



2013 Annual Section Plan for Academic Year 2014-15

Kern River Valley

STEP 1: DESCRIBE THE SECTION

a. Section Mission/Connection to College Mission

The Lake Isabella Kern River Valley (KRV) campus serves the rural communities of Lake Isabella, Wofford Heights, Kernville, Bodfish, Weldon and Onyx from a facility located in Lake Isabella, California.

In support of the College mission, KRV provides general, transfer, distance and career technical education programs to the students that are served. KRV offers the Cerro Coso General Education, IGETC Transfer Curriculum and CSU General Education programs on-ground. KRV also offers a total of six degrees on-ground and coursework for 13 other degrees that are available and are offered at least 50% on-ground, with the remaining coursework being available online or at the IWV campus. Seven Career Technical Education (CTE) certifications along four CTE degrees are offered on-ground to target our response to the community needs through area workforce development and providing educational programs tailored to the students of the Kern River Valley.

KRV offers comprehensive support services on-ground in connection to the College's mission. These services include the following: Library, Learning Assistance Center, Counseling, Admissions & Records and Bookstore. All other student services are provided online or via the IWV campus services.

KRV embraces and is committed to serve the diverse socioeconomic population of students who reside in the surrounding rural communities by providing outstanding educational, career technical and distance education programs, along with facilitating student success through comprehensive supportive services. This ongoing commitment strives to meet our student's and communities educational and training needs that are connected with the College's primary mission.

STEP 2: EXPLAIN YOUR PLANNING

a. Summary of Relevant Program Review and Unit Outcomes Results

N/A

b. Progress Made on Section Strategies

Previous section strategies focused on the continuation of partnership development between college faculty chairs and public schools along with the search for a new campus facility.

KRV site's current manager, counseling staff and on-site full-time faculty are all committed to developing a plan targeting an educational partnership with the local high school. Conversations and the initial planning phase are in the beginning stages, and the primary goal of this plan is to eventually develop opportunities for local high school students to begin and complete college courses prior to high school graduation and complete courses after high school graduation at the local site. Upcoming 2014-2015 strategies (1 & 2) include achieving community awareness that KRV CCCC is a quality local provider of higher education to continue with outreach to middle school and local high school students.

The search for a new campus facility has ended, and a final decision was agreed upon and approved by the KCCD Board of Trustees to sign a 12-year lease at the current site. Plans are in the process for a re-design of the current campus facility in order to support a student centered learning environment.

c. Department/Unit Strategies for Next Academic Year. *If more strategies needed, copy and paste additional boxes.*

Strategy 1: Improve Community Awareness & Image

1. College Strategic Objective(s) addressed: CCCC Goals 3,5 (KCCD Goals 5,6)

2. Action Plan:

Collaboratively work together with appropriate staff and college departments in order to achieve community connectedness and awareness that KRV CCCC is a quality local provider of higher education by pursuing, creating and improving open communication with key community members, school districts, organizations and KRV audiences. Gather input on offering new on-ground career technical education programs at the KRV site (i.e. Paralegal Legal Studies) that reflect community needs as identified by assessments and data. Also, utilize the local media to promote community awareness and positive image campaign. Hiring of a Department Assistant II will critically assist with the representative duties associated with implementation of the action plan and measurement of success.



3. *Measure of Success:*

- Keep a count of news releases, featured stories, photos, letters, etc. are produced each semester
- Evaluate processes to determine what has worked and what has not worked
- Tracking the creation of new community partnerships and collaborations efforts made during the year

4. *Expected Completion Date:* May 31, 2015

5. *Person Responsible:* Campus Manager

6. *Which of the following is **primarily** true of this strategy? Choose one.*

- It is designed to improve internal unit operations*
 It is designed to increase student success

7. *If the strategy is designed to increase student success, which of the following areas of the student experience does it address? Choose as many as apply.*

- Intake* *Remediation* *First Year* *2nd Year/Program Completion* *Post-Graduation*

Strategy 2: Expand Outreach and Early College Awareness

1. *College Strategic Objective(s) addressed:* CCCC Goals 1, 3, 5 (KCCD Goals 1, 5, 6)

2. *Action Plan:*

Expand outreach and early awareness of community college degree(s) and career technical education opportunities by reaching out to 6-8th grade students along with 9-12th grade local high school students in collaboration with creating local K-16 partners. Expand college access to under-represented groups, including male students, Hispanics, and Native Americans through targeted outreach and collaboration efforts with group specific organizations.

