

## 2016-17 Resource Requests Classified Staff - GENERAL FUND

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	Additional test proctor to share ACCESS and Campus testing needs	Long Term Planning	09/14/2015	Medium	70000	General Fund	No		Testing Center	Active	09/26/2014		Increase the size of the testing center to include 4 more private testing rooms and additional open seating. One full-time staff member and one part time provisional handled 4,773 exams during the Fall 2014 and Spring 2015 semester. Assistance with staffing and space is required.	Private testing rooms were lost to offices; more testing requests as population increases; ACCESS Spring 2015 survey indicated students find testing space too crowded which brings too much noise and distractions as students enter and exit.	Short Term Plan (1 to 3 yrs)	
_ Prog Plan Admissions and Records		(B) Classified Request	10/01/2015	1 full-time A&R Tech funded entirely from the general fund.	Immediate Need	05/17/2016	High	\$25k+	General Fund		Dave Anter	Additional Staffing	Active	09/15/2014		Add 1 full-time A&R Tech and 1 full-time Student Services Specialist to move students through the matriculation process more fully and to aid in Student Success and Retention...	Staffing fluctuations due to multiple reasons are a concern and have made effectively covering office tasks and supporting students extremely challenging. A&R staff have learned multiple roles to cover for each other during absences or	Immediate Plan	Spring 2016
_ Prog Plan Admissions and Records		(B) Classified Request	01/11/2016	Additional Student Services Specialist	Immediate Need	10/03/2015	High	Estimated \$75,000.00 including Salary and Benefits	General Fund	No		Additional Staffing	Active	09/15/2014		Add 1 full-time A&R Tech and 1 full-time Student Services Specialist to move students through the matriculation process more fully and to aid in Student Success and Retention...	Staffing fluctuations due to multiple reasons are a concern and have made effectively covering office tasks and supporting students extremely challenging. A&R staff have learned multiple roles to cover for each other during absences or high traffic times. However, when staff are absent, the department services to students are negatively impacted.  Admissions & Records technician workload is complex, legally mandated, highly regulated and audited for compliance by multiple agencies. A concern is that the office relies heavily on student workers who don't have the knowledge base and skill to adequately meet the of office demands when full-time staff are absent or during peak times of operation. Accuracy, expert knowledge, and timeliness in executing these responsibilities require a consistent, well-trained staff available to work all contracted hours.	Immediate Plan	Spring 2016
_ Prog Plan Americas Teaching Zoo		(B) Classified Request	10/01/2012	Office Assistant, 20 hours/week To support the program with tasks such as show booking, Jr. Safari Registration and other clerical duties, thereby freeing other zoo staff for student contact hours. Clarifying request is for half time.	Immediate Need	09/12/2016	Medium	\$60,000	General Fund		Michlyn Hines	Staffing	Active	10/01/2012		Increasing staff will provide more student contact hours to assist with "hands on" teaching to keep this CTE program competitive in the expanding zoo school market in addition to maintaining the safety of the zoo environment for staff, students, and animals.		Immediate Plan	Spring 2014

_Prog Plan Americas Teaching Zoo		(B) Classified Request	09/14/2015	Increase Instructional Lab Tech - Registered Veterinary Technician (ILT-TV) from 19 hrs/wk to full time, 40 hours/wk. The additional hours per week will provide increased veterinary support for the animals at ATZ. Over the past several years, it has become increasingly apparent that 19 hours a week are insufficient to provide new, and maintain ongoing medical care. The past several years the ILT has routinely worked at home to assist coordination of vet care when she is not at the zoo, and numerous emergencies required frequent accrued overtime. The ILT works directly with program students and zoo staff to implement essential medical care directed by the contract veterinarian (8-12 hrs/wk) for the 130+ animals in ATZ's collection. Increasing her hours will translate directly to student support since she works closely with program students to teach them techniques and treatments specific to the exotic animal industry that they will use in their future employment. She also maintains the zoo pharmacy, treatment room and equipment, vaccination and flea control programs, and record keeping required by regulatory agencies. 9/12/16 update: During the past year urgent animal medical needs and emergencies have necessitated this ILT to work 64 hours of overtime. Though accrued as "Comp Time Earned, CTE" and not paid, it is anticipated that she will not be able to use all this time before it is paid out a year from the accrual date. Her vacation balance is over 180 hours so also very high.	Immediate Need	04/13/2016	High		General Fund	No	Michlyn Hines	Staffing	Active	10/01/2012	Increasing staff will provide more student contact hours to assist with "hands on" teaching to keep this CTE program competitive in the expanding zoo school market in addition to maintaining the safety of the zoo environment for staff, students, and animals.		Immediate Plan	Spring 2014
