

Santa Rosa Junior College

Program Resource Planning Process

VP Petaluma Campus 2014

1.1a Mission

Santa Rosa Junior College Petaluma Campus' mission statement, as shown below, was last updated in 2006; well before the Phase II expansion and Phase III renovations were completed, and at a time when the state's fiscal support of community colleges was based on unlimited growth and expansion. Since that time, Petaluma Campus enrollments have grown and retracted; our student population has changed along with the ways in which they make use of the resources available to them in Petaluma; our faculty in residence have increased along with our support staff and management team; programs unique to the campus have been developed and implemented; and the ways in which we serve our community have evolved and changed. The strategic planning process called for by President Chong during 2012/13, and the eventual site-based plans to be developed, will provide an opportunity for campus employees and our community to reflect on and recalibrate the vision and mission for the future of the Petaluma Campus.

The mission of the Petaluma Campus is coincident with and complementary to the overall mission of the Sonoma County Santa Rosa Junior College (SRJC). The Petaluma Campus carries out the SRJC mission in southern Sonoma County. The departments represented on the Petaluma Campus have individual missions but a unified purpose in increasing knowledge, improving skills and enhancing the lives of the community of learners through student services and instructional programs (Source: Petaluma Campus Academic Affairs Educational Plan, Campus Profile 2004-2006 DRAFT).

1.1b Mission Alignment

As one of two campuses and several sites that encompass the Sonoma County Community College District and Santa Rosa Junior College, it is the mission of the Petaluma Campus component to carry out the District's mission and implement College Initiatives. The Vice President, Petaluma Campus participates with the President and other Vice Presidents in the annual review and development of College Initiatives, serves as convener for the Multi-Campus Coordination Initiative and Institutional Planning Initiative, and shares responsibility for accomplishment of the goals and objectives of other College Initiatives and cross-component goals including accountability for eventual outcomes. The Vice President also co-chairs the Institutional Planning Council (IPC), oversees the District Office of Institutional Research, leads the Program and Resource Planning Process (PRPP) Coordinating Committee, and is the administrative lead on the strategic planning process currently in progress.

1.1c Description

Santa Rosa Junior College has been offering courses in the Petaluma area for nearly 50 years. The Petaluma Center operated primarily as an evening program until the completion in 1995 of permanent Phase I facilities on its current site. The Petaluma Center was granted campus status by the SRJC Board of Trustees and the California Community College Chancellor's Office in the spring of 1999.

The Petaluma Campus currently enrolls nearly 5,500 students in credit and non-credit courses day and evening classes. Each semester students enroll in approximately 320 course sections in over 50 disciplines, including a number of majors and certificates as well as all of the courses necessary for transfer to UC, CSU, or to complete SRJC's general education requirements. The campus employs 34 full-time faculty in a wide array of disciplines, approximately 160 part-time faculty, over 55 full- and part-time classified support staff, and nine managers/administrators.

A second phase of new construction for the Petaluma Campus was completed in 2008, and a third phase of construction completed in 2009 renovated the original campus. This project, the largest of its kind in SRJC's history, tripled the square footage of the campus (from 65,259 sf to approximately 209,259 sf). The \$65 million project paid for, in part, by proceeds from a \$251.7 million bond act (Measure A) approved in 2002 by Sonoma County voters added seven new buildings, renovated another three, and expanded outdoor space and parking lots. Among the new facilities are life sciences labs, a second art studio, physical science and chemistry/physics labs, a new 35,000 square foot library, a physical fitness center, a bookstore, student services and support areas (including student health services, student life and leadership, admissions and records, counseling, disabled student services, tutorial center, and career/transfer center), expanded dining space, classrooms/technology labs, faculty/administrative offices, digital media lab, and a 256-seat auditorium with some of the best media technology in the district. The campus offers state-of-the-art technology throughout, including a wireless network, fully mediated instructional facilities, and video-conferencing capabilities.

Other unique features of the Petaluma Campus include the Capri Creek restoration project and an accessible walking and bike trail system with a route that extends around the perimeter of the campus and continues throughout the city of Petaluma. A fall and spring Cinema Series, Digital Media and Water Resources Technology certificates, CISCO Academy, as well as Networking, Helpdesk, and Fitness, Nutrition and Health certificates are some of the program offerings unique to the Petaluma Campus. This beautiful campus is located 35 miles north of San Francisco.

Unduplicated headcount on the Petaluma Campus has more than doubled (from 3,438 to 5,660) since the campus opened on its current site in 1995. During the same timeframe, the number of units enrolled increased 132% (from 13,901 in fall 1995 to 32,240 in fall 2011). Full-time equivalent students (FTES) have increased 13% from (2234 in 2005/06 to 2,998 in 2011/12). Schedule reductions due to the state budget crisis reduced courses sections on the campus by 35% (from a high of 487 in fall 2009 to 319 in spring 2013). Corresponding decreases in units enrolled 27,800 (spring 2013) and FTES have followed.

1.1d Hours of Office Operation and Service by Location

The Petaluma Campus offers a full range of day, evening and weekend credit and non-credit programs and services. The hours of operation are generally 7:00 am to 10:30 pm, Monday through Friday, and 7:00 am to 6:00 pm on Saturday. The campus is largely closed to the public on Sunday. Classes begin as early as 7:00 am and end as late as 10:30 pm. The Tutorial Center is open Monday through Thursday from 8:00 am to 7:00 pm and Fridays from 9:00 am to noon. The Petaluma Open Computer Lab is available to students from 9:00 am until 8:00 pm Monday through Thursday and 9:00 am until 1:00 pm on Friday. Student Services such as Admissions and Records, DRD, and Counseling are open Monday through Thursday until 7:00 pm the first week of classes and at least one evening per week until 7:00 pm during the semester. The Courtyard Café/Student Center is also open until 8:00 pm or later Monday through Thursday and from 8:00o am to 1:30 pm on Fridays. The Mahoney Library is open until 9:00 pm Monday through Thursday, Friday 9:00 am to 1:00 pm, and on Saturday from 10:00 am to 3:00 pm. The atrium is available until 10:00 pm for student use providing vending machine supplies and ATM access to evening students. Facilities Operations is open Monday through Friday, 7:00 am to 5:00 pm. Custodial staff are onsite from 5:00 am until 10:30 pm Monday through Thursday and until 8:30 pm on Friday. The chart below shows the general hours of operation for departments and services on campus.

PETALUMA CAMPUS DEPARTMENTAL HOURS OF OPERATIONS 2012/2013

DEPARTMENT/AREA	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
A & R	8am-1:00pm & 2pm-5:00pm	8am-1:00pm & 2pm-5:00pm	8am-1:00 & 2-7:00pm	8am-1:00pm & 2-5:00pm
Accounting	8am-4pm	8-11am	8-11am	8-11am
Administration	8am-5pm	8am-5pm	8am-5pm	8am-5pm
Business Services	8am-4pm	8am-4pm	8am-4pm	8am-4pm
Courtyard Café/Student Center	7am-8pm	7am-8pm	7am-8pm	7am-8pm
Career Resource Center/Student Employment	8:30am-4:30pm	8:30am-4:30pm	<i>Closed</i>	<i>Closed</i>
College Skills	9am-12pm	9am-12pm & 6-9pm	9am-12pm	9am-12pm
Counseling/Transfer Center	8am-5pm	8am-5pm	8am-7pm	8am-1pm
DRD	8am-12pm & 1-5pm	8am-12pm & 1-5pm	8am-12pm & 1-5pm	8am-12pm & 1-5pm
Facilities Operations	7:00am -5:00pm	7:00am -5:00pm	7:00am -5:00pm	7:00am -5:00pm
Financial Aid	8am-5pm	8am-5pm	10am-7pm	8am-5pm
Health Services	8am-5pm	8am-5pm	8am-7pm	8am-5pm
Instructional Computing Support	8am -8pm	8am -8pm	8am -8pm	8am -8pm
IT Support	8am -12noon 1:pm - 5pm	8am -12noon 1:pm - 5pm	8am -12noon 1:pm - 5pm	8am -12noon 1:pm - 5pm
Mahoney Library	8am-9pm	8am-9pm	8am-9pm	8am-9pm
Media Support	7:45am - 9pm	7:45am - 9pm	7:45am - 9pm	7:45am - 9pm
Scheduling	8:00am-5:00pm	8:00am-5:00pm	8:00am-5:00pm	8:00am-5:00pm
Student Affairs	10am-2pm	10am-2pm	10am-7pm	10am-2pm
Tutorial 247	8am-7pm	8am-7pm	8am-7pm	8am-7pm
Welcome Center	<i>Seasonal</i>	<i>Seasonal</i>	<i>Seasonal</i>	<i>Seasonal</i>
Writing Lab/690/ATTC	11:30am-12:30pm & 4-5pm	11:30am-1:30pm & 5-7pm	11:30am-1:30pm & 3-5pm	11:30am-1:30pm

1.2 Program/Unit Context and Environmental Scan

Students can now complete the following start to finish at SRJC Petaluma:

General Education Patterns:

- SRJC GE -Option A: (for Associate of Arts or Associate of Science General Education Requirements)
- SRJC GE -Option B: (for California State University (CSU) Breadth Requirements & Associates)
- SRJC GE -Option C: (for Transfer Pattern for CSU or University of California Systems & Associates)

Certificates:

- Child Development: Associate Teacher Certificate
- Fire Investigation
- Fitness, Nutrition & Health Certificate/Major
- Veterinary Technology Certificate (one course done at Animal Care Center, Rohnert Park)
- Water Utility Operations
- Computer Studies: IT Support Certificate (one class online)
- Computer Studies: Cisco Certification Training in CCNA

AA/AS Degrees:

- Administration of Justice for Transfer (AS-T) (one class online: AJ 54A)
- Studio Art (AA-T)
- Art History (AA-T)

- Business Administration
- Business Administration for Transfer (AS-T)
- Communications Studies for Transfer (AA-T)
- Economics
- Fire Technology
- History for Transfer (AA-T)
- Humanities
- Liberal Studies (Teacher Preparation)
- Natural Sciences
- Psychology
- Psychology for Transfer (AA-T)
- Social and Behavioral Sciences
- Sociology for Transfer (AA-T)
- Spanish

Eight of the degrees meet the SB1440 Transfer Model Curricula requirements for transfer to CSU and efforts are underway to add at least eight additional degree majors/certificate options to students taking courses on the Petaluma campus. These include: Chicano and Latino Studies, Computer Science, Elementary Teacher Education for Transfer (AA-T), Women's and Gender Studies, Mathematics for Transfer (AS-T), Latin American Studies, Anthropology, and Geography (TMC in progress). Conversations continue over ways to utilize online and video conferencing to expand course availability to students regardless of campus location. Strategically scheduling for the full academic year has been particularly beneficial from a student enrollment perspective.

Strategic growth of CTE courses and certificates unique to the Petaluma Campus continues. The Dean of Instruction continues to work with cluster deans and department chairs to further develop offerings in Petaluma. The Digital Media lab has become a hub for Digital Film instruction and will soon become the location for Digital Audio instruction as well.

ENVIRONMENTAL SCAN

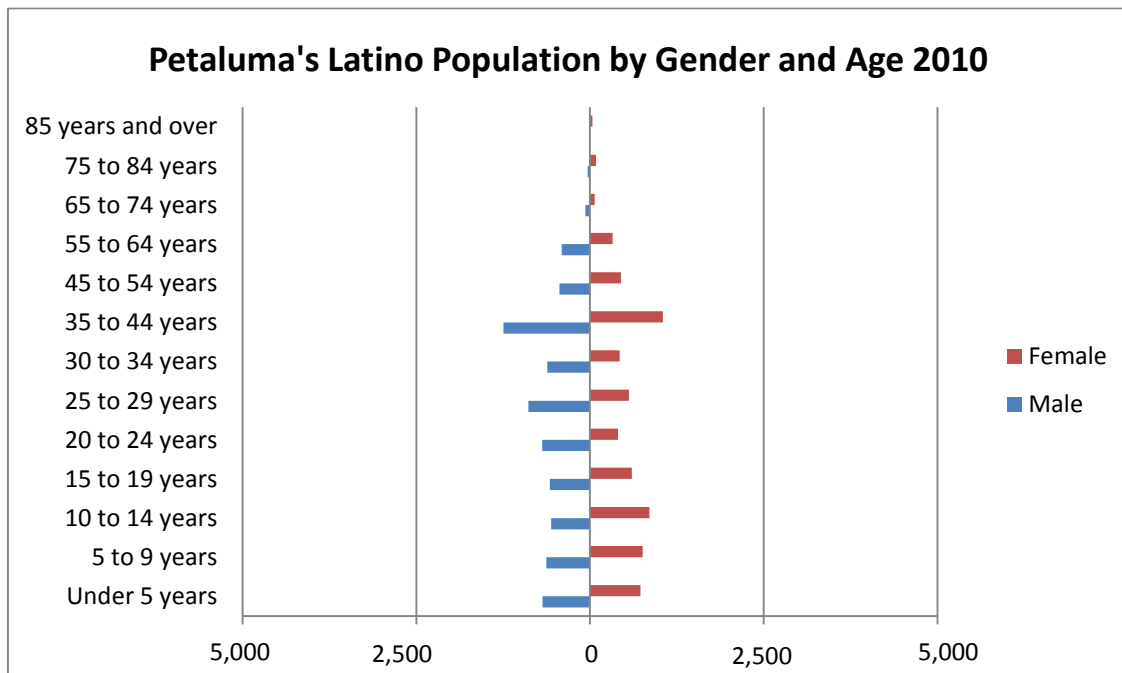
Working with the SRJC Office of Institutional Research, an annual environmental scan is conducted for the Petaluma and South County area using a wide variety of available Census, Labor Market, Local Economic Development and college data to develop a more informed understanding of who our students and community are as compared to Sonoma County and SRJC as a whole. The analysis of these data are utilized in program development, facilities planning, outreach, and communication with our community.

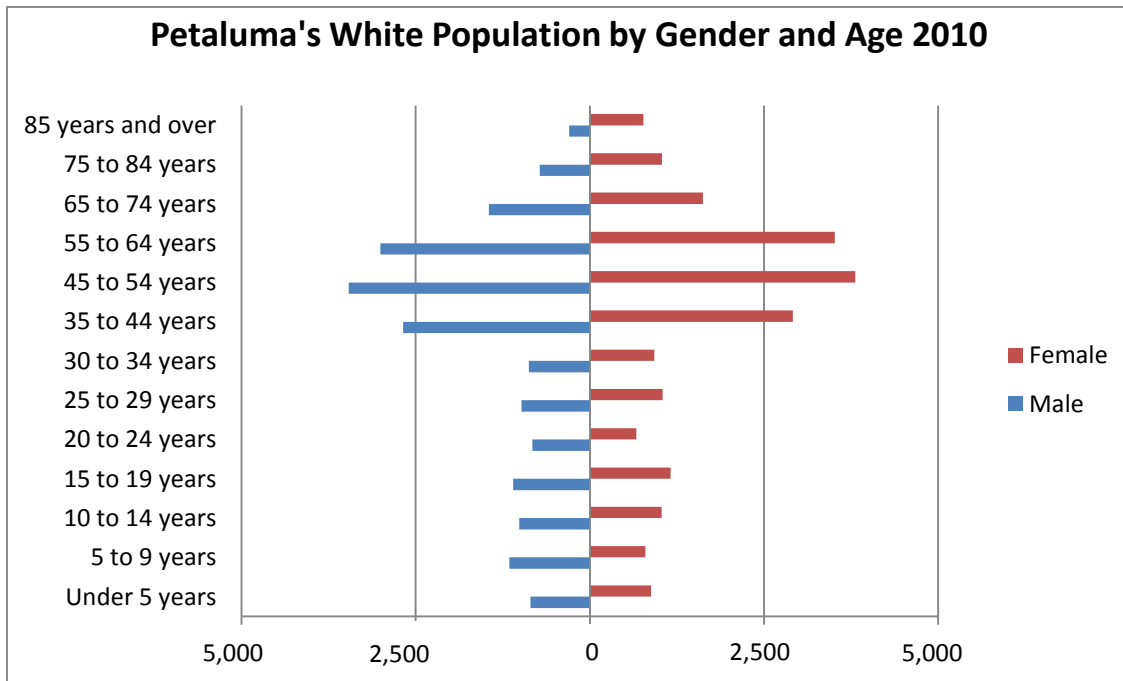
This year's analysis included the following:

1. Petaluma Quickfacts workbook contains five worksheets using data from Census - American Community Survey (2012, most complete), and Employment Development Department (March 2013 most current). The worksheets are:
 - a. Quickfacts – a comparison of Petaluma, Santa Rosa, Sonoma County and California social and economic data as of March 2013;
 - b. LFD_Unemploy rate – Santa Rosa –Petaluma Unemployment rate from 2010-2014 data;
 - c. Occup Most Openings – Santa Rosa-Petaluma Metropolitan Area occupations with the most openings through 2020;
 - d. Occup Fastest – Santa Rosa Petaluma Metropolitan Area fastest growing occupations through 2020; and
Occup Projections – Santa Rosa-Petaluma Metropolitan Area occupational employment projections through 2020. Highlighted to show Associate's degree

or below, Industry totals and occupations projected to decreased. Notice the increase in Life, Physical and Social Science Occupations.

2. SRJC Comparison to CCC workbook contains 2012-13 enrollment and FTES tables for each California Community “College” (some sites listed are centers). Petaluma Campus enrollment and FTES has been placed in the tables for comparative purposes. Source: CCCCCO Datamart; SRJC Datamine, Petaluma Campus.
3. Petaluma Touched Data 2012_13 contains three worksheets. Source: Student Service Program Review. The worksheets are:
 - a. SS PR 12_13 – A comparison of “Petaluma Touched” students to Overall students, Credit Only, Noncredit Only and Credit plus NCR lab for 2012-13 academic year;
 - b. SS_PR PET 9 yr – A table comparing “Petaluma Touched” students’ data from 2004-05 through 2012-13; and
 - c. TRENDS Charts – Line charts to show data and area charts to show proportional trends.
4. PC Enrollment by ZIP contains the enrollment data and charts by ZIP code for Fall 2007 through Fall 2013 as of First Census. Source: SRJC SIS947
5. Suc Retent Comp by Disc to SR contains the disciplines’ retention and success rates by Petaluma and Santa Rosa Campuses for 2012-13. The first worksheet contains the summary showing the disciplines with higher success and retention rates on the Petaluma Campus. Source is SRJC Datamine.
6. Petaluma Campus Timeline With Milestones workbook contains milestones of the Petaluma Campus on a timeline. I played around with 2013 Excel timeline and have attached a preliminary timeline. Sources: Petaluma website and Petaluma Center Justification, June 1986.

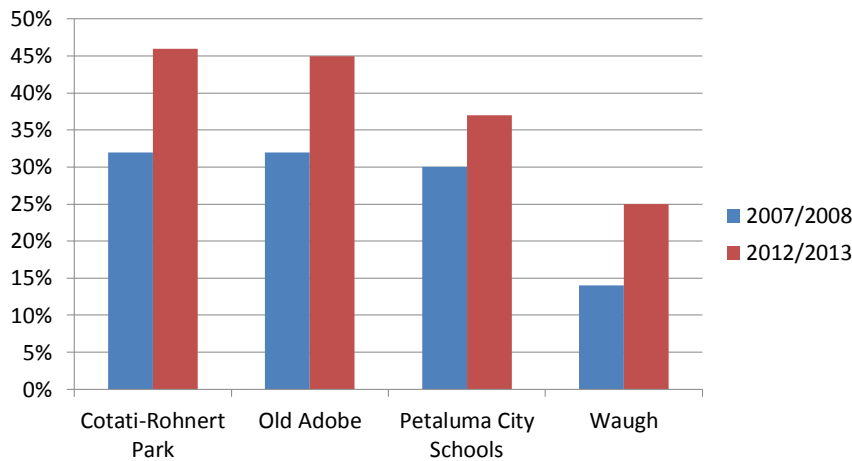




Source: U.S. Census American Community Survey - 2010; California Department of Finance - 2020 Projections.

Note: Charts have the same horizontal axis scale for comparison purposes.

Southern Sonoma County Public Schools Latino Kindergarten Enrollment 2007/08 to 2012/13



Office of Institutional Research

2.1a Budget Needs

Core data reports for FY 2011/12 show that total expenditures for the Petaluma Campus during were \$10.4 million (down 4.41% from the previous fiscal year). Of that, \$9.6 million were general fund expenditures (down 4.92% from 2010/11) and \$795,554 were expenditures from restricted funds (up 2.33% from 2010/11). Petaluma's expenditures during FY 2011/12 represented 9.30% of the district-wide total, 12.63% of the district-wide expenditures for faculty, 9.45% of the district expenditures for

classified staff, 9.66% of the district expenditures for management employees, and 11.51% of the district total expenditures for salary/benefits. Petaluma expenditures for non-personnel costs represented 4.47% of the district-wide total in FY 2011/12.

Petaluma Campus total expenditures decreased 4.41% between FY 2010/11 and FY 2011/12 with the greatest decreases in equipment (6000's) (-48.81%), services (5000's) (-26.00%), classified payroll (-8.15%), and management payroll (-6.48%). The most significant expenditure increases were seen in STNC payroll (52.65%), largely as the result of backfilling permanent staff on approved leave.

During that same fiscal year, the Petaluma Campus generated approximately 16.468 of the district-wide FTES, and did so with only 11.12% of the district-wide contract faculty, 16.98% of the adjunct faculty, 9.54% of the classified staff, 12.15% of STNC workers, 8.79% of student workers, and 6.78% of management employees.

The Petaluma Campus budget continues to be inadequate in a wide variety of areas (see 2.1b Budget Requests spreadsheet):

- **CAMPUS-WIDE:** Campus needs include ongoing resources to support emergency/disaster preparedness, data analyses and event infrastructure. A new expense for the coming year is for expanded outreach efforts in support of student enrollment growth. Software for the Office of Institutional Research (a district-wide function) is also included in the Petaluma Campus budget requests due to the location of this department on the campus and the defunding of the expense by IT several years back.
- **INSTRUCTION:** Will need additional supply and service/maintenance funds in Water Resources Technology (0936), Kinesiology, Athletics, Dance (0835) due to the addition of new programs, faculty and facilities, as well as the expansion of existing programs and services.
- **FACILITIES OPERATIONS:** Repair of equipment installed during new construction five years ago has and will continue to have an impact on the Facilities Operations (6511) budget. These new high technology systems include lighting, electrical, HVAC, security and fire systems that will continue to significantly increase the total cost of ownership as we maintain our facilities here on the Petaluma Campus. Still of great concern is the serious shortage of staffing in facilities operations. Our current skilled maintenance staffing per square foot ratio in Petaluma at .5 to 200,000 sq. ft. (as compared to Santa Rosa at 1 to 100,000 sq. ft.) is well below what is needed to adequately provide services needed to maintain our campus learning and working environment. Many regular maintenance items must go unchecked until problems occur; a method of maintenance that wastes energy and natural resources results in increased repair costs and has an unplanned and unfunded impact on the overall district budget.

In the last five months the Petaluma Campus, due to the re-engineering of one the college's HVAC skilled maintenance positions, has seen a 40% decrease in total days and 77.5% decrease in total hours of HVAC support services previously provided by Santa Rosa Facilities Operations. In order to offset the loss of these critical services, the campus has had to out-source contractor services. An estimated labor cost proposal for two days per month of contracted HVAC service has been received at \$34,200 annually. This proposal will not offset the total loss of service hours we have experienced; an additional \$17,100 budget will be needed for a total of \$51,300.

The cost of required, monthly, and preventive maintenance that must be outsourced will increase due to the improving economy. Cost concessions by vendors are not expected to continue and we should be prepared to realize contracts increasing by as much as 10%. Petaluma Facilities Operations utilized over 95% its entire budget this last fiscal year, with outstanding repairs not

completed due to limited funding. An increase of an additional 10% to cover operational and unexpected repairs is needed.

Our Phase I site is in need of repairs to its infrastructure such as a failing underground heating hot water line that services Kathleen Doyle Hall with estimated patch repair of \$7,500. Other anticipated Facilities Operations expenses include the \$2,000 annual cost to cover monthly service charges for eight new phone line connections for our emergency fire alarm monitoring and elevators. These new costs are due to the IT switchover to the VOIP phone system last December. Other increased expenses include mandated and state regulated permitting, inspection and fee increases of items such as generators, boilers, elevators, fire, and high pile waste.

- With a 200% expansion in additional square footage, changes in furnishing and finishes to be maintained by the Custodial department (6530), there has been an increase in supplies needed to maintain these areas. This includes cleaning products and maintenance of tools and equipment. The transfer of 23% of custodial (4390) budget funds has been needed to offset shortages in the repair budget (6511) during the 2012/13 fiscal year. In 2013/14, we can expect that the Custodial department budget may be insufficient to purchase needed supplies. The Custodial department budget will be further impacted due to the increase in usage of the new more desirable facilities by groups and for special events. Event requests involving services and support have increased to over 100 events this past fiscal year due to the growth of student and community use of Petaluma Campus facilities.
- The Grounds department (6550) has seen an increase in equipment repairs, supplies and tools needed to adequately maintain the site even as 25% of the Grounds budget was transferred as needed to help offset shortages in 6511 Facilities budget to accommodate equipment, maintenance, and repairs of our physical facilities. In 2013/14 we can expect that the Grounds department may also be insufficient to purchase needed supplies, and replace or repair equipment.
- **MEDIA SERVICES:** (6130) in Petaluma is seeing the expiration of warranties covering equipment installed in the Phase II expansion and Phase III renovation along with increased equipment failure. As the campus ages, the need for maintenance and equipment costs has increased. The majority of Petaluma's media installations are three or more years old, and all but two of the 44 classrooms/labs on the Petaluma Campus are fully mediated. The replenishment of projector lamps for classrooms and other high-use areas is also needed.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Petaluma	06	07	\$2,000.00	Additional DOC Emergency Supplies
0002	Petaluma	01	02	\$2,500.00	Expand Outreach budget for social media marketing and increased South County outreach efforts
0003	Petaluma	01	02	\$2,000.00	Support additional Outreach events
0004	Petaluma	01	02	\$2,000.00	Additional Flexi Flags for Branding, Outreach and events on Petaluma Campus
0005	Petaluma	01	02	\$1,296.00	SRJC Petaluma re-usable grocery bags for Outreach events/promote SRJC Petaluma
0006	Petaluma	01	02	\$969.00	SRJC Petaluma tablecloths for events/outreach
0007	Petaluma	06	04	\$3,000.00	Support Academic Senate travel for Petaluma faculty
0008	Petaluma	04	07	\$3,168.00	Lease (1-year) copier/printer/scanner for Administration Office

0009	Petaluma	02	01	\$250.00	Create supply budget for Child Development classes.
0010	Petaluma	02	01	\$301.00	Additional Chemistry supplies to support new labs.
0011	Petaluma	01	01	\$67.90	TI-SmartView Software Licenses to improve student learning in math
0012	Petaluma	08	06	\$1,143.00	SPSS Software for Institutional Research (previously paid by IT)
0013	Petaluma	04	07	\$480.00	Lease (1-year) copier/printer/scanner for the Business Services Office
0014	Petaluma	04	07	\$2,000.00	Repairs for Weight Room to extend life of equipment & delay replacement
0015	Petaluma	03	06	\$5,000.00	Office of Institutional Research production of SRJC Petaluma annual data reports
0016	Petaluma	06	04	\$500.00	Establish travel budget for Dean of Instruction
0017	Petaluma	06	04	\$360.00	Increase travel budget for Dean of Student Services
0018	Petaluma	01	02	\$240.00	Increase supplies budget for Dean of Student Services
0019	Petaluma	06	04	\$400.00	Create dues/membership budget for Dean of Student Services
0020	Petaluma	06	05	\$2,966.00	4 Easy-Up Canopies for outdoor campus events
0021	Petaluma	02	07	\$200.00	Increased cost of printer consumables
0022	Petaluma	04	07	\$5,240.00	Preventive maintenance and technical support to the existing Johnson Controls automation system (four site visits annually by contractor)
0023	Petaluma	04	07	\$1,000.00	Repair budget to run Media Operations as needs arise during the year; to extend the life of existing equipment and avoid replacement
0024	Petaluma	04	07	\$6,000.00	Classroom projector lamp replenish stock; this is an estimated annual cost for lamps.
0025	Petaluma	04	07	\$2,000.00	Increase budget to offset new monthly costs of maintaining analog phone lines for fire system monitoring and elevators due to the IT switchover to VOIP phones.
0026	Petaluma	04	07	\$33,200.00	Increase budget to offset staffing shortages created by re-engineering to maintain HVAC equipment for optimum learning and working environment (contractor on site two days per month)
0027	Petaluma	01	02	\$500.00	Media support contractors for event support marketing/graphic design
0028	Petaluma	04	07	\$500.00	Equipment service maintenance for Life Science
0029	Petaluma	04	07	\$4,000.00	Maintenance and software update for digital signage server

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
A&R Coordinator	40.00	12.00	Lead for Admissions and Records
A&R Technician (2)	40.00	12.00	Support for Admissions and Records
Account Technician	20.00	12.00	Takes payments from students, counts parking and library money, prepares bank deposits
Administrative Assistant I, Business Services	40.00	12.00	Provide administrative support to Campus Mailroom/Copy Center/Faculty Workroom and Business Services Manager
Administrative Assistant II, Counseling	40.00	12.00	Provide administrative support to Counseling Department
Administrative Assistant III	40.00	12.00	Provide administrative support to Instruction and Student Services Dean
Assistive Technology Specialist, DRD	40.00	12.00	Support DRD students with technology accommodations
Bookstore Technician	40.00	12.00	Provide support to bookstore operations, including textbook ordering
Administrative Assistant I, Business Services	40.00	12.00	Provide administrative support to Campus Mailroom/Copy Center/Faculty Workroom and Business Services Manager
Community Services Officer (2 FT)	40.00	12.00	Provide non-sworn civilian duties in support of District Police
Coordinator, Facilities Operations	40.00	12.00	Coordinate and implement maintenance, event and facilities services
Coordinator, Science Labs	40.00	11.00	Coordinate Life Science/Microbiology lab activities
Custodian (3)	40.00	12.00	Provide custodial, light maintenance, and event support
Custodian Technician (2)	40.00	12.00	Provide custodial, moderate level maintenance, and event support
Executive Assistant	40.00	12.00	Provide administrative support to Vice President
Financial Aid Tech (8 hrs in SR on Fridays)	32.00	12.00	Assist and advise students seeking to secure Financial Aid
Groundskeeper I (2)	40.00	12.00	Support for landscape/grounds maintenance
IA Senior, College Skills	10.00	9.00	Assist with College Skills program
IA Senior, Tutorial	20.00	9.00	Assist in Tutorial Center
IA Senior, Tutorial	10.00	11.00	Assist in Tutorial Center
Library Technician I (vacant)	40.00	12.00	Coordinates technical and public services areas of the Library-Evening shift.
Library Technician I	19.00	10.00	Coordinates technical and public services areas of the Library

Library Technician III	40.00	12.00	Coordinates technical and public services areas of the Library
Media Support Specialist	36.00	11.00	Evening classroom media support
Media Technician I (from Santa Rosa)	16.00	12.00	Fall/Spring; one day/wk - Summer
Medical Assistant (8 hrs in SR on Fridays)	32.00	12.00	Provide administrative and technical support for Student Health Services
Microcomputer Lab Specialist II	40.00	10.00	Support microcomputer labs/classrooms
Microcomputer Lab Specialist II	40.00	12.00	Support microcomputer labs/classrooms
Network Technician	40.00	12.00	Technical support to Information Technology
Nurse Practitioner	24.00	12.00	Provide medical services for students
Coordinator Computer Lab	40.00	12.00	Lead for Petaluma Academic Computing
Scheduling Technician/Senior	40.00	12.00	Support for schedule development/production of class schedule
Service Facilitator, DRD	40.00	12.00	Coordinate academic support for students with disabilities
Storekeeper I	40.00	12.00	Provide support to shipping/receiving and warehouse
Testing Technician - Bilingual	40.00	12.00	Administration/scoring/recording of student assessments
Program Assistant-Bilingual	40.00	12.00	Provide administrative support to the Gateway to College Program
Community Services Officer (1 part time)	16.00	12.00	Provide non-sworn civilian duties in support of District Police

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Activities Advisor (80%)	32.00	12.00	Supervisor for Petaluma Campus student affairs and new student programs; 8 hrs/wk in SR
Dean II, Instruct. & Tech. Services (Interim)	40.00	12.00	Lead administrator for Petaluma Campus Academic Affairs, scheduling function, academic computing, and strategic enrollment management plan.
Dean II, Student Services	40.00	12.00	Lead administrator for Petaluma Campus Student Services, including strategic enrollment management plan, Gateway to College grant program, community-based outreach.
Manager, Bookstore - Petaluma Campus	40.00	12.00	Manage bookstore operations.
Manager, Buildings & Equip Maint	40.00	12.00	Lead administrator for Petaluma Campus Facilities Operations and Support Services.
Manager, Media Services	40.00	12.00	Lead administrator for Petaluma Campus Media Services. District-wide instructional technology planning and ongoing support.
Manager, Petaluma Business Services	40.00	12.00	Lead administrator for Petaluma Campus Business Services.
Vice President	40.00	12.00	Petaluma Campus chief administrative officer.
Director, Gateway to College	40.00	12.00	Director of the Gateway to College Program.

