

# **Santa Rosa Junior College**

## **Program Resource Planning Process**

### ***Shone Farm 2022***

#### **1.1a Mission**

The mission of the Santa Rosa Junior College Shone Farm Center is to increase the knowledge, improve the skills, and enhance the lives of those served by its programs, preparing leaders in agriculture, food systems, and natural resources who are equipped to address the diverse needs of society. The farm serves ten diverse program areas including Sustainable Agriculture, Environmental Conservation, Wine Studies, Viticulture, Agribusiness, Ag Science, Environmental Horticulture, Veterinary Technician, Animal Science, and Equine Science. These programs serve approximately 4,000 students enrolled in these courses each year, the largest community college agriculture program in California.

#### **1.1b Mission Alignment**

The Santa Rosa Junior College Shone Farm Center mission matches the most fundamental goal of the college: "to promote student learning throughout our diverse communities by increasing the knowledge, improving the skills and enhancing the lives of those who participate in our programs and enroll in our courses." Shone Farm's mission matches the District's responsibility to provide lower division academic education, to support transfer to four-year institutions, and career and technical education, to support economic development and job growth. In fulfilling the Shone Farm mission, we are committed to the following district objectives:

1. Serve the educational needs of our students and our community through a diversity of programs and courses that maintain high academic standards and develop its respect for learning in all of our students.
2. Offering courses and programs which reflect academic excellence and integrity and which serve the variety of needs, career pathways, and abilities of our students.
3. Identifying student learning outcomes for courses, programs, certificates, and degrees; assessing student achievement of those outcomes; and using those assessment results to improve effectiveness.
4. Responding to economic, demographic, and technological changes through educational program development and staff development.

5. Helping students succeed in meeting their educational goals by providing comprehensive instructional and student support services.
6. Challenging students to participate fully in the learning process by teaching students to be responsible for their academic success.
7. Preparing our students for participation as citizens at the local, national and global levels.
8. Promoting awareness of and maintaining sensitivity to ethnic, cultural and gender diversity within our student body, faculty, staff, administration and course offerings.
9. Promoting open access through actively eliminating barriers to a college education and services.
10. Contributing to the cultural life of our community by presenting enrichment opportunities to our students and community members.
11. Attracting and retaining faculty and staff who are highly qualified, knowledgeable and current in their fields.
12. Practicing responsible participatory governance within the institution through processes that are inclusive and respectful of all participants and in which information and decision-making are shared.
13. Maintaining the stability of our institution by exercising our public responsibility for sound resource development and use in order to meet our commitments to the citizens of the District.
14. Promoting and maintaining a safe learning and working environment.
15. Reviewing our mission statement periodically with participation by students, faculty, staff, and administration.

The Santa Rosa Junior College Shone Farm Center's mission is also consistent with the District's 2011-2012 initiatives/goals:

### **I. Re-Engineering**

The farm center participated in the following re-engineering activities: An AA II position was relocated to the farm from the SRJC Senior program to fill a vacant 60% position and the Livestock Tech I position at Shone Farm was increased from 60% to 80%. These changes resulted in District cost savings and redirecting staffing to critically needed areas. In addition, an AA II from another District office was re-engineered to the Shone Farm, filling a vacant 60% AA II position.

### **II. Multi-Campus Coordination**

Faculty, staff and management work diligently to ensure there is effective communication amongst the various sites. Coordination efforts are implemented via a master calendar, monthly meetings, and phone/email communication as needed.

### **III. Institutional Planning**

C. Encourage SRJC staff to represent the college in community and professional organizations:

The department and Shone Farm maintain a high professional profile in industry and community associations. In almost all of the industry program areas, you will see a Santa Rosa Junior College Agriculture/Natural Resources faculty member actively involved with that industry. From the Sonoma County Harvest Fair Board to The Russian River Valley Grape Growers, Santa Rosa Junior College Ag/NR faculty and staff are dedicated to serving the community they represent. Shone Farm is responsible for hosting many community events, field days, short courses and industry meetings in the Warren G. Dutton Jr. Agriculture Pavilion, the James A Porter Animal Science Center and the Richard L. Thomas Classroom

The following are a short list of some of the events at Shone Farm:

- Kids Day on the Farm - At this annual event over 200 elementary school students from Sonoma County engage in workshops utilizing our diverse farm resources. Ag/NR Department faculty, staff and students provide this event to educate children, parents and teachers about the importance of agriculture in their lives, by allowing the kids to see, touch, taste and smell Sonoma County Agriculture. Ag Ambassadors obtain donations to supply snacks and a BBQ lunch for attendees.
- SRJC Livestock Judging Clinic - At this annual event, over 150 new and returning livestock judging enthusiasts improve their judging skills for use in livestock judging contests or selection of fair animals. Utilizing classes of Sheep, Beef, Swine and Meat Goats, generously provided by soliciting the agricultural community, the SRJC Livestock Judging Team provides workshops to local youth who want to improve their livestock evaluation skills. In addition, oral reasons and note taking are reviewed. The Santa Rosa Junior College Ag Ambassadors also offer a food booth for snacking opportunities. Proceeds benefit the SRJC Agriculture and Natural Resources programs.
- Annual Santa Rosa Junior College Invitational Project Lamb and Meat Goat Sale - The day offers over 500 buyers the chance to participate in seminars given on sheep and meat goat selection, nutrition, showmanship, and fitting, as well as the Ethics and Quality Assurance seminar required for State Fair Exhibitors. At the event, the Santa Rosa Junior College Ag Ambassadors also offer a concession stand for lunch. Following the sale there is a Jackpot show of purchased lambs, evaluated by a nationally recognized judge. Proceeds from this event benefit the SRJC Agriculture and Natural Resources programs.
- SRJC Livestock Judging Contest - At this Annual Sonoma County event, 9 classes of beef, sheep, swine and meat goats are provided from the agricultural community. Awards are handed out, including buckles for the high individual in junior 4-H, senior 4-H, and FFA. Buckles are generously donated by the Exchange Bank. At the event, the Santa Rosa Junior College Ag Ambassadors also offer a food booth for snacking opportunities. Proceeds from this event benefit the SRJC Agriculture and Natural Resources programs.
- The Shone Farm Fall Harvest Festival in an annual open house event intended to promote the students and staff of all the AG/NR programs. This event gives members of the public and our college community a chance to experience the diversity of our programs and the beauty of Shone Farm. Attendees are able to taste Shone Grown products, observe our livestock, see incredible vistas, take tours, and touching items as diverse as wool from our sheep and lumber milled from our forest.
- The Sonoma County Pruning Championship - This event serves as a valuable marketing and educational tool dedicated to the promotion of Sonoma County as one of the world's premier grape growing regions. Additionally this event helps to increase awareness and recognition of the quality and diversity of Shone Farm's vineyard, grapes and wines
- Various tours of Shone Farm - Guided by Ag/NR Department faculty, staff and students, tours of Shone Farm's outdoor learning laboratory facility are provided to various community entities with the goal of these presentations being to educate students about Agriculture, the Agriculture Ambassadors, and SRJC's Ag/NR programs.