_Prog Plan Americas Teaching Zoo		(B) Classified Request	09/14/2015	Instructional Lab Tech 1 (supporting EATM program plan request) Current ILT is shared between faculty and zoo needs. Improve student success and student and animal safety: Request Instructional assistant to improve learning in: animal turnover process, maintaining training behaviors, and weekend shows and weekday tours. This position would also assist faculty with skills check-off (new accreditation requirement), and assist in Fall EATM 23A Veterinary Lab.	Immediate Need	04/13/2016	High		General Fund	No		Staffing	Active	10/01/2012	Increasing staff will provide more student contact hours to assist with "hands on" teaching to keep this CTE program competitive in the expanding zoo school market in addition to maintaining the safety of the zoo environment for staff, students, and animals.		Immediate Plan	Spring 2014
_Prog Plan Americas Teaching Zoo		(B) Classified Request	09/12/2016	Return funding for Zoo Operations Assistant to General Fund. Previously this position was funded by the General Fund, but when vacated in Oct. 2012 General Fund was not able to provide funding to refill the position. This position is essential to insuring student safety and maintaining zoo hours 7 days/week, 365 days a year so ATZ has funded this position with Program Specific Funds since rehiring in Jan. 2013.	Immediate Need	09/12/2016	High		General Fund	Yes	Michlyn Hines	Staffing	Active	10/01/2012	Increasing staff will provide more student contact hours to assist with "hands on" teaching to keep this CTE program competitive in the expanding zoo school market in addition to maintaining the safety of the zoo environment for staff, students, and animals.		Immediate Plan	Spring 2014
_Prog Plan Americas Teaching Zoo		(B) Classified Request	09/15/2016	MC Public Information Officer and Development/Advancement officer for Moorpark College Hiring this position could potentially benefit MC and ATZ by acting on increased interest in local and international community outreach requests from International Students Office and from MCF. As a student support service, ATZ's focus is on EATM program student success, and is therefore not able	Immediate Need	09/15/2016	High		General Fund	Yes	Michlyn Hines	Marketing Strategies	Active	10/01/2011	1) Try several different low cost marketing strategies to determine if they will help increase zoo attendance and revenue that can be devoted to fulfilling the EATM Site Specific Facility Master Plan for ATZ. 2) Hire a Public Information Officer and Development/Advancement officer for Moorpark		Immediate Plan	Fall 2013
_Prog Plan Astronomy/Physics/PhysicsScience		(B) Classified Request	09/06/2015	Part-Time Astronomy Lab Technician: Maintaining equipment properly and supporting lab instructors, thereby leading to higher student success.	Immediate Need	09/06/2015	High		General Fund		Ronald Wallingford	Part-Time Astronomy Lab Technician	Active	09/15/2016 01/09/2017	We request a part time astronomy lab technician to manage the Astronomy Observatory. The Observatory Telescopes are falling into disrepair and need to be maintained. The number of part time lab instructors that come and go would be aided by having a go to technician. In addition, the astronomy lab technician will support the nighttime labs for both astronomy and		Immediate Plan	Spring 2017

_ Prog Plan Astronomy/Physics/PhysScience		(B) Classified Request	09/06/2015	Converting our 11 month Physics Technician to 12 months: This will add to student completion by allowing the labs to run more smoothly and have students experience a better learning environment.	Immediate Need	09/06/2015	High		General Fund		Ronald Wallingford	Converting our 11 month Physics Technician to 12 months	Active	09/15/2016	08/09/2017	We lose too much continuity and damage equipment when the technician is not available to the instructors in the summer. We also need a technician to supervise the student workers during the summer. In addition, the summer weeks are a time for equipment repair and supplies replenishment. None of this can be accomplished until the position is extended to 12 months. Note that the summer classes are just as busy to support as the regular school year. While it is true that there are fewer labs scheduled in the Summer sessions, because each lab class is condensed to only 4 weeks long, there are 2-3 times as many meetings per week per class. Also note that this lab tech is shared with Engineering, Geology, Geography, and Environmental Science. Summer months will be an ideal time to calibrate the equipment for the new engineering lab in PS-208/209, that requires annual adjustments.		Immediate Plan	Now
_ Prog Plan Career Transfer Ctr	Marked completed	(B) Classified Request	07/12/2013	Counselor Assistant to assist with increased events and activities of CTC associated with recent legislation. Special initiatives such as the Student Success Initiative and Associate Degrees for Transfer ADT have increased demands in CTC for early career/major exploration and educational planning for certificates, degrees and transfer. Increase in faculty collaboration with CTC has increased demand for classroom	Year 2014-2015	07/13/2014	High	\$80,000	General Fund	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	Short Term Plan (1 to 3 yrs)	Spring 2015
