East Kern College Center Department
Annual Section Plan for Academic Year 2018-2019
December 2017

Description Of Section

Connection to College Mission

East Kern Center:

The East Kern Center serves the communities of Edwards Air Force Base, North Edwards, Mojave, Boron, California City and Tehachapi.

The Edwards AFB site offers the Cerro Coso IGETC, CSU Certification, and Local pathways partially online and partially on-ground. Two degrees are available to students at this site: an AA in Liberal Arts: Arts and Humanities, and an AA in Liberal Arts: Social and Behavioral Sciences, which both require online and on-ground coursework. Students in the military can also take courses online and on-ground to complete their general education requirements for an associate degree from the Community College of the Air Force (CCAF) at the Edwards AFB site. This site offers one CTE program, an Emergency Medical Technician certification, which is 100% on-ground at California City High School.

The Tehachapi campus offers the Cerro Coso IGETC, CSU Certification, and Local pathways, as well as associate degrees in Liberal Arts: Arts and Humanities, Liberal Arts: Social and Behavioral Sciences, and Medical Assisting 100% on-ground. Additionally, students can complete an associate degree in Psychology almost entirely on-ground, with the exception of one online course. Available CTE programs at the Tehachapi site include Clinical and Administrative Medical Assisting and Emergency Medical Technician certificates offered 100% on-ground.

East Kern has expanded course offerings at the California City Correctional Facility (CAC) and the California Correctional Institution (Tehachapi). California City Correctional Facility (CAC) site is offering the Cerro Coso and IGETC pathways, as well as an associate degree in Liberal Arts: Social and Behavioral Sciences.

Kern River Valley:

Another campus that falls under East Kern's umbrella is the Kern River Valley site. The Kern River Valley (KRV) campus serves the rural communities of Lake Isabella, Wofford Heights, Kernville, Bodfish, Weldon, and Onyx from a facility located in the town of Lake Isabella. In support of the College's mission, KRV provides general, transfer, distance and career technical education programs to ensure that all students are adequately served.

KRV offers the Cerro Coso IGETC and CSU General Education pathways on-ground. KRV also offers a total of eight degrees on-ground and coursework for 13 other degrees that are offered at least 50% on-ground, with the remaining coursework available online or at the IWV campus. Seven Career Technical Education (CTE) certifications along with four CTE degrees are offered on-ground to target community needs through the area of workforce development.

East Kern and Kern River Valley:

All sites in the East Kern (South Kern) region offer comprehensive support services on-ground that assist with supporting the institution's instructional programs and overall College mission. These services include the following: Library, Learning Assistance Center, Counseling, Access Programs, Admissions and Records, and Financial aid accessibility. All other student serves are provided online or via the IWV campus.

Overall, of the East Kern campuses embrace and are committed to serving the diverse socioeconomic population of students who reside in the surrounding rural communities by providing outstanding educational, career technical, dual enrollment, prison education, and distance education programs, along with facilitating student success through comprehensive supportive services. This ongoing commitment strives to meet our students' and community's educational and training needs that are in connection with Cerro Coso Community College's primary mission.

Review And Planning

Performance and Equity Gaps Still to be Addressed

Performance and Equity Gaps that still need to be addressed are the following:

Improve access for the following target populations identified in the college research as experiencing a disproportionate impact: Males, African American, American Indian

Improve course completion for the following target populations identified in the college research as experiencing a disproportionate impact: African American, foster youth, and Pacific Islander

Improve degree and certificate completion for the following target populations identified in the college research as experiencing a disproportionate impact: American Indian, African American, and Males.

Improve transfer for the following target populations identified in the college research as experiencing a disproportionate impact: Low-income students, students with disabilities, African American, and American Indian.

Steps being undertaken to address gaps:

Improve Access - Communication and the ability to communicate is a major component of access. In East Kern, we have created a Face book page solely to address communication and provide access to students on a technology level. This has received great response. It not only target current students, but provides information and access to potential new students on a daily basis.