## **V. Student Learning Outcomes and Assessment**

Student Learning Outcomes (SLOs) have been developed for all Shone Farm courses within the following programs: Viticulture, Animal Science, Equine Science, Environmental Conservation, Veterinary Technician and Sustainable Agriculture.

## **VII. Enrollment Management & Retention**

Due to the district wide mandates to *more effectively target courses to student needs* with the objective of *increasing student enrollment and student success*, the Ag/NR Department has worked diligently to assist the college in assuring more effective enrollment and retention of students. Unfortunately, the reduction in FTEF has been particularly difficult for Ag/NR occupational programs that don't offer multiple sections of courses. Accordingly, to respond to District needs, the department has implemented course rotation sequences, which were previously unnecessary. Because of this procedural process, the numbers of courses offered at Shone Farm have been reduced. It is our hope that over the next few years we will an increase in the number of FTEF.

## **VIII. Integrated Environmental Planning**

The Shone Farm serves primarily as an outdoor laboratory site for Agriculture and Natural Resource classes. Nearly every student has the opportunity to learn through participation in the instructional activities at Shone Farm during his or her tenure at SRJC - this is about 20% of the total FTES reported for all of the Ag/NRM courses. The farm provides an opportunity for students to learn about sustainable farming practices and how the different ag disciplines are integrated in an outdoor lab setting. Moreover, students learn skills related to their discipline and also how to make important business management decisions through direct sales of farm products from the 365 acres of Shone Farm. This includes:

- 70 acres Premium Wine Grapes (chardonnay, sauvignon blanc, syrah, pinot noir)
- 120 acres of forest (Douglas Fir, Redwood, Monterey Pine)
- 50 acres of multi-use land
- 100 acres of pasture land (35 beef cattle, 35 ewes and ~20 horses annually)
- 14 acre Sustainable Agriculture Unit (market garden/organic crop production area, greenhouse, 2 acres organic apples and 2 acres of organic olives).

Discussions with faculty and staff have led to a future vision for the farm to become a demonstrate site for emerging technologies related to environmental education and sustainable agriculture.

### **1.1c Description**

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## 1. Curriculum

The SRJC Agriculture/Natural Resources Department teaches credit courses in Animal Science, Equine Science, Veterinary Technology, Viticulture, Agribusiness, Sustainable Agriculture, Wine Studies, Beer Brewing, Environmental Horticulture, Natural Resources and Recreation Management. The Shone Farm Center is utilized for approximately 20% of the AG/NR courses.

The Ag/NR Department has continued with major curriculum work in each of its program areas to meet the California Community College Agriculture Core Course Model Programs. SRJC Agriculture & Natural Resources program coordinators and instructors meet annually with Community College, CSU, and UC instructors to collaborate on curriculum. These courses follow a statewide articulation numbering system with CC, CSU, and UC agriculture courses statewide. Many of these courses also satisfy General Education requirements and UC/CSU numbered status. Agribusiness, Natural Resources, Veterinary Technician, Animal Science, Environmental Horticulture, Viticulture, Equine science and Park Management courses went through revisions with the addition of Student Learning Outcomes (SLOs). New courses were also developed in the following programs: Veterinary Technician, Animal And Equine Science. Many Agriculture and Natural Resources Programs have a transfer tract to CSU and UC agriculture majors. In Fall 2014, CCC system approved three "Transfer Major Curriculum (TMCs) in Agribusiness, Animal Science and Plant Science.

The majors and certificate programs were reviewed/revised to meet the local employer and industry needs in the community. Program advisory committees were utilized for the review and approval process.

## 2. Facilities

### Shone Farm

The Shone Farm totals 365 acres and includes:

- 99 acres Premium Wine Grapes (Chardonnay, Sauvignon blanc, Syrah, and Pinot noir)
- 120 acres forest (Douglas Fir, Redwood, Monterey Pine)
- 50 acres of multi use land
- 90 acres of pasture land (35 beef cattle, 35 ewes and 20 horses annually)
- 14 acre Sustainable Agriculture Unit (market garden, organic crop production area, greenhouse, 2 acre organic apples and 2 acres of organic olives)

The Agriculture/Natural Resources Department's Shone Farm Center, has been integral to the laboratory "learn by doing" philosophy of the instructional program of the department. All of the science based instructional programs - animal science, general

agriculture, equine science, veterinary technician, sustainable agriculture, viticulture, wine studies, and natural resources - use the diverse farm extensively for their programs.