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
STNC - Administration	3.00	1.00	Technical assistance with Petaluma Campus website upgrade
STNC - Art Model (13)	7.00	10.00	Support instructional program
STNC - Chemistry SLIA	17.00	11.00	Provide assistance to program faculty/lab support
STNC - College Skills IA (3)	17.00	10.00	Provide assistance to program faculty, include some from salary savings from a retirement
STNC - Film/Media (2)	11.00	9.00	Provide assistance to Petaluma Campus Cinema Series/Film Fest
STNC - Grounds (2)	36.00	8.00	Provided assistance in Grounds covering approved leave of classified employee/backup
STNC - Large Lecture Readers (3)	15.00	5.00	Provide assistance to program faculty teaching large lecture sections
STNC - Media Services	0.00	0.00	Provided backfill to Media Services during leave of regular staff
STNC - Gateway to College (1)	25.00	10.00	Provided assistance to Gateway startup grant
STNC - A & R (1)	10.00	4.00	Provide backfill to A & R during peak seasons
STUDENT - Administration FWS	14.00	11.00	Provide assistance in Petaluma Campus Administration Office
STUDENT - Counseling FWS	30.00	12.00	Provide reception and student intake assistance
STUDENT - KAD - FWS	6.00	4.00	Provide assistance to the KAD program faculty
STUDENT - Library Services - FWS	16.00	12.00	Provide assistance in Petaluma Campus Library

STUDENT - Life Science (2)	19.00	10.00	Provide assistance to Lab Coordinator
STUDENT - Media Services	14.00	10.00	Support for Petaluma Campus Media Services projects and cleaning of classroom equipment
STUDENT - Resource Center (6) - FWS	42.00	9.00	Provide front desk coverage in Resource Center
STUDENT - Resource Center (4) - FWS	7.00	3.00	Provide front desk coverage in Resource Center
STUDENT - Student Affairs (4)	24.00	9.00	Student Ambassadors to provide support as greeters and tour guides
STUDENT - Student Affairs FWS	10.00	8.00	Student Ambassadors to provide support as greeters and tour guides
STUDENT - Tutorial Center (4)	29.00	11.00	Provide tutoring in Petaluma Campus Tutorial Center
STUDENT - Tutorial Center FWS	6.00	8.00	Provide tutoring in Petaluma Campus Tutorial Center
STUDENT- Computer Lab (3)	41.00	11.00	Provide assistance in Petaluma Campus Computer Labs
STUDENT- Grounds	12.00	11.00	Provide assistance in Petaluma Campus Grounds Dept and assist with recycle program.
STNC - Administration	18.00	2.00	Provided support to the VP, Petaluma backfilling Executive Assistant's transfer to SR
STNC - Custodian Substitute	8.90	4.00	Provided backfill for regular custodian who had temporary reduced hours
STNC - IA College Skills (6)	15.00	10.00	BSI Funded - tutoring in Petaluma Campus Tutorial Center/College Skills
STUDENT - Library Services (4)	50.00	11.00	Provide assistance in Petaluma Campus Library
STUDENT - Earth & Space Science	7.00	3.00	Provide assistance to Earth & Space Science Department
STUDENT - Outreach (2)	4.00	4.00	Provide assistance to support Outreach activities
STUDENT - Gateway to College	10.00	5.00	Provide assistance to the Gateway to College Program
STUDENT - Puente - FWS	10.00	10.00	Provide assistance to the Puente program faculty

2.2d Adequacy and Effectiveness of Staffing

The Core Data reports show that during FY 2011/12 the Petaluma Campus employee headcount included 33 contract faculty, 300 adjunct faculty, 61 classified staff, 37 STNC employees, 75 student workers, and 9 management staff.

The Petaluma Campus faculty FTE for FY 2011/12 was 97.77, which represented 14.53% of the district-wide total. This included 31.25 FTE contract faculty (11.12% of the district total) and 66.52 FTE adjunct faculty (16.98% of the district total). The Petaluma Campus support staff FTE (including classified, STNC and student workers) was 59.83, which represented 9.53% of the district-wide total. Management FTE was 8.00 or 6.78% of the district total. No department chairs are assigned to the Petaluma Campus.

The FTE-Student to FTE-Faculty ratio for the Petaluma Campus during FY 2011/12 was 30.67, which represented a 2.30% decrease from the previous year, yet was higher than the overall district-wide ratio of 27.03. These data provide evidence of a fairly significant spike in the productivity and efficiency of classes taught in Petaluma; a trend that has continued for the past four years.

The ratio of adjunct faculty to contract faculty in Petaluma was 2.13 during FY 2011/12 (an increase of .76%) as compared to 1.39 district-wide. At the same time, the ratio of faculty to management was 12.22 (an increase of 9.24%) as compared to 5.7 district-wide. These data not only suggest that a greater proportion of classes on the Petaluma Campus continue to be taught by part-time faculty, but that situation is becoming more acute every year. It also reflects the extremely lean management team available to support what faculty there are in Petaluma. The findings clearly support the need for more contract faculty in Petaluma, as well as more management positions to support the existing faculty and student population of a campus that has a larger student enrollment than a number of colleges across California.

The ratio of faculty to support staff in Petaluma during FY 2011/12 was 1.63 as compared to 1.071 district-wide, while the ratio of support staff to management was 7.48 compared to 5.33 district-wide. These data provide evidence of the continuing need for more classified staff positions in Petaluma to support faculty and management, and ultimately to maintain a quality learning environment for students.

The total unit cost in Petaluma for FY 2011/12 was \$3,467 per FTES (a .77% increase over the previous year) versus \$6,142 per FTES district-wide (a 56.45% increase over the previous year). At the same time, the unit cost per student served/enrolled was \$449 in Petaluma as compared to \$3,725 district-wide. These data provide clear evidence of the cost effectiveness of SRJC's one-college, multi-site organizational structure, including the benefit the Petaluma Campus offers to the overall district.

Current classified and management employees on the Petaluma Campus are deployed very effectively. Most employees in Petaluma wear more than one hat regardless of their classification. Some faculty serve as the campus-based contact for their departments and assist deans in the development of schedules, others order supplies and equipment, and still others share duties (and pay) with their department chairs. Classified staff on average support a greater number of students/faculty/managers per person and/or have responsibility for a broader array of functions. Managers and administrators also tend to oversee broader areas of responsibility, requiring district-wide collaboration, consultation, involvement, and significant travel between campuses. Of particular note is that managers/administrators on the Petaluma Campus also oversee and/or lead at least one, and frequently multiple, district-wide functions/efforts.

As with faculty, a number of current classified and management employees on the Petaluma Campus are within retirement age, and as with instructional disciplines on the campus a retirement in any one of our campus departments has the potential to significantly affect the overall operation of not only the Petaluma Campus but the district as a whole. As a result, with many past, current, and future positions being frozen or reengineered the survival of departments that support the overall mission of the college is in jeopardy if staffing levels are not maintained and improved. A retirement within any department/area on the Petaluma Campus that is not replaced is guaranteed to have a serious impact on the well-being of the instructional programs they either directly or indirectly support.

There is an urgent need to revisit the staffing plan for the Petaluma Campus that was cut short of full implementation during the 2009 budget crisis. The short-term goal would be to identify and fund areas in critical need of staff. The long-term goal would be to work toward a more reasonable level of staffing parity between the Santa Rosa and Petaluma campuses. Particular attention needs to be given to the following:

General Campus Support

Administrative Assistants – The Petaluma staffing plan calls for at least four additional administrative assistants to support the campus. To date, there are only five AA/EA's in Petaluma—Executive Assistant to the Vice President, an AA II in Counseling, an AA III in Administration (supporting both the Dean of Instruction and the Dean of Student Services), and two AA I's in Faculty Support (supporting the Business Services Manager and Faculty Support). This past year, the AA II assigned to DRD was moved to the Santa Rosa Campus to support the program in that location and no replacement is planned. Three full-time managers in Petaluma (Manager, Buildings and Equipment Maintenance, Manager, Media Services, and the Student Affairs Activities Advisor/Manager) have no administrative support; two others (Dean of Instruction and Dean of Student Services) must share an AA III, unlike all other deans in the District; consequently nearly all administrative support staff in Petaluma work for more than one manager or area. Administrative support is being requested in the following areas: AA II for Student Affairs/Resource Center/Welcome Center/Puente Program; AA III for Dean of Student Services to provide administrative support to both campus deans and to assist with the increased workload for each office; AA II for Facilities Operations and AA II for Tutorial Center (increase from 92%/11 months to 100%/12 months).

District Police - The Petaluma staffing plan called for a full-time officer to be assigned to the Petaluma Campus. To date, the only support this nearly 6,000 student campus receives from District Police are CSO's (permanent and STNC) and an occasional though unreliable 'visit' an hour or so during the week by a police officer from Santa Rosa. There is no 24/7 coverage; event support is limited, and staff lack the authority to properly secure and oversee the campus.

Petaluma PD remain our primary responders in an emergency as it takes SRJC police at least 20 minutes to respond to a call.

Academic Affairs

Tutorial Services – This facility has been understaffed since its inception. It now has almost 700 students using its services during a semester. A recent hiring of three new part-time regular Instructional Assistants (IAs) during 2011-2012 provided qualified, dependable, regular tutors to help anchor the center and provide guidance for student and STNC tutors. However, the cost of hiring the three new IAs (i.e., re-allocation all Petaluma District STNC tutor money and some student tutor money for the newly created IA positions), coupled with an unplanned evisceration of BSI funds (i.e., 40% cut of 2010-2011 funding), left a vacuum in available funding to hire both STNC and student tutors during 2012-2013. As a result, the Petaluma Tutorial Center was forced to cut its hours of operation by 29% during fall 2013. Increasing the number of paid hours of our newly hired part-time IAs and/or providing District funding for more STNC and student tutors is crucial for the long-term health of the Petaluma Tutorial center.

The hiring of a part-time, regular administrative assistant in 2011-2012 for the Tutorial Center, though also cutting into the number of hours for tutors, has provided an organized office to keep track of all the students, student tutors, STNC's, and classified staff – something that had been lacking for many years. However, the assistant was only hired for 8 hours a week – less than originally requested (i.e., 10 – 12 hours a week). Increasing the part-time assistant's hours to at least 12 hours a week is especially important in light of the fact that the supervisor for the Petaluma Tutorial Center is also a full-time faculty member balancing their supervisory duties with teaching two college skills math courses.

The faculty to classified staff ratio for College Skills at the Petaluma Campus is far more unbalanced when compared with the Santa Rosa Campus. Petaluma has one full-time faculty member and six adjunct teaching credit classes and noncredit labs. Likewise, the Tutorial Center is coordinated by the one full-time faculty member, one part-time (1.6 FTE hours) regular administrative assistant and five part-time (16.68 FTE hours total) regular instructional assistants (tutors). With almost 700 students per semester being served in the Tutorial Center each semester, the level of supervision and oversight is grossly inadequate.

Science Lab Support – Staff support to all science programs (Life Science, Chemistry/Physics, and Physical Science) is currently provided by one Science Lab Coordinator. An STNC Science Lab Instructional Assistant is now being provided in Chemistry 10 hours per week for 11 months. We nevertheless still need a permanent Science Lab Instructional Assistant to support our science programs. An additional concern is that students taking certain science courses in Santa Rosa seem to have access to in-class instructional aides whereas Petaluma students do not.

Media Services

The Petaluma Campus Media Services Department has support staff with an evening Media Lab Technician (92%, 11 month) and a twice weekly media technician from the Santa Rosa Campus. There is a need for additional staffing to provide a base level of service for the instructional needs at this campus. Currently, if the Petaluma Media Manager is not onsite there is no daytime instructional support available. This situation can significantly disrupt a class session. To remedy this problem it is recommended that one Media Equipment Technician be hired to provide on call support during day operations. Longer term, we have both demand and facilities to support the services of a Media Production Technician to develop and produce instructional video and photographic materials for both classroom and special events. Additionally, it is recommended that an STNC Media Equipment Technician be hired to provide event coverage and operate equipment during special events, which strain the available service level on the campus.

Business Services/Faculty Support

The Cashiers window in Petaluma is staffed by a part-time permanent Account Technician (50%) who works 20 hours per week; only 10-12 of which are at the Cashiers window. Other hours are spent counting the parking and library money, preparing the daily and weekly reports, and preparing the money for deposit. Admissions and Records staff also take payments when the Cashiers window is closed. During busy periods, the Administrative Assistant I assigned to assist the Business Services Manager, and who provides coverage in Faculty Support and Facilities Operations, provides coverage at the Cashier window during busy periods. During the beginning of each semester, support is spread thin. If budget allows, it would be helpful to have an STNC provide additional coverage in Accounting to take payments for the first couple weeks of each semester. This would also allow time for the Cashier to count parking money and prepare the deposit and daily and weekly reports, duties which typically get behind during this busy time.

The Faculty Support office is staffed by one dedicated Administrative Assistant I and another Administrative Assistant I, who also has other duties (mentioned above). Both Administrative Assistants have work stations in the Faculty Support workroom. This function could also use the help of an STNC during the first week of a semester and during finals weeks to help grade scantrons and process the influx of copy requests that are submitted at this time.

Student Services

Student Affairs/Resource Center/Puente/Welcome Center - The Petaluma Campus has an increased need for a new full time Administrative Assistant II in the Student Affairs Office/Welcome Center/Resource Center and to assist the Puente Program. Currently the offices are all run by student employees which creates inconsistent hours of operation due to their fluctuating schedules and absenteeism, and makes it very difficult to provide a safe environment for employees who are not to be left alone in the building/office by themselves. The Student Affairs Assistant Director is left to daily trouble shooting in order to provide service to the three areas, often requiring her to physically relocate her office time in order to keep one of the facilities open for students. For the PUENTE Program, the two faculty coordinators rely on a PT student worker seven hours a week to assist them with all of their event planning, projects, celebrations and other activities. One Administrative Assistant to assist in all of these areas will assist students and staff in providing much needed support service and consistency of hours of operations.

The Student Affairs AA II for the Petaluma Campus was ranked by the District Student Services managers as the number one need for staffing out of 50 positions requested by the various departments. This demonstrates not only the need but the support from the District Managers as the highest priority position 2013/14.

In addition, it is requested that the Student Affairs Advisor be permanently upgraded to an Assistant Director of Student Affairs and Student Services. With the increase of the Gateway to College Grant, coupled with increased District responsibilities and outreach, the Dean of Student Services needs additional management support to supervise basic student services on the campus.

Assessment Services - Due to the increased demand of Gateway to College assessment, new standards and reporting requirements for GED testing, and the new Student Success Act emphasis of assessment services, the current Testing Specialist move from 65% to 100%.

Counseling Services - Counseling Services has two requests. The first is to increase the adjunct Counseling budget for an adjunct Counselor for 10 hours/week to assist with the high demand for

mandatory educational planning through the Student Success Act, a mandate of the State Chancellor's Office. The second is to provide an AA I for Counseling to assist with check-in, workshop signups, student reception and relief coverage for meetings, trainings, vacation, medical leave for the AA II. Currently she has no coverage in the office.

Career Services – The Dean of Student Services will work with the Dean from the Santa Rosa Campus to ensure Career and Job Development services are provided by interim staff during the period of transition for the 2013-14 academic year. Career Workshops have been highly successful and have witnessed increased enrollment in the past year.

Student Employees – Each office within the Student Services division of Petaluma is understaffed in the area of student help. Students are needed to work outside the counseling and the Resource Center when the Welcome Center is open to greet fellow students and directs them to appropriate resources, answers phones, prepare mailings, etc.

Facilities Operations

Petaluma Facilities Operations support was initially calculated with the need of three skilled maintenance workers to provide adequate service, maintenance of our facilities, and support to our college community. Five years later those positions have not been filled, and other positions have been modified shifting those duties to other employees already with strained workloads. District-wide facilities operations have also had reductions in existing grounds, custodial, skilled maintenance, administrative and management staffing levels from unfilled, re-purposed, on hold, or forgotten positions that are still needed. Not only have these reductions increased per FTE workload, it has been exacerbated by the build out of the campuses, where no new skilled staffing positions have been provided since construction began in 2004 and which resulted in an increased square footage of service area. The long term maintenance, planning, and documentation needs of our facility cannot effectively be supported, with our current staffing levels. This shortage affects our unit, the image of the college, and all other departments, staff, and students we serve. The lack of adequate maintenance personnel is creating additional hidden expenses such as increased repair cost, and operational waste due to equipment and facilities that cannot be properly monitored, or maintained.

Facilities Operations Skilled Maintenance Workers – Of greatest concern is the serious shortage of skilled maintenance technicians in facilities operations, our current skilled maintenance staffing per square foot ratio is well below what is needed, and planned to adequately provide services being requested by management, staff and faculty. In the last five months due to reengineering the Petaluma Campus has seen a 50% decrease of total days and 77.5% decrease in total hours in the HVAC support area of services normally provided from Santa Rosa Facilities Operations. In order to offset the loss of these critical services out-sourcing has been needed. An estimated labor cost proposal for two days per month has been received at \$ 34,200 annually. This proposal will not offset the total loss of service hours we have experienced; an additional \$17,100 budget will be needed. The manager of facilities operations must respond or address the immediate need of a high percentage of calls on the Petaluma Campus.

Many regular preventive maintenance items must go unchecked until problems occur. With no designated FTE skilled maintenance workers assigned to the Petaluma Campus, the result is skilled maintenance needs for electrical, plumbing, HVAC, and carpentry must often wait until someone comes to Petaluma from Santa Rosa. This method does not provide a reliable or efficient system in completing repairs and preventive maintenance. It too often depends on whether or not SR staff can fit these projects, or repairs into their schedule, or are rescheduled due to first priority the S/R campus. In order to be more efficient, and due to the travel time involved to Petaluma, technical repairs are frequently postponed. Our Building Operations coordinator provides the primary skilled maintenance support in Petaluma at a rate of .50 FTE per 210,000 square feet in comparison to SR at 1.0 FTE for each 100,700 square feet; it is clear Petaluma is severely understaffed. Although Santa Rosa tries to support our needs, their capacity is also at its limits. This position is of critical need to allow Petaluma Facilities Operation to provide the needed services of the campus.

Administrative Support Facilities Operations – Currently administrative support for facilities operations is on an on-loan/as-available basis, supplied from two other departments not in the facilities operation building. This year facilities operations were without onsite staff support for 5 months due to staffing shortages in other departments. Facilities operations generate 30% of all P.O.'s, and 80% of all blanket P.O.'s on campus, with over 525 purchase/budget transactions annually. The lack of administrative support is cause and result of extended repair times, due to extended processing times of paperwork. Additional support is also needed for regulatory, documentation and other day to day needs in order for the department to function efficiently. This lack of regularly scheduled, permanent, onsite administrative support is a large obstacle in the ability of facilities operations to provide, improve, and support the increasing service needs of our campus and staff. An administrative assistant position is of critical need to allow Petaluma Facilities Operations to provide the needed services of the campus.

Custodial Staff – Custodial staff in Petaluma consist of three custodians two AM and one PM with two Custodian Techs one AM, and one PM. Their current assigned coverage area is the highest in the district at one FTE per 42,000 sq ft. When calculated to adjust for technician duty responsibilities the actual number is one per 50,000 sq. ft. To exacerbate the situation nearly all substitute funds have been removed resulting in an additional burden in order to maintain the facilities during absences. Currently custodial staffing on the Petaluma Campus is at the highest rate per sq. foot in the district.

Grounds Staff - Grounds staff in Petaluma consist of two Groundskeepers and STNC/student employees who maintain the campus. With the expansion of the total acreage of improved landscape the need for more help is apparent. The Petaluma campus is currently at a combined 1.125 FTE employee ratio to 20 acres, in relation to the S/R campus which is closer to a combined 1.0 FTE per 8.26 Acres.

Event Support – Event, conference, meeting, and videoconference facilities on the Petaluma Campus increased significantly with the completion of Phase II and III. We currently have no technical support personnel to assist with the wide array of college and community events. Ellis Auditorium, in particular, is a challenge for event support due to its technological sophistication. Additionally, facilities use reservations are currently supported by the campus Scheduling Technician as we have no other support staff on campus to handle this ongoing need.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Petaluma	04	07	Classified Employees New	Building Maintenance Generalist/HVAC; 1.00/12 mo.	Classified
0002	Petaluma	02	07	Classified Employees New	AA III (Academic or Student Services); 1.00/12 mo.	Classified
0003	Petaluma	02	01	Classified Employees New	Science Lab Instructional Assistant (Biology); .50	Classified
0004	Petaluma	04	07	Classified Employees New	Media Systems Technician; 1.00/12 mo.	Classified
0005	Petaluma	04	07	Classified Employees New	AA II, Facilities Operations; 1.00/12 mo.	Classified
0006	Petaluma	07	07	Change to Time Base	Account Technician; .50 to .80/12 mo.	Classified
0007	Petaluma	02	01	Classified Employees New	Science Lab Instructional Assistant (Chemistry); .	Classified
0008	Petaluma	07	07	Classified Employees New	AA II, Business Services/Student Affairs; 1.00/12	Classified
0009	Petaluma	04	07	Change to Time Base	Media Support Specialist; .92/11 mo. to 1.00/12 mo	Classified
0010	Petaluma	03	02	Classified Employees New	AA II, Counseling (Bilingual); .50/12 mo.	Classified
0011	Petaluma	04	07	Classified Employees New	Grounds Worker I; 1.00/12 mo.	Classified
0012	Petaluma	02	01	Change to Time Base	Instructional Aide, Senior; .32 to .40/217 day	Classified
0013	Petaluma	04	07	Classified Employees New	Custodian; 1.00/12 mo.	Classified
0014	Petaluma	04	07	Classified Employees New	Media Production Technician; 1.00/12 mo.	Classified
0015	Petaluma	02	01	Change to Time Base	Instructional Aide, Senior; .32 to .40/217 day	Classified

0016	Petaluma	01	02	Classified Employees New	Program Specialist I, SSSP; 1.00/12 mo.	Classified
0017	Petaluma	06	07	Classified Employees New	Police Officer	Classified
0018	Petaluma	02	01	Classified Employees New	IA Senior - Tutorial (100%)	Classified
0019	Petaluma	01	02	Classified Employees New	Career Services Advisor (2 days/week)	Classified
0020	Petaluma	02	01	Classified Employees New	AA II - Tutorial (48%)	Classified
0021	Petaluma	03	03	Classified Employees New	Veterans Services Representative	Classified
0022	Petaluma	03	03	Classified Employees New	CalWORKS Representative	Classified
0023	Petaluma	01	03	Classified Employees Replacement	AA II - DRD	Classified
0024	Petaluma	02	01	Management New	Dean II, Instruction	Management
0025	Petaluma	01	02	Management New	Manager, Student Services	Management
0026	Petaluma	01	02	STNC as needed	Testing Technician; 20 hrs/wk	STNC
0027	Petaluma	07	07	STNC as needed	AA II, Event Support.; 20 hrs/wk	STNC
0028	Petaluma	02	01	STNC as needed	SLIA (for additional Summer section; 47 to 91 hrs)	STNC
0029	Petaluma	02	01	STNC as needed	SLIA (Micro 60/Bio 10; 20 hrs/wk)	STNC
0030	Petaluma	06	07	STNC as needed	AA III, Administration Support (10 hrs/week x 7 wk)	STNC
0031	Petaluma	06	07	STNC as needed	AA II Support to Admin./Fac Ops 20 hrs as needed	STNC
0032	Petaluma	06	07	STNC as needed	Admin support for transition 70 hrs (10 hrs/wk x 7)	STNC
0033	Petaluma	04	07	STNC as needed	Media System Tech backfill as needed	STNC
0034	Petaluma	06	07	STNC as needed	AA I - General administrative support/Floater (25	STNC
0035	Petaluma	07	07	STNC as needed	Accounting Technician/Faculty Support (7weeks/25 h	STNC
0036	Petaluma	02	01	Student Employees	Chemistry Lab Asst (10 hrs/wk; 42 wk)	Student
0037	Petaluma	02	01	Student Employees	Vet Tech Tutor (spring semester only)	Student
0038	Petaluma	04	07	Student Employees	Grounds/Recycle Program (increase to existing budg	Student
0039	Petaluma	01	02	Student Employees	Student Affairs Assistant (653 hrs)	Student
0040	Petaluma	04	07	Student Employees	Media Assistant (519 hrs.)	Student
0041	Petaluma	01	02	Student Employees	Counseling Office Assistant (619 hrs)	Student
0042	Petaluma	01	02	Student Employees	A&R Assistant (282 hrs)	Student
0043	Petaluma	01	02	Student Employees	Puente Assistant	Student
0044	Petaluma	02	01	Student Employees	KAD Assistant	Student
0045	Petaluma	02	01	Student Employees	Library Assistant (974 hours)	Student
0046	Petaluma	01	02	Student Employees	Resource Center Assistant (517 hours)	Student
0047	Petaluma	01	02	Student Employees	Welcome Center Assistant (430 hrs.)	Student
0048	Petaluma	01	02	Student Employees	Open Lab (Increase to prior funding level)	Student
0049	Petaluma	01	02	Adjunct Faculty	Adjunct Counselor - Allied Hours (10 hrs/week.36 w	Classified
0050	Petaluma	01	02	Adjunct Faculty	Library - To cover increased adjunct faculty hourl	Classified

2.3a Current Contract Faculty Positions

Position	Description
Business Office Technology (1)	
Computer Studies (2)	
College Skills (1)	
Communication Studies (1)	Film/Media faculty on 40% program development reassign time for Petaluma Film Fest/Cinema Series and teaching for Study Abroad for fall 2014. One replacement and one net new Speech Communications faculty hire for 2014/15.
Counseling (4)	Four full-time counselors; one reassigned (50% Puente). One counselor approved for transfer to Santa Rosa 2014/15 and one replacement counselor was hired for 2014/15. One net new counselor approved for hire in 2014/15 from SSSP funds.
DRD (1)	One DRD faculty approved for transfer to Santa Rosa in spring 2014. No full-time replacement was hired; assignment has been covered by 60% adjunct assigned to Petaluma.
Earth and Space Science (2)	One instructor in Astronomy (assigned 10% Professional Development Coordinator 2014/15) and one in Geology/Geography/Environmental Studies.
English (4)	One faculty assigned 20% to Puente Program. One net new hire for 2014/15.

