

2019-2020 Annual Update



CAN Program Review (Student Services) - Assessment, Orientation, & Registration (Even Year)

Annual Updates

2019-2020

1. Changes & Updates: N/A

2. Progress Reports: Our retention specialist has increased the follow up services for new students ensuring that they complete all the SSSP steps and register for classes.

The Welcome Center and Admissions staff took advantage of the BANNER 9 trainings.

The team requested permanent funding for transportation, meals and supplies for the students attending PEP sessions in our Program Review. Unfortunately, we were not awarded any funds, so we've requested the same funding through our annual update process.

3. Rationale for New Objectives: N/A - The team is requesting the same items that were listed in our last Program Review.

Annual Update Status: Complete

Objective: Improve the student experience

The Orientation, Assessment and Registration team would like to improve the student experience by being able to serve students in locations away from the office and at off campus location and to be able to serve students in a more timely manner.

Objective Status: 1 - New (PR)

Objective Year: 2019-2020

Estimated Start Date: 01/01/2019

Estimated Completion Date: 12/31/2019

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity diversity and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success.

Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings Interventions and Support Programs that Increase Student Access & Success

Action Plans

2018-2019 - Admissions and Records will speak with the Vice President of Student Services in regards to our needs to meet our objective. If in agreement, Admissions and Records will research vendors and prices for a new color printer and a laptop. (Active)

Who's Responsible for Completing this Action Plan?: Ruth Miller/Registrar

Estimated Completion Date: 12/31/2019

2018-2019 - 1) For printer and lap top, we will speak with the Dean of Counseling. If approved, we will research the costs and vendors.

2) For transportation, we will speak with the Dean of Counseling. If approved, we will reach out to the Sequoia Union High School Transportation Department to coordinate services.

3) For food, we will speak with the Dean of Counseling. If approved, we will reach out to local vendors to negotiate the best prices.

4) For miscellaneous supplies, we will speak with the Dean of Counseling. If approved, we will proceed with ordering materials and giveaways for students.

5) For printed materials and fliers, we will speak with the Dean of Counseling. If approved, we will develop documents and have

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them duplicated. (Active)

Who's Responsible for Completing this Action Plan?: Jeanne Stalker

Estimated Completion Date: 12/31/2019

Resource Requests

Color Printer

HP Color LaserJet

Enterprise MFP

M577dn - Needed for color materials for the Welcome Center, Orientation, Assessment/Placement and the Counseling Division

Type of Resource: Supplies (Items less than \$5000)

Cost: 1648

Dell Bundle

Latitude 7490

Laptop - Lap top to be used for conferences, workshops, meetings, offsite SARS appointment scheduling and other events and the bi-annual pro-active registration events.

Type of Resource: Supplies (Items less than \$5000)

Cost: 1500

Dell Latitude 7490 i5 Lap Top

Dell Contract Code: WN03AGW - Need lap top to better serve students on and off campus.

Type of Resource: Supplies (Items less than \$5000)

Cost: 1500

Food for PEP - PEP sessions can last up to five hours, so we would like to provide students with snacks and/or meals. The food has previously been provided by BFAT dollars and that funding is no longer available.

Type of Resource: Other

Cost: 1500

Funds for Duplicating - To cover informational handouts and fliers for various programs and services.

Type of Resource: Other

Cost: 500

Hourly budget - To assist during the registration peak times with the following services:

Answer phones

Assist with counter

Assist with scanning

Assist as needed by A&R staff

Type of Resource: Other

Cost: 12000

HP Color LaserJet Printer Enterprise MFP M577

p/n B5L46a #BGJ (300003835) - To better serve student in a more expedient way.

Type of Resource: Supplies (Items less than \$5000)

Cost: 1648

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Supplies for PEP - We would like to request recruiting materials and give a ways for students as does CSM and Skyline.

Type of Resource: Other
Cost: 1500

Transportation and mileage for PEP/Orientation sessions - To provide transportation to and from our feeder high schools for our day time PEP events. This request includes the bus and driver for on campus events. Mileage is for off campus events at our feeder high schools and adult schools.

Type of Resource: Other
Cost: 2500

Objective: Improve the student experience.

The Orientation, Assessment and Registration team would like to improve the student experience by being able to serve students in locations away from the office and to be able to serve students in a more timely manner. Furthermore, the team wants to use PEP as a vehicle to improve the first year experience.

Objective Status: 2 - Continuing (PR)

Objective Year: 2019-2020

Estimated Start Date: 10/10/2019

Estimated Completion Date: 12/18/2020

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success.

