Santa Rosa Junior College

Program Resource Planning Process

Petaluma Student Services 2024

1.1a Mission

The Mission of Sonoma County Junior College District is:

Santa Rosa Junior College transforms the lives of our culturally rich student body, employees, and community by cultivating a welcoming and antiracist environment, centered on social responsibility and cultural awareness. We offer exceptional teaching and learning in support of associate degree, certificate, transfer preparation, workforce preparation and community education programs, integrated with comprehensive student support services.

The mission of Petaluma Student Services is:

Petaluma Student Services provides comprehensive student services to meet the needs of over 4,000 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.

<u>Disability Resource Department</u>

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.

<u>Transfer</u>

It is the mission of the Santa Rosa Junior College Transfer Center to meet the needs of students preparing to transfer to baccalaureate institutions by providing up-to-date information to students, counseling faculty, and staff, as well as a set of coordinated resources, activities, and services that support the transfer process. In addition to making transfer-related information and services available to all students and increasing the college's overall transfer rate, the Transfer Center is specifically committed to increasing the rate of transfer among students from low-income, first-generation, and other traditionally underrepresented groups by supporting outreach efforts and targeted services to encourage these students to transfer.

<u>Veteran's Affairs</u>

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

Enrollment Services

<u>Enrollment Services</u>
SRJC Petaluma Enrollment Services encompasse Admissions & Records, Financial Aid & Scholarships, Accounting, and Assessment & Testing Services. The Enrollment Services Team provides critical support for the matriculation and instructional goals of District students. Its primary mission is to ensure open and equitable student access and sure the assessment, enrollment, record management and distribution, student confidentiality, grading, attendance accounting and reporting are consistently maintained and updates as state, federal district policies change. As part of Enrollment Services, Student Outreach coordinates the outreach efforts of the South Sonoma County and Marin County with the K-12 community (students, parents/guardians, counselors, staff and administrators) and community agencies for the purpose of success high school to college transition experience and the onboarding of non-traditional students such as adult learners, re-entry, first generation, Multi-Language Learners, students with disabilities, formerly incarcerated, working and commuter students. Student Outreach assists the District in meeting its enrollment goals and supports the mission of the college in meeting educational needs of the community.

<u>Student Engagement</u>

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

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

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

Our House, the Petaluma Campus Intercultural Center is a radically inclusive space where students form bonds across differences and find a sense of home. Beyond simply providing a "safe space" for diverse students, Our House offers opportunities for deep levels of student engagement through consciousness-raising activities and multicultural events that range from musical performances to art workshops to guest talks by social-justice activists. It's also a comfortable place to hang out, study, hold club meetings, and meet with staff who are here to help students thrive in their studies and in life.

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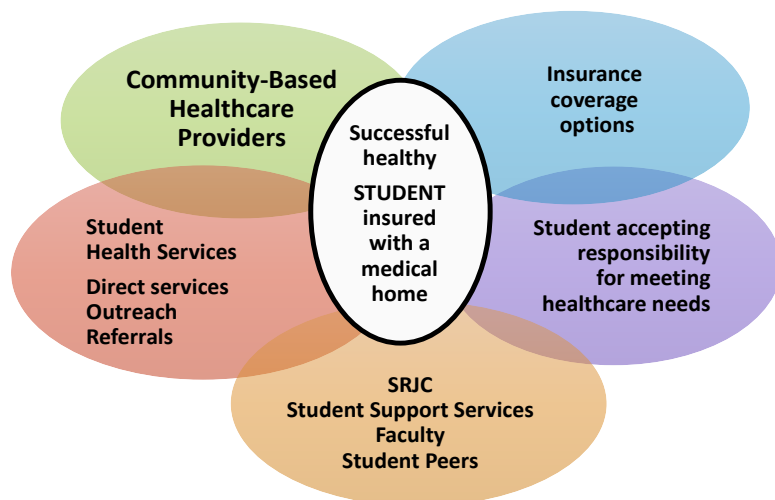
The mission of Student Health Services is to maintain and improve the physical, mental and social health of students at Santa Rosa Junior College, and to strengthen and inspire the well-being of the entire college community, towards supporting student success and life-long learning.

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. A Healthy & Resilent College grounded in kindness, innovation, collaboration, and restorative justice that identifies and removes oppressive structures:

- The vision of Petaluma Student Services leads with innovation that is fostered by community and student collaboration.
- We promote personal and professional growth and cultivate joy at work and in lifelong learning.
- Regular Recognition and Appreciation of Staff and Events
- The introduction of Restorative Justice practices has been championed by Petaluma Leadership with an understanding and need from post pandemic, and racial trauma.

B. Teaching & Learning that encompass excellence, freedom, and responsibility in academics that promite civic engagement, a love of learning, and success for all students:

- 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, Computer Lab, Writing Center)
- Student Success Coaches empower students with strategies to take responsibiity in thier academics by navigating college resources and relationships
- Within Our House Intecultural Center, provide co-curricular programming and services that foster cultural competency and enhance classroom learning
- Student Leadership activities provide education and empowerment to promote civic engagement

C. Community Engagement & Relationships founded on cultural competency, trust, embrace of difference, and inter connectedness:

- We provide a comprehensive range of student development programs and services that support student success and enrich student lives.
- Petaluma employees take leadership roles in equity initiatives and steering and are often the placeto pilot activities to support such goals
- Our House is a inclusive space where students form bonds across differences and find a sense of home. Our House offers opportunities for deep levels of student engagement through consciousness-raising activities and multicultural events

D. Wellbeing centered on the physical and mental wellness of all members of our community;

- SRJC Petaluma opened a Student Support Center with a vision towards an ecosystem of physical and wellness supports
- In 24/25, DRD will be opening a Disability Cultural Center with the goal to destigmatize disabilities and offer safe and comfortable space to all students

- Student Engagement & Success Center provides a space for students to engage with others, decompress from stressors, and rest between classes.
- The Welcome & Connect Center, through the Bear Cub Basics program provides nutritional demos for preparing healthy foods as well as free healthy ingredients

E. Integrity that emphasizes honesty, transparency, and ethical 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. Effectiveness & District Stability that supports fiscally responsible planning centered on student needs:

- Petaluma Student Services Leadership is intentional about staying abreast of State inititiaves and funding to support equity efforts, as such program and fiscal planning is continously centered on current student needs, either identified at the state level, or locally.
- Allocations provided to Petaluma Student Services are responsibly leveraged to meet the needs of program goals/student needs.
- Programs relying heavily upon fiscal resources are evaluated for outcomes regularly, and are adapted accordingly

G: Our Responsibility to the Environment and Society expressed in our commitment to sustainability and social equity;

- The Student Engagement & Success Center has excelled in the elimination of single use dining supplies
- Petaluma Student Services provides leadership to the District Transportation efforts, thus encouraging use of public transportation
- We support the economic vitality, social equity and environmental stewardship of our region through the following major inititatives and programs:
    1. Our House
    2. Dream Center
    3. Welcome & Connect Center
    4. Social Justice Conference
    5. Composting/sustainability/solar

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!