Shone Farm has a variety of areas for students of SRJC to gain knowledge, training and the skills needed in the work place:

- Viticulture - Projects include pruning, trellis work, irrigation, disease control, vine, grape and soil evaluations.
- Animal & Equine Science – Shone Farm is home to herds of cattle, sheep and horses, and on occasion, as student enterprise projects, flocks of laying hens and broiler birds. Students are actively involved in grooming, lambing, calving, breeding, feeding, marketing, record keeping and maintenance practices.
- Veterinary Technician - Utilizing the livestock resources, veterinary technician students are involved in vaccinating, parasite control, first aid, and general health care practices.
- Sustainable Ag – Crop work includes propagation of plants, planting, weeding, fertilizing, irrigation, composting, harvesting, packing, and marketing and distribution of products.
- Natural Resource Management– Students map and stake out boundaries and trails, work on erosion control, maintain new and existing trails, and preservation of the natural forest environment, including fuel reduction.
- Enology - Monitoring grapes prior to harvest, harvest, wine production, aging, bottling, marketing and sales.

Other Students Opportunities at Shone Farm:

- Student Resident Program: Students live at Shone Farm in exchange for 12 hours of work/week.
- Work Study: Aimed at those students who already have some prior study in the area they are to work. These students can earn credit as well as income for their work on the farm.
- Student Employee: Work 6 - 25 hours/week for pay.
- Intern/Special Studies: Earn college credits for time spent on the Farm. Credits awarded depend on amount and quality of work.
- Enterprise Project: Students work on an income generating project. These projects allow students to further their production, marketing and sales knowledge.

Shone Farm has the following facilities:

- **The Belden Center** provides shop space, offices, dorm room, kitchen and a meeting room
- **Richard L. Thomas Classroom** provides a high tech teaching facility.
- **Warren G. Dutton Jr., Agriculture Pavilion**, a multi-purpose educational facility houses an indoor arena, bonded wine laboratory, beer brewing laboratory, commercial kitchen, processing facilities, dorm room and educational meeting rooms.

- **The James Porter Animal Science Center** includes a multitude of feeding, care, & restraint facilities for the Animal Science program.
- The Equine Unit which consists of the **Russ Gleason Memorial Arena**, 18 stalls mare motel, round pen, hot walker and **G.K Hardt stable**. All of these facilities support equine classes, clinics, workshops, and agricultural field days which help to guide students as they pursue their education and career training. The Equine Science Unit at Shone Farm is also a valuable asset to meet the needs of an extensive population of equine enthusiast in Sonoma County, which has the second largest horse population in the state of California. The facility is available for use to serve as a venue for clinics, competitions and other activities.

There has been community usage of Shone Farm for many Community Education courses. The Community Education program (Fees range from \$45 to \$150) has included courses on cooking, trailer safety, bits and saddle fit, natural horsemanship, horse rescue techniques, trail riding, communicating with your horse, horse handling, horsemanship and equine acupressure and massage. Utilization of Shone Farm has also increased with rental of the Dutton Pavilion to community organizations for such events as the Crab Feed (held by the Russian River Rotary Club,) the Leadership Santa Rosa event held by the Santa Rosa Chamber of Commerce, Slow Food Fundraising dinner held by the Slow Food Russian River Organization, and the Farrier Certification testing held by the Western States Farrier Association.

Extensive time has been spent developing an inventory of Shone Farm equipment and tack. Additionally, due to the extensive community support, there has been regular contributions of equipment, livestock, and labor. Legal documents have also been developed to address stable use, premise use agreements, rental agreement policies, code of conduct agreements, contractual agreements for potential donations and fee schedules. We are also in the process of developing a formal operation manual, with accompanying Standards of Operation (SOPs), to guide livestock and crop production activities.

During 2009 - 2011, a Master Plan was developed for the department, including a Business Strategy for Shone Farm. The Master Plan is intended to address various elements: staffing, facilities, resources, and utilization of the farm by the instructional program. The Business Strategy also outlines some short-term opportunities for revenue enhancement and some longer-term strategies for realizing the farm's potential. As a follow-up to District's development of strategic plan, Shone Farm worked on revising its Master Plan in the fall of 2014.

During 2012 - 2013 the farm began to implement some short-term revenue enhancement programs by making value added products such as olive oil and beef jerky, and by expanding the grass fed beef and CSA programs. With the support of grants we were also able to host a **Summer Ag Academy** for high school students and a **Beginning Farmers and Ranchers Program** for a cohort of aspiring ranchers and

farmers. Both of these programs allowed us to extend our career and technical education to a much broader group of students.

## **1.1d Hours of Office Operation and Service by Location**

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The Shone Farm administrative offices are ideally open M-F, 8-5 PM. Effective February 2013, the Shone Farm office is staffed by a 80% Administrative Assistant. Office hours outside of the administrative assistant's normal work time are staffed by the Farm Manager (when available). During weekends, the STNC Staff and resident students take care of feeding the livestock and addressing any farming needs.

The Dutton Pavilion is open M-F, 8-5 PM, but these times are flexible to allow for classes and events in the evening or on weekends. The Pavilion Manager is present at all events.

## **1.2 Program/Unit Context and Environmental Scan**

### 1.2 Program/Unit Context and Environmental Scan

See AG/NR Department PRPP for detailed Environmental Scan related to the academic disciplines served by Shone Farm.



## Shone Farm Foundation

The mission of the Foundation is “to promote and advance agricultural education and the development of the SRJC Shone Farm Agricultural Center by acquiring and maintaining state and federal licenses and bonds for a self-sustaining bonded winery thereby enhancing the educational and career opportunities for enrolled students in the Agriculture/Natural Resources Department.”

The members of the Shone Farm Foundation and AgTrust are actively engaging in networking and public relations activities that are expected to significantly increase utilization of Shone Farm.

### 2.1a Budget Needs

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The Shone Farm has a diverse budget which is a combination of district funding and enterprise income generated from the vineyard, livestock, vegetables, fruit and facilities rental.

