

Santa Rosa Junior College

Program Resource Planning Process

Student Affairs and Engagement Programs 2019

1.1a Mission

Vision

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

Mission

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

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

STUDENT AREA OUTCOMES

- Demonstrate effective communication skills to build relationships, teams, and sustainable communities.
- Demonstrate an understanding and appreciation for those from other cultural backgrounds and perspectives.
- Demonstrate an ability to analyze and apply complex information in solving real world problems.
- Demonstrate an understanding of the programs and services available to support student success and personal development.

1.1b Mission Alignment

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

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

1.1c Description

The Student Life, Equity and Engagement Programs (SLEE) department serves as the hub for student life, equity 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 Student Government Assembly (SGA and SGA Committees), the Inter-Club Council, Student Services, Public Relations, Facilities Planning & Operations, and various other campus departments/offices.

Programs & Services

- SRJC Student Body/Student Government Assembly
- Santa Rosa/Petaluma Inter-Club Council
- District & Intercultural Events
- District Student ID Operations
- District Information Desk
- Santa Rosa/Petaluma Campus Tours for Prospective Students & Community Members
- District Student Rights & Responsibilities
- Santa Rosa/Petaluma Resource Center
- Santa Rosa/Petaluma Food Distribution & Pantry
- Student Ambassadors
- Student Empowerment Academy
- Student Success Coaches
- Club Sport Coaches

1.1d Hours of Office Operation and Service by Location

SRJC Student Life, Equity & Engagement

Santa Rosa Campus - Bertolini Student Center

Monday, Tuesday, Thursday, Friday, 8 am – 5 pm

Wednesday, 8 am - 6 pm

Santa Rosa Campus - Pioneer Hall

Monday - Friday, 8am – 5 pm

Student Resource Center

Monday - Thursday, 8 am – 4:30 pm

Friday, by appointment only

Petaluma Campus - Richard Call Building PC 608

& CyBear Center South PC 607

Monday Tuesday, Thursday, 10am – 5pm

Wednesday, 10am - 7pm

Friday, tours available by appointment

1.2 Program/Unit Context and Environmental Scan

2.1a Budget Needs

<p>In all your responses to the questions in this section, please refer to Attachment 1: Program/Unit Review Data Sheet to provide evidence. [Refer to other appropriate sources of evidence (and cite your sources) such as existing budget printouts from Accounting, annual budget development worksheet (three year trend). Hot link to definitions</p> <p>These questions only apply to budget categories of 4000s and 5000s (supplies and services). Faculty and classified staffing will be addressed later.</p> <ul style="list-style-type: none">•Is the budget allocated/used effectively?•How do your budget statistics compare to the district-wide range?•Describe areas where your budget might be inadequate to fulfill your program/unit’s goals and purposes.•If you need additional funds, please explain.	
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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 Life travel budget to support greater use by staff seeking professional development.
0001	ALL	01	02	\$4,000.00	Augmentation of Intercultural events supplies and operational expense funds for increased programs and activities.
0001	ALL	05	02	\$4,000.00	New funding for Sustainability Programs in support of Goal E: Creating a Culture of Sustainability
0001	Santa Rosa	01	02	\$4,000.00	New funding for comprehensive Club Sport program that includes concussion education and management.

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Administrative Assistant III	40.00	12.00	Oversight of a full-service front desk operation including supervision of student employees; supports the work of the Sr. Dean of Students; tracks Student Life budgets and initiates financial transactions using Escape and online budget transfers; responsible for maintaining office organization for a comprehensive student support center including assistance to 3 managers, 3 classified staff, 20 student employees and over 50 student volunteers.
Advisor, Student Accounts & Marketing Programs	40.00	12.00	Accountant for all student organizations and clubs, including the Student Body operation; maintains all records using Quickbooks; provides monthly P and L statements for the Student Government Assembly and Student Life Committee; coordinates the Student Greeters program; performs monthly A/P and A/R for Student Resource Center copy operation; oversight of the front desk operation in the absence of the AIII.
Coordinator, Student Engagement Programs	40.00	12.00	Coordinates engagement and advocacy programs for the Student Life Office, the Student Body, the Inter-Club Council and related programs and services; Coordinates online Bearfacts newsletter using ReGroup; supports the development and implementation of engagement activities for new and returning students; supports advocacy events and activities; coordinates District-wide events, including Day Under the Oaks.
Coordinator, Student Government Programs	36.00	11.00	Coordinates day-to-day operations of the Student Government Assembly including the Public Service Fellowship Program.
Coordinator, Student Resource Center & Marketing	25.00	12.00	Coordinates student life programming and Student Government advising on the Petaluma Campus; funded primarily by the Student Body. Coordinates the Student Resource Center and copy operations.
Coordinator, Student Success Program	40.00	12.00	Coordinates the Student Success initiatives for the student success and retention and student equity programs, including organizing the delivery of core student success and support services; performs duties related to data gathering and reporting, office and fiscal management, customer relations, or other specialized services; coordinates with faculty and staff in programs related to student success and support. Coordinates the Student Success Coaches on Santa Rosa Campus.
Administrative Assistant I	20.00	12.00	Supports the Office of Student Equity
Coordinator, Basic Needs & Support Programs	40.00	12.00	Develops, implements, and assesses programs and services designed to identify and meet the needs of under-resourced students and other members of the SRJC community, with an emphasis on those experiencing food, housing and transportation