_ Prog Plan Child Development	Marked completed	(B) Classified Request	09/10/2013	Hire a CD Associate to work in the Toddler classroom.	Year 2014-2015	07/24/2014	High	\$60,000	General Fund	Yes		Instructional Access	Inactive	10/09/2012		Hire an associate teacher, assistant teacher or provisional teacher in order to open more classes and divide the observation students and student teachers into more classrooms. In addition, adding more teachers and classrooms will allow the teachers to devote time to answering student questions.	Reduction of classrooms in the CD Lab has resulted in an overload of observation and student teaching students (CD and EDU) in the CD Lab. This undermines the integrity of the practicum experience as required by CORs. Additionally, specialty courses in the area of early childhood program administration have been cancelled multiple times despite faculty appeals for an extension of the enrollment period. These courses are only available through the CCC system, and lack of access to them impedes students' abilities to gain employment in potentially higher paying sectors of the industry.  The Mentor Grant has been reestablished. the CDC is not able to fiscally support another CD Associate at this time.	Short Term Plan (1 to 3 yrs)	
_ 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		General Fund	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 Computer Science		(B) Classified Request	09/10/2015	Using a student Supplemental Instructor (SI) in order to provide peer assistance to CS M10A students was piloted during the Spring 2015 semester. Student feedback was overwhelmingly positive. The proposal is to expand this program through engaging several SIs as well as provide classroom space for the sessions.	Immediate Need	09/10/2015	High		General Fund			Student Completion	Active	04/01/2015		The CS curriculum is being reviewed and updated in order to conform to the state C-ID descriptors for CS. The desired outcome is for our students to gain the benefits that are part of this initiative of transferring to CSUs.  In order to increase student completion, CS no longer offers online only courses. There is also discussion as to whether the lab part of courses, where that part is online, should have some in-class time allocated. This is to help students with their projects at the time they are working on them.		Short Term Plan (1 to 3 yrs)	Fall 2016

_Prog Plan Engineering	(B) Classified Request	09/11/2015	Instructional Laboratory Technician to help maintain physics, engineering, environmental science, and astronomy laboratory and the astronomy observatory. This position can be shared by all the departments mentioned.	Immediate Need	09/11/2015	High		General Fund	No		Curriculum - Cooperation w/Other Disciplines	Active	08/31/2012	Continue to explore ways in which the engineering program can cooperate with other disciplines such as: Environmental Science, Solar Technology, Physics and Computer Science.	This action step will help expand the engineering curriculum, strengthen the engineering program, and address current and future industry needs for environmental engineers and environmental technicians, as evidenced in the environmental scans reports. Additionally, based on the mandates in VC Innovates, an environmental engineering pathway needs to be established.	Long Term Plan (3 to 5 yrs)	Spring 2017
_Prog Plan EATM	(B) Classified Request	09/13/2015	Instructional assistant needed for instruction only.	Immediate Need	09/13/2015	High		General Fund	No		Improve student success and student and animal safety	Active	09/15/2015	Request Instructional assistant to improve learning and animal/human safety in Zoo Skills courses, specifically: animal turnover process, maintaining training behaviors, and weekend shows and weekday tours. This position would also assist faculty with skills check-off (new accreditation requirement).	EATM has only one Laboratory/Instructional assistant who reports to the Zoo Manager. She is unable to assist faculty with the above items because this position also involves ATZ Zoo Operations and Fundraising duties. Additionally, due to more students with mental and emotional distabilites, and accreditation requirements, faculty and students need instructional assistance, and this position would be purely instructional. Estimate 30 hours per week position.	Short Term Plan (1 to 3 yrs)	
_Prog Plan Custodial Svcs	(B) Classified Request	09/14/2016	Part time custodian - 4 AM to 8 AM	Immediate Need	09/14/2016	High	\$20,000	General Fund	No	Eric	Staffing	Active	03/16/2012	Maintain appropriate staffing levels to serve a campus of this size, hire two permanent part time custodians one for four hours in the morning and one for four hours at night. Hire one more fulltime custodian to increase the daily vacuuming, sweeping and mopping.	Night part time custodian would assist in the cleaning of Campus Center and lock up. The part time day custodian would assist in the day cleaning to consistently do more deep cleaning in the classrooms. Hire one more fulltime custodian to increase the daily vacuuming, sweeping and mopping.	Immediate Plan	Spring 2017
_Prog Plan Custodial Svcs	(B) Classified Request	09/14/2016	Custodian PT - 7 pm to 11 pm	Immediate Need	09/14/2016	High	\$53,952	General Fund	No	Eric	Staffing	Active	03/16/2012	Maintain appropriate staffing levels to serve a campus of this size, hire two permanent part time custodians one for four hours in the morning and one for four hours at night. Hire one more fulltime custodian to increase the daily vacuuming, sweeping and mopping.	Night part time custodian would assist in the cleaning of Campus Center and lock up. The part time day custodian would assist in the day cleaning to consistently do more deep cleaning in the classrooms. Hire one more fulltime custodian to increase the daily vacuuming, sweeping and mopping.	Immediate Plan	Spring 2017
