

Moorpark College

2011-12 PROGRAM PLAN

HUMAN RESOURCES REQUESTS - CLASSIFIED

REMOVED

Program	Priority	Position Title	Location/Dept	Brief Synopsis	StrategicObjective	Est. Cost	Comments
Anthropology							
	1	Instructional Lab Tech	Biology/Biotech/Anthropology	Duplicate request with Biology: 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 lack of additional technician time to assist in preparation of cultures/reagents for the course.		\$75,000.00	Removed per N. Marten & K. Hoffmans 3/27/12
Athletics/PE/HED							
	1	Janitor	PE/Athletics	More janitorial time for deeper cleaning, especially floors and mat surfaces			Removed per H. Davis 3/27/12
Biological Sciences							
	1	Instructional Lab Tech		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 lack of enough technician time to assist in preparation of additional cultures/reagents.			Removed per N. Marten & K. Hoffmans 3/27/12
Computer Information Systems							
	1	Instructional Lab Technician	CIS/Lab	Student needs are not necessarily being met effectively.			Removed per M. Mills 3/27/10

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Custodial							
	1	Lead Custodian	M&O	Required for level 2 appearance with building area in one year.		\$67,160.00	Removed per J. Sinutko 3/27/12, position is pending fulfillment
	2	Custodian	M&O	Required for level 2 appearance with building area in one year.		\$53,952.00	Removed per J. Sinutko 3/27/12
Dance							
	1	Theater Manager/Technical Director		Dance supports the PAC's request for this position			Removed per J. Loprieno 3/27/12, position filled.
	2	Theater/Shop Technician		Dance supports the PAC's request for this position			Removed per J. Loprieno 3/27/12, position supports the PAC's request for this position.
	3	Costume/Makeup Specialist		Dance supports the PAC's request for this position			Removed per J. Loprieno 3/27/12, position supports the PAC's request for this position.
Economics							
	1	AA1	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.			Removed per R. Edwards 3/27/12
	2	Technical Assistant	College wide.	Help in technical support is critical as our use of technology increases & we need to support student needs.			Removed per R. Edwards 3/27/12
Facilities							
	1	Asst. Director of Facilities	FM&O	Management position to assist with daily activities, project management and planning duties		\$100,000.00	Removed per J. Sinutko 3/27/12

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Grounds							
	1	Grounds Maintenance worker		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. We currently have gained two new buildings with approx. 2 acres of intense high maintenance landscape. Another half acre of intense landscape maintenance will be added when the new EATM facility is completed. Due to recent cutback the grounds department lost one grounds worker leaving a total of 8 grounds staff. By increasing the staff to 10, we will be able to properly maintain the campus landscape, provide the necessary service and meet the grounds department goals of creating a aesthetically pleasing environment for everyone to enjoy.		\$55,000.00	Removed per J. Sinutko 3/27/12
	2	Grounds Maintenance worker		do to increased buildings and grounds. As part of the increased staffing to maintained the more than 2 acres of newly aquired intense landscape maintenance.		\$55,000.00	Removed per J. Sinutko 3/27/12
	3	Athlectic Specialist		to maintain golf center and help improve athletic field playing conditions and facilities. By gaining this position it will allow Moorpark College to free up a grounds workers to work in other areas of the campus where help is much needed due to the newly aquired landscape. An Athletic Specialist will provide us an experienced person with a background in maintaining turf and athletic fields to improve our athletic field and facilities. Improved field conditions and facilities will attract better athletes and create a strong and consistent athletic program.		\$61,000.00	Removed per J. Sinutko 3/27/12 (and acknowledged to by H. Davis)

Program	Priority	Position Title	Location/Dept	Brief Synopsis	StrategicObjective	Est. Cost	Comments
Journalism							
		Instructional lab technician	Jour/GR/MM/FTVM	A lab technician is needed to manage and maintain equipment, software and computers 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 to oversee student use and check-out. 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. (Salary noted here is the portion to be charged to JOUR budget)		\$25,000.00	Removed per J. Miller 3/27/12
Maintenance							
	1	Electrician	M&O	The fastest growing maintenance area, in terms of service requests, is electrical		\$67,600.00	Removed per J. Sinutko 3/27/12
Music							
	2	Theater/Shop Technician	PAC	We support the PAC's request for this position			
Operations							
	1	Warehouse Operator	M & O	(Upgrade of Current Position) Required for current level of activity. Needed for increased efficacy and deverification in warehouse to better serve students and staff.		\$62,000.00	Removed per J. Sinutko 3/27/12
Performing Arts Center							
	2	Theater Manager/Technical Director	Performing Arts request , supported by Theater, Music, and Dance	Paulette Cox, our current Theater Manager has expressed her intent to retire. We request to replace her when this occurs.			Removed per J. Loprieno 3/27/12, position filled.

Program	Priority	Position Title	Location/Dept	Brief Synopsis	StrategicObjective	Est. Cost	Comments
Teaching and Learning Center							
	1	Instructional Lab Tech II	Teaching and Learning Center / Learning resources	Center needs Inst Lab Tech II for technology driven system support, helping students with software, and also for clerical tasks such as keeping hand-outs stocked, assisting in tracking tutor hours, answering TLC phone, answering student questions, filing records, and other clerical tasks.			Removed per K. Adams 3/27/12
Theatre Arts							
	1	Theater Manager/Technical Director		Paulette Cox, Theatre Mgr., has announced her intent to retire. This position will need to be filled asap.			Removed per J. Loprieno 3/27/12, position filled.
	2	Theater/Shop Technician		Theatre Arts supports the PAC's request for this position.			Removed per J. Loprieno 3/27/12, position supports the PAC's request for this position.
	3	Costume/Makeup Specialist		Theatre Arts supports the PAC's request for this position.			Removed per J. Loprieno 3/27/12, position supports the PAC's request for this position.