#### **Shone Farm Budget Augmentation Needs**

There are an increased number of students being exposed to Shone Farm by taking classes at this outdoor lab. This has resulted in more student interest in working at the farm, especially in the Sustainable Ag, Equine, Forest and Animal Science units. Without increased funding to support this student payroll, employment cannot be offered to these students; secondarily the farm operations are significantly impacted, especially in the garden, as there is inadequate labor to support crop production. Shone Farm is heavily dependant upon student labor to supplement very limited classified staffing. The farm received an augmentation of federal student worker funding for 2011/2012 which has helped immensely, but there continues to be challenges to finding students who are federal work study eligible. A budget supplement of District student employment funds would offer more flexibility for employment of students. In recent years we have pursued grant funding to support our efforts to increase the number of student employees. The NSF and USDA-BFR grants have provided some much needed assistance to hire student help in the past.

During 2013-14, we brought in optical fiber cable lines and high speed internet connectivity to the farm. In 2015-16 we routing equipment was added to make it function to full capacity. During the past year we also extended wifi internet access to the Susag fields and the Belden Center to enable students and staff to use internet-based technology. We would like to extend this internet access to the vineyards and pasture.

Currently we have approximately half of our 80 acres of pasture under irrigation. In order to meet the increase demands of our livestock on the pasture we need to expand the irrigation to another 40

acres. Our fencing in many parts of the pasture needs repair or replacement. In 2015 we replaced 30% of our “Road Pasture” fencing with new post, boards and non-climb fence wire. We are

continuing that project this year by replacing 30% more of the fencing in this pasture. The road pasture is less than half of our total pasture acreage and the balance of the pasture has large sections of fencing that are also in need of repair or replacement.

We need additional Refrigerator/freezer and dry storage for vegetable and meat. We also need storage for lab supplies and tools.

It is our current goal to begin a campaign to upgrade our horses. This will be a multipronged effort which will include soliciting donations of higher quality horses and purchasing horses when funds become available

### **Supplies/Equipment Maintenance/Waste disposal**

At Shone Farm some 4000 and 5000 accounts are inadequately funded to meet the growing number of maintenance and repair projects in the core program areas of the farm. This includes buildings, the farm perimeters and operational areas. The accounts that are under funded include supplies (4390), waste disposal (5520) and equipment service and maintenance (5652). Approximately 20% of the FTES generated by the Ag Department stems from classes that are held at Shone Farm.

It is our goal to increase grant funding in the next few years in an effort to offset some of these funding gaps.

## 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Shone Farm	04	01	\$10,000.00	Belden Workstations: additional work stations in the Belden conference room area that is no longer needed for classes or large groups. Will offer flexibility to increase staffing to meet instructional support needs with department moving to farm
0002	Shone Farm	01	01	\$10,000.00	In order to increase student learning/employment opportunities at Shone Farm, an augmentation is needed in District student worker budget.
0002	Shone Farm	04	07	\$35,000.00	Repair/replace siding and remodel NRM room on North sidetractor barn
0003	Shone Farm	04	07	\$25,000.00	Increase in the budget to reflect the increased amount of supplies,equipment, and facilities maintenance at Shone Farm.
0004	Shone Farm	05	03	\$5,000.00	Increase in the Shone Farm waste disposal budget to reflect the increased amount of farm waste and the increased cost.
0005	Shone Farm	04	07	\$28,500.00	Increase in the Shone Farm vehicle maintenance budget to reflect the increased vehicle due to increased sales, operational, and educational activity
0006	Shone Farm	04	07	\$350,000.00	Install vineyard fencing
0008	Shone Farm	04	06	\$250,000.00	Install pasture fencing

## 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Farm Assistant	40.00	12.00	Maintains vegetable, orchard, pasture, forest, farm perimeter, buildings, roadways, and livestock areas at Shone Farm; performs general agricultural duties, janitorial work and other related work as required.
Horticulture Technician I	20.00	12.00	Maintains Sustainable Ag. growing areas, greenhouse and surrounding areas of the Shone Farm garden; assists students and faculty with class projects and does related work as required including crop maintenance, equipment maintenance, record keeping, and supervising student workers. This position is funded 50% by District funds, and with additional hours (varies), supported by income from the garden. The Horticulture Tech must support both the laboratory activities associated with the Sustainable Ag classes, supervise student and STNC employees, and oversee 12 acres of crop production.
Farm Coordinator	40.00	12.00	Servs as lead worker at Shone Farm; supervises students, STNC employees; assists students and faculty with class and projects, and does related work as required including crop maintenance, equipment maintenance, record keeping. maintains vegetable, orchard, pasture, forest, farm perimeter, buildings, roadways, and livestock areas at Shone Farm,.
Farm Equipment Operator	40.00	12.00	Operates equipment to perform general field operations at Shone Farm; prepares soil for planting; fertilizes crops and pastures, operates irrigation equipment, performs equipment and building maintenance and related work as required.
Administrative Assistant II	32.00	12.00	Admin duties at Shone Farm.
Custodian	20.00	12.00	Performs custodial and maintenance duties in all the Ag Pavilion, Belden Center and Richard Thomas classroom.
Shone Farm Sales and Marketing Coordinator	32.00	12.00	Assists in performing the day-to-day sales, marketing, branding and distribution of all Shone products, and services, including but not limited to wine, olive oil, animal products, vegetables, fruits, plants and value-added products; coordinates and promotes Shone Farm Wine Club, special events and Community Education courses held at Shone Farm
	40.00	12.00	

## 2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Manager, Shone Farm	40.00	12.00	Maintains the day to day operations, contracts, accounting, production plans and farm equipment. Supervises five classified staff, five student residents, and numerous STNC and student employees. Plans and develops operations and activities for all program and operational areas of the farm. Operates and maintains farm equipment and buildings. Oversees maintenance of forest, crops, pastures, and livestock.
Manager, Farm Facilities and Products	40.00	12.00	Under the direction of the Dean, Agriculture/Natural Resources and Culinary Arts, coordinate and implement  the operations and instructional activities of the Dutton Agricultural Pavilion and the Shone Farm Winery; ensure Pavilion readiness for instructional activities and events; manage  the production of value-added products (VAPs).

## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Student Employees (15), Shone Farm	170.00	12.00	Garden, forest, and sales assistants. Students are supported with both District and Federal Work Study funds.
Student Residents (4), Shone Farm	48.00	12.00	Students caretake the garden, livestock, pasture, and barn; perform general farm chores as needed. These students supply the majority of operational support that is needed by the livestock and equine units. They receive free lodging in exchange for working 12 hours per week at the farm.
STNC (2)	70.00	6.00	Supervise and work with the student employees in the Sustainable Ag fields, on the CSA, and in the produce packing areas.
STNC (1)	25.00	6.00	Farm stand, CSA distribution, Post-harvest and delivery

## 2.2d Adequacy and Effectiveness of Staffing

Shone Farm does not have adequate classified or student workers to support its needs. There is a critical need for more classified staffing, particular laboratory assistance and staff to support Shone Farm operations. A unique aspect of the Agriculture/Natural Resources Department is the need to continually care for the living animals and plants, which are a critical part of student learning labs and very labor intensive.

The following position requests are ranked as follows:

1. Custodial Technician (100%)

Shone farm has grown immensely over the past 15 years and we have added four facilities totaling more than 35,000 square feet in that time. By contrast we have reduced our operational work force by three full time employees and eliminated a janitorial contract. If we are to maintain and repair the wonderful facilities that we currently have, to the standards which are consistent with other district centers, we need to have at least one of the lost positions backfilled as a Custodial Technician. Currently a 50% position which is funded (50:50) by Shone Farm and Facilities is at the farm. This is a big help and a good start. We hope to make this a full-time position in the coming year(s).

2. Horticulture Technician I (100%)

The Horticulture Technician I s a 50% position that has been supported by the District at this level since the Sustainable Agriculture unit moved to the Shone farm in 1997. Starting in spring of 2000 the garden began to expand the level of crop production and sales; as a result the position was increased by 25% (on a temporary basis and funded with income from garden sales) because more staffing was required to support this level of production. By 2008/2009 the increased laboratory and production activity required expanding the position another 25%. Currently District support remains at 50% and the additional funds are use to hire STNC staff every year, which is supported by revenue from produce sales. Additionally, in the spring of 2009 the area of intensive vegetable production expanded by more than seven acres. There is a need to expand this position to 100% District support to provide consistency and stability to the position. The District's contribution to the salary/benefits could be offset by garden sales, which will vary annually

3. Sales and Distribution Assistant, Classified (100%)

Shone Farm is at cross-roads in terms of sales for many of our products. Without the support of a paid staff person to manage sales orders, track inventory, prepare orders, handle invoicing, and deliver quality products daily to meet customer expectations and needs, we do not have the capacity to generate revenue with our many product offerings: Wine sales, CSA boxes, meat, produce and value added products. Previous sales support positions have been funded by Shone Farm revenue, grants and performed by STNC's, student employees and volunteer staff. Sales activities have evolved to the point that is critical to have this position supported someone who can support the sales and customer service needs of a multifaceted sales of wine, produce, poultry, meat and value-added products operation.

4. Administrative Assitan,t Classified (100%)

Currently the Shone farm administrative assistant position is an 80% position. The administrative workload of the farm has always been more that can be accomplished with an 80% administrative assistant and over the past five years this workload and increased to the point where a 100% administrative position is a critically needed.

5. Student Employees- District and FWS

Given the current level of classified staffing in the Equine, Livestock and Sustainable Agriculture units at Shone Farm, student employees have become a critical resource for the support these program areas. On average there is a need for 80 hours per week of student labor in each of these units.

6. Forestry Technician, Classified (50 %)

The Natural Resources program needs a staff person to maintain the Shone Farm forest, i.e. brush removal, trail building, planting seedlings, removing dead limbs and trees and other fire suppression measures, and train and supervise students on all aspects of the forest work. We also have a saw mill and chipper which requires qualified staff to oversee and maintain.

7. Pavilion Assistant Classified (100%)

The pavilion assistant position would support the pavilion manager in pavilion upkeep, events, value added goods production, and provide clerical support as well.

**2.2e Classified, STNC, Management Staffing Requests**

0001	Shone Farm	04	07	Custodian (100%)	Custodian Tech (100%)	Classified
0002	Shone Farm	04	07		Groundskeeper I (50%)	Classified
0003	Shone Farm	02	01		Science Lab Instructional Assistant (SLIA) 100%	Classified
0004	Shone Farm	08	07	Administrative Assistant (80%)	Administrative Assistant (100%)	Classified
0006	Shone Farm	01	01	Student Employees - District/FWS	Student Employees	Student
0007	Shone Farm	06	07	Livestock Assistant (STNC 50% week-end )	Livestock Assistant (50% week-end)	Classified
0008	Shone Farm	08	03	Sales and Marketing Coordinator (80%)	Sales and Marketing Coordinator (80%)	Classified

**2.3a Current Contract Faculty Positions**

Position	Description
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**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**

See Ag/NRM PRPP

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

**Faculty Recruitment:**

N/A

**Full time equivalent faculty**

N/A



### Program Coordination Needs

N/A

### Faculty Staffing Priorities

N/A

## 2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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## 2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

There are 11 different programs offering 30 certificates, in addition to majors in the Ag/NR Department served by the Shone Farm Center. All the instructional programs in the Ag/Natural Resources Department are heavily dependant upon equipment and farm machinery which tend to be very costly. The equipment needs are diverse, ranging from wine lab equipment used in the Wine Studies program to machinery needed for large crop production by students in the Sustainable Agriculture program. Students must learn using state-of-the art tools and machinery similar to equipment used in the Agriculture/Natural Resources industry. Accordingly, there is a need to continually replace and acquire new equipment used at Shone Farm. The lengthy Instructional Equipment Request list, outlined in 2.4c, is illustrative of the equipment intensive programs in the Ag/Natural Resources Department. The rationale for all equipment requests is that existing equipment is worn out, out of date, or inadequate. Everything requested is necessary to continue to the Ag/NR Instructional programs at that caliber expected.

