

Santa Rosa Junior College

Program Resource Planning Process

Student Life and Engagement Programs 2024

1.1a Mission

Vision

To engage all students in transformative learning experiences that develop the whole person and inspire them to affect change in their lives and communities.

Mission

To empower students and provide co-curricular learning environments that foster a sense of belonging and inclusivity, decrease barriers, and create meaningful opportunities in the following areas:

- Leadership Development,
- Advocacy & Activism,
- Problem-Solving & Critical Thinking,
- Civic Engagement,
- Cross-Cultural Understanding & Anti-racism, &
- Sustainability (Equity, Environment & Economics).

STUDENT AREA OUTCOMES 2020-2021

- • Students will be able to analyze and apply complex information in solving real world problems.
- • Students understand how to identify systems of oppression and unconscious bias in order to dismantle structural racism.
- • Students feel a sense of belonging, community, and inclusion as a result of participating in Student Life programs.
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1.1b Mission Alignment

The Student Life, Equity & Engagement Program's mission is consistent with the District's mission and goals in the following ways:

- Improving students' foundational skills at the Santa Rosa and Petaluma campuses

- Providing a comprehensive range of student development programs through co-curricular events and student club activities
- Promoting awareness and sensitivity to ethnic, cultural, and gender diversity through co-curricular events and student club activities
- Creating opportunities for civic engagement
- Providing mentorship for students so regular assessment, self-reflection and continuous improvements can be made

1.1c Description

The Student Life, Equity and Engagement Programs (SLEE) department serves as the hub for student life and engagement programs and provides general information and student communications regarding college information, student involvement opportunities, and leadership development programs. We believe students get the most from their collegiate experience and increase their chance of success when they get involved in our unique programs designed to support and complement classroom learning. By engaging in our programs students make valuable connections with other students, staff, and the larger community, give purpose and meaning to their experience, and open paths to personal success and development.

The department administers a comprehensive program of activities and services to address student learning outcomes in collaboration with campus, community and statewide leaders and organizations. Many of the programs and activities are facilitated jointly with the Student Government Assembly (SGA and SGA Committees), the Inter-Club Council, Student Services, Public Relations, Facilities Planning & Operations, and various other campus departments/offices.

Programs & Services

- Student Government Assembly & Public Service Fellowship
- Santa Rosa/Petaluma Inter-Club Council
- Club Sports / Club Sport Coaches
- Intercultural & Queer Resource Center
- Heritage Month & Intercultural Events Programming
- District Student ID Operations
- District Information Desk
- Santa Rosa/Petaluma Campus Tours for Prospective Students & Community Members
- District Student Rights & Responsibilities
- Santa Rosa/Petaluma Student Resource Centers
- Peer to Peer Support Programs: Basic Needs Navigators
- Santa Rosa/Petaluma Food Distribution & Pantry
- Peer to Peer Support Programs: Student Ambassadors
- Student Development Programs (i.e. Empowerment Academy)
- Peer to Peer Support Programs: Student Success Coaches
- Student communications: BearFacts, Back To School Guide, Cohort communications
- MySRJCApp moderation and updating

- Student Complaints
- Auxiliary Services

1.1d Hours of Office Operation and Service by Location

SRJC Student Life, Equity & Engagement

In March of 2020, SRJC transitioned to online learning due to the Covid-19 pandemic. Student Life, Equity, and Engagement primarily functioned online via zoom events, online club meetings, etc. We did host basic needs and emergency response drive-thru events and by the end of the year had various drive thru or curbside engagement opportunities such as scholarship celebrations, co-sponsored food distributions, and end of year celebrations/graduations.

Prior to moving to the online environment, the SLEE department operated during the following hours:

Santa Rosa Campus - Bertolini Student Center

Monday - Friday, 8 am – 5 pm

Santa Rosa Campus - Pioneer Hall

Monday - Friday, 8am – 5 pm

Student Resource Center

Monday - Thursday, 8 am – 4:30 pm

Friday, by appointment only

Petaluma Campus - Richard Call Building PC 608 & CyBear Center South PC 607

Monday Tuesday, Thursday, 10am – 5pm

Wednesday, 10am - 7pm

Friday, tours available by appointment

Note: Closed on Fridays in June and July

1.2 Program/Unit Context and Environmental Scan

2.1a Budget Needs

<p>In all your responses to the questions in this section, please refer to Attachment 1: Program/Unit Review Data Sheet to provide evidence. [Refer to other appropriate sources of evidence (and cite your sources) such as existing budget printouts from Accounting, annual budget development worksheet (three year trend). Hot link to definitions</p> <p>These questions only apply to budget categories of 4000s and 5000s (supplies and services). Faculty and classified staffing will be addressed later.</p> <ul style="list-style-type: none">•Is the budget allocated/used effectively?•How do your budget statistics compare to the district-wide range?•Describe areas where your budget might be inadequate to fulfill your program/unit's goals and purposes.•If you need additional funds, please explain.	<p>As monies from Basic Needs and Equity have recently transitioned to other areas, Student Life is working on more limited resources than in years past.</p> <p>Since we did not collect student fees while serving students online, Covid was extremely difficult for our student budgets. This resulted in the need to utilize reserve funds. We anticipate balancing the budget this year through reduced programming (using student funds).</p> <p>It would be extremely beneficial for Student Life to have funds for food, both at events and for 'grab and go' food pantries located in SLEE areas.</p> <p>Accounting processes have been very difficult to navigate.</p>
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2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	ALL	03	05	\$10,968.00	Funding to bring Coord. Student Government Programs from .91 FTE to 1.0 FTE, as approved at the SCJCD Board of Trustees Meeting on June 14, 2022
0001	ALL	02	03	\$8,500.00	Funding to support the Student ID Card program and systems, to continue to offer free ID cards to all SRJC students. Funds will cover replacement supplies including printer ribbons, semester stickers, ID cards, a cart for the mobile ID systems, and other ID system accessories.
0001	ALL	02	03	\$20,000.00	Annual funding to support ongoing programming and activities for the residents in Polly Hall. This includes welcome activities for move-in day(s) and programming during the weeks before classes begin.
0001	ALL	02	06	\$4,800.00	There is a \$400 increase from AAI Range I step 5 of \$5,558 to the requested Scheduling Technician Senior, range M step 2 of \$5,958. Ending Salary at Range M step 5 is \$6,174 after 4 years plus future colas.
0001	ALL	00	00	\$0.00	

