

2017/18 Program Plan Categorical Classified Request

	Unit Name	Priority	Resource Request	Justification	Contact Person for Request	Replacement Item	Funding Source	Position Title
1	Child Development	High	3 Child Development Assistants back to 10 month contracts	With the extension of the CDC program to year-round status, there is inadequate coverage of the classrooms, which limits opportunities for students to complete observation and teaching practicum work. Currently 9 months. Asking for 3 assistants. Return CD Assistants back to 10 month contracts	Johanna Pimentel		Categorical	Child Development Assistant
2	Americas Teaching Zoo	High	Increase Instructional Lab Tech - Registered Veterinary Technician (ILT-RVT) from 19	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 a single ILT-RVT for 19 hours a week are insufficient to provide new, and maintain ongoing medical care. The past several years the current ILT has routinely worked at home to assist coordination of vet care when not at the zoo, and numerous emergencies required frequent accrued overtime. The ILT-RVT works directly with program students and zoo staff to implement essential medical care	Michlyn Hines, Zoo Operations Supervisor	No	Categorical	Instructional Lab Tech / Registered Veterinary Technician
3	Access	High	Disabilities Services Technician	The person in the position resigned in July.	Jennifer Goetz/Silva Arzunyan	Yes	Categorical	Disabilities Services Technician
4	Access	High	Disability Services Specialist/ Interpreter.	There was a resignation over the summer in ACCESS. We would like to replace with the position of Disability Services Specialist/Interpreter. This position is more appropriate in providing services to deaf students and the deaf community. Currently, there is a gap in the office in this area of need. The Coordinator has evaluated practices and services in this area. Found that it was not done in a compliant manner. Worked with outside resources, OC and VC to align practices and had sign language interpreters volunteering their expertise. In order for it to be sustainable, a full time person needs to be in the office. 2015-2015, a total of 3,833 interpreting hours were provided for instructional purposes. The role will work on legally mandate services: recruit for hiring and schedule sign language interpreters. The position will also assist in supporting the department with being a liaison with the campus and community. Also in supporting other technical ACCESS related duties. Oxnard College has a similar position at a higher rate. Ventura College is current hiring for this position. Both have GF support to match college effort for this position.		Yes	Categorical	Disabilities Services Specialist / Interpreter

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5	Counseling	High	2 Success Coach Positions/16-20 hours a week.	Additional support is needed for both students and Counselors to assist in Athletics as well as in General Counseling. Many initiatives being created from Counseling include an intentional/intrusive approach to reaching out to students and a Success Coach can assist with the outreach and in-reach to provide a follow up for students. General Counseling needs would be assist with the matriculation barrier points that students need assistance with in Fountain Hall area, reaching out/follow up of appointment campaigns, assistance with new in-take process for students coming into Counseling designed to assist with more completion of comprehensive ed plans. For Athletics would provide assistance with the eligibility process, progress reports and assistance with student success topics such as time management, test taking, etc.			Categorical	Student Success Coach
6	Counseling	High	Student Services Assistant 2	An SS2 would improve the overall professionalism of a students first contact and front line of Counseling, as well as serve as a first contact for all students entering Fountain Hall, Recommendation to have SS2 to be stationed at the Welcome Center area of Fountain Hall which serves numerous student services. The first impression and level of engagement with students is essential to breaking down barriers of access as they try to navigate the services. It is imperative to have a full time employee who is familiar with campus resources, policies and procedures to guide and direct students within Fountain Hall in a professional and reliable manner. This position will also give additional support needed to assist our current SS2 position. We currently just have one SS2 position to assist in the day to day management assistance of the high traffic Counseling Office. This position supports over 30 FT/PT Counselors, Counselor Assistants, and supervises student staff with daily scheduling needs with an average student traffic flow of on average 550 student appointments a week, over 32,000 students in an academic year. Recent terms have shown increase in degree/certificates applications, which the SS2 assists with as part of work load, continues to increase each year such as 20% increase in Summer applicants from Su17 compared to Su16 and 35% increase from Fall 15 to Fall 16. Assistance is needed to match this growth of processing in additional to all the assistance needed to support additional initiatives related to office work flow procedures and practices in Counseling.	Traci Allen		Categorical	Student Services Assistant 2

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7	EOPS	High	DATA Technician	We need to report data to CCCCC. Hire a DATA Technician to report MIS data to the CCCCC	Howard Davis	No	Categorical	Data Technician
8	EOPS	High	Counselor Assistant	This position will support students by providing EOPS orientation, monitoring progress, outreach and in-reach efforts. Counselor Assistant: could be shared with other programs such as EOPS/CARE and CalWORKs Also, be the lead for CalWORKs.	Howard Davis	No	Categorical	Counselor Assistant
9	Financial Aid	High	Case Manager	The state Chancellor's office and legislators are consistently rolling out initiatives for foster youth, homeless youth, and other special populations that necessitate a case manager and case management approach to be successful and engage, assist, and retain these student populations. Case Manager and case management approach needed on campus for FY, homeless students, and other special populations that necessitate a case manager and case management	Kim Korinke, Sharon Manakas, Amanuel Gebru	No	Categorical	Case Manager
10	GPS	High	Student Success Coach	By adding the Student Success Coach, we can lower the number of students in each cohort. This would allow for the Student Success Coaches to participate in Outreach events.	Jesus Vega	No	Categorical	Student Success Coach
11	GPS	High	Student Success Coach	Increasing the staff would allow for our cohorts to be smaller in size, thus, allowing us to provide a higher quality product and ensure that our students are successful and retained from year to year.	Jesus Vega	No	Categorical	Student Success Coach
12	Outreach	High	Student Outreach Specialist	Increasing Outreach support staff to provide representation to all feeder high school on a bi-weekly basis.	April Montes		Categorical	Student Outreach Specialist

