Santa Rosa Junior College
Program Resource Planning Process

Petaluma Student Services 2017

1.1a Mission

Student Services

Petaluma Student Services provides comprehensive student services to meet the needs of over 5,000 students who attend the campus each year. Services are focused to welcome, guide and engage each student from pre-enrollment to successful completion of each student's educational goal. Three areas of Student Services are created to support this mission: Academic Support, Enrollment Services, and Student Engagement.

Academic Support

Career

Career Development Services (Career Center and Student Employment) at Santa Rosa Junior College promotes career development as a lifelong learning process. Through self-assessment, career exploration, job search assistance, on-campus jobs and the implementation of a career action plan, our programs and activities seek to assist and support enrolled students, alumni and community members in learning about career choices, enabling them to participate more fully in a global society.

Counseling

The mission of the Counseling Department at Santa Rosa Junior College is to provide counseling, instruction, and services which assist individuals in attaining their educational, occupational, and personal/life goals.

The Counseling Department promotes and supports diversity of culture and learning, and as an integral part of the educational community, seeks to enhance the lives of those who participate in our programs and enroll in our courses.

Disability Resource Department

The Disability Resources Department's (DRD) mission is to provide people with disabilities equal access to a community college education through specialized instruction, disability related support services, and advocacy activities. DRD's mission is well aligned with the District vision and mission specifically in supporting the District's affirmation of responsibility to provide student and academic support services in order to improve student success and enrich student lives.

Transfer

It is the mission of the Santa Rosa Junior College Transfer Center to meet the needs of students preparing to transfer to baccalaureate institutions by providing up-to-date information to students, counseling faculty, and staff, as well as a set of coordinated resources, activities, and services that support the transfer process. In addition to making transfer-related information and services available to all students and increasing the college's overall transfer rate, the Transfer Center is specifically

committed to increasing the rate of transfer among students from low-income, first-generation, and other traditionally underrepresented groups by supporting outreach efforts and targeted services to encourage these students to transfer.

<u>Veteran's Affairs</u>

The mission of the Veterans Affairs Office is to assist Veterans, their dependents and survivors in obtaining the benefits and services they are entitled to under the laws of the United States and the State of California, while attending SRJC.

Enrollment Services

The SRJC Petaluma First Stop Center for Enrollment Services encompasses Admissions & Records, Financial Aid & Scholarships, Accounting, Student Employment and Assessment/GED Services, organized as a one-stop model. The mission is to provide a single point of service for students where comprehensive, client sensitive, and technologically innovative and appropriate services are offered to approximately 5,500 student's enrolled in credit, noncredit education classes and programs each academic year, and to provide support services to faculty, staff and administration. In the area of Financial Aid and Scholarship, the mission continues by assisting students and their families in funding educational costs at SRJC Petaluma. We are committed to removing financial barriers that would otherwise prevent students from achieving their educational goals. In addition, we strive to deliver high quality services with professional competency and concern. Respect for the dignity of students and the privacy of confidential information is central to our mission and we are dedicated to the equitable support of all applicants.

Student Engagement

<u>Student Affairs</u>

Vision: To engage all students in the richest of learning opportunities so they are inspired to serve and lead in their communities.

Mission: The mission of Student Affairs & Engagement Programs is to support and enhance student learning by providing compelling opportunities and transformative experiences in leadership, advocacy, sustainability, service and inter-cultural understanding.

<u>Student Success Teams</u>

 The Student Success Team is committed to increasing student success through best practices that welcome, guide and engage students.
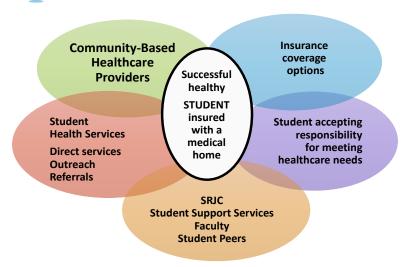
These practices welcome students by providing strategic transition activities, guide students to refine their educational goals and persist in meeting them, and engage students to strengthen motivation and receive regular feedback on academic progress.

<u>Intercultural Center</u>

The *Our House* Intercultural Center is the hub of equity activities at Petaluma. The ICC provides services for undocumented students, supports Petaluma Learning Communities and identity-based clubs and organizations, provides student lounge space, and creates engaging social and educational programming.

<u>Student Health</u>

The Student Health Services Vision is to have healthy, academically successful students, learning in a healthy college community, with access to health support resources.

The mission of Student Health Services is to maintain and improve the physical, mental and social health of students at Santa Rosa Junior College, and to strengthen and inspire the well-being of the entire college community, towards supporting student success and life-long learning.

