Santa Rosa Junior College

Program Resource Planning Process

Petaluma Student Services 2022

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.

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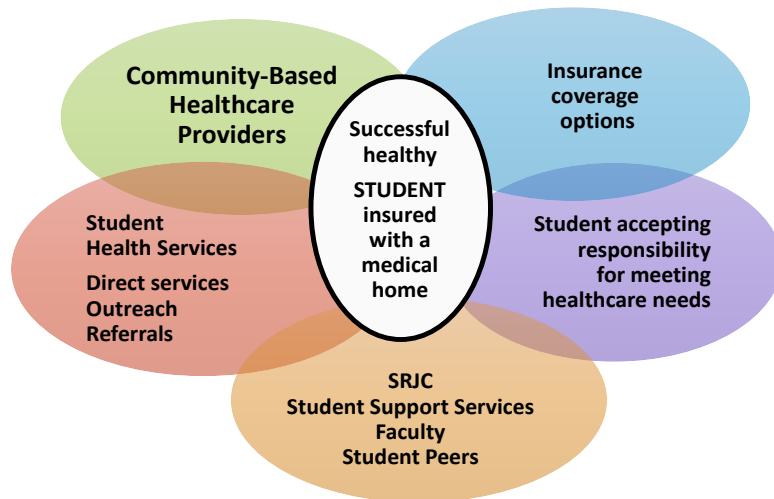
The mission of Student Health Services is to maintain and improve the physical, mental and social health of students at Santa Rosa Junior College, and to strengthen and inspire the well-being of the entire college community, towards supporting student success and life-long learning.

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

1.1b Mission Alignment

SRJC passionately cultivates learning through the creative, intellectual, physical, social, emotional, aesthetic and ethical development of our diverse community.

The mission of SRJC is directly aligned with the District's mission and College initiatives, specifically in the areas of:

A. Preparing students for transfer: We focus on student learning by preparing students for transfer; by providing responsive career and technical education, and by improving students' foundational skills

- Academic Supports (Tutorial, Writing Center)
- Wrap-Around Services (Student Success, Our House)

B. Student Success: We provide a comprehensive range of student development programs and services that support student success and enrich student lives.

Current Major Intiatives & Programs
- Student Success Team
- Our House
- JumpStart Program
- Dual Enrollment
- Student Resource Center
- Campus Awards & Recognition Night

C. Sustainability: We support the economic vitality, social equity and environmental stewardship of our region.

Current Major Initiatives & Programs
- Our House
- Dream Center
- Student Resource Center
- Social Justice Conference
- Composting/sustainability/solar

D. Personal/Professional Growth: We promote personal and professional growth and cultivate joy at work and in lifelong learning.

- Regular Recognition and Appreciation of Staff Events

E. Community Engagement: We foster critical and reflective civic engagement and thoughtful participation in diverse local and global communities.

- Friends of Petaluma Campus Trust
- Involvement in the Community
    - Chamber of Commerce partnership
    - Chamber Leadership Program
    - Boards and Clubs (Rotary, Cinnabar, Petaluma Health District)
    - Petaluma City Schools

F. Continuous Improvement: We regularly assess, self-reflect, adapt and continuously improve.

- Campus App
- Starfish
- Maxient
- Use of Technology for efficiency- MS Teams, Cloud Servies, Electronic Forms
- Measure H Changes to Facilities

1.1c Description

Petaluma Student Services

Academic Support

Career

Currently Career Services provides the following only on the Santa Rosa campus, by request of instructors for classroom presentations to the Santa Rosa Career Hub, or in workshops hosted by the Career Education Student Success Team.

- Assessment and Exploration

- Career Advisor Services:

  - "Undecided" assistance

  - Career Exploration/Research

  - Career Interest Inventories

  - Resume Development

  - Cover Letter

  - Interview Tips/Practice

  - Occupational Outlook

Counseling

Counseling is offered via drop-in and by appointment. Drop-in is provided on a first-come, first-serve basis, is limited to approximately 10-20 minutes, and is most suitable for questions that have a quick answer. During drop-in, counselors can assist you in developing a one to two semester plan only. Appointments are scheduled for 30 minutes and allow for more discussion around goal-setting and comprehensive education plan building.

Examples of Drop-in Counseling (10-20 minutes):

- 1-2 semester education plan

- Questions about adding/dropping a class

- Steps for new students

- Questions related to prerequisite equivalencies and challenges and other petition processes

- General questions related to SRJC certificate or major requirements

Examples of Scheduled Counseling Appointments** (30 minutes):

- Long-term, comprehensive education plan (2+ semester plan)

- Evaluation of progress toward graduation

- University transfer planning

- Career/Major Exploration

- Probation/Dismissal status

- Evaluation of transfer credit from other colleges and universities

- Financial Aid education plan needed for financial aid appeal

Academic Counseling

- Help explore educational options

- Provide up to date information on SRJC and transfer requirements

- Help students develop Educational Plan for graduation and/or transfer

- Review graduation and certificate requirements (unofficial)

- Address academic and progress probation/dismissal

- Provide referral to other support services on campus

Transfer Counseling

- Provide educational plan for transfer

- Review for IGETC and CSU GE certification eligibility (unofficial)

- Research and review transfer university applications

- Review articulation agreements with UC, CSU, private, and out of state colleges and universities

Career Counseling

- Help identify values, interests, skills, and personality style

- Help research and explore career options

- Offer career development courses

- Personal Counseling

- Assist with personal issues and problems that affect school performance

- Provide referrals to on-campus and community resources

Disability Resource Department

Services include specialized academic advising focusing on individual abilities and limitations, disability management, and access technology. Qualified students may be authorized to receive academic

accommodations including extra time for exams, mobility assistants, sign language interpreters, and note takers. Limited learning disability evaluations may be available to students who are enrolled in a program of study at Santa Rosa Junior College. See schedule of classes for DRD course offerings.

Transfer

The Transfer Center has a wealth of resources including: academic counseling, workshops, annual transfer fair, connection to college representatives, campus tours, information on important dates and deadlines, a computer lab to conduct college research, and a friendly and informative staff to answer any questions you may have!

Veteran's Affairs

As a result of interactions with Student Financial Services, including Financial Aid, Scholarship Programs and Veterans Affairs, we anticipate that students will:

Apply for and receive financial assistance that they qualify for, to assist with the costs of attending college;
Learn to manage finances, plan a budget and understand the costs associated with attending SRJC and/or four-year institutions; and
Identify conditions that are likely to contribute to, or interfere with, their academic performance.

Enrollment Services

Accounting

The Accounting Office is responsible for processing student payments, monitoring student's accounts, and providing student support. Accounting provides assistance for students in understanding where fees apply, whether it be, a parking pass or enrollment fees. Accounting is available to take student payments in person or over the phone.

Admissions & Records

The office of Admissions, Records & Enrollment Development provides critical support for the student success and instructional goals of District students. Its primary mission is to ensure open and equitable student access and assure that enrollment, record management and distribution, student confidentiality, grading, attendance accounting and reporting are consistently maintained and updated as state, Federal and District policies change.