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Administrative Assistant III	40.00	12.00	Oversight of a full-service front desk operation including supervision of student employees; supports the work of the Sr. Dean of Students; tracks Student Life budgets and initiates financial transactions using Escape and online budget transfers; responsible for maintaining office organization for a comprehensive student support center including assistance to 3 managers, 3 classified staff, 20 student employees and over 50 student volunteers.
Advisor, Student Life Accounts	20.00	12.00	Accountant for all student organizations and clubs, including the Student Body operation; maintains all records using Quickbooks; provides monthly P and L statements for the Student Government Assembly and Student Life Committee; coordinates the Student Greeters program; performs monthly A/P and A/R for Student Resource Center copy operation; oversight of the front desk operation in the absence of the AAIIL.
Coordinator, Student Engagement Programs	40.00	12.00	Coordinates engagement and advocacy programs for the Student Life Office, the Student Body, the Inter-Club Council and related programs and services; Coordinates online Bearfacts newsletter using ReGroup; supports the development and implementation of engagement activities for new and returning students; supports advocacy events and activities; coordinates District-wide events, including Day Under the Oaks.
Coordinator, Student Government Programs	36.00	11.00	Coordinates day-to-day operations of the Student Government Assembly including the Public Service Fellowship Program.
Coordinator, Student Success Programs	40.00	12.00	Coordinates the Student Success initiatives for the student success and retention and student equity programs, including organizing the delivery of core student success and support services; performs duties related to data gathering and reporting, office and fiscal management, customer relations, or other specialized services; coordinates with faculty and staff in programs related to student success and support. Coordinates the Student Success Coaches on Santa Rosa Campus.
Administrative Assistant I	40.00	12.00	Supports the Office of Student Equity

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Sr. Dean of Students	40.00	12.00	Administrative responsibility for development and supervision of, extra-curricular and co-curricular programs of Student Life. The Dean is also responsible for the supervision and management of Student Life and Equity Programs including supervising and evaluating managers, classified and student staff and serves as the Conduct Dean; serves as the Certificated Advisor to the Student Body association including fiduciary responsibility for the Student Body. budget; responsible for coordinating operational oversight of the Bertolini Student Center; responsible for aspects of Sustainability Programs for the District.
Director, Student Life & Engagement	40.00	12.00	Plans, organizes, and directs the District-wide Student Equity Program; develops and implements student engagement, persistence and retention programs to improve student success; and facilitates initiatives related to the academic, support services, and social needs of students, with an emphasis on students from culturally and socially diverse backgrounds; provides support and guidance for District-wide student life and engagement programs; manages related special projects; trains, supervises and evaluates the performance of assigned staff.
Manager, Facilities Use & Events	40.00	12.00	
Director, Basic Needs & Reentry	40.00	12.00	
Manager, Student Support Services	40.00	12.00	Under the direction of the Senior Dean of Students, plan, organize, and manage assigned Student Services programs that support the onboarding, retention, and success of students; serves as lead Ombudsperson for the District; coordinate services related to conduct diversion and mediation; train, supervise and evaluate the performance of assigned staff.

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Stu Ambassador - 20 hrs/wk x 20 students	20.00	12.00	Peer mentoring; tour leaders; assists with special projects; assists with events and activities including health awareness, diversity awareness, entertainment.
Bearfacts Editor/Stu Graphic Artist	20.00	12.00	Designs posters and flyers for the Student Life Office and the Student Body; coordinates the design, content and layout of the Bearfacts e-newsletter for both campuses.
STNC Administrative Assistant III	25.00	12.00	Backfill for AAIH serving as SEIU President.
STNC - Stu Engag Coord	40.00	12.00	coordinates student engagement programs including Inter-Club Council; advises students on co-curricular programs and engagement opportunities; coordinates advocacy events, activities, and student leadership and advisor trainings; supports students with policy development activities; coordinates District-wide special events and activities and communications to students and college community
Prof Experts - Club Sports	5.00	8.00	Provides advisor oversight for club sports, ensure concussion management protocols, facilitates club expenses, collaborates with SRJC KAD.
STNC - Native American Summer Bridge	25.00	4.00	Coordinates outreach efforts to high schools and the community on behalf of the District; promotes Native American stu services and programs to local area schools, community members and agencies for student recruitment purposes; coordinates events, conferences and workshops for the community. Provides enrollment support and program logistics.
IC Stu Success Coaches	40.00	12.00	Welcomes, Guides, and Engages students. Provides peer to peer support from a student perspective, shares resources, lived experience, and hands on support for students from diverse backgrounds. Assists with events and IC programming.

2.2d Adequacy and Effectiveness of Staffing

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	ALL	02	03	Advisor, Student Life Accounts (.5 FTE)	Advisor, Student Life Accounts (1.0 FTE)	Classified
0001	ALL	02	03	Coordinator, Student Government Programs (.91 FTE)	Coordinator, Student Government Programs (1.0 FTE)	Classified
0001	Santa Rosa	02	03	AAI (1.0 FTE)	Scheduling Tech Senior (1.0 FTE)	Classified

2.3a Current Contract Faculty Positions

Position	Description
N/A	

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
	0.0000	0.0000	0.0000	0.0000	

2.3c Faculty Within Retirement Range

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
0001	ALL	00	00		

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

The funds request for an outdoor digital display was approved in 2022 but the project has not yet been implemented. The new request in 2.4d is there as a placeholder in case we need to request funds again for 2023.

