

Citrus Community College Student Services Annual Program Review 2020

Student Life and Leadership

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Table of Contents

General Information	1
Standing Requirements	2
Program Mission/Description (Who are we?).....	2
Committee Members	2
Organization Chart	2
Key Functions (What do we do?).....	2
Program Student Learning Outcomes	3
Previous Assessment Cycle/Upcoming Planning Cycle	4
Executive Summary.....	4
Student Learning Outcome and Assessment (SLOA) - Completed Cycle	5
Learning Outcome and Assessment (SLOA) Findings Completed Cycle (What were our results?)	6
Student Learning Outcomes Assessment Plan for Upcoming Year	8
Recommendations/Goals for Upcoming Year (What do we want to achieve?)	8
How Will We Accomplish These Goals	9
Status Report	11
Upcoming Resource Requests (What do we need to achieve our goals?)	15
Certificated Personnel (FNIC) Resources Requested	15
Classified Personnel Resources Requested	15
Staff Development (Division) Resources Requested	17
Facilities (Facilities) Resources Requested	17
Computers / Software (TeCS) Resources Requested	18
Equipment Resources Requested	18
Supplies (Division) Resources Requested	18
Review Summary	18

General Information (Citrus Community College Student Services Annual Program Review 2020)

Standing Requirements

PROGRAM MISSION/DESCRIPTION (WHO ARE WE?) (MISSION STATEMENT)

Program Mission and Relationship to College Mission: The Office of Student Life and Leadership Development (SLLD) is committed to providing programs that promote diversity, education, personal growth, student development, and success in support of the college's mission of fostering success through the development of critical thinking, effective communication, creativity and cultural awareness in a safe, accessible and affordable learning environment. Through participation in the programs offered by SLLD, students become engaged with Citrus College while also formulating basic life skills and confidence to become responsible global citizens. Program Description: The Student Life and Leadership Development (SLLD) office plans and implements leadership development programs for students, as well as social and cultural activities, which vary from year-to-year based on student perspectives and needs. The SLLD office oversees the Associated Students of Citrus College (ASCC), led by an executive board of 19 student leaders, 11 of whom are elected by the student body and eight of whom are appointed by the executive board. Associated Students of Citrus College represents the interests of students on college committees, advocates for students at the local and state level, and administers an annual budget in excess of \$640,000. The SLLD office oversees more than 30 campus clubs. A comprehensive student activities program of cultural, professional development, and social experiences are offered every semester. The SLLD office also manages and/or coordinates the administration of: 1) the Campus Center; 2) the discount ticket program; 3) the college's Class Pass bus program; 4) basic needs services for students; 5) various inclusivity trainings; and 6) assists students with completing various college forms during day and evening hours.

COMMITTEE MEMBERS

Anthony Di Santo	Rosario Garcia	Dustin Glover
Amayrani Ochoa	Maryann Tolano-Leveque	Dunia Valladares

ORGANIZATION CHART

- Student Life Supervisor (1 – 100%)
 - Administrative Clerk II (2 – 49%)
 - Basic Needs Coordinator (1 – 100%)
 - Student Programs Facilitator (1 – 100%)
 - Student Employees (7 PT)

KEY FUNCTIONS (WHAT DO WE DO?)

- Administer the Student Life and Leadership Development (SLLD) Instagram account
- Advise and plan long term goals/activities with the Associated Students of Citrus College (ASCC) Executive Board
- Assist ASCC leaders, club leaders, club advisors, and students requesting information and/or assistance
- Assist students with basic needs resources and referrals
- Coordinate and maintain a comprehensive discount ticket program for members of the ASCC
- Develop ASCC budget with Executive Board members, approve budget and monitor ASCC expenditures
- Ensure student clubs and organizations comply with campus policies and procedures
- Facilitate student participation in shared governance
- Monitor and maintain campus posting areas and approve all SLLD related fliers and posters
- Monitor and maintain food pantry services for the campus
- Organize community service activities for the campus, including blood drives, and recruitment and support for campus events
- Oversee all campus clubs, student organizations, and constitutions

- Oversee the Class Pass bus program
- Plan and implement a comprehensive calendar of activities for students
- Provide leadership training for student government leaders and club members
- Provide various ally and inclusivity trainings for the campus community

PROGRAM STUDENT LEARNING OUTCOMES

SLLD SLO Set

Student Life and Leadership Development SLO 1:

Provide activities that engage students with the college and encourage personal growth and academic success.