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### **Shone Farm Work Station Needs:**

**Goal:** *Three workstations along west wall in the Belden Conference room to allow for future expanded staff and Department move to Shone Farm. In the meantime, flexible desk space will facilitate observance of COVID distancing guidelines.*

**Computers:** Two new machines to match computer replaced by IT infrastructure (Tony) in 2020. Old instructional computing machine to be removed.

**Printer:** Existing HP LaserJet 02035 only worked when connected to PC via USB. If this printer can be networked, it should be sufficient provided rented Kyocera M2040dn in Belden office can be accessed for larger jobs.

**Internet:** Steve was able to take a quick look at existing infrastructure and did not think big upgrades will be needed.

**Phones:** Three phones needed.

**Cubicles:** Hope to find sufficient cubicle material from surplus warehouse with Solomon's help. May need to purchase additional pieces, depending on what is available.

**Furniture:** Need three desks, three office chairs, and three filing cabinets. Hope to find in surplus warehouse with Solomon's help. Good quality chairs seem like the hardest to find.

## **2.4c Instructional Equipment Requests**

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Shone Farm	02	01	John Deere Electric Gator	1	\$16,000.00	\$16,000.00	Connor Murphy	Shone Farm	Connor Murphy
0001	Shone Farm	02	01	Electric Solar Charger	1	\$650.00	\$650.00	Connor Murphy	Shone Farm	Connor Murphy
0002	Shone Farm	02	01	48 kW Standby Backup Power Generator	1	\$45,000.00	\$45,000.00	Connor Murphy	Shone Farm	Connor Murphy
0003	Shone Farm	02	01	Shade Canopy for Instructional Farm Equipment	2	\$600.00	\$1,200.00	Connor Murphy	Shone Farm	Connor Murphy
0003	Shone Farm	02	01	Fertilizer Applicator	1	\$8,000.00	\$8,000.00	Connor Murphy	Shone Farm	Connor Murphy
0004	Shone Farm	02	01	Tandem Disc Farm Implement	1	\$10,000.00	\$10,000.00	Connor Murphy	Shone Farm	Connor Murphy
0005	Shone Farm	01	01	Motorola 2-Way radios and harnesses for communication between faculty and instructional support staf	6	\$650.00	\$3,900.00	Connor Murphy	Shone Farm	Connor Murphy
0006	Shone Farm	02	01	Water Trailer for livestock and forest restoration	1	\$15,000.00	\$15,000.00	Connor Murphy	Shone Farm	Connor Murphy
0007	Shone Farm	08	01	36 kW Standby Power Generator	2	\$35,000.00	\$35,000.00	Connor Murphy	Shone Farm	Connor Murphy
0008	Shone Farm	08	01	6,500 watts Lightweight Inverter Generator	2	\$2,699.00	\$5,398.00	Connor Murphy	Shone Farm	Connor Murphy
0009	Shone Farm	02	01	Mechanics Tools	2	\$408.00	\$816.00	Connor Murphy	Shone Farm	Connor Murphy
0010	Shone Farm	02	01	Makita Power Tools	9	\$305.55	\$2,750.00	Connor Murphy	Shone Farm	Connor Murphy
0011	Shone Farm	02	01	Gravity Table Base	1	\$2,750.00	\$2,750.00	Connor Murphy	Shone Farm	Connor Murphy
0012	Shone Farm	02	01	Tractor Blade	1	\$5,300.00	\$5,300.00	Connor Murphy	Shone Farm	Connor Murphy
0013	Shone Farm	02	01	Table Top Bagging Scale	1	\$11,900.00	\$11,900.00	Connor Murphy	Shone Farm	Connor Murphy

## 2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Shone Farm	02	01	Shone Farm Backup Generator(s)	2	\$50,000.00	\$100,000.00	Connor Murphy	Pavilion and Produce Facility	Connor Murphy
0002	Shone Farm	05	07	Electric Utility Vehicle	1	\$15,000.00	\$15,000.00	Connor Murphy	Belden Shop	Connor Murphy
0003	Shone Farm	04	01	Disc	1	\$12,000.00	\$10,000.00	Connor Murphy	New Classrooms	Connor Murphy
0005	Shone Farm	04	01	Fertilizer Applicator	1	\$4,500.00	\$4,500.00	Connor Murphy	Garden	Connor Murphy
0006	Shone Farm	04	01	Hand Tools for Garden	1	\$5,000.00	\$5,000.00	Connor Murphy	Garden	Connor Murphy
0007	Shone Farm	04	01	Livestock Equipment	1	\$5,000.00	\$5,000.00	Connor Murphy	Barn	Connor Murphy
0010	Shone Farm	02	01	Field Fencing	1	\$250,000.00	\$250,000.00	Connor Murphy	Livestock Pasture	Connor Murphy

## 2.4f Instructional/Non-Instructional Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0003	Shone Farm	08	07	Replacement projectors	2	\$7,000.00	\$14,000.00	Ag Pavilion	Learning Center	Chris Wills

