

2018-19 CLASSIFIED REQUESTS - General Fund

		Unit Name	Resource Requested	Justification	Priority	FTE Percentage
12:00	1	World Languages	Instructional Lab Technician II	Improve access to the lab -- 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.	High	100.00%
12:03	2	Americas Teaching Zoo	Instructional Lab Tech - Registered Veterinary Technician (ILT-RVT) 19 hrs/wk	Fund Instructional Lab Tech - Registered Veterinary Technician (ILT-RVT) 19 hrs/wk through General Fund so that ATZ Program Specific Funds are available for facility capital improvements that Moorpark College is not able to fund. so that ATZ Program Specific Funds are available for facility capital improvements that Moorpark College is not able to fund. *The additional hours per week 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 directed by the contract veterinarian (8-12 hrs/wk) for the 120+ animals in ATZ's collection. *Increased the hours translate directly to student support since they work closely with program students to teach them techniques and treatments specific to the exotic animal field that they will use in their future employment. *The ILT-RVT is responsible for maintaining the zoo pharmacy, treatment room and equipment, vaccination and flea control programs, and record keeping required by regulatory agencies.	High	47.50%
12:06	3	Americas Teaching Zoo	Instructional Lab Tech 1	Instructional Lab Tech 1 (supporting EATM program plan request) 30 hr/wk 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.	High	75.00%
12:09	4	Americas Teaching Zoo	Office Assistant, 20 hours/week	This position was cut during the last budget downturn (2008) and has not been replaced. Hiring an office assistant would support the ATZ and the EATM program with tasks such as show booking, Jr. Safari Registration and other clerical duties, thereby freeing other zoo staff for student contact hours. A significant portion of staff time is devoted to administrative activities to coordinate shows, field trips and zoo events for the 32,000+ visitors that come to ATZ each year. This is supported by data within the ATZ Program Service-Area Productivity report 2013-2018 in Documents Repository.	Medium	50.00%
12:12	5	Americas Teaching Zoo	Zoo Operations Assistant	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.	High	100.00%
12:15	6	Astronomy/Physics/PhysScience	Astronomy Lab Technician (.40 FTE)	Maintaining equipment properly and supporting lab instructors, thereby leading to higher student success. We currently have aging telescopes, eye pieces, and other equipment for student use at the observatory from use semester after semester. A part-time astro lab technician will maintain all of this equipment, extending the life of the equipment with replacement parts and other repairs, thereby extending the life of the current equipment. The lab tech would also set-up the equipment to project images from the main telescope onto a screen for use during public events. In addition, the astro lab tech would aid astronomy lab instructors during their class time at the observatory, and aid in observatory events, both Moorpark only and events open to the public.	High	40.00%

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12:18	7	Astronomy/Physics/PhysScience	Physics Technician Convert 11 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. The "physics" technician supports astronomy, physics, physical science, engineering, and environmental science, the last entry of which is not even part of our department. As both engineering and astronomy/physics grow, the demands on the technician increase with the increased lab load. Summer classes, with their compressed schedule, have almost as much required lab prep time as during the normal academic year. That means that all of the updates and calibrations of equipment that ought to happen over the summer most often do not. For example, most of the equipment in the new engineering lab requires routine maintenance and calibration at least once a year. We are quite behind on this task as setting up for labs and the continual purchase of new equipment and supplies is already more than a full-time job.	High	100.00%
12:21	8	Business Office/Fiscal Services	College Services Supervisor	Safety and emergency preparedness is a priority for Moorpark College students and staff. This position would provide project management support to the complex projects identified and perform a variety of functions to support college safety and emergency preparedness including training and campus-wide related projects. Plan, implement and manage guidelines, procedures and supplemental information as identified by the Emergency Response/Safety committee and VP, Business Services.	High	100.00%
12:24	9	Career Transfer Ctr	Student Services Assistant 1	The CTC is running off of primarily work study students. Apparently work study will no longer exist within the next year or so. Having a Student Services Clerical at the front desk would alleviate the constant interruption of other classified staff in the office by student traffic. An alternative would be increasing the budget to allow for two student workers.	High	100.00%