Mapping

2021-2026 Strategic Plan Focus Areas: Address the needs of a diverse college community and continually foster a culture of equity, inclusion and collegiality, Provide student support services contributing to a successful collegiate experience

Student Life and Leadership Development SLO 2:

Provide leadership development opportunities for Citrus College students.

Mapping

2021-2026 Strategic Plan Focus Areas: Address the needs of a diverse college community and continually foster a culture of equity, inclusion and collegiality, Provide student support services contributing to a successful collegiate experience

Student Life and Leadership Development SLO 3

Provide resources for housing and food insecure students to help them succeed in accomplishing their educational goals.

Mapping

2021-2026 Strategic Plan Focus Areas: Address the needs of a diverse college community and continually foster a culture of equity, inclusion and collegiality, Provide student support services contributing to a successful collegiate experience

Previous Assessment Cycle/Upcoming Planning Cycle

EXECUTIVE SUMMARY (HIGHLIGHT ACTIVITIES/SUCCESSSES THAT HAPPENED OVER THE PRIOR YEAR)

Executive Summary

The Student Life and Leadership Development (SLLD) office's primary function is to encourage students to develop their leadership skills by participating in the Associated Students of Citrus College (ASCC) student government, by attending various leadership workshops, and by coordinating cultural and social activities that will engage students with the college in order to support their academic success and completion. It is important for students to get involved in extracurricular activities because the more students are engaged and connected to the college, the more successful they will be. Another major function of the SLLD office is to provide basic needs for food and housing insecure students.

The SLLD office provides basic needs for students by collaborating with various campus groups and community organizations to offer a variety of valuable support services including a bus pass program, food pantries, hygiene kits, educational workshops, and by coordinating various cultural and social activities that help students feel connected to the campus and to their education.

The office coordinates numerous resources and activities, such as Basic Needs Ally, Dreamer Ally, and lesbian, gay, bisexual, transgender, queer (LGBTQ+) Ally trainings to ensure that students feel they are in an inclusive and supportive environment. Additionally, the SLLD office provides resources and referrals for housing and food insecure students and provides support services to campus clubs, club officers, and faculty advisors. Over the past year, 564 students participated in clubs, 137 students served as club officers, 22 faculty served as advisors and the SLLD office hosted 57 campus activities.

Commendations

Over the past year the SLLD Office has had many accomplishments. A major program accomplishment was changing the basic needs coordinator from a part-time position to a full-time position in December 2019. In addition, the SLLD office received a \$19,675 Hunger Free Campus donation from the Foundation for California Community Colleges to expand the activities of the Hunger Free Campus Initiative. Some of these funds were used to hire a part-time basic needs assistant for the spring 2020 semester to help with additional basic needs resources for students. As a direct result of these positions, the SLLD office has been able to remove barriers to student success and completion by providing students who are food and/or housing insecure with critical basic needs. Especially during the COVID-19 pandemic in the spring 2020 semester. During this time many students were not equipped with the necessary technology to successfully complete their courses from home. In efforts to provide support to students, the SLLD office processed and distributed COVID-19 Technology Support Grants and grocery gift cards with funds from the Foundation, Hunger Free Campus donation, and Student Equity Funds. The SLLD office processed 693 COVID-19 Technology Support Grant applications, awarded 335 Best Buy Vouchers, and 103 Chromebooks. The SLLD office also processed 587 Grocery Gift Card applications and awarded a total of 535 gift cards by end of June 2020.

Another major success for the SLLD office was the creation of a new centralized campus food pantry with the

reopening of the Campus Center. The Class Pass bus program was also moved from the library to the Campus Center. This transition has allowed the program to thrive as students are now helped by Campus Center hosts who are also students and can readily assess problems and respond to questions. The change has also resulted in an increase in the daily number of students who use the Campus Center.