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Santa Rosa	04	07	Outdoor large LED sign on Bertolini Quad	1	\$80,000.00	\$80,000.00	Robert Ethington	Bert Quad	Robert E

2.4f Instructional/Non-Instructional Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	ALL	04	07	Visio - for creating Diagrams/Layouts	3	\$0.00	\$0.00	Hilleary Zarate	Bertolini 1st Floor	Hilleary Zarate

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	Santa Rosa	04	02	Urgent	Bertolini	Servery	\$25,000.00	The salad bar needs to be remodeled/redesigned so that customers can reach the back row of salad/salad toppings; currently some customers are not able to reach this row without ducking their heads under the sneeze guard.
0001	Santa Rosa	04	02	Urgent	Bertolini	Student Activities Center	\$5,000.00	The floor sockets need existing covers removed and replaced with covers that are flush with the dance floor; current covers present a safety hazard.
0001	Santa Rosa	04	02	Urgent	Bertolini SAC	Student Activities Center	\$25,000.00	The Student Activities Center needs mecho shade replacement for most windows.
0001	Santa Rosa	04	02	Urgent	Bertolini	Student Activities Center/Dining Commons	\$103,000.00	Add tables/chairs that are lighter for Custodians, still aesthetically pleasing. Many are either broken or unusable.
0001	ALL	00	00	Urgent	Bertolini Student Center	SGA Area, Rotary & SRC	\$0.00	Unknown Estimated Cost. Remodel SGA area to make better use of space for student leaders; this includes moving SGA leaders to the Rotary Center, converting the SRC into a conference room, upgrading the existing kitchen space, converting the Rotary storage to an office.
0002	Santa Rosa	04	02	1 Year	Bertolini	Student Activities Center	\$25,000.00	The projector screen needs to be raised at least 2 feet higher; this can be accomplished by cutting the wall that hangs from the ceiling over the stage; I believe this is only a cosmetic wall and not load-bearing. The screen is currently too low when used for movies, presentations, etc. A facade will need to be built so the naming rights can be appropriately added.

2.5b Analysis of Existing Facilities

The Santa Rosa Campus Student Life operation, including the Student Resource Center and the Student Body facilities, moved into the Bertolini Student Center in January, 2010. There are starting to be signs of wear and tear that need to be repaired. There are also issues that should be addressed on the first floor as referenced in section 2.5a. Also, we need to plan for how to best repair wear and tear on the building, including furniture and structure by including it in the cost of using the facility by outside groups. This could be assessed using EMS or another platform.

3.1 Academic Quality

At this time of restructure and right-sizing the college, there is extreme caution used with resources and efficiently utilizing current allocations.

3.2 Student Success and Support

Student Life, Equity and Engagement Programs is committed to diversity in hiring professional staff and student employees, and equal access for student groups. Cultural competence is promoted via District ECI trainings and Professional Learning series.

Student Life promotes diversity issues and awareness through our many intercultural programs, clubs and activities. By using the District and Student Equity funding, we are able to provide and/or support approximately 50 programs a year on multicultural awareness. These programs are often collaboratively sponsored with the Student Government Assembly, Arts & Lectures and many academic departments.

3.3 Responsiveness to Our Community

Classified professionals are encouraged to participate in the events and activities of the college. The Sr. Dean and manaters are flexible with their schedules so that this is possible. They are also

supported when they want to take classes at the college or elsewhere. One (1) of them is Job Steward Secretary to the CEC; and one (1) is the President of SEIU; the classified staff also sit on several college wide committees.

Staff actively supported the SRJC Fit program and participated at many different levels.

Mutual respect in regards to cultural and individual perspectives is fostered and courageous conversations are encouraged.

Overall emergency preparedness is included in planning and regular staff meetings.

3.4 Campus Climate and Culture

Building Safety Coordinators and Area Safety Coordinators have been identified, see list below. Trainings have been offered and supplies have been collected and organized.

The Building Safety Plan was developed in previous years for responding to emergencies:

BSC Emergency Protocol

1. Determine Type of Emergency (power outage, earthquake, fire, active shooter, medical)
2. Notify District Police at 527-1000
3. Activate the BSC Emergency Protocols
4. Inventory of staff present if possible
5. Check in with BSC's and ASC's
6. Make decision on whether or not to clear the building
7. Make sure any special needs students are assisted out of the building
8. Check on status of fire doors
9. Do Floor/Wing Check including Food Service Staff (1 West)
10. Check stairwells, bathrooms and other special areas for any problems or people
11. Hold staffs in place until such time as they are officially released
12. Position Student Ambassadors and staff at exterior entrances to keep anyone else from entering the building, put out signs
13. Check on elevators; have student ambassadors at elevators to escort riders (only special need students)

Plover Building Safety Coordinators (BSCs): Hilleary Zarate

Bertolini Building Safety Coordinators (BSCs):

Bertolini Area Safety Coordinators (ASCs)

1st Floor East – Sandy Sigala/Zack Miranda

1st Floor West –

2nd Floor East – Jenna Barrett
2nd Floor West –
3rd Floor East –
3rd Floor West –

The Bertolini Student Center Advisory Committee needs to meet again to discuss safety issues and make building improvements including procuring radios, survival kits, etc.

Plover Hall managers have a plan to practice with all employees and students in collaboration with EH&S on 10/16/24.

3.5 Establish a Culture of Sustainability

Student Life, Equity, & Engagement has been on the front lines of the College's movement towards more sustainable policies and practices from the beginning. Student leaders have been adopting and championing sustainability principles and practices, while strategically positioning themselves to influence the College's implementation of goals and initiatives. Within our department, staff and students prioritize sustainability as a foundational framework for practices, events, and budgeting considerations. Sustainability is also an important part of student engagement and provides hands-on leadership development opportunities.