Student Success and Assessment Services

Assessment for placement is one of the critical steps to help students start on a successful pathway in college. It is also critical that students understand their placement options, and their rights to access transfer level coursework. Students who have graduated from a U.S high school within the last ten years (or will be graduating this academic year), will have their math and English placement calculated upon admissions and their results can be viewed in their student portal. All other students will be directed to a guided self-placement activity for math and English. If students are interested in English as a Second Language (ESL) coursework, they must

take a placement test to determine their appropriate level. The ESL test schedule and the guided self-placement activity can be accessed from the assessment.santarosa.edu webpage.

The Student Success & Assessment Services office also provide the following services:

- The Chemistry Diagnostic Test and Review Questionnaire: Students wanting to bypass taking CHEM 42 may take this Diagnostic test to be eligible to take CHEM 1A or 4A.

- The Mathematics Competency Exams: ACE and GMCT. Passing scores on both of these exams satisfy the math requirement for the Associates Degree. ***Catalog rights determine which math competency exam a student may complete.***

- **Early Assessment Program (EAP) test results and other two year California Community Colleges placement test results are accepted and will be evaluated.**

- Distance Education/Proctoring Services Program proctors' paper and computerized exams for students enrolled in Independent Study, On-line, Correspondence or Distance Education Programs for educational institutions or businesses. The cost to the student is a $50.00 session fee. Proctored exams are usually scheduled one business day per month at the Petaluma Campus, and three business days per month at the Santa Rosa Campus.(Dates are limited in the summer).

- SRJC Petaluma is also a designated test center for the GED (General Education Development). All residents of California are eligible to take the GED at Santa Rosa and Petaluma Campuses. Testing dates are mostly on Fridays, 2 times a month at the Santa Rosa Campus, and 2 times a month at the Petaluma Campus. (The College Skills Department provides a GED test preparation course both in English and Spanish at both campuses.)

Financial Aid

The Financial Aid office provides personalized service, and one on one assistance during drop-in appointments at the Petaluma campus.

SRJC provides students with resources, information and assistance completing the Free Application for Federal Student Aid (FAFSA). The financial aid programs are accessed and used to remove any financial barriers to assist students pursuing their educational goals. The financial Aid office works in close collaboration with the counseling department to assist students who plan to transfer to a four-year university, earn a job skills certificate in nearly 150 programs, or earn an associate degree. In 2017 – 2018 over 3100 students were served by financial aid services. So far this year, almost 2400 students have received financial aid services support.

Scholarship

The Scholarship Office provides information about the Doyle, Santa Rosa Junior College Foundation, and Business & Community Scholarships, applications as well as help students search for outside scholarships. The Scholarship office is dedicated to helping students reach their education goals and receive scholarship assistance. Scholarship personnel is available to answer questions regarding requirements, paperwork and scholarship submission and awards.

Student Employment

The Student Employment Office provides information, job seeking tools and employment application assistance to prospective student employees, and potential employers. The Petaluma campus office assists all SRJC students and alumni who are seeking employment, as well than applying for Federal Work Study. The Student Employment office is dedicated to providing opportunities for students to gain valuable work experience while pursuing their education by collaborating with the Work Experience, Academic departments, and Student Services departments to provide students with employment opportunities. The office maintains a web based jobs database for on and off campus jobs, part-time full-time, and temporary. SRJC Alumni have full access to the jobs database to search for career employment opportunities. This office provides assistance for all Petaluma campus positions as well than other locations in the SRJC District; during the 2017/2018 more than 230 students came in to inquire about job opportunities. So far this year, we have already served over 200 students with student employment opportunities.

On Campus Employment

Santa Rosa Junior College employs students in a variety of positions. Student employees share a vital role in fulfilling SRJC's mission of serving the college community with a full range of services integral to student success and development. The Student Employment office assists students interested in working on-campus with the application process, new hiring paperwork, timesheets and provides ongoing support to student employees during their employment at SRJC. Students must be enrolled part time to work on campus, 6 units in Fall and Spring semesters and 3 units during the Summer semester.

Off Campus Employment

Listings come into Student Employment from local and community based organizations seeking SRJC students and alumni. Job seekers contact the employer directly. Job information is also available for state, counties, and cities throughout California and nationwide.

Outreach

The SRJC Petaluma Outreach Program is essential to providing information and creating partnerships in an effort to serve our community. The focus is to increase access and awareness and to facilitate a successful transition to college. Our Outreach efforts are a collaboration between the School Relations and Outreach Program, Admissions & Records, Financial Aid and many other departments to further increase the visibility of the College throughout South Sonoma County and Marin County.

The SRJC Petaluma Outreach team provides the JumpStart, Early College Preparation Program at five high schools in South Sonoma County and Marin County. This program was developed in partnership with our local high schools to help students complete the college on-boarding process that is aligned with local 4-year universities.

Student Engagement Programs

Student Life

Student Leadership: Student government: elected SRJC Petaluma SGA (Student Government Assembly) officiers and Petaluma Council (weekly meeting student government, student clubs and student life)

Student Clubs: development, fund raising and involvement on-campus

Student Ambassdor Program

Student Event Programming

Student Enterprises: including CyBear Center South (copy center) and SCSFF (Sonoma County Student Film Festival)

Photo Ids

Campus tours

Tabling on-campus

Posting on-campus

Ombudsperson - Petaluma Campus

Welcome Center

Student Gaming Center

Laundry (2020)

Student Success Teams

Student Success Peer Coaches

   1:1 coaching and workshops to assist students with developing individulized "student success action plan" implementing college and life skills.

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.   2019 student meetings available in Our House for EOPS (Extended Opportunity Programs & Services), SRJC Petaluma Outreach and (10K) 10,000 Degrees.

Student Resource Center

Dry Food Pantry

Fresh Produce Distribution

CalFresh sign-ups

Transportation Information

SOcHA - Student Off-campus Housing Assistance

Volunteer Opportunities

Referrals for community basic needs insecurities

Student Health

Clinical Services (Nurse Practioner)

Mental Health Services

Reproductive Health

PEERS Program

"By raising awareness and reducing stigma around mental health we foster an accepting environment that promotes student wellness and success."

