



PROGRAM REVIEW REPORT

2024 – 2025

As of August 29th, 2024

Program Review - VP of Student Services

Program Review Narrative

Plan and Updates

VPSS #1 - Student Activities Office Staffing

Initiative/Project Details

Request \$15k funding for overload for faculty activity clerks to cover winter and summer terms. Request \$65,557 funding to increase the student activities clerk to full-time.

The inclusion of the Full time student activities clerk duties would responsible for the oversight of the Student Activities Office, oversee student employees, manage vendor and free speech spaces, process club and organization paperwork, coordinate scheduling activity and event space, assist with visitor information, and provide assistance for major college functions and events.

Initiative/Project Status

Initial Proposal

Year(s) Implemented

2022 - 2023, 2024 - 2025

Mapping

Strategic Plan: (X)

- **1.0 STUDENT ACCESS:** The college will ensure all students have equitable access to the college's courses, programs, and services. (X)
- **2.0 STUDENT SUCCESS:** The college will provide clear pathways and support for achieving certificates, degrees, transfers, and employment with a living wage. (X)
- **5.0 COMMUNITY ENGAGEMENT:** The college will actively pursue, develop, and sustain collaborative partnerships with educational institutions, civic organizations, and businesses. (X)
- **Objective 1.1:** Increase the college going rate by 3% annually in order to increase attainment of living wages in our community. (X)
- **Objective 1.2:** Reduce equity gaps by 40% in 5 years by removing barriers in the on-boarding process (including access to programs and services) through cultural proficiency training and targeted interventions based on disaggregated student equity data. (X)
- **Objective 1.3:** Increase percentage of students eligible for financial aid who receive aid by at least 2% per year. (X)
- **Objective 1.4:** In order to shorten the time to complete and improve college going rates, the college will increase the number (headcount) of high school students participating in dual enrollment programs (inclusive of CCAP, middle college, and concurrent enrollment) 5% annually. (X)
- **Objective 2.1:** Increase by at least 20% annually the number of RCC students who acquire associate degrees, credentials, certificates, or specific job-oriented skill sets. (X)
- **Objective 2.2:** Increase by 20% annually the number of RCC students transferring to a UC, CSU, private college, or out-of-state public or private institution. (X)
- **Objective 2.4:** Through targeted interventions based on disaggregated student equity data, shorten the time to completion for part-time students from 6 to 4 years, and full-time students from 6 to 3 years. (X)
- **Objective 5.1:** Enhance and maintain partnerships with the community's K-12 districts, universities, and other regional partners by actively participating in collaborative groups to increase equitable student success and completion at all levels. (X)
- **Objective 5.3:** Continue providing programs and services that are responsive to and enrich the community. (X)

Plan and Updates

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Action Plan Status

Active

Action Plan Year

2022 - 2023

Related Documents

[Student Life PRaP Jun 2023.docx](#)

VPSS #2 - Veteran's Resource Center Staffing

Initiative/Project Details

Work with Veterans Resource Center and Division to create an effective model to ensure integrated support. This Veterans Resource Center model should align functionally with RCC's Instructional Engagement Center model.

This area is in need of a director for the VRC to managed the day to day operations, student traffic, budget requirements, student work study team, and manage 2 classified professional (Coordinator / Specialist) with additional support from 1 part-time Counselor and 1 part-time administrative assistant. Riverside City College has the largest amount of Veteran / dependent students within the district (1200 Student Veterans) pre-Covid and over 840. This position would add uniformity and strategic onsite management to an areas of growth that desperately needs it.

Student Veteran numbers are expected to increase in the next 3 to 5 five years by 25%. Setting appropriate Organizational Leadership at the VRC will greatly assist in reaching a broader student base, manage operational budget funds, serve as a liaison to admission and records, and serve as an institutional leader for the district. Recruitment and Outreach to Women Veterans and Dependents will also be ongoing for this center in 2024-25.

Initiative/Project Status

Initial Proposal

Year(s) Implemented

2024 - 2025

INFORMATION ONLY - NO FUNDING NEEDED - Full Time Counselor for EOPS

Initiative/Project Details

In coordination with the Counseling Department, request a full-time counselor for EOPS. This position is 100% funded through the EOPS program.

Initiative/Project Status

In Progress

Year(s) Implemented

2024 - 2025

Equity/Business Services Initiative-Now Known as Annual Maintenance Plan (Annual) \$40,000 (baseball and softball fields, gym floor, practice field/throws field maintenance, uprights)

Initiative/Project Details

The College/District must include a budget with Facilities for grounds and maintenance to specifically address annual field and gym maintenance concerns, along with refurbishment or replacement costs for the gym floor, football field and uprights, baseball field, softball field, Wheelock practice field, track, tennis courts, aquatics complex. Annual maintenance and upkeep was not placed into facilities budget by the District for Riverside City College.

Plan and Updates

Initiative/Project Status

In Progress

Year(s) Implemented

2022 - 2023

Guiding Questions

How will deferred maintenance plan and resources assist with the support of athletics and the student-athlete experience?

Continue to work with Business Services to enhance a deferred maintenance budget for special athletic department projects not included in Master Facility Plan.

Action Plan Status

Active

Action Plan Year

2022 - 2023

Related Documents

[Riverside CC refinish estimate - Wheelock gym rev.pdf](#)

Resources Needed

Increase for Faculty Activities to serve in Summer and Fall

Rationale

See initiative

Requested Year for Funding

2024 - 2025

Total Amount Requested

15,000

Options for Funding

General Fund

Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod

Is there an existing physical location for this position?

Yes

Is there technology / equipment needed for the position?

No

Facility / Space Resource Request - Only complete the following if this is a Facility/Space request.

Technology Resource Request - Only complete the following field if this is a Technology resource request.

Veteran's Resource Center Director

Rationale

See initiative

Requested Year for Funding

2024 - 2025

Total Amount Requested

212,896

Options for Funding

Grant

Human Resources Position - Only complete the following two fields if the request is for a Human Resources position. For Human Resources Position: Budget Details contact Elia Blount / Sendy Powell / Aprilyn Tulod

Is there an existing physical location for this position?

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Is there technology / equipment needed for the position?

No

Facility / Space Resource Request - Only complete the following if this is a Facility/Space request.

Technology Resource Request - Only complete the following field if this is a Technology resource request.

Mapping

Program Review - VP of Student Services: (X)

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Resources Needed

Student Veteran numbers are expected to increase in the next 3 to 5 five years by 25%. Setting appropriate Organizational Leadership at the VRC will greatly assist in reaching a broader student base, manage operational budget funds, serve as a liaison to admission and records, and serve as an institutional leader for the district. Recruitment and Outreach to Women Veterans and Dependents will also be ongoing for this center in 2024-25. (X)

Full Time Student Activities Clerk

Rationale

Student Activities office is staffed with appropriately credentialed, trained, and experienced personnel.

Requested Year for Funding

2023 - 2024

Resource Type Requested

Classified Professional Position

Total Amount Requested

64,557

Options for Funding

General Fund

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Mapping

Program Review - VP of Student Services: (X)

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