

Eastern Sierra College Center Department

Annual Section Plan for Academic Year 2016-2017

December 2015

Description Of Section

Mission/Connection to College Mission

ESCC's mission is to provide outstanding educational programs and services tailored to the students in Inyo and Mono counties. We demonstrate a conscious effort to produce and support student success and achievement through traditional and interactive television delivery of courses and innovative, high-engagement, and comprehensive student learning support.

To accomplish this mission we will provide:

- transfer and career technical education;
- remedial instruction;
- comprehensive student support services and learning support;
- learning opportunities that develop ethical and effective citizenry; and
- continuing education that is compatible with the institution's primary mission.

ESCC's mission mirrors the college mission as it relates specifically to students and community members in Inyo and Mono counties. ESCC primarily offers the Cerro Coso General Education, IGETC, and CSU General Education patterns on-ground. In addition to these general education patterns, ESCC offers on-ground 11 degrees/certificates and three courses that lead to state certification. These degrees/certificates are available across seven different departments and include six CTE certifications (both CCCC and state), two CTE degrees, three CSU transfer degrees and three liberal arts associate degrees. ESCC also offers a range of community and contract education courses available to the public. ESCC hosts and co-sponsors events/programs/courses and rents facilities to support the community. ESCC also offers the following student services on-ground: Counseling, Comprehensive Learning Support Services, Admissions & Records, Basic Skills, Library and Bookstore. All other student services are provided online or via the IWV campus services.

Review And Planning

Performance and Equity Gaps Still to be Addressed

Operational and Performance Gaps. ESCC faces the following operational/performance gaps:

- 1) ESCC is not able to meet student demand for student services (EOPS, DSPS, Financial Aid, and Veterans' Services). A 26 hour/week adjunct EOPS counselor is requested for the 2016-17 academic year.
- 2) ESCC has a need for landscaping services periodically throughout the year to remove weeds on the Bishop campus. A \$6000 service contract is requested for the 2016-17 academic year.
- 3) ESCC's LAC adjunct faculty is funded by general funds for only eight hours per week per site (16 hours total per week). In order to support student success, ESCC is requesting general funds to support at least 26 hours per week (13 hours per week per site) so that the LAC can remain open more hours.
- 4) In order to improve, grow and stabilize the Kinesiology AS-T degree program at ESCC, ESCC is requesting a full-time faculty re-

assigned from IWV to ESCC in kinesiology to support improvement, growth and stabilization of this program.

5) In order for ESCC to create a 'learning college' culture on campus, compensation for faculty to attend and participate in on-site, in-person professional development is requested.

6) ESCC currently has two DAIs. However, this past semester, budget/PO work was transferred from IWV to ESCC and is now being performed by one of the DAIs. In order to align work with job descriptions, ESCC is requesting that one DAI be converted to DAII. Additional, complex DAII work is expected to increase as ESCC has added an Educational Advisor and is requesting an EOPS counselor.

Equity Gaps. Data for ESCC success, retention, completion, etc. disaggregated for age, gender, ethnicity and other demographic factors are not available. ESCC tracks student ethnic demographics compared to county demographics to identify gaps. Further, ESCC refers to CCCC success, retention, completion and other rates for various sub-groups and focuses on addressing those gaps. ESCC is continuing to request disaggregated data to address site equity gaps.