			insecurity; responsible for program development, case management, resource development, community outreach mentoring, and advocacy.
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2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Sr. Dean of Students	40.00	12.00	Administrative responsibility for development and supervision of, extra-curricular and co-curricular programs of Student Life. The Dean is also responsible for the supervision and management of Student Life and Equity Programs including supervising and evaluating managers, classified and student staff and serves as the Conduct Dean; serves as the Certificated Advisor to the Student Body association including fiduciary responsibility for the Student Body. budget; responsible for coordinating operational oversight of the Bertolini Student Center; responsible for aspects of Sustainability Programs for the District.
Manager, Student Life & Engagement	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 the Student Life Committee 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 Intercultural programs in the District. Manages classified and student staff. Supervises the District's Club Sports program. Serves as the Ombudsperson for student grievances.
Manager, Student Engagement, Petaluma	40.00	12.00	Now reports full-time to the Dean, Student Services, Petaluma; with co-reporting to the Sr. Dean of Students on all matters related to Student Government and appropriate Student Life responsibilities. Plans extra-curricular and co-curricular student programs, student initiated events and related Student Life 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.
Director, Student Equity and Persistence	40.00	12.00	Plans, organizes, and directs the District-wide Student Equity Program; develops and implements student engagement, persistence and retention programs to improve student success; and facilitates initiatives related to the academic, support services, and social needs of students, with an emphasis on students from culturally and socially diverse backgrounds; provides support and guidance for District-wide student life and engagement programs; manages related special projects; trains, supervises and evaluates the performance of assigned staff.

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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.
Bearfacts Editor/Student Graphic Artist	20.00	12.00	Designs posters and flyers for the Student Life Office and the Student Body; coordinates the design, content and layout of the Bearfacts e-newsletter for both campuses.
STNC Administrative Assistant III	25.00	12.00	Backfill for AAIII serving as SEIU President.

2.2d Adequacy and Effectiveness of Staffing

Currently, the Coordinator, Student Engagement Programs position is backfilled by STNC's due to an extended leave of absence by the permanent employee. A recommendation that a full time, interim, position be approved in order to have consistent support and not displace the essential tasks and responsibilities of the position.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
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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 Life programs, including the Student Resource Center and the Student Body offices.

2.4c Instructional Equipment Requests

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

2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Santa Rosa	04	02	Outdoor Digital Marquee (approved 2018)	1	\$30,000.00	\$30,000.00	Robert Ethington	Bertolini Quad	Robert Ethington
0001	Petaluma	04	02	Outdoor Digital Marquee (approved 2018)	1	\$30,000.00	\$30,000.00	Robert Ethington	Rotary Plaza	Robert Ethington
0001	Santa Rosa	04	02	ITG Bond Laptops Student Life Events & Activities	5	\$1,000.00	\$5,000.00	Hilleary Zarate	N/A	Hilleary Zarate
0001	Santa Rosa	04	02	Vertical Digital Display (approved 2018)	1	\$3,000.00	\$3,000.00	Robert Ethington	Bertolini Main 1st fl lobby	Robert Ethington
0001	Santa Rosa	04	02	Digital Display (approved 2018)	1	\$5,000.00	\$5,000.00	Robert Ethington	Bertolini Student Life Info Desk	Robert Ethington
0002	Santa Rosa	04	02	IFP Solution for Bertolini Dining Commons	1	\$15,000.00	\$15,000.00	Robert Ethington	Dining Commons	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	\$25,000.00	The salad bar needs to be remodeled/redesigned so that customers can reach the back row of salad/salad toppings; currently some customers are not able to reach this row without ducking their heads under the sneeze guard.
0001	Santa Rosa	04	02	Urgent	Bertolini	Student Activities Center	\$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	Urgent	Bertolini SAC	Student Activities Center	\$7,000.00	The Student Activities Center needs mecho shade replacement for most windows.
0001	Santa Rosa	04	07	1 Year	Bertolini Rm. 4662	4662	\$0.00	Add another bank of data ports.
0001	Santa Rosa	04	02	Urgent	Bertolini	Student Activities Center/Dining Commons	\$5,000.00	Add tables/chairs that are lighter for Custodians, still aesthetically pleasing. Many are either broken or unusable.
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	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.
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	Rotary Center for Student Leadership	\$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	Main entrance Lobby	\$5,000.00	Build casework for trophies, recognition plaques, etc. for student leadership programs and Larry Bertolini memorabilia.

