

(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)

TEAM: Student Services

Please ONLY sort resources by the following : **FACILITIES; STAFFING; INSTRUCTIONAL EQUIPMENT; INSTRUCTURAL SUPPLIES; LOTTERY; MARKETING; NON-INSTRUCTIONAL EQUIPMENT; NON-INSTRUCTIONAL SUPPLIES; PROFESSIONAL DEVELOPMENT; RESEARCH SUPPORT; IT SUPPORTS**

Division Priority #	Dept Priority #	Division	Department- Org/Departme nt's Contact Staff	Funding Category, i.e., Instructional Equipment, Facilities, etc.	To Be Completed By Departments		Ongoing
					Description	Justification of Need	
1	1	Student Services	Behavior & Wellness Team (BWT) /Grace Hanson & Isaac Rodriguez Lupercio	Staffing	Case Manager/Coordinator	The Behavior & Wellness Team is composed of staff and faculty that lend their time to serve on the team to determine how to provide additional care and resources to students, and assess issues that may pose threats to campus safety. They meet bimonthly to review referrals, manage cases, and assess interventions. Follow-up and referrals for students is difficult to manage on a timely basis, requiring a dedicated Case Manager/Coordinator to manage the rapidly increasing caseload and follow-up on BWT referrals. The BWT received 66 referrals During the 2017-2018 academic year and has received 18 referrals since August 2018. Several colleges have hired a position within their team to focus solely on their team's interventions and follow-up. This position would assist the College and the BWT in being proactive in addressing the growing need in the College for a centralized, coordinated, developmental intervention for students in need, prior to crisis.	\$ 105,000 APPROVED A
2	1	Student Services	ACCESS/DHH Org 522100 Grace Hanson	Staffing	Full-time Student Services Program Specialist II for the Deaf/Hard of Hearing (DHH) Center	Second SSPS II to meet the needs of Deaf/Hard of Hearing (DHH) students from 7:00am-10:00pm, Monday - Friday. Without additional staffing DHH will be forced to reduce services to students and will no longer be able to assist the other areas on campus who provide interpreting/captioning services.	\$ 81,006 APPROVED A
3	1	Student Services	DREAM program/Eric Lara	Contracted Services	Professional Legal Services	With the increase of uncertainty comes the need to hire Professional Legal Services, so that our students can feel safe and secured and receive answer directly from the expert. Thus, hiring Professional Legal Services would allow the DREAM Program to provide a more holistic approach when supporting students and this would also serve as a retention mechanism because students are going to stay in school since their number one worry is their immigration status. Therefore, not only would we be doing what is right, but provide the resources to thrive in this uncertain world. Other colleges are already seeing great retention results due to having hired a lawyer. DREAM would like to hire Professional Legal Services at least 5 hours a month.	\$ 20,000 APPROVED A