Values: Health, Learning, Academic Excellence, Sustainability, Diversity, Community, Beauty, Compassion, Innovation

1.1b Mission Alignment

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1.1c Description

1.1d Hours of Office Operation and Service by Location

1.2 Program/Unit Context and Environmental Scan

2.1a Budget Needs

Student Services

Petaluma Student Services is financially supported through four different funding sources (see below). These items are of particular note:

- Once again, the support provided by Student Success and Support Program (SSSP) and the Student Equity Program provided significantly enhanced support to the division's operation in 2016-17
- All expenditures increased in 16/17 except the Santa Rosa funded student services district fund operations, which decreased by approximately $53,000
- Surprisingly, Petaluma District funding only accounts for 38% of the Petaluma Student Services operation

	16/17	15/16	Difference
Total expenditures	**$2,937,733** (100%)	$2,686,823 (100%)	+ **$250,910**
Petaluma General Fund	**$1,126,850** (38%)	$1,002,896 (37%)	+ $123,954
SSSP	**$706,401** (24%)	$597,131 (22%)	+ $109,270
Student Equity	**$275,503** (9%)	$205,249 (8%)	+ $70,254
Santa Rosa General Fund	**$828,979** (28%)	$881,547 (33%)	- $52,568

In 2015-16 Petaluma Student Services reorganized into three separate teams: Academic Support, Enrollment Services, and Engagement Programs. The budget needs are discussed in these three areas below:

Academic Support

This area is most supported by SSSP funding. There were no small budget items to list this year.

Enrollment Services

The First Stop Center/Enrollment Services Other Budget Needs:

- In order to image and index documents to student's records efficiently, there is a need for an additional **HP scanner** in The First Stop Center. This will allow both A&R Specialists to have a scanner on their desks and scan documents as they are processed, making information easily accessible to A&R staff on the Santa Rosa Campus.
- A&R Specialists are back and forth from their desks to the front counter, assisting students in person and on the phone. New & updated **phone headsets** will allow staff to flow from one task to the next more efficiently.
- Office Chair Replacement
- Remove Island in First Stop Center
- Digital Signage & Wiring
- We will be looking to create a separate budget for student employment from career services.

Outreach

- Create Petaluma School Outreach budget to support JumpStart Program
- Outreach iPads
- Leadership Petaluma Program

Engagement Programs

Student Affairs

Student Affairs is now supporting the Student Resource Center, in addition to the NSLS Leadership program as well as office operations & activity coordination in order to maintain basic operations of the office and the CyBear Center, support many clerical duties, support robust student life events and burgeoning clubs. The needs are to support the annual program fee and scholarships for NSLS students unable to afford the program cost, to create a campus programming budget to support consistent campus-wide programming, an increase in office supplies attendance at a student activities conference (which has not happened in many years), and a camera, which has become increasingly necessary due to social media needs.

Student Success Teams

The Student Success Teams received decreased funding this year from the SSSP allocation (from $75,000 to approximately $43,000), which will be used primarily for student coaching staff. Some funding items, primarily the new student planner, have become important items to fund.

Intercultural Center

The Intercultural Center continues to receive their allocated funding from Student Equity, however, a larger portion is taken by the Coordinator's salary, making available less funding for programs, new initiatives, and student employee staff. This upcoming year we are seeking a separation of the coordinator salary from the operational budget.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0000	Petaluma	01	02	$9,000.00	(Student Engagement) Programming budget: To support campus-wide programs that increase engagement of students (lectures, events, etc.)
0000	Petaluma	01	01	$1,400.00	(Student Engagement) National Society for Leadership & Success annual campus fee
0000	Petaluma	01	02	$1,400.00	(Student Engagement) Campus App Oohlala annual fee (seeking SSSP funding)
0000	Petaluma	08	07	$800.00	(Student Engagement) Increase Office Supplies budget (to total $1000)
0000	Petaluma	01	02	$500.00	(Student Engagement) Student Success Supplies (not eligible for SSSP funding)
0000	Petaluma	06	04	$1,200.00	(Student Engagement) Attend Student Life Conference
0000	Petaluma	08	07	$500.00	(Student Engagement)) Wood A Frames for Clubs
0000	Petaluma	06	05	$1,000.00	(Student Engagement) (ICC) External Mural
0000	Petaluma	01	01	$425.00	(Student Engagement) Scholarships for NSLS membership fee
0000	Petaluma	01	02	$400.00	(Student Employment) Create a Supplies Budget for Program Needs
0000	Petaluma	04	02	$1,200.00	(Student Engagement) Charging stations in Student Center
0000	Petaluma	01	02	$6,000.00	(Student Engagement) Planner
0000	Petaluma	04	02	$1,000.00	(Student Engagement) Locker Rehab
0000	Petaluma	03	02	$1,200.00	(Student Engagement) St Film Festival
0000	Petaluma	03	02	$600.00	(Student Engagement) NSLS Supplies
0000	Petaluma	01	02	$2,000.00	(Student Engagement) Student Resource Ctr ongoing supplies budget
0000	Petaluma	03	02	$300.00	(Student Engagement) (ICC) Social Justice Conference HS Buses
0000	Petaluma	01	02	$20,000.00	(Student Engagement) LumaLife Program for Incentives
0001	Petaluma	08	07	$600.00	(Enrollment Services) Phone headsets (First Stop) Customer Service
0002	Petaluma	01	02	$1,200.00	(Enrollment Services) (Outreach) Create Student Services Outreach Budget
0004	Petaluma	08	01	$800.00	(Dean) Leadership Petaluma Program involvement for an employee
0004	Petaluma	06	04	$1,200.00	(Enrollment Services) Attend CCACRO
0004	Petaluma	06	04	$300.00	(Dean) Professional Development for Staff: Library resources