_Prog Plan Custodial Svcs	(B) Classified Request	09/14/2016	Custodian - Full Time	Immediate Need	09/14/2016	High	\$53,952	General Fund	No	Eric	Staffing	Active	03/16/2012	Maintain appropriate staffing levels to serve a campus of this size, hire two permanent part time custodians one for four hours in the morning and one for four hours at night. Hire one more fulltime custodian to increase the daily vacuuming, sweeping and mopping.	Night part time custodian would assist in the cleaning of Campus Center and lock up. The part time day custodian would assist in the day cleaning to consistently do more deep cleaning in the classrooms. Hire one more fulltime custodian to increase the daily vacuuming, sweeping and mopping.	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	General 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 Facilities SvcS		(B) Classified Request	09/08/2015	Asst. Director Facilities, Maintenance & Operations	Immediate Need	09/08/2015	High	\$150,000	General Fund	No	John Sinutko	Staffing	Active	09/25/2013	Maintain appropriate staffing levels to best serve a college of this size.		Immediate Plan	Summer 2016
_Prog Plan Facilities SvcS		(B) Classified Request	09/11/2013	Staffing increase in all areas.	Year 2015-2016	09/11/2014	High		General Fund	No		Staffing	Active	09/25/2013	Maintain appropriate staffing levels to best serve a college of this size.		Immediate Plan	Summer 2016
_Prog Plan Facilities SvcS		(B) Classified Request	09/11/2012	Assistant Director of Facilities	Year 2015-2016	09/11/2014	Low		General Fund	No		Staffing	Active	09/25/2013	Maintain appropriate staffing levels to best serve a college of this size.		Immediate Plan	Summer 2016
_Prog Plan EVP Student Learning		(B) Classified Request	09/15/2014	Public Information Officer	Year 2015-2016	09/09/2014	Medium	\$100,000	General Fund	Yes		Marketing	Active	01/05/2015	Develop a marketing plan to increase student enrollment, and focus on potential new student populations	Work with District Office/President/Outreach Specialist	Immediate Plan	Spring 2015
_Prog Plan EVP Student Learning		(B) Classified Request	09/15/2014	Grant Director/Coordinator position	Year 2015-2016	10/05/2014	High	\$100,000	General Fund	No		Grants	Active	09/15/2014	Seek Grant Director/Coordinator position to develop, implement, monitor, and document grant work.	Grant Coordinator/director reports to a Dean.	Short Term Plan (1 to 3 yrs)	Fall 2015
_Prog Plan Engineering		(B) Classified Request	09/12/2016	A full-time 12 month Instructional Laboratory Technician to help maintain physics, engineering, environmental science, and astronomy laboratory and the astronomy observatory. This position can be shared by all the aforementioned departments mentioned	Immediate Need	09/12/2016	High		General Fund	Yes	Scarlet Relle	Curriculum - Cooperation w/Other Disciplines	Active	08/31/2012	Continue to explore ways in which the engineering program can cooperate with other disciplines such as: Environmental Science, Solar Technology, Physics and Computer Science.	This action step will help expand the engineering curriculum, strengthen the engineering program, and address current and future industry needs for environmental engineers and environmental technicians, as evidenced in the environmental scans reports. Additionally, based on the mandates in VC Innovates, an environmental engineering pathway needs to be established.	Long Term Plan (3 to 5 yrs)	Spring 2017

_Prog Plan Grounds Svcs		(B) Classified Request	09/07/2016	Grounds Maintenance Lead position	Immediate Need	09/07/2016	High	\$ 63,084.00/annually not including benefits	General Fund	Yes	Steve Timmons	Staffing	Active	03/16/2012	10/31/2013	Maintain appropriate staffing levels to serve a campus of this size.	There is a need to create a position to assist the Grounds Supervisor with the oversight of the multilateral tasks performed by the grounds personnel on a daily basis. Creating a Grounds Maintenance Lead position will enhance the service that the Grounds Department provides for the campus by adding another complimentary contact for the grounds personnel to utilize during the course of the work day. Under the direction of the Grounds Supervisor, specific tasks or projects can be given to the Grounds Maintenance Lead that can be completed under the Lead's guidance without the continual oversight of the Grounds Supervisor. Furthermore, the Grounds Maintenance Lead will provide direction and leadership in the absence of the Grounds Maintenance Supervisor.	Immediate Plan	
_Prog Plan Health Science		(B) Classified Request	09/09/2015	Full-Time Office Assistant to support the increase volume of record keeping and generation of reports for the various clinical and regulatory agencies.	Immediate Need	09/09/2015	High		General Fund			Nutrition AST	Active			Revise the Nutrition AST to start in Spring 2016.	The new position of Grounds Maintenance Lead will also assume all the duties of the Sprinkler Repair Tech but at a higher journey level of expertise to meet the rapid changes of technology in the irrigation field as well as changing water regulations. The additional irrigation tasks will include audits, advanced irrigation scheduling, sensor monitoring and detailed record keeping of irrigation water use to continue the water conservation efforts of the Grounds Department that saved 24 million gallons of water in 2015. Therefore the position of Grounds Maintenance Lead would supplant the Sprinkler Repair Tech position.	Immediate Plan	201507 Fall
_Prog Plan Information Technology		(B) Classified Request	09/26/2012	Information Technology Support Specialist III	Year 2015-2016	09/08/2014	High	\$70,000	General Fund			Staffing Levels & Training needs	Active	03/15/2011		Need additional staff and training to provide appropriate service levels for a campus of this size.	Staff should be more fully cross trained Local talent needs to be further developed to support diverse systems Continued specialized training for Virtual environment Continued specialized training for <del>Computer equipment</del>	Immediate Plan	