3. *Measure of Success:*



- Establishment of early outreach goals, programs, and activities
- Obtainment of verified numbers of student contacts at local middle and high schools in grades 6-12
- A 5% relative increase in enrollments among students 18-20
- Evidence of targeted outreach programs and activities
- A 5% relative increase in enrollments among males, Hispanics and Native American students.

4. *Expected Completion Date:* May 31, 2015

5. *Person Responsible:* Campus Manager

6. *Which of the following is **primarily** true of this strategy? Choose one.*

- It is designed to improve internal unit operations*
 It is designed to increase student success

7. *If the strategy is designed to increase student success, which of the following areas of the student experience does it address? Choose as many as apply.*

- Intake* *Remediation* *First Year* *2nd Year/Program Completion* *Post-Graduation*

Strategy 3: Improving Student Experience/Engagement

1. *College Strategic Objective(s) addressed:* CCCC Goal 1, 2, 3, 4, 5 (KCCD Goals 1,2,3 5,6)

2. *Action Plan:*

KRV site is dedicated and committed to accomplishing the goal of providing equitable services and experiences to the diverse socioeconomic population of students that are served in our rural service area. This will be accomplished by providing students the ability to participate in similar activities/events that are being conducted at the IWV main campus (at the KRV site) along with providing on-campus opportunities for students to engage, network, encourage, and connect with each other. The hiring of a Department Assistant II will critically assist with the organization and



coordination of campus activities and events, along with providing supportive services through representative duties.

3. *Measure of Success:*

- Track events
- Create opportunities and collect feedback from students on their experiences at the site
- Quality of events (student survey)

4. *Expected Completion Date:* May 31, 2015

5. *Person Responsible:* Campus Manager

6. Which of the following is **primarily** true of this strategy? Choose one.

- It is designed to improve internal unit operations
 It is designed to increase student success

7. If the strategy is designed to increase student success, which of the following areas of the student experience does it address? Choose as many as apply.

- Intake Remediation First Year 2nd Year/Program Completion Post-Graduation

STEP 3: EVALUATE YOUR RESOURCE NEEDS

a. Facilities

- Health, Safety & Compliance (see 4000 Category for budget requests)
1. Install security cameras and update security system on KRV campus
 2. Purchase of Two-Way Radios for staff and faculty use



Efficiency, Appearance & Signage *(see 4000 Category for budget requests)*

3. Install a large sign on Lake Isabella/Erskine Creek Road (next to the Kern Valley High School sign) to promote community awareness and image
4. Create an outdoor area plan to promote student engagement by installing an outdoor bench and picnic table at KRV campus

Instructional & Student Services to Support Instructional & Student Services Programs *(see 4000 Category for budget requests)*

5. Replace existing tables in the classroom (6 foot party/banquet tables) with appropriate classroom instruction tables

b. Information Technology

KRV is in need of an upgraded scanner to support both students and staff needs *(see 4000 Category for budget requests)*

c. Marketing

Marketing/Promotion Kit *(see 4000 Category for budget requests)*

- 2 “KRV specific” campus stand up banners
- 50 Corrugated 24”H x 36”W custom yard signs w/ wire frames
- Giveaway items such as pens, magnets and/or stickers with Cerro Coso Community College logo/information

d. Professional Development

Purchase one professional development book for each KRV staff member in order to review during staff meetings *(see 4000 Category for budget requests)*

e. Staffing



KRV is in critical need the following position to assist with the implementation of the site’s strategies along with targeting the goal of providing equitable experiences and services on the site’s campus in order to help students accomplish learning and success:

- Department Assistant II, 11-month, 40 hours/week

STEP 4: SUBSTANTIATE REQUESTED RESOURCES NOT ALREADY LISTED IN UNIT PLANS (Note: All items must be prioritized.)

- a. **1000 Category.** All temporary or new permanent certificated positions will have been captured at the unit plan level.
- b. **2000 Category.** Please indicate below any requests for temporary or new permanent classified staff. Include labor amounts only; benefits will be calculated separately. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Position Title	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this position	Salary Grade	Number of Months	Number of Hours per Week	Salary Amount	Funding Source (check <i>one</i>): G = General Fund, O = Other	
								G	O
Department Assistant II	KRV	1	1, 2, 3, 5	35.0	11	40	\$2427.44	G	

Classified Staffing Justification. *If more than one position requested, copy and paste additional boxes.*

1. Describe how the position is linked to your unit’s mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College’s strategic plan.

