

# BUDGET COMMITTEE

## MEETING AGENDA

October 15, 2014

3:00 p.m.



**Location: Building 4, Conference Rm. #2460**

**Time: 3:00 p.m. – 4:30 p.m.**

### **Committee Members:**

Mike Gregoryk, Chair  
Richard McGowan,  
Co-Chair  
Irene Malmgren  
Audrey Yamagata-Noji  
Mark Fernandez

Gary Nellesen  
Martin Ramey  
Rosa Royce  
Lisa Romo  
Johnny Jauregui  
Lance Heard

Michael Sanetrick  
Fernando Aguayo (Student)  
Gisela Carrillo-Lopez (Student)

Bill Scroggins (Guest)  
Kerry Martinez (Notes)

### **AGENDA ITEMS:**

- 1. Agenda Check**
  
- 2. Review Budget Committee Meeting Summary of October 1, 2014**
  
- 3. Review Revised Budget Calendar and Budget Development Guidelines**
  
- 4. Review New Resources Allocation Prioritized Lists**
  
- 5. Statement from the Budget Committee to President's Cabinet – Ongoing Structural Deficit**



**Mt. San Antonio College  
Budget Committee  
Summary of October 15, 2014**

<b>Committee Members:</b> <input type="checkbox"/> Mike Gregoryk, Chair <input checked="" type="checkbox"/> Richard McGowan, Co-Chair <input checked="" type="checkbox"/> Irene Malmgren <input type="checkbox"/> Audrey Yamagata-Noji  <input checked="" type="checkbox"/> Martin Ramey <input checked="" type="checkbox"/> Mark Fernandez <input checked="" type="checkbox"/> Rosa Royce <input checked="" type="checkbox"/> Lance Heard  <input checked="" type="checkbox"/> Gisela Carrillo Lopez (Student) <input checked="" type="checkbox"/> Fernando Aguayo (Student) <input type="checkbox"/> Johnny Jauregui <input type="checkbox"/> Gary Nellesen  <input checked="" type="checkbox"/> Lisa Romo <input checked="" type="checkbox"/> Michael Sanetrick <input type="checkbox"/> Bill Scroggins (Guest) <input checked="" type="checkbox"/> Jill Miller (Notes) For Kerry Martinez		
<b>ITEM</b>	<b>DISCUSSION/COMMENTS</b>	<b>ACTION/OUTCOME</b>
<b>1. Agenda Check</b>	Richard McGowan reviewed the Agenda with the committee members and added an information chart on the whiteboard, as an addition to Item 5. Kerry shared that there will be a Joint Committees meeting with IEC on November 5, 2014, at 3:30 p.m. Richard noted that the final Gap Analysis document was submitted and we received positive comments. Irene stated she appreciated the effort put into the document. Richard will share our Gap Analysis document with President's Advisory Council (PAC). There was a discussion regarding Martin Ramey's survey submission for the Gap Analysis document. The Budget Committee agreed that the results of Martin's survey should move on to the Institutional Effectiveness Committee (IEC). Martin's results were limited to one division and IEC may want to expand this valuable survey to other divisions.	Approved, as presented.
<b>2. Review Budget Committee Meeting Summary of October 1, 2014</b>	The Budget Committee Meeting Summary of October 1, 2014, was approved, as presented.	Approved, as presented.
<b>3. Review Revised Budget Calendar and Budget Development Guidelines</b>	The Budget Committee members reviewed the Budget Calendar and Budget Development Guidelines. Irene suggested bringing the Proposed Strategic Plan to the Joint Committee meeting where they tried to blend all three of the processes together; IEC, Budget, and PIE.  Rosa Royce explained two handouts and stated this is the clean Budget Calendar and the Budget Development Guidelines after they were reviewed and matched to	Budget Committee Members will provide comments at the Budget Committee meeting on November 19, 2014.