<u>Veteran's Affairs</u>

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

<u>Admissions & Records</u>

The Enrollment Services Team serves a vital role in the effectiveness of SRJC. All students are served by this team in one way or another. From applying to the college to applying for graduation and requesting official transcripts to be sent to other institutions. A&R provides critical services to all students, and faculty of the District, as well as our community. Our team members also serve on District-wide committees and provide interpretation of Federal, State and local regulations.
The Admissions & Records Team also provides Accounting Services to Petaluma students by processing student payments and providing assistance for students in understanding where fees apply, whether it be a parking pass or enrollment fees. Student payments can be made in person, online or over the phone. In addition, this team also provides support to Financial Aid Services.

<u>Assessment & Testing Services</u>

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 for Multilingual Students (EMLS) coursework, they must complete a placement activity to determine their appropriate level. The EMLS GSP activity

and the English and Math guided self-placement activities can be accessed from the assessment.santarosa.edu webpage.

The Assessment & Testing Services office also provide the following services:

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 scheduled by request. Students can visit the testing-support.santarosa.edu website to submit their request.

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 Mondays, 2 times a month at the Petaluma Campus. (The College Skills Department provides a GED test preparation course both in English and Spanish.)

Student Outreach

The Petaluma Outreach Program is essential to providing information and creating partnerships in an effort to serve our K-12 school districts and community. The focus is to increase access and awareness, to facilitate a successful transition to college, to facilitate successful enrollment into a course for dual enrolled high school students and to facilitate access to student support programs. Our Outreach efforts are a collaboration between the Outreach Department, Admissions & Records, Financial Aid and many other departments to further increase the visibility of the college's programs and resources throughout South Sonoma County and Marin County. We also promote early college access to our local middle and elementary school partners by conducting campus tours, workshops, faculty and staff presentations that promote our programs and student support services.

Student Engagement Programs

Welcome & Connect Center

The Petaluma Welcome & Connect Center is an essential hub for resources on campus. It provides onboarding for new and returning students, help navigating campus technology, and support with campus forms and procedures. Additionally, the Welcome & Connect Center is an access point for basic needs resources and opportunities to connect to student life opportunities.

Onboarding and Basic Needs Services in the Welcome & Connect Center

- A place to get welcomed and connected. Students can receive onboarding support and connect with student engagement and resource opportunities in one location.

- Onboarding support

- Help with campus technology

- Help with enrollment and submitting forms

- Student IDs

- Campus tours

- Free Farmers Market

- Food Pantry

- Meal Vouchers

- Help with Cal Fresh applications

- Hygiene resources such as showers and free laundry access

- Connect to free and affordable technology, housing, and transportation

Student Engagement Office in the Welcome & Connect Center

- Housed in the Welcome & Connect and Student Engagement & Success Center is a full cadres of student life and leadership activities and services.

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

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

- National Society of Leadership & Success Program

- Welcome Ambassador Program

- Student Event Programming

- Student Enterprises: including Sonoma County Student Film Festival

- Facilitattes Tabling on-campus

- Facilitates Posting on-campus

- Student Gaming Center

- Laundry Facilities

Basic Needs

- Homeless and Housing Insecure Program (housing support and social work)

- Transportation Access

- Hygiene access

- Food Programs (food pantry, food vouchers, grocery cards, free farmers markets, nutritional demos, free meals)

- BCARE support for reports indicating basic needs support or community referrals are needed

- Free and affordable technology access

Student Success Teams

Student Success Teams promote your success through peer coaching meetings to establish goals, overcome roadblocks, and connect to campus resources.

- Just-in-time retention and persistence nudges and support through processes

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

- Student success workshops and events

Intercultural Center

The Petaluma Intercultural Center (ICC) is the hub of equity activities at SRJC Petaluma. The ICC provides support including, but not limited to, the following: Undocumented students; LGBTQIA+ services; Black Student Success and Retention (Madiba Scholars); Petaluma Learning communities; identity-based clubs and organizations; student lounge and study space.

The Center is an inclusive space where students form connections through the intersectionality of cultures and identities. Beyond simply providing a "safe space" for diverse students, the Intercultural Center offers opportunities for deep levels of student engagement through:

- Consciousness-raising workshops and events

- Multicultural performances and activities ranging from musical performances, art workshops, and guest talks by social-justice activists

- Student lounge and study space

- Club meetings and community gatherings

- Support from Intercultural Center staff

- Petaluma ICC Student Resources:

- Unisex, Single-Stall, Gender-inclusive bathroom

- Free printing

- Test taking material (pencils; scantron; green books)

- Food Pantry Outlet

- The Healing Space

- Coffee and Tea

- Kitchenette Area that includes microwave; fridge and freezer; water dispenser; kitchen sink

Petaluma Intercultural Center is co-located with:

- Student Outreach

- Queer Resource Specialist: LGBTQIA+ Programming

- Madiba Scholars Coordinator (Black Student Support Services)

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

Absence Reporting Hotline (for Faculty and Staff)	778-2456	Petaluma Campus Information guser111@santarosa.edu	778
Accounting Office	527-4973	Santa Rosa Main Number	527
Administration Office Call Annex PC 647	778-2411	**Matthew Long,** *Executive Dean* **Maria Banachowicz,** *Administrative Assistant III* **Vanessa Luna Shannon,** *Dean, Instruction & Enrollment Management Petaluma, Dual Enrollment* **Vacant,** *Administrative Assistant III*	778 778 778
Admissions & Records Located in the Welcome & Connect Center in Mike Smith Hall (500) and Richard Call Building Student Support Center (600). Please direct student to W&CC for support first.		**Denise Cooper**, *Manager, Enrollment & Student Services Centers (PC 625)* **Lorena Ramirez de Hernandez,** *A&R Specialist* **Vacant**, *A&R Specialist* **Maria Padilla Campos***, A&R Specialist*	778 778 778 778
Assessment Services Office Richard Call Building, Student Support Center PC 606		**Guadalupe Quiroz**, *Bilingual Testing Specialist*	778
Bookstore SRJC Bookstore, PC 401	778-3902	**Robert (Bob) Eckman - Follet**	778
Business Services/Finance and Administrative Services		**Kate Lucas,** *Coordinator, Finance/Administrative Services Petaluma* **Heidi Miranda***, Administrative Assistant III*	778 778
Career Hub	778-3920	**Office Number:**	778
Computer Labs	778-3905	**Mike Roth,** *Director, IT Support Services* **Marshall McGowan***, Coordinator, Instructional Computer Systems, Information Technology*	521 778