Finally, over the past year, the SLLD office coordinated 57 campus activities including leadership trainings, educational workshops, cultural events that celebrate diversity, and social activities for students. Ten of those activities were ally trainings, which included Basic Needs Ally, Dreamer Ally and LGBTQ+ Ally trainings. The office also hosted the first Job Prep Pop-Up event in collaboration with the Career/Transfer Center, EOP&S and CARE in which 44 students participated.

Challenges

A challenge over the year was engaging students and campus clubs during online learning due to the COVID-19 pandemic. The majority of the Zoom workshop attendees were college employees and not students. Finding new ways to communicate events and activities to students is somewhat of a challenge, given that many students do not read their emails. Furthermore, since the spring 2020 semester was challenging due to COVID-19 closures, Inter-Club Council (ICC) activities were cancelled which made clubs less active during the semester.

Recommendations

Moving forward, the SLLD office will work with the External Relations office to promote events and activities via the college's social media outlets where students are most likely to see the information. Additionally, student involvement in planning and coordinating events is important for increasing student participation. The SLLD office will increase student involvement in planning efforts by working more closely with ASCC leaders and club officers to coordinate and promote events.

Looking toward the future, the SLLD office will work on offering additional services to marginalized communities such as housing-insecure, food-insecure, and undocumented students by collaborating with outside agencies. Ideally, the SLLD office would like to create a space in the Campus Center to establish a Multi-Cultural Center where basic needs, undocumented students, and LGBTQ+ resources could be centralized. This space would benefit the disproportionately impacted populations previously mentioned (as identified in the college's Student Equity Plan), to promote cross-cultural engagement across the college, and provide support for these communities.

STUDENT LEARNING OUTCOME AND ASSESSMENT (SLOA) - COMPLETED CYCLE

Measures

SLLD SLO Set

Outcome

Outcome: Student Life and Leadership Development SLO 1:

Provide activities that engage students with the college and encourage personal growth and academic success.

Measure: Workshop participants will indicate that by attending the workshops their level of awareness or knowledge increased.

Assessment: How did you assess the outcomes? What method did you use? What is the criteria for success?:

Two personal development activities will be scheduled for students.

Participants will receive a survey, which will show if their level of awareness or knowledge of the topic has increased after participating in the activity.

At least 90% of participants will indicate that by attending the activity their level of awareness or knowledge of the topic has increased.

Outcome: Student Life and Leadership Development SLO 2:

Provide leadership development opportunities for Citrus College students.

Measure: Workshop participants will indicate that the workshop helped increased their leadership skill in that area.

Assessment: How did you assess the outcomes? What method did you use? What is the criteria for success?:

Two leadership development workshops will be offered.

Participants will receive a survey assessing if their participation in the workshop was helpful in increasing their leadership skill in that area.

At least 90% of participants will indicate that by attending the workshop their leadership skill in that area has increased.

LEARNING OUTCOME AND ASSESSMENT (SLOA) FINDINGS COMPLETED CYCLE (WHAT WERE OUR RESULTS?)

Finding per Measure

SLLD SLO Set

Outcome

Outcome: Student Life and Leadership Development SLO 1:

Provide activities that engage students with the college and encourage personal growth and academic success.

Measure: Workshop participants will indicate that by attending the workshops their level of awareness or knowledge increased.

Assessment: How did you assess the outcomes? What method did you use? What is the criteria for success?:

Two personal development activities will be scheduled for students.

Participants will receive a survey, which will show if their level of awareness or knowledge of the topic has increased after participating in the activity.

At least 90% of participants will indicate that by attending the activity their level of

awareness or knowledge of the topic has increased.

Findings for Workshop participants will indicate that by attending the workshops their level of awareness or knowledge increased.

Summary of Findings:

Two activities were offered in the fall semester which were Email Etiquette workshop and the Job Prep Pop-Up event.

One hundred percent of participants indicated that the workshops helped them be more knowledgeable on how to write a professional email and how to be better prepared for a job interview.

Change: What will you do differently as a result of what you learned from the assessment?:

Ask only two to three questions on the survey to make it more likely that students will complete it.

Outcome: Student Life and Leadership Development SLO 2:

Provide leadership development opportunities for Citrus College students.

Measure: Workshop participants will indicate that the workshop helped increased their leadership skill in that area.

Assessment: How did you assess the outcomes? What method did you use? What is the criteria for success?:

Two leadership development workshops will be offered.

