

Moorpark College

2010-11 PROGRAM PLAN

HUMAN RESOURCES REQUESTS - CLASSIFIED

Program	Priority	Position Title	Location/Dept	Brief Synopsis	StrategicObjective	Shared	Est. Cost	Funding Source
ACCESS								
		Full-time test proctor		To handle the ever-increasing number of tests.		<input type="checkbox"/>	\$60,000 including benefits.	
America's Teaching Zoo								
		Clerical Assistant	EATM/ATZ	Due to budget short falls and Division reorganizations the 20 hour per week clerical assistant position was moved out of EATM/ATZ. This resulted in zoo operations staff absorbing the tasks of show booking, Jr. Safari registration, and other clerical duties, thereby diminishing student contact time by 20 hours a week.		<input type="checkbox"/>	\$35,000	
Ast/Engr/PhSc/Phys								
		Observatory technician (<50%)	AST/ENGR/PHYS	Assist faculty in the maintenance of the observatory equipment and facilities.	G2	<input type="checkbox"/>	\$30,000	
Biological Sciences								
		Instructional Lab tech	Biology/ Biotechnology	Two reasons for this request: 1st) With the new life science building, our current group of technicians will be split over two buildings rather than centered in one. 2nd) For the past 3 years, Biology has been limited to 5 sections of Microbiology whereas there is student demand for 8 or more sections--the limitation has been a an additional technician to assist in preparation of cultures/reagents for the course.		<input type="checkbox"/>		

Program	Priority	Position Title	Location/Dept	Brief Synopsis	StrategicObjective	Shared	Est. Cost	Funding Source
CalWorks								
		Clerical Support	CalWORKs	A clerical support person is needed to work on data reporting, assisting the coordinator with maintaining records, and intake process as students needs are being addressed.		<input type="checkbox"/>	\$50,000	CWs
Career/Transfer Center								
		Student Services Assistant I	Career/Transfer Center	Support the 3 Career Transfer Center programs (Career, Transfer, Cooperative Work Experience) and not rely on student workers.		<input type="checkbox"/>	60000	
Chemistry								
		Instructional Laboratory Technician II	Chemistry & Earth Sciences/Natural Sciences	One full laboratory technician should be shared between Environmental Science, Geology, and Geography. This will allow for our second laboratory technician to be 100% Chemistry, where most of her work is already located. (completed summer 2010 for chemistry)		<input checked="" type="checkbox"/>	70000	
Computer Information Systems								
		Lab Technician	CIS	Reinstatement of a Lab Technician to support the technology needs of the Technology Building as well as to support CIS students with their lab needs.	G2	<input type="checkbox"/>		
Counseling								
		Clerical Assistant	Counseling	Several hundred phone calls and walk in questions are rec'd each week. Counselors are split in two locations. Several thousand transcripts need to be filed and copied each year. We currently have 1 clerical support.	G1	<input type="checkbox"/>		
Custodial								
		Lead Custodian	M&O	Required for level 2 appearance with building area in one year		<input type="checkbox"/>	\$67,160	
		Custodian	M&O	Required for level 2 appearance with building area in one year		<input type="checkbox"/>	\$53,952	

Program	Priority	Position Title	Location/Dept	Brief Synopsis	StrategicObjective	Shared	Est. Cost	Funding Source
Dance								
		production, lighting design, costume design/builder	Dance	The PAC is understaffed and at times unable to meet the rigors of the program's technical needs. The Provisional would ensure the quality of the dance program production courses. IN SUPPORT OF PAC REQUEST		<input type="checkbox"/>		
Distance Education								
		Instructional Technology Assistant	Extended Learning Program	Instructional Technology Assistant assigned to assist distance education students with online course issues (log in, browser checks, contact inginstructors,upload/download assignments, etc.) Run reports on CI Solutions and LMS (Learning Management System), as well as other student instructional applications.	G1	<input type="checkbox"/>		
Economics								
		Clerical Assistant	Social and Behavioral Sciences	Need full-time clerical staff person in support of Administrative Assistant for smooth operation of division and to meet student and faculty needs.		<input checked="" type="checkbox"/>		
Environmental Science								
		Instructional Laboratory Technician II	Earth Sciences	One full laboratory technician should be shared between Environmental Science, Geology, and Geography.		<input checked="" type="checkbox"/>	\$70,000	
Facilities								
		Assistant Director of Facilities, Maintenance & Operations	F, M & O	Volume of work is well in excess of what one person can accomplish in a timeframe that is acceptable to constituents. Adding an assistant could significantly reduce the 'bin time' of a project.		<input type="checkbox"/>	\$125,000	