The SLEE department facilitates the following programs, activities, and services in support of the Sustainability at SRJC and the 2018 Greenprint Goals (pasted below for reference):

- Earth Week programming
- Student Sustainability Committee
- Active participation in the District-wide Sustainability Committee
- Reusable water bottle distribution, refilling station advocacy, and plastic water bottle ban support
- Installation of student community garden (Food Justice Garden) located near the Food Pantry
- Student Eco-Leaders Club
- Sustainable Transportation: Bike events, bus program promotions, smart train discounts, carpool programs.
- Student engagement and promotion of District-wide sustainability living lab features via campus tours and student communications
- Promoting of sustainable events, club meetings, giveaways and transportation options.
- Equity and intercultural programming
- Basic needs and food security programs

Student Government provides bike light giveaways, reusable utensil giveaways, and models the scaleable sustainable policies and practices for shared governance.

In 2019-2020, Student Life worked collaboratively with faculty to develop the green leaf program that provides a 'flag' in the class schedule of a small green leaf indicating the course is taught with a lens of sustainability.

Student Life also facilitates the CubCard Premium program and student transportation fees that directly support robust sustainable transportation at SRJC, including the Any Line, Any Time free transportation program, Carpool discounts, bike repair tools, bike lockers, and more.

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Sustainable SRJC | Creating a Culture of Sustainability, A Greenprint for Achieving 18 Sustainability Objectives by 2018

This proposal is about a “big picture” mission of coordinating the District’s sustainability efforts and aligning them with best practices and community benchmarks for sustainability. We believe the institution needs to use the framework of our Strategic Plan, and Goal E: *Creating a Culture of Sustainability*, as the foundation for moving forward, and building on the tenets of the Talloires Declaration, signed by former President Agrella in 2011 and approved by the Board of Trustees. For this to happen in such a way to make SRJC a state-wide leader in Sustainable policy and practice, any plan will need to have a comprehensive and collaborative focus in several key areas:

Campus Culture
Sustainability Education
Student Organizations
Facilities Planning
Green Building
Sustainability Projects
Water
Carbon Neutrality
Energy Use
Food
Responsible Sourcing
(Environmental Purchasing)
Waste Diversion
(Compost/Recycling/Reuse)
Transportation
Community Partnerships
Health & Wellness
Curriculum Infusion
Sustainable Agriculture

An institution that facilitates the interaction of these areas so they are moving at the same pace and direction towards *Creating a Culture of Sustainability*, is an institution which understands the true meaning of sustainability and our collective responsibility as educators and environmental stewards. The college also

has a moral imperative to make sure our students understand the demands of our global resource challenges and are prepared to work in environments where a sustainability IQ is necessary for success. A more thoughtful approach to our sourcing, use and disposal of resources, will benefit not only our institutional carbon footprint but the overall financial bottom line. **Furthermore, recent reports, including the *Sonoma County Annual Report for 2014* and the *Sonoma County Winegrower's Association Sustainability Report*, signify an increased emphasis on sustainability in Sonoma County. We believe SRJC has much to offer in creating a sustainable future and should join other regional leaders in this endeavor.**

To demonstrate our leadership and commitment, we must integrate best practices and policies that further the college's sustainability objectives. Our strategic plan has laid a foundation for *Creating a Culture of Sustainability*; now our challenge is to develop a process for decision-making and implementing plans guided by research, community standards, and state and national goals. We must also establish a performance measurement system that tracks progress for the strategic plan scorecard. Based on these guiding principles, the SRJC Sustainability Collaborative has agreed upon 18 target objectives that should be achieved by the year 2018 (the college's 100th anniversary) for SRJC to emerge as a leader in college and community sustainability. They are listed below in order of priority and with specific timelines where appropriate:

1. Establish Office of Sustainability Programs (Timeline: by Fall 2015)

Pursue creative fund sources for a Director, Sustainability Programs (reporting lines TBD); this includes resources to create the Office of Sustainability Programs & Services. Explore reassignment of staff to support programs and/or amending current job descriptions to include roles supporting sustainability programs. Cost-saving measures should be calculated as a way to support funding. The Director should be responsible for coordinating the priority list of objectives and the liaison with all committees and groups related to Sustainability.

Proposed 2015/16 Start-Up Budget for Office of Sustainability Programs

Category	Use	Amount
Operations & Supplies	Speakers, Events, Etc.	\$3,000
Travel	AASHE Conference, Etc.	\$2,000
Memberships	AASHE, Etc.	\$1,000
Student Employees	Sustainability Ambassadors to support events, recycling, etc.	\$2,000
Director	Oversight of Strategic Plan, Goal E & Priority List	\$90,000
Total		\$98,000

2. Establish the *President's Sustainability Council* Devoted to Achieving Goal E (Timeline: by Fall 2015)

This Presidential Advisory Committee should be devoted in both name and purpose to *Creating a Culture of Sustainability* by charting a path for how the institution can achieve its sustainability objectives, build partnerships with community projects and initiatives, and reach benchmarks in sustainable practices. This body could include members who have traditionally been involved in other committees that interface with sustainability including Auxiliary Enterprises Committee, Integrated Environmental Planning Committee, Institute for Environmental Education, Parking & Transportation, Facilities Planning, and student organizations; essentially combining committees working on Goal E. There should be an official media launch where the

President announces this new committee. This group should also provide guidance in selecting a position to oversee the Office of Sustainability Programs.