Department	Phone	Staff	Phone
Counseling & Transfer Center	778-3914	**Lilia Flores de Juarez,** *Administrative Assistant II*	778
		Counselors:	
		Vince Hamilton	778
		Andrea Alvarado	778
		Roberto Alvarado	778
		Nicole Corcoran	778
		Samantha Montellanos Diaz	778
Custodial Maintenance Compound		**Charles Gachet,** *Coordinator*, *Maintenance Operations*	778
		Mengistabe Gebre, *Manager Custodial Services*	524
		Freweiny Fitwy , *Custodial Staff*	
Disability Resources Call Building PC 600	778-2491	**Kim Starke,** *Dean, Disabled Student, Programs & Services*	527
		Ashley Arnold, *Disability Specialist*	778
		Amy LaCasse, *Disability Specialist*	778
		Ceci Godoy Barragan, *Disability Intake Facilitator*	778
		Stephanie Charles, *Interim Support Services Specialist*	778
District Police Breezeway between Doyle Hall & Carole L. Ellis Bldg.	527-1000 PC303		*527*
Undocu Immigrant Dream Center Jacobs Hall, PC 116		**Eva Barragan***, Coordinator, Dream Centers*	524
EOPS Jacobs Hall, PC 109	527-4383	**Rebecca Levelle**	521
		Dalya Amador Arango*, EOPS Intake Facilitator*	778
Facilities Operations Maintenance Compound guser219@santarosa.edu – for facility requests	778-3976	**Hank Lankford,** *District Facilities Operations Manager*	527
		Tim Bell, *Coordinator, Building & Equipment Maintenance*	836
		Jason Kostic, *Building Maintenance Generalist*	
		Michael Young, *Groundskeeper*	
		Daniel Pacyao, *Groundskeeper*	
		Kate Lucas, Coordinator, Finance/Administrative Services Petaluma Campus	778
		Heidi Miranda, *Administrative Assistant III*	778
Faculty Support (Business Services) Richard W. Call Building, PC 631 **Guser89@santarosa.edu** – Please allow for a 48 hour turnaround time on all copy requests	778-3917	**Kate Lucas**, *Coordinator, Finance/Administrative Services Petaluma Campus*	778
		Heidi Miranda, *Administrative Assistant lll*	778
		Jo Ann Gaglione, *Media Support Specialist*	778
Financial Aid & Scholarship Located in the Welcome & Connect Center in Mike Smith Hall (500)	527-4471	**Lorena Ramirez de Hernandez,** A&R *Specialist*	778
		Vacant, *A&R Specialist*	778
		Maria Padilla Campos*, A&R Specialist*	778
Herold Mahoney Library Herold Mahoney Library	778-3974	**Mary-Catherine Oxford,** *Dean, LRET*	527
		Jessica Harris, *Librarian*	778
		Loretta Esparza*, Librarian*	778
		Sheila Cunningham, *Librarian*	778
		David Rau, *Library Technician III*	778
		Yadira Camargo, *Library Technician II*	778

Department	Phone	Contact	Phone
Intercultural Center (Our House) Jacobs Hall, PC 116	778-2470	**Aaron Solorio,** *Coordinator, Intercultural Center*	778
IT Help Desk **Canvas Support for faculty and staff:** https://it.santarosa.edu/selfservicehub	524-1765	**IT Help Desk:** *https://it.santarosa.edu/selfservicehub*	524
Media Services Herold Mahoney Library **Media Services by phone in SR: 527-4771**	778-3985	**Matthew 'Q' McQuaig,** *Director, Media Services & Learning Tech.* **Greg Wycoff,** *Supervisor, Technical Services/Media Services* **Jo Ann Gaglione**, *Media Support Specialist* **Dan Van Gorkom,** *Media Systems Technician II* **Mike Williams** *Media Systems Technician I* **Theo Chatneuf** *Media Events Coordinator*	527 524 778 778 524 524
Office of Institutional Effectiveness, Research (IERP) Jacobs Hall PC 101	778-3922	**Jeremy Smotherman,** Senior Director **Karen Maddux,** *Administrative Assistant II* **Greg Drukala,** *Research Analyst* **Blair Lamb,** *Research Analyst* **Megan Rhodes,** *Research Technician* **Amil Gehrke***, CTEOS Coordinator*	778 778 778 778 778 778
Science Labs	778-3939	**Scott Lorbeer**, *Science Lab Coordinator* **Danielle DeFever,** *Biology IA* **Arturo Hernandez,** STNC *Chemistry, Physics & Wastewater SLIA* **Joanna Chu,** *Animal Health IA* **Angelica Tercero,** *Vet Tech SLIA*	778 778 778 524 778
Student Success & Engagement Programs Mike Smith Hall, Building 500 & 600	778-4141	**Michelle Vidaurri,** *Director, Student Engagement & Support Services* **Angela Hamilton,** *Administrative Assistant III* **Andrew Gratto-Bachman,** Coordinator, *Student Success* **Candy Owens**, *Coordinator of Student Engagement* **Carmen Quiroz***, Social Worker, Basic Needs Liasion* **Bree Clark,** *Student Support Specialist*	778 778 778 778 527 778
Student Support Richard W. Call Building, PC 608		**Deborah Ziccone**, *Manager, Student Support Services*	778
Student Employment Services	778-2415	https://careerhub.santarosa.edu/	
Student Health Services Richard W. Call Building, PC 610	778-3919	**Rebecca Norwick,** *Director*	524
Student Outreach		**Elias Carreño**, *Outreach Coordinator*	778
Tutorial Center/College Skills Mahoney Library Reading Room PC 721	778-2409	**Lynn Erikson Rhode**, *Faculty, College Skills* **Mindy Graham,** *Administrative Assistant II* **Beth LaFrance,** Associate Faculty, College Skills *Instructional Assistant, Senior:* **Rocio Nanez Barrios** **Danielle DeFever** **Stephen Gomez** **Graham Culver**	778 778 778
Warehouse Deliveries Monday-Friday 7am-3:30pm	778-3623	**Art Jahnsen,** *Warehouse & Storekeeper II* Cell phone-292-3167	778

1.2 Program/Unit Context and Environmental Scan

Petaluma Student Services SWOT Analysis

Strengths
- Cross Department Collaboration & Training
- Student Centered Approach, Culture of Yes
- Signature Programs & Events (SCCSFF, WTF)
- Strong Faculty Partnerships through Petaluma Faculty Forum
- State of the art Student Services facilities

Weaknesses
- Student Enrollment & Engagement has been recovering slower than expected after the Pandemic
- Smaller staff teams are spread thinner as the district has centralized services
- Many vital program activities are based on temporary sources of funding
- Internet signal is weak in many buildings and outside locations on campus