Program	Priority	Position Title	Location/Dept	Brief Synopsis	StrategicObjective	Shared	Est. Cost	Funding Source
Financial Aid								
		Financial Aid Specialist (approved, but pending)	Financial Aid	Due to increased student population and workload an additional FA Specialist will reduce the increased workload of the current FA Specialist. An additional FA Specialist will also allow the FAO to evenly distribute the program areas, so that each of the 3 FA Specialist will work on each of the 3 state and federal program areas (Fed Grant Programs, State Grant Programs, and Fed Loan program.)		<input type="checkbox"/>	\$75,000	
Geography								
		Instructional Laboratory Technician II	Earth Sciences	One full laboratory technician should be shared between Environmental Science, Geology, and Geography.		<input checked="" type="checkbox"/>	\$70,000	
Geology								
		Instructional Laboratory Technician II	Earth Sciences	One full laboratory technician should be shared between Environmental Science, Geology, and Geography.		<input checked="" type="checkbox"/>	\$70,000	
Graphics/Multimedia								
		Instructional Lab technician	Digital and Media Arts	Lab Tech needed to manage the four computer labs in the COM building, to be able to support the faculty by helping students with their assignments, organizing student exhibitions, and interfacing with the campus IT to maintain the facilities.		<input type="checkbox"/>		

Program	Priority	Position Title	Location/Dept	Brief Synopsis	StrategicObjective	Shared	Est. Cost	Funding Source
Grounds								
		Grounds Maintenance worker	M&O	due to increased buildings and grounds		<input type="checkbox"/>	\$55,000	
		Grounds Maintenance worker	M&O	re-staff to appropriate staff level (pre-cutback level) The U.S Department of Education - Nation Center for Educational Statistics recommends to meet a high standard of grounds maintenance there needs to be 1 grounds person for every 15 acres. We maintain 160 acres so adequate staffing for Moorpark college is 10.6 grounds person.		<input type="checkbox"/>	\$55,000	
		Athletic Specialist		to maintain golf center		<input type="checkbox"/>	\$61,000	
History								
		Full-time clerical staff person	Social and Behavioral Science	To support the Administrative Assistant to provide smooth operation of the growing division and to meet the needs of a growing student body.		<input checked="" type="checkbox"/>		
Journalism								
		Instructional Lab Technician	JOUR <input type="checkbox"/> (Shared with MM/GR and FTVM)"	A lab technician is desperately needed to manage and maintain the equipment and software in the journalism lab. As equipment and software becomes more expensive and technical, particularly with the push into multimedia journalism, a person with expertise in this field is needed more than ever. Additionally, equipment is more sophisticated and expensive and a classified staff member is needed to become expert in its use and oversee its use as well. Checking equipment in and out with other programs is a possible interim fix, but that leaves the equipment unavailable to news students when it is needed, since the assignments of a journalist are not always known in advance.		<input checked="" type="checkbox"/>	\$45,000	

