

# Non-Instructional Program Review – Annual Update Template

## Service Area/Administrative Unit

Service Area/Administrative Unit Name: Performing Arts Center

Submitter: Devin Vargas

Academic Year: 2022-2023

Annual Update #1  #2

***An Annual Update must be submitted each year that a Program Review is not submitted.***

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## I. Progress on Service Area/Administrative Unit Outcomes (SAOs/AUOs)

- A) List the Service Area Outcomes (SAOs) or Administrative Unit Outcomes (AUOs) for your unit:  
***(These should be carried forward from your full Program Review, or from your Annual Update #1 if revised since your full Program Review)***
1. The BCC PAC is diligently working on audience development. This is an ongoing activity and will continue in earnest through all the years.
  2. The BCC PAC has created the first season of events for the 2017- 2018 academic year. We are monitoring data through audience attendance, advertising money best spent and other analysis to improve each season.
  3. The BCC PAC has developed eclectic and well-rounded seasons to be an attraction to college students, the community at large and the school aged children (long term audience development).
- B) Summarize the progress your unit has made on SAO/AUO measures over the past year:
1. For audience development, the BCC PAC has initiated connections with the BUSD and SVUSD school districts to present workshops and generate interest from the younger population in Barstow. We are also working to present more diverse programming by cross collaborating with BCC college departments (i.e. Student Services) and campus clubs such as ASG (Associated Student Government) and the Callboard Performing Arts Club.
  2. Through our Ludus ticketing system we are monitoring attendance for our college productions and will move into requiring metrics from all facility rentals to further analyse demographic information. In addition, the BCC PAC has partnered with the San Bernardino Arts Council to conduct surveys that will provide data about economic impact of the Arts in the region in 2023.
  3. The BCC PAC has offered family friendly productions (i.e. “Puffs”) that appeal to wider audiences and offer school age students opportunities to visit the PAC.
- C) Describe any improvements made by your unit as a result of the outcomes assessment process:
- 1) What did you learn from your evaluation of these measures?  
We learned that we needed a better ticketing system to capture patron analytics and run reports for accounting use. We also learned that we should offer card and alternate

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payment methods such as tap-to-pay and mobile payment with popular applications (i.e. Zelle, Apple Pay). Collaboration with campus departments aids in presenting robust programming that is inclusive, equitable, culturally sensitive and representative of the BCC student body and greater community.

- 2) What improvements have you implemented as a result of your analysis of these measures?  
A new ticketing system that captures patron data and generates reports easily, more streamlined processes for booking the space and coordinating with the Maintenance & Operations and IT departments, developed COVID response to offer remote attendance and streaming presentations and developed protocols for seat buffering due to COVID-19 for the safety and security of attendees.
  
- 3) What improvements do you plan to implement as a result of your analysis of these measures? (*List any resources required for planned implementation in Section III “Resource Requests”*)  
The PAC plans to hire new staff to properly support venue operations including but not limited to a full time Administrative Secretary and a part time Theater Assistant. The Administrative Secretary is needed to provide support for phone and office reception, ticket sales, Box Office management, volunteer coordination & training, preparation of reports, filing, event coordination, budget tracking, PAC calendar management, equipment maintenance oversight, inventory control, and professional expert hiring. The Theater Assistant will assist with the technical aspects of the theater and control room audio visual equipment, rigging lighting, setting monitors, affixing batons and flies, advising on equipment wear & tear, advising on theater technical specifications and providing Audio/Visual support for campus events.

### II. Progress towards Achieving Goals

***For Existing Goals, copy and paste each goal from your Program Review, or from your Annual Update #1 if revised since your full Program Review.***

#### Existing Goal 1

Marketing and Outreach- Expand marketing, outreach, and access to our community so as to advance BCC’s PAC image as the best small college in the high desert.

#### *Progress*

The PAC manager, the Theater Arts Faculty, and the PIO have created a marketing and publicity plan for the college productions to increase impact and coverage. Radio ads, grassroots marketing, and social media posting will be utilized in spring of 2023. In addition, the PAC manager and the BCC web designer are redesigning the PAC webpage to reach industry standard and SEO (Search Engine Optimization). Furthermore, the PAC manager will work in conjunction with a consultant and the PIO to list the PAC on online venue databases to increase exposure by Dec 2022 for spring of 2023.

#### *Resource Requested?*

Yes

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### Existing Goal 2

Fiscal Health- Sustain and cultivate an environment that strengthens the district’s long-term fiscal health.

#### *Progress*

The BCC PAC is offered as a community use facility rental venue to host a variety of events from dance recitals, graduation ceremonies, memorial services, to conferences, and concerts. The PAC is also working with the BCF (Barstow College Foundation) to generate revenue through F&B (food and beverage) sales for community events to include beer and wine as well as souvenirs and memorabilia. The PAC manager is also working with a consultant to identify more revenue opportunities at industry standard.