Progress Made on Prior Year Initiatives

Increase Retention, Success and Completion at ESCC

ESCC has requested disaggregated data on retention, success and completion at ESCC by age, gender and ethnicity; IR is in the process of providing disaggregated data. Without disaggregated data, gaps cannot be identified and targeted strategies are difficult to develop. Nevertheless, because ESCC has a significant percentage of Latino and Native American students, ESCC has implemented strategies to address success gaps facing Latino/Native American students at CCCC, assuming that similar gaps exist at ESCC. For example, efforts to increase engagement, success, retention, and completion for Latino students at the Bishop and Mammoth campus and Native American students at the Bishop campus have been introduced, including: Latino and Native American Student/Employer Receptions, Latino/Native American Perspectives Lunch & Learn Workshops, Latino/Native American Family College Nights, OVDC office hours on campus, OVDC orientation for Native American students and hiring an LAC faculty member who is fluent in Spanish. Although we cannot determine whether success and retention gaps have narrowed, ESCC has been successful in closing access gaps for Latino and Native American students. For example, the percentage of ESCC Bishop's student body who identify as Latino increased from 32% (2013) to 35% (2015). Inyo County's population is 20% Latino (US Census, 2010) and Bishop's population is 30% Latino (US Census, 2010). The percentage of ESCC Mammoth students who identify as Latino increased from 32.5% (2013) to 39% (2015). Mono County's population is 28% Latino (US Census, 2010) and Mammoth Lakes' population is 34% Latino (US Census, 2010). The percentage of ESCC Bishop's student body who identify as Native American decreased from 15% (2013) to 13% (2015) primarily due to OVDC no longer receiving grant funding to support Native American students. However, Inyo County's population is 12.8% Native American (US Census, 2010). Thus, at ESCC access gaps do not exist for Latino or Native American students.

Measure of Success: ESCC Fall 2014 and Spring 2015 retention, success and completion rates 3 percentage points above Fall 2013 and Spring 2014.

Extent of Success: ESCC cannot complete a retention, success and completion rate gap analysis because disaggregated data are not yet available by site. Numerous strategies, including the Latino/Native American student success strategies described above, as well as increased hours of LAC faculty support, have been implemented. Supplemental instruction will not likely be introduced at ESCC due to the small student population, but MATH/ENGL labs are expected to be introduced in Spring 2016. The student tutor program for ESCC is expected to be launched in Spring 2016, as well. Targeted orientation for at risk groups will be developed once disaggregated data are available. ESCC success and retention rates increased Fall 2013 to Fall 2014, but success and retention rates for Spring 2014 to Spring 2015 were flat or down. In Mammoth, success and retention rates have historically been significantly lower in Spring versus Fall. In Bishop, success and retention rates have historically been slightly higher in Spring versus Fall, with the exception of Spring 2015. No clear success and retention trends emerged from Fall 2013 to Spring 2015. Success and retention rates have remained relatively consistent since Fall 2009, with Mammoth success and retention rates slightly lower than in Bishop. ESCC completion has continued to increase--from 18 graduates in 2007 to 63 graduates in 2015. The number of graduates in 2015 was up 65% over the number of graduates in 2014, the single largest percentage increase since 2008. Thirty-five percent of the ESCC 2015 graduating class was Latino and 23% of the Bishop graduating class was Native American demonstrating that although we do not know whether success and retention gaps exist for Latino and Native American students, access and completion gaps do not exist.

| | Fa 2013, % | Sp 2014, % | Fa 2014, % | Sp 2015, % | Chg Fa'13-'14 | Chg Sp'14-'15 |
|------------------|------------|---------------|---------------|------------|---------------|---------------|
| Bishop Success | 74.2 | 78.4 | 79.3 | 76.2 | 5.1 | (2.2) |
| Bishop Retention | 87.2 | 90.4 | 90.6 | 87.1 | 3.4 | (3.3) |

| | | | | | | |
|-------------------|------|------|------|------|-------|-------|
| Mammoth Success | 73.9 | 70.5 | 78.5 | 70.0 | 4.6 | (0.5) |
| Mammoth Retention | 89.6 | 88.3 | 89.3 | 88.3 | (0.3) | 0 |

Increase Number of Degree Programs Offered On-Site at ESCC

Progress Made: ESCC has fully implemented the Studio Art AA-T, Kinesiology AA-T, Psychology AA-T and Liberal Arts: Math and Science AA fully on-site (except for PSYC 271 and PHED 101 which will be online only) including hiring adjunct faculty, modifying facilities, developing budgets for equipment and supplies, establishing pathways, and promotional campaigns. The English Literature AA-T will not be introduced at ESCC, but is available online. Additionally, ESCC raised community funding to support introduction of BIOL 111/122, CHEM 111/113 and PHYS 111/113 in Mammoth, including instructional, equipment and supply costs. Further, Measure C funding will support the expansion of the Mammoth science lab; the remodel is expected to begin Summer 2016. ESCC re-introduced POST Academy Levels 3 and 2 and the CMA certificate and degree programs in 2015.

Measure of Success: Four new certificate or degree program pathways will be fully implemented.