Opportunities
- Development of Service Centers
- New Student Engagement & Success Center helps with retention of students by encouraging them to stay on campus longer and buid community
- New Welcome & Connect Center helps with retention for onboarding support and one-stop service area
- Completition of the ConstructionTraing Center
- Support of community; including our local Board of Trustee
- 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
- Various staffing positions reliant upon Santa Rosa departments and funding (e.g Strong Workforce, Student Center Fee via SGA)
- Emerging preference of remote learning post pandemic
- Low enrollment due to
    - students' choosing to work vs. going to school
    - cost of living, housing costs
    - Advances in Technology threaten some student populations

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:

- 39% 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 21/22 to 22/23 FY

	2021/22	% of Tot.	2022/23	% of Tot.	Difference
SEA	$ 1,118,913.26	35%	$ 1,210,659.97	35%	$ 91,746.71
Petaluma General Fund	$ 2,047,483.32	64%	$ 2,154,111.37	62%	$ 106,628.05
Basic Needs	$ 759.66	0.02%	$ 114,613.82	3%	$ 113,854.16
Retention	$ 23,767.36	1%	$ 15,139.89	0.43%	$ (8,627.47)
Total	$ 3,190,923.60	100%	$ 3,494,525.05	100%	$ 303,601.45

Total Expenditures 22/23 to 23/24 FY

	2022/23	% of Tot.	2023/24	% of Tot.	Difference
SEA	$ 1,210,659.97	35%	$ 1,262,274.93	34%	$ 51,614.96
Petaluma General Fund	$ 2,154,111.37	62%	$ 2,310,121.02	61%	$ 156,009.65
Basic Needs	$ 114,613.82	3%	$ 91,784.05	2%	$ (22,829.77)
Retention	$ 15,139.89	0.43%	$ 94,500.50	3%	$ 79,360.61
Total	$ 3,494,525.05	100%	$ 3,758,680.50	100%	$ 264,155.45

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

Academic Support

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

Enrollment Services

Assessment & Testing Services

- The Bilingual Petaluma Testing Specialist has been working out of class for over a year, supporting Accomodated Testing, in addition to their Assessment & Testing Services duties. A restructure is necessary in this area, so that this role is supported by both SEA funds and DRD funds equally.
- This department also relies heavily of STNC support. In collaboration with the Dean of Disabled Student Program & Services, there is a desire to convert these STNC positions into Classified positions to provide more long term stability.

Outreach

- The Student Outreach Coordinator is 100% SEA funded and we supplemented the Outreach demand in South County & Marin with a PT STNC Outreach Specialist that was covered with Santa Rosa Retention funds. There is a need to institutionalize this PT position as Dual Enrollment continues to grow.

Engagement Programs

The Coordinators of Student Engagment Programs, and Student Success Programs salaries are at-risk of loss. Student Engagement funded by Student Center Fee and allocated at the discretion of SGA has faced scrutiny following the loss of enrollment (and revenue) during the pandemic. Prior to that, Petaluma Student Services Leadership has been required to continously advocate for the positions' funding as SGA membership changes each year and is scrutinized during their budget development. Ongoing support of the position is reliant upon the student membership of SGA and it is continously at high risk of loss.

The Coordinator of Student Success Programs is partially funded by Strong Workforce Funds and SRJC Workforce Development Leadership has warned us that once the current employee incumbent vacates, they will no longer support the position. The current Coordinator, and sole person within the department, is pursuing promotional opportunities to utilize their Counseling credentials, the iminient loss of the postition creates a risky situation for maintaing the program.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Petaluma	02	00	$2,200.00	Annual CCACRO Conference for Enrollment Services Manager
0002	Petaluma	03	02	$8,000.00	(Student Engagement) (ICC) Social Justice Conference. Currently categorically funded. Cost to institutionalize
0003	Petaluma	03	05	$41,000.00	To stabilize 51% of Coordinator, Student Engagement Programs existing .80 FTE position. 51% is currently covered by Student Center Fee and is subject to SGA approval and has been communicated to us that the source and approval is consistently at risk
0004	Petaluma	03	05	$19,700.00	To permanently increase the FTE of the Coordinator, Student Engagement Programs position from .80 to 1.0 FTE
0005	Petaluma	03	05	$77,600.00	To stabilize the Coordinator of Student Success Program position. The Dir. of Workforce programs has alerted us that the SWF funds that support 78% of this position will not be available when position becomes vacated.

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, Accounting & Financial Aid
Testing Specialist (SEA Funded)	40.00	12.00	Administration/scoring/recording of student assessments; GED testing
Assistive Technology Specialist (Vacant)	40.00	12.00	Support DRD students with technology accommodations
Supportive Services Specialist (Vacant)	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, Student Outreach (SEA Funded)	40.00	12.00	Coordinate student recruitment and outreach activities
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	32.00	12.00	Provides support to Student Engagement, Student Life, Welcome Center
Support Services Specialist, Basic Needs, Petaluma	24.00	12.00	Supports services for the HHIP program and Basic Needs. This position is split 60/40 with the Roseland Campus. Hours/week reflects time on the Petaluma Campus
Social Worker, Basic Needs Liasion	24.00	12.00	Provides Social Work for BCARE and HHIP program . This position is split 60/40 with the Roseland Campus. Hours/week reflects time on the Petaluma Campus

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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- Student Success Team (5)	25.00	12.00	Provides coaching to students and program support for the Petaluma Student Success Team
STUDENT-Our House (4) (FWS/District/SEA)	36.00	12.00	Provide support for Our House Intercultural Center
STUDENT-Counseling- (2 to 3) (FWS/UGF/SEA)	35.00	12.00	Provide reception and student intake assistance
STUDENT-Health Services PEER (1)	5.00	10.00	Provide peer-based educational services to students at Petaluma
STUDENT-Puente (1) (FWS)	6.00	10.00	Provides support to the Puente Learning Community Faculty coordinator
STNC: Student Success Specialist	24.00	12.00	Coordinate the Black Student Success Program
STUDENT EOPS	7.00	10.00	Provide support for the EOPS program in Petaluma
STNC-Basic Needs Coordinator	24.00	12.00	Coordinate Basic Needs Activities
STNC-Queer Resource Coordinator	24.00	12.00	Coordinate programs and services for LGBTQIA+ students
STUDENT-Student Engagement Welcome 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.
STNC - Student Outreach Specialist	25.00	10.00	Provides support Dual Enrollment Outreach for South Sonoma County

2.2d Adequacy and Effectiveness of Staffing

Adequacy and Effectiveness of Staffing

Student Services

Student Services in 2024/25 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 enough if current staffing levels are maintained.

There are two upcoming threats to the staffing levels. The Coordinator of Student Success Programs salary is primarily funded by Workforce Development funds. It has been made known that the funding is secured only through the duration of the current incumbent's employment. As such, if the incumbent promotes, or resigns the funding source will go away.

The second threat to the staffing level is in relation to the Coordinator of Student Engagment Programs. 40% of the .8 FTE postion is funded by student fees and allocated by SGA. Due to the decrease of student fee reserves with the enrollment decline, we have been put on notice that we should not depend on the salary coverge remaining consistent, with an expectation of a decrease or defund in the near future.