3. Align Values, Key Performance Indicators (Scorecard) and Strategic Plan Goal E Objectives (Timeline: by Spring 2016)

- | | |
|---|--|
| ✓ Aspire to Zero Waste | ✓ Establish Recycling/Composting Diversion Standards |
| ✓ Provide Sustainable Transportation | ✓ Practice Local, Organic Food Sourcing |
| ✓ Integrate Source Reduction Strategies | ✓ Integrate Sustainability throughout the Curriculum |
| ✓ Utilize Renewable Energy Sources | ✓ Limit Greenhouse Gas Emissions |
| ✓ Practice Responsible Water Use & Conservation | ✓ Use Green Building Principles in all Projects |
| ✓ Fair Trade & Ecologically-Sound Purchasing Policies | ✓ Pursue Green Initiatives/Projects |

4. Name, Brand and Market the College's Sustainability Initiatives (Timeline: by Spring 2016)

Currently we are using Sustainable SRJC as our brand/logo to promote our projects and initiatives. This messaging should be refined and coordinated with Public Relations. It should also be included on all recycle labeling, etc.

5. Implement Revised Environmental Procurement Policy (Timeline: by Spring 2016)

We need a serious, well-thought, research based Environmental Purchasing Policy; this policy directs sourcing and contracts so is fundamental to all further change regarding sustainability. The city of Santa Rosa and the County of Sonoma have already developed EPPs that are congruent with sustainable practices. We should explore source reduction strategies that lead to decreased waste. We also suggest using internal college services when possible, i.e. campus printing services.

6. Align Water, Food & Waste with Best Sustainable Practices (Timeline: by Fall 2016)

Purchase of food should align with an updated EPP that follows best practices in procuring local, organic, and fair-trade goods and services. Water use as coordinated by the Grounds & Recycling program should establish reduction targets based on community benchmarks. Best practices in waste diversion, including recycling and composting, should be supported and mandated. Water conservation should be maximized in all green spaces.

7. Conduct Baseline Audit of Resource Utilization (Timeline: by Fall 2016)

The college, or an out-sourced agency, should conduct a comprehensive audit of resources to identify areas for improvement and to help ensure responsible allocation of financial resources. This includes auditing the use of energy, water and other resources; a baseline audit of our carbon footprint/budget (GHG emissions) is a priority.

8. Assure Green Building & Sustainable Facilities (Timeline: Now and into 2018)

Design destination buildings and green spaces throughout the District modeled on best practices in sustainable construction. This includes the renovation of current facilities and the construction of new facilities funded by Measure H bond revenue. We should include "smart" infrastructure in all buildings for energy efficiency and greater safety; in particular we should make sure we are using the most energy efficient solution for servers and wireless technology. We should also explore greater use of solar panels

and other forms of renewable energy. Emphasis should be placed on native, drought tolerant landscaping to improve water conservation and energy efficiency; rain catchment systems should also be considered. Finally, and most importantly, sustainability must be a key principle guiding all decisions regarding the Facilities Master Plan (FMP); and transparency must be safeguarded for integrity in the process.

9. Establish Sustainable Transportation Improvements (Timeline: Plan by Fall 2016)

We should increase access to all facilities by improving mass transit usefulness, create more safe pedestrian entry points that consider the user's perspective, and build safe avenues for bikes and other non-motorized vehicles. Sample projects include partnering with city agencies to enhance bus service to our campuses, ensuring connectors to the future SMART train services, creating bicycle lanes through city streets to our campuses, adding crosswalks through busy thoroughfares, and carving out pathways for skateboards and bikes through our campuses. Finally, we must re-envision our relationship with Mendocino Avenue and other neighborhoods surrounding our campuses and sites.

10. Increase Community Outreach & Collaboration (Timeline: On-going)

In addition to the establishing a new committee, other outreach and relationship building should take place with the numerous organizations and institutions actively working on sustainability in our local community. Examples include the Center for Climate Protection, Climate Action 2020, the Leadership Institute for Economy and Ecology (LIFEE), SMART Train, the Sonoma County Winegrower's association, the Sonoma County Bike Coalition and more.

11. Infuse Sustainability throughout the Curriculum (Timeline: by Spring 2018)

Goal E should be infused in all parts of the curriculum so that students have a well-rounded view of sustainability and how it connects to and affects all parts of our lives. There are several key faculty that are working on these issues and are best to lead this aspect of the project. PDA workshops and other trainings should be encouraged.

12. Establish Sustainability Equipment Initiatives (Timeline: On-going)

There are many projects that could be implemented to simultaneously save money, support our sustainability goals, model sustainability practices, increase social equity, and improve efficient use of our resources. For example, we recently installed a new water bottle filling station in Bertolini Student Center and will soon install a new bike repair stand on the quad. We also need to upgrade our classroom facilities to include the most sustainable teaching equipment. The use of more hybrid college vehicles is another example of this objective.

13. Support and Align with Social Equity Projects (Timeline: Now and On-going)

In addition to Student Equity Funding initiatives and HSI services, we need to support creative projects such as the Phi Theta Kappa Food Bank, the CalWORKs Clothes Closet, and the many multicultural clubs that support cultural understanding. One current project that combines food and equity is the need for EBT card acceptance.

14. Implement Sustainable SRJC Lectures & Events (Timeline: Now and On-going)

Education and awareness activities are important to generate a shared understanding of the vision of a sustainable college culture. We are bringing Dr. Geoffrey Chase to speak as the 2015 Del Monte Lecturer; he is Dean, Undergraduate Studies at SDSU and Co-Founding Board Member for AASHE, the largest Higher Education & Sustainability organization in the nation. We should also support and expand existing opportunities such as the Green Energy Conference, the Environmental Forum, Day Under the Oaks and Art & Lectures programming.

15. Research & Sign Appropriate State & National Documents for College Sustainability (Timeline: by Fall 2016)

We believe we need to further research the advantages of signing such documents as the [American College & University's Presidential Climate Commitment](#). Currently, 29 CCCs have signed this particular commitment.

16. Provide Enhanced Leadership Training in Support of Student Organizations (Timeline: by Fall 2016)

For any lasting and serious institutional change on sustainability, the students need to be actively involved, providing resources to the A.S. Sustainability Committee and any related clubs is imperative. We also need a non-credit leadership training program for students and staff; a year-long program with certification. We propose creating the *Leaders Academy for Sustainable Communities* (LASC).

