Santa Rosa Junior College
Program Resource Planning Process

Student Affairs and Engagement Programs 2016

1.1a Mission

Vision

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

Mission

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

1.1b Mission Alignment

Student Affairs & Engagement Programs is fully aligned with District's Strategic Plan goals and objectives.

Strategic Plan: Goals and Objectives	Student Affairs/Engagement Programs Alignment with Strategic Plan
A. Support Student Success: *Support development of the whole student from early college awareness through successful completion of educational and career goals*	
Expand and sustain access by eliminating barriers, expanding strategic outreach efforts, and delivering services effectively through current technologies	Student Affairs & Engagement Programs (SA&EP) continued to develop the Call Campaign for prospective and continuing students. Student Ambassadors call and communicate one-on-one with students regarding their registration process and educational planning; The SAO regularly provides information about its programs and services at all outreach trainings and events that happen on campus.
Increase retention and academic progress through student engagement with academic	SA&EP is on the frontlines of providing compelling and transformative engagement services,

and student services, faculty and staff, and campus and community activities	programs and activities that increase retention; for a complete listing of these programs, see 1.1c.
Increase the number of students who complete their educational plans and goals	SA&EP works collaboratively on planning and coordinating the Welcome Centers on each campus; this program is meant to provide new students with a comfortable and welcoming environment in which to meet with a Student Ambassador and receive a referral to a counselor to complete their educational plans. Student Ambassadors participated in another Call Campaign to encourage students to meet with a counselor to complete their educational plans.
Enhance cultural responsiveness to better serve all student populations with a focus on first generation college students and the increasing Latino/a population	For 2015-16, SA&EP successfully delivered a comprehensive slate of multicultural programs intended to increase cultural competence among our students, staff and community. These programs were collaboratively developed and very responsive to current issues and community needs.
B. Foster Learning and Academic Excellence *Foster learning and academic excellence by providing effective programs and services*	
Support and promote teaching excellence across all disciplines	The SA&EP is responsible for responding to student complaints and grievances and for enforcing the Academic Integrity policy. Faculty are regularly consulted with and trained in how best to address these areas.
Engage students and spark intellectual curiosity in learner-centered environments	Through Student Government, clubs, Student Engagement Programs, Rotary Center for Student Leadership programs, Student Ambassadors and our community service efforts, we are preparing our students for participation as citizens at the local, national and global levels. Students who complete their SRJC experience without an understanding of their social responsibilities in a democracy have

	not been wholly educated. SA&EP actively develops and coordinates programs in service of this principle.

The SA&EP is committed to educating and preparing our students with the skills necessary to be successful leaders in our diverse communities. We know from many reports and research that employers are looking for graduates who understand and can demonstrate competence in the following three areas: 1. how to build teams; 2. how to solve problems and think critically in a group setting; and 3. how to communicate effectively within teams. We build our SLOs and programs around these societal and career-based needs.

A summary of all student engagement programs are included in 1.1c. |
Integrate academic and student support services across the college and curriculum	SA&EP is connected to all student support services and is well versed in academic programs and personnel; the info desk on each campus serves as the hub for information, referrals, tours, and other important services for all students, both academically and outside the classroom.
Identify and implement responsive instructional practices that increase the learning and success of our diverse students	SA&EP has been at the forefront of developing the college's new Umoja program, a learning community to support African American and other students in their academic success and personal development.
C. Serve our Diverse Communities *Serve our diverse communities and strengthen our connections through engagement, collaboration, partnerships, innovation, and leadership*	
Identify the educational needs of our changing demographics and develop appropriate and innovative programs and services with a focus on the increasing Latino/a population	SA&EP responds to the needs and concerns of our diverse student body in planning multicultural programs and activities; they also provide key advising and support to our multicultural clubs including MEChA, BSU, Polynesian Nation and the Native American Students club; in 2015-16, the Associated Students provided funds for the MEChA/BSU Youth Conference.

	The SA&EP, largely responsible for Day Under the Oaks, did outreach to our local elementary schools that primarily serve underrepresented populations with promotions in Spanish for 2016. The focus of DUO 2016 was "serving our diverse community." The CyBear Student Resource Center provides student IDs to our ELL population outside of normal working hours to meet their unique schedules.
Contribute to the richness of our multicultural community by promoting cultural initiatives that complement academics and encourage the advancement and appreciation of the arts	The Associated Students, a program of the SA&EP, regularly allocates funding to support culltural programs; the 2015-16 allocation was approximately $25,000.
Meet the lifelong educational and career needs of our communities (e.g. seniors, emerging populations, veterans, re-entry students)	SA&EP offers programs, activities and services that serve all diverse and emerging populations; there is not a demograhic we don't touch during the course of a semester. We continually seek out ways to reach populations who historically have been underserved or who have challenges in accessing our services.
Provide relevant career and technical education that meets the needs of the region and sustains economic vitality	Leadership development training is necessary for students to be successful in the local workforce. Employers are asking for graduates who have training in the soft-skills and who can lead teams and organizations.

D. Improve Facilities and Technology *Provide, enhance, integrate, and continuously improve facilities and technology to support learning and innovation*

Incorporate best practices and innovations for facilities and technologies in order to enhance learning and working environments	SA&EP acts as the guardian and steward of the Bertolini Student Center; we conduct weekly rounds of all floors and create punch lists and services requests for maintenance and improvements; we are constantly making requests to improve the technology in the building.
Improve and sustain infrastructure, facilities, and technology to proactively support our diverse learning community	SA&EP created a new student art gallery program in the Bertolini Student Center that support our diverse

	learning community. Three pieces will be hung by summer 2016.

Glass cases on all three floors of the Bertolini Student Center feature exhibits and artwork that support our diverse learning community. |
| Increase District-wide coordination and collaboration to improve facilities and technology access, efficiency, and effectiveness | SA&EP regularly consults with Facilities Operations on all service requests for maintenance, upgrades, custodial and overall facilities enhancement. We have also participated in the procurement and development of the new Event Management System software application. |
| Provide effective facilities and technology technical training for all employees to ensure operational effectiveness | Consult with IT and Media Services to provide timely training on use of all technology in the building including digital displays, exterior displays, media closet for SAC, videoconferencing and Media Enhanced classroom use. |

E. Establish a Strong Culture of Sustainability *Establish a culture of sustainability that promotes environmental stewardship, economic vitality, and social equity*

Expand, support, and monitor district-wide sustainability practices and initiatives	The SAO and A.S. are college leaders in advocating for improved sustainability policies and practices; see section 3.5 for more information.
Infuse sustainability across the curriculum and promote awareness throughout District operations	see section 3.5
Promote social and economic equity in the communities we serve	see section 3.5
Ensure economic sustainability by leveraging resources, partnering with our communities, and contributing to the economic growth of the region	see section 3.5

F. Cultivate a Healthy Organization *Cultivate an inclusive and diverse organizational culture that promotes employee engagement, growth, and collegiality*

Foster an environment focused on collegiality and mutual respect in regards to cultural and individual perspectives	Through the A.S. Student Government Assembly (SGA) and student participation on College-Wide Committees, we are practicing participatory governance within the institution through processes that are inclusive and respectful of all

	participants and in which information and decision-making are shared. These opportunities provide a learning lab for students on collegiality and shared governance.
Recruit and hire outstanding faculty and staff and implement an exemplary Professional Development Program for all employees	When the opportunity arises, all efforts are made to hire the highest quality staff that increase the diversity of the Student Affairs team. Professional development is regularly encouraged and supported.
Establish robust programs to improve the health and wellness of students and employees	SA&EP works collaboratively with SHS/SPS to provide health programs and events that both inform, educate and entertain students in a festive environment.
Increase safety planning, awareness and overall emergency preparedness	SA&EP has taken the lead for emergency preparedness within the Bertolini Student Center and beyond. Several staff serve as Safety Coordinators and are certified in FA/CPR; The Dean is also SEMS certified and shepherds the emergency preparedness efforts in the Bertolini Student Center.

G. Develop Financial Resources *Pursue resource development and diversification while maintaining responsible fiscal practices and financial stability*

Increase the amount of discretionary, unrestricted general fund local revenue	N/A
Increase and maintain the District reserves above the state requirements	N/A
Pursue alternative funding sources including grants, partnerships, and scholarships to support our diverse communities and students	Through a collaborative effort between students, faculty and staff, student government implemented year one of the Student Center Fee. This brought in about $170k for student life programs, staffing and student center upgrades.
Manage enrollment and course offerings to maximize apportionment funding	N/A

H. Improve Institutional Effectiveness *Continuously improve institutional effectiveness in support of our students, staff, and communities*

Fully implement continuous quality improvement strategies to achieve greater	SA&EP has developed strategic LAPs based on its SLOs for the past 6 years. Each year, staff reflect on what was

transparency, effectiveness, efficiency, and participation	learned and apply that learning to its programs and services; appropriate adjustments, additions and deletions are made so that students are served at the highest level possible given human and fiscal resources.
Enhance internal and external communication systems to ensure effectiveness	Both the 2010-11 and 2011-12 LAPs were conducted around the SLO of communication skills and specifically better communication within the SA&EP offices and with the Associated Students leadership. Since that time, communication has definitely improved within the department, and staff and students are more aware of the tools necessary to maintain trusting relationships.

1.1c Description

INTRODUCTION

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

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

The SA&EP office (Santa Rosa & Petaluma Campuses) and affiliated student life programs are supervised by the Dean, Student Affairs & Engagement Programs (DSAEP) who also supervises the Assistant Director, Student Affairs (ADSA), the Petaluma Campus Student Activities Advisor (PCSAA), the SA&EP Administrative Assistant III, the Coordinator, Student Resource Center, the Advisor, Student Accounts & Special Programs (ASASP), and the Coordinator, Student Engagement Programs (CSEP); the DSAEP also provides oversight to the Manager, Student Engagement/Petaluma (MSEP) on all Student Government related programs. The Dean, Student Services for the Petaluma Campus coordinates and collaborates with the DSAEP and provides primary supervision for the MSEP and student life programs on the Petaluma Campus.

40+ students are employed part-time in such positions as Student Ambassadors, Graphic Designer/Bearfacts Editor, Tour Guides, CyBear Center/ID Student Assistants and Information Desk Assistants; and occasionally, STNC's (funded by the Associated Students) are used to work on special projects and events, including A.S. elections and other A.S. advising activities. SA&EP (Santa Rosa Campus) also houses the Associated Students Student Government Assembly (SGA) Offices, the Inter-Club Council offices, the Rotary Center for Student Leadership and the CyBear Center/ID operation.

In addition, beginning in 2015-16, the Associated Students launched the Public Service Fellowship Program (PSFP) for elected student officials and other students serving on college-wide committees. This increased the number of paid students in the department by approximately 30. The details and results of this program are the subject of this year's Learning Assessment Project and are located in Section 5 of this document.

SA&EP in Santa Rosa is responsible for operational oversight of the 75,000 s.f. Lawrence A. Bertolini Student Center, including the 75-seat Rotary Center for Student Leadership, the 125-seat Girvin Student Activities Center, the 60-seat Senate Chambers, the 250-seat Craig Dining Commons and the 40-seat Associates Lounge. Oversight of these five (5) rooms represents the scheduling of approximately 80 reservations per month.

