

Santa Rosa Junior College

Program Resource Planning Process

Petaluma Student Services 2018

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.

Veteran's Affairs

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

Student Affairs

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.

Student Success Teams

The Student Success Team is committed to increasing student success through best practices that welcome, guide and engage students.

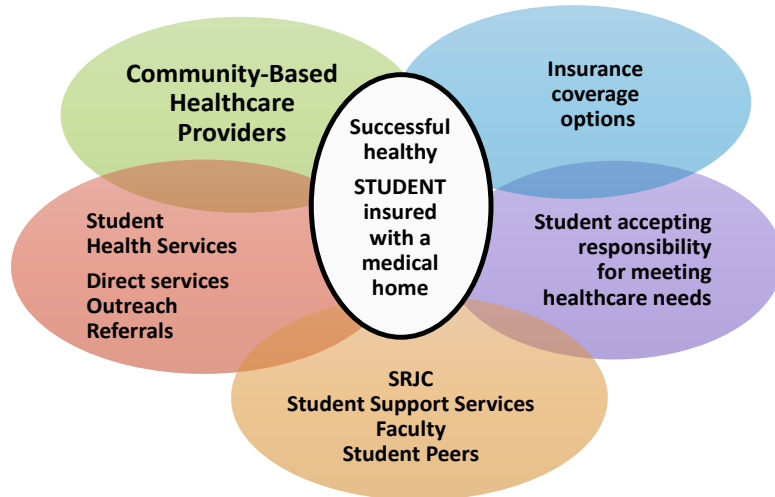
These practices welcome students by providing strategic transition activities, guide students to refine their educational goals and persist in meeting them, and engage students to strengthen motivation and receive regular feedback on academic progress.

Intercultural Center

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.

Student Health

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

1.1c Description

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1.1d Hours of Office Operation and Service by Location

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1.2 Program/Unit Context and Environmental Scan

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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
0001	Petaluma	01	02	\$9,000.00	(Student Engagement) Programming budget: To support campus-wide programs that increase engagement of students (lectures, events, etc.)
0001	Petaluma	01	02	\$8,000.00	(Student Engagement) Campus App Oohlala annual fee (seeking SSSP funding)
0001	Petaluma	08	07	\$800.00	(Student Engagement) Increase Office Supplies budget (to total \$1000)
0001	Petaluma	01	02	\$700.00	(Student Engagement) Student Success Supplies (not eligible for SSSP funding)
0001	Petaluma	08	07	\$500.00	(Student Engagement) Wood A Frames for Clubs
0001	Petaluma	01	01	\$500.00	(Student Engagement) Award for NSLS membership fee
0001	Petaluma	01	02	\$100.00	(Student Employment) Create a Supplies Budget for Program Needs
0001	Petaluma	01	02	\$6,000.00	(Student Engagement) Planner
0001	Petaluma	03	02	\$1,200.00	(Student Engagement) Student Film Festival (SCSFF)
0001	Petaluma	03	02	\$600.00	(Student Engagement) NSLS Supplies
0001	Petaluma	01	02	\$2,000.00	(Student Engagement) Student Resource Ctr ongoing supplies budget
0001	Petaluma	03	02	\$700.00	(Student Engagement) (ICC) Social Justice Conference HS Buses
0001	Petaluma	08	07	\$1,000.00	(Student Success/CTE) Supplies
0001	Petaluma	01	02	\$500.00	(Student Engagement) Supplies for Student Training Program
0002	Petaluma	01	01	\$1,400.00	(Student Engagement) National Society for Leadership & Success annual campus fee
0002	Petaluma	06	04	\$1,500.00	(Student Engagement) Attend Student Life Conference
0002	Petaluma	06	05	\$1,000.00	(Student Engagement) (ICC) External Mural
0002	Petaluma	04	02	\$1,200.00	(Student Engagement) Charging stations in Student Center
0003	Petaluma	04	02	\$1,000.00	(Student Engagement) Locker Rehab
0004	Petaluma	08	01	\$800.00	(Dean) Leadership Petaluma Program involvement for an employee
0004	Petaluma	06	04	\$300.00	(Dean) Professional Development for Staff: Library resources