	<p>IEC's calendar last year. Rosa stated she will update these documents and they can be sent to PAC on October 21, 2014, and then they will go to President's Cabinet on October 28, 2014. The committee discussed the need to make a recommendation to change the one-time funding of New Resources expenditures to ongoing after they been funded with one-time money for two years and should move to the ongoing budget in the third year. The committee members were asked to review both documents and bring their comments to the next Budget Committee meeting on November 19, 2014.</p>	
<p><b>4. Review New Resource Allocation Requests - Prioritized Lists</b></p>	<p>There was a discussion regarding the template and format used to submit the New Resource Allocation Requests and how important it is to use a standardized form. It was noted that the current template is very work intensive and many of the requests will not be approved at the end of the process. Richard suggested a process improvement team be assigned to develop improvements to this process and the form. Irene Malmgren reviewed the process that Instruction used to rank their New Resource Allocation Requests. Richard suggested the process improvement team look at the criteria the Budget Committee should use in reviewing these requests. In the interest of time, the Budget Committee agreed to move forward all of the division spreadsheets to PAC.</p>	<p>Division spreadsheets will be forwarded to PAC.</p>
<p><b>5. Statement from the Budget Committee to President's Cabinet – Ongoing Structural Deficit</b></p>	<p><del>Richard charted the actual budget deficit in comparison to the "published" budget deficit. The actual deficit has been declining. The accreditation process will look at the percentage gap in comparison to our total budget. An earlier review of each budget should narrow the gap. Richard charted the actual deficit in comparison to the Adopted Budget deficits for the years 2011-12, 2012-13, and 2013-14. The actual deficit has been declining while the budgeted deficits have been increasing.</del></p>	

**FUTURE AGENDA ITEMS:**

- Statement from the Budget Committee to President's Cabinet – Ongoing Structural Deficit
- Discuss Funding of Ongoing Expenditures – Budgeted as One-time
- Continue Review of the Budget Review and Development Process

**FUTURE MEETING DATES:**

- **November 5, 2014**
- **November 19, 2014**



**Mt. San Antonio College  
Budget Committee  
Summary of October 1, 2014**

**Committee Members:**

- Mike Gregoryk, Chair
- Richard McGowan, Co-Chair
- Irene Malmgren
- Audrey Yamagata-Noji

- Martin Ramey
- Mark Fernandez
- Rosa Royce
- Lance Heard

- Gisela Carrillo Lopez (Student)
- Fernando Aguayo (Student)
- Johnny Jauregui
- Gary Nellesen

- Lisa Romo
- Michael Sanetrick
- Bill Scroggins (Guest)
- Kerry Martinez (Notes)

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Agenda Check</b>	Richard McGowan reviewed the Agenda with the committee members.	Approved, as presented.
<b>2. Review Budget Committee Meeting Summary revision of September 3, 2014, and Budget Committee Meeting Summary of September 17, 2014</b>	<p>The Budget Committee members suggested changing the wording in item No. 3, 4<sup>th</sup> paragraph; the sentence that reads; Richard suggested <b>if since we truly have a structural deficit</b>; we recommend, as a committee, that all new expenditures cease until the College resolves the structural deficit and balances the budget.</p> <p>The Budget Committee Meeting Summary of September 17, 2014, was approved, as presented.</p>	Approved, with one correction to the September 3, 2014 meeting summary.
<b>3. Gap Analysis Review and Finalization</b>	The Budget Committee members reviewed the balance of the updated Gap Analysis document from Page 15 forward, and also Column 3 of the entire document. It was agreed that Kerry will update the document and include edits, as discussed. She will then send it out to the Budget Committee members for review. Kerry asked the committee members to do a final review of the document and make any changes in "red" and return to her. She will then submit the final document to Kristina Allende, the Faculty Accreditation Coordinator, by the deadline of October 15, 2014.	

<p><b>4. Review Revised Budget Calendar and Budget Development Guidelines</b></p>		<p>Tabled to next Budget Committee meeting on October 15, 2014.</p>
<p><b>5. Review New Resources Allocation Prioritized Lists</b></p>	<p>Irene asked how the new resources should be organized on the prioritized lists. Rosa gave some history on how these lists were organized and prioritized in the past. She noted that clarification is needed on how President's Cabinet would like it presented to them. Rosa noted that the entire spreadsheet for each team needs to be prioritized in numerical order prior to them going to President's Advisory Council and President's Cabinet. The Budget Committee is supposed to look at the prioritizations and ask about the process. The prioritized lists from each team will be reviewed at the next meeting.</p>	<p>Tabled to next Budget Committee meeting on October 15, 2014.</p>
<p><b>6. Statement from the Budget Committee to President's Cabinet – Ongoing Structural Deficit</b></p>		<p>Tabled to next Budget Committee meeting on October 15, 2014.</p>

**FUTURE AGENDA ITEMS:**

- Statement from the Budget Committee to President's Cabinet – Ongoing Structural Deficit
- Review 2014-15 New Resources Allocation Requests
- Continue Review of the Budget Review and Development Process

**FUTURE MEETING DATES:**

- October 15, 2014
- November 5, 2014
- November 19, 2014



## **Budget Committee Calendar:**

### Spring:

- Reviews Preliminary Tentative Budget (March);
- Determines new resources available for allocation (usually March);
- Communicates expected budget situation, resources, and process to campus community (usually March);
- Reviews one-time new resources allocation requests previously funded; (usually March); - Proposal is to add this bullet point.
- Reviews details of the previous year's actual expenses for selected departments/units (usually April);
- Reviews relationships across campus (e.g.: department costs per FTES) (usually April);
- Reviews Tentative Budget (June)
- Tentative Budget approved by Board prior to July 1<sup>st</sup>