_Prog Plan Information Technology		(B) Classified Request	09/12/2014	09/12/2014 - Technical Support Services Supervisor	Year 2015-2016	09/12/2014	High		General Fund	Yes		Staffing Levels & Training needs	Active	03/15/2011	Need additional staff and training to provide appropriate service levels for a campus of this size.	In summary, the student population benefits from well-tended grounds in many ways. With increasingly limited water resources only a broader holistic view of grounds management will provide a satisfactory environment for student exploration and learning. Over the past 15 years Moorpark College has expanded services for the needs of students by erecting new buildings along with new landscaped areas for the Grounds Department to assume. This has been accomplished without adding to the size of the department staff. The size of the campus and the number of different tasks required of the Grounds Department to upkeep the campus is best served by delegating various levels of responsibility for organizing and directing the work. Combining a lead position with a journey level irrigation position, the campus will benefit from better organization of grounds staff, ability to take on larger projects and a water management strategy to continue conservation efforts. This will ensure that the work will be completed in a timely and effective manner with a	Immediate Plan	
_Prog Plan Information Technology		(B) Classified Request	09/26/2014	Funding request for provisional employees	Year 2015-2016	09/26/2014	High	\$50,000	General Fund	No		Staffing Levels & Training needs	Active	03/15/2011	Need additional staff and training to provide appropriate service levels for a campus of this size.	Staff should be more fully cross trained Local talent needs to be further developed to support diverse systems Continued specialized training for Virtual environment	Immediate Plan	
_Prog Plan Information Technology		(B) Classified Request	09/26/2014	Information Technology Support Specialist II	Year 2015-2016	09/08/2014	High	\$80,000	General Fund	No		Staffing Levels & Training needs	Active	03/15/2011	Need additional staff and training to provide appropriate service levels for a campus of this size.	Staff should be more fully cross trained Local talent needs to be further developed to support diverse systems Continued specialized training for Virtual environment Continued specialized training for Crestron environment	Immediate Plan	
_Prog Plan Information Technology		(B) Classified Request	10/02/2015	Additional IT staff needed	Immediate Need	10/02/2015	High	Approximately \$52000 for salary	General Fund	No		Additional IT staff needed	Active	10/02/2015	An Information Technology Support Specialist I position is needed in the IT department in order to continue to provide excellent support		Immediate Plan	Spring 2016
_Prog Plan Instructional Technology and Design		(B) Classified Request	9/15/2016	Instructional Technologist	Immediate Need		High		General Fund	No	Jennifer Getz							

_Prog Plan International Students		(B) Classified Request	09/14/2016	1 half time Administrative Assistant to assist with the office administrative work, plan and coordinate events, process requisitions and orders, help students with basic request, guide prospective students how to apply, process applications, follow ups with emails, revise and update ISP information	Immediate Need	09/14/2016	High	\$40,000	General Fund		Stacey Chen	Additional Staffing for Program Growth	Active		With the President and Dean's guidance to expand the program through the use of reputable agents, the ISP need additional staff to ensure the quality and success of the program. Additional staff is needed: 1 full time Director - oversee the ISP, recruit local and internationally, attend executive meetings, meet with local and foreign administrators and officials, network to establish partnerships and collaboration to promote MC, innovate the program and promote MC International. 1 half time Administrative Assistant - to assist with the office administrative work, plan and coordinate events, process requisitions and orders, help students with basic request, guide prospective students how to apply, process applications, follow ups with emails, revise and update ISP information 1 half time Counselor - provide academic counseling with the knowledge of immigration regulations pertaining international students. Be culturally proficient and sensitive to international students background. Be certified DSO as a backup if needed	Note - the following amount in increased income each semester to the district at the following rates of growth - 10% - \$35,400 (per year \$70,800) 50% - \$177,000 (per year \$354,000) 100% - \$354,000 (per year \$708,000) so additional staffing would be easily covered by increase in income.	Short Term Plan (1 to 3 yrs)	
