

Program Plan



Annual Program Plan Student Activities

CTE Program: No

Program Description: The Student Activities Office develops, plans, and implements events and programs for Moorpark College students that bring fun and vitality to the campus while providing opportunity for personal, academic, and professional enrichment.

The Student Activities Office promotes numerous opportunities for all Moorpark College students to get involved, including: the Associated Students of Moorpark College (ASMC; student government), student clubs/organizations, and on-campus activities/events. Students who engage in campus life will discover their own potential through practical applications of critical thinking, civic responsibility, and leadership. ASMC gives Moorpark College students a voice for their ideas and concerns, and its student volunteers on the Board of Directors fund campus events to develop student life on campus beyond the classroom.

Program Plan Writer/Editor/Contact Person: Kristen Robinson, Student Activities Specialist

Department Chair / Coordinator / Program Lead: Kristen Robinson, Student Activities Specialist

Dean/Manager: Monica Garcia

Initiative: Advance through the planning stages of the Campus Center renovation.

The Associated Students of Moorpark College have been collecting a Student Center Fee (\$1 per unit, not to exceed \$10 per academic year for students enrolled in credit courses) since the year 2000 with the specific goal of renovating the currently existing Campus Center. This initiative remains ongoing as no work on the Campus Center is underway yet.

In 2016-2017 the Student Activities Office (Sharon Miller), Maintenance & Operations (John Sinutko), and other Moorpark College department representatives met with an architectural design firm (Ehrlich & Co.) to develop conceptual drawings for renovating the Campus Center.

GOAL: Solidify a timeline for the construction/renovation of the Campus Center.

Initiative Status: Active

Initiative Year(s): 2017 - 2018, 2018 - 2019, 2019 - 2020, 2020 - 2021

Resource Requests

(A) Active Request - Uncertain; ASMC has ~\$4M in its Student Center Fund to renovate/construct a Student Union, but it would need matching (or additional) funds if it is to achieve its goals for a new Student Union. (Active)

Justification: ASMC has been collected a Student Center fee (\$1/unit, for a maximum of \$10/year) for 20 years. The existing Campus Center cannot accommodate our students' requests for affinity spaces, community gathering areas, club meeting rooms, and meditation areas. Additionally, an updated Student Union could allow for spaces tied to learning communities or for student service units to be centrally located together, making it easier to refer students to other resources (or for them to learn about other support offices).

Contact Person for Request: Kristen Robinson

Resource Category - Where does this request belong?: (C) Facilities Need

Funding Source: Existing Program Funds

What specific grant opportunities could help fund your request?: Uncertain; would look to John Sinutko or campus administration for insight on potential funding opportunities.

Priority: High

Overall / Aggregate Cost: 6000000

Replacement Item: Yes

Building and Room #: Campus Center (entire building)

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Initiative: Increase support of campus-wide collaborations between Student Activities and MC's ~50 student clubs, as well as to MC's academic and student support programs.

Student Activities either directly or tangentially relates to every facet of Moorpark College. As such, there are ample opportunities for the SAO to collaborate with other student support and academic programs, in addition to increasing its work with and support of MC's student organizations. In an effort to better serve the community, I am asking for additional classified staff support.

The SAO collaborated with numerous other departments across campus in 2018-2019. Examples include:

- Support MC Athletics by developing ID card incentives for attending home game events (throughout year);
- Assisting the LLR with the set-up and staffing of Welcome Tables during the beginning of the semesters (August 2018, January 2019, August 2019);
- Supporting the Career Transfer Center by lending equipment for its annual fall Transfer Day (August 2019);
- Working with the International Student Office, Veteran Resource Center, and Student Health Office to host a Thanksgiving Holiday Luncheon (November 2018 and 2019);
- Presenting about ways to get involved on campus to new international students at the International Student Office's orientation (January 2019); and
- Collaborating with the Outreach Office on planning the Spring Festival (March 2019) and by presenting at its annual new student Preview Days (April 2019).

The SAO will continue to identify opportunities to collaborate with other departments to enrich programming and services for students, and having additional classified staff in this area would support those efforts.

Initiative Status: Active

Initiative Year(s): 2018 - 2019, 2019 - 2020, 2020 - 2021

Start Date: 11/01/2018

Resource Requests

(A) Active Request - One 12-month, 40% (16 hours/week) Student Activities Assistant. (Active)

Justification: Goal is to hire a PT or FT Classified Office Assistant to enhance the Student Activities Office's cross-campus collaborations and its services for students.