2.2a Current Classifed Positions

Position	Hr/Wk	Mo/Yr	Job Duties

Position	Hr/Wk	Mo/Yr	Job Duties
Administrative Assistant III	40.00	12.00	Provides administrative support to Student Services Dean.
A&R Specialist (2)	40.00	12.00	Support for Admission and Records
Testing Specialist (SSSP Funded)	40.00	12.00	Administration/scoring/recording of student assessments; GED testing
Coordinator, Student Success (SSSP Funded)	40.00	12.00	Coordinate student success teams, Welcome Center and early connections
Assistive Technology Specialist	40.00	12.00	Support DRD students with technology accommodations
Supportive Services Specialist	40.00	12.00	Coordinate academic support for students with disabilities
Intake Facilitator	40.00	12.00	Provides intake support for Disability Resource Services
Coordinator, ELL Outreach	40.00	12.00	Coordinate student recruitment and outreach activities
Financial Aid Technician	40.00	12.00	Assist and advise students seeking to secure Financial Aid. WIll spend 8 hours in SR on Fridays.
Coordinator, Intercultural Center (Equity Funded)	40.00	12.00	Coordinate Intercultural Center services and multicultural programming.
Administrative Assistant II (Counseling)	40.00	12.00	Provides office area support for Counseling area
Veteran's Services Specialist (SR based)	4.00	12.00	Provides support for Benefits of SRJC Petaluma Students
Student Employment Coordinator (SR based)	8.00	12.00	Provides support for Student Employment programs at Petaluma

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Dean of Student Services	40.00	12.00	Lead administrator for SRJC Petaluma Student Services, including strategic enrollment management and community-based outreach
Manager Student Engagement Programs	40.00	12.00	Supervisor for SRJC Petaluma Student Affairs and campus Engagement Programs
Manager, Admissions & Enrollment Services	40.00	12.00	Manager of SRJC Petaluma First Stop Enrollment Services and Outreach

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
STUDENT-Counseling- (2) (FWS/District/SSSP)	23.00	7.00	Provide reception and student intake assistance
STUDENT-Puente (1) (FWS)	5.00	10.00	Provides support to the Puente Learning Community Faculty coordinator
STUDENT- Outreach Assistant (1)	13.00	10.00	Provide support to the ELL Outreach Coordinator
STUDENT-Outreach Ambassadors (5)	5.00	10.00	Provide as-needed outreach event support and serve as outreach mentor to middle and high school students
STUDENT-Health Services PEER (1)	5.00	10.00	Provide peer-based educational services to students at Petaluma
STUDENT-Our House (4) (FWS/District/Equity)	36.00	12.00	Provide support ofr Our House Intercultural Center
STUDENT-Student Affairs- Student Ambassadors (15)	15.00	12.00	Student Ambassadors provide support for SSSP Functions, Events, Welcome Center, and ID operations. Funding source dependent on job duties.
STUDENT EOPS	7.00	10.00	Provide support for the EOPS program in Petaluma
STUDENT- Student Success Team (5)	25.00	12.00	Provides coaching to students and program support for the Petaluma Student Success Team
STUDENT - SCSFF, Sonoma County Student Film Festiv	15.00	9.00	Director and Coordinator to plan, promote and produce annual SCSFF, Sonoma County Student Film Festival.
STUDENT NSLS, National Society of Leadership & Suc	15.00	9.00	Lead student to coordinate planning, promotion of NSLS, National Society of Leadership & Success events and activities.
NSLS, National Society of Leadership & Success Stu	15.00	9.00	Student Coach to provide feed back to NSLS, National Society of Leadership & Success members as they develop and accomplish their personal goals.
STUDENT-Assessment Services (1) FWS	25.00	12.00	Provides support to the Assessment Services Testing Specialist & Technician in the areas of credit, non-credit, and GED testing.

2.2d Adequacy and Effectiveness of Staffing

Adequacy and Effectiveness of Staffing

Student Services

Student Services in 2016/17 was characterized by additional staffing support through temporary SSSP funding in several areas: Counseling, Student Affairs, and Assessment. However, reductions of approximately $230,000 in SSSP funds were made for the upcoming year.

During this year, all STNC positions were eliminated or converted from STNCs to permanent positions:

- Student Affairs: STNC to .5 Coordinator
- Assessment: STNC to .5 Technician

Further, a 1.0 classified position of CTE Student Success Specialist was added to the Student Success Team.

Still, many of the Student Services units at Petaluma are leanly staffed which is characterized by periods of struggle for offices to keep open doors when there is an illness or vacation planned. In addition, several offices are primarily staffed by student employees, such as Student Affairs and Counseling.

There is hope that the Measure H building plan for student services would consolidate several areas, particularly Student Engagement, into one location which would allow for better staffing coverage.

Academic Support

Counseling Services - Counseling Services had excellent financial support for adjunct counselors in 16/17. However, SSSP funding reductions will limit the amount of hours available for service in 17/18. Furthermore, the pending retirement of a full time counselor will trigger a staffing request this year. The request will be a .2 Connections, .8 General Counseling position.

With the SSSP funding reductions, we will be assessing the adequacy of counseling service hours available with the remaining SSSP and District adjunct counseling budget.

The final issue of staffing is the coverage of the front Counseling suite. PRPP has included a request for an AA I in Counseling to assist with check-in, workshop signups, student reception and relief coverage for meetings, trainings, vacation, medical leave for the AA II. Realistically, the coverage will consist of student employees. However, there are very few funds available for even this coverage.

