

Student Services
Phase 13 NRA Requests
7.12.21

Dr. Scroggin's Criteria	Division	Description	Justification of Need	One-time	Ongoing	Total Requested
5	Rising Scholars	F/T Director [M-09]	Waiting for final allocation from the state for Rising Scholars categorical funding. Ongoing funding for a program director to provide oversight of all program aspects including but not limited to budget, recruitment, hiring, staff supervision and evaluation, reporting.		\$ 159,398	\$ 159,398
5	Rising Scholars	F/T Administrative Specialist III [A-81]	Waiting for final allocation from the state for Rising Scholars categorical funding. Ongoing funding for a Administrative Specialist to assist with administrative support duties, including assisting with budgets, providing department office coordination, and assisting in department-related projects and programs.		\$ 97,732	\$ 97,732
1	High School	F/T Project/Program Coordinator [A95]	Presented 7.14.21 as part of reachin the SCFF goals related to enrolling prospective students and part of Engagement (new state funds). High School Outreach serves eleven high school districts and is the primary connection to our local communities and high schools. The department is tied to enrollment growth, community empowerment, and social justice, primarily serving minoritized and low-income students-all of which are a focus aligned to the values of the college. The outreach department has one of the most robust programing and large-scale events calendar both on campus and at the high schools-serving up to 350 students per event. The department represents the various Mt. SAC equity programs and summer programs at the schools through enrollment related and program specific services and workshops serving ` 10,000 students annually. In addition, outreach collaborates with multiple student services programs by co-coordinating and facilitating on-campus events while also scheduling and facilitating Friday tours for small groups and by appointment large tours to ~3,500 guests annually. A coordinator would improve college awareness to our surrounding communities by addressing the following: (1) increased presence of director at high school sites to strengthen college-high school partnership and communication (2) improved planning and coordination to increase student participation, enrollment, and successful onboarding. (3) increase focus-specialist can move from assisting with coordination of events to providing individualized services (4) increase in equity focused NEW events and continuous onboarding of students through the end of their first Fall semester (close the onboarding loop) (5) increased communication and collaboration accross campus to triage services for incoming students (6) develop NEW on-going high school employee trainings (7) decrease in coordinating work load to the director, admin, and specialists-ability to stay on task with job description (8) decrease in overtime and comp time pay (9) shared committee participation between the director and coordinator (10) improvement in coordination, design, and facilitation of the various calendar of events (e.g. college		\$ 109,737	\$ 109,737

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5	Basic Needs Resource	F/T Director, Basic Needs Resource (M-9)	Job Description and RTF being brought forward by July 27. Pending final allocation of new ongoing categorical funding. Basic Needs Resources has expanded its operations to include housing support for homeless students, case management, including leading/supervising a team of social workers, overseeing the CalFresh Outreach grant, and serving as the institutional liaison statewide. This increased scope of responsibilities for Basic Needs Resources requires a full-time manager to take on the administrative duties and oversee the daily operations of the program, including staff supervision, budget oversight, grant management, and other duties associated with this program.		\$ 159,398	\$ 159,398
5	Basic Needs Resource	Administrative Specialist III (PT) (A-81)	Pending recently approved state funding. Will use new categorical ongoing funding. Provide administrative support the Director of Basic Needs Resources operation and the daily operations of the unit.		\$ 49,000	\$ 49,000
5	Basic Needs Resource	F/T Social Worker (A-124) - based on mental health clinician description	Looking to fund either out of new Basic Skills categorical funds or new Mental Health categorical funds. Pending clarification of funding. Students' basic needs challenges put them in situations where they require specialized support navigating federal, state, county, and local eligibility criteria to access resources that are oftentimes beyond the capacity of traditional community college programs and personnel. Social workers' case management support will ensure linkage to resources for students that impact their academic trajectory, motivation, sense of self-efficacy.		\$ 132,662	\$ 132,662
	Basic Needs Resource	#RealCollege California Membership (led by The Hope Center)	Will pay out of SS SEAP Carryover. Mt. SAC has been a member for the last two years		\$ 6,000	\$ 6,000