Already, 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 Engagment and Counseling. Therefore, in order to maximize staff support, the campus has moved toward Five Multi-Funcitonal Service Centers.

1. **Student Success & Engagement Center (Building 500)**
    - Admissions & Records/Accting/Financial Support Services
    - Student Life (including Tours)
    - Welcome & Connect (onboarding, help with campus tech, food pantry, CalFresh)
    - Student Success Teams
    - 10,000 Degrees
    - Student Government Assembly / Petaluma Council
    - Clubs and Organizations
    - Laundry facilities
    - Student Gaming Center

2. **Student Support Center (Building 600)**
    - Disability Resources
    - Student Health Services
    - Enrollment Services
    - Assessment & Testing Services (combined DRD/Assessment/GED/Proctoring)
    - Veteran's services/oasis (future)
    - Chill Room (future)
    - Healthier Learning Living Room (future)

3. **Intercultural Center / EOPS (Jacobs Hall)**
    - Our House programs, etc.
    - EOPS
    - Dream Center
    - LGBTQIA+ Programming
    - Outreach

- Vidas
- NextUp
- Puente Lounge
- Ethnic Studies courses (future)

4. **Learning Center/Academic Support Center (Mahoney Library)**
   - Tutorial Center
   - Writing Center
   - Open Computer Lab

5. **Counseling Center (Doyle 216)**
   - Counseling
   - Transfer Services
   - Career exploration

Academic Support

Coverage of the front Counseling suite continues to be of concern. 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 - As the demand for articulated Dual Enrollment and CCAP Agreements with our local high schools increase, there is a need for more Outreach support in South Sonoma County and Marin County. We have secured STNC support for Spring 2024 and have requested Retention Funds again for Summer & Fall 2024, but long term classified support is needed.

Assessment & Testing Services (including Petaluma DRD Testing support) - SRJC Petaluma has successfully combined all of our testing needs into one area in The Student Support Center. The current Testing Specialist is coordinating the overall testing schedule for Petaluma GED (PersonVue), ACE or GMCT, when requested, Non-Credit EMLS Placement Activity, Accommodated Testing and 3rd party proctoring. In addition, this role covers all required Assessment updates. They manage multiple email addresses between students and SRJC Faculty, as well as maintaining the Assessment & Testing Services website. The Testing Specialist is working out of class to accomplish these duties. There is a need to convert this Specialist role to Testing Center Coordinator. At this time, the Testing Specialist is supported by PT STNC's, but the Dean of Disabled Student, Program and Services is exploring converting these STNC positions to Classified in the future.

Student Health Services - SHS has reduced hours of operation on the Petaluma Campus. They are available 9 am – 12 pm on Mondays and 9-4 pm on Wednesdays. 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, the impact on the availability of SHS services impacts the students who are here. There is also a high demand for Mental Health Support on the Petaluma Campus that does not always line up with the hours that they are on the Petaluma Campus, as well as immediate response to acute or crisis-level mental health incidents as a part of the BCARE program at the college. In an effort to address prevention and response, SRJC Petaluma has hired a Social Worker and Student Support Specialist who assist students with Basic Needs support, and also can provide immediate response to mental health incidents when SHS is unavailable. In addition, an additional DRD Specialist was added to the BCARE Team to work primarily with SRJC Petaluma Faculty on training and incident response.

Student Engagement & Support Programs

Management- The Director of Student Engagement & Support Programs as it was designed had a role in serving the District with student services technology oversight (as well as the programs listed here and other managerial responsibilities), however, since this position was filled, it has been pulled heavily into District needs; to oversee the technology driven vaccine mandate enforcement, and now providing Project Management to a very large and lengthy SIS (and accompanying 30+ add on systems) through its implementation and roll out. These District needs have placed a very large strain on the ability to provide adequate/consistent oversight to other primary duties on the Petaluma Campus.

Administrative Assistance- Student Services receives necessary support from a 1.0 FTE Administrative Assistant III. This helps fill in the gaps that were found in recent reorganization and centralization of services. Primary duties of this role is the coordinaion of approvals, room and facilities use for all events on campus, coordination of budgets and fiscal transactions in all Student Service areas, support to Petaluma Student Services management, and direct service to students as needed.

Welcome & Connect Center (Onboarding, Student Life, Basic Needs)- The Coordinator, Student Engagement Programs staffs, and coordinates the services found within the Welcome & Connect Center. It is an .80 position with 51% of the funding supporting that time base at-risk each year and as described previously, subject to SGA discretion and allocation approval. Further the time base in not sufficient to the food programs for our basic needs, therefore we rely on our Basic Needs allocation (non-permanent funding) to supplement the .20 FTE with STNC support. This ongoing need and use is scrutinized as there is no long term funding to support a long term plan for this need. We continue to add it to our staffing request.

This area also relies heavily upon Student Employees to provide the direct services to the food pantry, onboarding and access support to certain Student Center amenities. It has been increasingly difficult to hire and retain student employees across the board due to the mismatch of the District and City minimum wage. Student wages are are supported by a combination of district and categorical funds.

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. Cuurent supported in part with StrongWorkforce Funding that will end once the coordinator position is vacated. This program also relies on peer support; student employees. The previously described difficulties in hiring/retaining is true in each department.

Intercultural Center- We have a 1.0 Coordinator, Intercultural Center staffing this Center with locally (Petaluma specific) allocated funding. It does not face the iminent risk of loss of funding sources that the two previously mentioned Coordinators do, but the funding is categorical. This Center has required STNC support to provide identity based programming. This model is not ideal as the limitations on the use of STNC conflict with the relationship building aspect of identity based programming. These STNC positions currently are filled by special one-time funds that calls for us to build out such programming, but the only long term plan is to hand the programs over to the Coordinator, Intercultural Center and allow student employees that represent the identity based programs or clubs to continue the work.

<u>Social Work Team-</u> Not housed within the Welcome & Connect Center, but supporting basic needs, the team comprised of a Social Worker, Basic Needs Liasion and Support Services Specialist, Basic Needs serve Petaluma, Roseland, and online students, with the physical presence as .60 Petaluma Campus, and .40 Roseland Campus. These positions are multi-funded; The Social Worker by the Homeless & Housing Insecure Grant (HHIP), Measure O and Basic Needs. Areas of responsibility include executing the work, and social work within the HHIP grant goals, and providing high level basic needs support to students who are indentifed throuhg BCARE reporting. The Support Services Specialist, Basic Needs position is funded by the HHIP grant, financial aid funding, and basic needs allocation. The positions responsibility is to support the HHIP grant as well, providing case management, financial aid support, and academic wellness strategies. Further, it is the hope that the position will support the Bear Cub Basics Program, particularly the food program needs. It is not clear that the primary work of the HHIP program will leave enough time for that. The 24/25 year will reveal adequacy of staffing.