Regarding incarcerated students, the only means of communication is via mail correspondence. Student equity has provided the inmate education team with the ability to correspond with incarcerated students by purchasing postage stamps and pre-paid postage envelopes. With the purchase of both, our team have seen an increase in student correspondence, thus impacting student (i.e. Males, African American) access to the college. We are hoping that this support can continue annually so that we can reach and correspond with new and returning students, thus improving the area of access.

Improve Course Completion - Text books and the ability to purchase text books both play a major role in all students' ability to complete their courses. Reserve textbooks have been purchased and loaned out at the East Kern campuses to target this performance and equity gap. The cost of these text books can be extremely expensive, and can pose a threat specifically to incarcerated student's success based on their inability to purchase text books. Student equity has provided CCCC's incarcerated students, and specifically African American incarcerated students with the opportunity to check out reserve text books each semester. Each semester, student equity purchased 3-5 text books for each course offered inside the prison. These books consistently assist incarcerated students and provide them with assistance that targets improving their ability to have successful course completion.

Improve degree and certificate completion – Student equity provided the opportunity for CCCC's incarcerated students an opportunity listen and participate in a guest motivational speaker event, given by Odell Bizzell. "Odell Bizzell is a nationally known blogger, speaker, author, internet personality, and expert in training leaders to overcome obstacles to succeed" (http://www.odellbizzell.com/about-odell/) Odell's message emphasized that our incarcerated students are the authors of their own success story, and that goal completion (or degree and certification completion) is more than possible. Overall, this message help give aid to larger issues that faces numerous students, which is retention and student success.

Improve transfer - East Kern campuses have worked with the Director of Student Outreach, Director of Student Equity, and the counseling department to offer opportunities and experiences to promote and improve transfer. Student Development funds have played a major role in the ability to host guest speakers and offer transfer informational events on the campuses. Also, East Kern campuses invite Universities (UC, CSU, and Private Universities) to host informational booths so that students can gain more awareness regarding transfer.

Annual Planning: Actions Taken

Expand Dual-Enrollment and Concurrent Enrollment in East Kern

East Kern College Center is now offering dual enrollment courses in the following high school districts: Mojave Unified School District and Tehachapi Unified High School District. East Kern has the largest dual enrollment course offering/program with Cerro Coso Community College.

East Kern met the goal of expansion by adding course offerings at the two above high school districts by a minimum of 2 classes in the fall 2016 semester and 2 classes in the spring 2017 semester.

East Kern expanded and began to offer dual enrollment classes at Muroc High School District, including offering 2 courses at Boron High School during the fall 2016 semester.

East Kern has built a partnership/relationship with East Kern high school home schools (i.e. Mojave River, Hope Academy, & Valley Oak), and is now providing concurrent enrollment opportunities with these students.

Growth and Expansion of East Kern

There has been growth and expansion in East Kern during the 2017-2018. Enrollment and FTES has continue to grow, with East Kern coming in at 200 FTES during the fall 2017. This FTES number is larger than the campuses of Mammoth, Bishop, and Kern River Valley site combined. The 2018- 2023 Educational Master Plan specifically states, ""The Tehachapi Campus is perhaps the fastest growing Cerro Coso Community College Center."

The prison education program has grown and continued to grow. We met the lead goal of growing 25% and doubled that number. The prison education program is not only in California City Prison, but has grown and is in four facilities within CCI Tehachapi prison. The upcoming semester will show CCCC providing 57 courses in both prisons, doubling the amount of course offerings the previous semester. Due to the continued growth, this initiative was listed as in progress.

California City – With the new potential growth in California City (marijuana industry), the need for BSIS skilled training for security guards (new program) is being requested. We were unable to start this program during the last academic year, but this program is being listed as a need in this upcoming section plan. This status is shown as in progress.

CCCC' relationship with Tehachapi High School District and their Adult Education program has grown and expanded. Our partnership is strong and students are referred to the appropriate educational partner depending on the student's need. This status is shown as completed.

East Kern was able to acquire a few computers the development of a "start-up" Learning Resource Center/Learning Assistance Center at the Tehachapi site. The Learning Assistance (LAC) Tech increase of 10 hours per week request to recruit tutors, and grow the LAC in Tehachapi was denied; therefore, has affected the ability to complete this initiative. Also, East Kern Tehachapi does not have enough space for anymore growth, and the need for a larger facility will have to be looked at very soon to provide this service to students.