Extent of Success: Six new certificate/degree programs were fully implemented including program pathways as of June 2015.

Enhance and Improve ESCC Facilities

Progress Made: The Mammoth Campus road and parking lot have been completely redone meeting Town of Mammoth Lakes code requirements. The Mammoth Campus Art Room remodel is complete. The Mammoth monument sign is complete. The Mammoth science lab expansion, Mammoth double classroom split and Mammoth storage shed projects are expected to be completed by December 2016. The ICSOS Bishop Beautification Project is complete. ESCC has been awarded a grant to develop a fitness center and yard on the Bishop campus to support the Kinesiology AA-T. The fitness center is expected to be completed by June 2016. The outdoor fitness yard is expected to be completed by December 2017. The ESCC lighting project is complete. ESCC has fully implemented a recycling program. ESCC Bishop Custodian I has been hired and Site Operations Coordinator position has been converted to Maintenance Worker. Employees in both the Maintenance Worker and Custodian I positions resigned and new employees have been hired. Work plans have been developed and implementation of the work plans is underway with the new employees.

Measure of Success: Facilities plans will be completed and implemented.

Extent of Success: Facilities plans have been developed and are in the process of being implemented. We expect the plans to be fully implemented by June 2016.

Initiatives for Next Academic Year

Increase Number and Percentage of Fully Matriculated Students

Action Plan:

ESCC will work with IR to identify the percentage and number of regular admit students who are required to complete matriculation and have not done so. ESCC will then work with educational partners (including the Mammoth Lakes Foundation, the South Gateway Student Apartments, the Eastern Sierra Foundation, and the Owens Valley Career Development Center) to require completion of matriculation components. ESCC will work with A&R and counseling teams to evaluate the matriculation process on campus and to develop and implement strategies to increase completion of matriculation components. ESCC will examine opportunities to work with faculty in basic skills and COUN C101 to increase completion of matriculation components. ESCC will work with LAC faculty to identify and implement strategies to increase completion of matriculation components.

Measure of Success:

The number and percentage of students required to complete matriculation who have completed matriculation will increase from Fall 2015 to Fall 2017.

Person Responsible:

Deanna Campbell, Director ESCC, Caroline Sanderson, ESCC Campus Manager

It directly addresses a college Strategic Goal or Objective

Strategic Goal #1—Student Success

Objective #1—Increase Completion

Objective #2—Improve Milestone Achievements

Objective #3—Increase Student Engagement

Strategic Goal #3—Access

Objective #1—Optimize Student Enrollment

Objective #2—Be the Higher Education Option of First Choice

Increase Number of Transfer-Ready Students

Action Plan:

ESCC will work with IR to compile data to determine how many students are transfer-ready. ESCC will then develop and implement strategies to increase the number of students who are transfer-ready. ESCC will also develop and implement strategies to encourage students to pursue transfer curriculum.

Measure of Success:

The number and percentage of students who are transfer ready will increase from Fall 2016 to Fall 2017.

Person Responsible:

Deanna Campbell, Director ESCC, Caroline Sanderson, ESCC Campus Manager

It directly addresses a college Strategic Goal or Objective

Strategic Goal #1—Student Success

Objective #1—Increase Completion

Objective #2—Improve Milestone Achievements

Objective #3—Increase Student Engagement

Strategic Goal #3—Access

Objective #1—Optimize Student Enrollment

Objective #2—Be the Higher Education Option of First Choice

Resource Needs

Facilities

ESCC has been working with M&O on the following projects.