History (1)	
Librarian (3)	One faculty serving as department chair beginning 2013/14 and working part-time in Petaluma. Department chair on sabbatical fall 2014.
Life Science (1)	Faculty reassigned .04% for department chair duties.
Anthropology (1)	Faculty reassigned 15% to AFA as Petaluma Campus VP in 2014/15 and 40% as DCC Liaison/Academic Coordinator beginning fall 2014.
Psychology (2)	One faculty reassigned 15% to AFA as Petaluma Campus VP in 2013/14
Mathematics (4)	One faculty retired May 2014. No replacement faculty hired. Contract faculty from Santa Rosa assigned to teach FT load in Petaluma for 2014/15. Mid-year hire initiated. One faculty approved for transfer to Santa Rosa as soon as replacement can be hired.
Modern & Classical Languages (2)	One instructor in Spanish reassigned 23% as co-department chair and one in Italian assigned 24% as co-department chair.
Fire Technology (1)	One faculty retired December 2013. Replacement faculty hired for 2014/15 to start spring 2015.
Kinesiology, Athletics & Dance (0)	One faculty reassigned 100% to administration for 2013/14 and 50% for fall 2014. One net new faculty hired for 2014/15.
Chemistry (0)	One faculty on loan from SR Campus for 2011/12 and Fall 2012; left on leave of absence Spring 2013 and then resigned. No anticipated loan for 2013/14 due to faculty retirements in the department.
TOTAL 2013/14	31 Faculty (29.56 FTEF less reassign time/leaves)
TOTAL ANTICIPATED 2014/15	34 Faculty (27.74 FTEF less reassign time/leaves)

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
Administration of Justice	3.2000	80.0000	0.8000	20.0000	.20 (50%) Contract/.20 (50%) Adjunct Petaluma
American Sign Language	1.0700	25.0000	3.2500	75.0000	.80 (100%) Adjunct Petaluma
Animal Health	0.7700	52.0000	0.7200	48.0000	.37 (67%) Contract/.18 (33%) Adjunct Petaluma
Anthropology	3.4300	43.0000	4.5000	57.0000	1.13 (57%) Contract/.87 (43%) Adjunct Petaluma
Art	7.1400	34.0000	14.0700	66.0000	.71 (19%) Contract/3.09 (81%) Adjunct Petaluma
Astronomy	1.9000	48.0000	2.0500	52.0000	1.20 (90%) Contract/.13 (10%) Adjunct Petaluma
Biology	2.8000	26.0000	8.1100	74.0000	3.20 (100%) Adjunct Petaluma
Business Administration	1.9800	27.0000	5.3000	73.0000	1.64 (100%) Adjunct Petaluma
Business Bookkeeping	0.4100	21.0000	1.5000	79.0000	.14 (50%) Contract/.14 (50%) Adjunct Petaluma
Business General	0.4000	12.0000	2.9800	88.0000	.20 (18%) Contract/.90 (82%) Adjunct Petaluma
Business Management	0.2700	12.0000	1.9300	88.0000	.07 (100%) Contract Petaluma
Chemistry	3.9000	39.0000	6.0000	61.0000	1.20 (100%) Adjunct Petaluma
Child Development	4.6000	47.0000	5.1500	53.0000	.81 (100%) Adjunct Petaluma
College Skills	4.6000	28.0000	11.9100	72.0000	.58 (23%) Contract/1.98 (77%) Adjunct Petaluma
Communication Studies	0.0000	0.0000	1.6000	100.0000	.60 (100%) Adjunct Petaluma
Computer Studies	9.1600	48.0000	9.9800	52.0000	2.62 (62%) Contract/1.62 (38%) Adjunct Petaluma
Counseling	0.2900	4.0000	7.0300	96.0000	.06 (4%) Contract/1.4 (96%) Adjunct Petaluma
Dance	0.4600	16.0000	2.3700	84.0000	.30 (100%) Adjunct Petaluma
DRD	1.0500	100.0000	0.0000	0.0000	.020 (100%) Contract Petaluma
Economics	1.0000	33.0000	2.0000	67.0000	.20 (100%) Contract Petaluma
Emergency Medical Care	0.6700	11.0000	5.3400	89.0000	.26 (100%) Adjunct Petaluma
English	21.2700	45.0000	25.6300	55.0000	4.0 (37%) Contract/ 6.69 (63%) Adjunct Petaluma
English as a Second Language	4.6000	18.0000	21.5900	82.0000	1.55 (100%) Adjunct Petaluma
Environmental Science	0.6000	75.0000	0.2000	25.0000	.40 (100%) Contract Petaluma
Fire Technology	0.9500	28.0000	2.4000	72.0000	.80 (70%) Contract/.35 (30%) Adjunct Petaluma
Foods and Nutrition	2.3400	50.0000	2.3300	50.0000	.20 (17%) Contract/1.0 (83%) Adjunct Petaluma
French	1.0700	57.0000	0.8000	43.0000	.27 (100%) Adjunct Petaluma
Geographic Information Systems	0.0000	0.0000	0.5300	100.0000	.27 (100%) Adjunct Petaluma
Geography	0.4000	22.0000	1.4000	78.0000	.60 (100%) Adjunct Petaluma
Geology	1.3000	72.0000	0.5000	28.0000	.53 (100%) Contract Petaluma
Health Care	0.7000	19.0000	3.0100	81.0000	.20 (50%) Contract/.20 (50%) Adjunct Petaluma
History	4.6000	44.0000	5.8000	56.0000	1.00 (45%) Contract/1.20 (55%) Adjunct Petaluma
Humanities	1.0000	29.0000	2.4000	71.0000	.60 (100%) Adjunct Petaluma Campus
Interdisciplinary Studies	0.0000	0.0000	0.4000	100.0000	.20 (100%) Adjunct Petaluma
Italian	1.0700	56.0000	0.8500	44.0000	.27 (50%) Contract/.27 (50%) Adjunct Petaluma
Kinesiology Fitness	2.7900	42.0000	3.8400	58.0000	1.79 (100%) Adjunct Petaluma
Kinesiology Lecture	0.4400	16.0000	2.2700	84.0000	.90 (100%) Adjunct Petaluma
Library and Information Resources	0.0700	3.0000	2.4600	97.0000	.40 (100%) Adjunct Petaluma
Mathematics	21.6800	58.0000	15.9700	42.0000	3.80 (41%) Contract/5.47 (59%) Adjunct Petaluma
Media Studies	2.0000	45.0000	2.4000	55.0000	1.07 (70%) Contract/.27 (30%) Adjunct Petaluma
Microbiology	0.9300	50.0000	0.9300	50.0000	.47 (100%) Adjunct Petaluma
Music	2.2100	47.0000	2.5100	53.0000	.60 (100%) Adjunct Petaluma

Philosophy	3.6000	43.0000	4.8000	57.0000	1.2 (100%) Adjunct Petaluma
Political Science	3.0000	52.0000	2.7900	48.0000	.40 (50%) Contract/.40 (50%) Adjunct Petaluma
Psychology	5.2000	41.0000	7.6000	59.0000	1.80 (49%) Contract/ 1.84 (51%) Adjunct Petaluma
Sociology	2.0000	42.0000	2.8000	58.0000	.80 (100%) Adjunct Petaluma
Spanish	3.4700	39.0000	5.4700	61.0000	1.07 (44%) Contract/1.33 (56%) Adjunct Petaluma
Special Education	0.0000	0.0000	2.6100	100.0000	.61 (100%) Adjunct Petaluma
Speech	3.8900	31.0000	8.5600	69.0000	2.60 (100%) Adjunct Petaluma
Theatre Arts	2.8700	50.0000	2.9100	50.0000	.20 (100%) Adjunct Petaluma
Wastewater Treatment	0.0000	0.0000	0.5600	100.0000	.56 (100%) Adjunct Petaluma
Water Treatment	0.0000	0.0000	0.2700	100.0000	.27 (100%) Adjunct Petaluma

2.3c Faculty Within Retirement Range

According to the most records available from Human Resources for Spring 2014, of the 31 contract faculty in residence on the Petaluma campus, 16 (52%) are under 50 years of age, three (10%) are between 50 and 55 years of age, and 12 (39%) are age 55+. District-wide, 37% of contract faculty are under 50 years of age, 14% are between 50 and 55 years of age, and 49% are age 55+. Thus, available data suggest that just under half of the Petaluma faculty are at or soon will be within the usual retirement age. As a result of considerable turnover in the past few years, Petaluma faculty are generally younger than SRJC faculty as a whole. For 2013/14, seven (23%) will be under tenure review and that number is anticipated to increase to 11 (32%) by 2014/15.

Over the next three years, we can reasonably expect between three and five Petaluma Campus faculty to retire or leave the campus for other reasons. For 2013/14, five of the 21 (nearly one quarter) departments formerly represented by one or more full-time faculty in residence in Petaluma (Art, Chemistry, ESL, KAD and Business Administration) now have none, and eight of the 21 (38%) will be represented by only one regular full-time faculty in residence on the Petaluma campus.

As a result, the survival of 13 (62%) of all instructional departments in Petaluma are in jeopardy. A retirement or resignation within any of those with only one full-time faculty member could seriously impact the well-being of those instructional programs if the position was not replaced.

Thus, over the next several years, in order to sustain the academic programs SRJC students deserve and have come to expect on the Petaluma campus, it will be critically important to carefully assess and if needed make the case for replacement of departing faculty in core disciplines, as well as grow the overall number of regular faculty positions in key emerging disciplines across the campus.

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

Of the 52 disciplines in which courses were taught at the Petaluma Campus during fall 2013, almost half (49%; N=26) were taught exclusively by part-time faculty. Only 19 (37%) had at least one full-time faculty member in residence on the Petaluma campus, two (4%) were taught exclusively by a contract faculty not in residence on the Petaluma campus, six (12%) were taught by part-time faculty regardless of location, and 21 (40%) were taught exclusively by part-time faculty if the course was taken in Petaluma as opposed to Santa Rosa. The hiring of three full-time faculty in Petaluma for the 2014/15 academic year (two in Speech and one in KAD) will slightly improve that situation by increasing the number of disciplines with a full-time faculty member in residence on the Petaluma Campus from 19 to 22.

Though the annual faculty staffing hiring process has done much to improve student access to full-time faculty in Petaluma, a substantial number of disciplines are either under-represented or not represented at all by full-time faculty in Petaluma. During 2013/14 six disciplines that had one or more full-time faculty in residence in Petaluma (including Art, ESL, Chemistry, KAD, Speech and Business Administration) were down to zero, and another 10 (Anthropology, Business Office Technology, Astronomy, History, Environmental Science/Geology, College Skills, Italian, Life Science, Spanish, and Fire Technology) function with only one full-time faculty member assigned to the campus.

Of the 356 credit sections taught on the Petaluma Campus during fall 2013 (excluding online and DHR hours), 247.5 (70%) were taught by adjunct faculty, and 108 (30%) were taught by contract faculty. Thus, less than one third of the total number of sections taught in Petaluma were taught by full-time contract faculty during that term. Of the 108.5 sections taught by contract faculty, **only 87.5 (25%) were taught by contract faculty assigned to the Petaluma Campus**, while 21 (6%) were taught by contract faculty assigned to the Santa Rosa Campus. The full impact of that state of affairs is that **268.5 (75%) of the sections taught during fall 2013 were taught by faculty with less than full-time assignments in Petaluma**. At least three-quarters of the sections on the Petaluma Campus year after year are taught by either part-time faculty or contract faculty who travel to the campus from Santa Rosa. As a result, students taking SRJC classes in Petaluma are disadvantaged by limited access to the type of faculty who are most likely to mentor, inspire and motivate students to succeed in their discipline.

The overall FT/PT ratio for fall 2013 revealed that 63% of the district-wide FTEF are hourly faculty. Data for the Petaluma Campus in the same timeframe revealed that 69% of the FTEF are hourly faculty. Correspondingly, 37% of the district-wide FTEF are contract faculty and only 31% of the FTEF in Petaluma are contract faculty, and some of those are not assigned full-time to the campus. Thus, **it continues to be the case that SRJC students taking classes on the Petaluma campus are more often being taught by part-time faculty or contract faculty with less than full-time assignments than are their Santa Rosa counterparts.** This has created a persistent and lingering academic inequality for SRJC students taking courses in Petaluma; a campus that now generates nearly 16% of the district's FTES and yet employs only 11% of this district's FTE-Contract Faculty. Only when a critical and stable mass of full-time faculty are in residence in Petaluma will the campus realize the full benefit of a faculty who have the time and contractual capacity to devote to college service, campus life, students, and the community.

Planned enrollment growth in Petaluma will require a concerted effort to grow not only the number of students, but the number of full-time faculty as well. What will make this even more challenging is the growing competition throughout California for qualified faculty in general, and most particularly in specific disciplines like mathematics, English, speech and the sciences.

Responsibility for the recruitment of adjunct faculty rests with department chairs. In the past some departments have not routinely conducted recruitments for the adjunct pool in each discipline. That continues to create district-wide shortages and the cancellation of classes in Petaluma in order to staff sections in Santa Rosa; creating a secondary inequity for students on this campus. The annual recruitment process now in place has somewhat improved that situation, but has not eliminated cancellations that stem from lack of faculty.

The Petaluma campus deans annually assess the need for adjunct faculty in specific disciplines and collaborate with department chairs and cluster deans to develop priority needs unique to the Petaluma campus. Working with Human Resources, district advertisements for adjunct faculty pools sometimes indicate those disciplines for which there is a particular need in Petaluma and those needs were factored in as departments conducted their annual recruitments for adjunct faculty. Critical needs still exist in disciplines such as Anthropology, Communication Studies, and Mathematics.

Because of the relatively small number of Petaluma campus faculty in residence, faculty transfers, medical leaves, sabbaticals, workload reductions, reassign time, resignations and retirements have greater impact on the Petaluma Campus instructional programs and services. Given that so many disciplines are represented by a single full-time contract faculty member, the proportionate impact is generally far greater when it occurs in Petaluma than in Santa Rosa.

In 2013/14, the Petaluma Campus instructional program was significantly affected by the ongoing absence of a Chemistry faculty assigned full-time to the campus, the absence of a full-time Speech faculty due to a transfer in the prior year, the transfer of one of two full-time DRD faculty to Santa Rosa, the reassignment to administration of the only full-time KAD faculty, and seven full-time faculty with workload reductions of one type or another (e.g. reassign time for AFA, Puente, Faculty Development). In rare cases, we have been able to backfill those individuals with adjunct faculty; in most cases we have not. Thus, while the headcount of full-time faculty in residence in Petaluma for fall 2013 was 31, the actual instructional FTEF was 29.56.

For 2014/15, in addition to the ongoing absence of full-time Chemistry faculty, the mid-year start of the newly hired Fire Technology faculty, the continued assignment of one full-time KAD instructor as 50% Interim Dean of Instruction and Technical Services (as a result of a failed recruitment in Spring 2014), the Petaluma campus is still in need of two full-time Mathematics instructors (one to replace an approved transfer to Santa Rosa and the other to replace a retiree who left at the end of spring 2014). This will bring the headcount of full-time faculty in residence in Petaluma in 2014/15 to 34 and the actual instructional FTEF (less sabbaticals, reassign time, etc.) to 27.74.

We anticipate no retirements at the end of 2014/15.

Over the past seven years, the Petaluma Campus has received the following replacement or new faculty positions (NOTE: year indicates first contract year): For **2008/09**, Petaluma received a total of six net new faculty; one in Anthropology, one in Communication/Media Studies, one in English (through a transfer from Santa Rosa), one in ESL, one Counselor and one in Library/Learning Resources, and lost one

Spanish faculty who transferred to a management position (**TOTAL FTE-F = 36**). For **2009/10**, Petaluma was granted three net new positions; one in Earth and Space Science/Astronomy, one in KAD, and one in Mathematics (**TOTAL FTE-F = 39**). For **2010/11**, the campus received no new or replacement faculty despite the retirement of one of our Counseling faculty, the loss of both ESL faculty (one a transfer to Santa Rosa and the other a resignation), and the retirement of our only Studio Art faculty (**TOTAL FTE-F = 35**). For **2011/12**, the campus was granted two new Counseling faculty; one to replace the previous year's retiree and the other to replace a counselor who transferred to Santa Rosa, picked up a full-time Chemistry faculty on loan from Santa Rosa, and lost the only Business Administration/Accounting faculty (on split load between campuses) to retirement (**TOTAL FTE-F = 35**). For **2012/13**, the campus lost one Earth and Space Science/Environmental Science/Geology/Geography faculty to a resignation and received replacements for three of four retirements (Library/Learning Resources, College Skills, and English [through a transfer from Santa Rosa]) and a net new position in Psychology; the retirement in Business Administration/Business Office Technology was not replaced (**TOTAL FTE-F = 34**). For **2013/14**, Petaluma received one net new English faculty and one replacement faculty in Earth and Space Sciences (Environmental Science, Geography and Geology); and during the year lost a Computer Studies split load faculty, a DRD faculty who transferred to Santa Rosa, a Fire Technology faculty who retired, and the Chemistry faculty due to a resignation (**TOTAL FTE-F = 30**). Finally, for **2014/15** the campus lost one Mathematics faculty to retirement in spring 2014, gained four net new positions (English, Speech, KAD, Counseling) and replaced two others (Speech, Fire Technology). The anticipated hiring of two Mathematics faculty (one retiree replacement and one transfer replacement) did not occur and has resulted in a mid-year recruitment hopefully resulting in a spring or fall 2015 start. One additional Counseling faculty (funded by SSSP) will join the campus in spring 2015 (**TOTAL FTE-F = 36**).

PETALUMA CAMPUS CONTRACT FACULTY				
	Loss	Net New	Replacement	TOTAL
2008/09	1	6	0	36
2009/10	2	3	2	39
2010/11	4	0	0	35
2011/12	3	0	2	34 + 1 (Chem) = 35
2012/13	5	1	3	33 + 1 (Chem) = 34
2013/14	5 + 1 (Chem) = 6	1	1	30
2014/15*	1	4 + 1 SSSP	2	36
*Math - 1 Retiree Replacement/1 Transfer Replacement pending mid year hire.				

For **2015/16**, we know we will need to replace the retirements/transfers in **Mathematics**. Mathematics positions are difficult to hire and the current circumstance has required the department to assign of one its full-time Santa Rosa faculty to Petaluma. Consequently, the loss of one quarter of the full-time Mathematics faculty in Petaluma (one of four) has had an extremely detrimental effect on the ability to offer courses here and in Santa Rosa. We also plan to support the faculty staffing requests made by **DRD** to replace the Petaluma faculty who transferred to Santa Rosa spring 2014 and **Work Experience** to provide sufficient contract faculty in that department to support Work Experience and internship programs throughout the district, including Petaluma.

In addition to the needs described above, and provided there are no other unanticipated retirements or transfers, the remaining faculty staffing needs in Petaluma for 2015/16 for the campus include two urgent/emerging needs and two ongoing needs.

Urgent/Emerging Needs

The Petaluma Campus currently has only one full-time faculty member in **Life Science** despite offering 16-20 sections of biology on the campus. This is a repeated request for a second full-time faculty member in the Life Sciences department on the Petaluma campus. This position was approved the Faculty Staffing Committee for hire in 2008, but none of the semi-finalist candidates were suitable and the department did not pursue the recruitment due to the lack of support staff and other necessary resources on the campus at that time. Those resource circumstances have since changed such that supplies and support staff are now available on the campus. This position has been described and ranked #1 in the department 2014 PRPP and has been requested every year since 2008. The position will teach the basic introductory biology course (BIO 120) and microbiology courses that are part of the pre-allied health

major (MICRO 5 and MICRO 60). The cell biology/microbiology lab in Santa Rosa is at capacity and the only expansion of these course offerings is on the Petaluma campus.

The Petaluma campus has no full-time faculty in **Sociology** and a net new position would create a sustained presence in that discipline for our students. The campus currently offers all of the courses necessary for the Sociology TMC and requires a full-time faculty in residence to enable the department to significantly extend course offerings, allow for student contact and nurture transfer majors in this discipline.

Ongoing Needs

The first ongoing need is restoring the **Studio Art** position that was vacated as the result of a leave in 2008 and subsequent retirement in 2011. This was the only Art faculty in residence in Petaluma; a campus with two art studios that require the attention and coordination of a full-time faculty member. This is the fourth year the campus has requested this position. During last year's Faculty Staffing process, this position was ranked first by the department, first by the campus, and fifth by the cluster. This position serves as the lead for all studio courses in Petaluma and the individual selected must possess the critical leadership skills to oversee the needs of adjunct teaching staff in Petaluma, and provide critical communication to the Art Department staff on both the Petaluma and Santa Rosa campuses. The instructor is responsible for a 100% teaching load (including: Art 3, "Intro to 2D Art and Design"; Art 4 "Principles of Color"; Art 7A, "Drawing & Composition"; Art 12, "Figure Drawing"; and Art 14 ABC, "Beginning to Advanced Painting"). The instructor has significant responsibility for overseeing the maintenance and further improvement of Petaluma's two art studios and associated safety concerns. Monitoring the lab fee and the supply budgets with the department Chair and Administrative Assistant is another critical duty. The instructor is responsible for tracking the studio supply inventory and the ordering of materials. The instructor will work to ensure compliance with OSHA and ADA requirements in this area. Art 3, "Introduction to 2-D Art and Design", and Art 7A, "Beginning Drawing and Composition" both fulfill Area C of the Arts and Humanities G.E. in the C.S.U. pattern, as well as the Associate Degree's G.E. requirement. This instructor will also collaborate with other Art Department faculty members in Santa Rosa to develop SLO's assessments of art studio classes.

The **Chemistry** department has chosen to address the faculty staffing needs for their department here in Petaluma by initiating a two-year rotation of full-time faculty assigned to the Santa Rosa Campus who have agreed to come to Petaluma to teach in our newly remodeled Chemistry lab. That rotation began in fall 2011 and a new faculty member currently on sabbatical leave was to rotate to Petaluma beginning fall 2013. Unfortunately, the two-year rotation plan was cut short by the leave and eventual resignation of the Chemistry faculty assigned to Petaluma. Faculty shortages in Chemistry have prevented a restoration of that position in Petaluma and, as a result, no full-time Chemistry faculty are in residence. As a result, Petaluma administration is committed to supporting faculty requests by the Chemistry department in the hopes that the rotation plan may be restored in the future.

Future Needs

For the future, several disciplines are on the Petaluma Campus faculty "watch list." These include (in alpha order) Business Administration, Child Development, Criminal Justice, ESL, Environmental Technology/Water Resources, and Library/Learning Resources.

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	Petaluma	02	01	Life Sciences	Currently, the Life Sciences department has 12 of 12 courses assessed per sharepoint = 100%. In order to maintain this level of continuous, ongoing assessments, a critical accreditation requirement, adequate full-time life science faculty are essential.
0001	Petaluma	02	01	Mathematics 1 Replacement/1 Transfer Replacement	Currently, the Mathematics department has 22 of 22 courses assessed per sharepoint = 100%. In order to maintain this level of continuous, ongoing assessments, a critical accreditation requirement, adequate full-time mathematics faculty are essential.
0002	Petaluma	02	01	Art (Studio) - Replacement	Currently, the Art department has 34 of 40 courses assessed per sharepoint = 85% . In order to maintain this level of continuous, ongoing assessments, a critical accreditation requirement, adequate full-time art faculty are essential. The current FT:PT ratio for the discipline has presented challenges for completing SLO assessments; this will be even more difficult to with recent and pending retirements within the department.
0003	Petaluma	02	01	Sociology (Transfer focus)	Currently, the Sociology department has 3 of 6 courses assessed per sharepoint = 50% . In order to fulfill this critical accreditation requirement, adequate full-time Sociology faculty are essential. The current FT:PT ratio for the discipline has presented challenges for completing SLO assessments.
0005	Petaluma	03	01	ESL	Currently, the ESL department has 33 of 45 courses assessed per sharepoint = 73.3% . In order to fulfill this critical accreditation requirement, adequate full-time ESL faculty are essential.
0006	Petaluma	02	01	Business Administration (Transfer Focus)	Currently, the Business Administration department (BAD, BGN, BBK, BMK, BMG, and BOT) has 40 of 76 courses assessed per sharepoint = 52.6% . In order to fulfill this critical accreditation requirement, adequate full-time faculty are essential.
0007	Petaluma	02	01	Child Development (Transfer Focus)	Currently, the Child Development Department has 18 of 47 courses assessed per sharepoint = 38.3% . In order to fulfill this critical accreditation requirement, adequate full-time faculty are essential.
0008	Petaluma	02	01	Criminal Justice	Currently, the Administration of Justice department has 13 of 39 courses assessed per sharepoint = 33.3% . In order to fulfill this critical accreditation requirement, adequate full-time faculty are essential.
0009	Petaluma	01	01	Librarian	Currently the Library has 2 of 2 courses assessed per sharepoint = 100%

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

Phase II and Phase III expansion/renovation have greatly improved Petaluma Campus classrooms from a technological standpoint. All classrooms, except the two art studios, have incorporated district standards, and as such can be considered “smart” in function. Uteology software has enhanced the majority of classroom computer-projector interface and has created streamlined, efficient and reliable technology for the instructor and student.

Instructional equipment requests are based on instructor rationale and justification as well advisory board recommendations. Consequently, instructional equipment not only meets the needs of the instructional program, but also addresses recommendations from industry and the community at-large.

Instructional equipment for 2013/14 has been requested for the following programs: Water Resources Technology, Counseling, Digital Film, Art, Computer Studies (CISCO), Life Sciences, Fashion Studies, Mahoney Library, Dance, Fitness Nutrition and Health, and Psychology. Of most critical need this year is the replacement of 24 microscopes for Life Sciences, acquisition of start-up equipment for the Digital Film program/lab, and technology to mediate the Counseling conference room.

2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Petaluma	02	01	WARD'S Stream Table Combination Kit #805748-805747	1	\$7,000.00	\$7,000.00	D.Kratzmann	211	D.Kratzmann
0001	Petaluma	02	01	Modern Human Disarticulated Sketeton Nat Bone set	1	\$4,800.00	\$4,800.00	M. Markovics	Anthropology lab	M Markovics
0001	Petaluma	02	01	Modern Human Skeletal Disarticulated leg, foot	1	\$1,215.00	\$1,215.00	M. Markovics	Anthropology Lab	M. Markovics
0001	Petaluma	02	01	Modern Human Skeletal Disarticulated arm + hand	1	\$1,350.00	\$1,350.00	M. Markovics	Anthropology Lab	M. Markovics
0001	Petaluma	02	01	LaMotte Limnology Test Kit #210020	1	\$700.00	\$700.00	D. Kratzmann	PC-211	D. Kratzmann
0001	Petaluma	02	01	Petrographic Microscope w/digital camera pm0038000	4	\$2,700.00	\$10,800.00	David Kratzmann	PC-211	David Kratzmann
0001	Petaluma	02	01	LaMotte Water Analysis Lab #210890	1	\$3,000.00	\$3,000.00	D. Kratzmann	PC-211	D. Kratzmann
0001	Petaluma	02	01	LaMotte Water sampling Kit #210058	1	\$380.00	\$380.00	D. Kratzmann	PC-211	D. Kratzmann
0001	Petaluma	02	01	FreeMotion Light Commercial EXT Dual Cable	1	\$4,100.00	\$4,100.00	Jacobson/Thomas	Weight Room	T. Jacobson
0001	Petaluma	02	01	Mod Human Skeletal Skull fem., calvarium	1	\$1,650.00	\$1,650.00	Michelle Hughes Markovics	Anthropology Lab	Michelle Hughes Markovics
0001	Petaluma	02	01	Modern Human Skeletal Skull (male, nat bone)	1	\$1,850.00	\$1,850.00	M. Markovics	Anthropology Lab	M. Markovics
0001	Petaluma	02	01	Modern Human Skeletal Skull (fem. nat bone)	1	\$1,850.00	\$1,850.00	Michelle Hughes Markovics	Anthropology lab	Michelle Hughes Markovics
0001	Petaluma	06	01	Mirrors and Ballet Bars	1	\$64,000.00	\$64,000.00	Medina/Grose	Fitness Center	Tara Jacobson
0001	Petaluma	04	01	Jeopardy Game	1	\$537.00	\$537.00	Allison Baker	will vary	Allison Baker
0001	Petaluma	02	01	Leica DM750P Petrographic Microscope digital camer	4	\$4,700.00	\$18,800.00	David Kratzmann	PC-211	David Kratzmann
0002	Petaluma	02	01	Fossil A ramidus articulated hand cast set	1	\$310.00	\$310.00	Michelle Markovics	Anthropology Lab	Michelle Markovics
0002	Petaluma	02	01	Fossil A. ramidus articulated foot cast	1	\$310.00	\$310.00	Michelle Markovics	Anthropology Lab	Michelle Markovics
0002	Petaluma	00	01	Comparative Collection Forensics, Magnetic Skull	1	\$395.00	\$395.00	M. Markovics	Anthropology Lab	M. Markovics
0002	Petaluma	02	01	Fossil Neandethal Skull, pelvin, femur, humerus	1	\$1,650.00	\$1,650.00	Michelle Hughes Markovics	Anthropology Lab	Michelle Hughes Markovics
0002	Petaluma	02	01	Fossil A. ramidus skull cast	1	\$379.00	\$379.00	Michelle Hughes Markovics	Anthropology Lab	Michelle Hughes Markovics
0002	Petaluma	02	01	Comp Collection Forensic set Skullll Blunt Trauma	1	\$189.00	\$189.00	Michelle Markovics	Anthropology lab	Michelle Markovics
0002	Petaluma	02	01	Matrix G3PL62 PL Smith Machine	1	\$3,195.00	\$3,195.00	Jacobson/Murphy	Weight Room	T. Jacobson
0002	Petaluma	02	01	Comp Collection/Forensics Set Magnetic skull bones	1	\$395.00	\$395.00	Michelle Markovics	Anthropology Lab	Michelle Markovics
0003	Petaluma	06	01	Neurofeedback system	1	\$2,695.00	\$2,695.00	N. Mulkovich	R. Call Building	T. Jacobson
0003	Petaluma	06	01	Landice L7 Club Treadmill	1	\$4,495.00	\$4,495.00	C. Murphy	Fitness Center	Tara Jacobson
0003	Petaluma	06	01	Cyclops Power Bikes	7	\$1,000.00	\$7,000.00	Christy Murphy	Fitness Center	Christy Murphy

0003	Petaluma	02	01	Comp Collection/Forensics Female Syphilitic Skull	1	\$309.00	\$309.00	Michelle Markovics	Anthropology Lab	Michelle Markovics
0003	Petaluma	02	01	Comp collection/Forensics Human rib w/bullet	1	\$40.00	\$40.00	Michelle Markovics	Anthropology lab	Michelle Markovics
0003	Petaluma	02	01	Comp Collection/Forensics Disarticulated 5yo Child	1	\$1,250.00	\$1,250.00	Michelle Markovics	Anthropology Lab	Michelle Markovics
0003	Petaluma	02	01	Comp Collection Forensics Bear paw cast articulate	1	\$90.00	\$90.00	Michelle Markovics	Anthropology Lab	Michelle Markovics
0003	Petaluma	02	01	Comp Col Forensics Disarticulated fetal skeleton	1	\$949.00	\$949.00	Michelle Markovics	Anthropology Lab	Michelle Markovics
0003	Petaluma	02	01	Comp Collections Forensics set of 4 metatarsals	1	\$84.00	\$84.00	Michelle Markovics	Anthropology Lab	Michelle Markovics
0003	Petaluma	02	01	Non-human Comparative Skull Set Coyote	1	\$69.00	\$69.00	Michelle Markovics	Anthropology Lab	Michelle Markovics
0003	Petaluma	02	01	Nonhuman Comparative Skulls Domestic Dog	1	\$69.00	\$69.00	Michelle Markovics	Anthropology Lab	Michelle Markovics
0003	Petaluma	02	01	Nonhuman Comparative Skull Gray Wolf skull	1	\$239.00	\$239.00	Michelle Markovics	Anthropology lab	Michelle Markovics
0004	Petaluma	04	01	Locking Storage Cabinets	2	\$500.00	\$1,000.00	Sandy Bertram	PC-211	Bonnie Panizzera
0004	Petaluma	04	01	Metal Locking Storage Cabinets for Clothing Class	3	\$300.00	\$900.00	Bonnie Panizzera	Capri Creek 1101	Bonnie Panizzera
0004	Petaluma	04	01	Blackout shades for instructional area	2	\$1,500.00	\$3,000.00	W. Baty	Mahoney Reading Rm	W Baty/M Matheson
0004	Petaluma	02	01	Non-human Comp Skull Set Stingray Spine	1	\$25.00	\$25.00	Michelle Markovics	Anthropology lab	Michelle Markovics
0004	Petaluma	02	01	PTRK-2726 Mid Atlantic 19" gangable enclosure rack	3	\$929.00	\$2,787.00	Michael McKeever	PC-645	Michael McKeever
0004	Petaluma	02	01	Cat5e Patch Panel 48 port #15-180-048 2 rack mount	3	\$66.00	\$198.00	Michael McKeever	PC-645	Michael McKeever
0004	Petaluma	02	01	Cat5e-Bulk-SO-GR	2	\$121.00	\$242.00	Michael McKeever	PC-645	Michael McKeever
0004	Petaluma	02	01	RJ45 Cat5e Mod Plug	3	\$112.00	\$336.00	Michael McKeever	PC-645	Michael McKeever
0004	Petaluma	02	01	EZ-RJ45 Crimp Tool	4	\$82.00	\$328.00	Michael McKeever	PC-645	Michael McKeever
0004	Petaluma	02	01	1U Rack Mount 8outlet power distribution unit	9	\$55.00	\$495.00	Michael McKeever	PC-645	Michael McKeever
0004	Petaluma	02	01	Cisco 2911 Router #Cicso2911/K9	2	\$1,481.00	\$2,962.00	Michael McKeever	PC-645	Michael McKeever
0004	Petaluma	02	01	Cisco 2911 Router Security Bundle #Cisco2911SEC/K9	4	\$1,967.00	\$7,868.00	Michael McKeever	PC-645	Michael McKeever
0004	Petaluma	02	01	Cisco High speed WAN Interface Card #HWIC 2T	6	\$386.00	\$2,316.00	Michael McKeever	PC-645	Michael McKeever
0004	Petaluma	02	01	Non-human Comp skull set Domestic Cat Skull	1	\$35.00	\$35.00	Michelle Markovics	Anthropology Lab	Michelle Markovics
0004	Petaluma	02	01	Non-human Comp skull set Mountain Lion Skull	1	\$185.00	\$185.00	Michelle Markovics	Anthropology Lab	Michelle Markovics
0004	Petaluma	02	01	Non-human Comp Skull Set Sheep Skull	1	\$159.00	\$159.00	Michelle Markovics	Anthropology Lab	Michelle Markovics