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	01	02	Student Success Peer Coaches (Student Engagement)	CE Student Success Peer Coaches (1) (12 mo/25 hour	Student
0001	Petaluma	02	03	Assessment & Testing Services	Testing Services Student Assistant (1) 12 months/2	Student
0001	Petaluma	02	03	New (DRD/Testing)	Student Services Center Coordinator (1) FTE Perm	Classified
0001	Petaluma	01	02	SRJC Petaluma Welcome Ambassadors (Student Eng)	SRJC Petaluma Welcome Ambassadors(4) 12mos	Student
0001	Petaluma	03	05	New (Queer Resource Coordinator)	QRC Coordinator within Our House (.5) 12 mo	Classified
0001	ALL	00	00			Classified
0002	Petaluma	01	02	New (ICC / Puente Mentor Coordinator)	St Success Specialist 1 (.2/10 mo-Part Time)GRD K	Classified
0002	Petaluma	02	06	New (Outreach)	Outreach Specialist (.5) 12 mo	Classified

2.3a Current Contract Faculty Positions

Position	Description
.5 Puente, .5 EOPS	Roberto Alvarado
1.0 SSSP General Counseling	Nicole Corcoran
1.0 General	Vincent Hamilton
.2 Ancillary, .8 General	Andrea Alvarado
.5 General, .25 Lanzamiento, .5 EOPS	Samantha Montellanos Diaz

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

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale

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

ITG:

Our House Intercultural Center Exterior Digital Display

This is a request for an exterior digital display that will allow the programs located within to share events and messages with the campus population, similar to the one we installed for the Ellis Auditorium. That display has proven invaluable for communicating with students what opportunities are available to them within the space.

Front of Campus Digital Display

This substantial request is for providing a digital display screen on Sonoma Mountain Parkway that would allow the campus to communicate with the community what we have to offer. Currently we do this with a manual process where we swap out 6 different banner slots along Sonoma Mountain Parkway.

Computer Lab in Student Engagement & Success Center

It has become evident that a small computer lab with hard wired internet access is essential in the Center. The use of laptops is difficult with inconsistent wifi. This will serve as both a study area, and a place where hands-on workshops can be hosted. We are requesting 4 desktop computers.

Dualenrollment.com software: This request was made in 2.4f (DualEnroll.com) SRJC is currently using Formstack for Electronic Forms. This includes the High School Dual Enrollment Request Form. This is the "permission slip" that high Dual Enrollment students submit to their parent and high school authorizing enrollment in SRJC classes. Because this form requires multiple electronic signatures, each and every semester, the need for tracking this form along the way is crucial. Formstack provides limited tracking abilities and access. In addition, the SRJC Admissions & Records

Team is often playing middle person between the students/high schools and the results of form completion. This requires follow-up with the individual students and their high schools.

DualEnroll.com software would allow for more streamlined processing and tracking of the Dual Enrollment onboarding process, including the authorization form. It also provides portals for the high school (Counselor/Teacher/Principal), parent and student to observe how each student's onboarding process is going.

As SRJC continues to grow Dual Enrollment opportunities like CCAP, the need to empower students, their parents and their high schools with more access to the process will be vital to its success.

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
0001	Petaluma	04	06	ITG: Computers for student center	4	$1,300.00	$5,200.00	M. Vidaurri	Building 500	M. Vidaurri
0002	Petaluma	04	06	ITG: Outdoor Digital Signage	1	$200,000.00	$200,000.00	M. Long	Front of Campus	M. Long

2.4f Instructional/Non-Instructional Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Petaluma	02	00	DualEnroll.com Software (One time implementation)	1	$19,000.00	$19,000.00	D. Cooper	NA	D. Cooper
0001	Petaluma	02	00	DualEnroll.com Software (Annual License)	1	$30,388.00	$30,388.00	D. Cooper	NA	D. Cooper

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description

2.5b Analysis of Existing Facilities

Petaluma Student Services has developmed Student Services Centers in an effort to bundle support for students and manage broad scopes of support with light staffing teams. These service centers have been developed based on the following general concepts and ideas:

GENERAL CONCEPTS

Student Services area is designed for the prospective student:
- A clearly identified "front" of campus
- A clearly evident and unavoidable Welcome & Connect 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 (coming in F24)
- Space for programming with a stage and sound system

Transportation area that includes:
- Accessible drop-off and pick-up location
- - A bicycle "hub" with repair station and lockable bike storage

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

Student Affairs/Engagement Area that includes:
- Dedicate Club Meeting Room
- Kitchenette
- Restrooms
- Laundry
- Food Pantry
- Game Room
- Video Games

An Assessment & Testing Services area that includes:
- 2 Medium Computer Classrooms with 16 testing stations (9 in PC 602 and 7 in PC 607)
- 1 Small Individual Testing Room (PC 605)
- All testing rooms require specific computer/software configuration and classroom network support, as well as cameras for viewing student testers.
- Dedicated Coordinator Office Space (PC 606)
-Front Desk/Reception space for Testing & Assessment Services(PC 606-A)
- A Separate GED Check-In station (PC 605)
- Test Proctor Station (PC 602)
- Storage, centralized that accomodates:
- Files (significant) for tested students
- Signage (for test days)
- GED and other Testing Materials
- Office Supplies
-12 Lockers for student storage
-Back up Conference Room for overflow testing when needed (PC 628)

Student Success & Engagement Center that houses:
- Welcome & Connect 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 Support Center that inlcudes:
        - Disability Resources Department Reception & Assistive Technology support
        - 2 - Disability Resource Department Specialists Dedicated Offices
        - Assessment & Testing Services space & support, inlcuding Accomodated Testing
        - 3 Student Services Manager/Director Dedicated Offices
        - Student Health Services Dedicated Offices
        -Shared Storage
        - Shared Kicthen/Work Room

SERVICES/OFFICE NEEDS

        A Veteran's Lounge

        An LGBTQ Office/Lounge

        Lactation Room

3.1 Academic Quality

See Petaluma Academic Affairs PRPP

3.2 Student Success and Support

The new Student Engagement and Success Center, with Welcome & Connect services, and the partnership with the Student Support and Intercultural Centers creates an ecosystem in alignment with College Goals by creating a true student-centered space and experience amongst the facilities. The space intends to support students through their personal, academic and leadership development by embedding services within common spaces that invites students to visit and stay regularly. Thus through this time spent exposed to programmed events, embedded resources, and shared success strategies through peer to peer community, the sense of belonging is increased and the development of the whole student is addressed.