Participants will receive a survey assessing if their participation in the workshop was helpful in increasing their leadership skill in that area.

At least 90% of participants will indicate that by attending the workshop their leadership skill in that area has increased.

Findings for Workshop participants will indicate that the workshop helped increased their leadership skill in that area.

Summary of Findings:

The LinkedIn for Students workshop was offered during fall and the ASCC Career workshop was offered during the spring. During the LinkedIn for Students workshop, participants learned how to create and manage a LinkedIn account. They also learned how to promote their leadership roles and experience on LinkedIn. The ASCC Career workshop was hosted in collaboration with the Career/Transfer Center. During the workshop, the ASCC officers took the Strengths Quest assessment and learned how to apply their strengths in their leadership roles.

Change: What will you do differently as a result of what you learned from the assessment?:

One hundred percent of participants, for both workshops, indicated that the workshops helped them be more knowledgeable on how to use their strengths to be better leaders and how to create and manage their own LinkedIn account.

It was easier to conduct the assessment online via Zoom rather than on paper. In the future, the assessment will be available online and in paper format when the activities are done in person.

STUDENT LEARNING OUTCOMES ASSESSMENT PLAN FOR UPCOMING YEAR

Student Learning Outcome	Assessment	Criteria for Success
Student Life and Leadership Development SLO 1: Provide activities that engage students with the college and encourage personal growth and academic success.	Two personal development activities will be scheduled for students. Participants will receive a survey assessing whether their level of awareness or knowledge of the topic has increased after participating in the activity.	At least 80% of participants will indicate that by attending the activity their level of awareness or knowledge of the topic has increased.
Student Life and Leadership Development SLO2: Provide resources for housing and food insecure students to help them succeed in accomplishing their educational goals.	Two workshops on a particular resource will be scheduled for students. Participants will receive a survey assessing whether their level of knowledge of the topic has increased after participating in the activity.	At least 80% of participants will indicate that by attending the activity their level of knowledge of the topic has increased.

RECOMMENDATIONS/GOALS FOR UPCOMING YEAR (WHAT DO WE WANT TO ACHIEVE?)

2020-2021 SLLD Goals

2020-2021 SLLD Goal 1:

The Student Life and Leadership Development office will schedule a CalFresh Zoom workshop during the fall and spring semesters to inform students of eligibility requirements and how to apply.

Mapping

Strategic Plan Focus Areas: 5.2 Service environment, 5.3 Effective student support services, 5.4 Mitigation of challenges to student success

2020-2021 SLLD Goal 2:

Transition current club forms to online forms using Formstack.

Mapping

Strategic Plan Focus Areas: 5.1 Enhance services through technology, 5.2 Service environment, 5.3 Effective student support services, 7.1 Sustainable practices

2020-2021 SLLD Goal 3:

The Student Life and Leadership Development (SLLD) office will launch a new foster youth ally training during the fall 2020 semester.

Mapping

Strategic Plan Focus Areas: 3.3 Professional development opportunities and resources, 6.2 Safe learning environment, 9.3 Culture of inclusion and collegiality, 9.4 Increase global awareness

2020-2021 SLLD Goal 4:

The SLLD office will begin to work on a plan to open a Multi-Cultural Center in the Campus Center.

Mapping

Strategic Plan Focus Areas: 1.3 Participation in activities, 5.2 Service environment, 5.4 Mitigation of challenges to student success, 5.5 Increase participation in support programs, 6.2 Safe learning environment, 9.3 Culture of inclusion and collegiality, 9.4 Increase global awareness

2020-2021 SLLD Goal 5:

Purchase two self-contained portable rapid charging stations for the Campus Center for students to charge personal electronics.

Mapping

Strategic Plan Focus Areas: 5.1 Enhance services through technology, 5.2 Service environment, 5.4 Mitigation of challenges to student success, 8.3 Leveraging technologies that support success

HOW WILL WE ACCOMPLISH THESE GOALS

Actions

2020-2021 SLLD Goals

Outcome

Outcome: 2020-2021 SLLD Goal 1:

The Student Life and Leadership Development office will schedule a CalFresh Zoom workshop during the fall and spring semesters to inform students of eligibility requirements and how to apply.