12:27	10	Child Development	CD Assistants (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.	High	100.00%
12:30	11	Child Development	CD Associate (.80 FTE)	Position in Toddler Classroom. In order to enhance student workforce preparedness, CD students need the opportunity to experience high-quality infant-toddler programs and to receive in-classroom guidance during their practicum work. Currently, the CDC's toddler class runs only 2 mornings a week and is staffed by an assistant teacher; this situation currently undermines student access to a toddler experience and classroom teacher mentor (a high impact practice). Additionally, a larger toddler program would boost the enrollment in the CDC and attract parents who are looking for longer child care arrangements.	High	80.00%
12:33	12	Counseling	Student Services Assistant 2	An SS2 would improve the overall professionalism of a students first contact and front line of Counseling. The first impression and level of engagement with students is essential to breaking down barriers of access as they try to navigate the student 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/Counseling office in a professional and reliable manner. This position can support the Welcome Center desk area in FH as well as 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 20 FT/PT Counselors, Counselor Assistants, and supervises student staff with daily scheduling needs. The high student traffic flow of the Counseling office averages 550 student appointments a week and over 500 students on Drop In which all need to be greeted and checked in appropriately all while trying to answer phone and complete work duties. The increases in degree/certificates applications, which the SS2 assists with as part of work load has increased from 2,049 in 15/16 to 4,699 in 17/18. Assistance is needed to match this growth of processing in addition to all the assistance needed to support additional initiatives related to office work flow procedures and practices in Counseling.	High	100.00%
12:36	13	Counseling	Success Coach Positions (.40 FTE)	Additional support is needed for both students and Counselors to assist in General Counseling specifically with two areas. First area to be available in the Counseling Office in FH to assist with new incoming students with the on boarding process of applying, setting up portal, understanding assessment, and how to navigate all areas connected to enrollment which all happens before making contact with a Counselor. The second area is in anticipation of adoption of new Early Alert campaign estimated to start in Jan 2019. As part of new Starfish software, Early Alert is effective product for instructional faculty to raise flags on students they are concerned about. This will be an additional work flow process for Counseling in which we will need support to manage the implementation and follow up to this new initiative. In order for it to be effective, there need to be personal responsible for the process which we currently do not have the staffing to handle and the current success coaches have way to large of a caseload to assist with this new work plan.	High	40.00%

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12:39	14	Counseling	Success Coach Positions (.40 FTE)	Additional support is needed for both students and Counselors to assist in General Counseling specifically with two areas. First area to be available in the Counseling Office in FH to assist with new incoming students with the on boarding process of applying, setting up portal, understanding assessment, and how to navigate all areas connected to enrollment which all happens before making contact with a Counselor. The second area is in anticipation of adoption of new Early Alert campaign estimated to start in Jan 2019. As part of new Starfish software, Early Alert is effective product for instructional faculty to raise flags on students they are concerned about. This will be an additional work flow process for Counseling in which we will need support to manage the implementation and follow up to this new initiative. In order for it to be effective, there need to be personal responsible for the process which we currently do not have the staffing to handle and the current success coaches have way to large of a caseload to assist with this new work plan.	High	40.00%
12:42	15	Custodial Svcs	Custodian .40 FTE	Custodian PT = 7am to 11am		40.00%
12:45	16	Custodial Svcs	Custodian .40 FTE	Custodian PT - 7 pm to 11 pm	High	40.00%