SA&EP in the Richard Call Building on the Petaluma Campus is responsible for the operational oversight of the Student Affairs offices, coordination of the Welcome Center, CyBear Center South, student photo IDs and the supervision of all Student Ambassadors on the campus. Details regarding the Petaluma operation are detailed below in the section titled *Petaluma Campus Student Affairs & Engagement Programs*.

A major emphasis in Student Affairs is the advisement and advocacy of student government through the Associated Students. The Dean, SA&EP is the principal liaison between Student Government and the college and serves as the certificated advisor to the Associated Students (A.S.) organization. The A.S. is aligned across the college in the shared governance system through assignments on College-Wide Committees and select hiring committees. Details on the A.S. is provided below.

STUDENT AFFAIRS & ENGAGEMENT PROGRAMS - Programs & Services

Associated Students Organization/Student Government
The A.S. of SRJC is the official voice of students as recognized by the SRJC Board of Trustees. It includes student government, student life (activities and events) and student clubs. All students who register for classes each semester are considered Associated Students and are represented by the Student Government Assembly (SGA) – the main representative body responsible for appointing students to college-wide committees and providing input on college policy and programs. They also are the primary advocacy organization on all policy issues affecting students. Funding for SGA is generated by two separate revenue streams: the Student Representation Fee (optional $1 per semester, per student), the Student Center Fee (mandatory $1 per unit, per student, capped at $10 per academic year), and the CubCard+ membership fee (an optional $15 per semester and administered through the CubCard+ Opt-Out program). The Student Life Committee, responsible for the CubCard+ benefits program and

coordinating student events and activities, receives most of its funds from the Student Center Fee and CubCard+ membership fee.

Currently, there are thirteen(13) elected positions within the Student Government Assembly. Four (4) of those students also sit on the Student Life Committee. The Executive Vice President, Petaluma, the Director of Clubs, Petaluma and the Director of Marketing, Petaluma all have offices within the Petaluma Campus SA&EP department while all other SGA officers have offices on the Santa Rosa Campus. There are an additional 20+ students who volunteer to support both the SGA and the Student Life Committee throughout the year. The Student Ambassadors also provide much needed support for SGA programs and activities. During the 15-16 academic year, the SGA funded Student Ambassadors and STNCs for their programs totaling approximately $30,000. The SGA, Student Life Committee and other A.S. committees provide over 100 programs, events and activities during the academic year between the Santa Rosa and Petaluma Campuses.

The Student Life Committee is the program/event body of SGA. The committee is advised by the ADSA and each semester provides a wide variety of activities for students on both campuses meant to both educate and inspire college and community life; the ADSA collaborates with the PCSAA in Petaluma on all Petaluma Campus programs/activities. The SGA, Student Life committee, other SGA committees, and the Inter-Club Council (ICC), in collaboration with SA&EP, coordinated approximately 80 events/activities for 2014-15. The A.S. is committed to support student retention efforts through consistent and timely programs, events and activities. Here is a partial list of some of those events:

- Student Government Summer Leadership Retreat & Planning Summit
- SRJC Welcome Week (both campuses)
- Sustainability Fair
- March in March Advocacy Day in Sacramento
- Common Cause Pay 2 Play Movie Screening
- Common Cause Student Activist Training
- Civics Camp with Marc Levine
- SRJC Town Hall
- Day Under the Oaks Open House & Community Education Fair
- Careers in Local Government, Part 2
- Fall Greeter Program, Santa Rosa and Petaluma Campus
- A.S. Book Loan Workshop, Santa Rosa and Petaluma Campus
- A.S. BBQ/Club Day and Student Information Day
- Blood Drive, Santa Rosa Campus
- Club Day, Santa Rosa Campus
- Student Government Winter Leadership Retreat
- Student Film Festival, Petaluma Campus
- David Del Monte Lecture: Voices of the Vanguard
- A.S. Elections Week & Special Election
- Celebration of Chinese Lunar New Year
- Indigenous People's Day Resolution Signing Event
- Take Back the Night Part 1 & 2
- Halloween Dance
- Ayotzinapa Movie Screening
- "Meet Your Representatives" SGA Panel Discussion

- Student Success Panel
- 2nd Annual Sustainability Committee Retreat
- Winter Warm Clothes Drive
- Trash Talkers Taskforce
- Intersectionality Week featuring Virgie Tovar
- Student Bill of Rights Summit
- Multicultural Dinner
- Star Wars Dance
- Homeless Awareness Day
- Homelessness Taskforce
- Earth Week Movie Screenings & Campus Events
- Transportation Innovation Forum

If 2013-14 was called "The Year of Engagement" then 2015-16 should be called "The Year of Student Activism" as it witnessed a quantity and quality of social activism, events, activities, and co-curricular programs not seen for the past 20 years. This level of student engagement and activism is attributed to the following reasons: the coming of age of the BSC and surrounding quad as a center of student life, the successful pilot year of the Public Service Fellowship Program, increased diversity programs provided by our multicultural clubs and ADSA, a college president who widely encourages these types of activities and community collaboration, a re-emphasis on the importance of student engagement by the Student Success Act, and grant money that has allowed Student Health Services to become a major player in providing outreach events and activities. The SA&EP department and partners look forward to sustaining this level of engagement as a way to support student development and success.

The Inter-Club Council is the governing body of all student clubs and advised by the ADSA on the Santa Rosa Campus and the SAA on the Petaluma Campus. Each semester, 1000+ students are involved in clubs and organizations. During the 2015-16 academic year, this represented a high of 50 clubs at the Santa Rosa campus and a record 11 clubs at the Petaluma campus. Clubs provide over 500 events and activities each year for the College and community, and this involvement is reflected in the number of facility-use applications and special events applications processed in order to schedule these events. **For the Bertolini Student Center alone we scheduled nearly 700 room uses for 1st floor activities and events, the majority of which were for student activities and clubs. Additionally nearly 75 Special Event Applications were approved for 2015-16; these included bigger events and fundraising.**

Another facet of student engagement that has increased over the 2015-16 is the participation in sports/athletic clubs at the College. There are currently 7 sports/athletic clubs at the college that were founded on the Santa Rosa campus. The ASDA coordinates/administrates these teams as part of the Student Life program:

SRJC Beach Volleyball
SRJC Power Soccer Club
SRJC Boxing Club
SRJC Ice Hockey Club
SRJC Cheer & Spirit Team
SRJC Judo Club
SRJC Rugby

The expansion of sports clubs on campus has increased the number of facility requests use application for use of campus athletic venues (primarily the Tauzer Gymnasium) for practices and competitions. As these programs grow, there may become a need for additional administrative support from the Kinisiology Athletic Department to assist with the advisement and coordination of the sports clubs. During the season, a majority of the sports/athletic clubs travel to compete against opponents from other California Community Colleges, California State Universities, and the University of California.

More clubs means more cultural events, educational lectures, community outreach events, increased involvement with local, state and national organizations, and many more programs that benefit both campus and community life. **Additionally, student club fundraising was over $100,000 in 2015-16.** Campus clubs have increased student engagement opportunities which in turn increases student retention and success. We know our persistence rate for student clubs and organizations is about 95%, much higher than the District average of 70%.

The Associated Students Book & Emergency Loans are administered by the ADSA on the Santa Rosa Campus and the PCSAA on the Petaluma Campus. A total of 20 loans were processed and made availale to students from August 2015 until May 2016. Students can receive up to $300 per semester for books and $150 per semester for an emergency loan.

The Student Trustee is elected annually through the A.S. elections process and has an office within the A.S. space in the Bertolini Student Center.

The A.S. budget for 2015-16 was approximately $429,000. The revenue is generated from both the $15 CubCard+ Activities Fee and the $1 Student Representation Fee. This budget is used to support campus instructional programs and student services programs (26 total), A.S. events and activities, A.S. scholarships, Student Affairs staff salaries and benefits (.90 FTE), and student employee stipends.

CubCard+ benefits include (but are not limited to) a $5 parking discount, $11 in bookstore coupons, a $2 food service coupon, free home athletic events, free theatre performances and free Petaluma Cinema Series events.

Day Under the Oaks
SA&EP takes a leadership role in planning and implementing the college's annual open house and community education fair, Day Under the Oaks; this role is shared with the Public Relations office. SA&EP is responsible for the coordination of operations including exhibits, concessions, signage, materials, event footprint, and overall event layout. This is the college's largest event and thus takes a tremendous amount of both fiscal and human resources. The 2015 event required over 600 hours of SA&EP staff time and approximately $40,000 to attract nearly 8,000 community members to our beautiful Santa Rosa Campus.

Student Ambassadors
Student Ambassadors are a trained corps of student leaders who are engaged in numerous service opportunities and programming events that aid in their development and contribute to the success of SRJC. As peer advisors they enhance the overall vibrancy of the college and participate in the following activities and programs: Tours & Outreach; New Student

Orientations; Cultural Enrichment Programs; Entertainment Programs; and Leadership Development Training.

Numbering approximately 30 in 2015-16, the Student Ambassador Corps is one of many examples of student development programs that are service-oriented. Student Ambassadors participate in many campus events and community activities in order to engage new and returning students in educational and leadership opportunities at the college. The Student Ambassador Corps requires dedicated students who will foster and encourage prospective and current SRJC students to pursue their educational goals. The Student Ambassador Corps supports a myriad of retention activities in order to assist students toward achieving their personal goals.

Since 2009-10, overall funding was cut by approximately $20,000 to this vital program. As a result, SA&EP hired fewer Student Ambassadors and subequently decreased tour and program support offerings. Fortunately, for the past several years, the A.S. has been able to backfill some of these reductions which allowed for some additional Student Ambassador support for college-wide events. Most notably, over the past academic year Student Ambassadors have supported the PDA days for Fall and Spring semesters as well as Day Under the Oaks, First Oaks and other special District-wide events.

Multicultural Events Committee & Programs

Due to the resignation of the Assistant Director of Student Affairs, there is no Multicultural Events Committee & Programs report at this time.

Rotary Center for Student Leadership
Description (Mission Statement)
The Center for Student Leadership (CSL) is a Student Affairs initiative that serves to ***engage*** students, faculty, staff and the community in a variety of learning opportunities designed to ***expand*** their knowledge and abilities in leadership and service, so that principles of civic responsibility, respect, justice, and integrity may ***evolve*** in their relationships and communities. The program is coordinated by the Assistant Director, Student Affairs and Coordinator, Student Center at the Santa Rosa Campus. The program continues to grow and the total number of lecture offerings has increased this past academic year with special emphasis on Sustainable Leadership programs.

Operations (Program Support)
The CSL is not funded by district funds. Minimal honorariums are offered through Cybear Trust. Facilitators are solicited from among the SRJC faculty and off-campus educational institutions and community agencies. Student Leaders assist and collaborate with the Coordinator, Student Center in planning and implementing the programs and activities of the CSL.

CSL Events/Workshops for 2015-16

Due to the retirement of the Student Resource Center Coordinator, there is no Center for Student Leadership report at this time.

CSL Program Recommendations

- Collaborate more with students and allow them to select leadership development themes of interest.
- Collaborate more with faculty and generate leadership themes that they believe are relevant.
- Form community alliances to develop relationships with potential presenters and attendees.