Action: Schedule two workshops with a CalFresh Student Specialist

This Action is associated with the following Findings

No supporting Findings have been linked to this Action.

How The Goal Will Be Accomplished:	During the summer term the student life supervisor will reach out to Los Angeles Regional Food Bank to schedule two workshops with one of their CalFresh Student Specialists.
Estimated Completion (Month/Year):	May 2021
Key/Responsible Personnel:	Student life supervisor and basic needs coordinator

Outcome: 2020-2021 SLLD Goal 2:

Transition current club forms to online forms using Formstack.

Action: Create online club forms

This Action is associated with the following Findings

No supporting Findings have been linked to this Action.

How The Goal Will Be Accomplished:	The current paper club forms, Advisor Agreement, Club Activity Request, Club Officer and Member Roster, and Field Trip Waiver, will be transitioned to online forms using Formstack.
Estimated Completion (Month/Year):	August 2020
Key/Responsible Personnel:	Student life supervisor and administrative clerk II

Outcome: 2020-2021 SLLD Goal 3:

The Student Life and Leadership Development (SLLD) office will launch a new foster youth ally training during the fall 2020 semester.

Action: Schedule the new foster youth ally training in the fall semester

This Action is associated with the following Findings

No supporting Findings have been linked to this Action.

How The Goal Will Be Accomplished:	The SLLD office will work with the foster/kinship education and resources program supervisor to create and facilitate the training on Zoom.
Estimated Completion (Month/Year):	October 2020
Key/Responsible Personnel:	Dean of students, student life supervisor and foster/kinship education and resources program supervisor

Outcome: 2020-2021 SLLD Goal 4:

The SLLD office will begin to work on a plan to open a Multi-Cultural Center in the Campus Center.

Action: Create a plan to open a Multi-Cultural Center

This Action is associated with the following Findings

No supporting Findings have been linked to this Action.

How The Goal Will Be Accomplished:	The SLLD office will work on creating a plan to open a Multi-Cultural Center in the Campus Center. The plan will entail identifying a physical location, who will oversee it, and the resources that will be provided.
Estimated Completion (Month/Year):	June 2021
Key/Responsible Personnel:	Student life supervisor, administrative clerks, basic needs coordinator, and student programs facilitator

Outcome: 2020-2021 SLLD Goal 5:

Purchase two self-contained portable rapid charging stations for the Campus Center for students to charge personal electronics.

Action: Purchase two self-contained portable rapid charging stations for the Campus Center

This Action is associated with the following Findings

No supporting Findings have been linked to this Action.

How The Goal Will Be Accomplished:	A quote will be obtained from TeCS during the fall semester and a requisition will be created for a PO. Once the campus is open in the spring semester the two charging stations will be purchased.
Estimated Completion (Month/Year):	June 2021
Key/Responsible Personnel:	Student life supervisor

STATUS REPORT

Action Statuses

2020-2021 SLLD Goals

Outcome

Outcome: 2020-2021 SLLD Goal 1:

The Student Life and Leadership Development office will schedule a CalFresh Zoom workshop during the fall and spring semesters to inform students of eligibility requirements and how to apply.

Action: Schedule two workshops with a CalFresh Student Specialist	
How The Goal Will Be Accomplished:	During the summer term the student life supervisor will reach out to Los Angeles Regional Food Bank to schedule two workshops with one of their CalFresh Student Specialists.
Estimated Completion (Month/Year):	May 2021
Key/Responsible Personnel:	Student life supervisor and basic needs coordinator

Status for Schedule two workshops with a CalFresh Student Specialist

No Status Added

Outcome: 2020-2021 SLLD Goal 2:

Transition current club forms to online forms using Formstack.

Action: Create online club forms	
How The Goal Will Be Accomplished:	The current paper club forms, Advisor Agreement, Club Activity Request, Club Officer and Member Roster, and Field Trip Waiver, will be transitioned to online forms using Formstack.
Estimated Completion (Month/Year):	August 2020
Key/Responsible Personnel:	Student life supervisor and administrative clerk II

Status for Create online club forms

No Status Added

Outcome: 2020-2021 SLLD Goal 3:

The Student Life and Leadership Development (SLLD) office will launch a new foster youth ally training during the fall 2020 semester.