12:48	17	Distance Education and Instructional Technology	Instructional Technologist / Designer	<p>GROWTH:</p> <p>DE Enrollments: A Snapshot of Student Access and Equity Needs</p> <p>Students are increasingly interested in taking online classes. We are seeing a shift toward current MC and VCCCD students taking more online classes as part of their loads. This trend can support their access to classes needed for graduation, and can facilitate on-time graduation rates as online classes do not conflict with other classes and allow for a more robust work, personal, and class schedule. If access is our value and equity is our aim, maximizing how we offer DE courses is critical to student, college and district success.</p> <p>Because MC joined the CVC-OEI in Spring, 2018, many of our online courses will become available on the state-wide exchange in the coming months, opening our online classes up to all CCC students in California. While several CCC campuses will have the same opportunity, MC has a window of opportunity to get ahead of most colleges in the state in this coming year. Therefore, as we seek to increase FTES at MC at a time when we see stable enrollments and even trends that suggest future declines, we presently have the opportunity to put MC online classes on the CCC map, and increase our enrollments overall through the online mode of delivery. Over time, other colleges will do the same, but as pioneers in the CVC-OEI movement, our classes and faculty will have established reputations as excellent online providers, thus creating a foot hold in the online CVC-OEI community among students. It is time to Moorpark It in the online arena!</p> <p>Shift toward online at MC</p> <p>In AY 2013-2014, 10% of MC's Fall FTES were enrolled in Distance Education (DE = hybrid and online) courses; in AY 2016-2017 Fall DE FTES made up 15% of our enrollments. We see more of a shift toward online classes in Spring semesters, moving from 11% of our FTES in 2014 DE classes to nearly 18% of our Spring 2018 FTES enrolled in DE classes. The trend for summer is more dramatic; while we had only 1.5% of our FTES enrolled in DE courses in summer 2013 (hybrid only), in Summer 2017, 29% of MC's Summer FTES were in DE classes (90%+ online).</p> <p>As the state and district encourage an increase in online course offerings to promote access to non-traditional students and to help all students move through their course of study more efficiently, we anticipate the DE program is continue to grow. Additionally, MC currently offers - and is developing programs - that may be completed 100% online, including the upcoming transitional kindergarten program (24-unit certificate), the ADT in Journalism, and several others. Because online courses</p>	High	100.00%
12:51	18	EATM	Instructional Assistant	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 Currently our one instructional assistant's responsibilities have become zoo operations and development instead of evaluating and supervising students. With an increase in special needs students, and potentially dangerous situations in ATZ, in addition to evaluating learning outcomes, these student needs are currently not being met.	High	100.00%

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12:54	19	EATM	Public Information Officer	Promote program and ATZ events to the community, and stay on top of animal activist activities.	High	100.00%
12:57	20	Engineering	Instructional Laboratory Technician	To help maintain physics, engineering, environmental science, and astronomy laboratory and the astronomy observatory. Currently our Instructional Laboratory Technician is a 10 month position which does not serve the needs of our department. We also teach summer lecture and lab courses and thus it is imperative for our faculty to have the help of a Laboratory Technician.	High	100.00%
1:00	21	Facilities Svcs	Asst. Director Facilities, Maintenance & Operations		High	100.00%
1:03	22	Film TV Media	Performing Arts Technician I	Part Time Position to work on Campus Video and Audio - With the increase of campus production a position is needed to fulfill the requests.	High	100.00%
1:06	23	Graphics/Multimedia	Lab Technician - 11 Months	Mid-level Lab Technician (Level 220) to support multiple programs: GR, MM, and Game Design. 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.	High	100.00%
1:09	24	Grounds Svcs	Grounds Maintenance Lead	<p>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.</p> <p>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.</p> <p>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 cost effective manner with a high standard of quality. Since this position is combining the Lead position and the Irrigation Repair Technician the cost will only be an additional \$15,000/annually not including benefits</p>	High	100.00%
1:12	25	Health Science	Office Assistant	Move Full-time Office assistant from grant funded to general funded to help maintain students records, contracts with agencies, and other documentation needed for maintenance of programs including accreditation and state approval. The number of programs within the Health Sciences Department has increased over the past 2 years as both EMT and Optical Technology programs have been added. Both of these programs require background checks and other compliance screening and tracking. Also, the volume and intensity of the office work has increased for existing programs with additional hospital requirements. Following the Board of Registered Nursing site visit in 04/2017, a recommendation was to move the salary/benefits of the Office Assistant to fully general funded. The position maintains student records, contracts with agencies, and other documentation needed for maintenance of program approvals and accreditation.	High	100.00%