## **2.5a Minor Facilities Requests**

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	Shone Farm	05	07	Urgent	Ag Pavilion	Backup Power	\$50,000.00	Install backup power system in Ag Pavilion for emergency preparedness.
0001	Shone Farm	04	07	Urgent	Shone Farm Security Project	Entire Campus	\$300,000.00	Enhanced Security Project. Initial planning has been completed as part of Measure H.
0002	Shone Farm	04	07	Urgent	Barn Roof	Porter Barn	\$24,000.00	Address roofing on wings, gutters, downspouts, and close gap in roof allowing for pigeon nesting.
0003	Shone Farm	04	07	Urgent	Fuel Pumps	Belden Shop	\$75,000.00	Fuel Pumps need to be relocated and properly protected (roof, containment, etc.)
0004	Shone Farm	04	07	Urgent	Chemical and Equipment Shed	Belden	\$75,000.00	Improve existing facility to safely and presentably house equipment and chemicals.
0005	Shone Farm	04	01	Urgent	Shade House	Greenhouse	\$100,000.00	Shadehouse for hardening off plants after heated greenhouse
0006	Shone Farm	04	01	Urgent	Nursery Head House	Garden	\$75,000.00	Facility for potting and materials handling for horticulture and sustainable ag greenhouses.
0007	Shone Farm	04	07	Urgent	Storage for tools and small equipment	Garden	\$40,000.00	Storage unit to house educational tools for AG/NR programs adjacent to Produce Processing Facility
0008	Shone Farm	04	00	Urgent	Livestock Shed	Hill Pasture	\$75,000.00	Shelter close to barn for livestock that have recently birthed.
0009	Shone Farm	04	07	Urgent	Pave Fire and Utility Access	New Classroom Project	\$75,000.00	Roads surrounding Belden machine Shed were supposed to be paved as part of Measure H.
0010	Shone Farm	04	01	Urgent	Pad for Horticulture Shed	New Classrooms	\$15,000.00	Hort program needs location to store tools and supplies for construction/hardscapes. They have funding for a shed, but need a place to put it. Location identified with faculty.
0011	Shone Farm	04	07	Urgent	Overflow Staff Parking	New Classrooms	\$10,000.00	Simple gravel parking behind classrooms for faculty/staff
0012	Shone Farm	04	01	Urgent	Pasture Improvments	Pasture	\$25,000.00	Erosion is dangerous and some roads are becoming seasonally impassable

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0013	Shone Farm	04	07	Urgent	Ag Pavilion	Brewery	\$5,000.00	Add 200 amp service panel to brewery, hardwire brewhouse and HLT controller, add 208V/20 amp and 110V/20 amp outlets
0014	Shone Farm	05	01	Urgent	Pavilion	Pavilion classrooms	\$10,000.00	Replace high-bay lighting in Shone Farm Pavilion with LED lighting to conserve energy and make backup generation more feasible
0015	Shone Farm	04	00	Urgent	Electrical for Belden Shop	Belden Shop	\$5,500.00	Add necessary power for tire machine and vehicle charging.
0016	Shone Farm	04	01	Urgent	Grain Room	Shop	\$25,000.00	Frame in room for grain processing. Exterior location mitigates risks from dust/particulates. Pull 3 phase power in for gravity table.
0017	Shone Farm	04	07	Urgent	Insulate Shop	Shop	\$55,000.00	Insulate shop ceiling
0018	ALL	00	00	Urgent	Belden Dorm Room Improvements	Belden	\$25,000.00	Update dorm room to host a new generation of students.
0019	Shone Farm	04	06	1 Year	Shone Farm Fencing		\$150,000.00	Fencing is beginning to fail.
0020	Shone Farm	04	07	1 Year	Caretaker Residence		\$500,000.00	Simple caretaker residence to house caretaker on farm to provide coverage and oversight on weekends and holidays.
0021	Shone Farm	05	07	2-3 Yr	Shone Farm	Well	\$250,000.00	Develop agricultural water well to be used as back up water source for irrigation.
0022	Shone Farm	05	03	2-3 Yr	Ag Pavilion		\$400,000.00	Greening of Shone Farm. Design and build rainwater catchment system to harvest rainwater from Pavilion roof. Water could be used for garden, crops, pasture, landscaping, and dust control in riding arenas. Additionally, install solar panels on pavilion roof. Both would demonstrate sustainable farming practices.
0023	Shone Farm	02	06	2-3 Yr	Ag Pavilion	Winery	\$200,000.00	Partition winery into separate rooms to enclose bottling line and create lab space. Above bottling and lab rooms would be an open mezzanine for storage. Bottling room would be "clean" space with FRP walls/ceiling and filtered air.
0024	Shone Farm	02	03	2-3 Yr	Shone Farm Forest		\$120,000.00	Establish leadership retreat trail, tree climbing program, timber milling and ropes course in forest.



## **2.5b Analysis of Existing Facilities**

Existing facilities are accessible to disabled students and staff, and comply with ADA requirements.

See Shone Farm Strategic Plan for comprehensive analysis of existing facilities.

### **Greening of Shone Farm - Sustainable Practices**

Consistent with the vision of Shone Farm as a demonstration site for sustainable farming practices, and the districts efforts to move forward with developing a Sustainability Action Plan for SRJC, there is a need to install a rainwater catchment, solar heating and electricity systems and commercial High Tunnel greenhouses at the farm. New building should be LEED certified.

### **Shone Farm Fencing**

A long term plan is needed to replace/repair Shone Farm fencing, including replacing some of the barbed wire fencing with horse friendly fencing.

### **Classroom Space/Lab**

The establishment of Shone Farm as a center has led to a dramatic increase in classes held at the farm. To better accommodate these and future classes, additional classroom and lab space should be considered.

### **Office and Storage Space**

In looking at the the long term plan for the Ag/NRM department, a move of faculty and staff offices to Shone Farm should be considered. Additional storage space for instructional equipment should be built into any plans for new space.

### **Student Residence Hall**

Student residents at Shone Farm provide a valuable labor resource and a nearly constant human presence at the farm. To further capitalize on this situation, a student residence hall could be built. The residence hall could include space for a resident advisor to help manage the students, and reduce this burden to the farm manager.

### **Winery Expansion**

Winery expansion to accommodate a wine laboratory, a tasting room and a food handling and food processing facility.

### **3.1 Develop Financial Resources**

In the past few years, Shone Farm has received support from grants such as NSF-ATE grant, USDA-BFR grant and other contracts. This effort will continue to diversify funding sources.

### **3.2 Serve our Diverse Communities**

- Shone Farm Center has a diverse staff and we work collaboratively with Human Resources in advertising and marketing to diverse populations.
- The AG/NR Department works with advisory committees, industry and community groups to foster diversity in employment opportunities with our CTE programs.
- The Viticulture program and Shone Farm work collaboratively with the Sonoma County Grape Growers with a pilot program called “Workforce Training for Hispanic Workers” to gain upward mobility in management.
- The Shone Farm Center continues to recruit from the increasingly diverse pool of Ag/NR students for much of our labor.
- Sensitivity to diversity is discussed during Shone Farm employee evaluations and staff meetings. It is also demonstrated by the respectful behavior of the managers and supervisors.