CyBear Center/ID Area - Santa Rosa Campus
Description (Mission Statement)
Our purpose is to develop and sustain a Student Life Resource Center that provides club advising, student activities assistance, enhanced copy and print services, student ID cards and equipment designed to support academic, co-curricular and professional projects. Our copy services include: color and black & white copies, scanning, laminating, transparencies, faxing, internet access, document handling options, local phone use; and free workstations supplied with staples, shredding, hole-punches, paper cutters, white out, pens and pencils, markers, paper clips, tape and glue. The area is also frequently a first stop for students who need assistance with registering, information and referrals. The CyBear Center also provides locker rental services.

1. Current Status
Currently the center in Santa Rosa operates Monday-Friday, 8am-5pm. There is one full-time classified staff and one student employee. The operation in Petaluma is called "CyBear South" and is further discussed in the Petaluma section below.

2. Student ID Card Operations/Copy Services
The Student ID area has been in place for over 30 years at the College. The service provides photo and non-photo IDs to registered students, as well as staff, faculty, alumni and community members over 60 years of age. Students pay $3.00 per photo ID. All other photo IDs are free. All non-photo IDs are free. Most computer labs on campus require SRJC photo IDs to use their equipment. The library will accept SRJC non-photo IDs as long as another form of valid photo ID is presented along with it. A valid SRJC ID card must have a current validation sticker on the back to be considered valid. Alumni and Gold Cards do not require validation stickers as they are valid for life. A CubCard+ sticker for the current semester allows students access to all CubCard+ membership benefits.

There are currently only two high quality copiers on the Santa Rosa Campus. There are 4 PCs for students to use for projects, web surfing, etc. Basic computer, copier instruction and directions are provided by staff. The center provides a phone for free local calls. At the Petaluma Campus there is the ID card operation, one copy machine and fax services. Locker rentals are available at both campuses for a fee of $10.00 per semester. Rental is on a first-come-first serve basis and begins the first day of classes each semester.

3. Current Services Evaluation
The Cybear Center/ID area provides services to approximately 60 students per day/300 per week/2000 per month/ 14000 per year. The services provided are not replicated anywhere on campus, except for copies and supplies provided in the library. In the current space, there is no room for expansion. It is proposed that this include a high quality paper folder; two larger scanners; a new paper cutter; and a large poster printer.

There continues to be a serious need for staffing in the evenings for student IDs and for offering CyBear services for evening students. There's an on-going need for additional student employee funds. Currently, the majority of the budget is only for Federal Work Study student employees and CyBear Trust money supplements student employee coverage when needed. The ID systems on both campuses were replaced in the summer of 2012.

Another service provided by CyBear Center staff is the coordination of four (4) digital displays located throughout the building that are updated on a daily basis with campus information.

4. Recommendations
- Expand CyBear services to include mail service; packaging and parcel shipping; large poster printing; passport and visa; notaries; and photo printers.
- Fund student employees with 50% FWS & 50% District money.
- Continuing to develop ID card system into a Smart Card to be integrated with services throughout the District; progress has been made in the summer of 2014 to now encode SID #s into the magnetic stripe on the back of card.
- Increase fee for photo ID to $5.00 and apply revenue specifically to providing staffing in the evenings and other hours as needed.
- Develop more services at Petaluma's CyBear South, only as population and need increases.
- Develop the Santa Rosa into the Student Life Resource Center to better support club activities.

5. Statistics Per Year (approximate including summer session)
Total Photo IDs per year= 4,792*
*This number is not comparable with last years data
Total Non-Photo IDs per year= No Data*
Total Self Serve Black & White Copies= 9,396
Total Full Serve Black & White Copies= 47,390
Total Color Copies= 1,995*
*This number is not comparable with last years data
Total Faxes= 558
Total Laminating= 284
Total Transparencies= 0*
*This number is not comparable with last years data
Total Student Computer Assists= No Data*
Total Customer Contacts= No Data*
*20,567 seems reasonable based on data available.

Information Center - Santa Rosa Campus
The SAO, Santa Rosa Campus Information Center is the first-stop, information center for the new Bertolini Student Center and the first point of contact for many prospective students and their families. It is a primary information and referral outpost for the college and is used by the SRJC community for mail service, special event ticket sales, Lost & Found center, Calculator loaner program, validation stickers, general Q&A and phone inquiries about college services. During the 2015-16 academic year, the Service Desk had over 23,650 contacts with the public and fielded nearly 8,000 phone calls. In addition, there were over 10,000 visits to the Student

Affairs Office which included use of the free phone, free computer, and use of the A.S. offices and club space.

Tours Program
The Office of SA&EP in Santa Rosa provides free Campus Tours throughout the year except on college holidays, weekends and spring break. Tours are provided Monday through Friday between 8:30am and 3:30pm. During the Summer Session (June through mid-August) tours are only available Mondays through Thursdays. Tours are given by trained Student Ambassadors who are veteran students with a good understanding of the culture, customs and geography of the college. **During the academic year 2015-16. 132 tours were given to a total of 1671 prospective students and families**. This means that 89 less students were served this year than last.

Petaluma Campus Student Affairs offers free Campus Tours by appointment Monday through Friday between 8:30 a.m. and 4:00 p.m. During the Summer Session (June through mid-August) tours are available Mondays through Thursdays.

Greeters Program
New and returning students to SRJC often need class schedule information and directions to find their class location. During the first four days of the fall and springs semesters, SA&EP manages six (6) Student Greeter tables (3 at the Santa Rosa Campus and 3 at the Petaluma Campus). These tables are staffed by either one or two Student Ambassadors/employees from 8am to 5pm. The fundamental purpose of the program is to offer directions and information to all students during the first week of classes. In addition, maps, service information, engagement information, class schedules, health service information and various other department information is available on the table. Over 15 students are normally employed for this service and between 2000-2500 questions are answered at the three Santa Rosa and three Petaluma Campus locations.

STUDENT RIGHTS & RESPONSIBILITIES

Ombudsperson Services
The Ombudsman (Director, Student Affairs & New Student Programs on the Santa Rosa Campus and Dean, Student Services on the Petaluma Campus) offers confidential, informal, independent, and neutral dispute resolution services to all members of the student community.

The roll of the Ombudsman at Santa Rosa Junior College is to intervene at the beginning of the complaint process, and to attempt to resolve issues informally before they proceed to more formal processes such as a Student Grievance. The Ombudsman is an advocate for a fair process according to the mission of the college and not an advocate for the student or college staff. The Ombudsman considers all sides of a question as impartially and objectively as possible, mindful of perceived conflicts of interests. The Ombudsman operates in an advisory capacity, and relies on the cooperation and good will of students, faculty, staff and the administration of the college community. The Ombudsman:
- Acts as a source of information on college rules, regulations, policies, and procedures;
- Assists in identifying and evaluating options for resolving and managing conflicts and providing help in pursuing those options;
- Refers students to appropriate persons in order to resolve problems;

- Acts as a facilitator or mediator between students and other members of the college community when requested;
- Identifies key issues and makes recommendations for systemic change in the Student Complaint/Grievance procedures.

Student Conduct/Academic Integrity
The DSAEP is responsible for reviewing and adjudicating all Academic Dishonesty cases on the Santa Rosa campus, SW Center, Shone Farm and PSTC; the Dean, Student Services, Petaluma Campus covers all Petaluma cases.

The evolution of the Ombudsman into the District Student Complaint/Grievance & Academic Integrity (SCG/AI) expert includes acting as mediator and consultant to faculty/chairs/deans for classroom related issues. Position has absorbed the load once carried by chairs and deans as first consult on complaints and interpretation of District policy/procedure 3.11 & 8.22.

Totals for Student Complaint/Grievances & Academic Integrity for 2015/16:
- 37 Faculty/Academic Dean Consults on SCG/AI (unduplicated);
- 82 Complaints/Grievances (not all became official complaints and/or grievances);
- 31 Academic Dishonesty Cases;
- 5 CIRT cases; these are students of concern brought to my attention by faculty or other students.
- Also conducted two trainings for faculty/chairs/deans on SCG Policy 8.2.2 and AI Policy 3.11.

PETALUMA CAMPUS STUDENT AFFAIRS & ENGAGEMENT PROGRAMS

2015-2016 efforts were made in response to the Spring 2015 Petaluma Student Survey, feedback requesting events, programming and facilities for student life at SRJC Petaluma. Planning included further enhancement of the check-it-out program for students to use equipment on the Rotary Plaza lawns as well as development of a Student Game Room scheduled to open Summer 2016 in the Petaluma Student Center.

- 2015/2016 Petaluma Student Affairs Sponsored Events:

    - Welcome Week, Sep 1st 11am-2pm, Sep 2nd 11am-2pm, Sep 3rd 5pm-8pm

    - Live Band with "The HOTS", September 23rd, 11am -2pm

    - Hispanic Heritage Month, September 30th, 11am -2pm

    - National Coming Out Day, October 12th 12pm -1:30pm

    - The Haunted Night, October 29th 4pm – 8 pm

    - Green Day, November 4th, 11am-2pm.

    - MAD, Music Appreciation Day (music played on Wednesdays) Spring & Fall 2015-2016, 11am-2pm

- Throwback Thursday Game Nights, January 21st, March 10th, April 14th, May 12th, 5pm-8pm, Spring 2016

- "Super Hero" Super Saturday Services including tabling and free food, January 16th, 8:30am – 3:30pm

- Welcome Week, Feb. 2nd , 11am-4pm, Feb 3rd 5pm-7:30pm, Feb 4th, 11am-4pm.

- Black History Month Film Screening: Selma, Feb 18th, 2pm & 5pm showings.

- Wednesday night Cinema Series Cubcard+ membership benefit Free admission, 29 films screened 2015 – 2016

- Intercultural Day, Feb 25th, 11am-2pm

- Student Film Festival, April 1st 7pm-10pm.

- Earthquake Relief Concert for Ecuador, May 11th 11am-1pm

- Dodgeball at SRJC Petaluma, May 11th 11am-2pm

- Pride Parade participation, June 5th

- Petaluma Student Affairs supported events on Petaluma Campus:

   - Monthly Board of Trustee public visit hours – Maggie Fishman

   - Free Food from Redwood Empire Food Bank provided weekly while classes are in session

   - Transfer Day, September 10th Shuttle from Petaluma Campus support

   - Student Photo Shoots, September 15th & 16th

   - LumaFest preparation including signage package, t-shirt bundling, card rack bundling and community distribution as well as sponsorship of the "Fun Run Obstacle Course", October 17th , 7am-4pm

   - Free Film: Kumu Hina, January 28th, 6pm-7:45pm, Spring 2016 (Promoted)

   - Open Mic Poetry Nights, March 1st, April 5th, May 3rd, 5-6:30pm

   - "Our House" Intercultural Center Grand Opening, April 19th 12-5pm

   - SRJC Women Trustees Panel Presentation, March 17th, 5:30pm-7pm (Promoted and co-sponsored Masters of Ceremony by FE2, Females Empowering Each Other Petaluma student club)

- Clubs:

   - Regular Petaluma Council Meetings to support clubs with their events and activities

- ➢ Set a new record of clubs active on campus, with a total 12 active clubs Spring 2016.