2.2a Current Classified Positions

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
0001	Petaluma	01	02	New (Student Engagement)	Operations (Cybear, et) Student Staff (6 St Amb)	Student
0001	Petaluma	01	02	New (Student Engagement) (.5 Permanent) Addition	Coordinator, St Resource Cntr and Marketing	Classified
0001	Petaluma	01	01	Student Success Peer Coaches (Student Engagement)	Student Success Peer Coaches (1) (12 mo/25 hours)	Student
0001	Petaluma	01	05	New (Student Engagement)	Student Film Festival Director	Student
0001	Petaluma	03	02	New (Student Engagement)	Program Specialist (.5, 10 - mo) (ICC Programming)	Classified
0001	Petaluma	03	02	Additional (Outreach)	Outreach Ambassadors (60 hours)	Student
0001	Petaluma	01	02	New (Student Engagement)	Student Affairs & Engmnt (AA II); 1.00/12 mo.	Classified
0001	Petaluma	01	05	New (Student Engagement)	Student Film Festival Coordinator	Student
0001	Petaluma	01	01	New (Student Engagement)	NSLS, National Society of Leadership&Success Coach	Student
0001	Petaluma	01	02	New (Student Engagement)	NSLS, Nat'l Society of Leadership&Success Planner	Student
0001	Petaluma	01	02	New (Student Engagement)	Graphic Designer (.5)	Classified
0001	Petaluma	01	02	New (Student Engagement)	Student Graphic Designer (20 hrs/week)	Student
0001	Petaluma	01	05	Previous STNC (Student Engagement)	Student Housing Assistant (10 hrs/week)	Student
0001	Petaluma	01	02	Student Success Peer Coaches (Student Engagement)	CTE Student Success Peer Coaches (2) (12 mo/25 hou	Student
0002	Petaluma	01	01	New (Academic Support)	Career Services Advisor (0.4/10mo Part Time)	Classified
0002	Petaluma	08	06	New (Enrollment Services)	Reclass Financial Aid Tech to Specialist	Classified
0002	Petaluma	01	02	New (Academic Support/Counseling)	Administrative Assistant I (1.0/12mo)	Classified
0002	Petaluma	01	02	New (ICC)	Puente Mentor Coordinator (.2/10 mo- Part Time)	Classified
0002	Petaluma	01	02	New (Enrollment Services)	First Stop Center Student Assistant	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
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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

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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2.4d Non-Instructional Equipment 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
0007	Petaluma	02	02	First Stop: Digital Signage w/wiring	1	\$1,500.00	\$1,500.00	D. Cooper	PC 109	M. Pearson
0009	Petaluma	01	02	Outreach: 10 iPads	10	\$1,000.00	\$10,000.00	D. Cooper	Outreach	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
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
0018	Petaluma	06	02	(SSSP PC 119) Standing Desk for Andrew Gratto-Bach	0	\$600.00	\$0.00	B. Reaves		
0019	Petaluma	06	02	St. Engagement/ICC: Viewing Rights for Films	0	\$1,000.00	\$0.00	D. Ziccone		

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	04	07	1 Year		Jacobs Hall PC 116	\$15,000.00	Window to the Outside (ICC)
0001	Petaluma	04	07	Urgent		Jacobs Hall PC 109	\$0.00	Create door from clock tower plaza to First Stop
0001	Petaluma	04	07	Urgent		Jacobs Hall PC 109	\$0.00	Sound proof wall for Denise and Osiris offices
0001	Petaluma	04	07	Urgent		Jacobs Gall 116	\$0.00	Carpeting repair in ICC
0001	Petaluma	04	07	Urgent		Call Building	\$0.00	Sound proof wall between 607/602
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)
 - Requires specific computer/software configuration and classroom network support)

