(B) Classified Request	09/08/2016	Part-time clerical assistant to support instituting and maintaining statewide Assessment.	Immediate Need	09/08/2016	High	\$ 20,000	Other Grants	No	Christine Cole	Assessment-Math Placement	Active	09/09/2016 08/08/2017	Alignment with the CAI-California Assessment Initiative is imperative in the next year. In collaboration with Moorpark College management and faculty, and with Oxnard and Ventura Colleges, we will integrate the CAI with our existing Directed Self-Placement instrument. The first step is to apply for grant funding from the state. Statewide math competencies must be mapped to our current math courses. This requires campus infrastructure: testing center with computer access, testing center specialist, Banner integration, additional clerical staff.		Immediate Plan	Fall 2017 and Spring 2017