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6	Student Services	F/T Manager, New Student Center (M-13)	Presented at PC 7.14.21 consensus to start 7.1.22 Oversee operational aspects of new Student Center. To participate in current planning aspects of the Center. Upon opening of Center, will serve as the manager in charge of Student Center		\$ 188,803	\$ 188,803
6	Student Services	F/T Coordinator, Project/Program Multicultural Center (A-105)	Will be presented as part of the overall SEEC Budget Request. Provide coordination of programs and services of the Multicultural Center in the new Student Center anticipated 2023.		\$ 119,397	\$ 119,397
6	Student Services	F/T Coordinator, Project/Program C-Counter (A-95)	Presented at PC 7.14.21 Permanent full-time position to provide coordination of programs and services of the General Services Counter in the new Student Center anticipated 2023. Assistance with operational aspects of new Student Center - "concierge services."		\$ 109,737	\$ 109,737
6	Student Services	F/T Administrative Specialist III (A-81)	Presented at PC 7.14.21 General clerical support to Student Center Bldg. Manager and front counter support.		\$ 97,732	\$ 97,732
1	FA	Blackbaud Software - Upgrade of current Scholarship Management system to include fifteen flexible applications. To be used for emergency funds requests with single-sign-on and BANNER interface set-up.	Will pay out of SS SEAP Carryover. Students are increasigly experiencing food insecurity, homelessness, loss of childcare, insufficient technology and financial hardship preventing them from completing their program of study. Flexible Applications will allow for a simplified emergency fund application process and the coordination of emergency aid and resources across multiple departments throughout the campus (Basic Needs, Financial Aid, Veterans Resource Center, REACH/Foster Youth, Dream Center, Nursing Department, Health, etc.).		\$ 15,000	\$ 15,000

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1	Scholarships	Coordinator, Scholarship Program Office [A-105]	Working to refine/reprioritize this position to focus on emergency financial assistance coordination Additional and specialized support is needed to coordinate Scholarship Program Office services and programs, ensure award compliance campus-wide. Of pressing need is the need to expand emergency grant support and coordination.		\$ 119,397	\$ 119,397
5	Arise	Program Institutionalization , Human Resource: Full-time Educational Advisor (Estimated Salary & Benefits)	Bringing RTF for July 27 to open position due to recent resignation. Funding will be from AANAPISI grant carry over budget for 2021-22; when those funds are depleted, the NRA will be activated to switch funding to General Fund as part of the institutionalization of the position. To address expansion of services and ongoing program support for Asian/Pacific Islander students and others enrolled in the Arise program. This position provides academic advisement and monitors student progress via ASAP! letter and conducts follow-up with students who require additional support (e.g., GPA, ed plans), on/off campus resource referrals, increases students' social and navigational capital to manage student tasks, and provides advisement on strategies for students who encounter challenges or need nuanced support (e.g., communication with faculty, letters of recommendation, etc.).		\$ 116,131	\$ 116,131
5	Arise	Program Institutionalization , Human Resource: Full-time Student Services Program Specialist II (Estimated Salary & Benefits)	Position to be funded out of AANAPISI grant carryover for 2021-22. Reassess when funding runs out -- especially if the grant is not re-funded. The Program Specialist II position is a critical part of the team, as this position provides support for the coordination, planning, logistics of events and the daily operations oversight (e.g., appointments for counselors, response to program inquiry via individual consultation and presentations. This position is responsible for the daily operations, planning logistics, and assumes primary lead role for program planning throughout the year, which includes the following regularly held events: welcome back, Fale Fono, student workshops (including collaborations with other programs), Pasifika Family Day, Filipino American History month, Asian American Pacific Islander Heritage month, Milestones Recognition, summer leadership retreat. This position also determines, trains, and guides the work of student support staff, which includes new		\$ 102,155	\$ 102,155

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5	Arise	Administrative Specialist III (Range 81, Step 3)	Increasing complexity and frequency of programming requires a staff assigned to handle the organization and processing of paperwork and online procedures to support purchase requisitions, travel and conference, support for budget tracking, event program tracking and follow-up needs (e.g., communication, data entry), website and Canvas updates, calendars and appointments coordination. This position will work in tandem with the team to ensure resources are secured and communication enhanced within and external to the department. They will process hire documents, time sheets, and other administrative work necessary to complete business practices tasks, resolve issues, provide solutions.		\$ 97,732	\$ 97,732
5	Arise	Social Worker Full Time (Shared with programs housed in the Equity Center)	Social workers are being grouped to serve multiple programs -- integrated plan -- (Equity Center, Aspire/Umoja, ACCESS, EOPS) Recommendation to pool Arise students struggle with the transition into college and navigating through colleges. Asian American Pacific Islander students are not a monolith. They have very diverse experiences (e.g., immigration status, generational status, socio-economic status, cultural nuances-experiences and expectations, support, priorities). They may also experience trauma through their lived experiences as refugee immigrants, as undocumented individuals, confronting anti-Asian racism and violence, managing academic stressors, and other mental health issues connected to microaggressions, food, housing, and income insecurities. The intersections of these external factors may act as an unknowing barrier to students and result in outcomes that impact academic performance, attendance, participation, departure, and completion. A Social Worker will bring the knowledge of public services and the necessary skill set to support and assist our students from a trauma informed perspective. The Social Worker will support the Arise program by providing targeted emotional and social support to individual students that infuses culturally-competent strategies. In addition, the Social Worker will assist the program in developing positive behavioral intervention strategies and develop staff training programs to strengthen the community around the student.		\$ 104,000	\$ 104,000