1.1d Hours of Office Operation and Service by Location

Office	Phone	Staff	
Admissions & Records **First Stop Center**, Jacobs Hall, PC 109 Mon & Thu 8am-5pm; Tues 8:30am-5pm Wed 8am-7pm; Fridays 8am-12pm	778-2415	**Denise Cooper**, *Manager, Admissions & Enrollment Svcs.* **Jessica Zambrano,** *Admissions & Records Specialist* **Kayla Malott**, *Admissions & Records Specialist*	778 778 778
Assessment Services Office Jacobs Hall, PC 127 Mon, Tues & Thurs 8am-5pm Wed 10am-7pm; Closed Fridays	778-3908	**Guadalupe Quiroz**, *Bilingual Testing Specialist* **Maria Gonzalez**, *Bilingual Student Success Technician*	778 778
Business Services Richard W. Call Building, PC 622 Monday-Friday 8am-5pm	778-3915	**Whitney Schultz,** *Acting Manager, Business Services*	778
Counseling & Transfer Center Kathleen Doyle Hall, PC 216 Monday 8am-4:30pm Tuesday & Wednesday 8am-6:30pm Thursday 8am-4:30pm Friday 8am-12:30pm	778-3914	**Lilia Flores de Juarez,** *Administrative Assistant II* *Counselors:* **Vince Hamilton** **Andrea Alvarado** **Roberto Alvarado** **Nicole Corcoran**	778 778 778 778 778
Disability Resources Jacobs Hall, PC 101 Monday-Thursday 8am-5pm Fridays 8am-12pm	778-2491	**Kim Starke,** *Dean, Disabled Student, Programs and Services* **Ashley Arnold,** *Disability Specialist (Sabbatical Fall 2019)* **Erica Cole,** *Disability Specialist (Fall 2019)* **Bess Eiermann**, *Support Services Specialist* **Amy LaCasse,** *Disability Specialist* **Stephanie Charles,** *Intake Facilitator*	52 778 524 778 778
Dream Center Jacobs Hall, PC 116 Mon, Tue, Thu 9am-6pm; Wed 10am-7pm Friday by appointment	778-4177	**Alma Valverde Campos**, *Coordinator, Dream Centers*	52

EOPS Jacobs Hall, PC 116		**Vince Hamilton,** *EOPS Counselor*	778
Financial Aid & Scholarship Jacobs hall, PC 109 CLOSED for Lunch 1:30pm-2pm Mon, Tues, Thurs 8am-5pm Wed 8am-7pm; Closed Fridays	778-2461 FAX 778-2484	**Osiris Ra Zuberi**, *Financial Aid Technician*	778
Intercultural Center (Our House) Jacobs Hall, PC 116 Mon, Tue, Thu 9am-6pm; Wed 10am-7pm Friday hours vary	778-2470	**Amanda Morrison,** *Coordinator, Intercultural Center* interculturalcenter-petaluma@santarosa.edu	778
Student Engagement Programs **Student Life Office** Richard W. Call Building, PC 608 Mon, Tues, Thurs 8am-5pm; Wed 8am-7pm, Closed Fridays	778-4141	**Deborah Ziccone**, *Manager, Student Engagement* **Toni Bacigalupa**, *Coordinator, Student Resource Center & Marketing*	778 778
Student Employment Services Jacobs Hall, PC 109 Mon, Thurs 8am-5pm; Tue 8:30am-5pm; Wed 8am-7pm; Fri 8am-12pm	778-2415		
Student Health Services Richard W. Call Building, PC 610 Monday-Wed 9am-5pm Thursday, Fridays Closed	778-3919	**Vacant,** *Student Health Services Director* **Cindy Dickinson**, *Nurse Practitioner* **Medical Assistant**	524 778 778
Student Outreach Jacobs Hall, PC 117		**Elias Carreño**, *Outreach Coordinator*	778
Student Success Richard W. Call Building, PC 690 Monday-Thursday 9am-5pm, Friday 8am-12pm	778-3616	**Byron Reaves,** *Coordinator, Student Success* **Andrew Gratto-Bachman,** *Student Success Specialist I* **Student Success Peer Coach**	778 778 778

1.2 Program/Unit Context and Environmental Scan

Petaluma Student Services SWOT Analysis

Strengths
- At minimum staffing levels to accomplish baseline services with current staffing (before ERI)
- Innovative and energetic staff
- On-going pursuit of diversified funding sources has been successful
- Success Pillars: Welcomed, Guided, Engaged.

Weaknesses
- Very little depth of staffing to ensure consistently delivered services
- On-going operational budgets are low
- Many vital program activities are based on temporary sources of funding

Opportunities
- Changing delivery to consolidated service centers
- New Student Center
- Serving new students with the Building Trades Center

- Support of community
- New Science facilities helps with retention of students to stay at Petaluma for education
- Building Engagement into the mission of SRJC Petaluma

Threats
- Budget/staffing reductions, loss of positions
- Low enrollment due to
  - students' choosing to work vs. going to school
  - cost of living, housing costs
  - leaving due to fires/floods
  - high school enrollment decline

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:

- 47% of student service is categorically funded. This creates a dangerous reliance of continued operations on funds that are 'soft' and not as reliable as Unrestricted General Fund.

Total Expenditures 17/18 to 18/19

	18/19	% of Tot.	17/18	% of Tot.	Difference
SSSP	$ 540,156.29	20%	$ 532,649.03	19%	$ 7,507.26
Student Equity	$ 223,691.20	8%	$ 258,312.75	9%	$ (34,621.55)
Petaluma General Fund	$ 1,808,577.99	67%	$ 1,966,313.45	68%	$ (157,735.46)
SR General Fund	$ 117,889.00	4%	$ 117,889.00	4%	$ -
Total	**$ 2,690,314.48**	**100%**	**$ 2,875,164.23**	**100%**	**$ (184,849.75)**

Total Expenditures 16/17 to 17/18

	17/18	% of Tot.	16/17	% of Tot.	Difference
SSSP	$ 532,649.03	19%	$ 668,761.14	23%	$ (136,112.11)
Student Equity	$ 258,312.75	9%	$ 251,387.68	9%	$ 6,925.07
Petaluma General Fund	$ 1,966,313.45	68%	$ 1,902,145.33	65%	$ 64,168.12
SR General Fund	$ 117,889.00	4%	$ 117,889.00	4%	$ -
Total	**$ 2,875,164.23**	**100%**	**$ 2,940,183.15**	**100%**	**$ (65,018.92)**

	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:

- Digital Signage & Wiring
- We will be looking to create a separate budget for student employment from career services.

Outreach

- 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 South, 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	08	07	$800.00	(Student Engagement) Increase Office Supplies budget (to total $1000)
0001	Petaluma	01	02	$300.00	(Student Employment) Create a Supplies Budget for Program Needs
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	$500.00	(Student Engagement) Supplies for Student Training Program
0002	Petaluma	01	02	$9,000.00	(Student Engagement) Programming budget: To support campus-wide programs that increase engagement of students (lectures, events, etc.)
0002	Petaluma	01	01	$3,500.00	(Student Engagement) National Society for Leadership & Success annual campus fee
0002	Petaluma	01	02	$700.00	(Student Engagement) Student Success Supplies once Innowation Award expires
0002	Petaluma	06	04	$1,500.00	(Student Engagement) Attend Student Life Conference
0002	Petaluma	01	01	$500.00	(Student Engagement) Award for NSLS membership fee
0002	Petaluma	01	02	$2,000.00	(Student Engagement) Student Resource Ctr ongoing supplies budget
0002	Petaluma	03	02	$700.00	(Student Engagement) (ICC) Social Justice Conference HS Buses
0002	Petaluma	08	07	$1,000.00	(Student Success/CE) Supplies
0002	Shone Farm	08	00	$1,500.00	Annual CCACRO Conference for Enrollment Services Manager

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 and reports to the Director of Student Engagement & Support Services
A&R Specialist (3)	40.00	12.00	Support for Admission and Records
Testing Specialist (SEA Funded)	40.00	12.00	Administration/scoring/recording of student assessments; GED testing
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 (SEA 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
Coordinator, Student Success PRograms	40.00	12.00	Coordinates Student Success Programs (Coaches/retention/etc)
Coordinator Student Engagment Programs .80	40.00	12.00	Provides support to Student Engagement, Student Life, Welcome Center