Action: Schedule the new foster youth ally training in the fall semester	
How The Goal Will Be Accomplished:	The SLLD office will work with the foster/kinship education and resources program supervisor to create and facilitate the training on Zoom.

Estimated Completion (Month/Year):	October 2020
Key/Responsible Personnel:	Dean of students, student life supervisor and foster/kinship education and resources program supervisor

Status for Schedule the new foster youth ally training in the fall semester

No Status Added

Outcome: 2020-2021 SLLD Goal 4:

The SLLD office will begin to work on a plan to open a Multi-Cultural Center in the Campus Center.

Action: Create a plan to open a Multi-Cultural Center

How The Goal Will Be Accomplished:	The SLLD office will work on creating a plan to open a Multi-Cultural Center in the Campus Center. The plan will entail identifying a physical location, who will oversee it, and the resources that will be provided.
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Estimated Completion (Month/Year):	June 2021
Key/Responsible Personnel:	Student life supervisor, administrative clerks, basic needs coordinator, and student programs facilitator

Status for Create a plan to open a Multi-Cultural Center

No Status Added

Outcome: 2020-2021 SLLD Goal 5:

Purchase two self-contained portable rapid charging stations for the Campus Center for students to charge personal electronics.

Action: Purchase two self-contained portable rapid charging stations for the Campus Center

How The Goal Will Be Accomplished:	A quote will be obtained from TeCS during the fall semester and a requisition will be created for a PO. Once the campus is open in the spring semester the two charging stations will be purchased.
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Estimated Completion (Month/Year):	June 2021
Key/Responsible Personnel:	Student life supervisor

Status for Purchase two self-contained portable rapid charging stations for the Campus Center

No Status Added



Summary of Next Steps

No text specified

Upcoming Resource Requests (What do we need to achieve our goals?)

CERTIFICATED PERSONNEL (FNIC) RESOURCES REQUESTED

CLASSIFIED PERSONNEL RESOURCES REQUESTED

Actions

SLLD SLO Set

Outcome

Outcome: Student Life and Leadership Development SLO 1:

Provide activities that engage students with the college and encourage personal growth and academic success.

Action: Change the two current administrative clerk II 49% positions to one 100% position

This Action is associated with the following Findings

No supporting Findings have been linked to this Action.

Impact:

Having a full-time administrative clerk II will provide adequate support and coverage for the Student Life and Leadership Development (SLLD) office, the students it serves, and club advisors. Having the support of a full-time administrative clerk II will allow the student life supervisor to focus on developing new programs and activities for students and employees, while also providing better customer service for students and faculty advisors.

Changing the two permanent part-time positions into one full-time administrative clerk II position is essential to the SLLD office success because it will allow the same staff member to answer questions, help with information dissemination, and ensure consistency and accuracy when assisting students, employees, and community members. Hiring a full-time administrative clerk II would add much needed consistency to student programs in terms of processes and providing prompt and accurate information.

The SLLD office serves the entire student population and works closely with student government and campus clubs. Over the past six years, an annual average of 556 students participated in clubs, 139 students served as club officers, and 32 faculty served as advisors. The SLLD office hosted an annual average of 74 campus activities. These activities consist of trainings for student leaders and clubs, leadership workshops, ally trainings, events that celebrate diversity, and social activities for students.

Funding Source (if known): Associated Students of Citrus College

One Time or Ongoing?: Ongoing

Justify Priority Level (High): Medium: It is critical that the SLLD office and the students and faculty it serves have access to adequate administrative support, especially with the growth of services

law, rule, or District policy. Medium: This item is essential to program success. Low: This item is needed to maintain or improve program SLOs):

the SLLD office provides to students such as the Class Pass bus program, the campus food pantry, basic needs services, and inclusivity training for the campus community. Currently the SLLD office has only one permanent full-time employee which is the student life supervisor. Having one additional permanent full-time employee will be beneficial to students, club advisors, the student life office as a whole, and the services it provides.

Cost* (Salary, Benefits, and Health Breakdown if appropriate):

The full-time administrative clerk II would be placed at range 22, step 1 on the classified salary range and would be paid \$3,097.47 per month plus 29.321% for statutory benefits and \$23,874 for health benefits.