Health, Safety & Compliance Facility Needs

- Bishop Water Supply. Bishop water is non-potable. Filtration or other solution is required. Bottled water is being used for drinking water. M&O/Facilities is developing a filtration plan. Cost estimate TBD.
- Reprogram/fix automated lighting scheduling system in Mammoth. Lights on the Mammoth campus are not responding to the computer schedule. Need to contract with Thomas Breen to reprogram/rewire connections. Cost TBD as it is not known what is involved in fixing the problem.
- Replace roof on Bishop campus. Roofing repairs have been made, but it is expected that the roof will need to be replaced in the near future as the roof is over 13 years old and the heat and sun are causing cracks and leaks. M&O/Facilities will need to request bids.
- Resurface and stripe Bishop parking lot. Bishop fire lanes are not visible and the parking lot surface has many deep cracks. M&O/Facilities will need to request bids.
- Install air conditioning system on Mammoth campus. Mammoth classrooms can reach over 85 degrees during the months of May through September. M&O/Facilities exploring whether individual room air conditioning units or a central system will be more effective. Cost estimate TBD.
- Replace exterior trash cans in Mammoth. Trash cans are not bear proof and are out of compliance in Town of Mammoth Lakes. \$1000, General Fund
- Fire lane/fire hydrant signs are missing and need to be replaced in Mammoth. Fire lanes and fire hydrant need signage for compliance with MLFD. \$100, General Fund
- Glycol feeder system in Mammoth. Glycol feeder will regulate glycol in HVAC system to avoid frozen plumbing \$500, General Fund
- A&R roll up door replacement. Mammoth A&R roll up doors need to be replaced as they create a hazard because they close down on students/staff who are working at the A&R window when power goes out or fire alarms go off. Currently windows remain closed making it difficult to see who is on campus and what is happening in the lobby. Closed doors also impede student service and prevent adequate engagement with students and the public. Cost TBD, Measure C

Efficiency, Appearance & Signage Facility Needs

- Window shading for Mammoth lobby windows. Mammoth lobby is too hot during the months of May-September. High lobby ceilings make cooling with air conditioning challenging. Window shading will help. M&O/Facilities is exploring window shading options. Cost estimate TBD. Measure C
- Install signs on HWY 395 N/S-bound at 203 exit. Signage will promote college to travelers on 395. Cost TBD. Measure C
- Storage Shed for Mammoth Campus. Mammoth campus has inadequate storage for large IT, custodial, maintenance and instructional equipment. Cost TBD. Measure C
- Shelving for Mammoth/Bishop. Bishop and Mammoth IT, custodial and maintenance rooms need additional shelving. Currently, supplies and equipment are stored on the floor and/or stacked. \$2200, General Fund
- Door sweeps in Mammoth. Door sweeps for lobby doors are needed in Mammoth to keep snow and wind out of lobby area. \$150, General Fund
- Lobby lettering for Bishop. Computer Lab, Library and Bookstore have been re-purposed. Lettering is needed to rename the rooms. \$1,200, General Fund
- Vacuum bags for large vacuum. Bishop large vacuum cannot be used for deep cleaning during breaks because we do not have compatible bags. \$50, General Fund
- Room dividers for proctoring room. Bishop Room dividers to reduce noise, distraction and interruption for test takers is needed. \$1,000, General Fund
- Utility sinks and cap toilets Bishop art room. Toilets need to be removed and capped in the Bishop art room and larger utility sinks installed. Art clean-up area is a converted children's bathroom, the unused toilets have a very strong odor. The sinks are too small for proper clean-up. \$600, General Fund
- Install wiring/plumbing for washer/dryer in Bishop for custodian use. The washer/dryer has been moved out of the hallway and into the kitchen to maintain proper egress Plumbing and wiring connections need to be installed. \$200, General Fund
- Replace carpet/paint hallway. Carpeting in Mammoth is worn/torn creating a tripping hazard and needs to be replaced. Walls are scuffed and need painting. Cost TBD. Measure C
- Repair flag pole cables. Bishop/Mammoth Flag pole cables are broken and need to be repaired. Parts and transport of lift to Bishop/Mammoth. \$50, General Fund
- Replace sinks in women's restroom. Bishop sinks were stained due to use of improper cleaning solution, need to be replaced. Cost TBD. General Fund
- Repair outdoor benches/tables and dumpster door. Mammoth snowplow damaged outdoor benches/table and dumpster door. Need repair/replacement. \$1000, General Fund
- Clean up wiring in conference rooms. Bishop/Mammoth wiring for power/Internet was not completed in conference rooms. \$200, General Fund
- Renewable energy generation system. Bishop/Mammoth renewable energy (solar) may reduce cost of utilities for Bishop/Mammoth. Cost TBD. Exploring options with SCE.