### Summer:

- Meets only if an emergency arises

### Fall:

- Adopted Budget approved by Board, including allocation for New Resources (on or before September 15);
- Reviews prioritized one-time New Resource Requests (September);
- Makes recommendations on changing one-time funding New Resources expenditures to ongoing (September );
- Cabinet acts on New Resource Requests (October);
- Meets jointly with the Institutional Effectiveness Committee to review PIE summaries and coordinate planning efforts (October);
- Reviews previous fiscal year's total actual expenditure summary from Fiscal Services (November);
- Compares previous year Adopted Budget to previous year's actual expenditures (November)
- Compares previous year's Adopted Budget to Current year's Adopted Budget (November)
- Evaluates Budget Allocation Process (November); and
- Makes recommendations on changing budgetary policies and procedures to PAC (December)

### Winter:

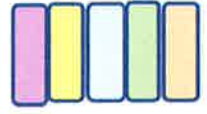
- Meets only if needed to complete fall activities



# Appendix C 2014-15 BUDGET DEVELOPMENT CALENDAR

(Initially approved by Budget Committee on May 7, 2014 and revised on October 1, 2014)

DESCRIPTION OF TASK	DUE DATE	DUE DATE
Fiscal Services Updates and Projects Personnel Budget (Changes through January 8, 2014 Board Agenda)	01/31/14	
Fiscal Services Distributes Status Quo Budget Sheets to Departments for Tentative Budget Changes	03/03/14	
Departments Complete Status Quo Budget Review; Then Sends to Deans/Directors	03/14/14	
Fiscal Services Prepares Preliminary Tentative Budget	03/25/14	
Deans/Directors Review and Approve Department's Status Quo Budgets; Then sends to VPs	03/28/14	
Vice Presidents Review and Approve Department's Status Quo Budgets; Then sends to Fiscal	04/11/14	
Budget Committee Reviews Preliminary Tentative Budget (On a regular basis will be done on March)	05/07/14	
Budget Committee Determines and Communicates New Resources Available (On a regular basis will be done on March)	05/07/14	
Budget Committee sends Communication Campus wide Regarding New Resources Allocation Process (On a regular basis will be done on March)	05/09/14	
Departments Prioritize New Resources Requests for One-Time Funding in their PIE forms	05/15/14 to 06/30/14	
Budget Committee Reviews the Completed Tentative Budget	06/04/14	
Fiscal Services Completes the Tentative Budget and Prepares Board Agenda Item	06/06/14	
Tentative Budget Submitted for Board Approval	06/25/14	
Fiscal Services' Deadline for 2013-14 Year End Closing	07/25/14	
Deans/Directors Prioritize Department's New Resource Allocation Requests	07/01/14	
Vice Presidents Prioritize Team's New Resource Allocation Requests and submits to Fiscal Services	08/15/14	
Budget Committee Reviews the Completed Adopted Budget	09/03/14	
Board of Trustees Approves Adopted Budget	09/10/14	
Budget Committee Reviews New Resource Allocation Requests	<del>09/09/14</del>	10/1/2014
Budget Committee Finalizes Review of New Resource Allocation Requests and forwards to President's Advisory Council	<del>09/17/14</del>	10/15/2014
President's Advisory Council Reviews New Resources Allocation Requests and forwards to President's Cabinet	<del>09/24/17</del>	10/22/2014
President Makes Final Decision on New Resources Requests Based on President's Cabinet Recommendations; and Budget Committee and President's Advisory Council reviews	<del>10/07/14</del>	10/28/2014
Vice Presidents submit New Resources Allocation Forms for funded New Resource Allocation Requests to Fiscal Services	TBD	TBD



**Budget Committee**  
**Department level**  
**Administrative Level**  
**Other Groups**  
**Fiscal Services**



# VPSS PIE SUMMARY 2013-14 – Resource Requests

Rate Driven Increase			
Priority #	Resource (Be specific, but not dollar amount needed)	Justification of need	New request
1	<b>Assessment:</b> Increase for maintenance agreements for equipment (scanners) and for assessment instrument cost increases.	Maintenance agreements and costs for purchased assessment instruments increase annually.	No X
1	<b>Assessment:</b> Increase in budget for faculty readers.	This budget line item needs adjustment as the rate of pay increases with negotiated salary increases and step increases, but the line item budget has not been increased accordingly.	No X
1	<b>High School Outreach:</b> Increase transportation budget for high school assessment testing.	<b>The transportation costs have increased. Without additional resources, the number of students able to complete placement testing at the college is reduced.</b>	Yes X

