



Vice President of Student Services

2023-2024 Program Review Summary

Mission Statement:

To create a safe academically supported social, spiritual, cultural, psychological and recreational learning environment outside of the classroom to enhance the overall student experience at RCC. Through these efforts, the Division of Student Services will connect with, support, and engage students throughout their matriculation at the college.

The Vice President of Student Services directs, manages and coordinates all operational activities related to Student Services throughout the college, including but not limited to the following areas: Admissions and Records, Enrollment Management, Assessment, Disability Resources Center, Extended Opportunity Programs and Services, Financial Aid/Scholarship, Matriculation, Student Activities, Student Health and Psychological Services, International Students Program, Veterans Affairs, Community Outreach/Recruitment, Cal Works, Special Programs, Student Recruitment, Retention, Dual-Enrollment, Gateway/Early College and Athletics.

Updated 09/18/2023

Joint Initiative #1 (VPSS and VPBS):

Permanent increase of Landscaping & Maintenance Budget to meet increased needs across college

To review the full nuventive plan for this initiative click [here](#).

RCC has nearly triple the amount of acreage as Norco College, yet the budget for RCC is only 12% higher than Norco. Inflation over the past few years has seen a dramatic increase in landscape supplies and labor ranging from 30% to 300%. Grounds turf maintenance- Stadium field restrictions have put a strain on the grass practice fields. Fertilizer and grass seed are necessary to maintain a safe and presentable playable surface. Baseball and softball fields also require reseeding and fertilizer. The cost of Bermuda seed has increased 300% requesting an increase. 7 acres worth of sports fields turf. Seed, fertilizer, herbicides permanent budget increase of \$25,000.00.

Additionally, the College/District must include a budget 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 and aquatics complex. Annual maintenance and upkeep was not placed into facilities budget by the District for Riverside City College.

Resources Needed	Resource Category	Funding Source	Amount
Permanent budget increase for Grounds budget	Equipment/Supplies	General Fund	\$25,000
Permanent budget increase for Athletic Field Maintenance	Equipment/Supplies	General Fund	\$40,000
TOTAL			\$65,000

Goal Mapping

1.0 Student Access	2.0 Student Success	3.0 Institutional Effectiveness	4.0 Resource Development and Allocation	5.0 Community Engagement
			4.1, 4.2, 4.7	

VPSS #1:

Improve Athletic Service and Facility Maintenance

To review the full nuventive plan for this initiative click [here](#).

Currently, the department is in need of another athletic equipment manager, especially for the underrepresented gender. Many of the similarly situated (number of student-athletes and number of sports sponsored) community college athletic departments have more than one athletic equipment manager, and have on staff an equipment manager who can enter the locker rooms and team rooms of the underrepresented gender in a comfortable, approachable manner. This matter has been discussed with CSEA leadership and HRER, along with receiving feedback from coaches as well. Separately, under our current structure, as the only CSEA with laundry and sanitizing as primary duties, the equipment manager accumulates a large quantity of hours of comp time in washing the laundry for 18 intercollegiate teams while maintaining inventory and equipment, recording; issuing, repairing and maintaining supplies, equipment and uniforms. The new position can operate in the evening hours if only permitted a part-time role on staff, assisting with laundry service and keeping the locker room, weight room, fitness room, and gym clean. The department will work with the College through strategic planning to receive prioritization. The job description for an Athletic Equipment Manager and for the Gym Attendant already exists within the college and district.

Resources Needed	Resource Category	Funding Source	Amount
Equity Directive-Personnel- Athletic Equipment Manager or Gym/Locker Room Attendant	Classified Position	General Fund	\$124,581
TOTAL			\$124,581

Goal Mapping

1.0 Student Access	2.0 Student Success	3.0 Institutional Effectiveness	4.0 Resource Development and Allocation	5.0 Community Engagement
1.2	2.4, 2.6, 2.8		4.2	

VPSS #2

Francis Bushman Tennis Courts resurfacing and fencing entrances.

To review the full nuventive plan for this initiative click [here](#).

Francis Bushman Tennis Courts have not been resurfaced since initial construction. Request to resurface all 10 courts or to resurface current courts that have faced severe decline, along with vandalization. Also, large fencing is needed at cross entryways between tennis courts (2&3, 4&5, 6&7, 8&9) to prevent public use without permission and/or supervision. There is limited police or security throughout the day, evening, and weekend to prevent the public use of the courts.

Resources Needed	Resource Category	Funding Source	Amount
Tennis Court Resurfacing	Facilities/Space	General Fund	\$68,000
TOTAL			\$68,000

Goal Mapping

1.0 Student Access	2.0 Student Success	3.0 Institutional Effectiveness	4.0 Resource Development and Allocation	5.0 Community Engagement
			4.2, 4.7	

VPSS #3

Wheelock Gym-Enhanced lighting in classrooms, locker rooms, showers, bathrooms, and hallways

To review the full nuventive plan for this initiative click [here](#).