Division Priority #	Depart Priority #	Division	Department- Org/Departme nt's Contact Staff	Funding Category, i.e., Instructional Equipment, Facilities, etc.	Description	Justification of Need	Ongoing
4	1	Student Services	High School Outreach- Tannia Robles	Classified Staffing	Project Program Coordinator	There is no in-between position from specialist to director classification. HSO has one of the most robust event schedules, provides multiple services to the high schools, community, and current Mt. SAC students through the Student Services Information Counter that requires coordination between multiple Mt. SAC departments, K-12 schools, and community partners. Each event serves 50-350 students. In addition the department coordinates campus tours serving approximately 3,500 guests/85 tours annually. Lastly, HSO collaborates in the planning, coordinating, and execution of various events through other Student Services programs/departments (e.g. Cash for College, Financial Literacy, DSPS-Planning for College, Summer Bridge Welcome, REACH-Foster Youth Conference). Expected Outcomes: (1) increased presence of director at high school sites to strengthen college-high school partnership and communication (2) decrease overtime and comp time pay to specialists (3) decrease coordinating work load of outreach specialists, administrative specialist, and director (4) specialists will be able to focus more on their primary work functions (5) shared committee participation between the coordinator and director (6) planning and coordination to increase student participation and success	\$ 93,097
5	1	Student Services	Financial Aid/Chau Dao	Staffing	Student Services Program Specialist, Financial Literacy	Due to College Presidents as well as Department of Education recommendation to initiate a Financial Literacy program on campus, we have implemented two large workshops for students in Fall 2014 and Spring 2015. This position would formalize Financial Literacy as a permanent program, which would align with the New Funding Formula as mandated by the Chancellor's Office. Staff members have collaborated to plan and conduct workshops, but there is a need for designated personnel and operational budget to focus and enhance program as envisioned by Mt. SAC administration and Department of Education.	\$ 65,000
6	2	Student Services	DREAM program/Eric Lara	Staffing	Program Specialist	This position would work in conjunction with the director and assist with event planning and coordinating as well as program development. Additionally, this position would work closely with students and refer them to the resources needed to succeed in college. This position is much needed in the program, so it can help with coordinating activities for the program while the director works on expanding and re-stabilishing the DREAM center as a program. Additionally, this permanent position is needed because of confidentiality we cannot have students manning the front counter. Having this position would allow the program to build stronger relationships with students and gain their trust by having someone who is always there and is sensitive to their needs. Furthermore, this would allow the director to build stronger relationship with non-profit organizations like The National Immigration Law Center, Korean Resource Center, CHIRLA, Educators for Fair Consideration and more. The director will further provide the leadership to take the program to the next level, making it the best in the state.	\$ 60,000 A APPROVED

2018 - 19 New Resource Allocation Request
Student Services

Division Priority #	Dept Priority #	Division	Department- Org/Departme nt's Contact Staff	Funding Category, i.e., Instructional Equipment, Facilities, etc.	Description	Justification of Need	Ongoing
7	2	Student Services	Bridge/Anabel Perez	Staffing	Funding for Learning Community Tutors and Supplemental Instructors	Since more students are placing into college level courses due to new multiple measures assessment, Bridge will be offering more college-level courses to reflect new demand. Basic Skills funding will not be available for these college level Bridge Learning Communities. Currently, Bridge Program district budget provides only \$2,000 per year for tutors.	\$ 50,000
8	1	Student Services	Scholarships/ Desiree Campos	Staffing	Student Services Program Coordinator, Outreach and Scholarships	Critical role to support the New Funding Formula mandated by the Chancellor's office to increase outcomes in FAFSA/CA Dream Act applications, Pell and BOG/CA College Promise Grants, and goal completion for Pell and BOG/CA College Promise Grant recipients. Scholarship workload demand and compliance monitoring needs will be more accurately supported as well.	\$ 80,000
9	5	Student Services	Student Life / Andi Fejeran Sims	Staffing	Administrative Specialist III Move from Associated Students to General Fund	The Associated Students secretary position is the only professional staff position funded by student fee revenue. Moving of this professional staff position to general funds would allow the use of the salary line for increased planning of campus activities, student conference and travel support, and new support services offered through Associated Students. Salary plus benefits. Includes base salary and benefits.	\$ 95,000
10	1	Student Services	Bridge/Anabel Perez	Staffing	Faculty Liaisons	Requesting to reinstate liaison positions that were eliminated during previous budget cuts. Request for 6 LHE per year per faculty (1 English and 1 Math) to serve as Liaisons from their respective departments with the Bridge Program. The liaisons are responsible for: scheduling Bridge courses, recruiting faculty in their respective departments to teach for Bridge, consistent communication between program and department, providing professional development specific to their discipline, and meeting with the Bridge Counselor/Coordinator. New Resource Request- No Other Funding	\$ 14,000 A APPROVED
11	3	Student Services	ACCESS/DHH/ Org 522/100 Grace Hanson	Staffing	Instructional Specialist to provide support for ACCESS and Deaf/Hard of Hearing (DHH) students.	Part-time instructional specialist with proficiency in American Sign Language needed to provide specialized academic support to ACCESS and Deaf/Hard of Hearing (DHH) students to increase their ability to be successful in their classes.	\$ 40,000
12	1	Student Services	Student Life / Andi Fejeran Sims	Staffing	Administrative Specialist I	Two permanent part-time administrative staff or one full-time administrative staff to provide quality and complex services to support the increased Student Life Office traffic and Student Center expanded hours. For over two years we have had to use short -term hourly to ensure coverage of front desk services in the Student Life Office and the Student Center. Professional staff (as opposed to student staff) are needed who demonstrate complex understanding of campus policies/procedures and who demonstrate professional demeanor to handle sensitive customer service needs/referrals.	\$ 60,000
13	1	Student Services	Career & Transfer/ Francisco Dorame	Staffing	Transfer Specialist-Athletics	Serve the needs of student-athletes transferring to 4-year universities.	\$ 79,000