Instructional Equipment			
Priority #	Resource (Be specific, but not dollar amount needed)	Justification of need	New request
2	<b>Bridge:</b> Purchase 60 tablets/notebooks for coursework required in classes.	The dynamic work in the Bridge cohort classes and the coursework tied to study group assignments necessitates increased access to technology for students.	No X
1	<b>Counseling:</b> Purchase 66 computers for new computer lab.	<b>Mandatory orientations and education plans for new students per SSSP.</b>	Yes X

Staffing			
Priority #	Resource (Be specific, but not dollar amount needed)	Justification of need	New request
2	<b>ACES: Educational Advising Aide</b>		Yes X
1	<b>Admissions and Records: A&amp;R Clerk III – Evaluator</b>	<b>Currently the ratio of transcript and graduation evaluators to students is 10,000:1. Increasing the staffing in this area will result in a more efficient process of assigning transfer credits, evaluating student records, and the awarding of degrees and certificates.</b>	Yes X
	<b>Admissions and Records: A&amp;R Clerk II –</b>	<b>The college is purchasing a new document imaging system that</b>	Yes X

1	Document Imaging Specialist	is end-user driven, necessitating a dedicated staff person to oversee the imaging of all documents, staff training, ongoing support/maintenance. Additionally, this is a standard within Accreditation that must be met.	
2	Arise: Program Director	The sustainability of the program needs to continue post the sunset of the grant on 9/30/16. Institutionalization of the key leadership role is critical to the continued work developed thus far and currently under development that serves 25% of the student population that is Asian/Pacific Islander.	Yes X
2	Arise: Educational Advisor; Student Services Project Specialist, Clerical Support	To address expansion of services and ongoing program support for Asian/Pacific Islander students and others enrolled in the Arise program necessitates ongoing positions post the sunset of the program on 9/30/16.	Yes X
3	Arise: Full-time counselor	The complex nature of the students served in the Arise program, including the technical advisement of student athletes, requires a permanent, full time counselor for the program.	Yes X
1	Aspire: Clerical Support	At the present time, there is no direct clerical support for the program to check-in students, perform routine clerical tasks, maintain student records, compile data for reports, process routine business transactions.	No X
2	Aspire: Counselor	There is no full-time counselor serving the Aspire program. African American students are the most at risk student population at Mt. SAC. The program must rely on having some counselors providing some limited hours of counseling support. There is high demand for consistent counseling services.	No X
2	Aspire: Educational Advisor	Due to the importance of monitoring students' progress and meeting students on a frequent basis, an educational advisor position is necessary to fill a service gap for Aspire students.	No X
2	Bridge: Counselor	Loss of the prior Title V Grant counselor at the same time the program has grown has resulted in less student:counselor contact, resulting in an approximately 1:1400 ratio.	No X
1	Bridge: Student Workers	Growth of the program has meant an increase in the numbers of students seeking services, needing peer advising and tutoring.	Yes X
1	CalWORKs: Receptionist/Front Counter Support	The need for a full-time receptionist support for the front counter to improve services and consistency.	No X
	CalWORKs: Counselor	An adjunct counseling approach is insufficient for the number	Yes X



1	Document Imaging Specialist	is end-user driven, necessitating a dedicated staff person to oversee the imaging of all documents, staff training, ongoing support/maintenance. Additionally, this is a standard within Accreditation that must be met.	
2	Arise: Program Director	The sustainability of the program needs to continue post the sunset of the grant on 9/30/16. Institutionalization of the key leadership role is critical to the continued work developed thus far and currently under development that serves 25% of the student population that is Asian/Pacific Islander.	Yes X
2	Arise: Educational Advisor; Student Services Project Specialist, Clerical Support	To address expansion of services and ongoing program support for Asian/Pacific Islander students and others enrolled in the Arise program necessitates ongoing positions post the sunset of the program on 9/30/16.	Yes X
3	Arise: Full-time counselor	The complex nature of the students served in the Arise program, including the technical advisement of student athletes, requires a permanent, full time counselor for the program.	Yes X
1	Aspire: Clerical Support	At the present time, there is no direct clerical support for the program to check-in students, perform routine clerical tasks, maintain student records, compile data for reports, process routine business transactions.	No X
2	Aspire: Counselor	There is no full-time counselor serving the Aspire program. African American students are the most at risk student population at Mt. SAC. The program must rely on having some counselors providing some limited hours of counseling support. There is high demand for consistent counseling services.	No X
2	Aspire: Educational Advisor	Due to the importance of monitoring students' progress and meeting students on a frequent basis, an educational advisor position is necessary to fill a service gap for Aspire students.	No X
2	Bridge: Counselor	Loss of the prior Title V Grant counselor at the same time the program has grown has resulted in less student:counselor contact, resulting in an approximately 1:1400 ratio.	No X
1	Bridge: Student Workers	Growth of the program has meant an increase in the numbers of students seeking services, needing peer advising and tutoring.	Yes X
1	CalWORKs: Receptionist/Front Counter Support	The need for a full-time receptionist support for the front counter to improve services and consistency.	No X
	CalWORKs: Counselor	An adjunct counseling approach is insufficient for the number	Yes X