- Stain Mammoth exterior. Mammoth exterior is very weathered and needs to be stained to maintain condition of wood. Cost TBD. Measure C
- Contract service to remove weeds. Annual service to remove weeds on the Bishop campus. \$6,000
- Science lab floor tile replacement. Bishop Floor tiles damaged due to improper cleaning. Cost TBD. General Fund
- External hose bibs installed. External hose bibs are needed at the East/West entrances, Bishop for cleaning purposes. Cost TBD. General Fund
- Storage shed, Bishop. An exterior storage shed in Bishop is needed to store large cleaning equipment. \$750. General Fund
- Landscape tools: loppers. Mammoth brush needs to be cleared around fire hydrants, doorways, and other areas periodically. Current loppers are broken and cannot be repaired. \$100, general fund

Instructional & Student Services Facility Needs

- Expand science lab. Mammoth prep room is too small for back-to-back science classes, more lab stations are needed to support classes. Cost TBD. Measure C
- Divide Mammoth large classroom into two rooms. Expanding science lab/prep room will reduce the number of classrooms in Mammoth. The large classroom seats nearly 80 students, more than needed. Splitting the room into two rooms will add back an additional room. Cost TBD, Measure C
- Build arts and culture facility. MLF is working with KCCD to build a 300-seat theater/performing arts space to support CCCC courses and events such as graduation. MLF will own and operate the facility. Cost TBD. Measure C
- Outdoor fitness space Bishop campus. TIHP Grant to build a fenced in outdoor fitness yard to support the kinesiology degree program. Plans need to be developed and approved. Cost TBD. TIHP Grant
- Art storage shelves, Bishop. Additional art storage is needed in Bishop. \$600. General Fund
- Blinds for Mammoth classrooms (206/207). New blinds are needed for Mammoth rooms 206 and 207 to replace broken blinds. Sunlight prevents students from viewing TVs in iTV and A/V rooms. \$550, general fund.

Information Technology

ESCC will need items #1-3 to support studio art class instruction. The remodel of the art rooms did not include installation of audio-visual equipment. Computers, screens and projectors were repurposed, but the Bishop art room needs electrical wiring and mounts to install the projector. Also, both rooms need document cameras to display artwork for demonstration and an instructor cart for the computers, document cameras and monitors. Six obsolete iTV monitors were repurposed to the LRCs, lobbies, and student lounges to use for electronic announcements and event posters. The monitors will need wireless display adapters to enable 'slideshow' displays from computers. The new ESCC custodian will need a remote phone and charger to receive calls while working around campus away from desk phone.

1. Two document cameras and cables for art rooms - \$1,500
2. Electrical wiring and mounts for projectors for Bishop art room - \$1,000
3. Two instructor stands for computers/document camera/monitor for art rooms - \$300
4. Six wireless display adapters and other equipment to allow wireless display from laptops - \$600
5. One remote phones and charger for Bishop custodian - \$800

Marketing

ESCC has found that mailing postcards to all Inyo and Mono county postal customers each semester has been very effective in promoting the Registration Open House and informing underserved populations about CCCC programs (\$3,000 for mailing, \$1,500 for printing postcards each semester). ESCC will also develop in-house video clips of student and parent testimonials, and faculty/staff introductions for promotional use. ESCC will create two banners (\$150 each) to put up on the Bishop Fair Grounds fence at the intersection of HWY 395 and HWY 6 (free) and at the Mammoth High School gym (\$300/year). Current radio and print advertising has been working well and ESCC requests maintaining the existing budget.

1. Postcards for each semester's Open House & Registration - \$9,000
2. Video camera w/tripod for recording promotional clips - \$300
3. Banner for Mammoth HS gym & Bishop Fair Ground - \$600

Professional Development

ESCC faculty, particularly adjunct faculty, have found it difficult to participate in professional development opportunities because they are not compensated for attending professional development opportunities and the opportunities often require travel. ESCC would like to support professional development for faculty by compensating faculty for attending professional development opportunities and by arranging professional development opportunities locally and/or make them available via iTV.

On average, ESCC has 25 faculty each semester. At a \$30/hour rate for four hours of professional development per semester, ESCC would need to budget approximately \$7,000 (including benefits).