17. Enhance Professional Development Opportunities

There are numerous state and national trainings and conferences that can be attended; locally, there are numerous symposiums happening this semester alone where SRJC leadership should be present. We should send a delegation to the 2015 California Higher Education Sustainability Conference (CHESC), held at SFSU, and possibly the AASHE conference. Staff should also be eligible to participate in a program such as LASC.

18. Develop Communication Strategies to Effectively Deliver & Update Sustainability Information

All information regarding projects, initiatives and accomplishments should be widely publicized for maximum transparency using all tools available online and inside the institution. This will include agendas, minutes and important documents.

In Summary

Santa Rosa Junior College has a wealth of human resource who are sustainability-wise and committed to establishing SRJC as a regional, state and national leader in higher education sustainability programs and practices. This proposal is a first step in developing a shared and coherent plan for *Creating a Culture of Sustainability* that aligns with our institutional values and engages our community partners. The overall plan should include shared outcomes for one, three and five years, establish realistic timelines for each priority, develop metrics to measure success with public accountability mechanisms in place, and conduct annual evaluations for improvement and modification of the Goal E objectives.

"In colleges and universities across the United States, students, faculty, and staff are forging new paths to sustainability. From private liberal arts colleges to major research institutions to community colleges, sustainability concerns are being integrated into curricula, policies, and programs. New divisions, degree programs, and courses of study cross traditional disciplinary boundaries; Sustainability Councils become part of campus governance; and new sustainability issues link to historic social and educational missions."

from Sustainability in Higher Education: Stories & Strategies for Transformation

Edited by Peggy F. Barlett and Geoffrey W. Chase

Appendix A, Co-Authors & Endorsers of the Greenprint for *Creating a Culture of Sustainability*

Students

Cheri Mclean, Associated Students VP of Sustainability

Student Members of the A.S. Sustainability Committee

Josh Pinaula, President, Associated Students

Omar Paz, Student Trustee & SSSCC President

Faculty

Katie Gerber, Faculty, Earth & Space Sciences

Carla Grady, Faculty, Philosophy, Humanities & Religion Department

Abigail Zoger, Faculty, Life Sciences

Tony Graziani, Faculty Life Sciences

Alexa Forrester, Faculty, Philosophy, Humanities & Religion Department

Shawn Brumbaugh, Faculty, Life Sciences

Eric Thompson, Faculty, Philosophy, Humanities & Religion Department

Alicia Virtue, Librarian

Kasey Wade, Faculty, Agriculture/ Natural Resources

Classified Staff

Adrienne Leihi, Bookstore Technician

David Rau, Library Technician III, Petaluma

Sahara Chaldean, Coordinator, Student Center

Administration

Robert Ethington, Dean, Student Affairs & Engagement Programs

Tony Ichsan, Dean, Facilities Planning & Operations

Scott Conrad, Director, Information Technology

Carl Dobson, Manager, Grounds & Recycling

Javier Aguilera-Rodriguez, Manager, Custodial Services

Dr. Jane Saldana-Talley, Vice President, Petaluma Campus

Alumni & Community Members

Jessica Jones, Former A.S. President & Sustainability Advocate

4.1a Course Student Learning Outcomes Assessment

N/A

4.1b Program Student Learning Outcomes Assessment

Student Life, Equity & Engagement Programs

Student Area Learning Outcomes:

As a result of participation in one or more programs and services within the Student Life, Equity & Engagement Programs department, students should:

1. feel a sense of belonging, community, and inclusion.
2. be able to analyze and apply complex information in solving real world problems.
3. understand how to identify systems of oppression and unconscious bias in order to recognize and dismantle structural racism.

2024-25 SALO's & Planning

As a result of interacting with staff at Student Support Services, students will:

1. Understand the student complaint process
2. Find resolution to their conflict
3. Depend on the MySRJApp for information about services, events
4. Sign up for one or more SRJC events
5. Access collection of Student ID with ease
6. Experience beauty when inside Bertolini Student Center, 1st Floor
7. Access auxiliary services to meet their needs

To Do:

Tracking contacts with SID's in Maxient, MySRJApp to submit to the Office of Institutional Effectiveness, Research & Planning for data review.

Questions:

- Is Student Support Services making an impact?
- Was the information presented effectively and prompted them to do something?
- Is the SRJC population accessing the Ombudsperson at the same rate as other CCC's?
- Besides email, is there another way to contact students? MySRJApp, Canva, postcard, classroom presentations, \$5/\$10 drawing, texting, student portal announcement, BearFacts entry, phone campaign

Anticipated barriers/fears:

- Don't trust system
- Ethics are questionable
- Takes too much time to process
- Aren't following the process
- Don't know the process
- Won't listen
- Refuses to admit error, take accountability
- Doesn't care
- Doesn't feel safe to have conversation

Values:

Safety	Health	Supportive	Learning	Intentional
Equity	Justice	Decolonialize	Inclusion	Belonging
Kind	Courage	Innovative	Collegial	Restorative Justice
Connection	Excellence	Humanize	Respect	Honest
Authenticity	Accountability	Caring	Collaboration	Compassion
Competence	Confidence	Cooperation	Mutuality	Creativity

Ethics	Forgiveness	Freedom	Grace	Gratitude
Curiosity	Dignity	Efficiency	Knowledge	Making a difference
Openness	Patience	Peace	Perseverance	Responsibility
Teamwork	Trust	Truth	Understanding	Vulnerability
Well-being	Wholeheartedness	Wisdom	Love	Empathy