1		<b>of students in the program and the complexity of their life situations. Additionally, compliance with SSSP regulations requires a more consistent approach to counseling.</b>	
2	<b>Career/Transfer:</b> Transfer Specialist	A second, full time Transfer Specialist is needed to handle the large volume of students being served and to assist the college in better meeting its transfer goals.	No X
1	<b>Counseling:</b> Counselors	Despite 11-month contracts, due to new SSSP requirements, there are insufficient numbers of counselors to meet student demand and to remain compliant with regulations and funding goals.	No X
1	<b>Counseling:</b> Front Counter Support	Only 2 full-time clerical staff support the entire Counseling Department, providing information, scheduling appointments, answering phones when the department is open 11 hours/day for 4 days/week and 8.5 hours on Fridays.	No X
2	<b>DSPS:</b> Receptionist/Front Counter Support and Secretary	Due to program growth and enhanced utilization of program services, with the impending relocation of DHH, additional staff support is necessary.	No X
1	<b>DSPS:</b> Adjunct Faculty	Increased student demands in the High Tech Center, increased counseling needs of students coupled with SSSP requirements dictate a need for more adjunct faculty.	No X
1	<b>DSPS:</b> Technological and Technical Support Staff: analyst, alternate media, interpreters	The nature of the work in serving students in DSPS is dependent on technological solutions toward providing services, tracking student data and student utilization of services, and the direct provision of services by highly specialized staff to meet the diverse needs of disabled students.	No X
2	<b>EOPS:</b> Counselor	<b>The continued demand for service, SSSP requirements, EOPS requirements for mandatory contacts and student education plans requires the consistency of an additional, full time counselor.</b>	Yes X
2	<b>EOPS:</b> Front counter clerical support	<b>The need to have consistent coverage to work with students accessing EOPS/CARE services requires full-time support staff.</b>	Yes X
1	<b>Financial Aid/Veterans:</b> Counselor, Veterans	Student veterans are enrolling at Mt. SAC in high numbers and are in need of high level, intensive, specialized support services. With the development of the Veterans Resource Center, a counselor specific to veterans is needed and warranted.	No X
1	<b>Financial Aid/Foster Youth:</b> Program Coordinator	The state has mandated services to foster youth through SSSP, enrollment priorities, and Student Equity. The college does not have a designated individual nor program/department dedicated to foster	No X

		youth and must develop one.	
1	<b>Financial Aid/Scholarships: Student Services Specialist</b>	Student demand for scholarships has increased and there isn't a dedicated staff person to work with students, conduct application workshops, and outreach to students.	No X
1	<b>Financial Aid: Administrative Analyst (new)</b>	Due to the technical nature of Financial Aid, a dedicated staff person to monitor business practices required by the federal government such as consumer information, reconciliation of student awards, documentation and implementation of compliance with required processes.	No X
1	<b>Student Health Services: Mental Health Clinician</b>	<b>Increased numbers of complex, mental health cases require a consistent, trained mental health clinician on a full-time basis. With the upcoming construction of a second Health Center, the full-time clinician will be needed at the new facility.</b>	<b>Yes X</b>
1	<b>High School Outreach: Staff for the Information Counter</b>	The High School Outreach staff is also tasked with 'manning' the Information Counter in the Student Services Center. During the height of the Connect 4 outreach efforts, there is no consistent staffing of the Information Counter, presenting a negative image of the college and leaving many individuals unserved.	No X
1	<b>International Students: Counselor</b>	<b>The increasing numbers of international students coupled with the establishment of the International Students Center, warrant a dedicated international students counselor assigned 100% to the International Students Program.</b>	<b>Yes X</b>
1	<b>International Students: DSO (Designated School Official)</b>	<b>These functions are presently performed by three individuals who have a split assignment in Admissions and Records. Based on the program's SLOs, and the increasing demand, an additional DSO who will be 100% assigned to the International Students Program is needed.</b>	<b>Yes X</b>
1	<b>Student Life: Judicial Affairs Officer</b>	<b>This position is needed to assist in the initial screening and adjudication of student discipline cases and student complaints. Funding for this position must come from the district as this is not a function that can be paid with student fees or any other categorical programs. Students' due process rights and other regulations dictate that the processing of discipline and complaints must be handled correctly and judiciously.</b>	<b>Yes X</b>