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1:15	26	Health Science	Office Assistant	Position to support the increase volume of record keeping and generation of reports for the various clinical and regulatory agencies. To assist with maintaining records, agency contracts, and other accreditation and reporting requirements. Provides support staff to facilitate the requirements that need to be fulfilled to maintain all of the Health Sciences programs, though specifically Optical Technology and EMT. The position is in addition to the current request of Office Assistant moving from grant funding to general funding, and is mirrored in each of the program plans' resource requests.	High	100.00%
1:18	27	Information Technology	Information Technology Support Specialist II	Additional IT staff is needed to support the growing amount of technology on campus. We currently have 1 technician for every 2435 FTE which is much higher than the national average of 1 technician per 850 FTE annually.	High	100.00%
1:21	28	International Students	Administrative Assistant (.40 FTE)	An administrative assistant is needed to assist with office administrative work, plan and coordinate events, process requisitions and orders, help students with basic requests, guide prospective students, process applications, respond to emails and phone calls, update the ISP website, and perform other tasks as needed.	High	40.00%
1:24	29	International Students	Director of International Student Program	An director is needed to guide ISP into the future. Duties include 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, teaching the Moorpark community the value of international education and how to support international students, designing programs and services to improve the international student experience, developing marketing and recruitment strategies to increase international student enrollment, traveling to recruit students locally and internationally, attending conferences and executive meetings, and managing the ISP staff. 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. \$120,000 (includes benefits)	High	100.00%
1:27	30	Journalism	Lab Technician	Lab Technician (Level 220) to maintain Jour, MM, Game Design labs	High	100.00%
1:30	31	Kinesiology/ICA	Equipment Manager	Current Equipment Manager has exhausted all available comp time and is constantly flexing his schedule to meet the demands of the athletics/kinesiology department. The Equipment Manager is present for all competitions/games that occur during the daily schedule; as well as, weekends, evenings, and holidays.	High	100.00%
1:33	32	Kinesiology/ICA	Student Success Coach	This position would be responsible to assist the athletic counselor in meeting all college, CCCAA and NCAA eligibility requirements. Student athlete retention and success rates would be enhanced due to the follow up provided.	High	100.00%
1:36	33	Kinesiology/ICA and Admissions and Records	Athletic Eligibility Clerk	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. To help relieve workload on current Admissions & Records staff. Many teams were brought back to athletics after being cut for some years due to budget but the administrative work that goes into athletics eligibility was not restored. As a result A&R has lost productivity on grad application processing, attendance verifications, and petition processing for registration related changes. This is at a time where demand for these services is on the rise.	High	100.00%

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1:39	34	Library	Instructional Lab Technician I	Technology used to support student success in the library building includes over 230 computers, printers and copiers, video players and monitors, scanners, tools for ACCESS students, a microfiche reader, and more (these areas include the Open Access Computer Lab and the Language Lab in the building). With existing human resources and job classifications we are not able to maintain these resources nor can we adequately support students and faculty in using them. VC has 2.6 ILT positions for this work while we have a quarter-time, temporary position. Given the technology intensive nature of the library, an Instructional Lab Technician is needed to effectively address maintenance and support problems affecting our students.	High	100.00%
1:42	35	Maintenance Svcs	Maintenance Assistant II	To be able to back up the majority of the trades in order to provide services when there is an employee out.	High	100.00%
1:45	36	Maintenance Svcs	Maintenance Assistant II	To be able to back up the majority of the trades in order to provide services when there is an employee out.	High	100.00%
1:48	37	Marketing and Advancement	Administrative Assistant	Support administrative functions related to marketing and advancement as delineated in Marketing and Advancement plans.	High	100.00%