Bear Cub Basics is strategically located in the Welcome & Connect Center where students receive both onboarding and ongoing support with college processes. Additionally, the same services are provided by employees in the Student Engagement and Intercultural Centers. All South County students are faced with digital messaging that encourages them to take advantage of the food, hygiene, transportation and affordable technology resources that we provide. Further, faculty have the opportunity to bring students over to the Centers, or invite staff into their classrooms to educate students on basic needs and wellness resources available. Through its widespread promotion, and use, it is our hope that student help seeking behavior translates to the confidence in accessing basic needs resources both at SRJC and the community.

New in Spring 24, the Basic Needs program grew with the District's attainment of the Homeless & Housing Insecure Program Grant, and Measure O funds. A Social Worker, and Support Services Specialist were hired to provide more indepth support for housing access, and connection to community resources, including mental health.

3.3 Responsiveness to Our Community

Diversity of staff is a vital component of the Petaluma Student Services Department, necessitated by the diversity of the student population being served. The department promotes sensitivity to diversity and strives to provide a welcoming and comfortable environment for our increasingly diverse student population. Many of our classified, student and short-term, non-continuing staff are bilingual and bicultural.

The online application (Open CCCApply) is available in English and Spanish.

As part of an initiative to meet students where they are, the Admissions & Records Team and Outreach Coordinator hold onboarding workshops in English & Spanish at local schools and community centers to help students navigate these challenging systems and secure enrollment in classes that will develop them personally and professionally (CCC Apply Application, Financial Aid Application and Registration Support).

The Petaluma Outreach Team participates in the local Business Expo in an effort to bring SRJC opportunities and awareness to our local community. They also particpate in the community Butter & Egg Days Parade Celebration that brings out thousands of local residents. It is important to remind our community that we are here and have many offerings to share with them.

Student Engagement & Support Programs- The Welcome & Connect Center, Basic Needs, Student Success Teams, Intercultural Center all regularly evaluate their effectiveness through guided assesment techniques from IERP and as part of their inclusion of SEA funded programming. Those supporting these areas regularly attend practitioner led professional development opportunities to stay abreast of IDEAA practices, research and learnings, so that the programs accurately reflect the needs of our current student population and community.

All new and updated policies, procedures, and practices will be reviewed to ensure equitable access to District opportunities (i.e., programs, enrollment, and employment).

As policy revisions are currently in development, it is the intention of campus leadership to ensure all staff are able to participate the process of draft readings, and provide input to any gaps or barriers that may result in inequitable access to District opportunities.

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3.4 Campus Climate and Culture

See VP Petaluma PRPP

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 Engagement & Success (Updated end of 2021/22 ac year- review of 23/24 year not completed at time of PRPP submission 6/26/24)

1. Welcome & Connect (Includes wraparound of onboarding, basic needs, and student engagement/development)

- Students who engage with support and activities from the WCC will have an increased semester completion rate of 5%

2. Student Success Team

- Students who engage with the Student Success Team programming will have an increased rate of fall to spring persistence by 5%

3. Intercultural Center (Updated end of 2021/22 ac year)

- Starting from a baseline of zero (post pandemic closure) increase the number of students who engage in more than one Our House event to 25%

4. Assessment & Testing Services

- Starting in 2024/205, the Petaluma Assessment & Testing services will offer a formative assessment evaluation tool to all students that will measure the intermediate outcome, the equity outcome of the activity that they participated in and an opportunity for students to provide feedback. (Focusing on NC EMLS In-Person Placement)

 5. Student Outreach

- Starting in 2024/205, the Petaluma Student Outreach Team will offer a formative assessment evaluation tool to all students that will measure the intermediate outcome, the equity outcome of the activity that they participated in and an opportunity for students to provide feedback. (Focusing on Student Tours & Presentations)

6. Enrollment Services

- Starting in 2024/2025, the Petaluma Enrollment Services Team will track the annual rate of students who attend SRJC from our South Sonoma County and Marin County feeder High Schools. We can access this data through Tableau.

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 & Testing Services	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

In 22/23 the Petaluma Student Success Team measured an published it's performance as follows:

- https://srjc.sharepoint.com/:b:/s/StudentSuccessEngagement/EdeWY-qpL2xGroOUjNrFCisBfo_bw9C2vTpV9OAjWkp03Q?e=IBTb15
- https://sea.santarosa.edu/student-success-teams-pet-page

In 22/23 the Welcome & Connect Center (Student Engagement) measured and published its performance as follows:

- https://srjc.sharepoint.com/:b:/s/StudentSuccessEngagement/Ee4q4HTT0bxBhuUquefpoF8BHXlb31KJQ0-fxmW2hJ44Kg?e=UvLmfC

In addition to the SALO's established at the same time, these outcomes will be measured and compared each June.

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	Petaluma	05	02	1.0 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.	2023-2024	Acheived!
0000	Petaluma	05	02		1.2 Continue to develop coordinated support structures to welcome, guide and engage noncredit programs at SRJC Petaluma.	2023-2024	Progress, and will continue
0000	Petaluma	05	02		1.3 Explore the transition of Student Success to a First Year Experience.	2023-2024	Will start with a concerted effort summer 24
0000	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.	2023-2024	Moved to SEA Year 1. Still not completely stabilized
0000	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	on hold for ERP
0000	Petaluma	01	02		2.4 Become further embedded and provide peer to peer support to Petaluma course sections	2023-2024	Acheived!
0000	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	2023-2024	Deprioritized
0000	Petaluma	05	02		3.2 Implementing new recruitment CE stratregies through dual enrollment expanded partnerships	2023-2024	Acheived, and continuing
0000	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	2023-2024	Added perm AA III. Continue to advocate for Coord incr FTE

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	Petaluma	01	04		4.2 Develop coordinated leadership opportunities as part of campus leadership development plan including a for-credit course Our House Fellows an example of this?	2023-2024	Deprioritized while enrollment low
0000	Petaluma	01	05		4.4 Work with students to establish Petaluma-based structures for student participation in Student Government	2023-2024	Acheived, but will be an ongoing need to refill
0000	Petaluma	01	04	5.0 Continue organizational development of Petaluma Student Services	5.1 Strengthen Student Services professional development opportunities and planning.	2023-2024	Need to revise approach
0000	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.	2023-2024	Continuing in partnership w/ Roseland Campus
0000	Petaluma	01	03	6.0 Increase reach and effectiveness of Intercultural Center	6.01 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.	2023-2024	Attempted, but will continue trying
0000	Petaluma	01	06		4.3 Continue to develop outcomes data structure as method of demonstrating student engagement's effect on student retention & success	2023-2024	Continuing following IERP guidance
0000	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.	2023-2024	Acheived and will continously improve