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Facilities Modification			Justification of need	New request
Priority #	Resource (Be specific, but not dollar amount needed)			
1	<b>ACES: Creation of adequate tutoring space</b>			Yes X
1	<b>Arise:</b> Space expansion; privacy concerns		The current space is too small for the size of the program and the use of the facility by students.	No X
1	<b>Assessment: Modification of work stations/work area</b>		<b>Addition of new staff necessitates modification to work area.</b>	Yes X
1	<b>Bridge:</b> Inefficient and non-confidential work stations need modification		Due to the design within the portable building housing Bridge, there is a lack of confidentiality for students meeting with educational advisor and other program staff. Additionally, the use of space is inefficient and is in need of noise abatement.	No X
2	<b>CalWORKs: Counseling offices and secured and confidential work areas</b>		<b>There isn't a dedicated office for CalWORKs counseling. Additionally, there is a lack of confidentiality for staff meeting with students; and students frequently by-pass the front counter and enter the work space leaving it unsecured.</b>	Yes X
2	<b>Career/Transfer:</b> Modification to entrance to Transfer Center; access to greater confidentiality in work stations		There is no clear entrance to the Transfer Center, making it difficult for students to determine who to approach for assistance and how to access the Center. All staff are working in open space work stations with little confidentiality.	No X
1	<b>Counseling:</b> With the potential to hire between 3-10 new counselors within the next 5 years, additional counseling offices are necessary.		The entire Student Services Center is filled with no vacant, enclosed counseling offices available. Creation of new, private offices is necessary.	No X
2	<b>Counseling: Reconfiguration of Counseling check-in area</b>		<b>Students will be required to complete, at a minimum, a degree audit prior to meeting with a counselor. Computer stations will need to be established to facilitate students' completing this.</b>	Yes X
1	<b>DSPS:</b> Adaptation of the Bursar Office space for the burgeoning DHH program		This space was annexed for the DHH program, but modifications to the space are necessary to fully utilize the area.	No X
1	<b>DSPS:</b> Insufficient space for proctored testing		Construction of a joint Testing Center with the LAC will provide a permanent, more practical and efficient solution. At the present time, there is insufficient space and using a variety of locations necessitates many test proctors and a larger budget.	No X
1	<b>Financial Aid:</b> Ergonomic issues must be addressed, reconfiguration of existing space to create more and confidential workspaces		Several, documented cases of ergonomic concerns have been reported but have yet to be addressed. Additionally, with the expansion of programs, there are insufficient work stations, and lack of privacy in existing work stations.	No X



1	<b>High School Outreach:</b> Insufficient number of work stations, insufficient space for each work station, lack of privacy (no walls); no storage	Not every staff member has a dedicated work station. Additionally, staff sit in 4 different areas at the present time, making it difficult to coordinate their services.	No X
1	<b>Student Life: Lack of handicapped access to the Student Life Center</b>	<b>This facility is constantly used by students, staff and the public. Lack of handicapped access doors to the office and the four-plus doors to the Student Life Center is a compliance as well as an access issue.</b>	No X

**Technology: Equipment, Software, Support**

Priority #	Resource (Be specific, but not dollar amount needed)	Justification of need	New request
1	<b>ACES/Upward Bound: Database Implementation</b> -- Lack of response from IT to create and upload scripts to run the Blumen database system (purchased in October of 2013) that tracks critical program data required for the Annual Performance Report to the Department of Education.	This system was purchased with program funds almost one year ago. Blumen is the standard database system to track, record and submit data required by the DOE for the Annual Performance Review. This is required to remain compliant with the federal grant.	No X
1	<b>ACES: Technical Assistance</b> -- IT assisted in creating Argos reports for the program but incorrect data is being pulled.	This is a federal grant program. The reliance on accurate, up-to-date information about students and their status in the program and at the college is critical.	No X
1	<b>Arise: Equipment/Software</b> -- outdated equipment and software; lack of printer; lack of copier	There is insufficient technology available to staff and students in the program. There is no copier. One printer is shared by 3 staff and many students.	Yes X
1	<b>Aspire: Equipment</b> -- Computer for adjunct counselor office	The current computer is not functioning properly. IT has attempted to fix it 6 times, to no avail.	Yes X
1	<b>Assessment: Equipment</b> -- 82 new computers for assessment testing lab; 3 printers; fax machine	Current computers and software are outdated and no longer compatible with new operating system. Printers are more than 8 years old and are necessary for printing students' test results and other routine office work. Fax machine is 6 years old.	Yes X
1	<b>Assessment: Multiple Measures Functionality</b> -- automate multiple measures survey	This is a required element for our assessment process.	No X
1	<b>Assessment: Software</b> -- need upgrade	Current software for test administration and computer lab management is outdated, incompatible, and incapable of maintaining a database.	Yes X
1	<b>Bridge: Computer Lab</b> -- additional data ports, power outlets and server upgrade	Due to program growth, students use of the computer lab and technology within the unit, necessitates increase technology infrastructure.	Yes X