2.5b Analysis of Existing Facilities

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

The Petaluma Campus is in the process of designing and building a new Student Center to be funded by Measure H.

3.1 Develop Financial Resources

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

3.2 Serve our Diverse Communities

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

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

3.3 Cultivate a Healthy Organization

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

Mutual respect in regards to cultural and individual perspectives is fostered.

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

3.4 Safety and Emergency Preparedness

Building Safety Coordinators and Area Safety Coordinators have been identified, see list below. For 2018-19, there were several trainings offered, and emergency supplies were organized. For 2019-20, Student Services managers, Lily Hunnemeder-Bergfelt and Hilleary Zarate, in collaboration with Dawn Carter in EH&S, are planning another training as a refresher and to include new hires.

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

BSC Emergency Protocol

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

Bertolini Building Safety Coordinators (BSCs): Hilleary Zarate/Lily Hunnemeder-Bergfelt

Bertolini Area Safety Coordinators (ASCs)

1st Floor East – Sandy Sigala/Zack Miranda

1st Floor West – Andy Chhay

2nd Floor East – Marcia Labrucherie

2nd Floor West – Monica Gachet

3rd Floor East – Joshua Pinault

3rd Floor West – Marianne Schwarz-Kesling/Amy Ethington

We have also been meeting regularly as the Bertolini Student Center Advisory Committee to discuss safety issues and make building improvements including procuring radios, survival kits, etc.

3.5 Establish a Culture of Sustainability

Needs to be updated---

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 Pinault, 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

Administration

Robert Ethington, Dean, Student Affairs & Engagement Programs

Tony Ichsan, Dean, Facilities Planning & Operations

Scott Conrad, Director, Information Technology

Carl Dobson, Manager, Grounds & Recycling

Javier Aguilera-Rodriguez, Manager, Custodial Services

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

Alumni & Community Members

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

4.1a Course Student Learning Outcomes Assessment

N/A

4.1b Program Student Learning Outcomes Assessment

Student Life, Equity & Engagement Programs Student Learning Outcomes:

As a result of participation in one or more programs and services within the Student Life, Equity & Engagement 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 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
Service/Program	Student Leadership Involvement	Spring 2016	Spring 2016	Fall 2016

4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
Club Sports		X	X	X		X		X	X		X	X	X	X	X	X
Information Desk Operation	X	X	X	X	X	X		X	X		X	X	X	X	X	X
Inter-Club Council (ICC)		X	X	X	X	X		X	X		X	X	X	X	X	X
Resource Center	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
SGA Committees		X	X	X	X	X		X	X		X	X	X	X	X	X
Student Ambassadors/Employees		X	X	X	X	X		X	X		X	X	X	X	X	X
Student Government Assembly (SGA)		X	X	X	X	X		X	X		X	X	X	X	X	X
Student Id & CubCard Premium			X	X	X	X		X	X		X	X	X	X	X	X
Student Off-Campus Housing		X									X					

4.2b Narrative (Optional)

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

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

5.0 Performance Measures

Quantitative Data

A survey was completed with the 2018-19 student leadership. There was a total of 155 responses collected out of 507 elected student government officers, student ambassadors, student success coaches and club members.