The East Kern Campus manager position increase was denied, and that position remained 11 months/40 hours per week.

Dual-Enrollment Expansion

Discussions are currently being completed with Kern High School District (Kern Valley High School) and Cerro Coso Community College to expand and begin offering dual enrollment mathematics courses and personal development courses.

Kern River Valley expanded the dual enrollment program with a new high school partner. This new partnership was with Delano High School District. There was a voiced need for medical assisting courses/program in Delano. Currently, Bakersfield College does not offer this program; therefore, CCCC was given permission to begin offering dual enrollment courses in three high schools in the Delano High School District. The first semester that courses were offered was in fall 2017. CCCC was able to offer multiple courses which provided 80 students with dual enrollment coursework opportunities in the Medical Assisting (Administrative) CTE field. This program will continue with the goal of high school students received an Administrative Medical Assisting Certificate prior to or by the time they graduate from high school.

Kern River Valley Campus Remodel Project

The Kern River Valley remodel project has not started, but is listed as in progress. With the passing of Measure J, there is now complete funding to complete this project, and the hope is that it will be completed during the 2018-2019 academic year.

Initiatives for Next Academic Year

Career Technical Education (CTE) Expansion Initiative

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

Specific Action Steps

1. Increase enrollment in existing CTE programs, and address regional workforce needs by developing at least one of the following occupational programs: Welding, Nursing, Business (Operations and Management), Protective Services (Corrections, Probation and Parole), and Agriculture, Water and Environmental Technologies

2. Expand opportunities for "onsite" CTE courses

3. Attempt to secure grants for funding CTE programs, to include staffing, equipment and supplies

4. Continuation of an ongoing Career Education Liaison position to focus on CTE program development, community outreach, data tracking, advisory board formation, and public relations with local agencies, schools, and events as necessary

Lead Measure of Success:

Community Outreach Survey

a. A community outreach survey was initially given to residents in the Tehachapi community beginning in fall 2017. Out of 34 respondents, when asked what were some of the reasons preventing enrollment in courses at Tehachapi, 17% indicated class format as a barrier and of those, 80% preferred "onsite" classes and 20% preferred a hybrid of online-onsite. Out of all survey respondents, only one selected "online" as being the preferred method of instruction. Most prefer onsite classes (67%) or hybrid (30%). Another frequent response was that they were not interested in the courses, programs or certificates offered (17%).

b. When asked which CTE courses they would be interested in studying, the most frequent responses were Nursing (27%), Computer Science (23%), Administration of Justice (20%), and Human Services (17%) followed by Welding (13%), Cyber Security (13%), Business Service Office Technology (13%), and Agriculture & Natural Resources (13%). Twenty-percent of respondents selected "None of the above" as an option when asked which CTE programs they'd be interested in studying.

As a "lead" measure, the community outreach survey is used as early observational data to understand the needs of the community. During implementation of the initiative, community feedback along with local and regional employer support will be assessed for sustainable interest in developing future CTE programs.

2. Priority areas as identified by the Centers of Excellence for the California Community Colleges Chancellor's Office will be assessed for gaps between expanding occupations and degree and award fulfillment in our Southern Central Valley region.

3. Monitor student enrollment in CTE programs and courses

4. Addition of new courses within the CTE pathways

5. Forming industry partnerships and an advisory board

Are any of the lead measures identified above lacking assessment instruments?

No

Does the department request help to develop these instruments?

No

Lag Measure of Success:

1. Increase in the amount of course offerings, programs, and certificates available

2. Student enrollment increase in CTE programs

3. Formation of an Advisory Board for at least one of the CTE programs

4. Successful partnerships formed in the community

5. Degrees and awards granted or pursued will fulfill one of the identified gap areas in employment opportunities

6. Creation of a ongoing Career Education Liaison position

7. Funding and grant applications submitted

Person Responsible:

Director of East Kern, CTE Dean, and CTE Faculty Chairs

Other

Addresses a gap in career technical education programs and economic and workforce development needs of the regional economy.