0004	Petaluma	02	01	Non-human comp skull set Iguana Skull	1	\$59.00	\$59.00	Michelle Markovics	Anthropology Lab	Michelle Markovics
0004	Petaluma	02	01	Non-human Comp Skull Set Pocket Goher Skull	1	\$35.00	\$35.00	Michelle Markovics	Anthropology Lab	Michelle Markovics
0004	Petaluma	02	01	Non-human Comp Skull set Piranha Skull	1	\$25.00	\$25.00	Michelle Markovics	Anthropology Lab	Michelle Markovics

2.4d Non-Instructional Equipment, Software, and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Petaluma	06	07	Office Furniture (SSSP)	1	\$3,500.00	\$3,500.00	L Larsen	PC120	G Watts
0002	Petaluma	06	07	Office Furniture; new desk system PC119 Work Expe	1	\$3,500.00	\$3,500.00	L Larsen	PC119	G Watts
0003	Petaluma	01	02	Desktop PC for Counseling Conference Room	1	\$400.00	\$400.00	L Larsen	Counseling	L Larsen
0004	Petaluma	06	07	new end desk to replace one relocated to PC222	1	\$1,750.00	\$1,750.00	L Larsen	Counseling	L Larsen
0005	Petaluma	01	02	25 Tablets with Charging Cart for Workshops	25	\$100.00	\$2,500.00	L Larsen	Resource Center	L Larsen
0006	Petaluma	05	04	Media System for PC632	1	\$3,000.00	\$3,000.00	M Pearson	Media	M Pearson
0007	Petaluma	04	07	Analogue and Digital Video Test Generator	1	\$4,200.00	\$4,200.00	M Pearson	Media	M Pearson
0008	Petaluma	06	07	Office Furniture (new KAD faculty)	1	\$3,500.00	\$3,500.00	T Jacobson	PC 806	G Watts
0009	Petaluma	05	02	Event/Parking signs and A Frames	6	\$150.00	\$900.00	G Watts	Maintenance Bldg	G Watts
0010	Petaluma	05	07	Large Area Vacuum System	1	\$4,350.00	\$4,350.00	G Watts	Custodial	G Watts
0011	Petaluma	01	02	New Scanner for A & R	1	\$400.00	\$400.00	L Larsen	A&R	L Larsen
0012	Petaluma	05	02	Sandwich boards, heavy duty – 3 or other outdoor s	3	\$266.00	\$798.00	L Larsen	Outdoor	L Larsen
0013	Petaluma	05	02	Events Planning Arrow signs - 10	10	\$130.00	\$1,300.00	L Larsen	Outdoor	L Larsen
0014	Petaluma	01	02	Replacement Computers: Coordinator A & R (Denise B)	2	\$700.00	\$1,400.00	L Larsen	A7R	L larsen
0015	Petaluma	06	02	Exterior Dining/Picnic Table	2	\$1,157.20	\$2,314.40	L Larsen	Clock Tower area	L Larsen
0016	Petaluma	02	01	Stage Curtains for exit doorways	1	\$2,500.00	\$2,500.00	M Pearson	Ellis Auditorium	M Pearson
0017	Petaluma	05	04	Conference room desk system for PC632	1	\$7,500.00	\$7,500.00	M Pearson	Media	M Pearson
0018	Petaluma	05	03	Add Video Conferencing to 628	1	\$18,000.00	\$18,000.00	M Pearson	Media	M Pearson
0019	Petaluma	05	03	Add Video Conferencing to 323	1	\$18,000.00	\$18,000.00	M Pearson	Media	M Pearson
0020	Petaluma	05	04	Media Stand/Base for 632	1	\$2,000.00	\$2,000.00	M Pearson	Media	M Pearson
0021	Petaluma	05	04	Chairs, Conference room style	1	\$4,000.00	\$4,000.00	M Pearson	Media	M Pearson
0022	Petaluma	02	01	LED Stage Wash Lighting Fixtures	12	\$8,000.00	\$96,000.00	M Pearson	Media	M Pearson
0023	Petaluma	04	07	Riding Mower, replace existing, improved ability	1	\$12,000.00	\$12,000.00	G Watts	Grounds	G Watts
0024	Petaluma	04	07	Electric Utility Cart	1	\$13,000.00	\$13,000.00	G Watts	Maintenance Bldg	G Watts
0025	Petaluma	04	07	Shredder replacement	1	\$2,450.00	\$2,450.00	K Lweis	Faculty Support	K Lewis
0026	Petaluma	04	07	Scantron scanner replacement	1	\$2,500.00	\$2,500.00	K Lewis	Faculty Support	K Lewis
0027	Petaluma	04	07	Box Office System (replacement)ticketed Events PC	1	\$5,000.00	\$5,000.00	K Lewis	Box Office in Ellis	K Lewis

0028	Petaluma	04	02	Digital monitor for Resource Center, permanent	1	\$2,000.00	\$2,000.00	L Larsen	Resource Center	L Larsen
0029	Petaluma	04	02	Upgrade computers in Resource Center -5	5	\$700.00	\$3,500.00	L Larsen	Resource Center	L Larsen
0030	Petaluma	04	03	Video Conferencing replacement in Call 609 Conf.	1	\$18,000.00	\$18,000.00	L Larsen	Student Hlth/Affairs	L Larsen
0031	Petaluma	04	01	Projector for PC640 Open Computer Lab	1	\$5,000.00	\$5,000.00	Marshall McGowan	PC 640	Marshall/M Pearson
0032	Petaluma	02	01	DMX512 lighting splitter 7 way for Ellis Auditoriu	1	\$850.00	\$850.00	M Pearson	Media	M pearson
0033	Petaluma	05	03	Add Video Conferencing to 904	1	\$18,000.00	\$18,000.00	M Pearson	Media	M Pearson
0034	Petaluma	01	02	Outdoor Audio System for on-campus events	1	\$20,000.00	\$20,000.00	M Pearson	Media	M Pearson
0035	Petaluma	04	07	Roto Hammer	1	\$1,200.00	\$1,200.00	G Watts	Maintenance Bldg	G Watts
0036	Petaluma	04	07	Vacuum Cleaners, Upright (to replace 10yr old unit	3	\$775.00	\$2,325.00	G Watts	Custodial	G Watts
0037	Petaluma	04	02	Dedicated PC & media equip to Counseling Conf Room	1	\$6,000.00	\$6,000.00	L Larsen	Counseling	L Larsen
0038	Petaluma	01	01	Projector for Outreach Counseling	1	\$1,200.00	\$1,200.00	L Larsen	Counseling	L Larsen
0039	Petaluma	04	02	Check computers for all areas/replacement plan.	1	\$0.00	\$0.00	L Laresn	Student Services	L Larsen
0040	Petaluma	02	01	Conductors Preface Stand	1	\$150.00	\$150.00	M Pearson	Ellis Auditorium	M Pearson
0041	Petaluma	02	01	Chair Cart	4	\$350.00	\$1,400.00	M Pearson	Ellis Auditorium	M Pearson
0042	Petaluma	02	01	Make-up Station	4	\$864.00	\$3,456.00	M Pearson	Ellis Auditorium	M Pearson
0043	Petaluma	02	01	Symphony Chair	40	\$256.25	\$10,250.00	M Pearson	Ellis Auditorium	M Pearson
0044	Petaluma	04	07	Electric Snake	1	\$3,000.00	\$3,000.00	G Watts	Maintenance Bldg	G Watts
0045	Petaluma	04	07	Portable Dust Removal System	1	\$3,500.00	\$3,500.00	G Watts	Maintenance Bldg	G Watts
0046	Petaluma	04	07	Utility Trailer	1	\$4,500.00	\$4,500.00	G Watts	Maintenance Bldg	G Watts
0047	Petaluma	05	02	Outdoor Enclosed Message Boards	5	\$1,000.00	\$5,000.00	G Watts	Campus	G Watts
0048	Petaluma	02	01	Coffee Table	1	\$1,300.00	\$1,300.00	J Saldana-Talley	Green Room	J Saldana-Talley
0049	Petaluma	06	02	Exterior Dining/Picnic Table	1	\$1,157.20	\$1,157.20	KC Greaney	650	KC Greaney
0050	Petaluma	02	01	Light for music stand	41	\$45.00	\$1,845.00	M Pearson	Ellis Auditorium	M Pearson
0051	Petaluma	02	01	Classic 50 Music Stand	40	\$58.75	\$2,350.00	M Pearson	Ellis Auditorium	M Pearson
0052	Petaluma	02	02	Glass cases, poster size	3	\$1,500.00	\$4,500.00	M Pearson	Ellis Auditorium	M Pearson
0053	Petaluma	01	02	Monitor and Enclosure for Exterior Digital Signage	1	\$6,500.00	\$6,500.00	M Pearson	607	M Pearson

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	Petaluma	04	06	1 Year	900	Exterior	\$5,000.00	Installation of exterior ladder system to safely access mechanical well (quoting)
0002	Petaluma	04	06	1 Year	Paring lot #2	Paring lot #2	\$5,000.00	Install new exterior road pole light at bridge #1/crosswalk. To improve lighting at this location.
0003	Petaluma	04	06	1 Year	100 Jacobs	PC 110	\$5,000.00	Install automatic rollup system to security gate. Will provide ergonomic relief in daily operation, door currently being left open

0004	Petaluma	04	06	1 Year	Capri Creek Classroom	PC1101	\$12,000.00	PC 1101 flooring replacement, remove carpet and install hard flooring. To increase clean ability and sanitation due to various lab type classes scheduled. (Need to Quote)
0005	Petaluma	04	06	1 Year	Campus Wide	Campus Wide	\$20,000.00	Review current fire alarm control panel functions, alarm sequence, (general alarm), and reporting programming. (Need to Quote) Rom \$20,000
0006	Petaluma	04	06	1 Year	Campus Wide		\$15,000.00	Install interior classroom lock function to classrooms, per approved district direction.
0007	Petaluma	04	06	1 Year	Campus Wide	Equipment Rooms	\$3,000.00	Install water flow meters to all equipment rooms to provide tracking tool for repairs, monitoring efficiency and improving maintenance of equipment
0008	Petaluma	04	06	1 Year	Physical Fitness Center	808	\$62,000.00	Install barres and mirrors on wall in the gymnasium/dance area as stipulated in original construction plan.
0009	Petaluma	04	06	1 Year	Campus Wide	Campus Wide	\$20,000.00	Review campus signage, and provide comprehensive plan to update, and provide appropriate level of directional signage on the campus.
0010	Petaluma	04	06	1 Year	#600 Call Building	Campus Wide	\$40,000.00	PC634 cooling system needs to be reviewed as it is currently not functioning as needed for room space. Project will need engineering and new equipment, modifications, and or reprogramming energy reduction (Need to Quote) ROM to \$40K
0011	Petaluma	04	06	1 Year	Buildings 500-1000	2 Year	\$15,000.00	Retro base commissioning of HVAC system in Phase 2 buildings, to evaluate current equipment function and improve energy efficiency Potential for greatly reduced energy consumption
0012	Petaluma	04	06	1 Year	All	2 Year	\$10,000.00	Installation of building based utility meters to accurately evaluate building energy usage, and to enhance and provide measurable results accurately in the effort to evaluate building energy usage. Project will allow the ability to improve monitoring, make energy system adjustments, and reduction of overall energy usage.
0013	Petaluma	02	06	1 Year	Doyle Hall	PC 216 and Arcade	\$18,000.00	ADA access upgrade to room 216 (door #A2) and Arcade (door #A4) to accommodate disabled employee and students.
0014	Petaluma	04	06	2-3 Yr	Phase 1	PC408	\$17,000.00	Install Dolphin water treatment system, to reduce chemical dependency, and monthly cost for open loop water treatment. Approximate savings \$2400 annually need to quote (\$15000 used system if available) need to quote
0015	Petaluma	04	06	2-3 Yr	Jacobs Hall	116	\$5,000.00	Install card reader at room 116 (door #D12) to allow better security and flexibility due to limited staffing and changing hours of operation
0016	Petaluma	04	06	2-3 Yr	Phase 1	Campus Wide	\$4,000.00	Emergency call boxes, four locations purchase and installation, and maintenance agreement. 100/1, 100/2, 200/1, 200/2 (Need to Quote)
0017	Petaluma	04	06	2-3 Yr	Resource Center	PC116	\$5,000.00	Remodel front entrance to resource center to provide a more noticable entrance. Could include plant removal, cover, permanent signage changes
0018	Petaluma	04	06	2-3 Yr	Phase 1	BLD 100/200	\$6,750.00	Replace Phase 1 windows with broken vapor seals, Improved appearance, avoid full failure of windows, customer complaints. Approximately 15 windows X \$450 ea (need to Quote)
0019	Petaluma	04	06	2-3 Yr	Student Center	406 Kitchen Prep Area	\$55,845.00	Review current functionality of kitchen food cooking and service area, as requested by previous, and current food service providers. Auxiliary Services budget is likely source of funds.
0020	Petaluma	04	06	2-3 Yr	400	Equipment Room	\$8,500.00	Hot water heater replacement in Cafe
0021	Petaluma	04	06	2-3 Yr	Phase I	PC212	\$15,000.00	PC 212 floor replacement, to repair flooring cracks and moisture damage. (Need to quote.)

0022	Petaluma	04	06	2-3 Yr	Phase 1	PC408	\$100,000.00	Phase 1 Boiler replacement, system is 20 years old and nearing its life span, new unit would provide increased efficiency as part of the district sustainability initiative. (Need to Quote)
0022	Petaluma	04	06	2-3 Yr	Phase 1	PC408	\$100,000.00	Phase 1 Boiler replacement, system is 20 years old and nearing its life span, new unit would provide increased efficiency as part of the district sustainability initiative. (Need to Quote)
0023	Petaluma	04	06	2-3 Yr	200 Kathleen Doyle	PC245	\$2,500.00	Install new built in cabinets with keyiing ability, will provide security for Anthro supplies so room/space can be better utilized.
0024	Petaluma	04	06	3+ Yr	Call Building - Student Health Services	615, 614, 613, 620 (Dirty Lab)	\$5,000.00	Adjust plumbing fixtures and add foot pedals for sinks
0025	Petaluma	04	06	3+ Yr	Campus Wide	Exterior	\$25,000.00	Large digital signage out in front lawn for announcements (Estimate)
0026	Petaluma	04	06	3+ Yr	Phase 1	Campus Wide	\$25,000.00	Install cover at north entrance to Arcade in order to reduce water tracking into arcade. Engineering and architectural needed (need to quote)
0027	Petaluma	04	06	3+ Yr	Call Building - Student Health Services	610	\$10,000.00	Remodel front reception to correct design flaws (countertop too low and wide, ergonomic risk)
0028	Petaluma	04	06	3+ Yr	201 Kathleen Doyle		\$0.00	R&R granite path with concrete leading from Lot #2 parking to 200 K-Doyle, will reduce damage to the floor from granite rocks entering the facility.
0029	Petaluma	04	06	3+ Yr	Phase R	N/A	\$20,000.00	Control card access upgrade for four locations in Phase III (doors #A1, A4, A25, and A39)
0030	Petaluma	04	06	3+ Yr	Unknows	?	\$0.00	Parking signage in locations in parking lot
0031	Petaluma	04	06	3+ Yr	Carole L. Ellis Auditorium	N/A	\$5,000.00	Card reader entrance on stage doors. There is currently only one entrance to the Auditorium with a card reader.
0032	Petaluma	04	06	3+ Yr	Mahoney Library	N/A	\$5,000.00	Card reader entrance on break room door. There is currently no exterior access on east side of building.
0033	Petaluma	04	06	3+ Yr	Kathleen Doyle	215	\$2,000.00	Add additional power and data outlet in Transfer Center office so computer cords do not cross walk space
0034	Petaluma	04	06	3+ Yr	Call Building - Student Health Services	615, 614, 613, 616, 611	\$3,000.00	Relocate and/or add data ports/electrical outlets due to room / program use change
0035	Petaluma	04	06	3+ Yr	Mahoney Reading Room	PC721	\$3,000.00	Blackout shades for instructional area Will Baty/Matheson
0036	Petaluma	04	06	3+ Yr	100/200		\$20,000.00	Epoxy deck covering repair/replacement (Need to Quote)
0037	Petaluma	04	06	3+ Yr	Maintenance Bldg.	N/A	\$20,000.00	Above ground fuel storage tank
0038	Petaluma	04	06	3+ Yr	Mahoney Reading Room	PC721	\$60,000.00	Review lighting and upgrade to increase lumens in space. Will Baty/Matheson

2.5b Analysis of Existing Facilities

Phase II and Phase III construction have provided exceptional facilities that are well above adequate for all Petaluma Campus operations including instructional, student services, maintenance, and office support areas.

The current new expanded facilities were designed with the latest technologies incorporated into the facility. This technical equipment can be expected to bring higher repair costs due to more expensive parts, and time to monitor and repair this equipment. The expansion continues to require additional staff support and maintenance, and continued training and/or support from outside vendors with specialized training.

The current facilities are not being fully utilized, primarily due to the limited scheduling of Friday classes, now compounded by the reduced class offerings as a result of the state budget crisis. The vacancy rate of available rooms Mondays through Friday between 7:00-10:30 pm was estimated at 55% for spring 2010. This number rose to 66% for spring 2011 and stayed nearly the same in 2012/13. Thus, the Petaluma Campus facility is only being utilized to about 33% of its total capacity. The reduced class offerings have resulted in classrooms being utilized to capacity when scheduled, although the overall high daily vacancy rate does not reduce the overall daily cost to bring these facilities on line, or maintain them as needed. Class selection and scheduling is continuously reviewed to reduce operating overhead, energy consumption, and maintenance costs.

The Phase I facility's HVAC system is currently 17 years old and nearing the end of its life span. Scheduled replacement of the primary components such as the chiller has been replaced; additional components such as the cooling tower, boiler, and underground piping loops should be planned for in the near future. New units will not only provide more reliable equipment, but more energy efficient operation resulting in yearly operational cost savings. Some of the minor components of the system have been replaced during Phase III, although many old components still remain and will start to fail. Additional infrastructure components in need of replacement are the large domestic hot water heaters on site. Adequate skilled staffing on site maintaining this type of equipment can extend the life and reduce the overall repair or replacement cost of this equipment

Other necessary improvements are in the Food Service area. Phase III construction significantly expanded existing dining facilities of the Courtyard Café. The current food service vendor is requesting, along with other items that have been brought forth, a gas fired stove and cook top to more efficiently provide food services and increase selection. The kitchen does not currently support gas equipment and a feasibility/cost analysis study needs to be completed, not only for this project but for future anticipated needs of the kitchen. This should also include electrical and HVAC systems, which are running at capacity in order to maintain the additional, electrical and heat loads from equipment that has been added in the past. The kitchen equipment and food service prep areas are, however, barely adequate to support the current food service needs of the Petaluma Campus and will be wholly inadequate at full build out with 12,000 students and 200 or more full-time employees.

The District Accessibility Committee has recommended a comprehensive ADA survey upon completion of the Phase II/III construction to add any findings to the District ADA Transition Plan. During the phases of construction, DRD staff and students with disabilities reviewed accessibility of the Petaluma Campus and met with staff from Facilities Operations, the architects, and Petaluma Campus administration to develop remedies to some of the concerns such as exterior paths of travel, drinking fountains, curb ramps, and accessible parking. Plans were developed to implement these changes.

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remedies to some of the concerns such as exterior paths of travel, drinking fountains, curb ramps, and accessible parking. Plans were developed to implement these changes.

3.1 Develop Financial Resources

3.2 Serve our Diverse Communities

Recruitment for faculty, classified, management, STNC, and student worker positions on the Petaluma Campus follows the standard established by SRJC Human Resources. We support and encourage recruitment practices that offer the greatest possibility for a diverse and varied applicant pool for each of our positions. Where appropriate, we recruit for and hire bilingual (Spanish/English), bi-cultural faculty and staff to support the growing diversity of our student population. For fall 2013, Student Services will be actively recruiting additional bilingual staff to meet the growing demands of our new student population.

Application and interview questions for all permanent campus positions routinely solicit information from applicants regarding their sensitivity to diversity. Further, annual management evaluations assess each individual's commitment to diversity.

Faculty, management and classified employees organize and present workshops and other presentations, and participate in campus activities designed to expand and promote inclusiveness and sensitivity toward and awareness of multi-cultural perspectives in the workplace, on campus, and in our communities. We further accommodate and support the workplace needs of our employees as they arise.

3.3 Cultivate a Healthy Organization

Professional development of classified staff on the Petaluma Campus is initiated through the annual evaluation process during which the employee and supervisor review, assess and collaborate on the establishment of goals/objectives, including those intended for the professional development of the individual.

Administrators encourage supervisors to support and provide for release time and/or work schedule adjustments for classified employees desiring to participate in campus and district-wide shared governance and search committees, workshops, forums, professional development activities, staff retreats and job-based training opportunities. The Petaluma Campus administration works closely with the SRJC Staff Development Committee to see that workshops and other employee training opportunities are offered on the Petaluma Campus or are available via videoconference.

President Chong's support for campus closures during PDA days and the consolidation of PDA workshops on the Santa Rosa Campus have made it possible for Petaluma classified staff to fully participate in these twice a year gatherings of the college community, build connections with colleagues from across the district, hear first hand remarks by the College President and senate presidents, and benefit professionally from access to a wide selection of PDA workshops.

3.4 Safety and Emergency Preparedness

The Petaluma Campus leadership team operating as a Department Operations Center (DOC) for the Petaluma Campus has continued to make emergency/disaster preparedness a high priority, and leads the way for the district in both DOC and EOC planning and preparedness.

As a result of advances made to the Petaluma Campus program, the district-wide Department Safety Leader program is being replaced by one utilizing a structure composed of Building Safety Coordinators (BSC) and Area Safety Coordinators (ASC) assigned to specific buildings on campus and working collaboratively to develop Building Emergency Plans (BEPs).

Petaluma Campus Manager of Buildings and Equipment Maintenance, Gary Watts is designated as the Petaluma Campus emergency preparedness administrative lead, with other Petaluma Campus managers in key support roles. Gary and Petaluma Campus Vice President Jane Saldana-Talley have been working with and providing valuable input and insight on this new program to District Emergency Operations Center Director Tony Ichsan and Manager of Environmental Health and Safety Doug Kuula. We have brought the Petaluma Campus employees together where they have greeted this new plan enthusiastically and we are looking forward to completing this project early next year.

Each Petaluma Campus DOC administrator has been assigned to specific campus buildings to serve as administrative liaison, assess BSC/ASC and occupant need for training, and ensure BSC/ASC's feel supported in the role they play in this important project. Draft Building Emergency Plans (BEP's), with updated evacuation and emergency information, have been completed by BSC's and their teams for all buildings on the Petaluma Campus. The maps and plans are set to be posted onto a shared drive to allow all BSC's and ASC's to review one another's plans with the expectation that it will enable improved collaboration among the Petaluma emergency response team and all plans will improve as a result.

We have reviewed and simplified the training matrix in order to provide clearer training needs for each member of the team. These trainings will include NIMS, SEMS and ICS courses required for anyone with any role in an emergency response in the State of California, along with other applicable trainings such as First Aid/CPR/AED and use of stair chair equipment. A schedule of meetings, training, and events such as tabletops exercises and the California Great Shakeout have been planned for the coming year.

The BSC and ASC roles for both emergency preparedness and emergency response have continued to evolve through a collaborative effort between District EOC Director Tony Ichsan, Environmental Health and Safety Manager Doug Kuula and members of the Petaluma Campus DOC. These plans and revisions are being utilized as the model for the District EOC and other district sites as they begin to create their own emergency plans.

PETALUMA CAMPUS BUILDING AND AREA SAFETY COORDINATORS As of 6/10/13							
Bldg	BSC Area	ASC Area	Support	Department	Name	Responsible Area	Phone
Petaluma DOC							

DOC	DOC Director		800	Petaluma Administration	Jane Saldana-Talley	General Campus	77 8- 39 31
DOC	Planning/Intel		100/200	Petaluma Administration	Lauralyn Larsen Tara Jacobson	General Campus	77 8- 39 30 77 8- 41 16
DOC	Operations		900/Exterior	Petaluma Facilities Operations	Gary Watts	General Campus	77 8- 41 10
DOC			600	Office Of Institutional Research	KC Greaney		77 8- 41 88
DOC	Finance/Admin		300/400	Petaluma Business Services	Kat Lewis	General Campus	77 8- 39 15
DOC	Logistics		500/700/1100	Petaluma Media	Matt Pearson	General Campus	77 8- 36 08

Petaluma BSC/ASC

Building # 100 Jacobs Hall

#100 Jacobs	B/100	A/100-1	L/L	Petaluma Disability Resources	Bess Eiermann	Jacobs Hall, 1st Floor - DRD	77 8- 41 25
#100 Jacobs		A/100-2	L/L	Petaluma A & R	Sara Long	Jacobs Hall, 1st Floor - A&R	77 8- 39 11
#100 Jacobs	B/100-BU	A/100-3	L/L	Petaluma Financial Aid	Francisco Mejia-Espinosa	Jacobs Hall, 1st Floor, Resource Center	77 8- 24 61
#100 Jacobs		A/100-4	L/L	Petaluma A & R	Roz Melanson	Jacobs Hall, 2nd Floor - Classrooms/Offices/Art Studio	77 8- 39 07

Building #200 K-Doyle Hall

#200 K-Doyle	B/200	A/200-1	L/L	Petaluma Counseling	Lilia Flores de Juarez	Doyle Hall, 1st Floor Rms. PC200-PC207 PC 212-PC228	77 8- 39 09
#200 K-Doyle		A/200-2	L/L	Petaluma Science Labs	Scott Lorbeer	Doyle Hall, Chemistry/Physics/Physical Sciences PC208 thru PC211	77 8- 39 39
#200 K-Doyle	B/200-BU	A/200-3	L/L	Petaluma Tutorial	Carlos Valencia	Tutorial/College Skills	77 8- 24 09
#200 K-Doyle		A/200-4	L/L	Petaluma Facilities Operations	David Mattos	Doyle Hall, 2nd Floor Classrooms & Offices PC 229 -> PC246	77 8- 39 76

Building # 300 East Wing							
#300 E-Wing	B/300	A/300-1	Kat	Petaluma Science Labs	Scott Lorbeer	E Wing Life Sciences/Art Studio/Ellis	77 8-39 39
#300 Ellis, E-Wing		A/300-2	Kat	District Police	CSO/Officer	District Police PC303 ->PC307	52 7-10 00
Building # 400 Student Center							
#400 Café		A/400-1	Kat	Petaluma Café/Dining Commons	Andy Chaay/Fresh & Natural	Courtyard Café/Dining Hall rooms PC401-PC405	77 8-39 06
#400 Café		A400-2	Kat	Petaluma Café/Dining Commons	Cook	Kitchen Area PC 406	77 8-39 06
Building # 500 Mike Smith Bookstore							
#500 Bookstore	B/500	A/500-1	Matt	Petaluma Bookstore	Rachel Minor	Mike Smith Hall SRJC Bookstore	77 8-39 96
Building # 600 Richard W. Call Building							
#600 Call	B/600	A/600-3	KC	Information Technology	Tim Preston	Call Bldg, 1st Floor North PC 633 - PC645	77 8-24 50
#600 Call		A/600-1	KC	Petaluma Student Affairs	Kimberly Kalember	Call Bldg, 1st Floor - Student Health Services/Student Affairs (PC 601 - PC619)	77 8-36 37
#600 Call	B/600-BU	A/600-1 BU	KC	Petaluma Student Health Services	Chad DeLaca, MA	Call Bldg, 1st Floor - Student Health Services/Student Affairs (PC 601 - PC619)	77 8-41 13
#600 Call		A/600-2	KC	Petaluma Administration	Jo Morohashi	Call Bldg, 1st Floor Administration	77 8-24 76
					Marshall McGowen Russell Shields Alex Drake		77 8-39 55 77 8-39 54 77 8-24 86
#600 Call		A/600-3	KC	Information Technology		Call Bldg, 1st Floor North PC 633 - PC645	77 8-41 90
#600 Call		A/600-4	KC	Office of Institutional Research	Jill Hunter	Call Annex PC646 - PC655	77 8-41 90
#600 Call		A/600-5	KC	Petaluma Faculty Support	Heidi Miranda Kate Lucas	Call Bldg, 1st Floor South - Faculty Support (PC 630 - > PC 632) AND 2nd Floor South Classrooms - Faculty Offices PC 656 - PC 689	77 8-41 49 77 8-

							39 17
#600 Call		A/600- 6	KC	Petaluma Scheduling	Shirley Proulx	Call Bldg, 2nd Floor North PC690 - PC698	77 8- 39 28
Building # 700 Herold Mahoney Library							
# 700 Mahoney		A/700- 1	Matt	Petaluma Library	Linda Perkins	Mahoney Library, 1st Floor	77 8- 24 75
# 700 Mahoney	B/700-BU	A/700- 2	Matt	Petaluma Library	Phyllis Usina	Mahoney Library, 2nd Floor	52 7- 47 56
# 700 Mahoney		A/700- 3	Matt	Petaluma Media Services	Matt Pearson	Mahoney Library - Media Services/Ellis Auditorium	77 8- 36 08
Building # 800 Fitness Center							
#800 P/Fitness		A/800- 1	Jane	Office of Institutional Research	Jeanne Fadelli	Physical Fitness Center	77 8- 41 89
#800 P/Fitness	B/800	X	Jane	Petaluma Physical Fitness Center	Tara Jacobson	Physical Fitness Center	77 8- 41 16
Building # 900 Facilities Operations							
#900 Fac/Ops	B/900	A/900- 1	GW	Petaluma Warehouse	Art Jahnsen	Facilities Operations/Warehouse	77 8- 36 23
Building # 1100 Capri Creek Classroom							
#1100 Capri Creek		A/110 0-1	Matt	Petaluma Facilities Operations	David Mattos	Capri Creek Classroom 1101/General Campus	77 8- 39 76
Petaluma Evacuation Assembly Areas							
	B/EAA		GW	Petaluma Facilities Operations	Charles Gachet	General Campus	77 8- 24 14
		EAA #1	GW	Petaluma Custodial	David Mattos	100 @ Lot #1/ w/radio	77 8- 39 76
		EAA #2	GW	Petaluma Grounds	Ken May	200 @ Lot #2 w/radio	77 8- 36 40
		EAA #3	GW	Petaluma Custodial	Yohannes Berhane	Rotary Plaza w/radio	77 8- 39 76
		EAA #4&5	GW	Petaluma Grounds	Vacant	700/800 lawn w/radio	77 8-

							36 40
		EAA #6	GW	Petaluma Warehouse	Art Jahnsen	900 with/radio	77 8- 36 23
		Area #7	GW	Administration	Jo Morohashi	600 South @ lot #5 w/radio	77 8- 24 76
		Area #8	GW	Faculty Support	Kate Lucus / Heidi Miranda	600 East @ lot #4 w/radio	

Petaluma Evening Coverage

#100 Jacobs		A/100 PM	L/L	Petaluma Facilities Operations	Jason Kostic	EVENING - Jacobs 1st and 2nd Floor	77 8- 39 76
#200 K-Doyle		A/200 PM	L/L	Petaluma Facilities Operations	Jason Kostic	EVENING - K -Doyle 1st and 2nd Floor	77 8- 39 77
#300 E-Wing		A/300-1PM	Kat	Petaluma Media Services	Joann Gaglione	EVENING - E Wing - Life Science/Art Studio/Ellis	77 8- 39 05
#400 Café		A/400-1PM	Kat	Petaluma Café/Dining Commons	Andy Chaay/Fresh & Natural	Courtyard Café/Dining Hall	77 8- 39 06
#500 Bookstore		A/500-1PM	Matt	Petaluma Bookstore	Rachel Minor	Mike Smith Hall SRJC Bookstore	77 8- 39 96
#600 Call	B/600PM	A/600-1PM	KC	Petaluma Faculty Support	Heidi Miranda	EVENING - Call Bldg, 1st Floor	77 8- 41 49
#600 Call		A/600-2PM	KC	Petaluma Facilities Operations	Teresa Cortez	EVENING - Call Bldg, 2nd Floor	23 6- 07 89
# 700 Mahoney	B/700	A/700-1PM	Matt	Petaluma Library	David Rau	EVENING - Mahoney Library, 1st Floor & Media	77 8- 39 73
# 700 Mahoney	B/700-BU	A/700-2PM	Matt	Petaluma Library	Molly Matheson/Phyllis Usina	Mahoney Library, 2nd Floor	52 7- 47 56
#800 P/Fitness		A/800-1PM	Jane	Petaluma Facilities Operations	Teresa Cortez	Physical Fitness Center	23 6- 07 89
#900 Fac/Ops				No Coverage			
#1100 Capri Creek		A/1100-1PM	Matt	Petaluma Facilities Operations	Jason Kostic	Capri Creek Classroom 1101	77 8- 39 77

Petaluma Evening Evacuation Areas

		EAA Area #1	GW	Petaluma Facilities Operations	Jason Kostic	100 @ Lot #1 w/radio	77 8-
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							39 77
	B/EAA - PM	EAA Area #2	GW	Petaluma Facilities Operations	Jason Kostic	100 @ Lot #1 w/radio	77 8- 39 77
		EAA Area #3	GW	Faculty Support	Heidi Miranda	Rotary Plaza w/radio	77 8- 41 49
		EAA Area #4	GW	Petaluma Facilities Operations	Teresa Cortez	700/800 lawn w/radio	77 8- 39 77
		EAA Area #5	GW	Petaluma Facilities Operations	Teresa Cortez	700/800 lawn w/radio	77 8- 39 77
		EAA Area #6	GW	No Coverage			

3.5 Establish a Culture of Sustainability

The Petaluma Campus Sustainable Practices Task Group was formed in 2010/11 for the purpose of initiating exploration of a plan for sustainable practices on the Petaluma Campus. The Task Group consists of faculty, staff, managers, and students who meet monthly throughout the academic year to share ideas, learn about current practices and brainstorm a continuum of strategies for the future. The Task Group is closely aligned with the District Integrated Environmental Planning Committee (IEPC) and has some members in common. During 2012/13, Task Force members included the following:

- Jane Saldana-Talley, Vice President, Petaluma Campus Administration, Chair
- Gary Watts, Management, Facilities Operations
- Cheryl Higgins, Classified, Student Health Services
- Deb Ziccone, Management, Student Affairs
- David Rau, Classified, Library
- Shirley Proulx, Classified, Administration
- Jessica Jones, AS President
- Rachel Minor, Management, Bookstore
- Martha Murphy, Faculty
- Tony Ichsan, Management, Facilities Planning and Operations
- Vacant, Associated Students VP Sustainability
- Vacant, Associated Students VP Petaluma

This year's objective was to complete the development of the draft Sustainability Chart for SRJC begun last year and to incorporate that information into the Chancellor's Office Sustainability Template. The Sustainability Chart is a continuum of practices that could be considered for implementation on the Petaluma Campus and, thanks to the district-wide perspectives of our members, has evolved into a district-wide assessment of current practice and needs in the following areas: Transportation, Food, Energy, Waste and Water. The chart was intended to identify what is being done now on both the Santa Rosa and Petaluma Campuses, what questions we have, identifies related policy documents, challenges, a one-year goal, future goals, committee(s)/person(s) responsible, possible funding sources/rebates,

community partners, and costs for implementation. Also included are tools for change such as media/publicity, curriculum/education/professional development, and purchasing policies/procedures.