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	01	02	Update Student Grievance Policy & Procedures	Develop a draft with appropriate parties for review by constituent groups	by May 2020	Draft initiated, collaboration with faculty
0002	ALL	06	02	Update Student Travel procedures	Collaborate with appropriate parties to consolidate forms	by Dec 2019	Draft initiated, pending approval
0003	ALL	04	02	Coordinate Office of Student Equity move to Pioneer and begin Concept development for new Intercultural Center also in Pioneer Hall.	Continue to meet with facilities and architect on design; set-up student and staff advisory group on design	through 18/19	Move in Fall 2019!
0004	ALL	01	02	Implement Student App (Ready Education) on Santa Rosa Campus	Select Vendor; assign tasks	by September 2018	implemented April 2019
0005	ALL	06	02	Receive results from housing feasibility study and make decisions	Continue coordinating with Scion Group	by October 2018	Design concept approved; waiting for CEQA approval
0006	ALL	01	01	Work with IT to develop online Student Co-curricular Transcript for all students.	Continue to meet with IT programming staff.	project on hold until new ERP	Project still on hold
0007	ALL	01	06	Develop plan for improved branding and marketing for of Student Life & Engagement on both campuses	Work with graphic artist and all stakeholders on design.	through 19/20	Currently in reorganization phase
0008	ALL	01	02	Transition all Student Life programs planning to EMS including all forms.	Continue to work with IT and Facilities	by December 2018	transitioned, pending club template and billing
0009	ALL	05	02	Negotiate and finalize contracts with Transit partners in using Student Transportation Fee to fund free transit for students	Meet regularly with Transit partners	ongoing	In middle of 3 year contract
0010	ALL	03	02	Transition Multicultural Educator Award to Intercultural Events Committee	Consult with IEC Co-Chairs	Summer 2018	transitioned with dependence on past awardees
0011	ALL	07	02	Implement Credit Card systems at front desk	Consult with Business Services	by May 2019	implemented August 2019
0012	ALL	03	02	Overhaul Gold Card program	Consult with appropriate stakeholders	by Fall 2019	In progress
0013	ALL	01	02	Negotiate to have Food Services take CalFresh Cards	Collaborate with Food Services	by May 2020	In progress
0014	ALL	03	05	Install public art	Collaborate with appropriate parties to install an indigenous statue or mural	by May 2020	In progress
0015	ALL	08	02	Transistion all forms to electronic completion/submission	Update forms/convert to PDF or drupal form; investigate new electronic approval process	by May 2020	In progress
0016	ALL	01	02	Utilize MySRJCAApp and social media to enhance student engagement	Create a Student Life series	ongoing	In progress
0017	ALL	01	02	Implement new Club Sports concussion education program	Collaborate with Club Sports, SHS, DRD and KAD to develop procedures, noncredit course, checklist for athletes, concussion management	by Fall 2019	In pilot phase

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	01	02	Update Student Grievance Policy & Procedures	Develop a draft with appropriate parties for review by constituent groups	by May 2020	Draft initiated, collaboration with faculty
0001	ALL	01	02	Student Life restructure to align with ERI and right-sizing	Incorporate Res Life into core duties; address loss of Advisor, Student Accounts	by June 2020	
0002	ALL	06	02	Update Student Travel procedures	Collaborate with appropriate parties to consolidate forms	by March 2020	Draft initiated, pending approval
0006	ALL	01	01	Work with IT to develop online Student Co-curricular Transcript for all students.	Continue to meet with IT programming staff.	project on hold until new ERP	
0007	ALL	01	06	Develop plan for improved branding and marketing for of Student Life & Engagement on both campuses	Work with graphic artist and all stakeholders on design.	June 1, 2020	ongoing, drafts pending approval
0012	ALL	03	02	Overhaul Gold Card program	Consult with appropriate stakeholders	June 2020	
0013	ALL	01	02	Negotiate to have Food Services take CalFresh Cards	Collaborate with Food Services	by May 2020	in process
0014	ALL	03	05	Install public art	Collaborate with appropriate parties to install an indigenous statue or mural	by December 2020	
0015	ALL	08	02	Transition all forms to electronic completion/submission	Update forms/convert to PDF or drupal form; investigate new electronic approval process	by May 2020	
0016	ALL	01	02	Utilize MySRJCAApp and social media to enhance student engagement	Create a Student Life series	ongoing	
0018	ALL	03	03	Establish the Intercultural Center	Develop policies and programs in the IC		
0019	ALL	03	03	Expand Peer coaches with an emphasis on target pops	Create 2nd year experience and pilot discipline specific coaches		
0020	ALL	01	03	Expand Basic Needs services through CalFresh and SRC	Increase enrollment in CalFresh, scale up housing support services, and facilitate Direct Student Support (SEA)		
0021	ALL	05	03	Support student engagement in social justice and sustainability	Raise awareness around opportunities to get involved, host an engaging and curricularly aligned Earth Week		
0022	ALL	05	02	Increase student participation in sustainable transportation	Support the Transportation climate fellow in their efforts to promote sustainable transportation		
0023	ALL	03	03	Establish a QRC and support the LGBTQ+ students	Advocate for faculty coordinator, hire and train new student interns, host trainings at multiple audiences		
0024	ALL	01	05	Support student leadership opportunities	Increase participation in the Public Service Fellowship, institutional SEA, and expand the NASPA Certified Peer Educator training. Facilitate training for coaches. Partner with SGA		