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	Petaluma	01	02		5.4 Continue to refine cross-functional service centers.	2023-2024	Achieved!
0000	Petaluma	01	02		5.5 Establish Career Hub programming at SRJC Petaluma to include the services of resume writing and interview preparation.	2023-2024	Career services pulled their support. Will look for external support.
0000	Petaluma	01	06		5.6 Standardize mobile app strategy across campus and determine accountability/leads	2023-2024	Achieved
0000	Petaluma	01	03		6.03 Explore the addition of an ethnic studies classroom to the Intercultural Center.	2023-2024	On hold until Ethnic Studies offered at PC
0000	Petaluma	01	06		6.04 Explore putting additional offices in the Intercultural Center.	2023-2024	Achieved
0000	Petaluma	01	03		6.05 Institutionalize Social Justice Conference as annual event, with an on-going budget augmentation.	2023-2024	Increase in SEA support but not institutionalized
0000	ALL	01	06		6.06 Apply for grants from foundations and public sector to establish Our House as a sustainable program.	2023-2024	Paused will restart now that we are staffed.
0000	ALL	01	06		6.07 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 Kimi Barbosa'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.	2023-2024	Paused will restart now that we are staffed likely 25/26

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	ALL	01	03		6.08 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.	2023-2024	Paused will restart now that we are staffed likely 25/26
0000	ALL	01	01		6.09 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, FT Petaluma bilingual counselors, and possible faculty members.	2023-2024	Paused will restart now that we are staffed likely 25/26
0000	Petaluma	02	03		4.5 Add Student Sucess Specialist Position to support Basic Needs programming to continue to develop and increase offerings and programming	2023-2024	Achieved
0000	Petaluma	02	03		6.10 Create a permanent Queer Resources Coordinator position (either full time or part-time) within Our House Intercultural Center.	2023-2024	Short term with one time money, not permanent. Changed to an identify based program position for a 24/25 goal

6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	Petaluma	02	03	1.0 Create and develop enrollment and growth strategies for SRJC Petaluma	1.1 Support SRJC's new onboarding process through its current transformation (Assessment/Orientation/Ed. Plan)	2024-2025	Existing Resources
0000	Petaluma	02	03		1.2 Continue to develop coordinated support structures to welcome, guide and engage non-credit programs and students from the Construction Trade Center at SRJC Petaluma	2024-2025	$2500 to provide Fall & Spring EMLS Mixers
0000	Petaluma	02	03		1.3 Support the growth of SRJC's Apprenticeship Education Enrollment	2024-2025	Existing Resources
0000	Petaluma	02	03		1.4 Develop a campus approach to a FYE program that can be tied to campus themes, engagements programming and annual events	2024-2025	Student Engagement team access training and resources from National Resource Center FYE $5000 and existing resources
0000	Petaluma	02	03		1.5 Advocate and support High School Equivalency Exam (HiSet & PearsonVue) throughout the District in line with student need determined by the Spring 2024 Student Survey.	2024-2025	Existing Resources
0000	Petaluma	03	05	2.0 Continue development of Student Success Teams at Petaluma	2.1 Stabilize budget & staffing of Student Success Teams at Petaluma; Determine ongoing program budget & staffing	2024-2025	Move Student Success Coordinator role from SWF to District or other stabilized funding source. Cost: $77600 Peer programming wages moved to SEA Year 1. Still not completely stabilized
0000	Petaluma	03	05		2.2 Become further embedded and provide peer to peer support to entry level math and English sections at Petaluma.	2024-2025	Existing Resources
0000	Petaluma	03	05		2.3 Re-envision and update Student Success Team utilizing up to date best practices by visiting and researching community college peer to peer and first year programs within the state.	2024-2026	Existing Resources

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	Petaluma	03	06	3.0 Implement Outreach Strategies in services of the Strategic Enrollmnet Management Plan	3.1 Implementing new recruitment strategies through Dual Enrollment expanded partnerships	2024-2025	$40,000 to support STNC 20-25 hrs/wk
0000	Petaluma	03	05		3.2 Build and strengthen relationships with High Shcools and Community Based Agencies.	2024-2025	Existing Resources
0000	Petaluma	03	05	4.0 Implement student engagement strategies in services of building student life & vitality on campus	4.1 Increase Coordinator, Student Engagement Programs position 1.0 time base	2024-2025	Need permanent funds to do so. Cost: (will add before 6/27)
0000	Petaluma	03	05		4.2 Continue to develop outcomes data structure as method of demonstrating student engagement's effect on student retention & success	2024-2025	Existing Resources
0000	Petaluma	03	05		4.3 Work with students to establish Petaluma-based structures for student participation in Student Government	2024-2025	Existing Resources
0000	Petaluma	03	05	5.0 Continue organizational development of Petaluma Student Services	5.1 Strengthen Student Services professional development opportunities by way of mission and goal alignment	2024-2025	Existing Resources
0000	Petaluma	02	03		5.2 Now that the Student Services Specialist job decsription is complete, work with the Roseland Center to present it to the Classification Review Committtee (CRC), in an effort to create a generalist Specialist position in Student Services that can serve many Student Services Departments.	2024-2025	Work with Classification Review Committee to ensure job description accurately reflects work being done on the Petaluma Campus
0000	Petaluma	02	03		5.3 Continue to strengthen student services systems for establishing goals and the structures by which the campus achieves and evaluates those goals.	2024-2025	Existing Resources

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	Petaluma	04	03		5.4 Continue to strengthen student services systems for establishing goals & structures by which the campus achieves and evaluates those goals.	2024-2025	Existing Resources
0000	Petaluma	02	03		5.5 Continue to refine cross functional service centers, focus on Learning Center this year.	2024-2025	Existing Resources
0000	Petaluma	03	06		5.6 Work with the District Student Financial Services Department to get A&R Specialists more access to support Petaluma students with Financial Aid and to continue to advocate for permanent Financial Aid Office presence on the Petaluma Campus serving students.	2024-2025	Existing Resources
0000	Petaluma	02	03	6.0 Increase reach & 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 s departments to develop programming that integrates with their curriculum and increases collaboration to bring entire classes to ICC events or a least require all students to attend one ICC event per semester as one of their course assignments	2024-2025	Existing Resources
0000	Petaluma	02	03		6.3 Institutionalize the Social Justice Conference as annual event, with on-going budget augmentation	2024-2025	Categorically funded. Cost to institutionalize is $8,000
0000	Petaluma	02	03		6.4 Apply for grants from foundations and public sector to establish Our House as sustainable program.	2024-2025	Existing Resources

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	ALL	02	03		6.5 Create a pathway program for students interested in attending SSU that runs every semester. Collaborate 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.	2024-2025	Existing Resources
0000	ALL	01	02		6.6 Explore how Our House can become a research hub on issues of equity and student success at SRJC and CCC system more broadly. Involve student employees and interns in participatory action research(PAR) that will develop their scholarly & leadership skills	2024-2025	Existing Resources
0000	ALL	02	04	7.0 Improve upon Basic Needs Services with the addition of the HHIP program and Social Worker Team	Successfully roll out the HHIP program leveraging the Bear Cub Basics framework and introduction of the academic wellness component	2024-2025	Existing Resources