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	Counseling/ Career Center	Career Assessments (MBTI, SII, StrengthsQuest, True Colors)	Funding will come from SS SEAP Carryover. Additional funding necessary to expand the number of students that have access to career assessments. Career assessments are essential in the career counseling process to assist students with career/major decision-making which will lead students to follow a Guided Pathway.		\$ 50,000	\$ 50,000
	Counseling/ Transfer Center	Transfer Celebration	Funding from SS SEAP Carryover. Annual event that acknowledges and celebrates transfer students achievements. Funding required to continue to have this annual event.		\$ 10,000	\$ 10,000
	Counseling/ Transfer Center	Northern and Southern California University Tours	Necessary to continue to host students on overnight campus tours of Northern and Southern California universities.		\$ 40,000	\$ 40,000
	Counseling	Close to Completion events and activities	Host two major events (fall and spring semesters) and smaller momentum celebrations to encourage student completion of certificates, degrees, and transfer.		\$ 20,000	\$ 20,000
5	El Centro	F/T Director, El Centro (M-09)	Separate SEEC Proposal coming forward to use SEAP funds -- consider M-13. El Centro will soon have it's own center and requires an ongoing Director position to assist with directing and coordination of El		\$ 159,398	\$ 159,398
5	El Centro	F/T Administrative Assistant III, El Centro (A-81)	Separate SEEC Proposal through SEAP funds. El Centro will soon have it's own center and requires an ongoing Administrative Assistant position to assist with administrative support duties, including budgets, programming, and supporting El Centro center and activities.		\$ 97,732	\$ 97,732
5	Umoja Aspire	F/T Administrative Assistant III (A-81)	The Umoja Aspire Program has been without full time administrative help since the program's inception. One full-time position to assist in providing administrative coverage for the program		\$ 97,732	\$ 97,732
5	Umoja Aspire	F/T Educational Advisor (A-95)	Consider Umoja and HBCU Pathways funding source. The Umoja Aspire Program has been without a full time Educational Advisor since the program was created. The position is needed to provide academic advising to Black students, who were the most impacted by the pandemic		\$ 109,737	\$ 109,737

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5	Umoja Aspire	F/T Marriage Family Therapist	Include in integrated proposal for Mental Health funding. Students are in need of culturally sensitive therapy. A full-time Marriage Family Therapist would help Umoja Aspire students address their unique mental health needs.		\$ 150,000	\$ 150,000
5	Reach	F/T Life Skills Specialist (A-79)	Presented 7.14.21 PC Foster Youth students require a higher level of interventions when compared to Non-Foster Youth students due to their lack of family support and basic life skills knowledge. A Life Skills Specialist will develop life skills curriculum, coordinate, and teach life skills workshops for REACH students both in a group setting and individually. This employee will also work with external facilitators to facilitate classes and maintain a detailed schedule of workshops.		\$ 95,242	\$ 95,242
5	Reach	F/T Administrative Specialist III (A-81)	The REACH program has not only increased in the number of students served, but it has also increased the variety of services offered to students. Therefore, the workload and complexity of services requires administrative support for the program. In addition to standard administrative processes, the REACH program utilizes a high touch case management model that requires the tracking of weekly interventions and communication with students. This position would allow the program to receive additional support in maintaining an accurate and up to date log of student contacts and needs, in order to create a timely service delivery and keep students engaged throughout the semester. Foster Youth typically are harder to engage throughout the semester and instead seek services only reactively once it is often too late. For example, reaching out to get help with tutoring after midterms instead of earlier in the semester.		\$ 97,732	\$ 97,732

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5	Reach	F/T Full-Time Social Worker	Integrated into one proposal for potential Mental Health new categorical. REACH students struggle with the transition into college and often have childhood adverse experiences that have created long lasting consequences that may hinder their college success. A Social Worker will bring the knowledge of public services and the necessary skill set to support and assist our students from a trauma informed perspective.. The Social Worker will support the REACH program by providing targeted emotional and social support to individual students. In addition, the Social Worker will assist the program in developing positive behavioral intervention strategies and develop staff training programs.		\$ 104,000	\$ 104,000
5	Behavior & Wellness	Project Expert	Request was presented as a .475 Admin Specialist III -- suggested funding new Mental Health ongoing categorical. Project Expert to perform multi-purposed administrative duties to assist BWT case manager due to growing BWT caseload and increased follow-up for student mental health needs. Student disclosures of mental/emotional health conditions increased by 47% during 2020-21 academic year. Project Expert to support with data entry, administrative duties.	\$ -	\$ 25,000	\$ 25,000
5	Behavior & Wellness	Professional Development/Training	Will fund out of SS SEAP Carryover. The BWT requires on-going training on a variety of research-based tools/topics in order to assess risk and determine interventions for concerning student behavior referred to the BWT. Trainings include: BWT best practices; case management standards; violence risk assessment; threat management; and, non-clinical assessment of suicide. Certifications expire every year.	\$ -	\$ 25,000	\$ 25,000
5	Behavior & Wellness	Annual BWT Planning Day	Will fund out of SS SEAP Carryover. Ongoing training is necessary for the BWT multi-disciplinary team members to share program specific updates, review legal changes, participate in table-top exercises, review NaBITA recommendations, and discuss possible BWT procedural changes. The BWT also completes and discusses the team' self assessment tool and year end report.	\$ -	\$ 5,000	\$ 5,000