Unfortunately, due to the unanticipated leave and eventual retirement of a key administrator on the Petaluma Campus and other pressing commitments such as leading SRJC's Strategic Planning process, the Vice President and chair of the Sustainable Practices Task Group regrettably suspended Task Group meetings in spring 2013. The intention was to resume meetings in fall 2013 after a full-time replacement for the Petaluma Campus Environmental Studies faculty had joined the campus and workload issues stabilized. Nonetheless, a number of low key efforts progressed throughout the spring and summer of 2013. These included:

The campus has continued to support and promote the WeGo Sonoma Rideshare Program as part of the larger district-wide alternative transportation program for students and staff.

We are currently in conversation with the City of Petaluma Transit Division/Sonoma County Transportation Agency to improve bus transportation to the campus and ensure that shuttle service is available once the SMART train begins service.

Martha Murphy's ENVS 12 class in collaboration with Facilities Operations completed multiple waste audits of interior and exterior trash and recycling receptacles. Gathering calculations of the average amount of recyclables, or potential recyclables in the trash at approximately 50% with a high of 75% and low 20% these audits will provide a baseline for measuring the educational effectiveness of our future recycle program.

David Rau has agreed to serve as co-chair of the Sustainable Practices Task Group for 2013/14 and Earth and Space Sciences faculty, David Kratzmann, has agreed to join him in spring 2014 as faculty co-chair. David has connected with the new Associated Students, VP of Sustainability, Hunter Share, to ensure student are looped in. As some members has have resigned or left the campus, we will also need to recruit new Task Group members from among students, faculty and staff.

Over the summer, David Rau completed a rough draft of the Chancellor's Office Sustainability Template with plans to share it with committee members in the fall.

Provided below is a sampling of sustainable practices currently in use on the Petaluma Campus, some implemented last year and maintained and others added this year:

MAHONEY LIBRARY

- Facilities Operations has provided Mahoney Library with an additional 6 recycling containers to help reduce waste and encourage recycling. This brings the total number of public recycling containers in public areas of the library to 9. An additional 15 recycling containers are in staff use areas (offices, public service desks, and kitchen areas).
- Mahoney Library Staff are conscientiously adhering to a policy of reduced lighting during daylight hours, using a system devised by Facilities Operations.
- Used paper (one side only) is saved and cut into 3" x 5" strips and then distributed throughout the library as "p-slips" (scratch paper) for patron use.
- Public Computer Screens are periodically cleaned using a soft clean cloth slightly dampened with water and then buffed dry with a second cloth. Thus no chemicals are used and the cost is negligible.
- The Mahoney and Doyle Libraries are now e-mailing notices to students rather than mailing hard copies--saving time, paper, and money

BOOKSTORE

- Working toward a complete switchover from virgin paper Blue Books (text books) to the recycled Green Books, and am working toward carrying more recycled filler paper and notebooks.

- Eliminated the automatic printing of a redundant report that was using 10-15 sheets of paper every night after closing.
- Actively promoting the use of reusable cups and have posted signage about the Café's new free filtered water next to the cups.

FACILITIES OPERATIONS

Facilities operations continue to use the electronic service request system with increased efficiency reducing paper from print out copies used while completing service request. The department recycles batteries, waste oil, toner cartridges, and lights of all types. The grounds department continues to operate the exterior recycle collection systems of redemption value cans, glass, bottles, and plastics, with total redemptions amounts of over #1,800 pounds valued at over \$700. The Petaluma Campus custodial team removes single stream recyclables from all offices, departments, and classrooms that have been properly disposed. These recyclables are deposited for further processing through the general collection system.

FACILITIES USE

Eliminated the use of paper forms for room confirmations on the campus and transitioned to an email notification system that saves paper.

STUDENT SERVICES

Student Services actively promotes sustainable practices by having recycling bins in each office, centralizing printers in offices, and reducing printing costs/printers when possible. Student Affairs is actively setting up ride-and-go for carpool/ride shares via phone applications. Students are encouraged to use the SRJC website for current information instead of printing off brochures, information, forms, etc. Additionally, the Dean of Student Services, along with other members of the Petaluma Campus administration, owns a personal iPad to access paper-free meeting minutes and agendas.

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.

Student Services departments at the Santa Rosa campus perform service level SLO's that include services in Petaluma. The Petaluma Student Services staff members and Dean of Student Services are evaluating the feasibility of assessing Student Services Learning Outcomes for the campus to better reflect and assess the needs of students who take courses and utilize services on this campus. This process will be in collaboration with Student Service managers and departments from the Santa Rosa campus.

Every three years a comprehensive student survey is distributed to students in 10% of the credit course sections on both campuses. Beginning with the 2007 survey, students were asked to self-assess gains in learned knowledge, skills, and abilities as defined in the district-wide institutional learning outcomes. The survey is scheduled to be administered again fall 2013. Petaluma has added an additional page of supplemental questions specific to this campus. Results for the Petaluma Campus will result in evaluation, discussion and program improvement of services offered on the campus.

4.2b Narrative (Optional)

STUDENT SERVICES

Petaluma Student Service staff members work collaboratively with the District departments to ensure consistent, high quality, comprehensive services are provided for students regardless of location. Ongoing program evaluation and improvements are made based on assessments of the quality, availability and delivery of services. Petaluma Student Services and Instruction continue to work collaboratively to coordinate support services inside and outside the classroom.

INSTRUCTIONAL PROGRAMS

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.

BOOKSTORE

The SRJC Bookstore operates stores at both the Santa Rosa and Petaluma campuses. Bookstore management ensures needed resources are provided for both faculty and students.

MEDIA SERVICES

Delivery modes are clearly technology driven that require self discipline. In addition, the ability to time shift the activity reduces stress which is health related. By being able to review from other locations improves the environment. Finally being responsible for when and if material is reviewed improves personal responsibility.

FACILITIES OPERATIONS

Petaluma Facilities Operations staff works collaboratively with all district departments both academic and support to assist with achieving the institutional outcome goals of the college. They work behind the scenes in maintaining a quality work and learning environment that is conducive to supporting the excellence the college strives to achieve.

5.0 Performance Measures

STUDENT SERVICES – 2013/14

ADMISSIONS AND RECORDS

- Maintained a high level of customer service while continuing regular A&R operations. Services include admissions, enrollment, information and other related services.
- Backed up the SRJC Petaluma Accounting & Assessment Departments as needed for student support.
- A&R Coordinator certified to back-up GED Testing Coordinator.
- Maintain a high level of professionalism with staff from other departments.
- Back up support for Counseling and Financial Aid due to shortage of staff in their department.
- Indexed several semesters within the SRJC Admissions & Records Imaging Project.

- Ergonomically updated A&R staffing stations with support from Doug Kuula. This included installation of an adjustable desk, re-locating staff printer and creating a more functional scanning station.
- Brought next day pick up services for SRJC transcript services to Petaluma.
- Brought complete Residency Processing Services to Petaluma.
- Created a new A&R Policy & Procedure Manual and made it available to all A&R staff members.
- Created new A&R procedures & processes for the Gateway to College Program in Petaluma.
- 2 STNC's were used to support A&R services in the Fall 2013 semester during staff transition.
- Joined the overall Admissions & Records Phone Tree, assisting in the fielding of calls to Admissions & Records and the SRJC Information Desk district-wide.
- Participated in Outreach Presentations for Seniors graduating in Spring 2014 at South Sonoma County and Marin County High Schools.
- Supported the Schools Relations Coordinator & CTE Coordinator in training High School Teachers & Counselors in the Open CCC Application Process. Also provided A&R updates at quarterly high school liaison meetings.
- Provided Open CCC Application training and support to the Spring 2014 SRJC, Petaluma Student Ambassador Program.
- A&R began scanning & indexing completed forms straight to the student's account. This alleviates the need for paper forms to be sent interoffice to SR for filing.
- Updated the Jacobs Hall Building Safety Plan.
- Supported the Giving Tree Activity here on the Petaluma Campus. This included setting up tree, making hearts available to staff & community, receiving gifts and transporting up to the Santa Rosa Campus.
- Participated in the Priority Registration Task Force Planning Committee preparing for the new priority process for Fall 2014.
- Participated in the Career Fair & Job Expo Planning Committee and event.
- Participated in the Outreach 2.0 Planning Committee
- Trained in digital signage program here on the Petaluma Campus and updated A&R signage regularly.
- Volunteered at the Annual Building Community Breakfast, Petaluma.

ASSESSMENT SERVICES

- **English Placement Test**
 - Total # of Student Registered: **1,389**
 - Total # of Student Attended: **930**
- **Math Placement Test**
 - Total # of Student Registered: **1,310**
 - Total # of Student Attended: **898**
- **Chemistry Placement Test**
 - Total # of Student Registered: **80**
 - Total # of Student Attended: **43**
- **COMPASS ESL Placement Test**
 - Total # of Student Registered: **241**
 - Total # of Student Attended: **172**

- **NC ESL Writing Sample Test**
 - Total # of Student Registered: **187**
 - Total # of Student Attended: **149**
- **English/Spanish GED**
 - Total # of Students Registered: **138**
 - Total # of Students Attended: **120**
- Total # of English Placement Tests Administered: **85**
- Total # of Math Placement Test Administered: **78**
- Total # of Chemistry Placement Test Administered: **72**
- Total English/Spanish GED Tests in Petaluma Campus: **9**
- Total COMPASS ESL Placement Tests Administered: **27**
- Total NC ESL WS Tests Administered: **34**

Assessment Services Special Projects/Achievements

- Implementation of new computerize GED test.
- Pearson VUE Approved the SRJC Assessment Office as a GED Center for new computerized GED TEST.
- Assessment Staff were certify & train to administer new computerize GED test.
- Petaluma Testing Specialist Position was increase from 65% to 100% due to demand of testing.
- Implementation of Student Success Act.
- Assessment Services is in the process of implementing new computerize English Placement Test.

COUNSELING DEPARTMENT

Counseling Staff

- Counselors: Norberto Quiroz, Geoff Navarro, Andrea Alvarado and Vince Hamilton.
- Reception: Lilia Flores (Administrative Assistant) and one student worker (17.5 hrs. per week).

Student contact (in the counseling office)

- Summer 2013(June 3rd, 2013-August 15th, 2013): **2,206** students
- Fall 2013 (August 19th, 2013-December 20th, 2013): **3,346** students
- Winter Break 2014 (December 20th, 2013-January 11th, 2014): **309** students
- Spring 2014 (January 13th, 2014-May 23th, 2014): **2,850** students
- Total **8,711** students

Classroom visits/In Reach

- Fall 2013 (August 19th, 2013-December 20th, 2013): **36** classes
- Spring 2014 (January 13th, 2014-May 23th, 2014): **71** classes
- Total **107** classes

Workshops

Probation and Dismissal Workshops

- 14 workshops offered (8 in the summer 2013 and 6 in the spring 2013).
- Total attendance **107** students

SAP Workshops/Financial Aid

- 27 workshops offered (5 in the summer 2013, 10 in the fall 2013 and 12 in the spring 2012).
- Total attendance **86** students

Transfer 101 Workshops

- 11 workshops offered (2 in the summer 2013, 4 in the fall 2013 and 5 in the spring 2014).
- Total attendance **46** students

Application Review Sessions

- 9 workshops offered (fall 2013).
- Total attendance **53** students

TAG Workshops

- 4 workshops offered (fall 2013).
- Total attendance **14** students

UC Personal Statement Workshops

- 2 workshops offered (fall 2013)
- Total attendance **1** student

ADN Workshops (Nursing Informational Workshops)

- (1 in the summer 2013, 2 in the fall 2013 and 2 in the spring 2014)
- Total attendance = **53** students

DISABILITY RESOURCES DEPARTMENT

- Petaluma DRD served over 300 students during 2013-2014 school year.
- Two hundred and thirty seven tests were proctored in DRD over the Spring 2014 semester.
- Outreach to high school students through our High School Transition Club occurs annually.
- Students are walked through the registration steps including placement exams and orientation.
- Classroom visits were conducted to share resources available through DRD and how to access the resources.

GATEWAY TO COLLEGE – 1ST YEAR IMPLEMENTATION

- Attended trainings in Portland, OR, GtC National Network
- Attended Summer Peer Learning Institute, Boston, MA

RESOURCE CENTER

Financial Aid (also Reported in Santa Rosa FA report)

- Students Served: 3,389
- Financial Aid Documents handled: 1214

Career Services/Student Employment

- 985

Work Experience

- New Adjunct Work Experience Instructor/Coordinator for the Petaluma Campus, Nancy Ruud, began Fall 2013
- Coordinated Volunteer Fair w/16 Non-Profit Organizations participating at Information Tables, Fall 2013
- Participated in SRJC Petaluma Branding
- 221 PC Resource Center Drop-In Student Contacts
9 PC Resource Center Appointment Student Contacts
- Conducted 30 Work Experience/Internship/Community Involvement Information classroom presentations, including Art, English, Economics, Geology, Philosophy, Spanish, Kinesiology, GTC, Anthropology, Environmental Science, Math, DRD, and Natural Resource Management, January 2014
- Participated in Spring 2014 Petaluma Career Expo planning, coordinated a Resume Review Table, and staffed the Work Experience Table
- Initiated planning for Fall 2014 Petaluma Career Expo which will incorporate the Volunteer Fair, to be held Oct. 1, 2014
- Maintained a Work Experience student load with jobsite visits both on campus and off campus in the Petaluma area.

STUDENT AFFAIRS AND NEW STUDENT PROGRAMS

Events (Does not include events Student Ambassadors promoted; Cinema Series, Campus Greeters, Career Expo or Student Leadership meetings)

- Fall 2013: 19 different events
- Spring 2014: 24 different events

Event Summary

- First Oaks Fall Student Welcome August 15, 2013
- Addiction Incorporated Film Viewing co-sponsored with Healthy Community Consortium
- New Student Information Day/Volunteer Fair/Barbeque September 5, 2013
- A.S. Harvest Festival & Club Day October 29, 2013
- Wednesday night Cinema Series (A.S. Benefit; 29 evenings; 243 A.S. attendees)
- New Student Campus Greeters (3 days at the start of each semester)
- A.S. Music on the Plaza Wednesdays 11:30 AM – 1:30 PM (13) weeks Spring 2014
- 6th Annual A.S. Student Film Festival (screened 19 student films) April 4, 2014
- Evan Low Presentation May 8, 2014
- Finals Frenzy each finals week
- Petaluma Senators participated in Associated Student Senate meetings

Student Clubs

- Regular Interclub Council Meetings to support clubs with their events and activities
- 10 clubs met at the Petaluma Campus, meeting regularly
- Sponsored Club Rush, bake sales, live music and dance events and year-end events
- Petaluma student clubs raised \$1443

Associated Student Senate

- New constitution created two seats for Petaluma on the 2013-2014 A.S. Senate
- Vice President of Organizations Petaluma
- Vice President of Petaluma Campus
- Both Petaluma Senate seats elected April 21-25, 2014 A.S. Election

Student ID Services

- Created 956 student IDs on Petaluma Campus (19% increase from last year)

- Updated 628 student IDs with A.S. benefits (57% increase from last year)

Student Ambassadors

- (15) Student Ambassadors provided peer to peer support for students on the Petaluma Campus
- Outreach at Petaluma Farmers’ Markets
- Supported Petaluma Building Community Breakfast June 5, 2014
- Petaluma Career Expo & Job Fair – gathered SLO, Student Learning Outcome data

Welcome Center

- Student Ambassadors served 116 Petaluma Campus new students with assistance to steps to student success
- “Create your Future Start here” campaign promoted at the Welcome Center
 - <http://www.santarosa.edu/app/new-student-programs/steps.shtml>
- Each student encouraged to sign-up for their Assessment Placement tests and Introduction to College Counseling 270 or take on-line orientation

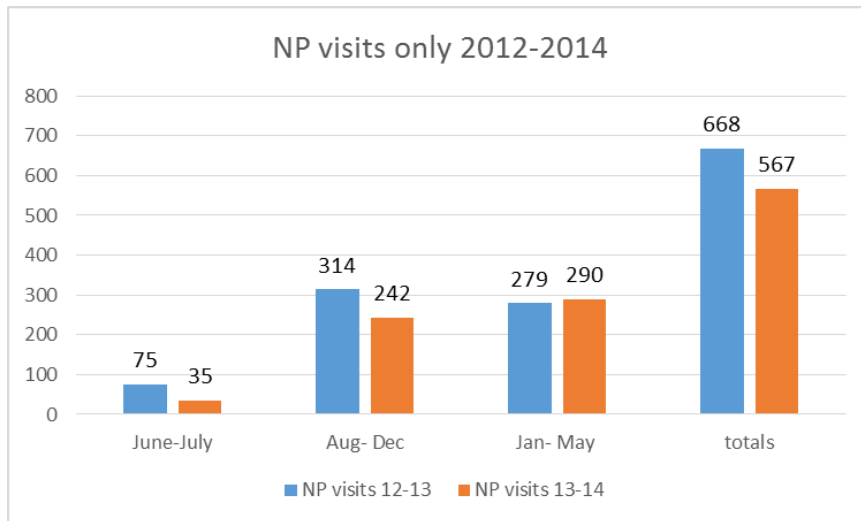
Student Grievances/Ombudsman reports

- 31 reported to the dean, none became formal complaints

STUDENT HEALTH SERVICES

Visits to Student Health Center (SHC) Petaluma for General Medical Care

	Summer	Fall	Spring	Totals
2013-2014	35	242	290	567
2012-2013	75	314	279	668

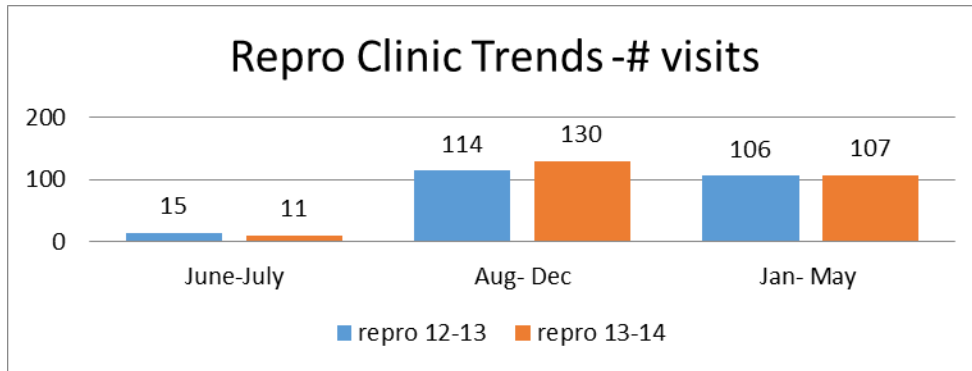


- Reduced visits due to decreased staffing beginning fall 2013
- Increased visits after stable staffing placed Jan 2014

Visits to SHC Petaluma for Reproductive Care

	Summer	Fall	Spring	Totals

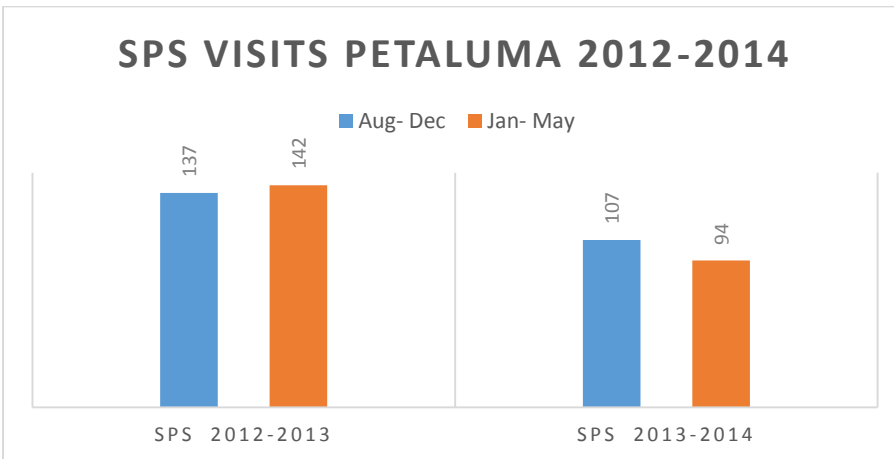
2013-2014	11	130	107	248
2012-2013	15	114	106	235



➤ Reproductive clinic by Petaluma Health Center continues to grow each year

Visits to SHC Petaluma for Student Psychological Services (SPS)

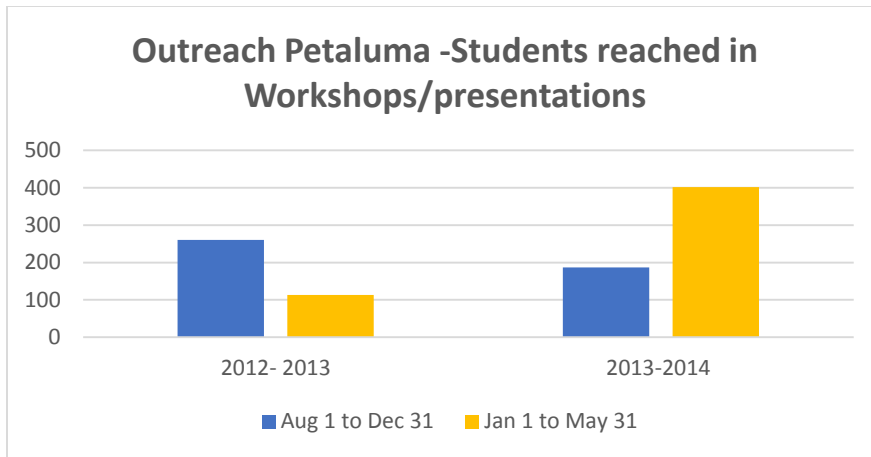
	Summer	Fall	Spring	Totals
2013-2014	0	107	94	201
2012-2013	0	137	142	279



- Less visits than previous year, but approx. 54 students total served both years
- Two days of on-site service per week
- Petaluma SPS wait list never exceeded 5 students

Outreach SRJC Petaluma Student Health Services

	Summer	Fall	Spring	Totals
2013-2014	0	189	402	591
2012-2013	0	260	113	311



- PEERS trained and hired Petaluma Intern
- Stress screenings in 2013 & 2014= 25, 26 students
- Will work on data consistency and will include summer #s

STUDENT GRIEVANCE/DISCIPLINE/OMBUDSPERSON

- Student Grievances/Ombudsman reports:
 - 39 reported informal complaints, resolved
- Academic Integrity Cases:
 - cases reported by faculty
 - No cases ended in formal discipline/suspension
- Student Discipline:
 - 8 reported cases investigated
 - All were resolved by end of year
 - 3 cases involved SRJC police

Business Services – 2013/14

Staffed by:

- Manager of Business Services, Petaluma Campus
- Administrative Assistant I (Supports the Manager of Business Services, Petaluma and part-time assists the Manager, Buildings and Equipment Maintenance, the Faculty Support Workroom, and fills in at the Accounting window during busy periods)
- Administrative Assistant I (Faculty Support Workroom)
- Accounting Cashier (.5 FTE)
- Storekeeper I (dotted line) – supports Petaluma Warehouse activities

Business Services Support

- Facilitate and support revenue collection, coordination of purchases, reimbursement/payment of expenses for Petaluma Campus events including concerts, art exhibits, etc.
- Provide support for Foundation events: Fall and Spring Cinema Series, Film Festival, Petaluma Chorale Concerts, Petaluma Community Breakfast.
- Purchased Emergency Preparedness Supplies (backpacks, vests, radio flash lights)
- Completed a rough draft of DOC Finance Section
- Implemented new parking machine money counting/reconciliation process
- Refined fee-based budget spending and oversight with spending in 100% of the fee-based budgets

- Facilitated smooth Budget Development Process for Petaluma Campus including meeting with all Managers/Departments
- Provided budget monitoring/tracking/budgeting support for the Gateway to College Program
- Provided input/assistance for two grant submissions by a Petaluma Science Instructor
- Revised Student Employment Forms for Petaluma
- Supported the purchase of Petaluma Campus infrastructure (EZ Up canopies, tables, flags, display stands, aerial photographs)
- Helped facilitate purchase of Outreach materials for Petaluma (promote Petaluma branding and support enrollment efforts)
- Provided support to the Butter & Egg Days Parade and Day Under the Oaks (in Business Support role and as volunteer)

Committees/Meetings

- Member of the BAC sub-committee for revenue enhancement/cost savings, assisted with planning the survey to all staff and reviewing results
- Participated in rebranding Petaluma workshop and meetings and attended SR Chamber branding workshop
- Participated on the RFP committee for Food Services for the District
- Explored Food Truck options for Petaluma Campus
- Participant in FRET (Facilities Revenue Enhancement Taskforce) with a focus on staffing/overall coordination
- Joined the Sustainability Committee

Warehouse

- Petaluma warehouse went accident free for another consecutive year in a very physically demanding environment
- Had another perfect year in receiving and delivery of all campus materials with zero products being lost or damaged.
- Provided a complete inventory of all assets on the Petaluma Campus.
- Completely inventoried independently the Robert Burdo Culinary Center, the Doyle Library and Call Child center on the Santa Rosa campus.
- Emptied and reorganized the Windsor warehouse.
- Provided set up and removed all table, chairs, canopies and lots of other equipment to all campus events including, First Oaks, Student barbeque, Club days, Career Fair, Day Under the Oaks, and the Petaluma Breakfast.
- Surplused and took out of service nearly 200 computers and monitors to make room for new technology.
- Provided all services with a near “zero” budget for industry tools for the 6th year in a row.
- Provided invaluable service to all departments in moving, purchasing and picking up items on the multiple campuses and through the North Bay.
- Wrote the BEP for the facilities yard and is actively involved in other building manuscripts.

Accounting

The Accounting window is located in Jacobs Hall and is staffed with a .50 FTE Account Tech. Students can pay their fees and purchase parking permits. Payments are received in the form of cash, check or credit card. This function also counts Parking money, library Go Print money, and prepares it for deposit. Money is reconciled to the reports and daily and weekly reports are prepared. Deposits and request for disbursements are also made for Foundation accounts. Petty cash for Petaluma Campus is monitored and distributed and replenished through District Accounting office when necessary.

Faculty Support

This office supports all Petaluma Faculty and staff by functioning as a copy center and mailroom for the Petaluma Campus. Services offered are processing copy requests, grading scantrons, scanning and e-mailing documents, tallying evaluations, shredding, and organizing files for faculty. The Faculty Support Work Room is staffed 7am-7pm on most days Monday through Thursday and until 1pm on Friday. Staff runs the copy center including ordering supplies for faculty, setting up the first of the semester boxes, preparing information for the welcome packet, assigning copy codes, and preparing the expense transfers for copy usage. Special attention was paid to assigning separate copy codes for fee-based classes to better track fee-based copy expenses. Faculty Support staff assists new instructors with general information about the campus and provides small tours as Petaluma Campus has many adjunct instructors that are unfamiliar with the campus. They also train Faculty and Staff on heavy duty copy machines scan/e-mail function, reducing the number of copies and increasing Sustainability efforts. This office also logs and tracks absences and comp time for Classified Employees and Managers on Petaluma campus. Faculty and staff can also purchase parking permits with a check from the Faculty Support office.

