



PROGRAM REVIEW REPORT

2021 - 2023

Program Review - VP of Student Services

Division Narrative

The division of Student Services seeks to advance the student experience by providing in and out of the classroom tools to succeed within the Riverside City College learning environments and in the workforce. By providing wrap around services in various categorical and grant funded programs, Riverside City College provides a road map to success for all students here at the college.

Students have the opportunity to work with world class faculty and dedicated classified professional practitioners that are committed to the learning experience, cultural development, and the transformational socioeconomic opportunities that a college education can provide.

The student services division fully embodies that mission of RCC which states:

Riverside City College serves a diverse community of learners by offering certificates, degrees, and transfer programs that help students achieve their educational and career goals. The college strives to improve the social and economic mobility of its students and communities by being ready to meet students where they are, valuing and supporting each student in the successful attainment of their goals and promoting an inclusive, equity-focused environment.

Riverside City College strives to provide excellent educational opportunities that are responsive to the diverse needs of its students and communities, and empowers both to be active participants in shaping the future. The Student Services Division is here to guide in this efforts of transformational change and social mobility. Our guiding principles are led by Tiger Pride Values that remind us of the importance of the significant within our college and community and the great work that lies ahead.

TIGER PRIDE VALUES

Tradition and Innovation: We work collaboratively to develop flexible and creative solutions to meet the evolving needs of our community and embrace change while respecting our tradition and legacy of strong partnerships.

Integrity and Transparency: We promote an environment of trust by being honest, fair, transparent, and equitable. We honor our commitments to our students, staff, and communities.

Growth and Continual Learning: We commit to intellectual inquiry, reflection, professional development, and growth for all stakeholders. We adjust our teaching practices to provide equitable opportunities and outcomes and to encourage continual learning for our students, faculty, and staff.

Equity-Mindedness: We promote social justice and equity.

Responsiveness: We respond to the needs of our students and communities through engagement and collaboration.

Student-Centeredness: We create meaningful learning environments that value the strengths and experiences our students bring and that support students in developing and accomplishing their personal, education, and career goals.

This proposal is an annual effort to continue our promise to all students that consider Riverside City College to be their home away from home and the institution that will change their lives for the better.

JOINT INITIATIVE #1 (VPSS and VPBS) - Permanent increase of Landscaping & Maintenance Budget to meet increased needs across college

Initiative/Project Details

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.

Initiative/Project Status

In Progress

Year(s) Implemented

2022 - 2023

Mapping

Strategic Plan: (X)

- 4.0 RESOURCE DEVELOPMENT AND ALLOCATION: X
- Objective 4.1: X
- Objective 4.2: X
- Objective 4.7: X

Create proposal and present at Prioritization

Action Plan Status

Active

Action Plan Year

2022 - 2023

VPSS #1 - Improve Athletic Service and Facility Maintenance

Initiative/Project Details

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.

Initiative/Project Status

Initial Proposal

Year(s) Implemented

2022 - 2023

Mapping

Strategic Plan: (X)

- 1.0 STUDENT ACCESS: X

- 2.0 STUDENT SUCCESS: X
- 4.0 RESOURCE DEVELOPMENT AND ALLOCATION: X
- Objective 1.2: X
- Objective 2.4: X
- Objective 2.6: X
- Objective 2.8: X
- Objective 4.2: X

Identify a need, develop a job description, and include the position in the VPSS Program Review and Plan prioritization.

Action Plan Status

Active

Action Plan Year

2022 - 2023

Related Documents

[Gymnasium Attendant.pdf](#)

[Gymnasium Attendant\[25\].pdf](#)

VPSS #2 - Francis Bushman Tennis Courts resurfacing and fencing entrances.**Initiative/Project Details**

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.

Initiative/Project Status

Initial Proposal

Year(s) Implemented

2022 - 2023, 2023 - 2024

Mapping

Strategic Plan: (X)

- 4.0 RESOURCE DEVELOPMENT AND ALLOCATION: X
- Objective 4.2: X
- Objective 4.7: X

Identify need, obtain quote, include proposal in VPSS Program Review and Plan

Action Plan Status

Active

Action Plan Year

2022 - 2023

Related Documents

[RCC \(10 cts\) 12-4-2022.docx](#)

VPSS #3 - Wheelock Gym-Enhanced lighting in classrooms, locker rooms, showers, bathrooms, and hallways**Initiative/Project Details**

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.

Initiative/Project Status

Initial Proposal

Year(s) Implemented

2022 - 2023, 2023 - 2024

Mapping

Strategic Plan: (X)

- 4.0 RESOURCE DEVELOPMENT AND ALLOCATION: X
- Objective 4.1: X
- Objective 4.2: X
- Objective 4.7: X

Partner with Kinesiology, Athletics, Student Services, and the College to assess needs and costs associated with improving the lighting throughout Wheelock Gym's classrooms, locker rooms, hallways, bathrooms, showers, and other areas

Action Plan Status

Active

Action Plan Year

2022 - 2023

Related Documents

[lighting quotes.pdf](#)

VPSS #4 - Enrollment Services Outreach Budget Augmentation

Initiative/Project Details

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 o 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 \$58,000 · Aprox 3720 hrs @ 15.50 are currently covered by Peer Mentors Mileage for staff \$1400

Total: 83,400

Initiative/Project Status

Initial Proposal

Year(s) Implemented

2022 - 2023

Mapping

Strategic Plan: (X)

- 5.0 COMMUNITY ENGAGEMENT: X
- Objective 5.1: X
- Objective 5.3: X

Provide additional support for Outreach

Action Plan Status

Active

Action Plan Year

2022 - 2023

Related Documents

[Program Review-Enrollment Services.docx](#)

VPSS #5 - Student Activities Office Staffing

Initiative/Project Details

Plan and Updates

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.