Career Services – There is a need of at least a .4, 10 month career advisor based in Petaluma to provide more consistent services.

Transfer Center – There is a need to provide more consistent hours and transfer service to students at Petaluma. With new hiring and 2.0 FTE in Transfer counselors for the district, there is a request to have two days a week of transfer Center staffing in Petaluma.

Puente – There is a need for a .2, 10 month mentor coordinator to provide a coordinated mentor program.

Enrollment Services

Due to the continued Student Success & Services Program emphasis at both the credit and non-credit levels, the plan to take placement tests to high school campuses, as well as the development of current and future GED testing services, like PearsonVue and Hiset, there is a need to move the current Student Success Technician from 50% to 100%.

Outreach – There is a need for more student ambassador's hours to assist in Outreach activities as a peer-to-peer connection.

Dream Center - As the Dream Center continues to develop, SRJC Petaluma has discovered needs within our community that have yet to be met. Adding a part time Dream Center Specialist will provide the needed support to current and future students while closing the achievement gap for many of our undocumented students.

First Stop Center - As the First Stop Center continues to evolve, the goal of creating a true Enrollment Services Center presents self. Best Practice models across the state show a center where students can be served with all enrollment services needs from each staff member in the office. This involves cross training in all areas of Admission & Records, Accounting, Assessment & Financial Aid Services, including Scholarship. This in-depth knowledge base requires the ability to analyze & interpret Financial Aid & Admissions & Records information and data as well as use sound judgement when working with students & colleagues alike. This would require an upgrade in Financial Aid Technician to Financial Aid Program Specialist in an effort to cross train all First Stop Center staff and provide comprehensive and streamline services to students.

Outreach – There is a need for student ambassadors to assist in Outreach activities as a peer-to-peer connection.

Engagement Programs

Student Affairs/Puente/Engagement Programs- The Petaluma Campus has need of a new full time Administrative Assistant II in Engagement Programs. This position would support the budget process of the Engagement Programs area (Student Success, Intercultural Center, Student Affairs), and also support the daily operations of the Student Affairs office and the CyBear Center South. Currently the Student Affairs Office and the CyBear Center South are all run by student employees which creates inconsistent hours of operation due to their fluctuating schedules and absenteeism, and makes it very difficult to provide a safe environment for employees who are not to be left alone in the building/office by themselves. The Manager is left to daily troubleshooting in order to provide service to the three areas, often requiring her to physically relocate her office time in order to keep one of the facilities open for students. For the PUENTE Program, the two faculty coordinators rely on a PT student worker seven hours a week to assist them with all of their event planning, projects, celebrations and other activities. One Administrative Assistant to assist in all of these areas will assist students and staff in providing much needed support service and consistency of hours of operations.

The Student Affairs AA II for the Petaluma Campus was ranked by the District Student Services managers as the number one need for staffing out of 50 positions requested by the various departments in 2013/14. This demonstrates not only the need but the support from the District Managers as the highest priority position.

In addition, the Student Affairs Advisor's role has been changed to oversee multiple areas, which has taken away time to directly operate the office. Increasing the time base of the .5/12 month Coordinator Student Resource Center & Marketing Petaluma position would also provide the much needed support for events and evening activities, assistance in the advising of the Petaluma Council, and overseeing the expansion of clubs and organizations that is taking place.

Student Success- As the Student Success Team program continues to expand to help more students, we need to continue to fund it in a sustainable way. The Student Success Team mission is to Welcome, Guide, and Engage each student as they complete the matriculation steps and start their journey here at SRJC Petaluma.

Student Health Services- SHS is significantly reducing their hours of operation beginning in Fall 2017. SHS has stated that their service numbers are down in Petaluma, and that their funding has dropped as enrollment has declined. Budgetary necessity has driven the reduction of hours. However, this will create an impact on the availability of SHS services and also on Student Affairs, which has utilized the professional staff to provide the two people minimum for keeping the service doors open. This year will be a test case for the impact of this service reduction.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0000	Petaluma	03	02	New (Assessment) (.5 Permanent) Addition to Time	Non-credit Testing Technician - Part Time	Classified
0000	Petaluma	01	02	New (Student Engagement)	Operations (Cybear, et) Student Staff (6 St Amb)	Student
0000	Petaluma	01	01	New (Academic Support)	Career Services Advisor (0.4/10mo Part Time)	Classified
0000	Petaluma	01	02	New (Student Engagement) (.5 Permanent) Addition	Coordinator, St Resource Cntr and Marketing	Classified
0000	Petaluma	01	01	Student Success Peer Coaches (Student Engagement)	Student Success Peer Coaches (1) (12 mo/25 hours)	Student
0000	Petaluma	08	06	New (Enrollment Services)	Reclass Financial Aid Tech to Specialist	Classified
0000	Petaluma	01	05	New (Student Engagement)	Student Film Festival Director	Student
0000	Petaluma	03	05	New (ICC)	Dream Center Spec (PT) (.3/12 mo) (Equity Fund)	Classified
0000	Petaluma	03	02	New (Student Engagement)	Program Specialist (.5, 10 - mo) (ICC Programming)	Classified
0000	Petaluma	03	02	Additional (Outreach)	Outreach Ambassadors (60 hours)	Student
0000	Petaluma	01	02	New (Academic Support/Counseling)	Administrative Assistant I (1.0/12mo)	Classified
0000	Petaluma	01	02	New (ICC)	Puente Mentor Coordinator (.2/10 mo- Part Time)	Classified
0000	Petaluma	01	02	New (Student Engagement)	Student Affairs & Engmnt (AA II); 1.00/12 mo.	Classified
0000	Petaluma	01	05	New (Student Engagement)	Student Film Festival Coordinator	Student
0000	Petaluma	01	01	New (Student Engagement)	NSLS, National Society of Leadership & Success Coa	Student
0000	Petaluma	01	02	New (Student Engagement)	NSLS, National Society of Leadership & Success Pla	Student
0000	Petaluma	01	02	New (Student Engagement)	Graphic Designer (.5)	Classified
0000	Petaluma	01	02	New (Student Engagement)	Student Graphic Designer (20 hrs/week)	Student
0000	Petaluma	01	05	Previous STNC (Student Engagement)	Student Housing Assistant (10 hrs/week)	Student