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Executive Dean Petaluma Campus	40.00	12.00	Lead administrator for SRJC Petaluma Student Services, including strategic enrollment management and community-based outreach
Manager, Student Support Services	40.00	12.00	Manager of Our House and other support program planning
Manager, Enrollment & Student Services Centers	40.00	12.00	Manager of SRJC Petaluma Enrollment Services and Outreach
Director Student Engagment & Support Services	40.00	12.00	Direct District Student Engagement Tech, Petaluma Student Engagment and Success as well as co-lead Petaluma Student Services

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
STUDENT-Counseling- (2 to 3) (FWS/UGF/SEA)	35.00	12.00	Provide reception and student intake assistance
STUDENT-Puente (1) (FWS)	6.00	10.00	Provides support to the Puente Learning Community Faculty coordinator
STUDENT-Health Services PEER (1)	5.00	10.00	Provide peer-based educational services to students at Petaluma
STUDENT-Our House (4) (FWS/District/SEA)	36.00	12.00	Provide support for Our House Intercultural Center
STUDENT-Student Engagement Student Ambassadors (4)	20.00	12.00	SRJC Petaluma Welcome Ambassadors. Support Welcome Center, student engagment, outreach functions, providing peer led support to services and event.
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

2.2d Adequacy and Effectiveness of Staffing

Adequacy and Effectiveness of Staffing

Student Services

Student Services in 2019/20 is characterized by lean but effective staffing. While a signficant loss in funding has occured as SSSP funds are consolidated into the SEA fund, and are increasingly dedicated to full-time salaries, heavily oriented to the Santa Rosa campus,

Petaluma Student Services will continue to operate well if current staffing levels are maintained.

During the past year we were able to increase our Student Life Coordinator position to 1.0 fte due to that position's support of the Hunger Free Campus program, and the work with the Student Success Program funded by the Innovation Award.

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. Therefor, in order to maximize staff support, the campus is moving toward Six Multi-Funcitonal Service Centers. The current conception is listed below, although design is still on-going.

1. **Student Success & Engagement Center (Building 500)**
   - Welcome Center
   - Student Life (including Tours)
   - Student Resource Center (food pantry, CalFresh, laundry)
   - Student Success Teams
   - Student Government Assembly / Petaluma Council
   - Clubs and Organizations
   - CyBear Center South (copy center, photo IDs)
   - Student Gaming Center

2. **Wellness Center (Building 600)**
   - Disability Resources
   - Student Health Services
   - Veteran's services/oasis (future)
   - Chill Room (future)
   - Healthier Learning Living Room (future)

3. **Intercultural Center (Jacobs 116)**
   - Our House programs, etc.
   - EOPS
   - Dream Center
   - Outreach
   - Vidas (future)
   - NextUp
   - 10,000 Degrees
   - Culturally themed courses (future)

4. **Learning Center/Academic Support Center (Mahoney Library)**
   - Testing Center
        i. Combined DRD/Assessment/GED/Proctoring
   - Tutorial Center
   - Writing Center
   - Open Computer Lab
   - Career Hub? (future)

5. **First Stop Center (Current location?)**
   - Admissions & Records
   - Accounting

- Student Employment
- Financial Aid
- Scholarships

6. **Counseling Center (Doyle 216)**
   - Counseling
   - Transfer Services
   - Puente Lounge

Measure H construction projects should allow for assistance in creating these Centers.

Academic Support

Counseling Services - Counseling Services has limited funding support, and the office has scaled back as funding reductions in SSSP (SEA) have occured. The office also experienced the loss of 1.0 fte with the retirement of Norberto Quiroz in 2018. Funding support is now mostly in carryover funds and if the office were to experience the loss of these funds, critical services will be impaired.

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 standing 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

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. The Dream Center Coordinator has limited availability to serve students in Petaluma, as they are only on campus one day per week. 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.

Testing Services - With the implementation of AB705, eliminating Math & English Placement tests, we see an opportunity to combine forces with the DRD testing center and cross training staff to serve the testing needs of all students on the Petaluma Campus. This will involve reviewing job descriptions and make adjustments as needed to align these services.

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	Coordinator, Student Engagement Programs Petaluma	Student Engagement (0.2 Permanent) Addition-GRD O	Classified
0001	Petaluma	01	01	Student Success Peer Coaches (Student Engagement)	Student Success Peer Coaches (4) (12 mo/25 hours)	Student
0001	Petaluma	03	02	Additional (Outreach)	Outreach Student Ambassadors (60 hours)	Student
0001	Petaluma	01	02	Student Success Peer Coaches (Student Engagement)	CE Student Success Peer Coaches (2) (12 mo/25 hou	Student
0001	Petaluma	01	02	New (Testing Services)	Testing Services Student Assistant (1) 12 months/2	Student
0001	Petaluma	01	00	None	DRD Shared Services Specialist (1) FTE Perm GRD M	Classified
0001	Santa Rosa	01	02	(New)SRJC Petaluma Welcome Ambassadors	SRJC Petaluma Welcome Ambassadors(2) 12mos	Student
0002	Petaluma	01	01	New (Academic Support)	Career Services Advisor(0.4/10mo Part Time)GRD O	Classified
0002	Petaluma	01	02	New (Academic Support/Counseling)	Student Employee Office Assistant(3) 12 months/15	Student
0002	Petaluma	01	02	New (ICC / Puente Mentor Coordinator)	St Success Specialist 1 (.2/10 mo-Part Time)GRD K	Classified
0002	Petaluma	01	02	New (Enrollment Services)	First Stop Center Student Assistant (Accounting, F	Student

2.3a Current Contract Faculty Positions

Position	Description
.5 Puente, .5 General	Roberto Alvarado
1.0 SSSP General Counseling	Nicole Corcoran
.5 EOPS, .5 General	Vincent Hamilton
.4 Chair, .6 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

No faculty are within retirement age

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

Due to a previous retirement, there is a need for a 1.0 FTE Counselor replacement. Further, due to reductions in SSSP (SEA) 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 17/18 and 18/19 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 ESL and noncredit support, 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
0001	Petaluma	01	02	EOPS Counselor	FT Tenure Track 1.0 FTE to support Petaluma EOPS Students

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

2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0000	Petaluma	04	02	ITG: Outdoor Digital Signage	1	$84,000.00	$84,000.00	M. Long	Center of Campus	M. Long
0000	Petaluma	06	02	ITG:2nd monitors and swivel arms for Counseling	8	$500.00	$4,000.00	A. Alvarado	K.Doyle	Andrea Alvarado
0000	Petaluma	01	02	ITG: Computers for testing lab (DRD/GED/etc)	12	$1,500.00	$18,000.00	D. Cooper	Jacobs	D. Cooper
0000	Petaluma	01	02	ITG: Addtl monitor for Testing proctor	1	$350.00	$350.00	D. Cooper	Jacobs	D.Cooper

2.4f Instructional/Non-Instructional Software Requests

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

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	Assessment Signage
0001	Petaluma	04	07	Urgent		Richard Call Annex	$0.00	Sound proof between offices (structural problems)
0001	Petaluma	04	07	1 Year		Petaluma Campus	$0.00	Wayfinding Signage for campus
0001	Petaluma	00	00	Urgent		Clocktower Plaza	$0.00	Create a walkway/entrance to counseling from Clock Tower Plaza
0003	Petaluma	04	07	1 Year		Counseling	$25,000.00	Install sink in counseling kitchen area
0003	Petaluma	04	07	1 Year		Jacobs Hall PC 116	$15,000.00	Window to the Outside (ICC)

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:
             - Accessible drop-off and pick-up location
            - 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 South
              - 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)

Lactation Room

3.1 Develop Financial Resources

The Petaluma campus is continually looking for ways to increase financial support.