1	<b>High School Outreach:</b> Insufficient number of work stations, insufficient space for each work station, lack of privacy (no walls); no storage	Not every staff member has a dedicated work station. Additionally, staff sit in 4 different areas at the present time, making it difficult to coordinate their services.	No X
1	<b>Student Life: Lack of handicapped access to the Student Life Center</b>	<b>This facility is constantly used by students, staff and the public. Lack of handicapped access doors to the office and the four-plus doors to the Student Life Center is a compliance as well as an access issue.</b>	No X

**Technology: Equipment, Software, Support**

Priority #	Resource (Be specific, but not dollar amount needed)	Justification of need	New request
1	<b>ACES/Upward Bound: Database Implementation</b> -- Lack of response from IT to create and upload scripts to run the Blumen database system (purchased in October of 2013) that tracks critical program data required for the Annual Performance Report to the Department of Education.	This system was purchased with program funds almost one year ago. Blumen is the standard database system to track, record and submit data required by the DOE for the Annual Performance Review. This is required to remain compliant with the federal grant.	No X
1	<b>ACES: Technical Assistance</b> -- IT assisted in creating Argos reports for the program but incorrect data is being pulled.	This is a federal grant program. The reliance on accurate, up-to-date information about students and their status in the program and at the college is critical.	No X
1	<b>Arise: Equipment/Software</b> -- outdated equipment and software; lack of printer; lack of copier	<b>There is insufficient technology available to staff and students in the program. There is no copier. One printer is shared by 3 staff and many students.</b>	Yes X
1	<b>Aspire: Equipment</b> -- Computer for adjunct counselor office	<b>The current computer is not functioning properly. IT has attempted to fix it 6 times, to no avail.</b>	Yes X
1	<b>Assessment: Equipment</b> -- 82 new computers for assessment testing lab; 3 printers; fax machine	<b>Current computers and software are outdated and no longer compatible with new operating system. Printers are more than 8 years old and are necessary for printing students' test results and other routine office work. Fax machine is 6 years old.</b>	Yes X
1	<b>Assessment: Multiple Measures Functionality</b> -- automate multiple measures survey	This is a required element for our assessment process.	No X
1	<b>Assessment: Software</b> -- need upgrade	<b>Current software for test administration and computer lab management is outdated, incompatible, and incapable of maintaining a database.</b>	Yes X
1	<b>Bridge: Computer Lab</b> -- additional data ports, power outlets and server upgrade	<b>Due to program growth, students use of the computer lab and technology within the unit, necessitates increase technology infrastructure.</b>	Yes X





1	<b>Bridge: Equipment – Purchase of a total of 100 Laptops/Notebooks/Tablets for classroom use, lab use, and check-out use.</b>	<b>Few laptops are available and the equipment is outdated.</b>	<b>Yes X</b>
1	<b>Bridge: Automation Assistance – in need of automated processing for applying for and approving enrollment into Summer Bridge and continued tracking of students' use of services.</b>	Enhancements will allow greater efficiency and accountability.	No X
1	<b>CaWORKs: Automation/Efficiency/Accountability – need for technological assistance</b>	Enhancements will provide more efficiency and greater accountability for a highly regulated program that continues to be over-dependent on manual processing.	No X
1	<b>Counseling: Tech Support – to implement new Cynosure online counseling and new computer lab</b>	In order to meet the requirements of SSSP, new modes of service delivery are required. No means of technical support exists within Student Services.	No X
1	<b>DSPS: Software/Hardware – assistive software and hardware for High Tech Center and telephonic assistance for DHH students</b>	<b>Updated software and hardware is necessary to provide DSPP students with the technology they need to learn and receive assistance through the High Tech Center and to communicate with program staff.</b>	<b>Yes X</b>
1	<b>EOPS/CARE: Case Management and Document Management – automated system to track eligibility, services provided, outcomes, and automation of all required documents</b>	The EOPS case management system is an out-of-date, Access database system developed through a contract with an outside consultant. It is not robust and does not interact with Banner. The entire system is inefficient. EOPS was "promised" document imaging assistance back in 2005.	No X
1	<b>Financial Aid: Document Management – need for an improved and accurate system with the expiration of the Hershey contract.</b>	<b>The college must implement a college-wide remedy to the required imaging, storing, and accessing of student files and records.</b>	<b>Yes X</b>
1	<b>High School Outreach: Cellular Phones, iPads, Folding Machine – to increase efficiency and responsiveness to students</b>	<b>HSO staff work out in the field. In order to assist incoming students in understanding Mt. SAC requirements and processes, staff need to have iPads when out at high schools. Because staff spend as much time out of the office as in the office, cellular phones are critical for their follow-up work with students, high school counselors, and parents. Many hard copy materials are still provided to students, necessitating a folding machine.</b>	<b>Yes X</b>