Initiative/Project Status

Initial Proposal

Year(s) Implemented

2022 - 2023

Mapping

Strategic Plan: (X)

- 1.0 STUDENT ACCESS: X
- 2.0 STUDENT SUCCESS: X
- 5.0 COMMUNITY ENGAGEMENT: X
- Objective 1.1: X
- Objective 1.2: X
- Objective 1.3: X
- Objective 1.4: X
- Objective 2.1: X
- Objective 2.2: X
- Objective 2.4: X
- Objective 5.1: X
- Objective 5.3: X

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.

Action Plan Status

Active

Action Plan Year

2022 - 2023

Related Documents

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

INFORMATION ONLY NO PRIORITIZATION NEEDED - Undocu Liaison for Enrollment Services

Initiative/Project Details

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.

Initiative/Project Status

Initial Proposal

Year(s) Implemented

2022 - 2023

Mapping

Strategic Plan: (X)

- 1.0 STUDENT ACCESS: X
- 2.0 STUDENT SUCCESS: X
- 5.0 COMMUNITY ENGAGEMENT: X
- Objective 1.1: X
- Objective 1.2: X
- Objective 1.3: X
- Objective 1.4: X
- Objective 2.1: X
- Objective 2.2: X
- Objective 2.4: X
- Objective 5.1: X
- Objective 5.3: X

Create a position and hire for an Undocu Liaison

Action Plan Status

Active

Action Plan Year

2022 - 2023

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.

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](#)

Permanent budget increase for Grounds budget

Rationale

.

Requested Year for Funding

2022 - 2023

Resource Type Requested

Permanent / On-going Budget Increase

Total Amount Requested

25,000

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
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)

- JOINT INITIATIVE #1 (VPSS and VPBS) - Permanent increase of Landscaping & Maintenance Budget to meet increased needs across college: X

Permanent budget increase for Athletic Field Maintenance

Rationale

.

Requested Year for Funding

2022 - 2023

Resource Type Requested

Permanent / On-going Budget Increase

Total Amount Requested

40,000

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
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)

- JOINT INITIATIVE #1 (VPSS and VPBS) - Permanent increase of Landscaping & Maintenance Budget to meet increased needs across college: X

Equity Directive-Personnel- Athletic Equipment Manager or Gym/Locker Room Attendant

Rationale

.

Requested Year for Funding

2023 - 2024

Resource Type Requested

Classified Professional Position

Total Amount Requested

124,581

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 / Sedy Powell / Aprilyn Tulod

Is there an existing physical location for this position?

Yes

Is there technology / equipment needed for the position?

Yes

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

Facility / Space Resource Request Type

Other

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

Technology Resource Request Type

Other

Mapping

Program Review - VP of Student Services: (X)

- VPSS #1 - Improve Athletic Service and Facility Maintenance: X

Tennis Court Resurfacing

Rationale

Resurface tennis courts

Requested Year for Funding

2022 - 2023

Resource Type Requested

Facilities / Space

Total Amount Requested

68,000

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 / Sedy Powell / Aprilyn Tulod

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

Facility / Space Resource Request Type

Modification of Existing Space

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

Mapping

Program Review - VP of Student Services: (X)

- VPSS #2 - Francis Bushman Tennis Courts resurfacing and fencing entrances.: X

Wheellock Lighting

Rationale

Upgrade Lighting

Requested Year for Funding

2022 - 2023

Resource Type Requested

One Time Budget Enhancement

Total Amount Requested

1,300,000

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 / Sedy Powell / Aprilyn Tulod

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

Facility / Space Resource Request Type

Modification of Existing Space

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

Mapping

Program Review - VP of Student Services: (X)

- VPSS #3 - Wheelock Gym-Enhanced lighting in classrooms, locker rooms, showers, bathrooms, and hallways: X

Outreach Budget Augmentation

Rationale

Food for Outreach Events \$8,000

Requested Year for Funding

2022 - 2023

Resource Type Requested

Permanent / On-going Budget Increase

Total Amount Requested

83,400

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

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)

- VPSS #4 - Enrollment Services Outreach Budget Augmentation: X

Full Time Student Activities Clerk

Rationale

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

Requested Year for Funding

2022 - 2023

Resource Type Requested

Classified Professional Position

Total Amount Requested

80,789

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?

Yes

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)

- VPSS #5 - Student Activities Office Staffing: X

Special Projects for 2 FT Faculty (apprx. 30 hrs for Winter/Summer)

Rationale

.

Requested Year for Funding

2022 - 2023

Resource Type Requested

Permanent / On-going Budget Increase

Total Amount Requested

9,431

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 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)

- VPSS #5 - Student Activities Office Staffing: X