Administrative clerk II 100% - one position
 Annual salary: \$37,169.60
 Statutory benefits: @ 29.321% = \$10,898.50
 Health benefits: \$23,874
 = \$71,942.10 (annual cost)

Administrative clerk II 49% - two positions
 Annual salary: \$18,215.76 (each position)
 Statutory benefits: \$3,497.42
 = \$21,713.18 x 2 = \$43,426.36 (annual cost)

Difference: \$71,942.10 - \$43,426.36 = \$28,515.74

Budget request amount:

\$28,515.74

Priority:

Medium

Outcome: Student Life and Leadership Development SLO 2:

Provide leadership development opportunities for Citrus College students.

Action: Increase student programs facilitator to a full-time, professional expert position

This Action is associated with the following Findings

No supporting Findings have been linked to this Action.

Impact:

Increasing the student programs facilitator's position from part-time to full-time will provide support to the Student Life and Leadership Development (SLLD) office, the students it serves, and the faculty. This position serves as the primary contact to campus clubs and helps coordinate campus activities and ally trainings. The SLLD office serves the entire student population and works closely with student government and campus clubs. Over the past six years, an annual average of 556 students participated in clubs, 139 students served as club officers, and 32 faculty served as advisors. The SLLD office plans and coordinates an annual average of 74 campus activities. If converted to a full-time position, this person would also serve as the undocumented student liaison as required by the California Community College Chancellor's Office (CCCCO). The CCCCCO has allocated funding for this position.

Funding Source (if known):

Associated Students of Citrus College and California Community College

	Chancellor's Office funding for undocumented student liaison
One Time or Ongoing?:	Ongoing
Justify Priority Level (High: This item is mandated by law, rule, or District policy. Medium: This item is essential to program success. Low: This item is needed to maintain or improve program SLOs):	Medium: Currently, the student life supervisor is the only permanent full-time staff in the SLLD office. Increasing the student programs facilitator's position to full-time will help provide support to the SLLD office, campus clubs, and their advisors.
Cost* (Salary, Benefits, and Health Breakdown if appropriate):	Hourly rate: \$24.00 (8hrs) x 222 days (4 weeks unpaid) = \$42,624 Statutory benefits @ 29.321% = \$12,497.78 Health benefits = \$23,874 = \$78,995.78 (total annual cost)
	Currently works 20 hours a week = \$24,960 annually
	Difference: \$78,995.78 - \$24,960 = \$54,035.78 Note: the difference can be covered by CCCCCO funding
Budget request amount:	\$54,035.78
Priority:	Medium

STAFF DEVELOPMENT (DIVISION) RESOURCES REQUESTED

FACILITIES (FACILITIES) RESOURCES REQUESTED

Actions

SLLD SLO Set

Outcome

Outcome: Student Life and Leadership Development SLO 3

Provide resources for housing and food insecure students to help them succeed in accomplishing their educational goals.

Action: Secure the Campus Center reception area

This Action is associated with the following Findings

No supporting Findings have been linked to this Action.

Impact: Secure the reception area where the campus center hosts sit in order to protect

computers, card readers, class pass equipment, and class pass stickers when the campus center host needs to step away for errands or to help guests. Installing two windows and one door will secure the reception area.

Funding Source (if known): Campus Center Improvements Fund

One Time or Ongoing?: One time

Justify Priority Level (High: This item is mandated by law, rule, or District policy. Medium: This item is essential to program success. Low: This item is needed to maintain or improve program SLOs): Medium: the reception area is open all around and there is valuable equipment such as computers, card readers, and equipment to add bus fare. Installing two windows and a door will secure the area.

Medium: This item is essential to program success. Low: This item is needed to maintain or improve program SLOs):

Cost* (Salary, Benefits, and Health Breakdown if appropriate): Windows: 2 x \$500 = \$1000
Door: \$700
= \$1,700

Budget request amount: \$1,700.00

Priority: Medium

COMPUTERS / SOFTWARE (TECS) RESOURCES REQUESTED

EQUIPMENT RESOURCES REQUESTED

SUPPLIES (DIVISION) RESOURCES REQUESTED

REVIEW SUMMARY