2.3a Current Contract Faculty Positions

Position	Description
1.0 General Counseling	Norberto Quiroz
.5 Puente, .5 General	Roberto Alvarado
1.0 SSSP General Counseling	Nicole Corcoran
.3 EOPS, .7 General	Vincent Hamilton
1.0 General	Andrea Alvarado

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description

2.3c Faculty Within Retirement Range

Counselor Norberto Quiroz is a pending faculty retirement in Counseling. His anticipated retirement date is June 2018.

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

Due to a pending retirement, there is a need for a 1.0 FTE Counselor replacement. Further, due to reductions in SSSP counseling support funds, there will be a reduction of adjunct counseling hours as well.

Consider the following facts:
- With no in-load courses, a 1.0 FTE Counselor would typically support 1260 services hours per year;
- Most counselors teach some courses in-load during the academic year;
- In 15/16 and 16/17 there were enough services hours provided by adjuncts in Petaluma to justify hiring 2.0 FTE Counselors.

While Student Services requested an additional position to this one last year, the decision is to pursue only one replacement position this academic year. This counseling position would provide .2 Connections learning community support and .8 general counseling, and would be a bilingual position.

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	Petaluma	01	01	Counseling	Position needed to support HSI and General Counseling

2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

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2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

2.4d Non-Instructional Equipment, Software, and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Petaluma	01	02	(Student Affairs) Camera: In order to document eng	1	$1,000.00	$1,000.00	M.Long		
0002	Petaluma	06	02	(Student Affairs) Refrigerator for Student Affairs	1	$1,000.00	$1,000.00	M.Long		
0003	Petaluma	06	07	(SSSP PC 117) Standing Desk for Yesenia Hurtado	1	$600.00	$600.00	M.Long		
0004	Petaluma	06	07	ICC: Office Chair Replacements	1	$400.00	$4,000.00	A. Morrison	PC 116	M. Long
0005	Petaluma	06	07	First Stop: Office Chair Replacement	1	$400.00	$100.00	D. Cooper	PC 109	D. Cooper
0006	Petaluma	04	02	ICC: Tripod and Ipad Video Making	1	$1,200.00	$1,200.00	A. Morrison	PC 116	M. Pearson
0007	Petaluma	02	02	First Stop: Digital Signage w/wiring	1	$1,500.00	$1,500.00	D. Cooper	PC 109	M. Pearson
0008	Petaluma	04	02	Storefront Display (Resource Center- New Student C	1	$5,000.00	$5,000.00	D. Ziccone	501 Student Center	G. Watts
0009	Petaluma	01	02	Outreach: 10 iPads	10	$1,000.00	$10,000.00	D. Cooper	Outreach	M. Pearson
0010	Petaluma	01	02	A&R: Scanner	1	$400.00	$400.00	D. Cooper	PC 109	M. Leahy
0011	Petaluma	01	02	Student Services: Walkway Speaker System	1	$10,000.00	$10,000.00	M. Long	Walkways	M. Pearson
0012	Petaluma	06	07	ICC: Office Furniture (ICC Coordinator)	1	$6,000.00	$6,000.00	M. Long	ICC	G. Watts
0013	Petaluma	06	07	ICC: St Success Specialist Office Furniture	1	$6,000.00	$6,000.00	M. Long	ICC	G. Watts
0014	Petaluma	04	02	Student Services: Replace Digital Monitors	2	$2,000.00	$4,000.00	M. Long	Health Services/Counseling	M. Pearson
0015	Petaluma	01	03	Counseling: Add video conferencing Conference Rm	1	$18,000.00	$18,000.00	M. Long		M. Pearson
0016	Petaluma	05	03	ICC: Add video conferencing	1	$18,000.00	$18,000.00	D. Cooper	PC 116	M. Pearson
0017	Petaluma	06	07	Counseling: Office Furniture for Adjuncts	2	$3,500.00	$7,000.00	M. Long	PC 222, PC 223	G. Watts

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	Petaluma	04	07	Urgent		Assessment	$750.00	Assesment Signage
0001	Petaluma	04	07	1 Year		Jacobs Hall PC 109	$2,500.00	Remove Island in First Stop Center
0001	Petaluma	00	07	Urgent		Our House	$4,000.00	Card Reader for Our House front door
0001	Petaluma	00	07	1 Year		First Stop	$2,000.00	Easy Stacking Chairs (First Stop)
0001	Petaluma	00	07	1 Year		ICC	$15,000.00	Window to the Outside (ICC)
0002	Petaluma	04	07	1 Year		Counseling	$4,000.00	Card Reader Access on Rear office door
0003	Petaluma	04	07	1 Year		Counseling	$25,000.00	Install sink in counseling kitchen area