#### *Resource Requested?*

No

### Existing Goal 3

The BCC PAC has completed three seasons of events for the 2017-2020 academic year. We are monitoring data through, audience attendance, advertising money best spent and other analysis.

#### *Progress*

This goal to be revised as an objective that will fall under Existing Goal 1 and/or 2 to inform decisions on Marketing and how to best strengthen the Districts fiscal health. Please see new Goal 3.

#### *Resource Requested?*

No

### Existing Goal 4

The BCC PAC is developed three eclectic and well-rounded academic year seasons to be an attraction to college students, the community at large and the school aged children (long term audience development).

#### *Progress*

This goal will be revised to reflect SAO of audience development for more diverse populations; to include Hispanic & African American supportive programming, culturally inclusive performances, and access for differently abled people.

#### *Resource Requested?*

No

### Existing Goal 5

Educational Success- Measurably advance student equity, completion and attainment of educational goals.

#### *Progress*

This goal has been combined with existing goal #4

#### *Resource Requested?*

No

**For New Goals, complete the below information.**

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### New Goal #1

Goal #1 will remain the same but Objective 2, actions/tasks, and outcomes have changed. Please see the following:

#### *Objective 1*

Click or tap here to enter text.

#### Actions, Tasks

Click or tap here to enter text.

#### Outcomes, Measures, Assessment

Click or tap here to enter text.

#### *Objective 2*

Increase PAC visibility by working with industry consultant to place the BCC PAC on national and international venue listings as a premier location in California.

#### Actions, Tasks

Increase personal & consultant services budget and hire industry consultant to identify key indicators of success.

#### Outcomes, Measures, Assessment

Utilize online venue platform metrics to calculate views, clicks, and other analytics and compare them against leads, referrals, and BCC PAC venue inquiries.

#### *Objective 3*

Click or tap here to enter text.

#### Actions, Tasks

Click or tap here to enter text.

#### Outcomes, Measures, Assessment

Click or tap here to enter text.

*Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)*

Choose an item.

Choose an item.

Choose an item.

Choose an item.

### New Goal #2

Click or tap here to enter text.

#### *Objective 1*

Click or tap here to enter text.

#### Actions, Tasks

Click or tap here to enter text.

## Non-Instructional Program Review – Annual Update Template

Outcomes, Measures, Assessment

Click or tap here to enter text.

### *Objective 2*

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

Outcomes, Measures, Assessment

Click or tap here to enter text.

### *Objective 3*

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

Outcomes, Measures, Assessment

Click or tap here to enter text.

*Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)*

Choose an item.

Choose an item.

Choose an item.

Choose an item.

### New Goal #3

Prepare the BCC PAC to support a wider variety of programming and events at industry standard by properly staffing the venue. Offer full service venue support (staff) to attract larger acts and audiences, thereby increasing revenue and educational opportunities for students.

### *Objective 1*

Increase stable of audio and visual staff, stage managers, stage hands, box office personnel and other PAC support staff to accommodate schedule conflicts and to provide consistent coverage.

Actions, Tasks

Hire professional experts to provide 3 backups for all positions.

Outcomes, Measures, Assessment

More available support staff will optimize facility use capabilities. A larger stable of support staff will expedite execution of contracts and allow the PAC manager to focus on program development.

### *Objective 2*

Provide students with on-the-job training opportunities by shadowing professional experts.

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### Actions, Tasks

Offer existing Theater Arts students and campus volunteers extra credit or volunteer hours to work events scheduled at the PAC.

### Outcomes, Measures, Assessment

Provide usher training to Theater Arts Students. Work with ASG to create a robust student volunteer program that will satisfy FoH (Front of House) PAC needs and transfer student volunteer requirements.

### Objective 3

Hire full- time Administrative Secretary and full-time Performing Arts Center Technical Specialist to support the PAC Manager

### Actions, Tasks

Create job description for Performing Arts Technical Specialist at industry standard. Utilize existing job description for Administrative Secretary position.

### Outcomes, Measures, Assessment

At minimum, employ an Administrative Secretary by July 1, 2023. Develop Performing Arts Center Technical Specialist job description and secure proper approvals by June 30, 2023.

*Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)*

Strategic Priority 4: Achieve Sustainable Excellence in all Operations

Strategic Priority 2: Ignite a Culture of Learning and Innovation

Strategic Priority 1: Innovate to Achieve Equitable Student Success

Choose an item.

### New Goal #4

Click or tap here to enter text.

### Objective 1

Click or tap here to enter text.

### Actions, Tasks

Click or tap here to enter text.