- ➢ 12 clubs met at the Petaluma Campus, meeting regularly

- Associated Student Senate:

  - ➢ 2015-2016 A.S. Senate elected Petaluma officer:

  - ➢ Executive Vice President - Petaluma

  - ➢ Director of Clubs - Petaluma & Director of Marketing – Petaluma open for appointment

- Student ID services:

  - ➢ Created 1012 student IDs on Petaluma Campus

  - ➢ Updated 476 student IDs with A.S. benefits

- Student Ambassadors:

  - ➢ (16) different Student Ambassadors provided peer to peer support for students on the Petaluma Campus through-out the academic year.

  - ➢ Ongoing Student Ambassador Training focusing on "Student Steps to Success" and student focused services in all duties.

  - ➢ Greeters helped direct students to locations of new classes first week of Fall and Spring semesters

  - ➢ Student Ambassadors assisted students with introducing and navigating the SRJC Petaluma Campus App.

  - ➢ Outreach at Petaluma's Butter and Eggs Day Parade

  - ➢ Supported Petaluma Building Community Breakfast June 9, 2016

  - ➢ Assisted in the design and feedback on the Video Gaming Center.

- Welcome Center

  - ➢ Student Ambassadors served 1206 Petaluma Campus new students during June 2015 with assistance to steps to student success

  - ➢ Supported new students navigation with the steps to success.

  - ➢ Each student encouraged to sign-up to take their Assessment Placement tests, participate in orientation and create an education plan with a counselor

- Student Grievances/Ombudsman reports:

  7 reported to the dean, none became formal complaints

The Student Affairs & Engagement Programs (SA&EP) office and operations on the Petaluma Campus are supervised by the Petaluma Manager of Student Engagement who reports to the Dean of Petaluma Student Services.

The Petaluma Campus SA&EP Department is located in the Richard Call Building and shares the lobby with Student Health Services. The CyBear Center South is located in PC 607 where student photo IDs are made, fax services provided for a fee, and limited copy and print services to students. There are two dedicated offices for student leaders including one for the SGA, Student Government Assembly Executive Vice President - Petaluma PC 606 and a shared office space for Director of Clubs - Petaluma and Director of Marketing Petaluma in PC 605. This provides space for the student leaders to create agendas, minutes and plan student events and activities.

Current Facilities, Petaluma Campus, Richard Call Building

PC 601 Student Clubs work space

PC 602 Conference Room – Associated Students Senate public meeting location

PC 604 Petaluma Manager of Student Engagement & Student Off-Campus Housing Assistance

PC 605 SGA Director of Clubs – Petaluma & Director of Marketing - Petaluma

PC 606 SGA Executive Vice President – Petaluma

PC 606-A Front Desk Student Affairs & New Student Programs

PC 607 CyBear Center South and Student Photo ID operations

PC 608 Lobby – shared with two departments: Student Affairs & Engagement Programs and Student Health Services

PC 609 Meeting Room – table for 12 scheduled by Student Health Services as well as video conference

Petaluma Campus has student representatives who sit on the Student Government Assembly, SGA. During 2015-2016 student clubs were activated on the Petaluma Campus though the Petaluma Council which met weekly or bi-weekly (as needed with posted agendas) when classes were in session.

The Rotary Plaza which is adjacent to the SA&EP Office, Student Center and the Intercultural Center are the programming areas for student events such as Welcome Days, music concerts, Health Education events, Cultural Events and student club activities. Students on the Petaluma Campus benefited from the current SRJC Student Constitution which includes the positions Executive Vice President – Petaluma, Director of Clubs – Petaluma & Director of Marketing - Petaluma

The Petaluma Campus Cinema Series offers Wednesday night film viewings, with a one-hour introduction, followed by the viewing of the film. Beginning fall 2010, this was included as a benefit of the CubCard+ membership program. This benefit continues to be the strongest incentive for students taking classes on the Petaluma Campus.

Student Ambassadors (16) are hired throughout the academic year to work at the special events including the student Welcome Center. Student Ambassadors also provide peer to peer support for students on the Petaluma Campus, Outreach at Petaluma Farmer's Markets, and Supported the Petaluma Building Community Breakfast June 9, 2016, and SRJC Petaluma's LumaFest.

Service Desk – Petaluma Campus

The SANSP Service Desk is often the first point of contact for many prospective students and their families offering direction, student involvement advice and provides a free phone for local calls. The front desk is staffed by Student Ambassadors who also give campus tours. The service desk is also the area where students may check out outdoor equipment, such as lawn blankets, footballs, and more. Student Affairs is frequently a primary information and referral point for the Petaluma Campus and is used by the Petaluma Campus community for mail service, special event ticket sales, validation stickers, photo ID cards, general Q&A and inquiries about college services. During the 2015-16 academic year, the Service Desk had over 4,000 contacts with the public.

CyBear Center South/ID Operation - Petaluma Campus

Staffed by the Petaluma Manager Student Engagement, part-time temporary Activity Advisor and Student Ambassadors, CyBear Center South provides both students and staff with the following resources: faxing, stamps for sale and single envelope U. S. postal mail service, and a button making machine. There is also a computer kiosk available for student use.

The ID operation provides photo and non-photo IDs to registered students, as well as staff, faculty, alumni and community members over 60 years of age. The cost of a student photo ID is $3.00, while non-photo IDs and staff photo IDs are free. The SRJC libraries will accept non-photo IDs as long as another form of valid photo ID is presented along with it. An SRJC ID card must have a current validation sticker on the back to be considered current and usable. Alumni and Gold Cards do not require validation stickers as they are valid for life. The ID operation produces over 12,000 IDs annually District-wide.

The Petaluma Campus SANSP Department has implemented regular Photo ID hours of service provided by the Student Activities Advisor and Student Ambassadors Monday – Thursday 8:00 am – 5:00 pm with Wednesday night service hours extended to 7 pm.

Off-campus Housing Program

The Student Off-Campus Housing Assistance (SOcHA) program is a key support service for many students, both local and out of district. An average of 200 rental listings located throughout the SRJC District is maintained on the web site on a monthly basis which greatly benefits both students and community landlords. The web site has been fully automated, allowing for totally virtual service, other

than administrative oversight provided by the Student Activities Advisor. There is a desk and a computer on the Petaluma Campus Student Affairs & Engagement Programs area for an employee to enter updates to the SOcHA web site. During 2014-2015 the Housing 101 jumper web-site was added to the SRJC web-site to enhance off-campus housing options for students to live in the SRJC District.

SRJC Petaluma

Student Affairs & Engagement Programs

2015 - 2016

Program Priorities

1) SRJC Petaluma priority to provide lively student engagement opportunities for ALL students. Activities that students take ownership in creating how and when they get involved. Events and activities available for ESL and Re-entry students.
2) SRJC Petaluma Cultural Center
3) SRJC Petaluma "Student Success Team"
4) Assist in implementation of SRJC Petaluma "BIG PROJECTS"
5) Provide students resources on how to address Basic Needs: Food, housing, transportation to college.

Outcomes

1) SRJC Petaluma = student retention
2) Students develop lifetime interest, lifetime relationships with each other and with SRJC.

Challenges

1) SRJC Petaluma Student Affairs & Engagement Programs challenge is staffing.
2) Challenge of low enrollments due to the current economy.
   a. Low unemployment rate
   b. Limited availability of housing in Sonoma County

1.1d Hours of Office Operation and Service by Location

Student Affairs & Engagement Programs

Santa Rosa Campus - Bertolini Student Center

Monday, Tuesday, Thursday, Friday, 8am – 5pm.
Wednesday, 8am - 7pm

CyBear Center:
Monday - Friday, 8am – 5pm
Wednesday, 5pm - 7pm, by appointment only

Petaluma Campus - Richard Call Building PC 608
& CyBear Center South PC 607
Monday Tuesday, Thursday, 10am – 5pm
Wednesday, 10am - 7pm
Friday, tours available by appointment

1.2 Program/Unit Context and Environmental Scan

To truly understand the efficiency and effectiveness of Student Affairs programs, clarification is needed in the following areas:

1. Classified Payroll: The Student Affairs Office employees 3.5 FTE of classified staff. The data sheet fails to provide information on where the funding comes from for those 3.5 FTE. In fact, nearly .9 FTE is covered by the Associated Students categorical funds. Further, of the approximately $300k in payroll/benefits paid out to the 3.5 FTE classified staff in Student Affairs, nearly $80k is paid by the A.S. **In reality then, the District pays approximately $220k for 3.5 FTE of classified support staff.** This is a very reasonable amount to fund given the dedicated service to students that these 3.5 employees provide.

2. FTES Generation: Though Student Affairs generates no direct FTES, we did have computing services collect data for students involved in our leadership programs. This included student government, clubs, student ambassadors, greeters and other student volunteers. We estimate that we were able to collect SIDs for only about 50% of the total number of students involved in 2014-15. These roughly 50% (632 students), generated 915.13 total FTES for the college. If we could have collected SIDs for all students involved in our programs in 2014-15, we likely would have been close to 2000.00 FTES. Although we weren't responsible for enrolling students in these units, we believe that our programs are a major reason why students stay at SRJC. The persistence data, 95.54% for those involved in our programs, supports this inference. Our student life and engagement programs give students meaning, purpose and enjoyment, which are major contributors in student success and retention.

2.1a Budget Needs

In all your responses to the questions in this section, please refer to Attachment 1: Program/Unit Review Data Sheet to provide evidence.	SA&EP uses the annual budget strategically and effectively to maximize programs and services to students. Historically, funding has been sufficient

[Refer to other appropriate sources of evidence (and cite your sources) such as existing budget printouts from Accounting, annual budget development worksheet (three year trend).
Hot link to definitions
These questions only apply to budget categories of 4000s and 5000s (supplies and services). Faculty and classified staffing will be addressed later.

•Is the budget allocated/used effectively?
•How do your budget statistics compare to the district-wide range?
•Describe areas where your budget might be inadequate to fulfill your program/unit's goals and purposes.
•If you need additional funds, please explain.

to implement a quality offering of baseline programs and services.

However, staff needs have grown significantly over the past three years with the explosion of campus events sponsored by student clubs/government, the increase in student engagement and activism and the growing demand for more Multicultural programs that support the District's Strategic Plan to cultivate learning within our diverse community.

Historical Budget Reductions:
The budget reductions of 2003 were never recovered and have affected the level of service in key areas. It is requested that when possible, the District restore $3,100.00 in the discretionary line items that were reduced. This amount represents only 55% of the total reductions of 2003.

Additionally, in 2009-10, SA&EP took a 23% budget cut in our 2's, 4's and 5's (totalling $13,500). These reductions affected numerous programs and services including: student employees, lectures and events, travel, supplies, and off-campus printing. It is requested that in addition to the $3,100 mentioned above, that the District restore the $13,500 cut from 2009-10 when the fiscal climate permits. **This would total $16,600 in restorative funding**.

The greatest needs are to replace the Manager, Student Affairs and the Coordinator, Student Resource Center positions. Both positions have been vacated since June 2016. There is also a need to work collaboratively with the Student Government Assembly to hire a Coordinator, Student Government Programs position. Finally, Petaluma Campus Student Affairs is in need of at least a .5 FTE program assistant to suppor the Manager, Student Engagement.