Which strategic goal does this initiative address?

Goal 1: Maximize Student Success, Goal 2: Advance Student Equity Measures, Goal 3: Ensure Student Access, Goal 4: Enhance Community Connections, Goal 5: Strengthen Organizational Effectiveness

Prison Education – Expansion, Program Structure Improvement and Sustainability

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

Continue to increase enrollment and student learning opportunities within the prison education programs located at California City Prison and California Correctional Institute, Tehachapi

 1. Improve the Program structure of the prison education program

   a. Develop methods and procedures to ensure faculty involvement and active participation in regards to prison education program and active participation in regards to prison education program structure

        I. Creation of load re-assignment for a Prison Education Faculty Coordinator

            1. See Certificated Requests for detailed duties

        II. Ensure faculty the ability to participate in professional development opportunities and debriefing sessions to address the unique workplace changes of prison education

   b. Active participation from Directors of Student Services Departments (i.e. Counseling, Admissions and Records/Financial Aid, and EOPS) in this program, and along with more communication on needs within these areas from the Director of East Kern with these different departments. This will continuously improve the structure and meet the needs of the students.

        I. Host semester meetings with department heads to discuss success, needs and challenges

II. Develop communication and responsibility pathways for Directors to fulfill their responsibilities to students without intervention from the Director of East Kern

    c. The need to provide REQUIRED Learning Supportive Services, thus meeting ACCJC Standard II (Section B, numbers 1-4)

        I. At a minimum, increase hours of current librarian up to, and including the desired request to hire a full-time East Kern Librarian

        II. Increase East Kern/KRV Learning Assistance Technician from 30 to 40 hours per week

            1. Start tutoring services inside the prison for peer to peer and/or external "traditional" students to work inside of the prison

    2. Ensure program sustainability

      a. Utilize the Institutional Research department to gather data in order to help guide the program towards ongoing sustainability

        I. Focus groups with incarcerated students

        II. Surveys with incarcerated students

        III. Productive meetings with CDCR Administration to determine an effective capacity of program offerings

        IV. Establish growth targets and develop program towards expansion

    b. Funding

        I. Request the college to provide East Kern with a 5% "investment back" into a newly developed East Kern prison (general fund) budget from the prison education program FTES so that this amount can be re-invested into the program for growth and sustainability.

        II. Expansion of EOPS into California Correctional Institute, Tehachapi

        III. Look at the creation of a foundation that focuses on prison education

Lead Measure of Success:

- Tracking success rates

- Tracking of FTES

- Increase Learning Support Services inside the prisons (compare learning support services from spring 2018 to spring 2019)

- Pre and post survey of faculty (prior to prison education faculty coordinator and after prison education faculty coordinator is in place).

Are any of the lead measures identified above lacking assessment instruments?

No

Does the department request help to develop these instruments?

Yes

Lag Measure of Success:

- Increase in the amount of course offerings, and AS-T degree programs

- Continued increase in enrollment each semester in the prison education programs

- Creation of a Prison Education Faculty Coordinator position

- Successful incarcerated students graduating from CCCC

- Program sustainability for the next 2-5 years

Person Responsible:

Director of East Kern; Prison Education Faculty Coordinator (if approved); Directors of Student Services Departments

It addresses a gap in student equity

Which strategic goal does this initiative address?

Goal 1: Maximize Student Success, Goal 2: Advance Student Equity Measures, Goal 3: Ensure Student Access, Goal 4: Enhance Community Connections, Goal 5: Strengthen Organizational Effectiveness

Increase Enrollment (East Kern & KRV) in conjunction with the CCCC College Promise

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

This initiative is targeting the increase of enrollment at the Tehachapi campus and Kern River Valley campus, in conjunction, with the rolling out of the CCCC College Promise

1. Increase enrollment at the campuses located in the communities of Tehachapi and Kern River Valley

    a. Increase dual enrollment course offerings at all East Kern and KRV High Schools to provide more college access to high school students

    b. Following the lead of the Director of Counseling, assist the counseling department with their plan on matriculating and transitioning of high school seniors to Cerro Coso Community College

    c. Following the lead of the College Promise Program Manager, assist with the implementation of the College Promise grant in East Kern and KRV High Schools

        i. Implementation of the College Promise Program Manger's outreach plan in the local high schools

2. With increase and growth in the East Kern communities, review and research the need of a college owned campus in the community of Tehachapi

    a. Acquisition of land in Tehachapi via Measure J funds

Lead Measure of Success:

- Tracking of FTES

- Tracking high school to CCCC college transition/enrollment

- Tracking the number of students taking advantage of CCCC's College Promise

Are any of the lead measures identified above lacking assessment instruments?

