

2018-19 CLASSIFIED REQUESTS - Categorical

	Unit Name	Resource Requested	Justification	Funding Source	Priority
1	EOPS	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.	Categorical	High
2	EOPS	Data Technician	Hire a DATA Technician to report MIS data to the CCCCO. We need to report data to CCCCO.	Categorical	High
3	Financial Aid	Financial Aid Specialist	To process, award, implement, and track funding for AB19 Promise. Students and parents need to be called, emailed, mailed, and texted about the opportunities under AB19. There is a lot of manual work involved in awarding the students and finding the students for these awards. Follow up with the students is needed and a case management coaching approach.	AB19	High
4	GPS	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.	Categorical	High
5	Performing Arts Ctr	Performing Arts Center Technician I	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 are available to entirely support this position.	Categorical	High
6	Theatre Arts	Theatre Tech 1	Theatre Manager/Technical Director, Theatre Technician, and Box Office Supervisor continue to be vital assets to the Theatre Arts and FTVM programs, the PAC and the campus at large. 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, their integration with the Theatre Arts program and its classes is critical. Staff 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 staff cannot sustain this level of support for so many programs by themselves. Notes: The amount of accumulated Comp/over-time for staff 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 staff. It is critical that we hire a Theatre Tech 1 position to continue to managing the ever growing workload of these classified employees. 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 initiative. As our industries continue to converge and consolidate, the need to broaden our students' minds to the vast and diverse possibilities that exist in these industries is critical. The practical and experiential learning that these highly technical CTE programs offer both transfer and career tech students is only possible at a community college. This collaboration and what we can accomplish together will be our competitive edge in the changing landscape of two-year education. As an institution, it makes economic sense for Moorpark College to centralize many of these schedules, practices, facilities and efforts. These are the best practices and new faculty members that allow us to better serve or campus and community. This said, as our academic staff has grown this puts more pressure on our classified partners. (Active)☐ Notes (Optional): For Theatre Arts, FTVM and the PAC to step-up to take on more responsibility for campus-wide programs, events, and community outreach, we need at least one new Tech I position in the PAC scene shop to continue this integration and growth and to continue to run at peak efficiency. ☐ ☐ Fall 2016 - In this past year, they have assisted the Athletics, EATM, Year Of..., Multicultural Day, FTVM lecture series, the	Categorical	High
7	Institutional Effectiveness	Research Analyst	-Support growing research demands from statewide initiatives such as guided pathways, performance based funding, as well as grants. -Aligned with the IEPI PRT visit and ACCJC QFE Action Plan #1.	Categorical - Grants	High
8	Outreach	Student Outreach Specialist	Increasing Outreach support staff to provide representation to all feeder high school on a bi-weekly basis.	Categorical Fund - SEA	High

2018-19 CLASSIFIED REQUESTS - Categorical

	Unit Name	Resource Requested	Justification	Funding Source	Priority
9	Admissions and Records	A&R Tech (.40 Seasonal)	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. to process Proficiency Awards, HS Articulated Credit By Exam, Grad Application evaluation for CTE related programs.	CTE Funds	High
10	Business	Marketing Specialist		CTE Funds	High
11	Marketing and Advancement	Marketing Specialist	To implement the strategies identified in the Marketing Plan (e.g., develop marketing collateral, run social media channels, etc.)	CTE Funds	High
12	Americas Teaching Zoo	Zoo Advancement Specialist	In 2015 ATZ/EATM engaged the Gensler Group to design a comprehensive Master Plan for ATZ's facilities improvement (EATM Site Specific Facilities Master Plan). A Capital Campaign will need to be launched to provide funding to implement the Master Plan. To ensure a successful campaign provisions for competent fundraising leadership will need to be made. Therefore, it is imperative this position be created and put into place as soon as possible so campaign planning, organization and implementation can initiated and the ATZ/EATM can begin to seek philanthropic funding for the initial phase of the Master Plan. This new position would work under the guidance of the Director of Institutional Advancement, Communication, and Public Information in order to achieve its goals.	Existing Program Funds	High
13	Teaching & Learning Ctr	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.	BSSOT	High