### Outcomes, Measures, Assessment

Click or tap here to enter text.

### Objective 2

Click or tap here to enter text.

### Actions, Tasks

Click or tap here to enter text.

### Outcomes, Measures, Assessment

Click or tap here to enter text.

## Non-Instructional Program Review – Annual Update Template

### *Objective 3*

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

Outcomes, Measures, Assessment

Click or tap here to enter text.

*Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)*

Choose an item.

Choose an item.

Choose an item.

Choose an item.

### New Goal #5

Click or tap here to enter text.

### *Objective 1*

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

Outcomes, Measures, Assessment

Click or tap here to enter text.

### *Objective 2*

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

Outcomes, Measures, Assessment

Click or tap here to enter text.

### *Objective 3*

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

Outcomes, Measures, Assessment

Click or tap here to enter text.

*Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)*

Choose an item.

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Choose an item.

Choose an item.

Choose an item.

### III. Resource Requests: What does the area need to meet its goals and objectives?

List all significant resources needed to achieve the objectives shown in your action plan, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements.

**IMPORTANT: A [BUDGET ALLOCATION PROPOSAL](#) must be completed and submitted for **EACH** new resource requested.**

| Goal #                           | Objective #                      | Resource Required  | Estimated Cost                   | BAP Required? Yes or No          | In No, indicate funding source   |
|----------------------------------|----------------------------------|--|----------------------------------|----------------------------------|----------------------------------|
| 1                                | 2                                | Increase personal & consultant services budget                       | 20,000.00                        | Yes                              | Click or tap here to enter text. |
| 3                                | 3                                | Personnel Request:<br>Administrative Secretary                       | \$67,328.00                      | Yes                              | Click or tap here to enter text. |
| 3                                | 3                                | Personnel Request:<br>Performing Arts Center<br>Technical Specialist | \$65,276.00                      | Yes                              | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text.                                     | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text.                                     | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |



# BUDGET ALLOCATION PROPOSAL

|   |   |
|---|---|
| Date: <u>11/23/2022</u>   | Originator: <u>Devin Vargas</u>   |
| Program or Department Name:   | <u>Performing Arts Center</u>   |
| Dean/Vice President/Supervisor:   | <u>Dr. Eva Bagg</u>   |
| What are you requesting? ( <i>Brief</i> )   | <u>Support staff for the Civic Center &amp; College Events Manager</u>                                  |
| Amount Requested: _____   | <input type="checkbox"/> One-time Funding <input checked="" type="checkbox"/> Ongoing Funding           |
| Funding Source (if known) :   | _____   |
| <b>REQUEST TYPE:</b>  |   |
| <input checked="" type="checkbox"/> Personnel/Staffing<br><small>Complete <i>Personnel/Staffing</i> section below</small> | <input type="checkbox"/> Technology Resource<br><small>Complete <i>Technology</i> section below</small> |
| <input type="checkbox"/> Facilities Resource<br><small>Complete <i>Facilities</i> section below</small>                   | <input type="checkbox"/> OTHER  |

| PERSONNEL/STAFFING REQUEST   |  |
|------------------------------|--|
| Is the position request for: | <input type="checkbox"/> Faculty <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Management/Confidential   |
| Is the position requested:   | <input type="checkbox"/> A new classification (Attach <i>proposed</i> job description, or <i>detailed</i> list of proposed duties)<br><input checked="" type="checkbox"/> An existing classification           Official Job Title: <u>Administrative Secretary</u> |
| Is the position requested:   | <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time: _____ Months/Year _____ Hours/Week   |

| TECHNOLOGY RESOURCE REQUEST   |   |
|---|---|
| Indicate the category of the request:   |   |
| <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Printer/Copier <input type="checkbox"/> Network <input type="checkbox"/> Audio-Visual <input type="checkbox"/> License/Maintenance |   |
| Indicate the intended users:  | <input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other  |
| Is training required?   | <input type="checkbox"/> No <input type="checkbox"/> Yes           Explain: _____   |
| How will it be secured?   | <input type="checkbox"/> Alarm <input type="checkbox"/> Secure Room <input type="checkbox"/> Secure Cabinet <input type="checkbox"/> Cable/Lock <input type="checkbox"/> Password |
| Have you completed and attached the <a href="#">Technology Assessment Form</a> ?  |   |

| FACILITIES RESOURCE REQUEST  |  |
|------------------------------|--|
| Indicate the intended users: | <input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other |
| Is maintenance required?     | <input type="checkbox"/> No <input type="checkbox"/> Yes           Explain: _____  |

# BUDGET ALLOCATION PROPOSAL

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1. Why is the request being made?