Future plans include the need for a *Student Center Operations Specialist* to assist the department coordinate all logistical and facilities requests for the events and programs that take place in the Bertolini Student Center, especially the 1st floor and surrounding Quad. Proposed funding to support staffing can be addressed from new funding revenue streams of the

	Student Center Fee for operational needs that support Student Engagement and Retention. See 2.2e for details. There is a great need to augment the current .5 FTE Coordinator, Student Engagement Programs to a 1.0 FTE position. SA&EP has absorbed many of the responsibilities of the now defunct New Student Programs area but without additional staffing. SA&EP has also taken on many new responsibilities asa .5 FTE a result of the Student Success Act and concomitant roles to increase student engagement and persistence. See section 2.2e for more information.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Petaluma	01	02	$3,000.00	LOCATION: 60 Petaluma program operational expenses, including: tables, chairs, backdrops, canopies and other equipment for events/activities.
0001	ALL	01	02	$6,000.00	Augment operational expenses to support Welcome Day events on both campuses. The amount of funding needed depends on the amount of funds provided by Student Success & Equity.
0001	ALL	01	02	$2,500.00	Augment Student Affairs travel budget to support greater use by staff seeking professional development.
0001	ALL	01	02	$2,000.00	Augmentation of Multicultural events supplies line item for increased progams and activities.
0001	ALL	01	02	$4,000.00	Augmentation of Multicultural events operational expense line item for increased activities and lectures.
0001	ALL	01	02	$3,000.00	Supplies and operational expenses for Student Engagement Programs including Student Ambassadors, Call Campaign, Reentry Support, Legislative Advocacy, etc.
0001	ALL	05	02	$4,000.00	New funding for Sustainability Programs in support of Goal E: Creating a Culture of Sustainability

2.2a Current Classifed Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Administrative Assistant III	40.00	12.00	Oversight of a full-service front desk operation including supervision of student employees; supports the work of the Director, Student Affairs & New Student Programs; tracks SAO budgets and initiates financial transactions using Financial 2000 and online budget transfers; responsible for maintaining office organization for a comprehensive student support center including assistance to 3 managers, 2 classified staff, 20 student employees and over 50 student volunteers.
Advisor, Student Accounts & Special Programs	40.00	12.00	Accountant for all student organizations and clubs, including the Associated Students operation; maintains all records using Quickbooks; provides monthly P and L statements for the Student Senate and A.S. Programs Committee; coordinates the Student Greeters program; performs monthly A/P and A/R for CyBear Center copy operation; oversight of the front desk operation in the absence of the AAIII.

Position	Hr/Wk	Mo/Yr	Job Duties
Coordinator, Student Resource Center	40.00	12.00	Coordinates the day to day operations of the CyBear Resource Center including copying, printing, laminating, etc.; coordinates the ID operation including supplies, technology, and production; supports the Rotary Center for Student Leadership through scheduling and promotion of lectures and activities; support student clubs and organization by assisting with paperwork and resource allocation.
Coordinator, Student Engagement Programs	20.00	12.00	Coordinates engagement and advocacy programs for the Student Affairs Office, the Associated Students and related programs and services; Advises the A.S. Advocacy Committee; Coordinates online Bearfacts newsletter using CRM technology; supports the development and implementation of engagement activities for new and returning students; supports advocacy events and activities.

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Dean, Student Affairs & Engagement Programs	40.00	12.00	Administrative responsibility for development and supervision of, extra-curricular and co-curricular programs of Student Affairs. The Dean is also responsible for the supervision and management of Student Affairs including developing, monitoring and managing the budgets of each program, supervising and evaluating managers, classified and student staff and serves as the ombudsperson for the student grievance process; serves as the Certificated Advisor to the Student Government Association including fiduciary responsibility for the A.S. budget; reviews and adjudicates all academic integrity cases for the Santa Rosa Campus; responsible for coordinating Student Services technology; operational oversight of the Bertolini Student Center; responsible for aspects of Sustainability Programs for the District.
Asst. Dir., Student Affairs	40.00	12.00	Supervises and coordinates the planning of extra-curricular and co-curricular student programs, and student initiated events. Serves as the advisor to officially recognized clubs, the Associated Students Student Life Commitee and its programs. Assists the Dean in developing and conducting student leadership training and program development including the Rotary Center for Student Leadership. Responsible for all multicultural programs in the District. Manages classified and student staff. Receives release time to coordinate aspects of the Umoja program. Supervises the District's Club Sports program.
Manager, Student Engagement, Petaluma	40.00	12.00	Now reports full-time to the Dean, Student Services, Petaluma; with co-reporting to the Dean, Student Affairs on all matters related to Student Government and appropriate Student Affairs responsibilities. Plans extra-curricular and co-curricular student programs, student initiated events and related Student Affairs programs and services. Serves as advisor to the Petaluma Campus Life Council and promotes Petaluma Campus student life; plans and supervises the operations of the Student Off-campus Housing Assistance Program, manages, trains and provides professional development for classified and student staff.

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
STNC Special Assignment	20.00	4.00	Assists in the coordination of special programs and events; assists with other special projects and programs including student elections; funded by Associated Students categorical funds.
Student Ambassador - 20 hrs/wk x 20 students	20.00	12.00	Peer mentoring; tour leaders; assists with special projects; assists with events and activities including

			health awareness, diversity awareness, entertainment; Welcome Center peer support.
Information Desk Assistant 20 hrs/wk x 4 students	20.00	12.00	Customer service for full-service, first-stop information and referral service desk; assists with special projects and events.
CyBear Center Assistant 20 hrs/wk x 3 students	20.00	12.00	Provides copy and print services in assisting students with special projects or assignments; makes photo IDs.
Bearfacts Editor/Graphic Artist	20.00	12.00	Designs posters and flyers for the Student Affairs Office and the Associated Students; coordinates the design, content and layout of the Bearfacts newsletter for both campuses.
STNC, Advisor II, Student Government Activities	25.00	6.00	Assists with the coordination and advising of Student Senate activities including Senate advising, by-law development, social media and web wite, and retreats and travel.
STNC, Coordinator, Day Under the Oaks	25.00	6.00	Coordinates the College's annual open house and community education fair.
STNC Elections Coordinator	30.00	2.00	Coordinate elections for the Associated Students.
STNC Administrative Assistant II	30.00	6.00	Administrative Support to the Assistant Director of Student Affairs with Sports Club Programs, Club Records, Multiculural Program Funding Requests and Umoja Learning Community Outreach.support.

2.2d Adequacy and Effectiveness of Staffing

Santa Rosa Campus
Student Affairs & Engagement Programs (SA&EP) on the Santa Rosa campus has experienced tremendous growth since the opening of the Bertolini Student Center (BSC). Managing the operation of a full-service, comprehensive Student Center, including the scheduling of all first floor activities, events and meetings, has increased the work load of all SA&EP staff in Santa Rosa. Since moving into the Student Center, many new programs and services have been added to the department's responsibilities, including: Lost & Found, Press Democrat Readership Program, the Calculator Loaner Program, the increased use of the Student Ambassadors including the Call Campaign (making personal phone calls to all new and returning students), administration of Academic Integrity, increased use of the Ombudsman, District reponsibility for student engagement programs to support the Student Success Act, and the growth of student clubs to an average of 45 per semester.

To accommodate this shifts in workload and support for District initiated goals and priorities, the following staff augmentations are requested:
- Increase current .5 FTE Coordinator, Student Engagement Programs (CSEP) to 1.0 FTE; this additional .5 FTE would be used to better support student success and engagement activities throughout the District; it would also shift some of the BSC workload from AAIII to CSEP.
- Create budget line item for the Student Ambassadors (SAs) program; SAs have become a much needed resource on both campuses and their use has steadily increased for the past five years. Acting as peer

advisors, they fill a vital role in reaching and serving our students in such areas as tours, the Welcome Center, Greeters tables, outreach services, online application assistance and events/activities; and the Call Campaign. Since 2006, we have been augmenting the SA&EP budget by requesting budget transfers from other departments, somewhere between $25 and 40k per year; this is not a very efficient way to run a proram. If Student Ambassadors are to continue to be a key component of student access and retention initiatives, there must be a concomitant increase in the student employee base budget that reflects the District's prioritization of this key student success program.

- Finally, because of the increased student engagement and activities, the increased events in the Bertolini Student Center, and further increased demands for student life, there is a need for a Student Center Operations Specialist to coordinate all logistical and facilities needs of the 1st floor of Bertolini and surrounding Quad area. See 2.2e for details.
- All other staffing needs/shortages can be covered by a major restructing of the SA&EP department.

Petaluma Campus

The Petaluma Campus is experiencing growth in both FTES and facilities for student life/activities, especially given the passage of Measure H. This will require that we have appropriate SA&EP staffing to cover this expansion. In order to carry out the plan for increased SA&EP programs and services on the Petaluma Campus, which includes a fully operational Student Affairs Office (opened March 2009), the approval to hire at least a .5 FTE program assistant is imperative.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	ALL	01	02	Coordinator, Student Engagement Programs (.5 FTE)	Same; combine with other .5 FTE in CalWORKs	Classified
0001	Petaluma	01	02	None	.5 FTE Program Specialist	Classified
0001	Santa Rosa	01	02	Manager, Student Affairs	Manager/Director, Student Life & Leadership	Management
0001	Santa Rosa	01	02	Coordinator, Student Resource Center	Coordinator, SRC & Marketing Programs	Classified
0001	Petaluma	01	02	None	Administrative Assistant II, Petaluma	Classified
0001	Santa Rosa	01	02	None	Coordinator, Student Government Programs	Classified

2.3a Current Contract Faculty Positions

Position	Description
N/A	

2.3b Full-Time and Part-Time Ratios

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

2.3c Faculty Within Retirement Range

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

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	ALL	00	00		

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

Maintenance and replacement of desktop technology and related equipment needs has been well supported by ITG and IT. The 7-year replacement cycle has worked well for all of the Student Affairs programs, including the CyBear Resource Center and the Associated Students. The Bertolini Student Center has been outfitted with appropriate technology and equipment that complements its structural beauty and comprehensive functionality. All Petaluma Campus technology needs and requests are addressed collaboratively by Student Affairs staff and Petaluma Campus administrators.