_Prog Plan International Students		(B) Classified Request	09/14/2016	1 full time Director - oversee the ISP, recruit local and internationally, attend executive meetings, meet with local and foreign administrators and officials, network to establish partnerships and collaboration to promote MC, innovate the program and promote MC International.	Long Term Planning	09/14/2016	Medium	\$80K - \$100K	General Fund		Anmanuel Gebru	Additional Staffing for Program Growth	Active		With the President and Dean's guidance to expand the program through the use of reputable agents, the ISP need additional staff to ensure the quality and success of the program. Additional staff is needed: 1 full time Director - oversee the ISP, recruit local and internationally, attend executive meetings, meet with local and foreign administrators and officials, network to establish partnerships and collaboration to promote MC, innovate the program and promote MC International. 1 half time Administrative Assistant - to assist with the office administrative work, plan and coordinate events, process requisitions and orders, help students with basic request, guide prospective students how to apply, process applications, follow ups with emails, revise and update ISP information 1 half time Counselor - provide academic counseling with the knowledge of immigration regulations pertaining international students. Be culturally proficient and sensitive to international students background. Be certified DSO as a backup if needed	Note - the following amount in increased income each semester to the district at the following rates of growth - 10% - \$35,400 (per year \$70,800) 50% - \$177,000 (per year \$354,000) 100% - \$354,000 (per year \$708,000) so additional staffing would be easily covered by increase in income.	Short Term Plan (1 to 3 yrs)	
_Prog Plan International Students		(B) Classified Request	09/15/2016	attend conferences to stay informed and update with immigration regulations	Immediate Need	09/15/2016	Medium	\$40,000	General Fund		Stacey Chen	Continued Training and Conference Attendance	Active		International student office classified personnel as well as the Dean, and other interested administrators or faculty should be given the opportunity to attend annual national and regional NAFSA conferences to expand their knowledge and awareness of international students and their special challenges and needs, to learn more about study abroad opportunities, and to develop relationships with recruitment agencies to help increase our International Student population.	NAFSA Regional conference - 10/31-11/4/2016 - Palm Springs, CA NAFSA National conference - May 2017 - Los Angeles, CA ICEF recruitment agents conference - 12/4-12/8 - Miami, FL	Immediate Plan	Fall 2016 and Spring 2017
_Prog Plan Kinesiology/ICA		(B) Classified Request	09/10/2016	Add one more Equipment Manager (to replace Mary Ruiz who retired around 2010).	Immediate Need	09/18/2016	High	\$60,000	General Fund	Yes	Vance Manakas	Additional Support Personnel for Athletics Program	Active	09/15/2016	Hire additional staff to meet the needs of a growing and vibrant program		Immediate Plan	Fall 2017
_Prog Plan Kinesiology/ICA		(B) Classified Request	09/14/2016	Athletic Eligibility Clerk (Admissions and Records) - to help relieve workload on current A&R staff. This person will complete eligibility process (tracking student transfers, tracers, transcript verification, etc.) and will assist in posting completed degrees of MC Athletes to improving timeliness for submitting required transfer documentation.	Immediate Need	09/18/2016	Medium	\$50,000	General Fund	No	Vance Manakas	Additional Support Personnel for Athletics Program	Active	09/15/2016	Hire additional staff to meet the needs of a growing and vibrant program		Immediate Plan	Fall 2017



_Prog Plan Maintenance Svcs	(B) Classified Request	10/17/2013	Office Staff for Maintenance Services and Operations (goes with the same request as is under _Prog Plan Operations).	Immediate Need	09/30/2015	Medium	General Fund	No	Scott Colvin	Staffing	Active		Maintain appropriate staffing levels to serve a campus of this size	Immediate Plan		
_Prog Plan Library	(B) Classified Request	09/15/2015	Instructional Lab Technician II Position – Learning Resources: The library has over 230 computers that are readily available to support student learning and success. Unfortunately, it has been a challenge to keep these computers well maintained, and to effectively provide student support in the use of these machines. Given the limited staffing of Moorpark College's IT department, and the technology intensive nature of the Library Learning Resources building, an Instructional Lab Technician II Position may reduce the burden on this always-in-demand technology.	Immediate Need	09/15/2015	High	General Fund		John Dobbins	Library Technology Maintenance	Active	09/10/2015	Maintain the use of the present LLR computers.	Immediate Plan		
_Prog Plan Library	(B) Classified Request	09/30/2014	<p>The systems librarian's skill set is a bit unique in relation to the "typical" librarian because they are expected to have a very strong background in information technology, operating systems, soft/hardware and programming. Their job enables the library and its collection/services to interact seamlessly with the information technology that students use.</p> <p>Currently, the librarians across the district work cooperatively with the IT department (specifically Dean Adams) to communicate and problem-solve system needs. Much of the work is done in-house through trial and error by the librarians, which significantly takes time away from other important jobs that need to be done on a daily basis. By hiring a systems librarian for the district, the librarians at all three campuses would have a point of access for all technical issues within our systems, as well as a dedicated person to solve the numerous technological issues that come up in relation to resource access. More importantly, the current librarians will be able to delegate more of their time and resources to assisting students and faculty virtually and on campus.