### **3.3 Cultivate a Healthy Organization**

The program encourages and grants release time for professional development, safety training, occupational workshops and software seminars for classified staff.

### **3.4 Safety and Emergency Preparedness**

Leonard Diggs and Chris Wills is the Shone Farm Center safety leaders.

### **3.5 Establish a Culture of Sustainability**

Both the vineyards and winery of Shone Farm are certified sustainable. Sustainable practices are also used in the garden, pasture, and forest areas of the farm. The Pavilion took part in an energy audit which identified several areas where existing light fixtures could be replaced to increase energy efficiency. The pavilion is converting from high bay lights to LEDs in phases: classrooms, kitchen, winery, perimeter, then arena. The Rich Thomas classroom now has a rainwater catchment system. Possible future projects include a rainwater catchment system and solar panels on the pavilion and other Shone Farm buildings.

### **4.1a Course Student Learning Outcomes Assessment**

Student Learning Outcomes (SLOs) within the Ag/NR Department have been developed for all courses offered at Shone Farm

### **4.1b Program Student Learning Outcomes Assessment**

N/A

### 4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
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### 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
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### 4.2b Narrative (Optional)

All courses are written and evaluated during the curriculum process to reflect institutional student learning outcomes. The new curriculum is reviewed by each Occupational Program Advisory Committee which reflects industry needs and services.

## 5.0 Performance Measures

NA

### 5.1 Effective Class Schedule: Course Offerings, Times, Locations, and Delivery Modes (annual)

- The AG/NR Department offers courses Monday through Friday and evening classes and weekend courses. Classes are offered based on student needs, maximizing use of college facilities, serving new or targeted populations, and ensuring enrollment growth sufficient to fund ongoing district operations. Many short courses are offered, e.g. 2-8 weeks, Fri/Sat, two weekends, etc.

- The majority of classes are offered on Santa Rosa campus and the SRJC Shone Farm. The Animal Health, Natural Resources, and Wine Studies programs also offer courses on the Petaluma Campus. Classes are also occasionally offered off site, such as Healdsburg, Cloverdale, Sonoma, and Pepperwood Preserve.
- The department believes strongly in hands-on experience. Unfortunately, classes with labs require lab set up and we are too understaffed at Shone Farm, Santa Rosa, and Petaluma to set up any more labs. The current tenuous status of our classified staffing precludes any attempts to offer more sections of lecture/lab based classes or development of further curriculum in this format.
- There is always a demand for specific courses to meet the needs of industry. Faculty meet regularly with their respective advisory committees for updates in the industry and seek advice and recommendations concerning new courses

## **5.2a Enrollment Efficiency**

N/A

## **5.2b Average Class Size**

N/A

## **5.3 Instructional Productivity**

N/A

## **5.4 Curriculum Currency**

N/A

## **5.5 Successful Program Completion**

N/A

## **5.6 Student Success**

N/A

## **5.7 Student Access**

N/A

## **5.8 Curriculum Offered Within Reasonable Time Frame**

N/A

## **5.9a Curriculum Responsiveness**

N/A

## **5.9b Alignment with High Schools (Tech-Prep ONLY)**

N/A

## **5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)**

N/A

## **5.11a Labor Market Demand (Occupational Programs ONLY)**

See Ag/NRM Department PRPP for Labor Market Analysis

## **5.11b Academic Standards**

The Ag/NR Department meets annually to discuss academic standards ensuring that coursework is reflective of CC/CSU/UC level work.

## 6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	Shone Farm	08	01	Design new classrooms and laboratories	Provide facilities which will improve the learning environment and increase our class offerings	2017/2018	Measure 'H' bond funds
0002	Shone Farm	01	02	Design student facilities; food and break areas, computer stations, dormitories for farm residents	Provide facilities which will bring more student services to Shone Farm	2017/2018	Measure 'H' bond funds
0003	Shone Farm	08	06	A Strategic Plan for all Instructional Programs that utilize Shone Farm	Short-term (1-5 years) and Long-term (6-10 years) planning document which will improve communication and resource planning and utilization.	Fall 2017	Retreat time and planning
0004	Shone Farm	02	03	To establish a holistic grazing and pasture management plan	To establish a holistic grazing and pasture management plan. To develop standard operating procedures for maintaining the pasture, while improving the health and vitality of Shone Farm livestock.	Spring 2018	Local community and organizational support
0005	Shone Farm	08	07	Align the educational and operational goals of Shone Farm with overall staffing, request, staffing number and assignments	To provide unit cohesion and to complete the AG/NR department mission for Shone Farm.	Fall 2017	Staffing plan



**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	Shone Farm	08	01	Design new classrooms and laboratories	Provide facilities which will improve the learning environment and increase our class offerings	2017/2018	Measure 'H' bond funds
0002	Shone Farm	01	02	Design student facilities; food and break areas, computer stations, dormitories for farm residents	Provide facilities which will bring more student services to Shone Farm	2017/2018	Measure 'H' bond funds
0003	Shone Farm	08	06	A Strategic Plan for all Instructional Programs that utilize Shone Farm	Short-term (1-5 years) and Long-term (6-10 years) planning document which will improve communication and resource planning and utilization.	Fall 2017	Retreat time and planning
0004	Shone Farm	02	03	To establish a holistic grazing and pasture management plan	To establish a holistic grazing and pasture management plan. To develop standard operating procedures for maintaining the pasture, while improving the health and vitality of Shone Farm livestock.	Spring 2018	Local community and organizational support
0005	Shone Farm	08	07	Align the educational and operational goals of Shone Farm with overall staffing, request, staffing number and assignments	To provide unit cohesion and to complete the AG/NR department mission for Shone Farm.	Fall 2017	Staffing plan