Staffing Requests Not Already Listed In Unit Plans

1000 Category - Certificated Positions

Learning Assistance Center Adjunct Faculty

Location:

ESCC Bishop, ESCC Mammoth Lakes

Justification:

ESCC supports the request in the LAC Unit Plan for 26 hours/week for 32 weeks (approximately \$28,704) for ESCC LAC adjunct faculty staffing from general funds. Currently ESCC receives 16 hours/week for 32 weeks (approximately \$17,664) for LAC adjunct faculty staffing from general funds and an additional 10 hours funded from a local foundation. With 26 hours/week of LAC adjunct faculty hours, ESCC's LAC is only staffed two days/week at each site for 6.5 hours each day. By increasing, general funding for ESCC's LAC, the local foundation funding can be used to increase the number of days ESCC's LAC is open at each site. Currently, KRV has 30 hours/week of staffing (LRC technician) for one LAC site and is expecting to expand to 40 hours/week. ESCC would like to expand staffed LAC hours at each site to at least 26 hours/week (52 hours/week total), half of which would be funded by general funds, the other half funded by local foundations. This request and full justification has been included in the Learning Center Unit Plan.

Access/EOPS Adjunct Faculty

Location:

ESCC Bishop, ESCC Mammoth Lakes

Justification:

ESCC supports the request in the Access Unit Plan for one part-time EOPS adjunct faculty 26 hours/week for 36 weeks (approximately \$66,736) to serve the unmet needs of EOPS students at ESCC. Currently, ESCC does not have an EOPS program as we do not have an EOPS counsellor. By providing a minimum of 6.5 hours two days/week in Bishop and two days/week in Mammoth of EOPS services for two weeks prior to and during each fall/spring semester, ESCC believes that our students' basic EOPS needs will be met. This request and full justification are in the Access Unit Plan.

PHED Full-Time Faculty Re-located

Location:

ESCC Bishop, ESCC Mammoth Lakes

Justification:

ESCC supports the request in the Kinesiology Unit Plan for re-location of one PHED full-time faculty from IWV to ESCC for the 2016-17 academic year to help develop the Kinesiology AS-T program. Currently, ESCC has not been able to fully offer the program in Mammoth due to lack of consistent adjunct faculty staffing. Position request and full justification are included in the Kinesiology

Unit Plan.

2000 Category - Classified Staff

Department Assistant II Reclassified to Department Assistant III

Location:

ESCC Mammoth Lakes

Salary Grade:

1

Number of Months:

11.0

Number of Hours per Week:

40

Salary Amount:

Range 35.0 (\$2575.13/mo) increased to 38.0 (\$2986.37/mo)

Justification:

ESCC requests re-classification of Mammoth DAII to DAIII. As of September 2015, purchase order and related work (such as receiving and shipping) previously assigned to IWV was transferred to the Mammoth DAII who was trained and has been fulfilling that role; this work is better aligned with a DAIII position. ESCC will be hiring a part-time EOPS adjunct faculty in 2016-17 and additional specialized DAIII support and related training will be required to support EOPS services. Additionally, ESCC's LAC is expanding hours and will be introducing a student tutor program; student tutor timecards and records will need to be maintained by the DAIII. ESCC's concurrent and dual enrollment efforts are expanding and ESCC will need a DAIII position to compile data and assist in preparation of reports to evaluate these programs. Finally, with the focus on student success, ESCC will be expanding student engagement and outreach efforts, particularly for underserved groups. A DAIII position at ESCC will be needed to participate in the planning, development and implementation of various events to serve special populations. These functions are not included in the DAII job description.

The primary differences (relating to the work described above) between DAII and DAIII are as follows:

1. The work is complex and/or confidential and requires specialized training.
2. Participate in the planning, development and implementation of a variety of events and functions directly related to area of responsibility, including fund raising and special events related to college programs.
3. Receive and deliver supplies; verify incoming shipments for appropriate quantity and quality; record receipts of merchandise on purchase order; file purchase order; forward purchase orders to District office for partial or full payment.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; prepare requisitions for supplies and equipment for all specially funded projects; monitor and control expenditures.
5. Assist in reviewing outgoing correspondence and reports for accuracy, completeness and compliance with established standards.

The work is expected to be assigned to current staff, but a reclassification is needed to ensure that specialized training and work performed is in-line with the appropriate job classification. Additionally, by reorganizing ESCC to have one DAIII and one DAII, the site will be more in alignment with staffing at KRV/EK, which has a DAIII and two DAII positions.