- Large Computer Classroom (approximately 50)
- Larger office space that accommodates:
 - 4 workstations (that accommodates rotating SR staff, etc)
 - A Separate GED station
- Storage, centralized that accommodates:
 - 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	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	X
Student Affairs Office		X	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	X
Student Services		X		X	X											X
Transfer	X	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	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	1.1 a) We increased numbers at the four sites (DENISE ADD NUMBERS AND PERCENTAGE INCREASE PLEASE). B) We did start JumpStart at Novato High but we did not start JumpStart at Tech High. C) Some progress with Carpe Diem and Sonoma Mountain.
0000	Petaluma	05	02		1.2 Develop strategic retention plan for Petaluma	2017-2018	In progress
0000	Petaluma	05	02		1.3 Explore Working (Incumbent) Students Program (Canada college model)	2017-2018	In progress
0000	Petaluma	05	02		1.4 Continue to fill noncredit pipeline to build demand for credit ESL	2017-2018	1.4 A systematic pipeline has been created and is being maintained. Non-credit has grown 22% in the last year. Strategies need to be developed for providing financial support to new ESL credit students. Partnerships with Petaluma Adult School have been initiated and will need to be further developed.
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	2.1 A minimum budget has been established that does not meet full programatic needs. Were able to hire an additional 1.0 FTE Student Success Specialist for CTE. Additional stable funding needs to be secured.
0000	Petaluma	01	02		2.2 Provide leadership in use of technology Tools for student success	2017-2018	2.2 Petaluma is providing leadership for the Starfish Retention software system for the district. This will remain a priority for the next year.
0000	Petaluma	01	02		2.3 Utilize Measure H construction process to fully meet student succes and program goals	2017-2018	2.3 In progress
0000	Petaluma	01	02		2.4 Develop CTE focused success components	2017-2018	2.4 In progress

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	Petaluma	01	02		2.5 Develop and implement strategies for noncredit SSSP completion	2017-2018	2.5 Strategies have been developed in collaboration with Petaluma Outreach staff. More structures need to be developed.
0000	Petaluma	01	02		2.6 Develop and implement strategies to guide undecided students to major declaration and career exploration	2017-2018	2.6 Not developed in this year, goal for 18-19.
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	3.1 Expanded faculty support team from 1 to 5 faculty. The new goal is 10 faculty members.
0000	Petaluma	05	02		3.2 Develop CTE recruitment strategy for existing and new CTE programs at Petaluma	2017-2018	3.2 Some groundwork has been laid, the next year will be pivotal in this development.
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	3.3 Some groundwork has been laid, and specific outreach events have been added in these territories.
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	4.1 We have added a .5 FTE Coordinator of the Student Resource Center and Marketing and have needed to add additional hours. Extensive needs still exists in staffing and funding of Student Engagement Programs.
0000	Petaluma	01	02		4.2 Establish entrepreneurial student engagement facilities and initiatives	2017-2018	4.2 Initial exploration has begun. More fully developed plans will be needed in the upcoming year. How to help build and promote students' own businesses should be explored next year.
0000	Petaluma	01	02		4.3 Develop the student center including appropriate renovations consistent with programming goals	2017-2018	4.3 Extensive work has been conducted including planning, visualizing and designing in conjunction with TBP. This will continue into the new year.