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14	5	Student Services	ACCESS/DHH Org 522100 Grace Hanson	Staffing	Funding to staff interpreting/captioning services for Deaf/Hard of Hearing (DHH) students.	Deaf/Hard of Hearing (DHH) student population continues to grow as does student involvement in campus activities and student leadership opportunities. While provision of services are legally mandated, the hours of service are extremely difficult to predict. There has been no increase in the District allocation in the last 8 years. APPROVED	\$ 250,000 100,000 A
15	4	Student Services	Student Life / Andi Fejeran Sims	Professional Development	Conference & Travel for Student Life Staff	The Student Life Office staff (7) needs continuous annual trainings sponsored by California Community College Student Affairs (CCCCSAA), MaxFest for Maxient software program, Association of Student Conduct Administrators (ASCA).	\$ 14,000
16	2	Student Services	Student Life / Andi Fejeran Sims	Staffing	Coordinator, Project/Program (Student Engagement, New Student Center 2022)	Full-time position. Provide coordination of programs and services to clubs and organization advisors, facilitate leadership trainings, and coordinate Blood Drives and leadership development activities. Additionally, the Coordinator will provide added support for social media and website development for Student Life.	\$ 90,000
17	4	Student Services	ACCESS/ATC Org 522000 Grace Hanson	Instructional Equipment/Supplies	Technology and instructional equipment to: • Support noncredit Accessible Technology Center (ATC) instruction (LRND1 - Clinical Speech Instruction, LRND2 - Assistive Technology and Academic Strategies, LRND3 - Acquired Brain Injury Intervention) • Technology and equipment to support production of alternate media for students	Funding is needed to maintain the federal/state mandated alternate media services to ensure access to instruction for students with disabilities. Technology and instructional equipment are needed to produce and provide resources to students to access instructional materials, assist students with completing academic assignments, provide cognitive retraining instruction, and help students learn through tools designed to assist with reading and comprehension.	\$ 45,000
18	2	Student Services	ACCESS/ATC Org 522000 Grace Hanson	Staffing	Adjunct faculty and hourly staff to: • Support noncredit instruction (LRND1 - Clinical Speech Instruction, LRND2 - Assistive Technology and Academic Strategies, LRND3 - Acquired Brain Injury Intervention) • Support production of alternate media for students	Funding is needed for adjunct faculty and hourly staff to ensure that the Accessible Technology Center (ATC) can remain open enough hours to meet the increasing student demand. Additionally with the state mandated service of alternate media being available to students with disabilities, staff are needed to continue to offer access to instructional materials so students can pursue their educational goals and succeed. ATC instruction enrollment has significantly increased with 926 students served in 17-18, a 38.62% increase from 16-17. The number of students who receive alternate media services has also significantly increased with 271 students receiving alternate media services in 17-18, a 23.18% increase from 16-17.	\$ 200,000