</p>	Year 2015-2016	09/30/2014	Medium	General Fund	No		Maintain collection updated and library services functioning as needed.	Active	10/01/2014 10/01/2015	<p>Continue collection development.</p> <p>Offer instruction session teaching and preparation.</p> <p>Fulfill reference work.</p>	<p>Release or additional part-time hourly funds to back fill the librarian's time on curriculum and tech review.</p> <p>Resources to hire a part time cataloger.</p> <p>Resources to hire a systems/technical service librarian: The information world has largely migrated from print to digital media, and our library is no exception. We have seen a dramatic increase in the collection size and use of digitally stored resources. While this is a wonderful resource for students and faculty, the maintenance of these systems is complicated as libraries have to purchase and manage multiple systems to handle multiple collections. This increase in materials necessitates organization, maintenance and technical expertise that a systems librarian would specialize in.</p>	Immediate Plan	Fall 2015
_Prog Plan Kinesiology/ICA	(B) Classified Request	09/18/2016	Sports Information Specialist -- currently this work is being done by Head Coaches and Professional Experts and is not being completed consistently. We are required to post game statistics within 24 hours, both online for the commission and also with local media outlets. We would like to hire a permanent staff person to perform these duties, allowing for consistent reporting and effective communication and outreach. (Official Job Description recently drafted by VCCCD and Ventura College has recently hired someone in this role.)	Immediate Need	09/18/2016	High	\$60,000	General Fund	No	Vance Manakas	Additional Support Personnel for Athletics Program	Active	09/15/2016	Hire additional staff to meet the needs of a growing and vibrant program	Immediate Plan	Fall 2017
_Prog Plan Kinesiology/ICA	(B) Classified Request	09/15/2016	Replace 12-month Athletic Trainer (should Vance Manakas be promoted to Athletic Director in Spring 2017).	Immediate Need	09/25/2016	High		General Fund	Yes	Lisa Putnam	Additional Support Personnel for Athletics Program	Active	09/15/2016	Hire additional staff to meet the needs of a growing and vibrant program	Immediate Plan	Fall 2017
_Prog Plan Kinesiology/ICA	(B) Classified Request	09/15/2016	Increase Athletic Trainer annual contract to be 12-month (currently 11-month). We are currently getting by with provisional employees.	Immediate Need	09/25/2016	High		General Fund	Yes	Lisa Putnam	Additional Support Personnel for Athletics Program	Active	09/15/2016	Hire additional staff to meet the needs of a growing and vibrant 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	General 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 Nursing		(B) Classified Request	08/29/2013	Need Office Assistant to assist with maintaining records, agency contracts, and other accreditation and state reporting requirements.	Year 2014-2015	07/27/2014	High	75,000	General Fund			State Board of Registered Nursing (BRN) Approval	Active	03/15/2012		Prepare for the BRN Full Site Visit in Fall 2016.	The BRN approval process was changed to a five year cycle with the elimination of the four year Interim Site Visit.	Long Term Plan (3 to 5 yrs)	Fall 2016
_Prog Plan Nursing		(B) Classified Request	08/28/2014	Full-time Office Assistant to help maintain students records, contracts with agencies, and other documentation needed for maintenance of accreditation.	Year 2015-2016	08/28/2014	High	\$ 55,000 - \$60,000	General Fund	No		Office Operations	Active	08/03/2015		Change Office Assistant position to full-time and move salary/benefits to the general fund	Work load is currently too extensive for one office staff and will be adding another program that requires compliance to agency and accrediting body regulations.	Short Term Plan (1 to 3 yrs)	Fall 2015
_Prog Plan Operations		(B) Classified Request	09/26/2013	1 full-time Office personnel	Immediate Need	09/30/2015	Medium		General Fund			Staffing	Active	03/16/2012		Maintain appropriate staffing levels to serve a campus of this size		Immediate Plan	Fall 2014
_Prog Plan Outreach		(B) Classified Request	10/02/2014	Increase outreach specialist from 10 months to 12 month position so that we can have a year round outreach staff to address enrollment needs	Year 2015-2016	10/02/2014	High		General Fund			Outreach to high schools and community agencies	Active	09/23/2016		Continue to improve outreach efforts to reach out to diverse student populations to increase the participation in the GPS Program		Immediate Plan	Spring 2017
_Prog Plan Performing Arts Ctr		(B) Classified Request	09/11/2014	Campus-wide 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.	Year 2015-2016	09/11/2014	High		General Fund	Yes		PIO/Development Officer	Active	09/11/2014		Full time classified staffing request for a campus-wide PIO/Development Officer		Short Term Plan (1 to 3 yrs)	Fall 2015
_Prog Plan Performing Arts Ctr		(B) Classified Request	09/09/2015	Hire for the Performing Arts Center Technician I position	Immediate Need	09/09/2015	High		General Fund	No		Increase PAC Technical Staff	Active	09/09/2015		We need to increase our PAC Technical Staff by at least one (if not two) people. The demands being put on our current staff is far more than two people can manage any longer. With the increased requests to use our space, the constant need for more productions, and simply the increase of time to utilize current equipment for production needs, it is necessary to increase our staff.	An increase of staff will help us better serve our students, our productions, our staff and faculty, and our campus in general.	Immediate Plan	Spring 2016