CCCC KRV site is dedicated and committed to accomplishing the goal of providing equitable services and experiences to the diverse socioeconomic population of students that are served in our rural service area. In order to do so effectively, the campus is in critical need of an 11-month Department Assistant to assist with handling multiple day to day campus operations along with (but not limited to) the coordination and planning of on and off-campus activities and events that promote community awareness, student learning and success along with the mission of the college.



The filling of this position targets and assists the KRV site to adhere to the college’s mission, along with several strategic plan goals including greatly assisting with fostering student success, providing a quality learning environment to enhance student success and operate at the level of continual quality improvement for strengthening institutional effectiveness.

2. Explain why the work of this position cannot be assigned to current staff.

KRV site has only one full-time office support staff that is assigned to the entire campus. There is no current backup for the college when the office support staff is not present. The current office support staff member also has a full workload and is in need of assistance. The type of assistance needed cannot come from student workers; therefore, there is a need for a permanent position to be able to handle more representative duties and classified workload assignments.

3. Describe the impact on the college if the position is not filled.

Students experience and engagement plays a vital role and impacts their overall learning and success. The IWV campus has multiple individuals to focus on specific roles and tasks when working with students whereas, KRV site has one staff member to provide students with similar services and experiences. This position will greatly assist and impact the ability for CCCC to provide equitable opportunities and experiences for the students that are severed on the KRV campus.

c. 4000 Category. Use the space below to itemize and explain budget requests in the category of supplies and equipment. If more lines are needed, place cursor in the bottom right box and press [Tab].

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit’s mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College’s Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding ?	Funding Source (check <u>one</u>):	
							G = General Fund, O = Other	G O
Security Cameras/System – Tel Tec Security Systems, Inc.		1	Goal #2	Greatly improve student and employee safety by installing security cameras/system at the KRV site. With today’s threats occurring in schools, taking a proactive approach to the safety and security of the campus is a critical need.	\$10,264.88	One-time	G	



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding ?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O
Large Sign on Lake Isabella/Erskine Creek Road (next to the Kern Valley High School sign and across the street from the plaza where the college is located)		1	Goals 1,2,3,4,5	A large sign will promote community awareness and a positive image. In order to implement college's strategic goals, the community and potential students must be aware that the college exists and is a viable option when pursuing their educational goals and obtaining success. Purchasing a sign (one-time fee) produces an ongoing visual advertisement and will help promote awareness on a daily basis.	\$3000.00	One-time	G	
Two-Way Radios/Five Sets (Midland LXT6000VP3)		1	Goal #2	This is a critical safety request for both staff and faculty so that communication can be fluent in case of a concern, need and/or emergency situation. Currently, the two-way radios that are in use are not functioning correctly and need to be replaced.	\$275.00	One-time	G	
Blue Metal Wingline or Rolled Style Outdoor Bench (Webcoat, Inc.)		1	Goal #2	Students tend to hang out and smoke right in front of the entrance of the college, which can create an undesirable image. Creating an outside area with a bench will potentially elevate the "hang out" traffic in front of the entrance, and provide a networking area for students in order to encourage positive student engagements.	\$380.00	One-time	G	
Outdoor Ultra Leisure Series Thermoplastic Picnic Table (Webcoat, Inc.)		1	Goal #2	Once again, KRV students tend to hang out and smoke right in front of the entrance of the college, which can create an undesirable image. Creating an outside area with a bench will potentially elevate the "hang out" traffic in front of the entrance, and provide a networking area for students in order to encourage positive student engagements.	\$800.00	One-time	G	
18x60 standard classroom tables		1	Goals 1,2	Currently, our site is utilizing 6-foot long center-fold party/banquet tables in the classroom setting. In order	\$38,000.00	One-time		