We are actively pusuing the following areas:

Grants
- **Innovation Award**: This will provide secured funding for teh Student Success Team until end of FY 21/22
- **CalWorks**: We are pusuing more active support for student in Petaluma
- **Hunger Free Campus**: This will provide support for Student Life until FY 20/21
- T**itle IV HSI**: This will provide some support for Student Success and some for instructional support

Strategic Approach to Work and Programming:
- Retool efforts to match new college funding formula
- Retool efforts to match SEA goals (which are yet to be defined by the statewide committee).
- Continue to devleop an outcomes based approach to programs

Leverage other nonprofits:
- **LiteracyWorks**: They continue to provide support to Petaluma students, both financial and personal guidance.
- **10kd**: They continue to partner with the college for retention support and matriculation assistance
- **4Cs for Childcare**: We began a partnership this past year to assist with childcare for students. However this is on pause due to problems with their Petaluma facility.
- **Redwood Empire Foodbank**: They continue to provide low-cost fresh food delivery for students.

General Fundraising Efforts
- **Friends of Petaluma Campus Trust:** They have established a fundraising goal of $200,000 for the new Student Center.
- **Identifying campus projects for fundraising**: We have developed a case for support which will be used for direct fundraising for the campus.

3.2 Serve our Diverse Communities

SRJC Petaluma continues to recognize the changing demographics of our county and neighoring counties and happily respond to the needs of an ever-increasing diversity of student backgrounds.
This takes place in a variety of ways:

Partnerships
- **10kd**: which focuses on first generation and latinx college matriculation and retention support
- **Northbay Organizing Project**: which partners with SRJC Petaluma with Intercultural Center programming and co-hosts our annual We the Future Social Justice Conference.
- **SRJC Adult Ed:** which supports our older adult population, which continues to grow in latinx population
- **Petaluma City Schools:** developing a pipeline for Petaluma Adult School students to transition to classes at SRJC
- **Marin Promise**: which supports our Marin county first generation and latinx students

Programming on Intercultural Issues take place in the following college areas:
- Intercultural Center
- Our House Learning Community
- Student Success Teams
- EOPS
- Social Justice Conference
- Puente
- Dream Center

Outreach continues to focus on our diverse demographics:

- ELL Outreach: continues to focus on our Latinx population
- Middle school outreach: continues to focus on our Latinx and first generation students to enhance the college-going culture
- Petaluma Adult School: continues to focus on adult students, ESL, and Latinx populations
-We hosted our first Undocumented Student Week on the Petaluma Campus culminating in SRJC Petaluma's Open House "Lumafest"
-JumpStart Program: provide pre-matriculation services to assist high school students through their transition to college. A majority of JumpStart participants are students of color.

Noncredit Improvement
- We continue to host mixers that faciliate non-credit to credit pipelines.

Student Involvement
- Identity-based clubs & organizations, which are supported by the Intercultural Center.

3.3 Cultivate a Healthy Organization

SRJC Petaluma continues to support this goal through the following areas:

Physical and Mental Health Practice
- Mindfulness group meet-up
- SRJC Fit program
- Continual training on the trauma-informed approach

Appreciation & Recognition Events
- Classified Recognition gifts and reception
- Last Friday BBQ for the entire campus
- Employees of the Month in October and February

Cultural Practices
- Welcome, Guide & Engage principles; keeping a student-centered approach to our work
- La Familia: building on the value and culture of family at the campus
- Encouraging innovation in our work and our students
- Maintaining a culture of "yes," where involvement and engagement are encouraged and supported
- Maintaining a strong practice of professional development, which supports renewal and energizes action
- Encouraging self-care

3.4 Safety and Emergency Preparedness

SRJC Petaluma Actively participates in safety and emergency preparedness to support the entire campus.

Efforts include the following:

Petaluma District Operations Center Emergency Preparedness
- Participation in monthly manager trainings
- Active Building Safety Coordinators

Building and Safety Coordinators List

PETALUMA CAMPUS EMERGENCY PREPARDNESS DOC/BSC/ASC ASSIGNMENTS					
BSC Area	**ASC Area**	**Responsible Area**	**Name**	**Department**	**P**
Primary Location - PC602 - 778-3668 **Petaluma DOC** *Secondary Location* - PC904 - 778-3646					
DOC Director Policy Group		General Campus	KC Greaney BU-Matthew Long Catherine Williams	OIR Petaluma Administration	707-77 3930
Planning/Intel		General Campus	Catherine Williams Matthew Long	Petaluma Administration	707-
Operations BU/Operations		General Campus	Matt Pearson (temp) Denise Cooper	Petaluma Facilities Operations	707- 707-
Finance/Admin		General Campus	Whitney Schultz Deb Ziconne/Kate Lucas	Petaluma Business Services Student Affairs	707- 707- 707-
Logistics		General Campus	Matt Pearson Vanessa Luna Shannon	Petaluma Media GTC	707- 707-
Petaluma BSC/ASC's					
BSC Area	**ASC Area**	**Responsible Area**	**Name**	**Department**	**P**
Building # 100 Jacobs Hall					
B/100			Kayla Malott	Petaluma A & R	707-
B/100-BU	A/100-1	Jacobs Hall, 1st Floor - DRD	Bess Eiermann	Petaluma Disability Resources	707-
	A/100-2	Jacobs Hall, 1st Floor - A&R	Osiris Zuberi	Petaluma FAO	707-
	A/100-3	Jacobs Hall, 1st Floor, Our House	Amanda Morrison	Our House Coordinator	707-
	A/100-4	Jacobs Hall, 2nd Floor - Classrooms/Offices Art Studio	Jessica Zambrano	Petaluma A & R	707-
	A/100 PM	EVENING - Jacobs 1st and 2nd Floor	Yohannes Berhane	Petaluma Custodial	707-

BSC Area	ASC Area	Responsible Area	Name	Department	P
		**Building #200 K-Doyle Hall & PC1101 Capri Creek Classroom**			
B/200	A/200-1	Doyle Hall, 1st Floor Rms. PC200-PC207　　　PC 212-PC228	Lilia Flores de Juarez	Petaluma Counseling	707-
	A/200-2	Doyle Hall, Chemistry/Physics/Physical Sciences PC208 thru PC211	Lisa Stagnoli	Petaluma Science Labs	707-
B/200-BU	A/200-3	Tutorial/College Skills	Lynn EriksonRhode B/U Mindy Graham	Petaluma Tutorial	707- 707-
	A/200-4 AC 200/5	Doyle Hall, 2nd Floor Classrooms & Offices PC 229 -> PC246 PC1101	Kathleen Mendoza Montano	Gateway to College	707-
	A/200 PM	EVENING - K -Doyle 1st and 2nd Floor	Yohannes Berhane	Petaluma Custodial	707-