2.4c Instructional Equipment and Software Requests

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

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	04	02	Digital Display for Carole Ellis Aud, exterior	1	$6,000.00	$6,000.00	Robert Ethington	N/A	Robert Ethington
0001	Santa Rosa	04	02	Digital Marquee for Bertolini Quad	1	$30,000.00	$30,000.00	Robert Ethington	N/A	Robert Ethington
0001	Petaluma	04	02	Digital Marquee for Rotary Plaza	1	$30,000.00	$30,000.00	Robert Ethington	N/A	Robert Ethington
0001	Petaluma	04	02	Petaluma Campus Walkway Speaker System	1	$20,000.00	$20,000.00	Robert Ethington	N/A	Robert Ethington
0001	Petaluma	04	02	Outdoor Stage for Rotary Plaza adjacency	1	$10,000.00	$10,000.00	Robert Ethington	N/A	Robert Ethington
0002	Santa Rosa	04	02	Digital Display for Dining Services, Bertolini	1	$6,000.00	$6,000.00	Robert Ethington	N/A	Robert Ethington
0002	Santa Rosa	04	02	Upgrades to Student Activities Center	0	$25,000.00	$25,000.00	Robert Ethington	4608	Robert Ethington
0002	Santa Rosa	04	02	Projector/Screen for Center for Leadership	1	$10,000.00	$10,000.00	Robert Ethington	4643	Robert Ethington

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	Santa Rosa	04	02	Urgent	Bertolini	Servery	$5,000.00	The salad bar needs to be remodeled/redesigned so that customers can reach the back row of salad/salad toppings; currently some customers are not able to reach this row without ducking their heads under the sneeze guard.
0001	Santa Rosa	04	02	Urgent	Bertolini	Student Activities Center	$500.00	The floor sockets need existing covers removed and replaced with covers that are flush with the dance floor; current covers present a safety hazard.
0001	Santa Rosa	04	02	Urgent	Bertolini	Dining Commons	$500.00	Several light ballasts need replacing in both the Dining Commons and Student Activities Center; light fixtures will not work until replaced.
0001	Santa Rosa	04	02	1 Year	Bertolini	Dining Commons	$3,000.00	The Dining Commons needs mecho shades for the West upper windows. The sun is really bright during afternoon events and assemblies.
0001	Santa Rosa	04	02	Urgent	Bertolini	Main entrance Lobby	$500.00	Add outlet to West wall of Bertolini main entrance lobby for using computers and other technology.
0001	Santa Rosa	04	02	1 Year	Bertolini	Main entrance Lobby	$5,000.00	Build casework for trophies, recognition plaques, etc. for student leadership programs and Larry Bertolini memorabilia.
0002	Santa Rosa	04	02	Urgent	Bertolini	Student Activities Center	$700.00	Theater style curtains for the entrance to the Bertolini Student Activities Center. This will create a buffer zone between the East double doors and the main room. These curtains would be much like the curtains that separate the Burbank lobby from the seating area. The breezeway in Bertolini is very noisy and a buffer zone would help with board meetings, movies and lectures.
0002	Santa Rosa	04	02	1 Year	Bertolini	Student Activities Center	$2,000.00	The projector screen needs to be raised at least 2 feet higher; this can be accomplished by cutting the wall that hangs from the ceiling over

								the stage; I believe this is only a cosmetic wall and not load-bearing. The screen is currently too low when used for movies, presentations, etc. A facade will need to be built so the naming rights can be appropriately added.
0003	Santa Rosa	04	02	1 Year	Bertolini CSL	4643, CSL	$5,000.00	Add doorway to Center for Student Leadership into bathroom hallway for Senate Chambers; currently there is no bathroom for groups using CSL.
0003	Santa Rosa	04	02	1 Year	Bertolini	AA III office	$5,000.00	Add door to AAIII office so that there is a confidential space.

2.5b Analysis of Existing Facilities

The Santa Rosa Campus Student Affairs operation, including the CyBear Center and the Associated Students, moved into the Bertolini Student Center in January, 2010. Because of this, there is no analysis of existing facilities needed. The new facility solved many of our past limitations. The planning included multiple conversations to assure ADA compliance. Other than the relatively minor items listed in 2.5a, we work in a tremendous facility. However, we need to plan for how to best repair wear and tear on the building, including furniture and structure. The new Student Center Fee, to take effect July 1, 2015, could assist with these projects.

There has been a consistent need and request by students to have vending machines located at the Bertolini Student Center.

The Petaluma Campus Student Affairs operation, including the CyBear Center and the Associated Students, moved into the Richard Call building in March, 2009. The facility is both attractive and functional, allowing Student Affairs the space to build a comprehensive student life program. The planning of the Richdard Call Building also included many conversations on ADA compliance. Collaborative scheduling of room 602 has allowed the Associated Students to have use of the Conference Room for Student Senate meetings and small events, etc. With the passage of the Measure H facilities bond, there is a need to construct a new Student Center or upgrade an existing space for this purpose. The passage of the Student Center Fee could also assist in this purpose.

3.1 Develop Financial Resources

The **Umoja Learning Community** is a statewide consortium and resource focused on culturally responsive curriculum and practices effective for African and African-American students. In accordance with the vision of SRJC which is to aspire to be an inclusive, diverse, and sustainable learning community that engages the whole person. Over the course of the 2013-14 academic year a cohort of students, faculty, staff, administrators and community partners developed a Task Force group to address the achievement gap of African-American and African diaspora students. These discussions took place at the Santa Rosa campus at Umoja Task Force and Black Student Union meetings. Many of the achievement gap discussions led to sponsored community forums and panel discussions.

In a further effort to explore the possibilities of bringing a Umoja Learning Community to Santa Rosa Junior College, Black Student Union students and their Advisors attended the fall Umoja Conference, November 8-9, 2013 entitled "150 Years after the Emancipation Proclamation, the Fierce Urgency of Now" at the College of Alameda. As a follow-up to the fall Umoja conference , Black Student Union members and advisors also elected to attend the spring 2014 Umoja Regional Symposium, March 15, 2014 at the Umiversity of California- Davis. Finally, in June 2014, Santa Rosa Junior College became a member of the statewide Umoja consortium and sent a 3-member faculty/staff delegation (Andre Larue, faculty, Humanities Dept; Dr. April Harris, faculty,

Interdisciplinary Studies; and Dr. Brian Phifer, Assistant Director, Student Affairs) to the Umoja Summer Learning Insititue, June 9-13, 2014, at the Mission Inn Hotel & Spa, Riverside, CA. The Summer Learning Institute (SLI) is an intensive retreat designed for Umoja Community program staff. The training focuses on immersing attendees in the philosophy, pedagogy, theoretical foundations, and best practices based on the Umoja Community model. Educators from California Community Colleges have the opportunity to engage in courageous and bold discussions with other Umoja Community program staff. Participants are encouraged to attend as a college team, as they are given the opportunity to discuss and refine their programs based on information learned at the institute.

The final phase of implementation of the Umoja Learning Community is to secure funding from Matriculation & Student Equity funds. The goals and student learning outcomes (SLO's) of the Umoja Learning Community are consistent with the Student Success Act (SSSP). Further the SRJC Umoja Team is also looking into applying for 2 grants respectively from Hanover and the Lumina foundation.

3.2 Serve our Diverse Communities

The Student Affairs Office has (3) three individuals on a professional staff of (7) seven that reflect a commitment to diversity; in addition, (5) five are women and (2) two speak Spanish. We have an extremely diverse staff of student employees; over 80% reflect a commitment to diversity; and almost 40% are bilingual in the following languages: Spanish, Tagalog, Samoan, Arabic, Swahili, Mandarin and French.

Student Affairs promotes diversity issues and awareness through our many multicultural programs and activities. By using the District's Multicultural Events budget and Associated Students funding, we are able to provide and/or support approximately 50 programs a year on multicultural awareness. These programs are often collaboratively sponsored with the Associated Students, Arts & Lectures and many academic departments. Diversity Student Ambassadors are also utilized as program assistants for all of our Multicultural events and activities.

3.3 Cultivate a Healthy Organization

Classified staff are encouraged to participate in the events and activities of the college. The Dean is flexible with their schedules so that this is possible. They are also supported when they want to take classes at the college or elsewhere. One (1) of them is Job Steward Secretary to the CEC; and one (1) is the President of SEIU; the classified staff also sit on several college wide committees.

3.4 Safety and Emergency Preparedness

For 2013-14, the Director, Student Affairs in collaboration with the Dean, Counseling & Support Services has been designated to develop a Building Emergency Preparedness plan for all three

floors of the Bertolini Student Center in collaboration with Doug Kuula, Manager, Environmental Health & Safety.

Progress has been made on the Building Safety Plan; the Director, Student Affairs and the Dean, DSPS & Student Conduct have been meeting with the Manager, Environmental Health & Safety to develop the plan. We developed a building protocol for responding to emergencies:

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

Bertolini Area Safety Coordinators (ASCs)
1st Floor East – Sandy Sigala
1st Floor West – Andy Chhay
2nd Floor East – Marcia Labrucherie
2nd Floor West – Inez Barragan/Monica Gachet
3rd Floor East – Jo Ann Olsen
3rd Floor West – Marianne Schwarz-Kesling/Amy Ethington
Bertolini Building Safety Coordinators (BSCs): Robert Ethington/Patie Wegman

We have also been meeting regulary as the Bertolini Student Center Advisory Committee to discuss safety issues and make building improvements including procuring radios, survival kits, etc.
In early June 2014, we Facilities Operations conducted a fire drill to test all doors that close automatically.

3.5 Establish a Culture of Sustainability

Introduction
SA&EP has been on the front lines of the College's movement towards more sustainable policies and practices. Student leaders have been responsible for championing contemporary sustainability theory and principles while strategically positioning themselves to influence the

College's acceptance and support of this new direction. Within our department, staff and students alike have shown a keen and disciplined understanding of the importance of making sustainability a key learning outcome for all in our community. During the 2014-15 academic year, the department in collaboration with a cross-constituent group of sustainability advocates developed a comprehensive Sustainability planning document entitled: Creating a Culture of Sustainability, Greenprint for Achieving 18 Objectives by 2018. Here is the document in its entirety:

Sustainable SRJC | Creating a Culture of Sustainability, A Greenprint for Acheiving 18 Sustainability Objectives by 2018
This proposal is about a "big picture" mission of coordinating the District's sustainability efforts and aligning them with best practices and community benchmarks for sustainability. We believe the institution needs to use the framework of our Strategic Plan, and Goal E: *Creating a Culture of Sustainability*, as the foundation for moving forward, and building on the tenets of the Talloires Declaration, signed by former President Agrella in 2011 and approved by the Board of Trustees. For this to happen in such a way to make SRJC a state-wide leader in Sustainable policy and practice, any plan will need to have a comprehensive and collaborative focus in several key areas:

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

An institution that facilitates the interaction of these areas so they are moving at the same pace and direction towards *Creating a Culture of Sustainability*, is an institution which understands the true meaning of sustainability and our collective responsibility as educators and environmental stewards. The college also has a moral imperative to make sure our students understand the demands of our global resource challenges and are prepared to work in environments where a sustainability IQ is necessary for success. A more thoughtful approach to our sourcing, use and disposal of resources, will benefit not only our institutional carbon footprint but the overall financial bottom line. **Furthermore, recent reports, including the *Sonoma County Annual Report for 2014* and the *Sonoma County Winegrower's Association Sustainability Report*, signify an increased emphasis on sustainability in Sonoma County. We believe SRJC has much to offer in creating a sustainable future and should join other regional leaders in this endeavor.**

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

1. **Establish Office of Sustainability Programs (Timeline: by Fall 2015)**
   Pursue creative fund sources for a Director, Sustainability Programs (reporting lines TBD); this includes resources to create the Office of Sustainability Programs & Services. Explore reassignment of staff to support programs and/or amending current job descriptions to include roles supporting sustainability programs. Cost-saving measures should be calculated as a way to support funding. The Director should be responsible for coordinating the priority list of objectives and the liaison with all committees and groups related to Sustainability.