2.5b Analysis of Existing Facilities

Student Services facilities have been under discussion as part of the Measure H bond planning. The needs in the Student Services area includes:

GENERAL CONCEPTS

   Student Services area is designed for the prospective student:
      - A clearly identified "front" of campus
      - A clearly evident and unavoidable Welcome Center at the Front Entry of Campus
      - Easy to find, free or metered parking directly in front of the welcome center/entry

   A Student Center is fully developed, with:
      - Food services that include a cafe style eatery
      - Food services that include a student run coffeehouse
      - Space for programming with a stage and sound system

   Transportation area that includes:
      - Last mile SmartTrain receipt area - likely adjacent to Student Center
      - A bicycle "hub" with repair station and lockable bike storage
      - A hygiene area (shower, changing area)

   Outdoor Programming Space that:
      - Is designed to take advantage of student traffic flow patterns
      - Clearance from classrooms so you can carry a higher volume for outdoor performance

   Academic Support Services that are:
      - Integrated with Students Supports Services
      - Work Experience, Tutorial Center, Writing Center

SERVICES/OFFICE NEEDS

   Student Affairs/Engagement Area that includes:
      - Dedicate Club Meeting Room
      - Kitchenette
      - Restrooms
      - Laundry
      - Food Pantry
      - Store front/revenue generating space
        - Cybear Center
        - Game Room
           - Video Game
           - Pool
           - Ping Pong

   An Assessment area that includes:
      - Medium Computer Classroom at approximately 35 (currently have 24) (SR has a 12, 48, and 50)
         - Requiresspecific computer/software configuration and classroom network support)
      - Large Computer Classroom (approximatey 50)
      - Larger office space that accomodates:
        - 4 workstations (that accommodates rotating SR staff, etc)

        - A Separate GED station
      - Storage, centralized that accomodates:
        - Files (significant) for tested students
        - Signage (for test days)
        - GED and other Testing Materials
        - Office Supplies

A Veteran's Lounge

An LGBTQ Office/Lounge

Student Success Center that houses:
      - Welcome Center at main entrance of campus (also serves at Student Affairs Front Desk)
      - Its own distinct space adjacent to Intercultural Center and Student Affairs/Engagement
      - Offices (3)
      - Meeting space (shared is okay)

Student Health Services has storefront of service that is open and available to students (rather than current 'hidden' nature)

3.1 Develop Financial Resources

3.2 Serve our Diverse Communities

3.3 Cultivate a Healthy Organization

3.4 Safety and Emergency Preparedness

3.5 Establish a Culture of Sustainability

4.1a Course Student Learning Outcomes Assessment

4.1b Program Student Learning Outcomes Assessment

Petaluma Student Services has developed Program SLOs for the first time, for the 2016-17 year. They are as follows:

Student Services
1. Campus App: 60% of new students will download the app.

First Stop Enrollment Services
1. Knowledge Gain: 75% of Students will leave reporting a gain in knowledge of college policies or process

2. Welcoming: 75% of students will report they had a successful connection with the staff member.

Outreach
1. Learning Outcome: After attending an outreach event, the person will be able to identify the physical location of the campus and a program or service of interest to them

Student Affairs & Engagement Programs
1. Campus App Student Engagement: 100 students will post during each semester on campus wall

2. Student Engagement:50 active students each semester involved in clubs or organizations

3. Co-Sponsoring: Half of all programs are co-sponsored

Student Success
1. Welcome Center

    - Knowledge: Students will know their next step, and will be able to access the information themselves
    - Welcoming: 75% of students will report they had a successful connection with a staff member

2. Success Team

    - Campus App: 50% of new students will join a student success team
    - Follow Up: 50% of new student access one follow-up service

Intercultural Center
1. Knowledge: 70% of Petaluma staff, faculty and students will know where Our House is located, who it serves, and its hours of operation.

2. Program: Two events per semester will be a product of collaboration with Petaluma faculty

3. Engagement: 100 students per year will report 3 or more visits per semester in Our House

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course		N/A	N/A	N/A

4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
Admissions & Records Student Services		X	X	X	X	X		X	X	X	X	X	X	X	X	X
Assessment	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X
Career Development Services		X	X	X	X	X		X	X	X	X	X	X	X	X	X
Counseling		X	X	X	X	X		X	X	X	X	X	X	X	X	X
Disability Resources Department	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X

Financial Aid and Scholarship		X		X	X	X		X	X	X	X	X	X	X	X
ICC				X	X		X	X	X			X	X	X	X
Puente Project		X	X	X	X	X		X	X	X	X	X	X	X	X
Student Affairs Office		X	X	X	X	X		X	X	X	X	X	X	X	X
Student Health Services		X	X		X	X		X	X	X	X	X	X	X	X
Student Services		X		X	X										X
Transfer	X	X	X	X	X	X		X	X	X	X	X	X	X	X

4.2b Narrative (Optional)