The Civic Center & College Events Manager requires secretarial support to maximize efficacy in event management. Events and planning require the Manager to be active on and off site for internal and external bookings which leaves little time for the complex administrative tasks of operating the Performing Arts Center coordinating staff, volunteers, faculty, and students, as well as to provide support for phone and office reception, ticket sales, Box Office management, volunteer coordination & training, preparation of reports, filing, event coordination, budget tracking, PAC calendar management, equipment maintenance oversight, inventory control, and professional expert hiring.

2. a) Where in the Program Review/Annual Update is the request supported? Include the text from the Program Review AND cite the applicable section number(s).

Annual Update 2022-23, New Goal #3, Objective 3:  
“Hire full- time Administrative Secretary and part-time Theater Assistant to support the PAC Manager.”

b) Explain how the request is supported with information gathered from the assessment of outcomes (Student Learning Outcomes, Program Level Outcomes, Service Area Outcomes, or Administrative Unit Outcomes).

The BCC PAC has implemented a new ticketing system that will inform more robust programming and reporting which will require additional administrative support to plan and execute higher volume internal and external facility rentals and campus use.

c) How was this included in the Area Goals section of your Program Review? Please cite section/item number and include the text.

New Goal #3, Objective 3, Outcomes:  
“At minimum, employ an Administrative Secretary by July 1, 2023. Develop Theater Assistant job description and secure proper approvals by June 30, 2023.”

3. If this item is approved, what departments or resources are needed, or would be affected, when implementing or developing it, on both a short-term and a long-term basis? Have they been notified?

Example: [Technology Assessment Form](#)

*(This question is not required for Personnel/Staffing requests.)*

4. a) How will this resource improve student success or institutional services?

This resource will improve institutional services by providing consistent office support and staffing to respond to internal and external stakeholders, increase facility use inquiry response time, improve accuracy of reporting and increase facility rentals. This resource will allow the Civic Center & College Events Manager to invest more time and energy into program development and revenue generation.

b) What data will you gather and analyze to demonstrate that your proposal is meeting this goal(s)?

## BUDGET ALLOCATION PROPOSAL

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With this resource, the PAC will be able to accommodate more frequent large external facility rentals (\$5,000.00 average per rental +ticket & concession revenue) per semester by increasing the speed and response time of booking to 2 month contract execution. Event attendance numbers are expected to increase due more frequent and inclusive programming by way of more frequent and efficient collaboration with campus departments and community stakeholders.

- 5) Describe how your request is aligned with as many of the college's strategic planning documents as applicable. (If the request does not align with a document, indicate N/A.)

Please be specific and provide detail, ensuring a clear correlation between content of referenced document and the request. Cite the section and page numbers where the correlation can be found.

*(Follow the links to access each document)*

1. [Mission Statement](#)

This request is aligned with the BCC Mission Statement by offering community members the opportunity for professional growth. This personnel request provides a career/workforce opportunity never previously offered in the Barstow area, in the area of Performing Arts/Entertainment which accounts for a significant portion of economic impact in California.

2. [Strategic Priorities / Strategic Goals](#)

This request is aligned with BCC Strategic Priority #1, Innovate to Achievable Equitable Student Success by helping students choose and enter a path, item 4. This position has never been offered in Barstow and will give students an opportunity to see a career option and possibility in Theater Administration. In addition, the support of the theater will increase events and thereby offer students opportunities to volunteer and receive on-the-job-training.

3. [Educational Master Plan](#)

This request aligns with the Educational Master Plan in staffing (p. 26) "The Staffing Plan provides the process for staffing due to the creation of new positions, implementing new programs or technology support, and filling of vacant positions.". This request also aligns with institutional effectiveness by improving PAC operations and safety protocols.

4. Others: Such as [Technology Plan](#) , [Facilities Master Plan](#) , [HR Staffing Plan](#) , [Professional Development Plan](#)

This position aligns with the HR Staffing Plan by providing appropriate support staff for the PAC to operate effectively.

# BUDGET ALLOCATION PROPOSAL

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## ADMINISTRATIVE USE

Administrator: \_\_\_\_\_ Title: \_\_\_\_\_

Comments/Recommendations:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Administrator: \_\_\_\_\_ Title: \_\_\_\_\_

Comments/Recommendations:

Unit Priority Ranking: \_\_\_\_\_ of \_\_\_\_\_

**BUDGET INFORMATION**  
*(This section **MUST** be completed)*

Budget Program Number: \_\_\_\_\_  Restricted  Unrestricted

Comments regarding Budget Information: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## BUDGET ALLOCATION PROPOSAL

|  |   |
|--|---|
| Date: <u>11/23/2022</u>  | Originator: <u>Devin Vargas</u>   |
| Program or Department Name:  | <u>Performing Arts Center</u>   |
| Dean/Vice President/Supervisor:  | <u>Dr. Eva Bagg</u>   |
| What are you requesting? ( <i>Brief</i> )  | <u>Budget Increase for Personal &amp; Consultant Services</u>   |
| Amount Requested: <u>20,000.00</u>   | <input type="checkbox"/> One-time Funding <input type="checkbox"/> Ongoing Funding                      |
| Funding Source (if known) :  | _____   |
| <b>REQUEST TYPE:</b>   |   |
| <input type="checkbox"/> Personnel/Staffing<br><small>Complete <i>Personnel/Staffing</i> section below</small> | <input type="checkbox"/> Technology Resource<br><small>Complete <i>Technology</i> section below</small> |
| <input type="checkbox"/> Facilities Resource<br><small>Complete <i>Facilities</i> section below</small>        | <input checked="" type="checkbox"/> OTHER   |

| PERSONNEL/STAFFING REQUEST   |  |
|------------------------------|--|
| Is the position request for: | <input type="checkbox"/> Faculty <input type="checkbox"/> Classified <input type="checkbox"/> Management/Confidential  |
| Is the position requested:   | <input type="checkbox"/> A new classification (Attach <i>proposed</i> job description, or <i>detailed</i> list of proposed duties)<br><input type="checkbox"/> An existing classification <i>Official Job Title:</i> _____ |
| Is the position requested:   | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time: _____ Months/Year    _____ Hours/Week   |

| TECHNOLOGY RESOURCE REQUEST   |  |
|---|--|
| Indicate the category of the request:   |  |
| <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Printer/Copier <input type="checkbox"/> Network <input type="checkbox"/> Audio-Visual <input type="checkbox"/> License/Maintenance |  |
| Indicate the intended users:  |  |
| <input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other  |  |
| Is training required? <input type="checkbox"/> No <input type="checkbox"/> Yes    Explain: _____  |  |
| How will it be secured? <input type="checkbox"/> Alarm <input type="checkbox"/> Secure Room <input type="checkbox"/> Secure Cabinet <input type="checkbox"/> Cable/Lock <input type="checkbox"/> Password                       |  |
| Have you completed and attached the <a href="#">Technology Assessment Form</a> ?  |  |

| FACILITIES RESOURCE REQUEST  |  |
|--|--|
| Indicate the intended users:   |  |
| <input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other |  |
| Is maintenance required? <input type="checkbox"/> No <input type="checkbox"/> Yes    Explain: _____                              |  |

# BUDGET ALLOCATION PROPOSAL

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1. Why is the request being made?

This request is being made to provide guidance and support for the BCC PAC Marketing & Publicity efforts to increase event attendance by making the BCC PAC more visible to the community, and the Performing Arts/Entertainment community thereby increasing facility rentals and events.

2. a) Where in the Program Review/Annual Update is the request supported? Include the text from the Program Review AND cite the applicable section number(s).

**Existing Goal #1, Progress**

The PAC manager, the Theater Arts Faculty, and the PIO have created a marketing and publicity plan for the college productions to increase impact and coverage. Radio ads, grassroots marketing, and social media posting will be utilized in spring of 2023. In addition, the PAC manager and the BCC web designer are redesigning the PAC webpage to reach industry standard and SEO (Search Engine Optimization). Furthermore, the PAC manager will work in conjunction with a consultant and the PIO to list the PAC on online venue databases to increase exposure by Dec 2022 for spring of 2023.

b) Explain how the request is supported with information gathered from the assessment of outcomes (Student Learning Outcomes, Program Level Outcomes, Service Area Outcomes, or Administrative Unit Outcomes).

A) 1. The BCC PAC is diligently working on audience development. This is an ongoing activity and will continue in earnest through all the years.

This request supports audience development by implementing a robust marketing plan to reach a diverse audience specifically tailored to our local demographics.

c) How was this included in the Area Goals section of your Program Review? Please cite section/item number and include the text.

**New Goal #1, Objective 3**

“Increase PAC visibility by working with industry consultant to place the BCC PAC on national and international venue listings as a premier location in California.”

3. If this item is approved, what departments or resources are needed, or would be affected, when implementing or developing it, on both a short-term and a long-term basis? Have they been notified?

Example: [Technology Assessment Form](#)

*(This question is not required for Personnel/Staffing requests.)*

4. a) How will this resource improve student success or institutional services?

This resource will improve institutional services by drawing more attendance to the BCC PAC thereby providing ample opportunities for BCC departments to connect with community members and potential students. This resource will also put the PAC at the forefront of the Performing Arts/Entertainment industry as a viable venue option. With increased facility use, The PAC will be poised to offer more programming and services.

b) What data will you gather and analyze to demonstrate that your proposal is meeting this goal(s)?