BSC Area	ASC Area	Responsible Area	Name	Department	P
		**Building # 300 East Wing**			
B/300	A/300-1	E Wing Life Sciences/Art Studio PC313 -> PC321	Scott Lorbeer	Petaluma Science Labs	707-
	A/300-2	District Police PC303 ->PC307	On Duty CSO/Officer	District Police	707-
B/300	A/300-1	E Wing Life Sciences/Art Studio PC313 -> PC321	BU =Faculty Present	Petaluma Science Labs	707-
	A/300-3	DAY - E Wing - Life Science/Art Studio/Ellis	Dan Van Gorkom	Petaluma Media Services	707-
	A/300-1PM	EVENING - E Wing - Life Science/Art Studio/Ellis	Jo Ann Gaglione	Petaluma Media Services	707-

BSC Area	ASC Area	Responsible Area	Name	Department	P
		**Temporary Café 639**			
	600	Courtyard Café/Dining Hall rooms PC401-PC405	Jenny Chhay (*BU= Shift Manager*)	Petaluma Café/Dining Commons	707-
	600	Kitchen Area PC 406	Cook (*BU= Shift Manager*)	Petaluma Café/Dining Commons	707-
	600	Courtyard Café/Dining Hall	Jenny Chhay (*BU= Shift Manager*)	Petaluma Café/Dining Commons	707-

BSC Area	ASC Area	Responsible Area	Name	Department	P
Building # 400 Mike Smith Bookstore					
B/400	A/401-1	Mike Smith Hall SRJC Bookstore	Brandon Cuppoletti (BU= Will Crawford)	Petaluma Bookstore	707-253-
	A/401-1PM	Mike Smith Hall SRJC Bookstore	Brandon Cuppoletti (BU= Will Crawford)	Petaluma Bookstore	707-253-

BSC Area	ASC Area	Responsible Area	Name	Department	P
Building # 600 Richard W. Call Building					
B/600			Jeanne Fadelli	Office Of Institutional Research	707-
B/600-BU			Greg Drukala	Office Of Institutional Research	707-
	A/600-1	Call Bldg, 1st Floor - Student Health Services/Student Affairs (PC 601 - PC619)	Toni Bacigalupa	Petaluma Student Health Services	707-
	A/600-2	Call Bldg, 1st Floor Administration	Janet Stribling Angela Hamilton	Petaluma Administration	707-
	A/600-3	Call Bldg, 1st Floor North PC 633 >>> PC645	Marshall McGowan Instructional Computing	Information Technology	707- 707- 707-
	A/600-4	Call Annex PC646 - PC655	Blair Lamb BU = ?	Office of Institutional Research	707- 707-
	A/600-5	Call Bldg, 1st Floor South - Faculty Support + (PC 630 -> PC 632)	Heidi Miranda (BU=Instructional Computing)	Petaluma Faculty Support	707-
	A/600-6	Call Bldg, 2nd Floor North PC690 >>> PC698	Shirley Proulx BU = Megan Rhodes	Petaluma Scheduling	707- 707-
	A/600-7	Call Bldg. 2nd Floor South Classrooms - Faculty Offices PC 656 >>> PC 689	Petaluma Faculty Breck Withers (BU=faculty on site)	Petaluma Faculty	707-
B/600PM			Heidi Miranda	Petaluma Faculty Support	707-
	A/600-2PM	EVENING - Call Bldg, 2nd Floor	Marshall McGowan	Information Technology	707-
	A/600-3PM	EVENING - Call Bldg, 1st Floor	Marshall McGowan Instructional Computing	Information Technology	707- 707- 707-

BSC Area	ASC Area	Responsible Area	Name	Department	P
Building # 700 Herold Mahoney Library					
B/700	A/700-1	Mahoney Library, 1st Floor	David Rau	Petaluma Library	707-
B/700-BU	A/700-2	Mahoney Library, 2nd Floor	Molly Mattheson BU=Jessica Harris	Petaluma Library	707- 707-
	A/700-3	Mahoney Library - Media Services/Ellis Auditorium	Dan Van Gorkom Jo Ann Gaglione	Petaluma Media Services	707- 707-
	A/700-1PM	EVENING - Mahoney Library, 1st Floor & Media	Dan Van Gorkom Jo Ann Gaglione	Petaluma Media Services	707- 707-
B/700-BU	A/700-2PM	Mahoney Library, 2nd Floor	Yadira Camargo	Petaluma Library	707-
BSC Area	**ASC Area**	**Responsible Area**	**Name**	**Department**	**P**
Building # 800 Fitness Center					
	A/800-1	Physical Fitness Center	Tara Jacobson B/U Andrea Thomas	Petaluma Physical Fitness Center	707- 707-
B/800	X	Physical Fitness Center	Tara Jacobson	Petaluma Physical Fitness Center	707-
	A/800-1PM	Physical Fitness Center	Yohannes Berhane	Petaluma Custodial	707-
BSC Area	**ASC Area**	**Responsible Area**	**Name**	**Department**	**P**
Building # 900 Facilities Operations					
B/900	A/900-1	Facilities Operations/Warehouse	Art Jahnsen	Petaluma Warehouse	707-
	A/900-1PM	Facilities Operations/Warehouse	Jason Kostic	Petaluma Custodial	707-
BSC Area	**ASC Area**	**Responsible Area**	**Name**	**Department**	**P**
Petaluma Evacuation Assembly Areas (EXTERIOR TEAM)					
B/EAA		General Campus	Charles Gachet	Petaluma Facilities Operations	707-
	Utilities	General Campus	Ruben Ochoa	Petaluma Custodial RT. 1	707-
Exterior Team Coordinator	EAA #1	100 @ Lot #1/ w/radio	Denise Marquez	Petaluma Custodial RT. 3	707-
	PM EAA Area #1	100 @ Lot #1 w/radio	Yohannes Berhane	Petaluma Custodial RT. 2	707-
	EAA #2	200 @ Lot #2 w/radio	Denise Marquez	Petaluma Grounds 2	707-
	PM EAA Area #2	200 @ Lot #2 w/radio	Yohannes Berhane	Petaluma Custodial RT. 2	707-
	EAA #3	Rotary Plaza w/radio	Veronica Chavez	Petaluma Custodial RT. 4	707-

	PM EAA Area #3	Rotary Plaza w/radio	Heidi Miranda	Faculty Support	707-
	EAA #4&5	700/800 lawn w/radio	Michael Young	Petaluma Grounds 1	707-
B/EAA - PM	PM EAA Area #4&5	700/800 lawn w/radio	Kidane Abramariam	Petaluma Custodial RT. 5	707-
	EAA #6	900 with/radio	Art Jahnsen	Petaluma Warehouse	707-
	PM EAA Area #6	900 with/radio	Jason Kostic	Petaluma Custodial RT. 5	707-
	Area #7	600 South @ lot #5 w/radio	DOC Meeting LOC	Administration	707-
	Area #8	600 East @ lot #4 w/radio	Heidi Miranda	Faculty Support	707-

3.5 Establish a Culture of Sustainability

We practice Sustainability in several ways:

- Our student government on campus maintains an advocacy role
- We strive for 'zero waste' at all our campus events
- We are working to convert our kitchen remodel to use electric convection technology in order
to utilize the solar energy now powering 90% of campus needs.
- We have participated in district-wide project to accept and process Admissions & Records
Forms electronically through Formstack, thus eliminating the need for printed forms.
- We encourage planning sustainable events including low waste purchasing decisions,
composting and using resusable flatwear and cups.