This past year the Faculty Support Work Room took on several new roles:

- 1) Key Requests: responsibility for key request paperwork, obtaining approvals, processing, distribution, tracking and key retrieval.
- 2) Access Cards: access card paperwork, obtaining approvals, picture processing, assigning access, distribution, and managing expirations.
- 3) Service Requests: receive and enter all service requests received by phone or e-mail and contact appropriate departments
- 4) Adjunct offices – assign and track adjunct offices (taking into consideration class times and office hours)

Business Services Statistics

		2013/14	2012/13
Absence Forms	processed logged and tracked	404	not counted
Parking Passes	sold & Processed	193	154
Copy Requests	processed	2982	2214
Scantrons Graded	processed (# of instructors)	3512 (116)	5229 (121)
Homework Assignments	logged/dispersed	242	383
Scans/Fax	instructors and staff	466	860
Purchase Orders	completed	263	249
Student Fee Reversals	posted	254	215
Student Refunds	posted	37	33
Transfer of Expenditures	reviewed	106	98
Budget Transfers	reviewed posted	86	110
PAFs	reviewed/processed	195	234
Office Depot orders	reviewed	206	229
Payment Requests	processed	39	9
Uniform Allowances	prepared/reviewed	18	15
Student Timesheets	reviewed/tracked	283	292

Certificated Timesheets	reviewed/tracked	291	297
STNC Timesheets	reviewed/tracked	228	418
Student Employee Application	Reviewed/submitted	30	41
New Employee Photo	taken	78	116
STNC Employee Applications	reviewed/identification verified	10	9
Payment Plans	established	16	15
District Deposits	made by Petaluma Campus	\$271,089.74	\$388,112.89
Travel Request	reviewed/processed	68	not counted
Student Travel Requests	reviewed/processed	10	not counted
Petty Cash Payments	reviewed/processed	26	not counted

FACILITIES OPERATIONS - 2013/14

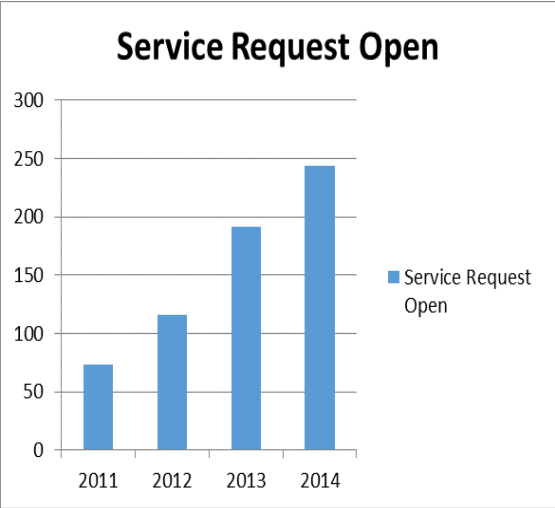
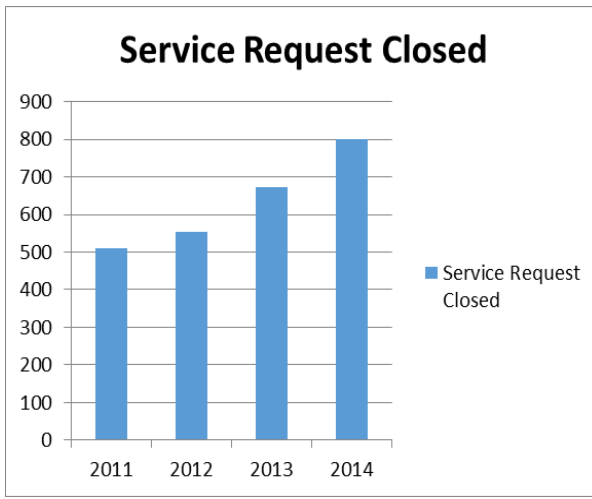
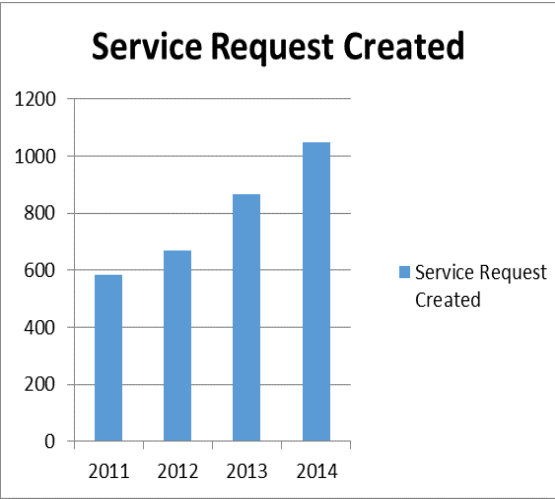
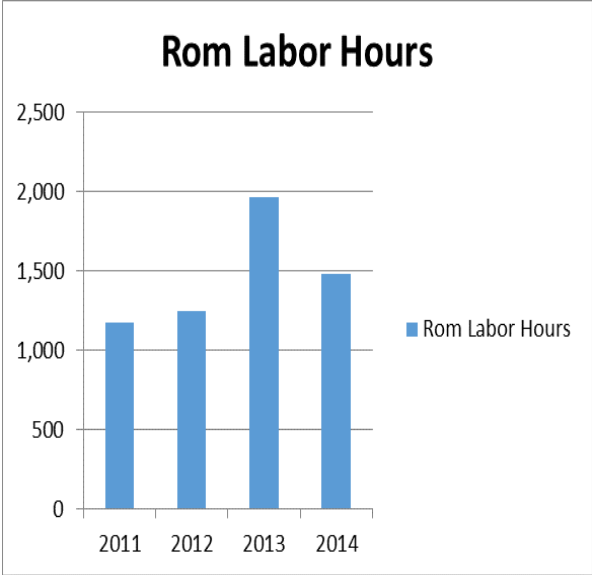
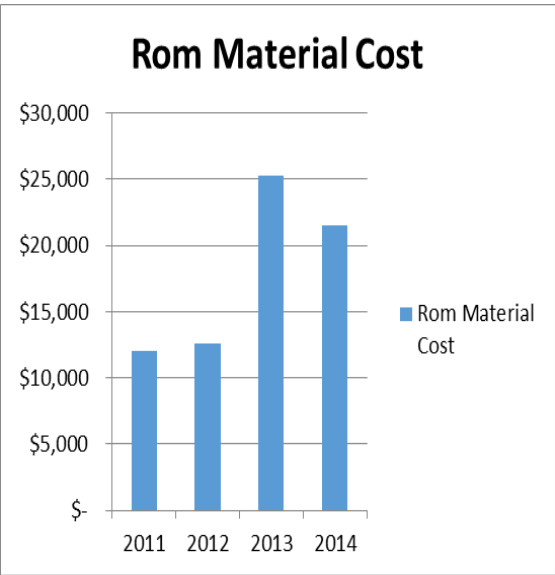
Facilities Operations 2013/14 fiscal year service records show a 21% increase in total documented service requests (S/R's) (865 to 1046). Open or uncompleted service request totals has risen from 22% last year to 28% with 244 current open/uncompleted service requests. There continues to be an increase in the uncompleted service request indicating a clear staffing shortage in the facilities operations area on the Petaluma Campus. What is also of concern is the actual delay/repair times of completing these increased request and the impact on the overall learning and working environment of students and staff.

Several factors are contributing to the increase in open service requests; total volume, complexity, acquisition of parts, prioritizing, and by only completing immediate need items. This is indicative of a staff operating beyond their current capacity. As expected we have again seen an increase from last year's total S/R's generated and open requests at year's end and expect to see continued increases as our buildings and equipment infrastructure age.

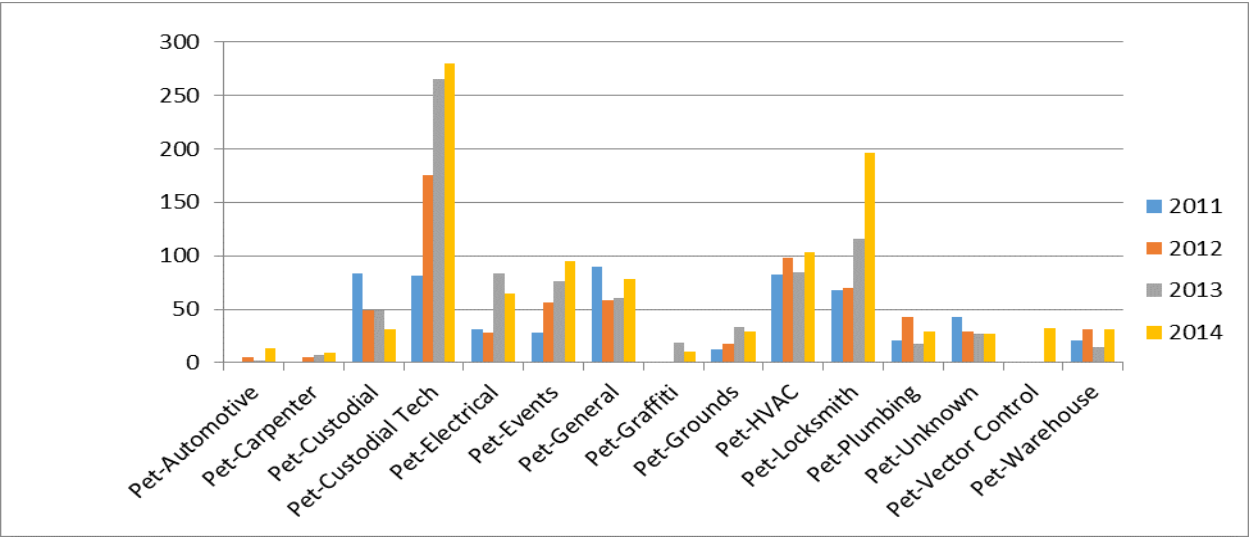
Our department is continuing to operate efficiently as related to call volume, with no unused staff time available. Due to this overburden of service calls, and along with regular duties of the 3 facilities operations departments it does not leave adequate staff time to complete all service requests. This staffing shortage ultimately results in the overall inefficiency of the department, and our ability to effectively document, or provide professional development time for staff in order to be efficient. Our department is at the point that it is critical to take the additional time to adequately document all work, supplies, inventory and required services. This will further impact our department's ability to provide expected services resulting in customer dissatisfaction, not meeting institutional goals and unkempt facilities.

Facilities Operations Service Requests

The following five graphs indicate the increase in overall demand for services, and cost for materials that the Facilities Operations department continues to experience. This trend will continue to rise as the Petaluma Campus facilities operations department continues to support the ever changing needs of the campus, events, staff and aging facilities. Although the department has been able to increase its production, it continues to fall behind in closing out service requests. This information is clearly indicating that we are operating beyond our capacity limit and, as a result, anticipate customer complaints, and the reduced ability to support departments and the learning outcomes and working environment the district and community expects.

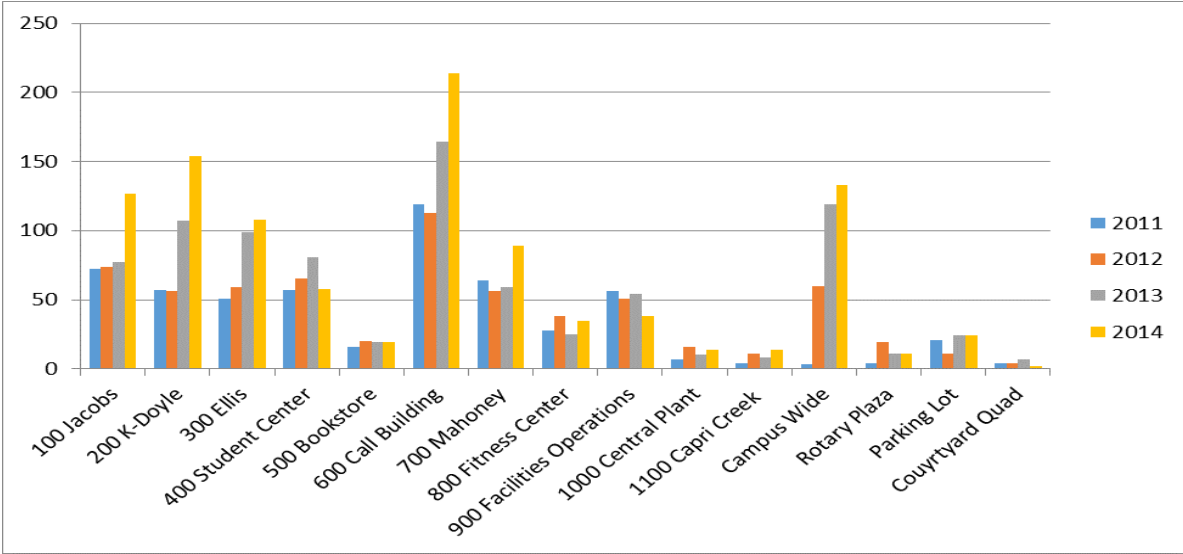


Service Request Comparison by Craft



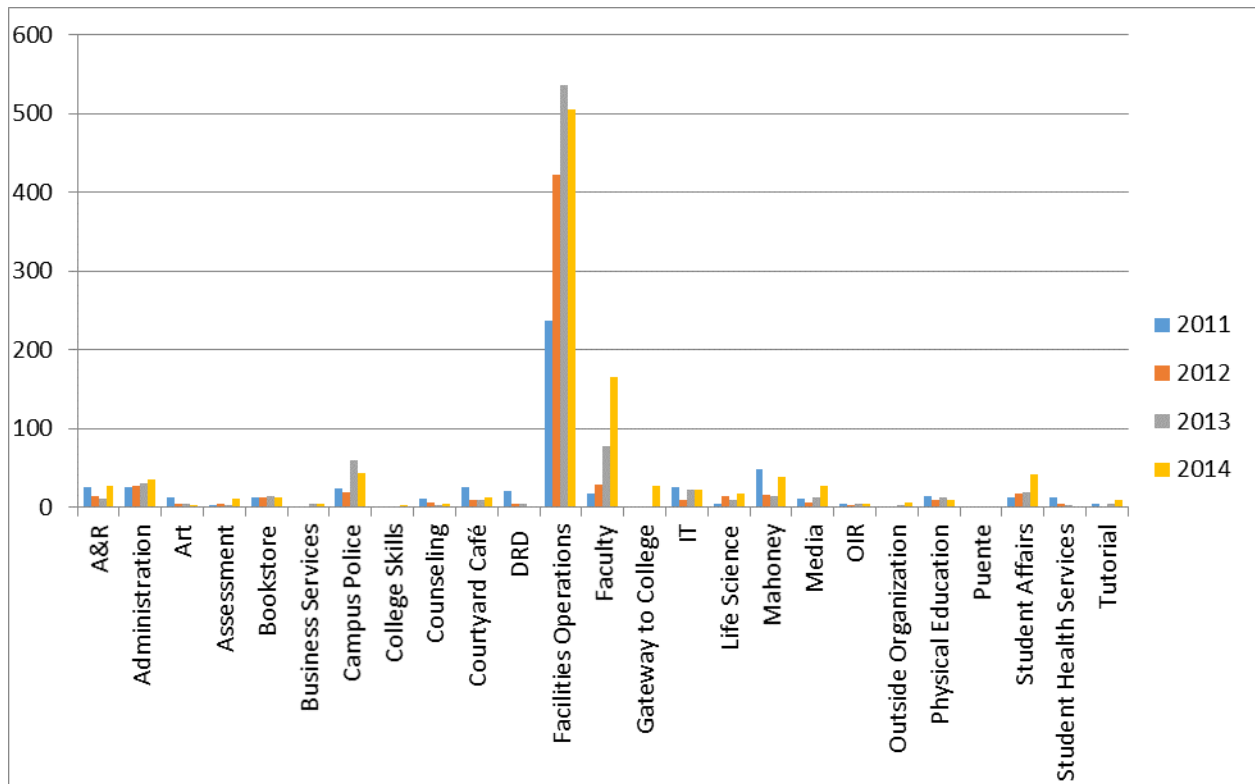
The Comparison by craft graph indicates a continued high volume of work being completed by the custodian tech positions, accounting for 26.5 % of all S/R's on the Petaluma Campus. This disparity should be of concern and reviewed as to the complexity of maintenance and repair they are completing. It also indicates the need for a generalist position to help offset many of these repairs to reduce the impact on custodial services. Other areas of high increases of call volumes is contractor 1,800%, Locksmith 70%, event 16%. The large increase is in the locksmith trade, this is primarily due to the high volume of staff changes experienced on the Petaluma Campus, which can also have a ripple effect of new staff needs. Service requests for event support have also increased another 16% from last year 25%. This additional event support takes away from regular custodial duties which could ultimately affect the overall safety and appearance of the campus. Of note and not on the data sheets is the Manager of Facilities Operations has completed over 6% of service request, with additional hours supporting repairs.

Service Request Comparison by Building



The comparison by building graph indicates the continued demand for services and repairs in the Richard W. Call Classroom and Administration Building which has the highest occupant use on campus. With the Kathleen Doyle building continuing to increase, Jacobs Hall has seen a dramatic increase in service request this year.

Service Request Comparison by Department



The by department graph indicates a continued sharp disparity, and increase in service requests generated by the facility operations department, primarily due to the department's proactive approach to service and repairs. Faculty and student services request took a sharp increase indicating a relationship between facilities operations, the classroom, student support, and learning outcomes.

2013/2014 Facilities Operations Year End Report of Accomplishments and Goals

Student/Staff Support

- Supported 95 events, up another 25% from last year or 75% from 2012, with a total of over 320 hours. Events included First Oaks, Career expo AS Harvest Festival, Community Breakfast, Day Under the Oaks, Petaluma Butter and Egg Days Parade.
- Assisted with the implementation of the Pearson view project
- Art room cabinet renovation, rebuilt storage cabinet to maximize space, worked with dept. chair and faculty to implement space improvement plan
- Removed existing 5% shades and Installed 1% shades in two classrooms to improve learning environment
- Updated campus site directory map to include department room numbers
- Provided two campus green tours for David Kratzmann ENVS 12 classes
- Assisted with the project planning of a demonstration water catchment system for David Kratzmann
- Participated in rebranding Petaluma workshop including both pre and follow-up meetings
- Installed permanent banner system to provide easier placement and removal, and to help promote the college enrollment and event notification
- Maintained web pages making updates as needed to both facilities operations and campus safety pages

Emergency Preparedness

- Assisted in development of power outage tabletop exercise involving all BSC's and ASC's
- Scheduled and implement great shakeout /walkout exercise on the Petaluma campus
- Re-wrote, and implemented the elevator failure plan
- Wrote Campus vehicle use best practices for Petaluma Campus, and shared with DSHC who utilized as base for district procedures.
- Participated in active shooter sub committee
- Worked with other administrators in reviewing and editing building emergency plans for final completion
- Started posting completed building emergency plans on the emergency preparedness web page, set up staff viewing only capabilities
- Deployed emergency supplies to BSC's and ASC's such as backpacks, vest, flashlights
- Scheduled 2 active shooter trainings for the Petaluma Campus
- In development of campus first fire alarm exercise involving staff and students.
- In development of DOC activation exercise

Repairs and Projects

- Media Services Key box installed and programmed
- Prepared furniture layout and proposal for Brandman University project
- Changed out all classroom and hallway lights in 2nd floor Richard W Call Building
- Repaired major exterior lighting failure replacing underground wiring
- Repaired two underground HHW loop leaks to a total of \$14,000
- Assisted with development of facilities operations portion of strategic planning
- Developed deferred maintenance, Prop 39, and bond project list for the Petaluma Campus
- Purchased washer /dryer to improve cleaning, and reduce supply cost.
- Relocated Card reader at A&R main entry
- Completed annual boiler /chiller inspections
- Completed parking lot crack sealing project to lots #1, 2, and 5 of over 5,000 feet of cracks.
- Improved monthly equipment inspection, and equipment service procedures

Facilities Operations Services

- Generated 1,064 service request up 21% from last year

- Completed 800 service request or 126 more than last year
- Completed 76.5% of S/R's down from 80% last year
- Total open service request increased from 191-244 (28%increase)
- Generated 123 P.O.'s
- 450 purchases/budget transactions
- All staff Completed mandated trainings including forklift, aerial lift, blood borne pathogen, ladder safety, respirator fit test etc.
- Scrubbed and waxed nearly all hard floor spaces throughout the year
- Clean and shampooed nearly all carpeted areas throughout the year
- Cleaned all windows interior and exterior throughout the year
- Graffiti /Removal still under control
- Launched new key documentation, distribution, and retrieval system

Supply/Repair Budget Summary

- Original Supply/Repair Budget 132,794
- Ending budget 139,365
- Spent \$135,076 or 103. % of starting budget, and \$10,000 more than last year
- Spent 97% of ending budget
- Contracted out \$27,256 of HVAC service and repairs.
- Maintained service contracts including pest, water treatment, and elevators \$23,381
- Completed mandated semi-annual, annual, and five year fire system testing, maintenance, and repairs to the various components of our life safety system \$10,563

Priorities/Goals

- Review emergency preparedness infrastructure and continue to assist in completion of all building emergency plans (BEP's)
- Complete a Petaluma Campus E-power test
- Plan and complete DOC activation exercise
- Plan and complete fire alarm evacuation exercise
- Secure additional grounds student/STNC staffing funds
- Continue to Improve facilities operations process, organization, and documentation
- Improve mandatory inspections and maintenance records
- Trade level trainings for staff and manager
- Review Instructor absence notice process (Shift to have D/P take lead role in this function)
- Review access control scheduling process
- Prioritize and complete funded projects
- Install ADA operators at counseling door
- Review and upgrade campus signage as appropriate

Challenges for 2014/15

- Projected call volume increase
- Increased back log of service request
- Extended HVAC Repair times due to inadequate staffing and budget.
- Continued staffing shortage
- Scheduled and unscheduled repair cost increases.
- Increased regulatory requirements
- Inadequate Funding

Vision for 2014/15

Improved and more organized operation, with increased staff training opportunities to promote higher quality services for the campus.

MEDIA SERVICES – 2013/14

To date, no report has been provided the Petaluma campus Manager of Media Services.

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

The class schedule is based on the recommended district template which allows for M-W/T-Thurs offerings. Friday classes are based on need from specific departments and often reflect career and technical education courses. For spring 2014, 62% of the credit and non-credit sections offered in Petaluma were day classes and 38% were evening classes. This differs only slightly from the overall district distribution during the same time period of 66% day and 34% evening sections.

Week-end courses often are short-term (2-8 weeks in length) and most often are in career and technical education. Petaluma also offers a summer session. Summer 2014 was comprised of 73 credit and non-credit sections offered in both the day and evening.

Petaluma Campus instructional space consists of 44 classroom/labs, including:

- five multi-curricular labs
- one open computer lab that affords students the opportunity to utilize computer technology for completion of homework assignments, research and other related instructional and learning needs
- one English Writing Center/Language Learning Lab
- one Tutorial Center/College Skills Lab
- 12 general purpose classrooms in the Call Building
- two Life Science/Microbiology labs and one Art Studio in E Wing
- one Physical Science lab, one Chemistry/Physics lab, and two general purpose classrooms in Kathleen Doyle Hall
- an Art Studio and 10 general purpose classrooms in Jacobs Hall
- a large-lecture venue in the Carole L. Ellis Auditorium
- one modular classroom used for medium lecture classes
- one teaching lab in the Mahoney Library
- one Digital Media Lab in Kathleen Doyle Hall
- one multi-purpose and one weight room in the Physical Fitness Center

All but two classrooms on the Petaluma Campus are media enabled, and portable instructor stations are available as needed for those instructional areas that are not.

Geographic Distribution - Petaluma Campus deans are in ongoing collaboration with department chairs and others to improve the geographic distribution of courses between Petaluma and Santa Rosa and to ensure that courses from a given department do not conflict or otherwise compromise enrollment in one location or another. Due to budget reductions classes offered at off-site locations in Petaluma, Rohnert Park, Cotati, and Sonoma were discontinued during the recession. Strategic growth in off-site courses, particularly at local high schools, is anticipated as the economy improves and the college seeks new markets for enrollment growth.

Alternative Delivery Modes - The Petaluma Campus offers online courses in a way that meets students' needs and accommodates the competing demands of school, family, work, and other commitments. Efforts are ongoing to expand distance education offerings in such a way as to allow students in Petaluma to participate in instruction regardless of location and to limit the need for them to travel to

Santa Rosa. The expansion of medium and large lecture instruction in Petaluma has also increased student access to transfer level courses taught by full-time faculty in residence.

Demand – Demand for classes in the sciences and other associated health occupations prerequisite areas are on the increase. Based on analysis of student headcounts additional high demand classes include College Skills, Computer Studies, History, Mathematics, Psychology, and English. Large and medium lecture enrollments in Anthropology, Biology, Media, Psychology and Astronomy are also very strong.

Improvements in the academic program are accomplished by strategically increasing sections that are impacted and offering more courses that accommodate the schedules of target populations such as transfer students, working adults, and address the growing need to support Transfer Model Curriculum (TMC) majors.

Facility constraints prohibit some classes from being offered in Petaluma, such as anatomy and physiology, higher level chemistry and physics lab courses, and nursing and other related health science classes and discussions are in progress about ways to bring programs to Petaluma that are not so facility intensive. The charts below summarize the state of advanced science offerings on the Petaluma campus; a situation that could be resolved by passage of a facilities bond measure.

Current demand in STEM:

Santa Rosa is over capacity on average in every area. Currently Petaluma is limited in science offerings due to labs built in existing buildings where the infrastructure (ventilation system) cannot handle the amount of fume hoods needed. Of concern is how students will be served during construction of STEM building in SR and what impact that will have on access to science courses by South County students.

Santa Rosa Campus - Fall Efficiency

Department	Discipline	Fall 2010	Fall 2011	Fall 2012	Fall 2013
Chemistry	Chemistry	119.7%	115.0%	110.9%	114.1%
Life Sciences	Anatomy	117.9%	121.5%	118.4%	111.8%
	Biology	106.2%	115.4%	114.9%	98.9%
	Botany	120.8%	112.5%	108.3%	108.3%
	Microbiology	102.1%	110.4%	111.1%	109.7%
	Physiology	105.6%	108.8%	97.7%	100.0%
Mathematics	Mathematics	118.6%	120.8%	122.3%	120.6%
Engineering/Physics	Engineering/Physics	125.5%	123.7%	106.3%	98.4%

Based on the most recent **Petaluma Student Survey**, Petaluma students are overwhelmingly asking for **SCIENCE** and higher levels of mathematics. **Specifically, chemistry, physiology, physics, anatomy, and biology.** With the lack of lab room availability in Santa Rosa and strong student demand in Petaluma, it makes sense to pursue offering science in Petaluma. Having adequate science offerings in Petaluma is a smart investment for the future considering the growing career opportunities in STEM. We are also losing students to College of Marin.

Science courses needed for general education and popular majors

Course	CS U	UC	Nursi ng	Biolo gy Major	Element ary Teacher Ed	Engineeri ng	Kinesiolo gy	Nutriti on	Pre- Allie d Healt h
Chem 1A & 1B	Are a B1	Area 5A		X	X	X	X	X	

Micro 5	Area B2	Area 5B	X					X	X
Micro 60	Area B2		X						X
Anat 1	Area B2	Area 5B	X				X		X
Physio 1	Area B2	Area 5B	X				X	X	X
Bio 2.1,2.2, 2.3	Area B2	Area 5B		X				X	
Phyisc 11					X				
Chem 42	Area B1	Area 5A			X				
PHYS 40, 41, 42	Area B1	Area 5A				X	X (40)		

General Education Transfer Science Courses Currently Offered (highlighted) and Not Offered (not highlighted) in Petaluma:

IGETC (University of California)		CSU	
Area 5A 2 courses needed	Area 5B 1 course needed	Area B1 1 course	Area B2 1 course
Astron 3	ANAT 1	Astron 3	AGRI 10
Astron 4	ANAT 40	Astron 4	AGRI 20
Chem 1A	ANTHRO 1	Chem 1A	ANAT 1
Chem 1B	BIO 2.1	Chem 1B	ANAT 40
Chem 4A	BIO 2.2	Chem 4A	ANTHRO 1
Chem 4B	BIO 2.3	Chem 4B	BIO 2.1
Chem 8	BIO 10	Chem 8	BIO 2.2
Chem 12A	BIO 12	Chem 12A	BIO 2.3
Chem 12B	BIO 13	Chem 12B	BIO 10
Chem 42	BIO 25	Chem 42	BIO 12
ENVS 12	BOTANY 10	ENVS 12	BIO 13
GEOG 4	MICRO 5	GEOG 4	BIO 25
GEOL 1	PHYSIO 1	GEOL 1	BIO 26
GEOL 11		GEOL 11	BOTANY 10
METRO 10		METRO 10	BOTANY 60
PHYS 10		PHYS 1	MICRO 5

PHYS 11		PHYS 10	MICRO 60
PHYS 20		PHYS 11	NRM 12
PHYS 21		PHYS 20	NRM 51
PHYS 40		PHYS 21	PHYSIO 1
PHYS 41		PHYS 40	
PHYS 42		PHYS 41	
		PHYS 42	
		PHYS 43	

Additional Labs Needed in Petaluma:

- Chemistry
- Physiology
- Anatomy
- Physics

This would allow for higher level math offerings as well (no additional classrooms needed).

These areas are fundamental general education science courses and required for many popular majors. This investment is needed not only in the present based on student requests and capacity issues in SR, but to appropriately respond to the growing career opportunities in the health science and engineering fields.

Serving Students - Because most online general education classes close during priority registration, it is difficult for students without priority to secure these classes. Students should be encouraged to take advantage of ways to secure higher registration priority. The Dean of Instruction is also working with department chairs and cluster deans to consider, when appropriate, offering courses not taught in Petaluma in online, online hybrid or video transmission formats.

Beginning in 2008, day enrollments in ESL courses in Petaluma declined to the point that faculty were unable to make load without teaching evening sections. As a result, two full-time contract faculty chose to leave the Petaluma campus in 2010 (one through transfer to Santa Rosa and the other by way of resignation from SRJC). Petaluma Campus Deans of Instruction and Student Services, along with the ESL department chair, cluster dean, faculty and Vice Presidents of the Petaluma Campus and Academic Affairs, have collaborated over the years to grow and strengthen ESL day section enrollments on the Petaluma Campus. To date, that plan has yet to yield the intended result and discussions continue as to what needs to be done to serve this population. Competition from the Petaluma City Schools Adult Education Program (the last of its kind in Sonoma County) is a related factor. More recently, there have been discussions of using Student Equity funds to locate and ELL Outreach Coordinator in Petaluma and Petaluma City Schools appears poised to discontinue ESL instruction through its Adult Education Program; both are potential game changers for ESL enrollments on the Petaluma campus.

5.2a Enrollment Efficiency

An analysis of the Enrollment Efficiency data, showing the percentage of seats filled at first census based on class limit and not room size, for the Petaluma Campus since fall 2008, shows a remarkable gain in efficiency for both fall (from 79.1% in 2008 to 84.4% in 2013) and spring (from 78.2% in 2009 to 90.6% in 2013) semesters. Data for 2012/13 (the most recent available for PRPP) shows an overall average enrollment efficiency for all disciplines at the Petaluma Campus of 84.4% in fall 2013 which falls below the overall district-wide average of 92.5% during the same time period. Enrollment efficiency on the campus has increased as the Carole L. Ellis Auditorium, with a maximum capacity of 256 seats, has been more fully utilized as a medium and large lecture venue and as less efficient courses were removed from the schedule and either replaced with those that better meet student need and demand or eliminated altogether. It is important to note that as sections have been eliminated due to budget cutbacks, faculty have stepped up in support of student need by allowing class enrollments to exceed the class limit. That

perhaps more than any other factor has had the greatest impact on enrollment efficiency on the campus and college-wide.