## BUDGET ALLOCATION PROPOSAL

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We will gather analytics from social media clicks, views, and engagement in relation to attendance numbers to calculate efficacy. In addition, we will calculate facility use inquiry increases for spring2023- spring2024 versus previous years to calculate value.

- 5) Describe how your request is aligned with as many of the college's strategic planning documents as applicable. (If the request does not align with a document, indicate N/A.)

Please be specific and provide detail, ensuring a clear correlation between content of referenced document and the request. Cite the section and page numbers where the correlation can be found.

*(Follow the links to access each document)*

1. [Mission Statement](#)

This request is aligned with the Mission Statement by promoting the PAC to offer more programs that will support student success. Advertising is key to supporting PAC programs and offerings that will generate educational and career opportunities for BCC students.

2. [Strategic Priorities / Strategic Goals](#)

This request aligns with Strategic Priority #2, Item 6. To become an effective force in attracting new business and industries to the region. By bolstering our advertising and marketing, we can attract more notable acts to provide entertainment which will in turn make Barstow attractive to businesses and industries wishing to relocate staff and hire locally.

3. [Educational Master Plan](#)

Strategic Priority #2: Marketing and Outreach- Expand marketing, outreach, and access to our community so as to advance BCC's image as the best small college in the high desert. The BCC PAC is the largest Performing Arts Center in the high desert but is under utilized. This resource will be paramount in advertising the BCC PAC as a highly desired performance venue

4. Others: Such as [Technology Plan](#) , [Facilities Master Plan](#), [HR Staffing Plan](#), [Professional Development Plan](#)

N/A

# BUDGET ALLOCATION PROPOSAL

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## ADMINISTRATIVE USE

Administrator: \_\_\_\_\_ Title: \_\_\_\_\_

Comments/Recommendations:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Administrator: \_\_\_\_\_ Title: \_\_\_\_\_

Comments/Recommendations:

Unit Priority Ranking: \_\_\_\_\_ of \_\_\_\_\_

### BUDGET INFORMATION

*(This section **MUST** be completed)*

Budget Program Number: \_\_\_\_\_  Restricted  Unrestricted

Comments regarding Budget Information: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# BUDGET ALLOCATION PROPOSAL

|   |   |
|---|---|
| Date: <u>11/23/2022</u>   | Originator: <u>Devin Vargas</u>   |
| Program or Department Name: _____   | <u>Performing Arts Center</u>   |
| Dean/Vice President/Supervisor: _____   | <u>Dr. Eva Bagg</u>   |
| What are you requesting? ( <i>Brief</i> )   | <u>New Personnel Position: Theater Assistant</u>  |
| Amount Requested: _____   | <input type="checkbox"/> One-time Funding <input checked="" type="checkbox"/> Ongoing Funding           |
| Funding Source (if known) : _____   | _____   |
| <b>REQUEST TYPE:</b>  |   |
| <input checked="" type="checkbox"/> Personnel/Staffing<br><small>Complete <i>Personnel/Staffing</i> section below</small> | <input type="checkbox"/> Technology Resource<br><small>Complete <i>Technology</i> section below</small> |
| <input type="checkbox"/> Facilities Resource<br><small>Complete <i>Facilities</i> section below</small>                   | <input type="checkbox"/> OTHER  |

| PERSONNEL/STAFFING REQUEST   |   |
|------------------------------|---|
| Is the position request for: | <input type="checkbox"/> Faculty <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Management/Confidential  |
| Is the position requested:   | <input checked="" type="checkbox"/> A new classification (Attach <i>proposed</i> job description, or <i>detailed</i> list of proposed duties)<br><input type="checkbox"/> An existing classification      Official Job Title: _____ |
| Is the position requested:   | <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time: _____ Months/Year <span style="margin-left: 20px;">25-<br/>30 Hours/Week</span>   |

| TECHNOLOGY RESOURCE REQUEST  |   |
|--|---|
| Indicate the category of the request:  | <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Printer/Copier <input type="checkbox"/> Network <input type="checkbox"/> Audio-Visual <input type="checkbox"/> License/Maintenance |
| Indicate the intended users:   | <input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other  |
| Is training required?  | <input type="checkbox"/> No <input type="checkbox"/> Yes      Explain: _____  |
| How will it be secured?  | <input type="checkbox"/> Alarm <input type="checkbox"/> Secure Room <input type="checkbox"/> Secure Cabinet <input type="checkbox"/> Cable/Lock <input type="checkbox"/> Password   |
| Have you completed and attached the <a href="#">Technology Assessment Form</a> ? |   |

| FACILITIES RESOURCE REQUEST  |  |
|------------------------------|--|
| Indicate the intended users: | <input type="checkbox"/> Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other |
| Is maintenance required?     | <input type="checkbox"/> No <input type="checkbox"/> Yes      Explain: _____   |

# BUDGET ALLOCATION PROPOSAL

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1. Why is the request being made?