4.1a Course Student Learning Outcomes Assessment

The Petaluma Campus supports student learning through facilitation of department-level courses and
programs. Though not directly involved in creating, assessing, or using course- or program-level student
learning outcomes for program improvement, the Petaluma Campus does offer a wide variety of
programs and services that support the achievement of institutional learning outcomes (see 4.2a).
Further, the Petaluma Campus Dean of Instruction participates with the Academic Affairs Council in the
annual program review process and is actively involved in the review of those majors and certificates
located exclusively on the Petaluma Campus.

4.1b Program Student Learning Outcomes Assessment

Petaluma Student Services has developed Program SLOs for the first time, for the 2019-20 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	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 Engagement &Success																
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)

The Petaluma Campus in concert with other instructional areas (Clusters, Library, Counseling, etc.) ensures that institutional learning outcomes are addressed in curricular offerings, service delivery and staff training programs.

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	ALL	01	06		6.6 Apply for grants from foundations and public sector to establish Our House as a sustainable program.	2021-2022	In Progress
0000	ALL	01	06		6.7 Establish Our House as a research hub on issues of equity and student success at SRJC and CCC system more broadly. Leverage Our House Coordinator Amanda Morrison's expertise as a social scientist with experience developing ethnographic and survey-research projects. Involve student employees and interns in participatory action research• (PAR) that will develop their scholarly and leadership skills.	2021-2022	In Progress
0000	ALL	01	03		6.8 Create a pipeline program for students interested in attending Sonoma State University (SSU) that runs every semester. Leverage Our House staff's relationships with SSU ethnic studies faculty as well as SSU's multicultural center (The HUB) staff to connect SRJC students interested in equity issues and multicultural curriculum with potential mentors at SSU.	2021-2022	In Progress
0000	ALL	01	01		6.9 Pilot Our House SYE (Second Year Experience) Learning Community that supports students at a pivotal point in their education. Theme around equity and intersectionality, with linked course(s) taught by Our House Coordinator Dr. Amanda Morrison, FT Petaluma bilingual counselor Samantha Montellanos, and possibly sociology faculty Dr. John Stover.	2021-2022	In Progress
0001	Petaluma	05	02	1.0 Deploy enrollment and growth strategies for SRJC Petaluma	1.1 Introduce JumpStart Program to Marin County High Schools.	2021-2022	In Progress
0001	Petaluma	05	02		1.2 Continue to develop coordinated support structures to welcome, guide and engage noncredit programs at SRJC Petaluma.	2021-2022	In Progress

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	Petaluma	05	02		1.3 Explore the transition of Student Success to a First Year Experience.	2021-2022	In Progress
0001	Petaluma	05	02		1.4 Continue to partner with Marin Promise Partnership in an effort to support Marin County students more. Explore adding an additional SRJC staff member to the MPP Action teams.	2021-2022	In Progress
0002	Petaluma	01	06	2.0 Continue development of Student Success Teams at Petaluma	2.1 Stabilize budget and staffing of Student Success Teams at Petaluma; Determine ongoing program budget and staffing.	2021-2022	In Progress
0002	Petaluma	01	06		2.2 Explore use of Tableau for deeper data analysis, leading to more targeted interventions to most in need student populations.	2021-2022	On hold to see ERP capabilities
0002	Petaluma	01	02		2.3 Identify workflow for supporting students in new student center between Welcome Center and Student Success Team to include common space utilization	2021-2022	Accomplished. Will be reviewing as campus has more activity for continuous improvement.
0002	Petaluma	01	02		2.4 Develop and implement strategies to guide undecided student to major declaration and career exploration	2021-2022	In Progress
0003	Petaluma	05	02	3.0 Implement Outreach strategies in service of enrollment plan	3.1 Research CE recruitment strategy for existing and new CE programs at Petaluma to be implemented in 21/22	2021-2022	In Progress
0003	Petaluma	05	02		3.2 Continue to use new branding and develop campus-specific outreach materials.	2021-2022	In Progress
0004	Petaluma	05	02		3.3 Implementing new recruitment CE stratregies through dual enrollment expanded partnerships	2021-2022	In Progress

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0004	Petaluma	01	02	4.0 Implement student engagement strategies in service of building student life and vitality on campus	4.1 Increase coordinator role to 1.0 time base and add administrative support staff	2021-2022	Accomplished
0004	Petaluma	01	06		4.3 Continue involvement of student stake holders in deploying student center	2021-2022	Accomplished
0004	Petaluma	01	04		4.4 Develop coordinated leadership opportunities as part of campus leadership development plan including a for-credit course	2021-2022	In Progress
0004	Petaluma	01	06		4.5 Continue to develop outcomes data structure as method of demonstrating student engagement's effect on student retention & success	2021-2022	In Progress. Awaiting a stronger return to campus post pandemic
0004	Petaluma	01	02		4.6 Create online orientation for SGA members	2021-2022	In Progress
0005	Petaluma	01	05		4.7 Work with students to establish Petaluma-based structures for student participation in Student Government	2021-2022	In Progress
0005	Petaluma	01	04	5.0 Continue organizational development of Petaluma Student Services	5.1 Strengthen Student Services professional development opportunities and planning.	2021-2022	In Progress
0005	Petaluma	01	06		5.2 Continue the migration toward creating a generalist in Student Services that can serve many Student Services departments. This will be accomplished by hiring a third A&R Specialist and completting the job description update that reflects the cross-training that continues to occur.	2021-2022	In Progress
0005	Petaluma	01	06		5.3 Continue to strengthen student services systems for establishing goals and the structures by which the campus achieves and evaluates those goals.	2021-2022	In Progress

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0005	Petaluma	01	02		5.4 Continue to develop and implement cross-functional service centers.	2021-2022	Accomplished
0005	Petaluma	01	02		5.5 Establish Career Hub programming at SRJC Petaluma to include the services of resume writing and interview preparation.	2021-2022	In Progress
0005	Petaluma	01	06		5.6 Standardize mobile app strategy across campus and determine accountability/leads	2021-2022	In Progress
0006	Petaluma	01	02		5.7 Continue to explore shared space and cross training abilities with Petaluma Disabaility Resources Department to determine long-term sustainability.	2021-2022	Accomplished
0006	Petaluma	01	03		5.8 Reorganize and rebrand the Welcome Center to encompass the variety of services housed in area.	2021-2022	Accomplished
0006	Petaluma	01	02		5.9 Redesign the Petaluma Welcome Ambassador program to allow for a pool of students to support the Welcome Center and student service functions throughout the year	2021-2022	In Progress
0006	Petaluma	01	06		5.10 Standardize digital signage strategy across campus/district and determine accountability/leads	2021-2022	In Progress
0006	Petaluma	01	03	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.	2021-2022	In Progress