1:51	38	Music	Accompanist (9 month)	<p>Our program requires a full-time accompanist to ensure success and equity across comparable CCC music programs.</p> <p>Our music program continues to expand, particularly our Applied Music/Music Major. As of fall 2018, we have a record number of 45 students in Applied Music. These 45 students boost FTES for our entire music program as it has several co-requisites: Music Theory, Musicianship, Performing Ensemble, Piano, and Music History. In addition, 17 of these Applied students are specializing in Voice which needs even more extensive piano accompaniment assistance.</p> <p>We are one of the few colleges in the state without a full-time classified accompanist. The accompanist is a critical component of any successful music program. They accompany the choirs, the orchestra, and most importantly, the applied music students. As it stands now, we have one provisional employee. However, provisional employees are quickly becoming obsolete in our district. In addition, provisional employees are restricted as far as the hours they work. As it stands, our accompanist is unable to meet the needs of our music program.</p> <p>In a literal sense, the lack of an accompanist is a failure to comply with state TMC and C-ID requirements. As part of the Applied Program, the C-ID clearly states that our students, as part of the program, must "demonstrate appropriate blend and balance when performing with an accompanist." Currently, none of our Applied Program students are able to work with an accompanist due to provisional restrictions and lack of funding.</p> <p>This lack of an accompanist is also a pedagogical concern for our voice instructors in particular. Unlike instrumental applied lessons where the instructor often mirrors the student with the same instrument as the student, voice instructors serve as the piano accompanist for the applied voice student. This presents two concerns: 1) our applied voice instructors were not hired to be accompanists, and some of our voice instructors are unable to play piano (they were not hired to accompany singers; they were hired to teach them); 2) our applied voice instructors are unable to effectively teach a voice student if the teacher is busy playing the piano as well.</p> <p>No other person on this campus has more consistent contact time with students than our accompanist. His sole purpose it to help students succeed, and we need our accompanist to have more hours to meet the needs of our students and growing program.</p>	High	100.00%
1:54	39	Nursing	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). Recommendation from the California Board of Registered Nursing (BRN). The BRN gives state approval for the Nursing program in addition to the college's accreditation through ACCJC.	High	100.00%
2:00	40	Nursing	Office Assistant	An additional, general-funded Office Assistant to assist with maintaining records, agency contracts, and other accreditation and state reporting requirements. This is in addition to the current 100% grant-funded Office Assistant position. Provides support staff to facilitate the requirements that need to be fulfilled to maintain programs, specifically to service the EMT and Optical Technology programs which have started within the past 2 years. This position is in addition to the current request of Office Assistant moving from grant funding to general funding, and is mirrored in each of the program plans' resource requests.	High	100.00%

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2:03	41	Operations	Office personel		Medium	100.00%
2:06	42	Optical Technology	Office Assistant	To assist with maintaining records, agency contracts, and other accreditation and reporting requirements. Provides support staff to facilitate the requirements that need to be fulfilled to maintain the all of the Health Sciences programs, though specifically Optical Technology, and EMT. This position is in addition to the current request of Office Assistant moving from grant funding to general funding, and is mirrored in each of the program plans' resource requests.	High	100.00%
2:09	43	Optical Technology	Office Assistant	Move full-time Office Assistant from grand funded to general funded to help maintain student records, contracts with agencies, and other documentation needed for maintenance of Health Sciences programs including accreditation and state approval. The number of programs within the Health Sciences Department has increased over the past 2 years as both EMT and Optical Technology programs have been added. Both of these programs require background checks and other compliance screening and tracking. Also, the volume and intensity of the office work has increased for existing programs with additional hospital requirements. Following the Board of Registered Nursing site visit in 04/2017, a recommendation was to move the salary/benefits of the Office Assistant to fully general funded. The position maintains student records, contracts with agencies, and other documentation needed for maintenance of program approvals and accreditation.	High	100.00%