Program	Priority	Position Title	Location/Dept	Brief Synopsis	StrategicObjective	Shared	Est. Cost	Funding Source
Library								
		Learning Resources Supervisor	Library/TLC	To replace vacant position (vacant since Fall 2008). (Second Request)		<input checked="" type="checkbox"/>		
Maintenance								
		HVAC-Technician II	M&O	The addition of two new buildings and the completion of three new buildings in the future , compounded by the increasing complexity of the of the HVAC systems and controls mandates this position, new regulatory requirements related to energy efficiency makes efficient, timely maintenance of the equipment with the highest level of energy consumption a must		<input type="checkbox"/>	\$67,600	
Music								
		Music Librarian / Clerical Assistant	Music	(to maintain music sheets and resources, in addition to clerical duties)		<input type="checkbox"/>		
Nursing								
		Full-time Administrative Assistant I	Health Sciences/ Sciences	Life	The volume of work and multiple deadlines within the Health Sciences Department necessitates the need for a full-time Administrative Assistant I		<input type="checkbox"/>	
		Full-time Instructional Assistant RN - Skills Lab RN	Health Sciences/ Sciences	Life	A full-time Skills Lab RN is needed to coordinate and address the remediation needs of the students to maintain and increase our retention rate. Also needed to set-up, maintain, and assist with clinical simulations that have increased for each course.		<input type="checkbox"/>	\$45,000
Operations								
		Custodian	M & O		Required level 2 appreance with current		<input type="checkbox"/>	\$46,320
		Warehouse Operator	M & O		Required for current level of activity. Need for increased		<input type="checkbox"/>	\$62,000

Program	Priority	Position Title	Location/Dept	Brief Synopsis	StrategicObjective	Shared	Est. Cost	Funding Source
---------	----------	----------------	---------------	----------------	--------------------	--------	-----------	----------------

Outreach & Admissions

Outreach & Admissions Clerical Support

Enrollment Services

This office is currently without any support staff to support the Matriculation and Outreach Specialists; as well as the CalWorks and International Student programs. Student workers do not sufficiently meet the needs of our office.



Performing Arts Center

Theater/Shop Technician (100%)

Perf Arts

This staff member will provide services to all Performing Arts disciplines, as well as general campus events, and outside organizations that may utilize the PAC. Duties of this technician will include: regular maintenance and repair of PAC equipment (protecting MC's financial investment), assisting in various technical capacities, for example, scenic carpentry, hang and focus of lighting instruments, audio reinforcement & sound design, set-up and break-down of the acoustic shell (used by Music), and stage managing Music Concerts. Duties would also include the supervision of Theatre Arts tech students. 20% more tech students (who serve all Performing Arts disciplines & other campus events) could be mentored and supervised, resulting in a greater output of work in safer conditions and a better instructional program for Theatre Arts.



Registration & Records

Student Service Specialist (Level 250)

Reg & Rec

To support technical needs including MIS error correction, CAPP (or DegreeWorks), CCCApply, Etran. Website maintenance. Evaluation of additional degree applications resulting from SB 1440. Evaluation of external transcripts required for degree and certificate completion.



\$50,000

Program	Priority	Position Title	Location/Dept	Brief Synopsis	StrategicObjective	Shared	Est. Cost	Funding Source
---------	----------	----------------	---------------	----------------	--------------------	--------	-----------	----------------

Teaching and Learning Center

Learning Resource Supervisor	Library & TLC	Coordinates & supervises daily operations of LLR including media resources for learning, instructional materials for the Teaching and Learning Center, student-worker and student hourly tracking system; plans/coordinates and directs work flow of classified staff; administers budget; maintains inventory. See Planning A.1 and Opportunities 5	<input checked="" type="checkbox"/>	\$70,000
------------------------------	---------------	--	-------------------------------------	----------

Theatre Arts

Costuming/Makeup Specialist		Theatre Arts Supports the PAC's request for a full-time Costuming/Makeup Specialist	<input checked="" type="checkbox"/>
Theater/Shop Technician		Theatre Arts Supports the PAC's request for a full-time Theater/Shop Technician	<input checked="" type="checkbox"/>