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0006	Petaluma	01	03		6.2 Explore offerings of ethnic studies courses in partnership with ICC programming. Have Our House Coordinator teach a fully integrated class with Our House Programming.	2021-2022	In Progress
0006	Petaluma	01	03		6.3 Explore the addition of an ethnic studies classroom to the Intercultural Center.	2021-2022	In Progress
0006	Petaluma	01	06		6.4 Explore putting additional offices in the Intercultural Center.	2021-2022	In Progress
0006	Petaluma	01	03		6.5 Institutionalize Social Justice Conference as annual event	2021-2022	In Progress. Still working off foundation awards. Event not institutionalized

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	ALL	01	06		6.6 Apply for grants from foundations and public sector to establish Our House as a sustainable program.	2022-2023	Existing Resources
0000	ALL	01	06		6.7 Establish Our House as a research hub on issues of equity and student success at SRJC and CCC system more broadly. Leverage Our House Coordinator Amanda Morrison's expertise as a social scientist with experience developing ethnographic and survey-research projects. Involve student employees and interns in participatory action research• (PAR) that will develop their scholarly and leadership skills.	2022-2023	Existing Resources
0000	ALL	01	03		6.8 Create a pipeline program for students interested in attending Sonoma State University (SSU) that runs every semester. Leverage Our House staff's relationships with SSU ethnic studies faculty as well as SSU's multicultural center (The HUB) staff to connect SRJC students interested in equity issues and multicultural curriculum with potential mentors at SSU.	2022-2023	Existing Resources
0000	ALL	01	01		6.9 Pilot Our House SYE (Second Year Experience) Learning Community that supports students at a pivotal point in their education. Theme around equity and intersectionality, with linked course(s) taught by Our House Coordinator Dr. Amanda Morrison, FT Petaluma bilingual counselor Samantha Montellanos, and possibly sociology faculty Dr. John Stover.	2022-2023	Existing Resources
0001	Petaluma	05	02	1.0 Create and develop enrollment and growth strategies for SRJC Petaluma	1.1 Continue to develop the JumpStrat Program to South Sonoma County & Marin County High Schools.	2022-2023	$15,000 of funding to support Student Employee 20-25 hrs/wk.
0001	Petaluma	05	02		1.2 Continue to develop coordinated support structures to welcome, guide and engage noncredit programs at SRJC Petaluma.	2022-2023	$2500 to provide Fall & Spring 2020 ESL Mixers

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	Petaluma	05	02		1.3 Explore the transition of Student Success to a First Year Experience.	2022-2023	Training costs online $1000
0001	Petaluma	05	02		1.4 Continue to partner with Marin Promise Partnership in an effort to support Marin County students more. Explore adding an additional SRJC staff member to the MPP Action teams.	2022-2023	Existing Resources, explore Guided Pathways support.
0002	Petaluma	01	06	2.0 Continue development of Student Success Teams at Petaluma	2.1 Stabilize budget and staffing of Student Success Teams at Petaluma; Determine ongoing program budget and staffing.	2022-2023	Existing Resources. Moved program to SEA Year 1. Still not completely stabilized.
0002	Petaluma	01	06		2.2 Explore use of Tableau for deeper data analysis, leading to more targeted interventions to most in need student populations.	On hold for ERP	Existing Resources
0002	Petaluma	01	02		2.4 Develop and implement strategies to guide undecided student to major declaration and career exploration	2022-2023	Existing Resources
0003	Petaluma	05	02	3.0 Implement Outreach strategies in service of enrollment plan	3.1 Research CE recruitment strategy for existing and new CE programs at Petaluma to be implemented in 22/23	2022-2023	Existing Resources
0003	Petaluma	05	02		3.2 In partnership with Academic Programs and Media Services continue to use new branding and develop campus-specific outreach materials.	2022-2023	Existing Resources
0004	Petaluma	05	02		3.3 Implementing new recruitment CE stratregies through dual enrollment expanded partnerships	2022-2023	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 coordinator role to 1.0 time base and add administrative support staff	2022-2023	Existing Resources

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0004	Petaluma	01	04		4.2 Explore possibilities for entrepreneurial student engagement enterprises, including Entreprenurial class offering	2022-2023	Existing Resources
0004	Petaluma	01	04		4.4 Develop coordinated leadership opportunities as part of campus leadership development plan including a for-credit course	2022-2023	Existing Resources
0004	Petaluma	01	06		4.5 Continue to develop outcomes data structure as method of demonstrating student engagement's effect on student retention & success	2022-2023	Existing Resources
0005	Petaluma	01	05		4.7 Work with students to establish Petaluma-based structures for student participation in Student Government	2022-2023	Existing Resources
0005	Petaluma	01	04	5.0 Continue organizational development of Petaluma Student Services	5.1 Strengthen Student Services professional development opportunities and planning.	2022-2023	
0005	Petaluma	01	06		5.2 Continue the migration toward creating a generalist in Student Services that can serve many Student Services departments. This will be accomplished by completting the job description update that reflects the cross-training that continues to occur.	2022-2023	Work with Classification Review Committee to ensure the new job description accuratly reflects the work being done on the Petaluma Campus.
0005	Petaluma	01	06		5.3 Continue to strengthen student services systems for establishing goals and the structures by which the campus achieves and evaluates those goals.	2022-2023	Existing Resources
0005	Petaluma	01	02		5.4 Continue to refine cross-functional service centers.	2022-2023	Existing Resources
0005	Petaluma	01	02		5.5 Establish Career Hub programming at SRJC Petaluma to include the services of resume writing and interview preparation.	2022-2023	Existing Resources

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0005	Petaluma	01	06		5.6 Standardize mobile app strategy across campus and determine accountability/leads	2022-2023	Existing Resources
0006	Petaluma	01	02		5.7 Redesign the Petaluma Welcome Ambassador program to allow for a pool of students to support the Welcome Center and student service functions throughout the year	2022-2023	Existing Resources through one-time funds, FY22-23 will need $30k budgeted
0006	Petaluma	01	06		5.8 Standardize digital signage strategy across campus/district and determine accountability/leads	2022-2023	Existing Resources
0006	Petaluma	01	03	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.	2022-2023	Existing Resources
0006	Petaluma	01	03		6.2 Explore offerings of ethnic studies courses in partnership with ICC programming. Have Our House Coordinator teach a fully integrated class with Our House Programming.	2022-2023	Existing Resources
0006	Petaluma	01	03		6.3 Explore the addition of an ethnic studies classroom to the Intercultural Center.	2022-2023	Existing Resources
0006	Petaluma	01	06		6.4 Explore putting additional offices in the Intercultural Center.	2022-2023	Existing Resources
0006	Petaluma	01	03		6.5 Institutionalize Social Justice Conference as annual event	2022-2023	Existing Resources