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Service/Program	Student Leadership Programs	Spring 2009	Spring 2009	Fall 2010
Service/Program	Sustainability Initiative	Spring 2010	Spring 2010	Fall 2010
Service/Program	Effective Communication	Spring 2011	Spring 2011	Fall 2011
Service/Program	Effective Communication (repea	Spring 2012	Spring 2012	Fall 2012
Service/Program	Student Leadership Orientation	Spring 2013	Spring 2013	Spring 2013
Service/Program	Student Affairs/Call Program	Spring 2014	Spring 2014	Fall 2014
Service/Program	Multicultural Programs	Spring 2015	Spring 2015	Fall 2015
Service/Program	Student Leadership Involvement	Spring 2016	Spring 2016	Fall 2016

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
Auxiliary Services					X											X
Club Sports		X	X	X		X		X	X		X	X	X	X	X	X
Information Desk Operation	X	X	X	X	X	X		X	X		X	X	X	X	X	X
Inter-Club Council (ICC)		X	X	X	X	X		X	X		X	X	X	X	X	X
MySRJCAApp				X			X	X		X			X	X	X	X
Resource Center	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
SGA Committees		X	X	X	X	X		X	X		X	X	X	X	X	X
Student Ambassadors/Employees		X	X	X	X	X		X	X		X	X	X	X	X	X
Student Complaint Process					X	X	X	X		X	X	X	X	X	X	X
Student Government Assembly (SGA)		X	X	X	X	X		X	X		X	X	X	X	X	X
Student Id & CubCard Premium			X	X	X	X		X	X		X	X	X	X	X	X
Student Off-Campus Housing		X									X					

4.2b Narrative (Optional)

Through an on-going and deliberate program of compelling educational opportunities, the Student Life, Equity and Engagement addresses ILOs daily and then evaluates at staff retreats. Students are challenged to increase awareness in the areas of cross-cultural understanding; critical thinking; global understanding; communication; problem-solving; decision-making; and personal responsibility. It is through our diverse array of involvement opportunities that students begin to apply their knowledge and skills to real-life situations in the student development learning laboratory. Students are given feedback and held accountable so that personal change may occur. In this unique community, students are able to find meaning and purpose to open up their respective leadership pathways now and in the future.

In Spring of 2021, a survey was distributed to students who participated in Student Life, Equity, and Engagement programs. The survey was comprised of general service satisfaction and feedback questions as well as questions pulled from the institutional Student Survey instrument that is administered by Institutional Research every three years. This provides vetted climate questions and

an institutional comparison group. While causality cannot be determined based on the data due to confounding variables, when partnered with the qualitative feedback it does provide some insight into how SLEE might be impacting student experiences and success rates. It also helps center student voice in departmental planning and leverages frameworks established as part of the Student Equity & Achievement program evaluation, which is required as a condition of receiving Equity funds.

Results of the Student Life evaluation survey can be found here:

https://santarosa.az1.qualtrics.com/results/public/c2FudGFyb3NhLVVSXzBrU0JRZGxuZjJ4d0wxWC02MTlyNzBmZDI2MzE0NjAwMTE4YmlwNzU=#/pages/Page_6665e2c9-a847-45fc-a2a4-3759c02a1092

Results from the Student Equity & Achievement program evaluation can be found here:

<https://sea.santarosa.edu/sites/sea.santarosa.edu/files/documents/Student%2C%20Life%2C%20Equity%2C%20%26%20Engagement%20%28ALL%20STUDENTS%29%20SEA%20Report%202019-20.pdf>

The 2019-2020 SEA program evaluation data indicates that Student Life participants have a Fall to Spring persistence rate of 89% compared to the District average of 55%. And a Fall to Fall persistence rate of 60% compared to the district average of 42%.

For more information on our 2018-19 Learning Assessment Survey please refer to section 5.0.

5.0 Performance Measures

In Spring of 2021, a survey was distributed to students who participated in Student Life, Equity, and Engagement programs. The survey was comprised of general service satisfaction and feedback questions as well as questions pulled from the institutional Student Survey instrument that is administered by Institutional Research every three years. This provides vetted climate questions and an institutional comparison group. While causality cannot be determined based on the data due to confounding variables, when partnered with the qualitative feedback it does provide some insight into how SLEE might be impacting student experiences and success rates. It also helps center student voice in departmental planning and leverages frameworks established as part of the Student Equity & Achievement program evaluation, which is required as a condition of receiving Equity funds.

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The 2019-202 SEA program evaluation data indicates that Student Life participants have a Fall to Spring persistence rate of 89% compared to the District average of 55%. And a Fall to Fall persistence rate of 60% compared to the district average of 42%.

Additionally, a technology survey was conducted in March and April of 2020 of all students as a result of the transition to remote learning following the onset of the coronavirus. Due to the findings of that survey, a laptop and hotspot loaner program was developed. Currently, the inventory of laptops is approximately 700 and hotspots is approximately 250. Here are the survey results:

Default Report
COVID-19 Response - Technology Assessment
January 12th 2021, 2:42 pm PST

Q1 - Are you currently enrolled in an online course at SRJC or another college?

#	Answer	%	Count
1	Yes	38.53%	4886
2	No	61.47%	7794
	Total	100%	12680

Q11 - How comfortable are you with accessing instruction in a virtual environment?

#	Answer	%	Count
1	Very comfortable	37.68%	4857
2	Moderately comfortable	30.73%	3961
3	Neither comfortable nor uncomfortable	14.21%	1832
4	Moderately uncomfortable	11.33%	1460
5	Very uncomfortable	6.05%	780
	Total	100%	12890

Q6 - What technology do you have to access online instruction? (Select all that apply)

#	Answer	%	Count
1	Computer	16.36%	4298
2	Laptop	36.72%	9648
3	Tablet	10.61%	2788
4	Smartphone	35.04%	9206
5	Other	0.55%	145
6	None	0.72%	188
	Total	100%	26273

Q7 - If SRJC provided a laptop loaner would this assist you?

#	Answer	%	Count
1	Yes	39.34%	72
2	No	60.66%	111
	Total	100%	183

Q4 - Are you familiar with Canvas?