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

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

2. **Establish the *President's Sustainability Council* Devoted to Achieving Goal E (Timeline: by Fall 2015)**
   This Presidential Advisory Committee should be devoted in both name and purpose to *Creating a Culture of Sustainability* by charting a path for how the institution can achieve its sustainability objectives, build partnerships with community projects and initiatives, and reach benchmarks in sustainable practices. This body could include members who have traditionally been involved in other committees that interface with sustainability including Auxiliary Enterprises Committee, Integrated Environmental Planning Committee, Institute for Environmental Education, Parking & Transportation, Facilities Planning, and student organizations; essentially combining committees working on Goal E. There should be an official media launch where the President announces this new committee. This group should also provide guidance in selecting a position to oversee the Office of Sustainability Programs.

3. **Align Values, Key Performance Indicators (Scorecard) and Strategic Plan Goal E Objectives (Timeline: by Spring 2016)**
   - ✓ Aspire to Zero Waste
   - ✓ Provide Sustainable Transportation
   - ✓ Integrate Source Reduction Strategies
   - ✓ Utilize Renewable Energy Sources
   - ✓ Practice Responsible Water Use & Conservation
   - ✓ Fair Trade & Ecologically-Sound Purchasing Policies
   - ✓ Establish Recycling/Composting Diversion Standards
   - ✓ Practice Local, Organic Food Sourcing
   - ✓ Integrate Sustainability throughout the Curriculum
   - ✓ Limit Greenhouse Gas Emissions

✓   Use Green Building Principles in all Projects   ✓   Pursue Green Initiatives/Projects

4. **Name, Brand and Market the College's Sustainability Initiatives (Timeline: by Spring 2016)**
   Currently we are using Sustainable SRJC as our brand/logo to promote our projects and initiatives. This messaging should be refined and coordinated with Public Relations. It should also be included on all recycle labeling, etc.

5. **Implement Revised Environmental Procurement Policy (Timeline: by Spring 2016)**
   We need a serious, well-thought, research based Environmental Purchasing Policy; this policy directs sourcing and contracts so is fundamental to all further change regarding sustainability. The city of Santa Rosa and the County of Sonoma have already developed EPPs that are congruent with sustainable practices. We should explore source reduction strategies that lead to decreased waste. We also suggest using internal college services when possible, i.e. campus printing services.

6. **Align Water, Food & Waste with Best Sustainable Practices (Timeline: by Fall 2016)**
   Purchase of food should align with an updated EPP that follows best practices in procuring local, organic, and fair-trade goods and services. Water use as coordinated by the Grounds & Recycling program should establish reduction targets based on community benchmarks. Best practices in waste diversion, including recycling and composting, should be supported and mandated. Water conservation should be maximized in all green spaces.

7. **Conduct Baseline Audit of Resource Utilization (Timeline: by Fall 2016)**
   The college, or an out-sourced agency, should conduct a comprehensive audit of resources to identify areas for improvement and to help ensure responsible allocation of financial resources. This includes auditing the use of energy, water and other resources; a baseline audit of our carbon footprint/budget (GHG emissions) is a priority.

8. **Assure Green Building & Sustainable Facilities (Timeline: Now and into 2018)**
   Design destination buildings and green spaces throughout the District modeled on best practices in sustainable construction. This includes the renovation of current facilities and the construction of new facilities funded by Measure H bond revenue. We should include "smart" infrastructure in all buildings for energy efficiency and greater safety; in particular we should make sure we are using the most energy efficient solution for servers and wireless technology. We should also explore greater use of solar panels and other forms of renewable energy. Emphasis should be placed on native, drought tolerant landscaping to improve water conservation and energy efficiency; rain catchment systems should also be considered. Finally, and most importantly, sustainability must be a key principle guiding all decisions regarding the Facilities Master Plan (FMP); and transparency must be safeguarded for integrity in the process.

9. **Establish Sustainable Transportation Improvements (Timeline: Plan by Fall 2016)**
   We should increase access to all facilities by improving mass transit usefulness, create more safe pedestrian entry points that consider the user's perspective, and build safe avenues for bikes and other non-motorized vehicles. Sample projects include partnering with city agencies to enhance bus service to our campuses, ensuring connectors to the future SMART train services, creating bicycle lanes through city streets to our campuses, adding crosswalks through busy thoroughfares, and carving out pathways

for skateboards and bikes through our campuses. Finally, we must re-envision our relationship with Mendocino Avenue and other neighborhoods surrounding our campuses and sites.

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

11. **Infuse Sustainability throughout the Curriculum (Timeline: by Spring 2018)**
Goal E should be infused in all parts of the curriculum so that students have a well-rounded view of sustainability and how it connects to and affects all parts of our lives. There are several key faculty that are working on these issues and are best to lead this aspect of the project. PDA workshops and other trainings should be encouraged.

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

13. **Support and Align with Social Equity Projects (Timeline: Now and On-going)**
In addition to Student Equity Funding initiatives and HSI services, we need to support creative projects such as the Phi Theta Kappa Food Bank, the CalWORKs Clothes Closet, and the many multicultural clubs that support cultural understanding. One current project that combines food and equity is the need for EBT card acceptance.

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

15. **Research & Sign Appropriate State & National Documents for College Sustainability (Timeline: by Fall 2016)**
We believe we need to further research the advantages of signing such documents as the [American College & University's Presidential Climate Commitment](#). Currently, 29 CCCs have signed this particular commitment.

16. **Provide Enhanced Leadership Training in Support of Student Organizations (Timeline: by Fall 2016)**
For any lasting and serious institutional change on sustainability, the students need to be actively involved, providing resources to the A.S. Sustainability Committee and any related clubs is imperative. We also need a non-credit leadership training program for students and staff; a year-long program with certification. We propose creating the *Leaders Academy for Sustainable Communities* (LASC).

17. Enhance Professional Development Opportunities

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

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

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

In Summary

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

> *"In colleges and universities across the United States, students, faculty, and staff are forging new paths to sustainability. From private liberal arts colleges to major research institutions to community colleges, sustainability concerns are being integrated into curricula, policies, and programs. New divisions, degree programs, and courses of study cross traditional disciplinary boundaries; Sustainability Councils become part of campus governance; and new sustainability issues link to historic social and educational missions."*
>
> *from* **Sustainability in Higher Education: Stories & Strategies for Transformation**
> Edited by Peggy F. Barlett and Geoffrey W. Chase

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

Students
Cheri Mclean, Associated Students VP of Sustainability
Student Members of the A.S. Sustainability Committee
Josh Pinaula, President, Associated Students
Omar Paz, Student Trustee & SSCCC President

Faculty
Katie Gerber, Faculty, Earth & Space Sciences
Carla Grady, Faculty, Philosophy, Humanities & Religion Department
Abigail Zoger, Faculty, Life Sciences
Tony Graziani, Faculty Life Sciences
Alexa Forrester, Faculty, Philosophy, Humanities & Religion Department
Shawn Brumbaugh, Faculty, Life Sciences
Eric Thompson, Faculty, Philosophy, Humanities & Religion Department
Alicia Virtue, Librarian
Kasey Wade, Faculty, Agriculture/ Natural Resources

Classified Staff
Adrienne Leihy, Bookstore Technician

David Rau, Library Technician III, Petaluma
Sahara Chaldean, Coordinator, Student Center

<u>*Administration*</u>
Robert Ethington, Dean, Student Affairs & Engagement Programs
Tony Ichsan, Dean, Facilities Planning & Operations
Scott Conrad, Director, Information Technology
Carl Dobson, Manager, Grounds & Recycling
Javier Aguilera-Rodriguez, Manager, Custodial Services
Dr. Jane Saldana-Talley, Vice President, Petaluma Campus

<u>*Alumni & Community Members*</u>
Jessica Jones, Former A.S. President & Sustainability Advocate

4.1a Course Student Learning Outcomes Assessment

Student Affairs Office
Student Learning Outcomes:
Leadership in Communities, 2.0 unit course
(Discontinued in fall 2012)

Student Learning Outcomes:
    As a result of taking the Leadership in Communities class, students will be able to:
1. Demonstrate an understanding of the importance of personal responsibility and leadership in affecting community development and transformation.
2. Demonstrate an understanding of how personal actions, attitudes and lifestyles affect sustainability.
3. Demonstrate how to communicate effectively to improve relationships and group collaboration.
4. Demonstrate the ability to synthesize leadership principles and problem solving skills in the context of a campus policy initiative or project.
5. Demonstrate an understanding and appreciation for those from other cultural backgrounds and perspectives.

Objectives:
1. Students will explore theories and principles of leadership from different political and socio-cultural perspectives.
2. Students will study the relationship between principles, values and beliefs and their impact on leadership purpose.
3. Students will discuss the importance of communication in building effective relationships and teams; students will utilize experiential activities to develop team competence.
4. Students will discuss and critique the principle of sustainability and its prescriptions for leaders in a changing society.
5. Students will apply an ethical decision making model to real life leadership dilemmas.
6. Students will explore the topic of accountability through experiential activities and role plays.
7. Students will explore different styles of leadership by using the TEAM inventory as the basis for discussion.

8. Students will discuss the levels of civic engagement and the relationship between leadership and community service.
9. Students will identify a campus policy initiative or problem and design and implement a research project based on the cycle of transformation.

4.1b Program Student Learning Outcomes Assessment

Student Affairs & Engagement Programs
Includes Student Affairs, Leadership Development Programs, the Associated Students & Engagement Programs
Student Learning Outcomes:

As a result of participation in one or more Programs and Services within the Student Affairs & New Student Programs department, students should be able to:

1. Demonstrate effective communication skills to build relationships, teams and sustainable communities
2. Demonstrate an understanding and appreciation for those from other cultural backgrounds and perspectives
3. Demonstrate an ability to analyze and apply complex information in solving real world problems
4. Demonstrate an ability to successfully use the college's matriculation steps
5. Demonstrate an understanding of the programs and services available to support student success and personal development

4.1c Student Learning Outcomes Reporting

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

4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
A.S. Programs Committee (ASP)		X	X	X	X	X		X	X		X	X	X	X	X	X
A.S. Programs Committee (ASP)		X	X	X	X	X		X	X		X	X	X	X	X	X
Center for Student Leadership Trainings				X	X	X		X	X		X	X	X	X	X	X
CyBear Center/ID Operation	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Greeters Program			X	X	X	X		X	X		X	X	X	X	X	X
Information Desk Operation	X	X	X	X	X	X		X	X		X	X	X	X	X	X
Inter-Club Council (ICC)		X	X	X	X	X		X	X		X	X	X	X	X	X
Student Ambassadors/Employees		X	X	X	X	X		X	X		X	X	X	X	X	X
Student Government (Senate)		X	X	X	X	X		X	X		X	X	X	X	X	X
Student Off-Campus Housing		X									X					

4.2b Narrative (Optional)

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

For more information on our 2015-16 Learning Assessment Project please refer to section 5.0.

5.0 Performance Measures

Quantitative Data

As stated earlier, cohort data was collected for a total of 632 student leaders who volunteered/worked through the Student Affairs & Engagement Programs leadership opportunities during 2014/15 on both the Petaluma and Santa Rosa Campuses (see Table 5.0). These positions include: Student Government leaders; Student Ambassadors and other student employees, and students in Clubs & Organizations. Analysis of the data noted the following:

ⴕ Approximately 49.2% of the students involved in Leadership Programs reflect our commitment to diversity and recruiting students from underrepresented groups. One may also infer that it is reflective of the multicultural attraction of our programs.