Please select the district goals with which this objective aligns.: District Goal #4 - Ensure Necessary Resources Are Available To Implement This Strategic Plan Through Sound Fiscal Planning And Management Of Allocations. Protect Community-supported Status And Undertake The Development Of Innovative Sources Of Revenue That Support Educational Programs Beyond That Which Is Available From Community And State Allocations.

Action Plans

2019-2020 - To maintain the current standards. (Active)

Who's Responsible for Completing this Action Plan?: Ruth Miller
Dina Zidan
Estimated Completion Date: N/A
On-going

Resource Requests

Cody the Colt Mascot Costume - The costume is needed for PEP sessions in order to promote school spirit. During on-campus PEP sessions, the incoming high school brings their own mascot and it creates a sense of comradery. We are currently using ASCC's mascot, which is not always available when needed.

Status: New Request - Active
Type of Resource: Supplies (Items less than \$5000)
Cost: 425
One-Time or Recurring Cost?: One-Time Cost
Division/Department Priority: High Priority

Color Printer
HP Color Laserjet
Enterprise MFP

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M577dn - This printer is needed to replace our old color printer that is continually breaking down and costing us money. It is needed to print diplomas and certificate, degree works compliance reports, scribing compliance reports, A&R forms, incoming official transcripts and student backup documentation.

Status: Continued Request - Active
Type of Resource: Supplies (Items less than \$5000)
Cost: 1648
One-Time or Recurring Cost?: One-Time Cost
Division/Department Priority: High Priority

Duplicating for PEP fliers and printed materials. - These funds would be used for flyers, handouts and for various programs and services.

Status: Continued Request - Active
Type of Resource: Printing
Cost: 500
One-Time or Recurring Cost?: Recurring Cost
Division/Department Priority: High Priority

Food for PEP - These funds will be used to provide meals and snacks for students attending our on and off campus PEP events. Please note: These sessions can last up to five hours.

Status: Continued Request - Active
Type of Resource: Other
Cost: 2000
One-Time or Recurring Cost?: Recurring Cost
Division/Department Priority: High Priority

Hourly Budget - These funds are needed to hire hourly employees to assist Admissions and Records during the registration peak times with the following: Answer phones, Assist students at the counter, Assist with scanning and indexing documents and assisting staff as needed.

During the peak registration periods, the volume of students that we see and incoming calls are dramatically increased. We make every effort to assist these students, however at times we cannot get to these students immediately and it can be up to 24 hours before a student hears back from us. The extra help is needed to improve service to these students in a timely manner.

Status: Continued Request - Active
Type of Resource: Other
Cost: 12000
One-Time or Recurring Cost?: Recurring Cost
Division/Department Priority: High Priority

Increase in budget allocation for supplies and conference expense. - The budget that is provided for supplies and conferences is not adequate to cover our office needs. Admissions and Records is requesting an additional 3,000 in supplies and an additional 3,000 for conferences.

Supplies:

We currently spend \$2,700.00 out of our budget just for toners, which almost uses 1/2 of our budget. Toners are needed for the transcript printer, diploma printer, front counter printer and each of the desk printers.

Conferences:

We have two major conferences, CACCRAO which is the state wide annual conference for Admissions and Records and the VA Annual WAVES Conference, which we need to attend each year. Normally, we send at least 2 individuals to each conference to

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cover the various break out sessions. The conferences are needed to ensure that we are in compliance with Title V, State and Federal changes and/or updates. In addition, the VA Certifying Official and the Registrar are now mandated to participate in on-going trainings.

Status: New Request - Active

Type of Resource: Budget Augmentation

Cost: 6000

One-Time or Recurring Cost?: Recurring Cost

Division/Department Priority: High Priority

Miscellaneous supplies for PEP - These funds would cover recruiting materials and give-a-ways for student for on and off campus PEP sessions.

Status: Continued Request - Active

Type of Resource: Supplies (Items less than \$5000)

Cost: 1500

One-Time or Recurring Cost?: Recurring Cost

Division/Department Priority: High Priority

Transportation for PEP including Bus/Bus Driver and Mileage - Roundtrip transportation is needed to bring students to Cañada from our feeder high schools for our day time PEP events.

Status: Continued Request - Active

Type of Resource: Other

Cost: 2500

One-Time or Recurring Cost?: Recurring Cost

Division/Department Priority: High Priority

Two Dell Bundle:

Latitude 7490 Laptop - Admissions and Records:

The laptop is needed to serve students for various registration activities outside of the A&R Office such as Proactive Registration and for staff to use at meetings, conferences and workshops.

Welcome Center:

The laptop is needed to serve students outside of the Welcome Center and for staff use at meetings, conferences and workshops.

Status: Continued Request - Active

Type of Resource: Supplies (Items less than \$5000)

Cost: 3000

One-Time or Recurring Cost?: One-Time Cost

Division/Department Priority: High Priority