#	Answer	%	Count
1	Yes	87.18%	11174
2	No	12.82%	1643
	Total	100%	12817

Q5 - How comfortable are you navigating Canvas?

#	Answer %	Count
1	Very comfortable	46.62% 5200
2	Moderately comfortable	39.39% 4393
3	Neither comfortable nor uncomfortable	10.02% 1117
4	Moderately uncomfortable	3.39% 378
5	Very uncomfortable	0.58% 65
	Total	100% 11153

Q3 - How comfortable are you in using the following platforms to complete your courses in a remote or modified learning environment?

#	Question	Very comfortable	Moderately comfortable	Neither
		comfortable nor uncomfortable	Moderately uncomfortable	Very uncomfortable
		Total		
1	Video Conferencing (ie. Zoom)	16.87% 2100	23.88% 2973	27.66% 3444
		13.45% 1675		18.14% 2258
		12450		
2	Canvas	43.76% 5211	31.72% 3777	15.23% 1813
3	Email	57.50% 6961	25.61% 3101	5.58% 665
4	Instructor's Web Page	29.89% 3570	29.84% 3564	3.70% 441
		563	27.41% 3274	11907
		11943	8.14% 972	12107
			4.71%	

Q8 - Do you have reliable internet access at home or a location other than SRJC that is accessible and safe (will allow a safe distance between you and other people)?

#	Answer %	Count
1	Yes - Very reliable internet access	63.04% 7900
2	Yes - Sometimes reliable internet access	32.59% 4084
3	No	4.37% 548
	Total	100% 12532

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	ALL	01	07	Support all students through Covid times including basic needs and mental health; also following covid protocols			
0001	ALL	01	02	Update Student Grievance Policy & Procedures	Develop a draft with appropriate parties for review by constituent groups	by May 2020	Draft initiated, collaboration with faculty, permanent Ombudsperson returned from leave, continue to edit
0002	ALL	06	02	Update Student Travel procedures	Collaborate with appropriate parties to consolidate forms	by March 2020	Draft initiated, pending approval
0003	ALL	04	07	Install public art	Collaborate with appropriate parties to install an indigenous statue or mural	by December 2020	will resume next fiscal year, still talking with collaborators
0004	ALL	04	07	Utilize MySRJCAApp and social media to enhance student engagement	Create a Student Life series	ongoing	good progress, merged campuses on the app
0006	ALL	01	01	Work with IT to develop online Student Co-curricular Transcript for all students.	Continue to meet with IT programming staff.	project on hold until new ERP	
0007	ALL	01	06	Develop plan for improved branding and marketing for of Student Life & Engagement on both campuses	Work with graphic artist and all stakeholders on design.	June 1, 2020	ongoing, drafts pending approval
0012	ALL	03	02	Overhaul Gold Card program	Consult with appropriate stakeholders	June 2020	
0013	ALL	01	02	Negotiate to have Food Services take CalFresh Cards	Collaborate with Food Services	by May 2020	in process
0015	ALL	08	02	Transistion all forms to electronic completion/submission	Update forms/convert to PDF or drupal form; investigate new electronic approval process	by May 2020	
0019	ALL	03	03	Expand Peer coaches with an emphasis on target pops	Create 2nd year experience and pilot discipline specific coaches		

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0020	ALL	01	03	Expand Basic Needs services through CalFresh and SRC	Increase enrollment in CalFresh, scale up housing support services, and facilitate Direct Student Support (SEA)		
0021	ALL	05	03	Support student engagement in social justice and sustainability	Raise awareness around opportunities to get involved, host an engaging and curricularly aligned Earth Week		
0022	ALL	05	02	Increase student participation in sustainable transportation	Support the Transportation climate fellow in their efforts to promote sustainable transportation		
0024	ALL	01	05	Support student leadership opportunities	Increase participation in the Public Service Fellowship, institutional SEA, and expand the NASPA Certified Peer Educator training. Facilitate training for coaches. Partner with SGA		

6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	ALL	01	07	Support all students through Covid times including basic needs and mental health; also following covid protocols			
0001	ALL	01	02	Update Student Grievance Policy & Procedures	Develop a draft with appropriate parties for review by constituent groups	By June 2025	Ongoing since May 2020, draft initiated, collaboration with faculty, approvals from leadership
0002	ALL	06	02	Update Student Travel procedures	Collaborate with appropriate parties to consolidate forms	by March 2020	Draft initiated, pending approval
0003	ALL	04	07	Install public art	Collaborate with appropriate parties to install an indigenous statue or mural	by June 2025	continue collaboration and collection of funding with museums, retirees, public art grantees
0004	ALL	04	07	Utilize MySRJCAApp and social media to enhance student engagement	Create a Student Life series & shared content calendar	ongoing	Marketing & Communications support for video, photo and design content
0006	ALL	01	01	Work with IT to develop online Student Co-curricular Transcript for all students.	Continue to meet with IT programming staff.	project on hold until new ERP	
0007	ALL	01	06	Develop plan for improved branding and marketing for of Student Life & Engagement on both campuses	Work with graphic artist and all stakeholders on design.	June 1, 2020	ongoing, drafts pending approval
0012	ALL	03	02	Overhaul Gold Card program	Consult with appropriate stakeholders	June 2020	
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0015	ALL	08	02	Transistion all forms to electronic completion/submission	Update forms/convert to PDF or drupal form; investigate new electronic approval process	by May 2020	
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Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0020	ALL	01	03	Expand Basic Needs services through CalFresh and SRC	Increase enrollment in CalFresh, scale up housing support services, and facilitate Direct Student Support (SEA)		
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0022	ALL	05	02	Increase student participation in sustainable transportation	Support the Transportation climate fellow in their efforts to promote sustainable transportation		
0024	ALL	01	05	Support student leadership opportunities	Increase participation in the Public Service Fellowship, institutional SEA, and expand the NASPA Certified Peer Educator training. Facilitate training for coaches. Partner with SGA		