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13	Theatre Arts/ PAC	High	Performing Arts Center Technician I	<p>We are in desperate need of an additional full-time staff person in the PAC to meet all the technical needs of the space and the productions. At this time, grant and internal funding FT Tech 1 position is needed in the shop to manage all of the extra duties required of the PAC classified staff. Theatre Manager/Technical Director, Brian Koehler, and Theatre Technician, Mickey Howell and Box Office Supervisor Krista Lederer, continue to be vital assets to the Theatre Arts and FTVM programs, the PAC and the campus at large.</p> <p>Data Analysis: In this past year they have assisted the Athletics, EATM, Year Of..., Multicultural Day, FTVM lecture series, the Academic Senate luncheon and many other programs on campus as they have utilized the PAC. As the technical Theatre Arts students become the crews for all PAC productions, speakers and college events in the PAC, Brian, Mickey and Krista’s integration with the Theatre Arts program and its classes is critical. Brian, Mickey and Krista are continually asked to perform more services for programs across campus. While this makes strategic sense and allows MC to centralize many of our box office, accounting and customer service efforts as well as the management of personnel, materials, equipment and technologies, these three employees cannot sustain this level of support for so many programs by themselves.</p> <p>Notes: The amount of accumulated Comp/over-time for these employees and the expenses for our student worker and provisional employees has gone up significantly (see PAC program plan for these numbers). Not only has the PAC and Theatre Arts absorbed many of these costs for campus-wide events and programs, but this level of productivity is putting a tremendous amount of responsibility on three people. It is critical that we hire a Theatre Tech 1 position to continue to managing the ever growing workload of these classified employees.</p> <p>Advisory Committee - it is important to note that the unification and collaborative efforts of THA and FTVM has made them share resources, equipment personnel and most importantly students. Both programs have grown as a result of this team</p>	John Loprieno/Jennifer Kalfsbeek Goetz/Brian Koehler	No	Categorical	Performing Arts Center Technician

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14	International Students	Medium	Director of International Students Program	A director is needed to provide overall direction for the future of the ISP. This includes serving as the campus PDSO, ensuring Moorpark's compliance with Department of Homeland Security regulations for F1 students, training campus DSOs on SEVIS reporting and functions, advising and supporting international students on visa issues and cultural adjustment, informing the Moorpark community of the importance of international education, designing programs and services to improve the international student experience, developing marketing and recruitment strategies to increase international student population, traveling to recruit students locally and internationally, attending conferences and executive meetings, and managing the team of student workers.	Amanuel Gebru		Categorical	Director, International Students Program

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15	Financial Aid	High	Financial Aid Specialist	<p>Financial aid specialist to process, award, implement and track funding for Moorpark PACT (formerly promise). Funding that will allow us to launch a Moorpark Promise scholarship that would provide eligible new students with a tuition-free first year at our college. Funding would yield additional revenue from increased enrollments, and would also help us provide a pathway to college for students who do not currently have college in their vista. 4. So many community colleges are now offering Promise scholarships that the title is becoming generic. Moreover, a Promise is a one-sided commitment, so I am proposing a PACT which requires more of us that just funding, but also requires a reciprocal commitment from the recipients. In essence, we would agree to:</p> <p>A. Provide a tuition-free first year; B. Pay for all textbooks and required course material; C. Guarantee access to a counselor each semester; D. Guarantee access to the classes needed to graduate with an Associate’s degree in two years; and E. Guarantee admission to an accredited university upon graduation.</p> <p>5. In turn, participating students would agree to: A. Complete their SSSP processes by a particular date; B. Complete an Educational Plan by a particular date; C. Attend full-time; D. See a counselor each semester; E. Work no more than 15 hours per week; F. Promptly report any need for tutoring or additional help; and G. Maintain at least a C grade in their courses.</p> <p>In effect, the PACT would be like our GPS program on steroids, and would help us to bring our GPS program to a larger scale, not unlike the goal of Guided Pathways.</p>	Luis Sanchez, Kim Korinke, Amanuel Gebru	No	Categorical	Financial Aid Specialist
16	Admissions and Records	High	40% Seasonal A&R Tech	<p>With increasing demand for Proficiency Awards reported for MIS, HS Articulated Credit By Exam record production, and 30% term over term increases in Grad processing A&R continues to struggle to meet the increasing demand for records. 40% Seasonal A&R Tech to process Proficiency Awards, HS Articulated Credit By Exam, Grad Application evaluation for CTE related programs.</p>	Dave Anter with CTE funding assistance from Mary Rees		Categorical / CTE Funds	A&R Tech

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17	Business/ Accounting	High	Marketing Specialist		Mary Rees	No	Categorical / CTE Funds	Marketing Specialist
18	Teaching and Learning Ctr	High	Tutorial Specialist I	Managing hiring and payroll paperwork for 50 tutors as well as supervising and observing CET program has grown so quickly as to justify another position in the TLC.	Deb Brackley	No	Categorical Fund and General Fund	Tutorial Specialist