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding ?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O
(5 classroom spaces / 18 per classroom) (CSI Fullmer, Inc.)				to provide a quality and equitable learning/instructional environment, the replacement of these tables to appropriate classrooms tables is a critical need.				
Scanner (NeatDesk 00315)		2	Goals 2,3	The site is in need of an updated scanner to perform daily business activities for both students and staff.	\$400.00	One-time	G	
Marketing/Promotion Kit		1	Goals 2, 3, 5	Marketing/promotion items are greatly needed to promote the site during events/presentations (i.e. 2 KRV stand up banners – \$600.00 and giveaway items such as pens, magnets and/or stickers - \$500). The mobile “yard” signs will help visually impact the community (50 Corrugated 24”H x 36”W Custom Signs w/ wire frames - \$600) by placing them in multiple areas throughout the community. The requested banners and yard signs are one-time budget friendly purchases that will last significantly longer than regular paper ads and at the same time, get CCCC’s name out into the community by promoting student registration, participation, and ultimate success.	\$1700.00	One-time	G	
Professional Development Books (5)		1	Goal 4	Purchase of one book per staff member so that staff can go over information (i.e. chapters) during staff meetings to grow both professionally and personally.	\$100.00	One-time	G	
(10) TI-84Plus Calculators		1	Goals 1,2,4,	This instructional tool is necessary during the math instruction courses. Our students are economically at or below the poverty level. With the assistance of this tool (being provided by the college), it will significantly improve student learning, thus student success in mathematical courses.	\$1450.00	One-time	G	
Non-Instructional		1	Goals	Office supplies and materials are needed to stock KRV	\$2500.00	On-	G	



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding ?	Funding Source (check <u>one</u>): G = General Fund, O = Other G O	
Supplies& Materials			1,2,3,4,5	for normal operating functions. The requested increase in this budgeted amount is equivalent to the funds being provided to the other CCCC sites that are of similar size.		going		
Non-Library/Magazines/Books		2	Goals 2,3,5	Yearly subscriptions to local newspapers (KV Sun and Kern River Courier) to enhance engagement and stay connected with the community. This is a new budget item.	\$109.00	On-going	G	
Maintenance & Repairs Supplies		1	Goal #2	Maintenance and Repairs Supplies for normal business operations – No change in budgeted amount.	\$200.00	On-going	G	
Student Activities Supplies		1	Goals 1,2	In order to begin and maintain an effective calendar of events/activities that coincide with the IWW main campus, we are in need of supplies and materials to keep students motivated, engaged and connected. This includes (but not limited to) event decorations, event equipment, food service tools, etc. All items listed will be used for multiple events/activities and promote campus equity.	\$750.00	On-going	G	

d. 5000 Category. Use the space below to itemize and explain budget requests in the category of service, utilities, and operating expenses. If more lines are needed, place cursor in the bottom right box and press [Tab].

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other G O	



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O
Security Cameras/System Monitoring Service - Tel Tec Security Systems, Inc.		1	Goal #2	Greatly improve student and employee safety by having monthly security camera monitoring.	\$420.00	On-going		
Non-Instructional Supplies& Materials		1	Goals 1,2,3,4,5	Office supplies and materials are needed to stock KRV for normal operating functions.	\$2000.00	On-going	G	
KRV Employee Travel		1	Goals 1,2,3	KRV Site Manager and Staff travel to other campuses/DO.	\$2000.00	On-going	G	
Food/Meetings/Events		1	Goals 1,2,3	Along with providing food for meetings, open houses, community events, faculty lunch and learns and other various on-campus activities, our site would also like to have the opportunity to provide refreshments as during student-centered events/activities to assist with attendance encouragement and engagement; therefore, we are requesting a slight increase in our current ongoing budget amount.	\$1000.00	On-going	G	
Institutional Dues/Memberships		1	Goals 3,5	In order maintain membership in the two local chambers (Kern Valley Chamber & Kernville Chamber), our site's current budgeted amount can be decreased to the desired amount.	\$200.00	On-going	G	
Other Equipment Maintenance Agreements		1	Goals 1,2,3	Equipment Maintenance the site's copy machine used for normal business operations – No change in budgeted amount.	\$1000.00	On-going	G	
Postage/Express Services		1	Goals	Postage for normal business operations – No change in budgeted amount.	\$200.00	On-	G	



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
			1,2,3			going		
Other Services & Expenses		1	Goals 1,1,2,3	Normal business operations – No change in budgeted amount.	\$150.00	On-going	G	

e. 6000 Category. Use the space below to itemize and explain budget requests in the category of capital outlay. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
N/A								

STEP 5: ATTACH COMPLETED WORKSHEETS FOR SECTION-LEVEL BUDGETS