5.0 Performance Measures

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	Petaluma	01	02	1.0 Develop and implement an enrollment management and growth plan for SRJC Petaluma, including short- and long-term strategies, increased efficiency, and outreach and marketing	1.1 Fully implement the Jump Start program to RCH and SVH and enhance the numbers and effectiveness of the program; continue to expand on relationships with RCH and SVH as well North Marin County	Academic Year 2016/2017	Fully implemented JumpStart at RCH and SVH.Casa Grande numbers have increased from approximately 60 to 100 students. Petaluma has grown from approximately 35 to 60 students. RCH now has an SRJC maintained bulletin board, and monthly tabling. Casa Grande has an adopted hallway. Started JumpStart pilot with Novato Unified School District (3 high schools) with ELL students.
0000	Petaluma	01	02		1.2 Develop strategic retention plan for Petaluma.	Academic Year 2016/2017	Major retention initiatives in progress, but still need to develop a comprehensive strategy.
0000	Petaluma	03	01	2.0 In cooperation with on and off-campus constituent groups, develop and implement a plan that will increase student enrollment in ESL credit and non-credit courses at SRJC Petaluma	2.1 Develop additional seating capacity to respond to enrollment demands.	Academic Year 2016/2017	Strategy has been effective, as evidenced in a 16% increase in non-credit ESL students in Spring 17. Documented strategy/plan in Petaluma shared OneNote. Continued pipeline building to add to ESL credit program.
0000	Petaluma	01	01	3.0 Implement Student Success Teams as SRJC Petaluma's approach to accomplishing SSSP program goals	3.1 Complete staffing by the end of summer and secure ongoing funding.	Academic Year 2016/2017	Staffing and model firmly established. Coordinator hired. Specialist position secured from CTE Strong Workforce grant. Still In progress for SSSP stable funding.
0000	Petaluma	01	01		3.2 Fully implement program components in its 1st year.	Academic Year 2016/2017	Accomplished.
0000	Petaluma	01	02		3.3 Find appropriate facility to house student success program.	Academic Year 2016/2017	In progress. Will be part of Measure H program planning.
0000	Petaluma	01	01	4.0 Implement Student Success Technology initiatives at SRJC Petaluma	4.1 Pilot and then implement new Degree Evaluation system at SRJC Petaluma.	Academic Year 2016/2017	On hold. District decision to put on hold until Hobsons has further developed the product.
0000	Petaluma	01	01		4.2 Serve as pilot site for new Starfish Retention system.	Academic Year 2016/2017	In progress. Pilot plan created, and will continue through 2018.
0000	Petaluma	01	02	5.0 Develop and implement an Outreach Plan for the Petaluma area that supports the Enrollment Management Plan for the campus	5.1 Implement and have a written plan and calendar for the outreach plan utilizing new Workday technology.	Academic Year 2016/2017	Workday has been discontinued. Enrollment/Outreach Calendar of activities is being established. Basic outreach/marketing plan documented.
0000	Petaluma	01	02		5.2 Stabilize outreach program, full implementation of Workday; measure efficiency through Workday.	Academic Year 2016/2017	Evaluation of Workday completed and is discontinued. District-wide outreach is being evaluated and possibly reorganized.
0000	Petaluma	01	02		5.3 Continue community campaign to build awareness of who we are, where we are and what we have to offer.	Academic Year 2016/2017	Branding process in progress. Added faculty community presentations

0000	Petaluma						Developing strategic partnerships with local groups/business to develop awareness.
0000	Petaluma	02	01	6.0 Promote a culture of Career and Major exploration and development for students starting with recruitment and through goal achievement.	6.1 Work with faculty and staff to encourage students to focus on their goals and major choices based on interests.	Academic Year 2016/2017	Petaluma research conference/fair developed. Student Success has developed peer based workshops. Exploring NSLS and Work Experience partnerships to serve career exploration goals.
0000	Petaluma	03	05	7.0 Enhance student life opportunities and social media presence for SRJC Petaluma	7.1 Establish student engagement program delivery and staffing.	Academic Year 2016/2017	Developed strong annual programming schedule documented in activity calendars. In progress on stable additional staffing in Student Affairs. Stable staffing in Our House has added great value to the student life opportunities. Implemented social media strategy: SRJC Petaluma Facebook, Mobile App, and Constant Contact.
0000	Petaluma	01	02		7.2 Establish entrepreneurial student engagement facilities and initiatives.	Academic Year 2016/2017	In progress. Will be part of Measure H program planning in 17/18.
0000	Petaluma	01	02		7.3 Develop the student center including appropriate renovations and consistent programming.	Academic Year 2016/2017	Atrium renovation has created more linger and learn space. Student Gaming Center developed and implmented. Student Resource Center developed and implemented. In progress. Will be part of Measure H program planning in 17/18.
0000	Petaluma	01	02		7.4 Develop leadership and peer to peer programs.	Academic Year 2016/2017	Jan 16 launch of National Society of Leadership & Success has involved more than 250 students. Strong Student Ambassador program participation with strong funding. First year that all 3 SGA leadership positions were filled. Record number of clubs and involvement.
0000	Petaluma	01	02		7.5 Transition Student Employee Program to Student Ambassador Program that focuses on peer to peer and leadership and customer service.	Academic Year 2016/2017	In progress. Need plan for continuing leadership development through involvement opportunities.
0000	Petaluma	01	06	8.0 Continue organizational development for the Student Services Division.	8.1 Continue migration towards a fully integrated enrollment services unit.	Academic Year 2016/2017	Accomplished. First Stop Center has been established and fully approved.
0000	Petaluma	01	06		8.2 Continue stabilizing staffing from temporary to permanent positions.	Academic Year 2016/2017	Converted STNC to permanent in Assessment, Student Success Team, Intercultural Center. To be done: Counseling, Student Affairs.
0000	Petaluma	01	02	9.0 Promote integration of cultural diversity with campus staff, faculty, and program initiatives	9.1 ICC will implement full slate of educational and social programming around cultural issues highlighting a plurality of cultures.	Academic Year 2016/2017	ICC held 20 cultural events including those aligned with heritage history month (hispanic/indigeneous, DDLM, Black History). Panel and workshops on undocumented rights. Partnership with SSU on poetry series. Work on upcoming Social Justice Conference.