The lighting was noted by several entities, including a RCCD Board Trustee as below the standard (not as bright) than other areas of campus. Plan would be to find brighter LED forms of lighting for the building, in a similar manner to the improved lighting that was provided to Wheelock Gym basketball court. Project has a proposed cost of over \$1 million. Would like to explore other more affordable possibilities with floor lamps or finding brighter LED lights that can be used in some areas

Resources Needed	Resource Category	Funding Source	Amount
Wheelock Lighting	One time budget enhancement	General Fund	\$1,300,000
TOTAL			\$1,300,000

Goal Mapping

1.0 Student Access	2.0 Student Success	3.0 Institutional Effectiveness	4.0 Resource Development and Allocation	5.0 Community Engagement
			4.1, 4.2, 4.7	

VPSS #4

Enrollment Services Outreach Budget Augmentation

To review the full nuventive plan for this initiative click [here](#).

Outreach has, for years, survived by relying on the generosity of other departments to supply outreach/marketing materials, student ambassadors, and more. Outreach requires their own budget that will allow them to go out and serve the community. PROPOSED OUTREACH BUDGET:

-Food for Outreach Events \$8,000 ·

-Senior days per high school/Middle school days/Multiple Onboarding events/Marketing/Outreach materials and registration fees for events \$16,000 ·

-Cost of College Fair/ Event Booths (Riv College Fair, Kids Expo, Tamale Fest, Planetarium visit)/Give-a-ways for Senior Days & College Fairs/ Black Table Cloths- 4 pairs: 1 fitted & 1 6 foot throw/Felt magnetic pennants/Pennants- re-order/Bags/Event directional Signs/Head phones – disposable for welcome center/Kids items/Stadium Cups/Student Employment (Aprox 3720 hrs @ 15.50 are currently covered by Peer Mentors) \$58,000

-Mileage for staff \$1400

Total: 83,400.

Resources Needed	Resource Category	Funding Source	Amount
Outreach Budget Augmentation	Permanent on-going budget increase	General Fund	\$83,400
TOTAL			\$83,400

Goal Mapping

1.0 Student Access	2.0 Student Success	3.0 Institutional Effectiveness	4.0 Resource Development and Allocation	5.0 Community Engagement
1.1, 1.2, 1.3, 1.4	2.4			5.1, 5.3

VPSS #5

Student Activities Office Staffing

To review the full nuventive plan for this initiative click [here](#).

Acquire and maintain 2 full-time Faculty/Coordinators with enough hours during the summer and winter to provide adequate coverage; acquire and maintain 1 full-time Student Activities Clerk; Acquire and maintain no less than 3 student work-study employees; Faculty coordinators will identify at least one conference or development opportunity that is focused on the development needs of college students including addressing equity gaps, persistence to graduation or transfer, and community college.

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.

Resources Needed	Resource Category	Funding Source	Amount
Student Activities Clerk (from .5 to 1.0) - Part-Time to Full-Time	Classified Position	General Fund	\$80,789
Special Projects for 2 FT Faculty (apprx. 30 hrs for Winter/Summer)	Permanent on-going budget increase	General Fund	\$9,431
TOTAL			\$90,220

Goal Mapping

1.0 Student Access	2.0 Student Success	3.0 Institutional Effectiveness	4.0 Resource Development and Allocation	5.0 Community Engagement
1.1, 1.2, 1.3, 1.4	2.1, 2.2, 2.4			5.1, 5.3

Information Only - No Prioritization Needed:

Undocu Liaison for Enrollment Services

To review the full nuventive plan for this initiative click [here](#).

We are funded for a Part-Time Undocu Liaison via categorical funds (19.5 hours). If we hire a Student Services Technician they will be able to assist students with processing their AB540 form, assist with Dream Application for Financial Aid, assist with application for RCC, register them for classes, and refer to campus-wide and community wide resources. Students are struggling most with the residency (AB540), application, and financial aid parts of being a student. This will simplify and streamline.

The current position is categorically funded. Once categorical funding is no longer available, the college will need to determine if we want to continue funding this position.

Resources Needed	Resource Category	Funding Source	Amount
Part-time Student Services Technician	Classified Position	Categorical	\$51,581
TOTAL			\$51,581

Goal Mapping

1.0 Student Access	2.0 Student Success	3.0 Institutional Effectiveness	4.0 Resource Development and Allocation	5.0 Community Engagement
1.1, 1.2, 1.3, 1.4	2.1, 2.2, 2.4			5.1, 5.3