ⴕ Of our 14/15 students who were enrolled for fall 2014 (560), 535 of them were also enrolled for spring 2015, giving us the **95.54% persistence rate**; a rate slightly above our 2013/14 rate. With the District rate of 68.56%, the SA&EP numbers are approximately **25% greater** than that of the

District rate. This backs up the predominant student involvement research that states that students who are involved/engaged with leadership programs are more likely to persist towards their academic goals.The SA&EP course completion rate was 87% vs. the District rate of 73% further validating the value of the SA&EP Learning Community.

Table 5.0 (Program/District Cohort Data)

2014-2015 Student Success Data		
	Program %	**District %**
Total Students	632	39,861
Enrolled in Credit	626	32,783
Enrolled in Non-Credit	310	13,865
Total FTES	915.13	18,652.89
Credit FTES	867.52	16,063.00
NC FTES	47.61	2,589.89
Non-Credit Category		
Elementary & Secondary Basic Skills	303	7,747
English as a Second Language	2	2,745
Persons with Substantial Disabilities	7	1,297
Short-Term Vocational	4	67
English Primary Language		
YES	595, 94.15%	31,985, 80.24%
NO	37, 5.85%	7,876, 19.76%
Enrollment Location		**District %**
Santa Rosa Campus only	354	17,302
Petaluma Campus only	21	2,474
Santa Rosa & Petaluma	203	7,469
Santa Rosa & Other	49	3,430
Online ONLY	2	1,636
Other ONLY	2	7,153
Gender		**District %**
Female	391, 61.87%	22,074, 55.38%
Male	240, 37.97%	17,400, 43.65%
Unknown	1, .16%	387, .97%
Age Group		**District %**
< 20	219	8,227
20 - 24	219	11,259
25 - 29	88	5,703
30 - 34	43	3,487
35 - 39	16	2,223
40 - 50	31	3,191
50 +	16	5,771
Race/Ethnicity		**District %**
Black	20, 3.16%	939, 2.36%
Asian	35, 5.54%	1,461, 3.67%
Filipino	12, 1.90%	333, .84%
Hispanic	193, 30.54%	12,769, 32.03%
Am. Indian/Alaskan	7, 1.11%	263, .66%
Pacific Islander	1, .16%	141, .35%
White	321, 50.79%	20,757, 52.07%
Unknown	2, .32%	1,504, 3.77%

Multiple Ethnicities	41, 6.49%	1,694, 4.25%
Disability		**District %**
Primary Disability	85	2,776
Secondary Disability	18	518
Dept of Rehabilitation	0	53
Financial Aid		**District %**
Not Received	254	26,619
Received	378	13,242
BOG Waiver	353	12,847
PELL Grant	162	4,440
Other	99	1,898
STUDENT SUCCESS		
Persistence		**District %**
Persisted to Spring	**535, 95.54%**	19,036, 68.56%
Course Completion		
Degree Applicable		**District %**
Attempted	6.035, 85.46%	127,122, 78.51%
Failed	813, 13.47%	34,485, 27.13%
Successful	5,222, 86.53%	95,637, 72.87%
ESL		**District %**
Attempted	15, 0.21%	1,670, 1.03%
Successful	15, 100%	1,332, 79.76%
English		**District %**
Attempted	34, .48%	1,468, .91%
Failed	7, 20.59%	570, 38.83%
Successful	27, 79.41%	898, 61.17%
Math		**District %**
Attempted	70, .99%	2,222, 1.37%
Failed	18, 25.71%	827, 37.22%
Successful	52, 74.29%	1,395, 62.78%
Academic Success		**District %**
Degrees	24, 3.80%	1,454, 3.65%
Certificates	2, .32%	566, 1.42%

Student Affairs 2015-16 Learning Assessment Project (Student Government Participation)

SLO: As a result of participation in the Public Service Fellowship Program, student government officials will attend more SGA meetings and college-wide committee meetings, thereby gaining more experience in student leadership activities.

To qualify for the Public Servcie Fellowship Programs (PSFP), officers were required to meet specific requirements:
- 80% attendance at SGA Meetings, subcommittee meetings, SGA retreats, and college-wide committees.
- Four (4) scheduled office hours each week.
- Meetings with Faculty or Staff mentor twice per semester.

- Writing an "End-of-Year" report summarizing their experience and highlighting future goals for the incoming administration.
- Adhering to College Policy, SGA Governing Documents, Codes of Conduct, and the Public Service Fellowship Contract.

Under the PSFP, elected officials were compensated at a rate of $300 to $500 per quarter, and involvement in Student Government increased significantly.
- The Student Trustee and 13 SGA officer positions were filled by 22 SRJC students throughout the year, and no position was left vacant for longer than three months.
- SGA created and filled 10 volunteer, non-voting "Assembly Member" positions to represent specific groups on campus or to work on special projects.
- With the largest student government body in 20 years, SGA held more frequent meetings and **always** met quorum.

Under the PSFP, non-elected students were offered $10.00 per hour compensation for serving on college-wide committees.
> Student Government Assembly (SGA) initiated a recruitment campaign for college-wide committees and reestablished the Students on Committees Council.

SGA appointed students to a record 94% of the 66 student seats on college-wide committees.
> In total, 25 students from outside of SGA enrolled in the program and were appointed to college-wide committees.

Over the four quarters of the pilot year, 90% of PSFP eligible students met the requirements and received a full stipend.
- In Fall 2015, 2 elected officers and 2 PSFP eligible students violated the Code of Student Conduct while on an SGA sponsored trip.
  - The SGA held an extensive hearing for the officers and students involved, and ultimately decided to suspend them from the program for the remainder of the year.

- In Quarter 2, an SGA officer was not meeting the minimum requirements for college-wide committee and internal subcommittee attendance, and was only granted 1/3 the total stipend.
  - The officer did not meet minimum requirements again in Quarter 3, and was **not** granted a stipend for that term.
  - In Quarter 4, the Officer made a concerted effort and fulfilled all responsibilities of their position and the program, qualifying them to receive a full stipend.

The following accomplishments were partly a result of increased participation in Student Government activities.
- Indigenous People's Day Resolution and the signing event
- Take Back the Night event
- Save the Fountain Campaign

- Funded "Free Ridership in 2016" for SRJC Students on Sonoma County Transit
- Halloween Dance, which featured the highest Attendance on record
- Welcome Back Week
- Planning summit for Fall events
- SRJC Reads, featuring Hannah and Virginia
- Student Success Panel, featuring Victoria
- SRJC Town Hall, featuring Alex and Melissa
- Filled 93% of Student seats on college wide committees for Fall 2015 Semester
- Collected 100+ clothing items for the Warm Clothes Drive
- Sustainability Committee Trash Talkers were present at many events
- Funded the continuation of the PTK Food Pantry giveaway in Santa Rosa
- Funded a Bike Repair Station and a Water Bottle Refilling Station in Petaluma
- Activated most clubs in Petaluma in its history
- Held a Student Bill of Rights Summit, where students crafted full draft of a Student Bill of Rights
- Created a code of Conduct for SGA and shared club/office spaces
- Converted website to Drupal
- Digitized past Calendar of Events, SGA Agendas & Minutes, and ICC Minutes and made them accessible online
- Digitized resolutions and photos
- Digitized 1000s of slides from past student government years
- Athletes Dinner
- Petaluma Poetry Open Mics
- Multicultural Dinner
- Petaluma Game Nights
- Homelessness Taskforce
- Homelessness Awareness Day
- Housing Crisis Resolution
- Textbook Reform Resolution
- Eugene Canevari Resolution
- Sexual Assault Prevention Resolution
- Parking Lot Poets
- Take Back the Night Part 2
- Star Wars Dance
- Earth Week, featuring native plant restoration, a seed giveaway, and multiple film screenings
- Transportation Forum
- Advocacy Scholarship Program
- Advocacy Book Loan Program
- Intersectionality Week, which culminated in a lecture by Activist Virgie Tovar
- SGA Officer Panel and Voter Registration
- Students on Committees and Inter-Club Council Panel
- Revised and re-wrote the SGA Finance Code
- SGA Awards Banquet

In summary, student participation in student government activities and college-wide governance issues increased to a level not seen for the last twenty years. As a result, it can be said that student persistence and success increased and the amount of involvement in the programs and services of the college

increased. The only recommendation at this point is to increase the number of permanent staff to accommodate this level of student engagement and activity.

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	06	02	Student Affairs & Engagement Programs Reorganization Plan	Developed plan for moving forward to 2016-17 given the departure of the Assistant Director, Student Affairs and the Coordinator, Student Resource Center; working collaboratively with Student Government Assembly (SGA) to fund new Coordinator, Student Government Programs.	by Dec 2016	Funds approved by SGA. Initial discussions with District on rehiring two positions. Student Activities Advisor successfully transitioned 1.0 FTE to the Petaluma Campus.
0001	ALL	04	02	Transfer all SA&EP and A.S. web pages to fit new drupal framework	Meet with IT staff to get specialized training and support in the transition.	Done	All pages successfully transitioned to new Drupal framework.
0001	Santa Rosa	06	03	Develop plan to turn Bertolini into a destination art building featuring the work of our student artists.	Work with art department on design and identifying supplies needed.	1st Stage completed	Procured all gallery tracking supplies needed and hung first two pieces in the Dining Commons.
0002	ALL	01	01	Create SA&EP rack card with department programs and services on one side and student rights and responsibilities information on the other side (includes student complaint/grievances, academic integrity, student conduct, free speech, sexual harassment)	Meet with new graphic artist to continue project started by departing graphic artist	by Dec 2016	Initial concept developed
0002	ALL	05	04	Develop Summer Sustainability Leadership Institute; 4 weeks; invite HS and college students	Meet with key faculty and staff to design this new initiative. Partner with the Leadership Institute for Ecology & the Economy to develop this program	Accomplished	First academy graduated as of July 1, 2016 (pilot class of 10)
0002	ALL	01	01	Work with IT to develop online Student Engagement Transcript for all students.	Continue to meet with IT programming staff.	by December 2016	Concept developed; needs to be programmed by IT
0003	ALL	01	01	Create first ever Student Life Planning Summit for relationship building, event planning training and event planning calendar for 2015-16.	Hold first summit on June 15, 2015; Hold second summit on July 8, 2015.	Accomplished	Now planning summer 2016 meetings
0003	ALL	04	06	Develop plan for improved branding and marketing for SA&EP, on both campuses	Work with graphic artist and all stakeholders on design.	by December 2016	Need full team in place prior to continuing on this project

6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
Other	

6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	06	02	Student Affairs & Engagement Programs Reorganization Plan	Replace two positions, Assistant Director, Student Affairs and Coordinator, Student Resource Center.	by Dec 2016	Collaboration with the Petaluma Campus team; funding from non-general fund sources.
0002	ALL	01	01	Create SA&EP rack card with department programs and services on one side and student rights and responsibilities information on the other side (includes student complaint/grievances, academic integrity, student conduct, free speech, sexual harassment)	Meet with graphic artist on layout	by Dec 2015	funding for printing
0002	ALL	01	01	Work with IT to develop online Student Engagement Transcript for all students.	Continue to meet with IT programming staff.	by December 2015	
0003	ALL	04	06	Develop plan for improved branding and marketing for SA&EP, on both campuses	Work with graphic artist and all stakeholders on design.	by December 2015	Funding from A.S.