_Prog Plan Performing Arts Ctr		(B) Classified Request	09/09/2015	Look to hire a full-time (or half-time) Lighting and Audio staff person	Immediate Need	09/09/2015	Medium		General Fund	No		Increase PAC Technical Staff	Active	09/09/2015		We need to increase our PAC Technical Staff by at least one (if not two) people. The demands being put on our current staff is far more than two people can manage any longer. With the increased requests to use our space, the constant need for more productions, and simply the increase of time to utilize current equipment for production needs, it is necessary to increase our staff.	An increase of staff will help us better serve our students, our productions, our staff and faculty, and our campus in general.	Immediate Plan	Spring 2016

_Prog Plan World Languages	Marked completed	(B) Classified Request	09/30/2014	Instructional Lab Technology I position responsible for maintaining the computers and software in proper working condition at all times and to assist students and faculty with technical problems.	Year 2015-2016	09/30/2014	Medium	\$56000	General Fund	Yes		Increased accessibility and use of language lab	Completed	03/15/2012	09/01/2016	-Replace thin clients with computers with full functionality, including headphones and webcams. -Further develop Language Center to reinforce learning, provide instructional support, and foster co-curricular activities. -Purchase wacom tablet for language lab teacher station for online instruction and Asian languages. -Assure robust and consistent internet access and speed. -Continue encouraging FT and PT faculty to volunteer student tutoring and mentoring. -Implement cultural events.	World Language faculty develop plans to share best practices on language lab usage/assignments and how to reinforce learning, provide instructional support, and sponsor co-curricular activities.  Research options to align lab work stations (only 36) with current course enrollments of 40; possibly increase stations in lab to reflect larger class capacity. We have received the computers, however they have not been installed.  The computers in the language lab are incompatible with our needs--too slow, too unreliable, poorly maintained.	Short Term Plan (1 to 3 yrs)	Fall 2016
_Prog Plan Theatre Arts		(B) Classified Request	09/14/2015	FT Classified Tech 1 position for the PAC	Immediate Need	09/14/2015	High	\$50,000+/	General Fund	No		Added FT Tech 1 Position in PAC	Active	09/11/2015		An additional FT Tech 1 position is needed in the shop to manage all of the extra duties required of the PAC classified staff.		Immediate Plan	Fall 2016
_Prog Plan Theatre Arts		(B) Classified Request	09/09/2014	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.	Year 2015-2016	09/09/2014	High		General Fund	Yes		Community Outreach	Active	01/01/2013		Outreach to the community and Moorpark College Foundation needs to be increased. Schedule meetings with Foundation and District PR personnel.	The fundraising and community associations have yet to be fully explored. Theatre Arts would like to establish specific and reoccurring marketing opportunities that embrace the Foundation and the community. This may include the	Short Term Plan (1 to 3 yrs)	Fall 2014
_Prog Plan Teaching & Learning Ctr	Marked completed	(B) Classified Request	09/15/2016	Tutorial Specialist I	Immediate Need	09/15/2016			General 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 RadTech		(B) Classified Request	09/07/2016	Full time Office Assistant	Immediate Need	09/07/2016	High		General Fund		Robert Darwin	JRCERT Accreditation	Active		08/15/2016	Interim self study report will be due in 2017. Full self study and site visit will be in 2021.	The RADT Program Director retired Summer 2016. The Clinical Coordinator has taken over the Director's duties. A full time Clinical Coordinator has been hired to comply with JRCERT accreditation rules.	Immediate Plan	Fall 2016
_Prog Plan RadTech	Marked completed	(B) Classified Request	09/09/2015	Need to change part time to full time office assistant for help maintaining students records, contracts with facilities and other documentation needed to maintain accreditation.	Immediate Need	09/09/2015	High		General Fund			Accreditation	Completed	09/13/2013		We were granted the maximum 8 year accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT) in November 2013. A JRCERT interim self-study report will be due in 2017.	Maintain State and National accreditation.	Immediate Plan	Fall 2017

_Prog Plan World Languages		(B) Classified Request	09/15/2015	Instructional Lab Technician II.	Immediate Need	09/15/2015	High		General Fund	No		Instructional Lab Technician II – Learning Resources	Active	09/10/2015	01/13/2016	Hire an Instructional Lab Technician II to serve the Library, the Open Access Lab, The Teaching and Learning Center, and World Languages Language Center to improve accessibility to the Lab.	The Library, the Open Access Lab, The Teaching and Learning Center, and World Languages Language Center have computers used for instructional purposes and used by individual students. It has been proven impossible to keep these computers operational for our students. Given the limited staffing of MC's IT department and the technology intensive nature of the LLR a dedicated Instructional Technician is necessary. This position has proven effective at Ventura College and we would like to replicate that success here.	Immediate Plan	Spring 2016
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