The BCC PAC is in need of a Performing Arts Center Technical Specialist to provide technical support and direction for multiple PAC functions and events, maintain and operate lights and sound equipment, install lighting and rigging, perform inspections of technical and stage equipment, maintain and manage safety training for technical equipment and shop operations, construct and design sets as necessary in support of the PAC and Theater Arts Program, provide guidance and training to crew volunteers and students, manage external technical rider execution and assist with research for quotes for services and technical assets.

2. a) Where in the Program Review/Annual Update is the request supported? Include the text from the Program Review AND cite the applicable section number(s).

Annual Update 2022-23, New Goal #3, Objective 3:  
"Hire full- time Administrative Secretary and full-time Performing Arts Center Technical Specialist to support the PAC Manager."

b) Explain how the request is supported with information gathered from the assessment of outcomes (Student Learning Outcomes, Program Level Outcomes, Service Area Outcomes, or Administrative Unit Outcomes).

A. #3. The BCC PAC has developed eclectic and well-rounded seasons to be an attraction to college students, the community at large and the school aged children (long term audience development). In order to accommodate more robust events and possibilities, the PAC must have a technical specialist to support large scale events and facility rentals.

c) How was this included in the Area Goals section of your Program Review? Please cite section/item number and include the text.

New Goal #3, Objective 3:  
Hire full- time Administrative Secretary and full-time Performing Arts Center Technical Specialist to support the PAC Manager

3. If this item is approved, what departments or resources are needed, or would be affected, when implementing or developing it, on both a short-term and a long-term basis? Have they been notified?

Example: [Technology Assessment Form](#)

*(This question is not required for Personnel/Staffing requests.)*

4. a) How will this resource improve student success or institutional services?

This request will improve student success and institutional services by allowing the PAC to offer larger scale events to the community, thus improving community recognition, program offerings, and BCC notoriety. This position will also support student training and internships in the performing arts to provide career ready graduates in technical theater.

b) What data will you gather and analyze to demonstrate that your proposal is meeting this goal(s)?

## BUDGET ALLOCATION PROPOSAL

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The PAC will track the increased number of events and patron attendance to support the need for this position.

- 5) Describe how your request is aligned with as many of the college's strategic planning documents as applicable. (If the request does not align with a document, indicate N/A.)

Please be specific and provide detail, ensuring a clear correlation between content of referenced document and the request. Cite the section and page numbers where the correlation can be found.

*(Follow the links to access each document)*

1. [Mission Statement](#)

This request is aligned with the mission of creating career/workforce opportunities to BCC students and the community. This request will also support offerings for students, community members, and our military population to achieve personal and professional growth in the performing arts.

2. [Strategic Priorities](#) / [Strategic Goals](#)

The request for a Performing Arts Technical Specialist aligns with Strategic Priority #2, Item 9: Invest in areas of emerging need and in evolving fields of study and industry. Entertainment/Performing Arts make up a significant portion of the California economy and there is a shortage of experienced technical theater personnel. This position would allow the PAC to offer more events and more hands-on learning opportunities for students.

3. [Educational Master Plan](#)

This request is a position never before offered in Barstow and presents a new avenue for PAC advancement and student development (p. 26). "The Staffing Plan provides the process for staffing due to the creation of new positions, implementing new programs or technology support, and filling of vacant positions."

4. Others: Such as [Technology Plan](#) , [Facilities Master Plan](#) , [HR Staffing Plan](#) , [Professional Development Plan](#)

N/A

# BUDGET ALLOCATION PROPOSAL

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## ADMINISTRATIVE USE

Administrator: \_\_\_\_\_ Title: \_\_\_\_\_

Comments/Recommendations:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Administrator: \_\_\_\_\_ Title: \_\_\_\_\_

Comments/Recommendations:

Unit Priority Ranking: \_\_\_\_\_ of \_\_\_\_\_

### BUDGET INFORMATION

*(This section **MUST** be completed)*

Budget Program Number: \_\_\_\_\_  Restricted  Unrestricted

Comments regarding Budget Information: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: PERFORMING ARTS CENTER TECHNICAL SPECIALIST**

### **FLSA STATUS: NONEXEMPT**

### **BASIC FUNCTION:**

Under the direction of the Auxiliary Services Director and leadership of the Performing Arts Center Technical Lead, assist in the organization and coordination of the facility operations of the Performing Arts Center (PAC) to include event technical operations for both community and VVC events.