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	Petaluma	01	02		4.4 Develop leadership pipeline programs, possibly involving NSLS and leadership course	2017-2018	4.4 We have laid the groundwork for a leadership class through the Work Experience department. Further work needs to be done to create a cohesive program and marketing strategy ready for implementation.
0000	Petaluma	01	02		4.5 Evaluate connection between involvement in engagement opportunities and student success measures	2017-2018	4.5 We have conducted outcome studies of the Student Success Team, Our House, the Petaluma App, and the planner. Preliminary results appear positive, this will be an ongoing practice. OIR has developed a template for evaluating student programs.
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	5.1 On hold for appropriate timing.
0000	Petaluma	04	02		5.2 Continue stabilizing staffing from temporary to permanent positions	2017-2018	5.2 There are no more STNCs.
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	5.3 The plan was solidified and construction is slated to move into the next stages in the coming year.
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	6.1 We're developing an Our House learning community which will involve faculty-coordinator partnerships, noontime college activities, linked counselor and an upcoming possible partnership with EOPS. Expanded partnerships with faculty for specific event participation. Cocurricular programming for campus themed dialogue across disciplines has taken place.
0000	Petaluma	04	02		6.2 Explore offerings of ethnic studies courses in partnership with ICC programming	2017-2018	6.2 Worked on offering Humanities 6 in the Our House learning community as a linked class for the second year of cohort.

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	Petaluma	04	02		6.3 Institutionalize Social Justice Conference as annual event	2017-2018	6.3 We streamlined and solidified a planning process that is replicable each year. Additional stable funding needs to be secured.
0000	Petaluma	04	02		6.4 Provide stable Dream Center services model	2017-2018	6.4 Dream Center services have been provided through a temporary arrangement with current staff. Current plans involve a newly hired coordinator providing 2 days of service to Petaluma per week.

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
0001	Petaluma	05	02	1.0 Deploy enrollment and growth strategies for SRJC Petaluma	1.1 Jumpstart Objectives include a) Increasing numbers at current five sites, b) set up official partnerships with San Antonio, Sonoma Mountain, Carpe Diem, Tomales, and Alternative Ed Flex.	2018-2019	Existing Resources
0001	Petaluma	05	02		1.2 Develop strategic retention plan for Petaluma	2018-2019	Existing Resources
0001	Petaluma	05	02		1.3 Continue building ESL through coordination with Petaluma Adult Education and SRJC Adult Education and develop strategies for providing financial support to new for-credit students	2018-2019	Existing Resources
0001	Petaluma	05	02		1.4 Develop, implement, and market First Year Experience program	2018-2019	Existing Resources
0001	Petaluma	05	02		1.5 If the Marin Talent Hub Grant is awarded, a) explore expansion of Jumpstart into Marin, b) develop coordinated transition with 10,000 Degrees, c) develop tracking and completion data system, d) incorporate in FYE efforts	2018-2019	Existing Resources
0002	Petaluma	01	02	2.0 Continue development of Student Success Teams at Petaluma	2.1 Stabilize budget and staffing of Student Success Teams at Petaluma	2018-2019	Existing Resources
0002	Petaluma	01	02		2.2 Soft rollout of Stafish Retention software to specific campus programs and departments.	2018-2019	Existing Resources
0002	Petaluma	01	02		2.3 Utilize Measure H construction process to fully meet student success and program goals	2018-2019	Existing Resources
0002	Petaluma	01	02		2.4 Identify Petaluma CTE population and develop CTE focused success components	2018-2019	Existing Resources
0002	Petaluma	01	02		2.5 Develop and implement strategies for noncredit SSSP completion	2018-2019	Existing Resources