Professional Development Training			New request
Priority #	Resource (Be specific, but not dollar amount needed)	Justification of need	
1	Training in specific Banner functions—especially related to fiscal operations and coding of students, Argos reports (requests and running of reports).	The majority of Student Services departments are required to track student data either by student or by cohort group, or both. The inability to be able to do this has a direct, negative impact on operations of the department.	No X
1	Staff Training and Professional Development (conferences; trainings; workshops) [ACES, Aspire, Bridge, Counseling, EOPS/CARE, Student Health Services, HSO, Student Life	Many staff must attend specially designed training that will enable them to perform the duties of their particular assignments, serving specific students populations.	No X

Research Support			New request
Priority #	Resource (Be specific, but not dollar amount needed)	Justification of need	
1	Research Position to assist with accessing data, compiling reports tracking program outcomes. [ACES, Aspire, Bridge, CalWORKs, Counseling	The majority of Student Services programs are unable to perform higher level assessments of outcome measures, tracking of student outcomes, assessment of service utilization due to the lack of research support.	No X
1	Study of Success Rates of students placing under the new AWE rubric and placing via multiple measures	SSSP requires that we conduct surveys to measure the appropriateness and effectiveness of all of our assessment instruments and processes.	No X
1	Compile the annual Connect 4 reports for each high school and school district as well as 411 Information Sessions.	These reports are critical in our ongoing work with high schools. Additionally, there are requests for more in-depth data relating to the success of their students in college.	No X

Marketing			New request
Priority #	Resource (Be specific, but not dollar amount needed)	Justification of need	
2	<b>ACES: Development of a logo for the program.</b>		Yes X
2	<b>ACES:</b> Develop a promotional video of the program for the website.		No X
1	<b>Counseling:</b> Develop materials to assist students in accessing counseling services.	No current brochure exists; website is not interactive or up to date.	No X
2	<b>DSPS: Develop a promotional campaign</b>	<b>The program plans to change its name, needs a logo and needs</b>	Yes X

<b>Professional Development Training</b>			
<b>Priority #</b>	<b>Resource</b> (Be specific, but not dollar amount needed)	<b>Justification of need</b>	<b>New request</b>
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		to update all of their printed, video, and web page material.	
1	Financial Aid: Develop a communication plan to inform students of changes to the BOGW Program.	Recent changes to SSSP and Title 5 Regulations regarding the loss of BOGW eligibility	Yes X
1	High School Outreach: Development of new materials with relevant information.	The "View Book" has not been redesigned in years. In 2010, Marketing stopped funding the publication of the main form of print materials for outreach to high school students. Career and Technical Education Guides are in demand, but there is no product/inventory.	No X
2	Student Life: Outreach/recruitment materials about various student programs.	In order to reach more students and enable them to become involved in student activities (clubs, LEAD, AS), marketing approaches and materials need to be developed.	Yes X

<b>Other</b>			
<b>Priority #</b>	<b>Resource</b> (Be specific, but not dollar amount needed)	<b>Justification of need</b>	<b>New request</b>
1	Institutionalization Costs -- Arise: Academic and non-academic salaries; supplies; conference/travel; other services	Institutionalization costs for the program due to sunset 9/30/16.	Yes X
1	Student Development Costs -- ACES, Aspire, Bridge: Student travel/conferences, student leadership and student development training.	Research shows that special student populations are in need of affective domain development that can come through their participation in student development-related events, conferences, trainings, workshops.	No X
1	Video/Multi-media Development -- Assessment: Create short, informational videos for students regarding key requirements and processes.	Our students need much more detailed information and subsequent understanding or new requirements. Short videos that explain things graphically and personally will resonate and serve to assist students in increasing their comprehension of meeting requirements and understanding necessary steps and procedures.	Yes X