### **DISTINGUISHING CHARACTERISTICS:**

Incumbent Performing Arts Center Technical Specialist will provide the technical support for the implementation, use and maintenance for lighting, audio communication, staging, and special needs for events in the PAC. Incumbent of the Performing Arts Center Technical Specialist classification will provide a variety of technical and administrative tasks supervised by the Auxiliary Services Director and delegated by the Performing Arts Center Technical Lead.

### **REPRESENTATIVE DUTIES:**

1. Serve as a lighting, sound or stage manager specialist to coordinate the necessary technical support and operate the equipment, such as sound, lighting, staging, and special needs, necessary for events and performances presented at the facility in advance of production dates. *E*
2. Perform technical installation and maintenance of the sound, lighting, stage, communications, and rigging systems for the Performing Arts Center. *E*
3. Inspect, perform and coordinate equipment and systems maintenance and refurbish as needed, including audio systems, microphones, lighting fixtures, dimmer and console functions, line sets, stage floor, computers, and cable repairs; replace rigging and electrical cable, inspecting for and correcting safety hazard. *E*
4. Communicate and assist the Theatre Arts, Music and Kinesiology programs in regards to any audio and lighting design, set installations, labor assistance for the productions related to their program. *E*
5. Operate a variety of technical equipment and tools to include but not limited to a variety of digital and analog sound consoles, recording and playback equipment,

lighting consoles, computers, testing equipment, hoists and lifts, single purchase counterweight fly system, video projection, pneumatic, power and hand tools. *E*

6. Prepare and maintain a variety of records and reports such as performance reports, inventory updates, wiring diagrams, technical manuals, and safety reports. *E*

7. In coordination with the PAC Technical Lead, assist in the research and recommendation process of the purchase of new stage technologies for the continued forward movement in entertainment technologies for the working and educational benefit of the facility, students, and community.

8. Assist in the research for quotes for services and technical assets; forward quotes and research to the PAC technical lead for consideration.

9. In coordination with the PAC Technical Lead, train, and provide direction to hourly workers and student workers, as needed.

10. Perform other job duties as reasonably related to job description as needed or assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Electronic Stage Lighting Control systems, Digital Audio consoles, and Audio/Visual systems.

Techniques and methods of stage, lighting, sound, rigging, video and communications design, installation and preparation for theatrical, dance, and music or related performances.

Principles of stage management and backstage operations coordination.

Stage equipment and carpentry including rigging, flats, stage bracing and platforms.

Operation and maintenance of audio, lighting and video equipment and systems.

Operation of computer workstations and various software applications, including Word, Excel, Powerpoint.

Applicable electrical codes, ADA requirements, building codes and fire regulations.

OSHA, and fire safety laws as it applies to the facility and access.

Safety precautions and procedures in the theatrical trade.

Basic research methods.

Policies and objectives of assigned program and activities.

Interpersonal skills using tact, patience and courtesy.

Health and safety practices in relation to the theatrical trade

Oral and written communication skills.

Basic first aid and CPR.

Basic office skills.

**ABILITY TO:**

Assist in the coordination of technical requirements for productions with event representatives.

Provide technical guidance and input into the technical operation of the PAC.

Train and provide work direction to hourly workers and theatre students.

Perform operation, installation and maintenance of sound, lighting, and other technical systems for the PAC.

Research and inventory equipment and supplies according to established procedures.

Perform maintenance and repair of equipment including electronic and electrical equipment.

Assure safe and proper operation of all production equipment.

Apply and enforce legal requirements of the Americans with Disabilities Act,

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Design, construct, and operate specialized stage and theater equipment.

Fabricate structures with wood, metal, fabric and plastics and other materials.

Maintain records related to assigned duties.

Communicate effectively both orally and in writing.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Solve problems independently.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associates Degree or Certificate with course work in Technical Theatre/Technical Direction, lighting design and sound design Production Management or Stage Management and three years increasingly responsible and related technical theater and entertainment production experience especially in the area of stage operations.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS:*****Disclosure:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Indoor Environment:***

While performing the duties of this job, the employee is regularly required to lift, carry, push or pull objects weighing 50 pounds or more. Position requires dexterity of hands and fingers to operate a variety of hand and power tools, climbing stairs and ladders, working at heights on scaffolding, hoist lifts, or catwalks, and in cramped or restrictive work chambers, stooping, crawling, twisting/turning, reaching overhead, above the shoulders and horizontally, standing for extended periods of time, speaking to communicate with students, novices and professionals, and seeing to observe the proper performance of individuals and the placement of equipment. While performing the duties of this job the noise level in the work environment is usually moderate to loud.

Incumbents are exposed to high voltage, paint fumes, chemical solvents, theatrical effects which may include strobe lights, and smoke. Must be able to maintain irregular and extended working hours. Must be able to drive to purchase supplies or pick up rental equipment.

Performing Arts Center environment; potentially subject to large unruly audiences or individuals.