0000	Petaluma	01	01		9.2 ICC will support learning community initiatives and working partnership with academic faculty.	Academic Year 2016/2017	Gateway to College partnership with workshops. Learning communities hold study halls, outreach to their classes. Speech/comm partnership in social justicie conference. Faculty using ICC events for extra credit.
0000	Petaluma	01	02		9.3 Introduce more students to ICC.	Academic Year 2016/2017	ICC coordinator approximately 10 classroom visits. Dream Center services more advertised through banners.

6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions

6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	Petaluma	05	02	1.0 Deploy enrollment and growth strategies for SRJC Petaluma	1.1 Jumpstart Objectives include a) Increasing numbers at current four sites, b) Starting JS at Novato High and Tech High, c) start pre-Jumpstart partnerships at San Antonio, Sonoma Mountain, Carpe Diem, Tomales, Alternative Ed Flex	2017-2018	Existing Resources
0000	Petaluma	05	02		1.2 Develop strategic retention plan for Petaluma	2017-2018	Existing Resources
0000	Petaluma	05	02		1.3 Explore Working (Incumbent) Students Program (Canada college model)	2017-2018	Existing Resources
0000	Petaluma	05	02		1.4 Continue to fill noncredit pipeline to build demand for credit ESL	2017-2018	Existing Resources
0000	Petaluma	01	02	2.0 Continue development of Student Success Teams at Petaluma	2.1 Stabilize budget and staffing for this program	2017-2018	Existing Resources
0000	Petaluma	01	02		2.2 Provide leadership in use of technology Tools for student success	2017-2018	Existing Resources
0000	Petaluma	01	02		2.3 Utilize Measure H construction process to fully meet student succes and program goals	2017-2018	Existing Resources
0000	Petaluma	01	02		2.4 Develop CTE focused success components	2017-2018	Existing Resources
0000	Petaluma	01	02		2.5 Develop and implement strategies for noncredit SSSP completion	2017-2018	Existing Resources
0000	Petaluma	01	02		2.6 Develop and implement strategies to guide undecided students to major declaration and career exploration	2017-2018	Existing Resources
0000	Petaluma	05	02	3.0 Implement Outreach strategies in service of enrollment plan	3.1 Enhance faculty participation in Middle School program	2017-2018	Existing Resources
0000	Petaluma	05	02		3.2 Develop CTE recruitment strategy for exisitng and new CTE programs at Petaluma	2017-2018	Existing Resources
0000	Petaluma	05	02		3.3 Utilize new branding in expanded community marketing, with more focus on Rohnert Park, Cotati and Sonoma Valley	2017-2018	Existing Resources
0000	Petaluma	01	02	4.0 Implement student engagement strategies in service of building student life and vitality on campus	4.1 Establish stable student affairs staffing	2017-2018	Existing Resources
0000	Petaluma	01	02		4.2 Establish entrepreneurial student engagement facilities and initiatives	2017-2018	Existing Resources
0000	Petaluma	01	02		4.3 Develop the student center including appropriate renovations consistent with programming goals	2017-2018	Existing Resources
0000	Petaluma	01	02		4.4 Develop leadership pipeline programs, possibly involving NSLS and leadership course	2017-2018	Existing Resources

0000	Petaluma	01	02		4.5 Evaluate connection between involvement in engagement opportunities and student success measures	2017-2018	Existing Resources
0000	Petaluma	04	02	5.0 Continue development of student services, both facilities and programming, in context of architectural programming process	5.1 Continue migration toward cross-trained staff for Enrollment Services (generalists)	2017-2018	Existing Resources
0000	Petaluma	04	02		5.2 Continue stabilizing staffing from temporary to permanent positions	2017-2018	Existing Resources
0000	Petaluma	04	02		5.3 Develop efficiencies with new uses of space and personnel needs through the Measure H process, as well as "linger and learn" spaces	2017-2018	Existing Resources
0000	Petaluma	04	02	6.0 Increase reach and effectiveness of Intercultural Center	6.1 Increase diversity co-curricular programs in partnership with academic faculty	2017-2018	Existing Resources
0000	Petaluma	04	02		6.2 Explore offerings of ethnic studies courses in partnership with ICC programming	2017-2018	Existing Resources
0000	Petaluma	04	02		6.3 Institutionalize Social Justice Conference as annual event	2017-2018	Existing Resources
0000	Petaluma	04	02		6.4 Provide stable Dream Center services model	2017-2018	Existing Resources