2:12	44	Performing Arts Ctr	Lighting and Audio	With the constant evolution of Lighting and Audio technology - as well as Projection Technology - we need to consider creating and hiring for a position like this. Many facilities that do the extent of work that we do have three positions - one for each of these areas - it would be extremely helpful to our current staff, to our students, to our productions, and to our equipment to at least have one individual here whose job it was to focus on all this equipment.	High	100.00%
2:15	45	Performing Arts Ctr	PIO/Development Officer	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.	High	100.00%
2:18	46	Plan Nursing	Office Assistant	Move Full-time Office Assistant from being grant funded to general funded to help maintain students records, contracts with agencies, and other documentation needed for maintenance of accreditation. The number of programs within the Health Sciences Department has increased over the past 2 years as both EMT and Optical Technology programs have been added. Both of these programs require background checks and other compliance screening and tracking. Also, the volume and intensity of the office work has increased for the existing programs with additional hospital requirements. Following the Board of Registered Nursing site visit in 04/2017, a recommendation is to move the salary/benefits of the Office Assistant fully to the general fund. The position maintain students records, contracts with agencies, and other documentation needed for maintenance of accreditation.	High	100.00%
2:21	47	RadTech	Office Assistant	To manage data, documents, preparation and the organization of forms to maintain JRCERT accreditation. Move from current grant funding to general funding.	High	100.00%

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2:24	48	Student Activities	Student Activities Assistant (.40 FTE)	<p>Goal is to hire a PT or FT Classified Office Assistant to enhance the Student Activities Office's cross-campus collaborations and its services for students.</p> <p>The Student Activities Office current operates as a department of one. In addition to playing the role of advisor to ASMC and mentoring its ten Board members, I also often service as administrative assistant to ~50 clubs annually, helping students to complete room reservation forms for their meetings and inputting requisitions into Banner to create Purchase Orders, among other duties. In the absence of a student worker, I also am responsible for greeting people who come by the office, fielding general questions about the campus and creating student ID cards. While I don't mind taking on these tasks, they can prove disruptive to the bigger-picture projects. Having a part-time Office Assistant would allow me to develop additional programs, like the Leadership Academy, and it could also afford me the opportunity to play a bigger role in assisting with events such as the Spring Festival.</p> <p>Having one person dedicated to the office would work to ensure continuity of service to our club leaders, club advisors, and student body. Currently I have 3 part-time student assistants, but student assistant turnover is high, and it would be good to have a steady, reliable person in the office. Additionally, my student assistants are being paid out of ASMC's General Fund (student ID card sales), and the student government shouldn't have to use this fund to pay students' wages.</p> <p>Lastly, a part-time employee could also provide consistent coverage when I am out of the office at committee meetings or during my regular travel with ASMC.</p>	Medium	40.00%
2:27	49	Student Business Office/Fiscal Services	Graphic Communications Technician (.40 FTE)	Publication's work load has been steadily increasing over the years. With more work coming in from the District Office, Ventura and Oxnard Colleges, a part-time employee is needed to ensure deadlines are met and quality work continues to be produced. Currently, a provisional employee is in place, but a permanent solution is needed for the future. This would be another step in succession planning for the department. Publications also has revenue from District and other campuses to off set this General Fund request .	High	40.00%
2:30	50	Student Health Center/ Financial Aid/ Admissions and Records	Case Manager	Case Manager and case management approach needed on campus for Health Center, Foster Youth, Vets, homeless, and other special populations that necessitate a case manager and case management approach to be successful in engaging and assisting these student populations. Dedicated space is needed for this request The State Chancellor's office and legislators are consistently rolling out initiatives for foster 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 managers are becoming a necessity to manage the case load of BIT/CARE Teams.	High	100.00%
2:33	51	Veterans Center	Student Services Assistant I	There is an extreme need to have a full-time 100% Student Services Assistant I or Office Assistant I to provide assistance with the day to day operations, student tracking and follow up, programming, provide administrative duties office assistance, GI Bill certification.	High	100.00%
2:36	52	World Languages	Instructional Lab Technician 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.	High	100.00%