The Student Activities Office current operates as a department of one. In addition to playing the role of advisor to ASMC and mentoring its ten Board members, I also often service as administrative assistant to ~50 clubs annually, helping students to complete room reservation forms for their meetings and inputting requisitions into Banner to create Purchase Orders, among other duties. In the absence of a student worker, I also am responsible for greeting people who come by the office, fielding general questions about the campus and creating student ID cards. While I don't mind taking on these tasks, they can prove disruptive to the bigger-picture projects. Having a part-time Office Assistant would allow me to develop additional programs, like the Leadership Academy, and it could also afford me the opportunity to play a bigger role in assisting with events such as the Spring Festival.

Having one person dedicated to the office would work to ensure continuity of service to our club leaders, club advisors, and student body. Currently I have 3 part-time student assistants, but student assistant turnover is high, and it would be good to have a steady, reliable person in the office. Additionally, my student assistants are being paid out of ASMC's General Fund (student ID card sales), and the student government shouldn't have to use this fund to pay students' wages. A part-time employee could also provide consistent coverage when I am out of the office at committee meetings or during my regular travel with ASMC.

Since 2016, an average of twelve new clubs are created each year, resulting in the need for training of student leaders and club advisors. Having an additional staff member would allow us to provide more frequent trainings of club representatives while also providing for more one-on-one time with club leadership to ensure the success and sustainability of their organizations.

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Contact Person for Request: Kristen Robinson, Student Activities Specialist: (805) 553-4976 or krobinson@vcccd.edu.

Resource Category - Where does this request belong?: (B) Classified Request

Funding Source: General Fund

Priority: Medium

Overall / Aggregate Cost: 22215

Replacement Item: No

Building and Room #: Campus Center, Student Activities Office

Initiative: Develop and oversee the operation of a Basic Needs Center.

Student Activities is participating in an interdisciplinary workgroup to develop an immediate plan to address students' urgent hunger needs by offering more snacks/quick bites throughout the week to complement the one-day food pantry hosted by Ruben Castro Charities. The goal is to with workgroup to develop a proposal for a Basic Needs Center, created by modifying an existing underutilized space.

UPDATE FOR FALL 2020: Raider Central, MC's basic needs center, is under way! Talk of incorporating Raider Central under a "Care Community" for program planning purposes.

Initiative Status: Active

Initiative Year(s): 2019 - 2020, 2020 - 2021

Resource Requests

(A) Active Request - Funds to update an existing, underutilized space into a functional Basic Needs Center; funds to pay student workers to help operate the Center if no funds exist for FT or PT Classified Employee. (Active)

Justification: A recent #RealCollege survey showed that 38% of Moorpark College student respondents indicated experiencing food insecurity; 49.2% indicated experiencing housing insecurity; and 15.9% indicated they are homeless. These numbers, combined with system-wide averages of 50%, 60%, and 19% (respectively) for the aforementioned categories, demonstrate that our students are not having their basic needs met. When these basic needs are not being met students struggle in their curriculum and academic programs, threatening retention rates and overall student success.

Currently a handful of Moorpark College offices (e.g., EOPS/CARE/CalWORKs, Financial Aid, Student Health Office, and the Student Success Center) offer grab-and-go snacks to students, but these efforts are not well coordinated, and their food supplies are unreliable. A centralized Basic Needs Center would allow for consistent resources that are easier to manage and market.

Contact Person for Request: SEA Committee (Trulie Thompson, Dr. Amanuel Gebru); Kristen Robinson (krobinson@vcccd.edu); Dr. Howard Davis (hdavis@vcccd.edu).

Resource Category - Where does this request belong?: (C) Facilities Need

Funding Source: General Fund

What specific grant opportunities could help fund your request?: Funds from Hunger-Free funds would cover food costs and some allowable equipment expenses; funds needed to upgrade an existing space into a Basic Needs Center, and some funds to staff center.

Priority: High

Replacement Item: No

Building and Room #: TBD, depending on space allocation.

Work Plan

1) Form an interdisciplinary workgroup to develop an immediate plan to address students' urgent hunger needs by offering more snacks/quick bites throughout the week to complement the one-day food pantry hosted by Ruben Castro Charities; 2) Work with workgroup to develop a proposal for a Basic Needs Center, created by modifying an existing underutilized space. - Kristen Robinson (workgroup lead); others involved include: Dr. Marnie Melendez, EOPS Coordinator; Kim Korinke, Financial Aid Coordinator; Ruth Bennington, Accounting faculty; Matthew Morgan, Philosophy faculty; Dr. Howard Davis, Dean; Johnny Conley, Director of Equity Programs; Maria Thayer, International Students Specialist; Claudia Sitlington, Student Success & Support

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Services Supervisor; Dr. Khushnur Dadahoy, Dean.

Details: Group met regularly over the course of the previous academic year (2019-2020) to make recommendations for a basic needs center.

Status of Action Step: Complete