During fall 2013 enrollment efficiency in 11 of 50 (22%) disciplines taught that semester on the Petaluma Campus was well over the district goal of 95%, and seven or 14% exceeded 100% enrollment efficiency. Those are listed below and, where enrollment efficiency exceeded 100%, percentages are provided: Business Management, Chemistry (105.2%), Child Development (102.5%), Emergency Medical Care (106.7%), Environmental Science, Foods and Nutrition (101.1%), History, **Mathematics (113.2%)**, **Microbiology (106.3%)**, Philosophy, and Speech.

Projected Faculty Staffing Requests for 2015/16

Analysis of ENROLLMENT EFFICIENCY

ART - STUDIO

Petaluma offers approximately 15-20 sections of Art per semester and has a headcount of just under 800 students in each academic year, making it one of the highest enrolled disciplines on the campus. Despite the dramatic reduction in Art course offerings due to the budget cutbacks, headcounts in these courses remained fairly consistent between 2008/09 and 2011/12. The impact of no full-time faculty on the Petaluma campus is, however, beginning to be felt and enrollments began to decline as of the 2012/13 academic year. At the same time, enrollment efficiency has also begun to decline from 91.9% in fall 2010 to 71.4% in fall 2013, and from 89.0% in spring 2011 to 81.5% in spring 2013. What is important to keep in mind is that during that same time period, the Art program on the Petaluma Campus has been taught exclusively by adjunct faculty during a time of severe schedule reduction and with no on-site coordination or program development. If not full-time faculty are hired in Petaluma, we can expect to see this key transfer program begin to decline, leaving facilities unused and a community unserved.

LIFE SCIENCE – BIOLOGY/MICROBIOLOGY

Petaluma offers 16-20 sections of Biology/Microbiology per semester and has a headcount of nearly 800 students in each academic year, placing it among the highest enrolled and most sought after disciplines on the campus. Headcounts in Biology have increased slightly on the campus over the last four years largely because of course reductions and a shortage of qualified adjunct faculty to augment the load of only one full-time faculty in residence. Microbiology has remained relatively stable. In the meantime, enrollment efficiency in Biology has dropped slightly from 101.6% in fall 2010 to 83.7% in fall 2013, and from 102.2% in spring 2011 to 101.3% in spring 2013; enrollment efficiency in Microbiology has increased from 104.2% in fall 2010 to 106.3% in fall 2013, and from 70.8% in spring 2011 to 97.9% in spring 2013.

MATHEMATICS

Petaluma offers 36 sections of Mathematics per semester and has a headcount of over 2,300 students in each academic year; making it along with English one of the two highest enrolled disciplines on the campus. Headcounts in Mathematics have remained constant in Petaluma over the last four years largely because the number of faculty available to teach, and not student demand, has restricted the number of courses offered. In the meantime, enrollment efficiency continues to climb from 109.3% in fall 2010 to 113.2% in fall 2013, and from 113.6% in spring 2011 to 119.6% in spring 2013.

SOCIOLOGY

Petaluma offers 8-10 sections of Sociology per year and has a headcount of just over 300 students in each academic year. The annual headcounts in Sociology in Petaluma has declined since 2010/11, largely due to the lack of full-time faculty to growth the program. At the same time, enrollment efficiency

has dropped slightly from 103.0% in fall 2010 to 92.8% in fall 2013, and from 110.4% spring 2011 to 98.5% in spring 2013.

5.2b Average Class Size

Average class size at first census on the Petaluma campus has increased substantially between 2008 and 2012, but has dropped over the past year. Average class size was 32.1 in fall 2010 and declined to 29.4 in fall 2013; correspondingly, average class size was 32.1 in spring 2011 and to 31.9 in spring 2013. Petaluma average class sizes were a bit lower than the district-wide average class size four years ago. Starting in 2008, that trend reversed itself and Petaluma began to show overall higher average class sizes than Santa Rosa or All Disciplines combined. At the present time, a comparison of Santa Rosa/Petaluma shows the following: fall 2013, 29.0 (SR) vs. 29.4 (Petaluma); spring 2011, 31.0 (SR) vs. 31.9 (Petaluma).

Average class size for fall 2013 predictably shows the highest rate in Petaluma for those disciplines most often offered in medium or large lecture venues or those supporting general education transfer. These include Anthropology, Astronomy, Media Studies, Psychology, and **Sociology**.

Data for fall 2013 show the lowest average class sizes in Petaluma to be in DRD, French, Interdisciplinary Studies, and Italian. It should be noted that these data illustrate disciplines and not specific courses. Changes from semester to semester are influenced by the sequencing and type of course, e.g. if it is the second or third class in a series.

Projected Faculty Staffing Requests for 2015/16

Analysis of AVERAGE CLASS SIZE

ART – STUDIO

Average class size in Art has decreased from 30.9 in fall 2010 to 24.2 in fall 2013. Average class size has also decreased from 30.8 in spring 2010 to 24.2 in spring 2013. Of note, is the sharp increase in average class size for summer from 24.5 in summer 2010 to 49.0 in summer 2013.

LIFE SCIENCE – BIOLOGY/MICROBIOLOGY

Average class size in Biology has remained relatively flat over time, ranging from 24.8 in fall 2010 to 20.1 in fall 2013, and from 24.5 in spring 2011 to 24.3 in spring 2013. Average class size in Microbiology has increase over time, ranging from 25.0 in fall 2011 to 25.5 in fall 2013, and from 17.0 in spring 2011 to 23.5 in spring 2013.

MATHEMATICS

Average class size in Mathematics continues to increase over time, from 30.6 in fall 2010 to 31.7 in fall 2013 and from 31.8 in spring 2011 to 33.5 in spring 2013.

SOCIOLOGY

Average class size in Sociology is high and has remained relatively stable over time ranging from 46.3 in fall 2011 to 41.8 in fall 2013 and from 46.0 in spring 2011 to 44.3 in spring 2013.

5.3 Instructional Productivity

Historically, instructional productivity (the ratio of full-time equivalent students to full-time equivalent faculty) on the Petaluma campus, hampered by facility and staffing limitations, fell below district-wide averages and what was then the instructional productivity target of 17.5. But those limitations were dramatically lifted following completion of the Phase II/III expansion and renovation projects. Prior to the opening of the new Phase II facilities, the instructional productivity ratio on the Petaluma campus was just over 13% in the fall 2007 and spring 2008 semesters, and just over 11% in the summer 2008. With the hiring of nine new full-time contract faculty between 2008/09 and 2009/10 and the opening of the Phase II facilities in spring 2008, the Library and Physical Fitness Center in summer 2008, and the completion of Phase III renovations in spring 2009, those ratios began to change dramatically.

Even with the schedule reductions called for beginning in summer/fall 2009 as a result of the statewide budget crisis, the changes in faculty staffing and facilities have resulted in a significant jump in instructional productivity on the Petaluma campus. Ratios for 2007/08 were at 11.16 for summer, 13.29 for fall, and 13.18 for spring. Ratios for 2013/14 were at 22.28 for summer (a 100% increase in productivity over seven years) and 17.01 for fall (a 28% increase in productivity), and 17.01 for spring (a 29% increase in productivity). Instructional productivity ratios across the district have dropped below the goal of 18.7% set by the district several years back. That said, Petaluma instructional productivity pretty much exceeds district-wide rates each semester between summer 2013 and summer 2014: (22.28 (Petaluma) vs. 20.8 (District) in summer 2013, 17.01 (Petaluma) vs. 17.69 (District) in fall 2013, 17.01 (Petaluma) vs. 15.95 (District) in spring 2014, and 18.26 (Petaluma) vs. 16.49 (District) in summer 2014).

FTES on the Petaluma Campus have also shown a significant increase between 2007/08 and 2013/14. During that timeframe, summer FTES has increased 29% from 199.42 to 256.38, fall FTES increased 8.4% from 1186.60 to 1286.67, and spring FTES increased 11% from 1150.99 to 1274.80. Remarkably, FTEF on the Petaluma Campus during that same timeframe has declined somewhat, dropping from 17.62 in summer 2007 to 10.69 in summer 2013, from 89.29 in fall 2007 to 75.63 in fall 2013, and from 84.31 in spring 2007 to 74.93 in spring 2014. Hence, the overall improvement in instructional productivity.

The highest FTES on the Petaluma Campus are now generated each semester by Anthropology, **Art**, **Biology**, Computer Studies, English, History, **Mathematics** and Psychology.

Examples of disciplines showing the highest instructional productivity ratios in Petaluma fall 2013 were Anthropology, Astronomy, Chemistry, Fitness, Health Care, History, **Microbiology**, Psychology, **Sociology**, and Waste Water Treatment.

Examples of disciplines showing lower instructional productivity ratios in Petaluma during fall 2013 were Business Bookkeeping, DRD, and Interdisciplinary Studies.

Expansion of the Petaluma Campus instructional facilities and the completion of Phase II/III construction, including the addition of a medium and large lecture venue in the Carole L. Ellis Auditorium, enrollment growth, and the elimination of less productive course offerings have significantly increased the productivity ratio in Petaluma over time.

Projected Faculty Staffing Requests for 2015/16

Analysis of INSTRUCTIONAL PRODUCTIVITY RATIOS

ART – STUDIO

Fall 2010 to 2013 – 14.67, 17.80, 14.93, 14.92

Spring 2011 to 2013 – 17.20, 17.10, 14.06

Summer 2010 to 2013 – 15.43, 14.27, 1.57, 2.23

Instructional productivity ratios for all terms since 2010 for the Art discipline at the Petaluma Campus have fallen below the district-wide target of 18.7 as well as the district-wide averages, and most recently have fallen even lower in fall and spring semesters. FTES generation in Art has shown a corresponding decline over time with the high of 76.68 in spring 2011. FTES is generally higher in the spring term than

the fall. FTES for spring 2013 was 59.63 and for fall 2013 was 56.96. At the same time, FTEF has not changed measurably with 4.81/4.46 in fall/spring 2011/12 and 3.75/4.24 in fall/spring 2012/13.

LIFE SCIENCE

Biology

Fall 2010 to 2013 – 21.08, 20.89, 21.91, 14.82

Spring 2011 to 2013 – 20.11, 20.12, 19.82

Summer 2010 to 2013 – 17.64, 7.67, 16.65, 16.69

Microbiology

Fall 2010 to 2013 – 21.43, 18.74, 18.74, 23.31

Spring 2011 to 2013 – 15.54, 18.74, 21.49

Summer 2010 to 2013 – 0.00, 0.00, 0.00, 0.00

In general instructional productivity ratios for fall and spring terms since 2010 for the Biology/Microbiology disciplines at the Petaluma campus are above the district-wide target of 18.7, the only exception being in summer. Biology/Microbiology generate some of the highest per discipline FTES on the Petaluma campus. FTES in Biology tends to be somewhat higher in the fall than the spring; however, FTES for fall 2013 (47.36) fell below of spring 2013 (60.76). At the same time, FTEF has remained pretty much the same in Biology from 3.32/3.09 in fall/spring 2010/11 to 3.33/3.06 in fall/spring 2012/13.

MATHEMATICS

Fall 2010 to 2013 – 15.68, 16.52, 15.72, 16.36

Spring 2011 to 2013 – 16.39, 17.24, 17.26

Summer 2010 to 2013 – 14.07, 12.40, 15.33, 13.21

Instructional productivity ratios for all terms since 2010 for the Mathematics discipline at the Petaluma Campus are generally on the rise, but fall below the district-wide target of 18.7 as well as the district-wide averages in that discipline. FTES generation in Mathematics is robust and has climbed steadily over time with a high of 151.64 in fall 2013. FTES is most definitely higher in the fall term than in the spring. FTES for fall 2013 was 151.64 while spring 2013 was 127.09. At the same time, FTEF was at its highest in fall 2012 (9.54) having fluctuated over time with 9.24/7.74 in fall/spring 2011/12 and 9.54/7.36 in fall/spring 2012/13.

SOCIOLOGY

Fall 2010 to 2013 – 24.19, 24.39, 17.62, 22.27

Spring 2011 to 2013 – 24.04, 21.40, 22.53

Summer 2010 to 2013 – 19.93, 18.68, 18.59, 16.37

Instructional productivity ratios for nearly all terms since 2010 for the Sociology discipline at the Petaluma campus well exceed the district-wide target of 18.7. FTES generation in Sociology has fluctuated only slightly over time with a high of 29.27 in fall 2011, and is always higher in the fall than in the spring. FTES for spring 2013 was 13.65 and for fall 2013 was 17.81. At the same time, FTEF has dropped slightly from 1.20/.60 in fall/spring 2011/12 to .82/.61 in fall/spring 2012/13.

5.4 Curriculum Currency

Curriculum development and/or course modifications are under the purview of department faculty and chairs. As discrepancies in the scheduled development process arise, the Petaluma Campus Dean of Instruction makes that information available to department chairs and faculty.

5.5 Successful Program Completion

The majority of students enrolled at the Petaluma Campus are part-time students taking advantage of just over 350 course sections in 52 disciplines. The schedule focuses on offerings with an emphasis on core general education transfer, CTE and basic skills courses. To this end, students can complete all of their general education transfer requirements at the Petaluma Campus for both CSU and UC (IGETC) options, as well as the SRJC transfer degree option. Efforts to broaden course offerings, hiring of full-time contract faculty, and the significant improvement in campus instructional and student support facilities have begun to change the way students engage the campus.

Since fall 2008 (just as the new Phase II facilities were opened), the number of course sections offered in Petaluma were cut by 35% from a high of 487 in fall 2008 to 319 in spring 2013 due to budget reductions. While the elimination of sections has most definitely reduced student enrollments (duplicated headcounts), the decline has been proportionately less than the decline in sections. Duplicated headcounts on the Petaluma campus have declined only 26% from the high of 7,049 in fall 2009 to 5,209 in spring 2014. Even more remarkable, the proportion of students in Petaluma taking 6 units or more is 10% higher today than it was in 2008 or 2009. Thus, SRJC students now access the Petaluma Campus to a greater extent than ever before despite the ongoing reduction in courses and services.

Counseling faculty work with students and identify educational goals via Student Educational Plans to meet certificate, degree and/or transfer requirements. While students must attend the Santa Rosa Campus to complete many of their certificate and/or major requirements, students may, with the exception of some specialized programs in Health Sciences, complete numerous major prerequisites in Petaluma.

The Petaluma campus Educational Plan addressed the need for the development of destination programs for the campus. Approved certificate/degree programs currently include the Child Development Associate Teacher Certificate, IT Support Certificate, CISCO Certification Training in CCNA, Fire Investigation, Water Utility Operations Certificate, Veterinary Technology Certificate, and Fitness, Nutrition, and Health Major/Certificate. Digital Media certificates/majors have been developed by faculty, department chairs and cluster deans in collaboration with the Petaluma Campus Dean of Instruction in the areas of Interactive Multi-Media Design, Audio, Game Programming, 3D Modeling and Animation, and Digital Filmmaking, as has an additional Water Resources Technology certificate for Wastewater.

Since 2001/02, 189 **CISCO** certificates have been issued to students completing that program. The highest number issued in a single year was 29 in 2012/13.

Since 2007/08, 20 **Computer Help Desk (IT Support)** certificates have been issued, with the highest number in a single year being five in 2010/11 and again in 2011/12.

Since 2008/09, a total of 37 **Water Utility Operations** certificates have been issued, with the highest number in a single year being six in 2009/10 and again in 2011/12. Since 2008/09, seven **Wastewater Treatment Operations** certificates have been issued, with the highest number in a single year being four in 2012/13.

Since 2007/08, a total of 68 **Veterinary Technician** certificates have been issued, with the highest number in a single year being 21 in 2012/13.

Since 2009/10, 15 Associate degrees have been awarded for **Interactive Media Design** with the highest number in a single year being six in 2012/13. Given the newness of the Digital Media program, awards in Digital Media: Audio, Digital Media: Game Programming, Digital Media: 3D Modeling and Animation, and Digital Media: Digital Filmmaking are not expected to be granted for another year or two. Since 2011/12, a total of nine **Fitness, Nutrition and Health** Associate degrees and 10 certificates have been awarded, with the highest of all awards being in 2013/14. This program should also begin to show a significant increase in degrees and certificates awarded over time.

5.6 Student Success

[NOTE: *Information provided in this section are based on data provided during the 2011 PRPP cycle.*]

Student success as measured by student **retention** (percentage of students receiving a grade of A, B, C, D, CR, or I) for all disciplines and courses offered at the Petaluma Campus was 76% for fall 2008 and 76.3% for spring 2009, which exceeds overall district-wide averages for the same time period (fall 75.2% and spring 76.1%). This is higher than the retention rates for fall/spring 2005/06 which showed a retention rate of 71.6% for fall 2005 and 71.9% for spring 2006. During spring 2009, retention rates were highest on the Petaluma Campus for students enrolled in courses in Chemistry (90.9%), Disability Resources Department (90.7%), Floristry (97.7%) and Psychiatric Technician (100.0%), and lowest for students enrolled in courses in Business Bookkeeping (48.6%), Geography (59.1%), and Real Estate (57.1%).

Student success as measured by **successful course completion** (the percentage of students receiving a grade of A, B, C, or CR) for all disciplines and courses offered at the Petaluma Campus was 70.8% for fall 2008 and 71.8% for spring 2009, which is on par with the district-wide averages for the same time period (fall 70.67% and spring 72.04%). This is higher than the successful course completion rates recorded for fall/spring 2005/06 which showed a success rate of 67.8% for fall 2005 and 68.2% for spring 2006. During spring 2009, disciplines on the Petaluma Campus with 80% or greater rates of successful course completion included Administration of Justice (86.3%), Chemistry (81.8%), Computer and Information Sciences (80.1%), Emergency Medical Care (85.2%), Fire Technology (84.9%), Floristry (95.3%), Psychiatric Technician (100%), Sociology (80.1%), and Wine Studies (88.9%). The lowest rates of successful course completion included American Sign Language (56.4%), Geography (55.7%), German (50.0%), and Real Estate (57.1%).

Student success as measured by **average GPA** in each discipline (units total/grade points) for all disciplines and courses offered at the Petaluma Campus showed an average GPA of 2.57 for fall 2008 and 2.50 for spring 2009, which were both on par with the district-wide average GPA for the same time period (2.58 for fall 2008 and 2.53 for spring 2009). These rates for the Petaluma Campus down from the rates recorded for fall/spring 2005/06 which showed an average GPA of 2.72 for fall 2005 and 2.70 for spring 2006. During spring 2009, disciplines on the Petaluma Campus with 3.00 or better average GPAs included Culinary Arts (3.00), Fire Technology (3.04), French (3.14), Humanities (3.06), Psychiatric Technician (3.01), Theatre Arts (3.11), and Wine Studies (3.04). The lowest average GPAs were recorded American Sign Language (1.73), Business General (1.50), DRD (1.93), and Political Science (1.90).

5.7 Student Access

[NOTE: *Information provided in this section are based on data provided during the 2011 PRPP cycle.*]

Improving Course Offerings to Address Student Access - Analysis of Students Served by Age, Gender and Ethnicity

Students Served – by Age

Student enrollments by age reflect specific enrollment patterns. For example, students over 40 are more likely to enroll in Business Bookkeeping, Business Office Technology, Computer and Information Sciences, Floristry, Physical Education, Spanish, and Wine Studies. Students in the 0 – 25 age range tend to enroll in Administration of Justice, American Sign Language, Art, Astronomy, Biology, Chemistry, College Skills, Communication Studies, Counseling, Dance, Environmental Science, Fire Technology, Media Studies, Philosophy, Psychology and Mathematics. Disciplines that are equally represented by all age groups include Applied Technology, CIS, General Business, English as a Second Language, Environmental Technology, Music, and Physical Education.

It is also interesting to note that the largest age group enrolled in American Sign Language are those students under age 18. This represents a large number of concurrently enrolled high school students who are probably fulfilling their foreign language requirement.

General Recommendations

- Expand offerings likely to draw students over age 40 and/or those who are unemployed or seeking workforce training
- Monitor the availability and breadth of transfer offerings
- Consult with counselors to explore other offerings for concurrently enrolled students that may fulfill their graduation requirements

Students Served - by Gender

Student enrollments by gender also reveal interesting results. Males are over-represented in areas such as Administration of Justice, Aeronautics, Emergency Medical Care, Engineering, Fire Technology, and Industrial Education. On the other hand, women are over-represented in Animal Health, Business Office Technology, Floristry, and Health Care.

Males and females are more equally represented in disciplines such as Astronomy, Business Administration, Geography, Geology, History, Humanities, Philosophy, Physiology, Political Science, and Computer and Information Systems.

General Recommendations

- Consult with counselors to explore ways to recruit women and men into non-traditional courses/disciplines
- Monitor the gender distribution in transfer courses

Students Served - By Ethnicity

In reviewing course demand by ethnicity, the data reveals the under-representation of certain ethnic groups in specific areas and over-representation of particular groups in other areas. For example, White students are over-represented in areas such as Administration of Justice, Aeronautics, Emergency Medical Care, Environmental Science, Fire Technology, German, Horticulture, Media Studies, Physiology, and Real Estate. Latino students are over-represented in English as Second Language (ESL).

Specific disciplines that draw high percentages of Latino students are General Business, Child Development, College Skills, Counseling, English, Health Care and health-related disciplines. The success of Latino enrollments in Counseling and English on the Petaluma Campus, can no doubt be attributed to the success of the Petaluma Campus Puente Program.

Enrollment for other ethnic groups reflects the general student population distribution.

General Recommendations

- Explore options to increase offerings in those areas that are of particular interest to Latino students, e.g., Child Development and Administration of Justice
- Consult with counselors to explore ways to recruit Latino student enrollment in transfer courses
- Continue to work with ESL faculty to transition students into non-ESL courses

5.8 Curriculum Offered Within Reasonable Time Frame

All departments offering courses in Petaluma do so within a reasonable time frame and have inactivated courses that will no longer be offered. The Dean of Instruction works closely with the Department Chairs and Cluster Dean at the Santa Rosa Campus to ensure a timely distribution of courses and program offerings.

5.9a Curriculum Responsiveness

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

5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)

5.11a Labor Market Demand (Occupational Programs ONLY)

5.11b Academic Standards

The Petaluma Campus faculty and staff recognizes the unique and diverse backgrounds and needs of our students, and while all students are held to the same level of academic excellence, students with special circumstances may petition for other consideration. Academic Standards are intended to support a successful learning experience for all students. Students enrolled in degree or certificate programs are expected to demonstrate satisfactory academic progress as defined by the following three items:

- **Minimum Grade Point Average**
- **Credits Earned/Credits Attempted**
- **Degree/Certificate Completion**

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	Petaluma	00	00	1.0 Develop a Site-Based Plan that re-visions the Petaluma Campus for the future	1.1 Gather environmental scan data, internal and external community feedback, SWOT analysis, student input, and other supporting evidence	Throughout 2013-14	Partially Completed. An annual environmental scan and outcomes report was prepared by the Office of Institutional Research and the date used for program planning and preparation of the annual report to the community.
0001	Petaluma	00	00		1.2 Organize and facilitate a process to re-brand the Petaluma Campus	Throughout 2013-14	In Progress. Conducted a rebranding session with faculty, staff and students with a professional facilitator on November, 21, 2013, and a follow up spring PDA activity was conducted with Petaluma faculty and staff.
0001	Petaluma	00	00		1.3 Identify future faculty/staff/management staffing needs, as well as financial/facilities/technology needs	Throughout 2013-14	In Progress. Developed a Petaluma staffing plan designed to 'right size' the post-recession campus workforce. Initiated ongoing discussions with Vice Presidents regarding classified staffing and resource allocation models.
0001	Petaluma	00	00		1.4 Explore joint ventures with community partners	Throughout 2013-14	In Progress. Initiated partnerships and connections with numerous community partners including Literacy Works, Los Cien, Petaluma Health Care District, Boys and Girls Clubs of Sonoma/Marin.
0001	Petaluma	00	00	2.0 Develop and implement an Outreach Plan for the Petaluma area	2.1 Form a campus-based Outreach Team consisting of faculty, managers, classified staff and students	Throughout 2013-14	Completed. Petaluma Student Services members from Assessment, Admissions and Counseling collaborated with the District outreach team through monthly meetings and outreach activities.
0001	Petaluma	00	00		2.2 Identify existing outreach efforts with K-12, business/industry, non-profits, government agencies, communities of color, and underserved populations	Throughout 2013-14	Completed. Petaluma Student Services members from Assessment, Admissions and Counseling collaborated with the District outreach team through monthly meetings and outreach activities.
0001	Petaluma	00	00		2.3 Implement a plan that maximizes existing human and financial resources while expanding community connections and awareness of the campus	Throughout 2013-14	Completed. Petaluma Student Services members collaborated with the District outreach team and other existing campus efforts, including Gateway to College and Puente.
0001	Petaluma	00	00	3.0 Participate in the development and implementation of SRJC's Strategic Plan	3.1 Actively participate in development, review and implementation activities	Throughout 2013-14	Completed. The Petaluma Leadership Team were actively engaged in reviewing the plan and are participating in the implementation of SP goals related to their areas of responsibility.
0001	Petaluma	00	00		3.2 In collaboration with internal and external constituents, develop a site-based	Throughout 2013-14	In Progress. Rebranding process has begun. Continue with Educational Plan for 2014-15.

					strategic plan that re-revisions the Petaluma Campus for the future		
0001	Petaluma	00	00	4.0 In coordination with the District EOC, District Police, and Environmental Health and Safety, develop the capacity for Emergency/Disaster Preparedness and Occupational Safety on the Petaluma Campus	4.1 Continue to refine and improve upon Emergency/Disaster Preparedness through monthly meetings of the Petaluma Campus DOC (Department Operations Center) and participation in District trainings and related activities	Throughout 2013-14	Completed. The Petaluma DOC met regularly throughout the year to refine and expand the state of readiness in the event of an emergency or disaster on the campus. Debriefings were held on all incidents as a way to strengthen responsiveness and communication.
0001	Petaluma	00	00		4.2 Continue to strengthen the DOC/BSC/ASC team by identifying and scheduling required and relevant emergency preparedness trainings	Throughout 2013-14	Completed. Joint meetings of the Petaluma DOC/BSC/ASC were held during the year, beginning with a tabletop exercise and in summer 2013. Emergency vests, backpacks, and other supplies were distributed. Building Safety Plans were reviewed and finalized.
0001	Petaluma	00	00		4.3 Communicate Building Emergency Plans to all faculty and staff	Fall 2013	Completed. Finalized Building Emergency Plans have been posted to the Petaluma Campus website and made available to all staff.
0001	Petaluma	00	00		4.4 Work with District EOC on on-campus emergency and disaster preparedness drills or similar activities	Spring 2014	Completed. Petaluma DOC/BSC/ASC members participated in several preparedness drills during the year, including a tabletop exercise, Great California Shakeout, and fire alarm drills that greatly contributed to the ongoing development of readiness protocols.
0001	Petaluma	00	00	5.0 Expand the capabilities and capacity of the Petaluma Campus DOC	5.1 Complete DOC section binders and plans	Throughout 2013-14	In Progress. Student Services DOC section plans completed. Continue to improve DOC binder information.
0001	Petaluma	00	00		5.2 Identify and acquire documents, agreements and capital resources needed to manage the Petaluma Campus DOC sections	Throughout 2013-14	In Progress. Added forms to the Finance Section and updated all sections for completeness.
0001	Petaluma	00	00		5.3 Review emergency equipment including backup power sources, to essential infrastructure to determine the actual needs of the campus in preparation of sustaining short and long term power disruptions.	Throughout 2013-14	In Progress. No significant advancement in this area, primarily due to staffing limitations.
0001	Petaluma	00	00		5.4 Identify critical need components and funding sources to repair all deficient systems.	Throughout 2013-14	In Progress. No significant advancement in this area, primarily due to staffing limitations.
0001	Petaluma	00	00		5.5 Complete Campus E-Power test	Throughout 2013-14	In Progress. No significant advancement in this area, primarily due to staffing limitations.
0001	Petaluma	00	00		5.6 Purchase of supplies to enhance emergency preparedness of the Petaluma Campus	Throughout 2013-14	Completed. Additional supplies were purchased and deployed, such as backpacks, vests, lightsticks, earplugs, dustmasks, and flashlights to all BSC's and ASC's and DOC members. DOC supplied and equipment were also acquired as resources allowed.
0001	Petaluma	00	00		5.7 Provide backup power to critical infrastructure locations, including phone	Throughout 2013-14	In Progress. No significant advancement in this area, primarily due to staffing limitations.

					lines, facilities operations, and electrical rooms, as needed		
0001	Petaluma	00	00	6.0 In cooperation with on and off-campus constituent groups, the Petaluma Campus Administration will pursue grants and other resources targeting at risk and underserved student populations.	6.1 Complete implementation of the Gateway to College Program	Throughout 2013-14	Completed. Hired staff, recruited 80 students, enrolled and sustained the GtC program for the first year with outstanding student persistence, retention and achievement outcomes, and gaining national recognition. Gateway to College implemented their first year of courses with three cohorts of nearly 80 students. 78 of those students continued into the 2014-15 academic year to complete their high school diploma and receive college credit.
0001	Petaluma	00	00		6.2 Explore the Charter School Implementation Grant through CDE in Partnership with Petaluma City Schools District.	Throughout 2013-14	The Gateway to College Academy Charter School was approved within six weeks of being submitted to CDE.
0001	Petaluma	00	00	7.0 Explore, develop, implement and participate in opportunities to diversify the Petaluma Campus funding base.	7.1 Research and explore entrepreneurial and grant-funded programs that serve the needs of the local community, and students and staff on the Petaluma Campus	Throughout 2013-14	In Progress. Gateway to College is the only program to-date of this type. Staffing changes and workload challenges have made it difficult to pursue grant opportunities independently. Two grants were submitted for sustainability projects to the Dr. Scholl's Foundation and State Farm and the campus was awarded an SRJC Foundation grant to replace some of the Life Science Microscopes.
0001	Petaluma	00	00	8.0 In collaboration with the District Integrated Environmental Planning Committee (IEPC), develop an action plan for sustainable practices on the Petaluma Campus.	8.1 Support and encourage the ongoing work of the Petaluma Campus Sustainable Practices Task Group.	Throughout 2013-14	Completed. The Petaluma Campus Sustainable Practices Task Group, on hiatus spring and fall 2013, began meeting in spring 2014 under the leadership of David Rau and David Kratzmann. Supported four projects/proposals 1) demonstration water catchment system, 2) Student Garden, 3) improving city transit routes to our campus 4) provided green tours for ENV5 12 class.
0001	Petaluma	00	00		8.2 Complete the CCC Sustainability Template/Plan for the Petaluma Campus	Fall 2013	In Progress. Little or no advancement in this area due to the temporary hiatus of the task force last year, due to excessive work loads of administration team members.
0001	Petaluma	00	00		8.3 Work collaboratively with IEPC to provide input on the district sustainability template/plan and Petaluma section of the plan.	Throughout 2013-14	Ongoing. Task Force members that are also part of the IEPC committee continued to support, and provide input as requested.
0001	Petaluma	00	00		8.4 Implement Sustainable Practices / Composting Project	Throughout 2013-14	In Progress. No significant advancement in this area, primarily due to current staffing levels, and instability of the café operation.
0001	Petaluma	00	00		8.5 Improve Sustainable Practices/ Recycle Program through installation of new Color coded 4 section section garbage/recycle	Throughout 2013-14	In Progress. Have begun talks with the District recycle manager to receive an appropriate amount of the district supplied

					containers for the Café to enhance the recycle program in that area.		funds in order to support the Petaluma Campus recycle program. Cafe Recycle Program has seen no significant advancement, primarily due to current staffing levels.
0001	Petaluma	00	00	9.0 Expand and foster Petaluma Campus public relations, communication, outreach, involvement in and connection with the local community	9.1 Complete the Petaluma Campus website upgrade 2.0	Throughout 2013-14	Completed. The website upgrade was launched in fall 2013.
0001	Petaluma	00	00		9.2 Develop social media as a means of communicating with students and our local community	Throughout 2013-14	In Progress. Funds were allocated to expand social media marketing for the Petaluma Campus. The Gateway to College Program established Facebook and Twitter accounts and used social media as a way to recruit students. More work needs to be done with PR to build a Petaluma Campus presence on SRJC's Facebook page.
0001	Petaluma	00	00		9.3 Facilitate accomplishment of the Friends of Petaluma Campus 2013/14 Annual Goals, including donor development and fundraising	Throughout 2013-14	Completed. Held monthly meetings and annual retreat; successfully accomplished 2013/14 goals including membership expansion, donor development, and faculty/college connection; Foundation Board relations; nearly \$1 million in Trust holdings, up 40.9% since 2009; 3rd Annual Building Community Breakfast was sold out, raised over \$12,000 and garnered support from 20 table sponsors; Piano Project/88 Keys Campaign closed out and endowment created; Petaluma Campus and Mahoney Endowments have contributed over \$91,000 to campus since 2009.
0001	Petaluma	00	00		9.4 Create opportunities for student and community engagement with the Petaluma Campus	Throughout 2013-14	Completed. Increased campus activities to 44 separate events. Fall and Spring Cinema Series, Chamber Concert Series, multi-cultural events and performances including Evan Low and Great Wall Youth Orchestra, were marketed to the community via email blasts and other local media outlets.
0001	Petaluma	00	00		9.5 Design, develop and communicate an annual report of Petaluma Campus outcomes, accomplishments/successes/benefits to the community	Throughout 2013-14	Completed. Presented "State of the Campus" at annual Building Community Breakfast using data from annual environmental scan. Broadcast presentation on local Community Access Television.
0001	Petaluma	00	00	1.0 Develop and implement an enrollment management and growth plan for the Petaluma Campus, including short- and long-term strategies, outreach and marketing	1.1 Explore and develop weekend college and fast track to transfer program	Throughout 2013-14	Completed. A weekend college program was implemented starting spring 2014 and courses enrolled well. In Progress. Several meetings were conducted to investigate the feasibility of a fast track transfer program for Petaluma.