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0002	Petaluma	01	02		2.6 Develop and implement strategies to guide undecided student to major declaration and career exploration	2018-2019	Existing Resources
0002	Petaluma	01	02		2.7 Relocate office to Richard Call Building, establish presence, and promote services	2018-2019	Existing Resources
0003	Petaluma	05	02	3.0 Implement Outreach strategies in service of enrollment plan	3.1 Enhance faculty participation to 10 faculty members in Middle School program	2018-2019	Existing Resources
0003	Petaluma	05	02		3.2 Develop CTE recruitment strategy for existing and new CTE programs at Petaluma	2018-2019	Existing Resources
0003	Petaluma	05	02		3.3 Utilize new branding in expanded community marketing, with more focus on Rohnert Park, Cotati and Sonoma Valley	2018-2019	Existing Resources
0004	Petaluma	01	02	4.0 Implement student engagement strategies in service of building student life and vitality on campus	4.1 Increase resources to add capacity to existing Student Life staff	2018-2019	Existing Resources
0004	Petaluma	01	02		4.2 Develop a plan for entrepreneurial student engagement enterprises, including E-Ship offering	2018-2019	Existing Resources
0004	Petaluma	01	02		4.3 Continue input on student center project including programming goals	2018-2019	Existing Resources
0004	Petaluma	01	02		4.4 Develop coordinated leadership opportunities as part of campus leadership development plan including a for-credit course	2018-2019	Existing Resources
0004	Petaluma	01	02		4.5 Evaluate connection between involvement in engagement opportunities and student success measures	2018-2019	Existing Resources
0004	Petaluma	01	02		4.6 Re-brand Student Affairs as Student Life	2018-2019	Existing Resources

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0004	Petaluma	01	02		4.7 Develop and implemet support systems for Student Government and Clubs	2018-2019	Existing Resources
0004	Petaluma	01	02		4.8 Work with students to establish Petaluma-based structures for student participation in Student Government	2018-2019	Existing Resources
0005	Petaluma	04	02	5.0 Continue organizational development of Petaluma Student Services	5.1 Develop consistent Student Services staff development and goal implementation process	2018-2019	Existing Resources
0005	Petaluma	04	02		5.2 Continue migration toward cross-trained staff for Enrollment Services (generalists) including investigation of Educational Code guidelines	2018-2019	Existing Resources
0005	Petaluma	04	02		5.3 Complete, implement, and fully utilize a system for executing our projects and activities to fulfill our programming goals (annual calendar template)	2018-2019	Existing Resources
0005	Petaluma	04	02		5.4 Increase and formalize partnerships and information systems with Academic Affairs	2018-2019	Existing Resources
0005	Petaluma	04	02		5.5 Continue to develop career and work experience services at Petaluma	2018-2019	Existing Resources
0005	Petaluma	04	02		5.6 Establish EOPS office and continuity of services	2018-2019	Existing Resources
0005	Petaluma	04	02		5.7 Explore new plan for assessment office and testing services in light of current policy changes	2018-2019	Existing Resources

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0006	Petaluma	04	02	6.0 Increase reach and effectiveness of Intercultural Center	6.1 Increase diversity co-curricular programs in partnership with academic faculty. We will continue building relationships with targeted faculty allies in social sciences and humanities departments to develop programming that integrates with their curriculum and increases their commitment to bringing entire classes to ICC events or at least require all students to attend one ICC event per semester as one of their course assignments.	2018-2019	Existing Resources
0006	Petaluma	04	02		6.2 Explore offerings of ethnic studies courses in partnership with ICC programming. We will continue advocating for ICC Coordinator to teach HUMAN 6--which is in essence a comparative ethnic studies class--as a second-year linked course for the Our House Learning Community beginning in Fall 2019 and extending every year beyond. We will also explore offering the same or a similar course every spring which would be taught by ICC Coordinator in conjunction with ICC programming in order to extend this integrated co-curricular experience to the general student population beyond a specific learning community.	2018-2019	Existing Resources
0006	Petaluma	04	02		6.3 Institutionalize Social Justice Conference as annual event We will explore establishing stable funding, including a yearly line-item allotment of \$2000 in the SGA budget, as well as a Foundation account.	2018-2019	Existing Resources

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0006	Petaluma	04	02		<p>6.4 Provide stable Dream Center services model</p> <p>Our goal is to provide dedicated staffing two days per week, as well as train full-time staff to provide basic Dream Center services as needed for students who drop in.</p>	2018-2019	Existing Resources
0006	Petaluma	04	02		6.5 Launch intercultural learning community in partnership with Petaluma Academic Affairs and EOPS	2018-2019	Existing Resources