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5	DREAM	Social Worker	Integrated into one proposal. Social worker support is needed to help promote the holistic wellbeing of undocumented students in the DREAM Program. The social worker would work in a non-clinical role as a case manager who helps address persistent student needs beyond the scope of services and resources provided at Mt. SAC.		\$ 104,000	\$ 104,000
5	DREAM	F/T Administrative Specialist III (A-81)	To help support the administrative and clerical needs of the DREAM Program staff, including coordinating calendars, scheduling meetings, fiscal/budget processes and purchasing,		\$ 97,732	\$ 97,732
5	DREAM	F/T Program Specialist II (A-79)	Request being amended for an educational advisor position instead. Assist in the planning of events, workshops, and student activities for the Program. Assists incoming and continuing DREAM students with inquiries related to financial aid, AB 540, and other resources and services relevant to the undocumented student population.		\$ 94,154	\$ 94,154
	A&R	Develop Enhanced Abilities to Process Electronic PDF Transcripts	RTF and NRA (separate) and JD submitted 7.13.21 for A&R Specialist converted to Specialist II. Other one time requests will be paid out of SS SEAP Carryover. A&R needs to improve its ability to process electronic transcripts. Specifically, we desire to enhance the receipt and processing of electronic pdf transcripts to keep up with the demands of our students. During the pandemic many of our partner institutions reduced or eliminated the sending of paper transcripts. This put pressure on A&R to find a way to process pdf transcripts from multiple sources. The ability to effectively process pdf transcripts will allow us to leverage our existing technologies (OnBase, BANNER, and DegreeWorks). If we can successfully leverage the technology we will be able to increase the rapidity with which the campus can approve prerequisites, award transfer credit, expedite the usefulness of DegreeWorks, help students more quickly onboard and subsequently exit the guided pathway. To properly position Mt. SAC to serve student needs we are requesting the following: <ul style="list-style-type: none"> • Unfrost the existing A&R Specialist I (\$81,937) • Convert the unfrosted A&R I Specialist I to a Specialist II (\$6,753) • Software Licenses for (\$3,600) Consulting Services to develop required college pdf transcript templates	\$ 45,100		\$ 451,000

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1	A&R	F/T A&R Specialist I converted to a II (A-81)	This request is part of above request. RTF, NRA, JD submitted 7.13.21 To assist in processing electronic transcripts. Working in enhanceing the reciept oand procesing of electronic pdf transcripts to keep up the with demands of the students. Unfrost the existing A&R Specialist I (\$81,937) Convert the unfrosted A&R I Specialist I to a Specialist II (\$6,753)		\$ 7,000	\$ 7,000
	Student Life	Reclassification of Student Center Specialist (A-79) to Coordinator, Student Activities (A-105)	Reclassification of Student Center Specialist to provide accurate and proper designation of duties. This "Specialist Position" currently is out of class by providing coordination of programs and services of Clubs and Organization, Compliance and Policy Training of Faculty Club Advisors, Leadership training of student officers, Coordinators large scale campus wide events with Red Cross off campus non-profit partner for monthly Blood Drives, is responsible for the development and implementation of bi annual Club Festivals, serves as Advisor to Associated Students Inter Club Council Branch, Oversees a Student Center with oversight of student assistants and coordination of recreational space usage / upkeep. Includes base salary and benefits.			
	Student Life	Conference and Travel for Student Life Staff Training	To be covered out of SS SEAP carryover. The Student Life Office staff (7) needs continuous annual trainings sponsored by California Community College Student Affairs (CCCSAA), MaxFest for Maxient software program, Association of Student Conduct Administrators (ASCA). The need for essential training allows for knowledge acquisition of new education laws and cultural competency improvements for staff.		\$ 14,000	\$ 14,000

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??	Student Life	ASC I (x2 FT)	On-going general funds of \$100,000 to fund two full time administrative specialists to staff the Student Life/Dean of Students Office and the Associated Students/Club Center suites in the new Student Center beginning August 2022. Two permanent part-time administrative staff to provide quality and complex services to support the increased student life office traffic and student life center expanded hours. 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		\$ 100,000	\$ 100,000
				\$ 45,100	\$ 3,287,470	\$ 3,738,470