0001	Petaluma	00	00		1.2 Outreach to local high schools and high school counselors to increase concurrent high school enrollment	Throughout 2013-14	Completed. Concurrent HS enrollment grew over last year by 68% in the fall, 182% in the spring, and 13% in the summer. A strong partnership with Casa Grande HS was developed and St .Vincent's HS has started offering Computer Science courses on their campus during the day for concurrent HS enrollment. Conducted special mailings and in-person outreach to all high school counselors and administrators highlighting the benefits of concurrent enrollment.
0001	Petaluma	00	00		1.3 Identify best practices retention strategies and implement a plan to improve student retention	Throughout 2013-14	Completed. A list of best practices for student retention were identified and sent to faculty in the welcome letter at the start of the semester.
0001	Petaluma	00	00		1.4 Continue to improve student access to complete major and certificate requirements on the Petaluma Campus	Throughout 2013-14	Completed. Increased number of degrees and certificates available on Petaluma Campus a. Certificates: from 4 to 7 b. Majors: from to 14 to 18 Increased the development of student educational plans through Counseling services.
0001	Petaluma	00	00	2.0 Enhance student life opportunities and social media presence for the Petaluma Campus	2.1 Support an increase in and variety of student activities on the Petaluma Campus, including multi-cultural events	Throughout 2013-14	In Progress. Offered two major multi-cultural events open to the public.
0001	Petaluma	00	00		2.2 Develop a plan with Public Relations to increase social media connection with students	Throughout 2013-14	In Progress. Financial resources were allocated to support social media outreach, but progress was slowed by the press of other commitments on the part of PR and campus administration.
0001	Petaluma	00	00	3.0 Explore and strengthen CTE presence on the Petaluma Campus	3.1 Explore health occupations	Throughout 2013-14	Completed. A meeting was held with the Dean of Health Sciences to explore Health Occupations at the Petaluma Campus. A Physical Therapy Assistant program was discussed. Petaluma is limited in health occupations by lack of STEM facilities.
0001	Petaluma	00	00		3.2 Explore development of other CTE programs that support local industry demand	Throughout 2013-14	Completed. A popular certificate in Child Development, Associate Teacher Certificate, was lacking one curriculum class in Petaluma in order for students to complete the program fully in Petaluma. Previous barriers in finding an appropriate classroom and materials were overcome and the class was offered spring 2014 with full enrollment.
0001	Petaluma	00	00	4.0 Explore a campus fee-based fitness center to support community involvement and educational needs	4.1 Investigate fitness center models at other community colleges in CA and elsewhere	Throughout 2013-14	In Progress. Meetings were conducted with the Petaluma Health Care District to explore a collaboration in developing a medically integrated health and wellness center. In progress.

0001	Petaluma	00	00	5.0 In cooperation with on and off-campus constituent groups, develop and implement a plan that will increase student enrollment in ESL courses on the Petaluma Campus	5.1 Strategically redevelop an enrollment growth and management plan for ESL, including short- and long-range goals, outreach and marketing strategies	Throughout 2013-14	Completed. Several meetings were conducted with counselors, instructors, coordinators, and chairs in the ESL credit and non-credit programs. Based on the insight and collaboration of these meetings and ESL student surveys, a plan to resurrect a credit ESL program was agreed on and will be implemented fall 2014.
0001	Petaluma	00	00	1.0 Implement required manadates and recommendations of the Chancellor's Office and the College Success Programs and Services Act (SSPS)	1.1 Implement new registration priorities, assessment requirements, and other changes as they become mandates, district-wide.	Throughout 2013-14	Completed. Registration priorities and SSSP mandates in place and tracked for fall 2014 semester.
0001	Petaluma	00	00	2.0 Promote a culture of Career Development for students starting with recruitment and through goal achievement.	2.1 Work with faculty and staff to encourage students to focus on their goals and major choices based on interests.	Throughout 2013-14	In Progress. Limited progress due to workload conflicts. More progress needed in 2014/15.
0001	Petaluma	00	00		2.2 Promote work experiences, internships and service learning/volunteer opportunities.	Throughout 2013-14	Completed. New Work Experience instructor promoted all opportunities for students with the assistance of Resource Center Staff.
0001	Petaluma	00	00		2.3 Examine District options for additional expansion of IT support for degree audit, educational plans and online resources for students.	Throughout 2013-14	Completed. SRJC is now a member of the Educational Planning Pilot through the State Chancellor's Office, with Dean of Student Services as one of four SRJC representatives leading the pilot.
0001	Petaluma	00	00	3.0 Full Implementation of the Gateway to College Program	3.1 Implement all policies and procedures for Gateway to College first year implementation.	Throughout 2013-14	Completed. Hired staff, recruited nearly 80 students, enrolled and sustained the GtC program for the first year with outstanding outcomes.
0001	Petaluma	00	00		3.2 Explore additional funding sources to expand services for the Gateway to College population.	Throughout 2013-14	Completed. Promoted private GtC funding through the Friends of Petaluma Campus Trust, private and corporate donors, and during the Building Community Breakfast. A GtC fund has been created with the SRJC Foundation and donations continue to grow.
0001	Petaluma	00	00		3.3 Continue with outreach and branding efforts to promote Gateway to College understanding throughout the County.	Throughout 2013-14	Completed. A strong reputation and branding has developed among all countywide high schools, alternative programs and related non-profit agencies.
0001	Petaluma	00	00	4.0 Evaluate and refine allocation and utilization of space, staffing and resources of Petaluma Student Services.	4.1 Examine outreach efforts toward students , including ESL, ELL, and adjust services to better meet the needs of this population.	Throughout 2013-14	Completed. Outreach and in-reach was conducted by Counselors to key ESL classes to encourage retention, enrollment and support.
0001	Petaluma	00	00		4.2 Secure additional resources and staff for the Petaluma Campus, and realign existing positions as feasible.	Throughout 2013-14	In Progress. Workload and other limitations slowed progress in this area.
0001	Petaluma	00	00	1.0 In collaboration with District Business Services, the Petaluma Campus Business Services unit will facilitate the delivery of campus support and related business services.	1.1 Develop and refine Business Services on Petaluma Campus.	Throughout 2013-14	Completed. Improved parking revenue reconciliation and tracking, fee-based expenditure spending and tracking was improved through increased communication with departments.

0001	Petaluma	00	00		1.2 Work on improving the efficiency of the budget and tracking process for Petaluma Campus.	Throughout 2013-14	Completed. Created monthly Escape reports to review budgets and identify issues. Met with Managers during Budget Development. Frequent review of the Contingency budget with the VP, Petaluma.
0001	Petaluma	00	00		1.3 Provide Business Services support for campus-based projects and events.	Throughout 2013-14	Completed. Attended event planning meetings for Butter and Egg Days Parade, Day Under the Oaks, and Petaluma Building Community Breakfast to provide better support. Also provided support for and attended the Cinema Series and Petaluma Film Festival.
0001	Petaluma	00	00	2.0 In collaboration with District Business Services, support Department Operations Center (DOC) Emergency Preparedness planning efforts for the Petaluma Campus.	2.1 Refine rough draft of the Finance Section of the Department Operations Center (DOC) Binder for the Petaluma Campus.	Throughout 2013-14	Existing resources
0001	Petaluma	00	00		2.2 In collaboration with the Petaluma Management Team, provide Business Services support in the coordination and organization of supplies and materials for the DOC Center.	Throughout 2013-14	Completed. Identified and purchased additional supplies for the DOC support team including safety vests, backpacks, flashlights/radios for distribution amount BSCs and ASCs.
0001	Petaluma	00	00	3.0 Sustainability	3.1 Process paperless transfers	Throughout 2013-14	On-going.
0001	Petaluma	00	00		3.2 Have all required paperwork be scanned rather than hard copy	Throughout 2013-14	In Progress. Resources to scan back file in warehouse. Have hardware necessary - currently payroll files are being scanned and should be complete in next three months.
0001	Petaluma	00	00		3.3 Accounting Website more interactive and helpful for students	Throughout 2013-14 and 2014-15	On-going. Plans are underway to complete this project in 2014/15.
0001	Petaluma	00	00	1.0 Complete and implement the draft key/card distribution/retrieval procedures in order to improve security of the Petaluma Campus.	1.1 Distribution; Improve current key/card distribution system through written process and enhanced availability.	Throughout 2013-14	In Progress. Due to the changes in staff assignments supporting the project additional revisions are needed. Faculty Support staff are actively utilizing the plan and making appropriate revisions as we work through using the new system.
0001	Petaluma	00	00		1.2 Retrieval; Improve current key/card retrieval procedures utilizing enhanced documentation procedures	Throughout 2013-14	Completed. Faculty Support staff have played a key role in actively implementing, monitoring and improving the retrieval process and retrieving many keys.
0001	Petaluma	00	00		1.3 Documentation; Improve current key/card short and long term documentation procedures.	Throughout 2013-14	Completed. Faculty Support and Facilities Operations are collaboratively and actively using new documentation spreadsheet with success. Needed changes have been made and sheet is effectively completed.
0001	Petaluma	00	00	2.0 Continue inventorying of equipment, tools, supplies, and parts in order to improve efficiency and productivity of the facilities operations department.	2.1 Continue to document and label all tools currently in service, maintain records sheets in order to reduce cost by increasing accountability, providing better maintenance and reduce losses.	Throughout 2013-14	Completed.

0001	Petaluma	00	00		2.2 Review parts, and supply inventories in all trade areas. Create, and maintain appropriate inventory sheets to reflect quantities needed on site.	Throughout 2013-14	Completed. Organized electrical/lighting cage, working with supplier and have completed lighting inventory with Min/Max quantities needed. Supplier to monitor inventory to set levels.
0001	Petaluma	00	00		2.3 Complete equipment and supply vendor list in order to more efficiently manage requisitioning of supplies	Throughout 2013-14	In Progress. No significant advancement in this area, primarily due to staffing limitations.
0001	Petaluma	00	00		2.4 Continue to develop campus equipment and supply standards in order to provide uniformity and efficiency of repairs or replacements.	Throughout 2013-14	In Progress. No significant advancement in this area, primarily due to staffing limitations.
0001	Petaluma	00	00	3.0 Promote implementation of 5 year deferred/scheduled maintenance plan items for the Petaluma Campus	3.1 Collaboratively work with Dean FPO on securing available funding for Petaluma Campus deferred maintenance items.	2013-14 - Through 2016-17	In Progress. Discussions are ongoing. Funding has been provided on an as needed basis, particularly in the area of HVAC repairs and service. More is needed.
0001	Petaluma	00	00		3.2 Continue to prioritize all maintenance items, and research all funding options for each project.	2013-14 - Through 2016-17	Completed. Developed extensive Petaluma Campus maintenance/bond project list.
0001	Petaluma	00	00		3.3 Improve on mandatory inspection, maintenance, and record keeping.	Throughout 2013-14	In Progress. We have made improvements in this area, identifying and completing inspections, and documentations.
0001	Petaluma	00	00	4.0 Review access control, room use, scheduling, and security process	4.1 Review and improve access control scheduling process.	Throughout 2013-14	In Progress. No significant advancement in this area, primarily due to staffing limitations.
0001	Petaluma	00	00		4.2 Review faculty absence reporting and security process.	Throughout 2013-14	In Progress. No significant advancement in this area, primarily due to staffing limitations.
0001	Petaluma	00	00	1.0 Continue development of media instructional support services for the Petaluma Campus.	1.1 Design and develop a Media Services page on the Petaluma Campus Web site.	2012-14	In progress, Waiting for deployment of Drupal to develop a new web page.
0001	Petaluma	00	00		1.2 Survey faculty to determine if current classroom media and computing resources are adequate and determine if existing deployment is meeting the needs of the campus.	2013-14	Completed. Results were analyzed and showed the need to provide additional document cameras and update instructor station computers. IC is currently acting on that need.
0001	Petaluma	00	00		1.3 Survey faculty to determine Audio or Video Production needs and if so what would be the best times to offer these services if Santa Rosa based Media staff were assigned to provide visiting support to the campus.	2013-14	With Petaluma Campus Existing resources.
0001	Petaluma	00	00	2.0 Deploy Server based Uteolgy classroom control system.	2.0 Upgrade existing Uteolgy classroom instructor station based control systems to campus wide server based system to allow faster operation, improved help desk support and better tracking of instructor usage patterns	2013-14	Completed. All 33 Petaluma Campus classrooms that use Uteolgy control systems are now managed by the Uteolgy Server providing trend tracking, usage patterns and advance network failure notifications.
0001	Petaluma	00	00	3.0 Develop a district visual resources and asset management system.	3.1 Work with Public Relations to develop a district wide photo and video management system to track and easily find both materials, the subjects included and the release rights.	Ongoing 2013-2015	In progress - Committee has been formed; evaluated products and made a recommendation to ITG for project funding.

0001	Petaluma	00	00	4.0 Assess media collections and develop a process to obsolete and dispose of out of date materials in collection that are no longer circulated.	4.1 Develop with consultation of the academic departments a collection obsoletion process, develop a list to obsolete this year, solicit input from affected departments prior to disposition and dispose of obsolete materials.	2013/2014	In Progress. Departments have been contacted individually in an effort to identify obsolete items no longer relevant to instructional programs.
0001	Petaluma	00	00	5.0 Assess current Video Conferencing needs and develop a plan to create additional implementations.	5.1 Assess the requirements of unmet video conferencing requests and identify new spaces to potentially install additional video conferencing resources. Apply for bond funding from ITG to fund and develop these spaces.	2013/14	In Progress - Funding has been obtained for one new installation. Campus management has also identified the need to relocate a current room. Resources have been requested on PRPP.

6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
Other	

6.2b PRPP Editor Feedback - Optional

6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	Petaluma	08	06	1.0 Actively engage and participate in SRJC's accreditation process	1.1 Provide campus-based leadership for a successful accreditation visit in Spring 2015	Throughout 2014-15	Existing resources
0001	Petaluma	08	06	2.0 Participate in the successful implementation of SRJC's Strategic Plan	2.1 In collaboration with internal and external constituents, develop a site-based strategic plan that re-vision the Petaluma Campus for the future	Throughout 2014-15	Existing resources
0001	Petaluma	04	06	3.0 Actively engage in planning and implementation of SRJC's Facilities Bond Measure	3.1 Make the case and communicate Petaluma Campus facilities, technology and infrastructure needs	Throughout 2014-15	Existing resources
0001	Petaluma	07	06	4.0 Explore, develop, implement and participate in opportunities to diversify the Petaluma Campus funding base and contribute to the reduction of the district's structural deficit.	4.1 Research and explore entrepreneurial and grant-funded programs that serve the needs of the local community, and students and staff on the Petaluma Campus	Throughout 2014-15	Existing resources
0001	ALL	07	06		4.2 Actively participate in district efforts to balance human resource and financial needs across district sites.	Throughout 2014-15	Existing resources
0001	Petaluma	06	06	5.0 In coordination with the District EOC, District Police, and Environmental Health and Safety, develop the capacity for Emergency/Disaster Preparedness and Occupational Safety on the Petaluma Campus	5.1 Continue to refine and improve upon Emergency/Disaster Preparedness through monthly meetings of the Petaluma Campus DOC (Department Operations Center) and participation in trainings and related activities	Throughout 2014-15	Existing resources
0001	Petaluma	06	06		5.2 Identify and acquire documents, agreements and capital resources needed to manage the Petaluma Campus DOC sections	Throughout 2014-15	Existing resources
0001	Petaluma	06	06		5.3 Review emergency equipment including backup power sources, to essential infrastructure to determine the actual needs of the campus in preparation of sustaining short and long term power disruptions.	Throughout 2014-15	Campus and District resources TBD
0001	Petaluma	04	06		5.4 Identify critical need components and funding sources to repair all deficient systems.	Throughout 2014-15	Campus and District resources TBD
0001	Petaluma	05	03	6.0 In collaboration with the District Integrated Environmental Planning Committee (IEPC), develop an action plan for Sustainable Practices on the Petaluma Campus.	6.1 Complete the CCCCO Sustainability Template/Plan for the Petaluma Campus	Throughout 2014-15	Existing resources
0001	Petaluma	05	03		6.2 Implement Sustainable Practices / Composting Project	Throughout 2014-15	Staff Resources
0001	Petaluma	05	03		6.3 Improve Sustainable Practices/ Recycle Program through installation of color coded four-section garbage/recycle containers for	Throughout 2014-15	Additional Resources Estimated \$100 Monthly Charge for service

					the Café to enhance the recycle program in that area.		
0001	Petaluma	05	03		6.4 Build water cachment system for small scale irrigation of planter boxes and integrate into curriculum for participating environmental and mathematics students to gain practical experience in solar power applications, rainwater cachment and water conservation	Throughout 2014-15	Additional one time resources of \$2,700
0001	Petaluma	05	03		6.5 Build and maintain a sustainable, organic, student-run teaching garden including a greenhouse, rainwater cachment and solar panels.	Throughout 2014-15	Pending grant approval from Dr. Scoll's Foundation - anticipated November 2014
0001	Petaluma	05	03		6.6 Continue to maintain partnership and dialogue with public transit officials to coordinate bus schedules and course offering times (Joe Rye, Petaluma City Transit; Bryan Albee, Sonoma County Transit)	Throughout 2014-15	Funding through SRJC Foundation (Kate McClintock) and/or Friedman Bros. (Barry Friedman - owner Petaluma store)
0001	Petaluma	08	07	7.0 Expand and foster Petaluma Campus public relations, communication, outreach, involvement in and connection with the local community	7.1 Transition Petaluma Campus website to Drupal	Throughout 2014-15	Web design/development expertise
0001	Petaluma	03	05		7.2 Develop social media as a means of communicating with students and our local community	Throughout 2014-15	Web design/development expertise
0001	Petaluma	03	05		7.3 Facilitate accomplishment of the Friends of Petaluma Campus 2014/15 Annual Goals, including progress on the 3-5 year Fundraising and Marketing Plan	Throughout 2014-15	Existing resources
0001	Petaluma	03	05		7.4 Create opportunities for student and community engagement with the Petaluma Campus, including an annual open house	Throughout 2014-15	Existing resources
0001	Petaluma	08	05		7.5 Communicate an annual report of Petaluma Campus outcomes, accomplishments/successes/benefits to the community	Throughout 2014-15	Existing resources
0001	Petaluma	01	01	1.0 Develop and implement an enrollment management and growth plan for the Petaluma Campus, including short- and long-term strategies, increased efficiency, and outreach and marketing	1.1 Continue weekend college program, and explore and develop fast track to transfer program and Sonoma Promise block scheduling	Throughout 2014-15	Existing resources
0001	Petaluma	02	01		1.2 Explore expansion of late start extended lecture courses; possibly in conjunction with fast track transfer/compressed calender program	Throughout 2014-15	Existing resources
0001	Petaluma	01	02		1.3 Continue outreach to local high schools and high school counselors to increase concurrent high school enrollment; implement Casa Grande Jump Start program	Throughout 2014-15	Existing resources

0001	Petaluma	01	06		1.4 Identify best practices retention strategies and implement a plan to improve student retention	Throughout 2014-15	Existing resources and SSSP (State) Funding
0001	Petaluma	01	01	2.0 Enhance student life opportunities and social media presence for the Petaluma Campus	2.1 Continue to improve student access to complete major and certificate requirements on the Petaluma Campus	Throughout 2014-15	Existing resources
0001	Petaluma	03	05		2.2 Support an increase in and variety of student activities on the Petaluma Campus, including multi-cultural events	Throughout 2014-15	Existing resources and Student Affairs
0001	Petaluma	01	01	3.0 Explore and strengthen CTE presence on the Petaluma Campus	3.1 Develop a plan with Public Relations to increase social media connection with students	Throughout 2014-15	Existing resources
0001	Petaluma	02	03		3.2 Continue to explore health occupations	Throughout 2014-15	Existing resources
0001	Petaluma	02	03	4.0 Expand STEM offerings on the Petaluma Campus	4.1 Explore development of other CTE programs that support local industry demand, include Digital Audio	Throughout 2014-15	Existing resources
0001	Petaluma	04	01	5.0 In cooperation with on and off-campus constituent groups, develop and implement a plan that will increase student enrollment in ESL credit and non-credit courses on the Petaluma Campus	5.1 Collaborate with bond facilities planning group and departments to develop a plan to expand STEM facilities in Petaluma.	Throughout 2014-15	Existing resources
0001	Petaluma	03	06		5.2 Strategically redevelop an enrollment growth and management plan for ESL, including short- and long-range goals, outreach and marketing strategies	Throughout 2014-15	Existing resources
0001	Petaluma	01	01	1.0 Implement required manadates and recommendations of the Chancellor's Office and the College Success Programs and Services Act (SSSP)	1.1 Implement new orientation, assessment and education plan requirements, and other changes as they become mandates, district-wide	Throughout 2014-15	Existing resources
0001	Petaluma	01	02	2.0 Develop and implement an Outreach Plan for the Petaluma area that supports the Enrollment Management Plan for the campus	2.1 Form a campus-based Outreach Team consisting of faculty, managers, classified staff and students	Throughout 2014-15	Existing resources
0001	Petaluma	01	02		2.2 Identify existing outreach efforts with K-12, business/industry, non-profits, government agencies, communities of color, and underserved populations	Throughout 2014-15	Existing resources
0001	Petaluma	01	02		2.3 Implement a plan that maximizes existing human and financial resources while expanding community connections and awareness of the campus	Throughout 2014-15	Existing resources
0001	Petaluma	02	01	3.0 Promote a culture of Career Development for students starting with recruitment and through goal achievement.	3.1 Work with faculty and staff to encourage students to focus on their goals and major choices based on interests	Throughout 2014-15	Existing resources
0001	Petaluma	01	01		3.2 Promote work experience, internships and service learning/volunteer opportunities	Throughout 2014-15	Existing resources
0001	Petaluma	01	06		3.3 Examine District options for additional expansion of IT support for degree audit, educational plans and online resources for students	Throughout 2014-15	Undetermined

0001	Petaluma	01	02	4.0 Full Implementation of the Gateway to College Program	4.1 Implement all policies and procedures for Gateway to College second-year implementation	Throughout 2014-15	Existing resources
0001	Petaluma	01	02		4.2 Explore additional funding sources to expand services for the Gateway to College population	Throughout 2014-15	Existing resources
0001	Petaluma	01	05		4.3 Continue with outreach and branding efforts to promote Gateway to College understanding throughout the county	Throughout 2014-15	Grant opportunities combined with existing resources
0001	Petaluma	01	06	5.0 Evaluate and refine allocation and utilization of space, staffing and resources of Petaluma Student Services	5.1 Examine outreach efforts toward all students, with responsivity to growing populations, including: Latino/a populations	Throughout 2014-15	Existing resources
0001	Petaluma	01	06		5.2 Secure additional resources and staff for the Petaluma Campus, and realign existing positions as feasible	Throughout 2014-15	Existing resources
0001	Petaluma	01	02	6.0 In cooperation with District departments, plan and implement Hispanic Serving Institution (HSI) program at Petaluma Campus	6.1 Plan and develop new multicultural center services	Throughout 2014-15	Existing Resources
0001	Petaluma	08	06	1.0 In collaboration with District Business Services, the Petaluma Campus Business Services unit will facilitate the delivery of campus support and related business services.	1.1 Develop and refine Business Services on Petaluma Campus.	Throughout 2014-15	Existing resources
0001	Petaluma	08	06		1.2 Work on improving the efficiency of the budget and tracking process for Petaluma Campus.	Throughout 2014-15	Existing resources
0001	Petaluma	07	07		1.3 Provide Business Services support for campus-based projects and events.	Throughout 2014-15	Existing resources
0001	Petaluma	07	03	2.0 In collaboration with District Business Services, support Department Operations Center (DOC) Emergency Preparedness planning efforts for the Petaluma Campus.	2.1 Participate in planning to reduce SRJC's structural deficit.	2014/15 through 2016/17	Existing resources
0001	Petaluma	06	06		2.2 Refine rough draft of the Finance Section of the Department Operations Center (DOC) Binder for the Petaluma Campus.	Throughout 2014-15	Existing resources
0001	Petaluma	06	06		2.3 In collaboration with the Petaluma Management Team, provide Business Services support in the coordination and organization of supplies and materials for the DOC Center.	Throughout 2014-15	Existing resources
0001	ALL	05	03	3.0 In collaboration with District Business Services, improve Sustainable Practices for Business Services standard practices.	3.1 Process paperless transfers	Throughout 2014-15	Existing resources
0001	ALL	05	03		3.2 Have all required paperwork be scanned rather than hard copy	2014-15 through 2016-17	Scanner
0001	ALL	01	03		3.3 Accounting Website more interactive and helpful for students	2014-15 through 2016-17	Existing resources

0001	Petaluma	04	07	1.0 Complete and implement the draft key/card distribution/retrieval procedures in order to improve security of the Petaluma Campus.	1.1 Continue to improve current key/card distribution, retrieval and documentation system	Throughout 2014-15	Review of current staff resources with possible adjustments in staff support as needed
0001	Petaluma	06	03	2.0 Secure additional staffing to right size maintenance crew in order to provide appropriate services.	2.1 Fill void in skilled maintenance staff with permanent staffing or outside funding for contractor repairs in order to maintain an appropriate learning and working environment.	Throughout 2014-15	Additional skilled staff/funds.
0001	Petaluma	06	03		2.2 Fill void in administrative support staff with permanent on site staffing or funding for STNC in order to maintain an appropriate learning and working environment.	Throughout 2014-15	Additional skilled staff/funds.
0001	Petaluma	06	03		2.3 Fill shortage in grounds staffing with permanent staff or funding for STNC, in order to maintain an appropriate learning and working environment.	Throughout 2014-15	Additional skilled staff/funds.
0001	Petaluma	04	03	3.0 Fully engage in the Facilities Bond Measure both through project design and implementation, and development of the District Facilities Master Plan	3.1 Collaboratively work with Dean FPO to identify bond projects that will enhance the learning and working environment on the Petaluma Campus.	Throughout 2014-15	Will require additional staff resources in order to provide meeting time to review projects
0001	Petaluma	04	03		3.2 Continue to prioritize all bond items, and research all funding options for each project.	Throughout 2014-15	Will require additional staff resources in order to provide meeting time to review projects
0001	Petaluma	04	03		3.3 Provide vision and construction knowledge to assist in design and development of projects.	Throughout 2014-15	Will require additional staff resources in order to provide meeting time to review projects
0001	Petaluma	04	07	4.0 Continue to review access control, room use, scheduling, and security process	4.1 Review and improve access control scheduling process.	Throughout 2014-15	Utilization of existing staff resources across multiple departments.
0001	Petaluma	08	07	1.0 Continue development of media instructional support services for the Petaluma Campus.	1.1 Design and develop a Media Services page on the Petaluma Campus Web site.	2014-15	With Petaluma Campus Existing resources.
0001	Petaluma	05	05	2.0 Develop a district visual resources and asset management system.	2.1 Work with Public Relations to develop a district wide photo and video management system to track and easily find both materials, the subjects included and the release rights.	Ongoing 2014-2015	With Campus and District resources.
0001	ALL	08	06	3.0 Assess media collections and develop a process to obsolete and dispose of out of date materials in collection that are no longer circulated.	3.1 Develop with consultation of the academic departments a collection obsolescence process, develop a list to obsolete this year, solicit input from affected departments prior to disposition and dispose of obsolete materials.	2014-15	With department existing resources.
0001	ALL	05	06	4.0 Assess current Video Conferencing needs and develop a plan to create additional implementations.	4.1 Assess the requirements of unmet video conferencing requests and identify new spaces to potentially install additional video conferencing resources. Apply for bond funding from ITG to fund and develop these spaces.	2014-15	With existing Bond funding

6.3b Institution-Wide/Cross-Component Planning

Rank	Location	SP	M	Project Name	Funding Source	Cost	Objectives	Justification	Resources
0001	Petaluma	00	00	Major and Vocational Certificate-Fitness, Nutrition and Health	District/CTE/Instructional Equipment	\$13,860.00	Continue to develop vocational major/certificate in Fitness, Nutrition and Health. Seek CTEA grant funding	Community and industry need	
0001	Petaluma	00	00	Digital Media Program Development	District	\$8,000.00	Facilitate completion of the Petaluma Campus Digital Media Lab. Collaborate with academic disciplines and Dean of Career Technical Education in the development of Petaluma-based Multi-Media, Digital Media and Media Film certificates and major program of study.	Workplace and industry need.	
0001	Petaluma	00	00	Recycled Water Certificate	District-Cost Unknown	\$0.00	Create new courses and/or certificate program to complement the existing Water Utility Operations and newly proposed Wastewater Treatment Operations certificates.	Workplace and industry need	