No

Does the department request help to develop these instruments?

No

Lag Measure of Success:

- Increase enrollment and the amount of course offerings, both in the high school (dual enrollment) and at the campuses in Tehachapi and Kern River Valley

- Enrollment to support a college owned campus in the community of Tehachapi

- 5% of all graduating high school students taking advantage of the college promise and attending CCCC after high school

Person Responsible:

Director of East Kern; College Promise Program Manager and Team

It addresses a gap in outcomes assessment

Which strategic goal does this initiative address?

Goal 1: Maximize Student Success, Goal 2: Advance Student Equity Measures, Goal 3: Ensure Student Access, Goal 4: Enhance Community Connections, Goal 5: Strengthen Organizational Effectiveness

Resource Needs

Facilities

EAST KERN:

1. Request and Justification for the Purchase of a Permanent Tehachapi Campus:

With the passage of a bond during the 2016 election, East Kern would like to state not only the desire but need for a future permanent campus/site in the City of Tehachapi.

Measure J Bond

Measure J specifically calls out (under description of facilities) that, "The Facilities to be finance by the Improvement District include the acquisition, construction, repair, upgrading, and equipping of classrooms, property, sites and community college facilities through the Improvement District. Project costs include the costs of design, planning, environmental review and remediation, and any secondary effects costs."

Even though the acquisition of a campus Tehachapi was not listed in the initial CCCC "Project List," the bond states, "Bond proceeds shall only be expended for the specific purposes identified herein," thus not (just) the specific project list. Exhibit A and Exhibit B describe the specific purposes of the bond (i.e. acquiring facilities, sites, assist veterans, etc.).

With the site's continued growth and expansion, this request can become a reality. Also, the need for this request was noted in CCCC's Educational Master Plan that is currently being proposed.

Educational Master Plan Statement (targeting campus request) 2018-2023

"The Tehachapi Campus is perhaps the fastest growing Cerro Coso Community College Center. As mentioned above, the City of Tehachapi is the 10th fastest growing retail market in the state of California. This is most certainly a positive economic indicator for the Center and for Cerro Coso Community College as a whole. The city is also home to one of the world's largest producers of wind-generated electricity. The Tehachapi Campus ESA 2016 population is 41,714 and growing to 43,453 for 2021. In general, this Center has the most progressive and substantial financial indicators than the other East Kern Valley ESA."

Creating "Complete Campuses": "As a companion to encouraging / incentivizing student to take greater class loads, the College should strive to create complete campuses" at each location. This applies, particularly, to the outlying campuses. At present, there is an overall imbalance of space across the campuses i.e. a plethora of space at one campus and little or no space at another. If there is an effort to encourage students to take greater course loads, there should be facilities present on the campus that support and that effort – i.e. make the campus a place where student want to be. The "complete campus" concept also extends to the provision of course offerings that facilitate students achieving their respective educational missions. "

The Campus' Capacity for Growth - Data: "When the last Educational Master Plan 2012 was completed, the annual East Kern Center student enrollment growth rate was projected to be 5.2% on annual basis over the period 2010 to 2015; WSCH was projected to grow at 3.2% annually over that same period. The actual annual rate of student enrollment growth outperformed this projection; it averaged 51.0% on an annual basis. The generation of WSCH at the East Kern Center also exceeded the projections from the last Educational Master Plan with an annual average growth rate of 31.9% from 2010 to 2015. The growth rates for both student enrollment and WSCH were skewed by the addition of the Tehachapi Campus in 2015. This impact needs to considered in the future capacity for growth at the East Kern Center."

Projected Cost to purchase a campus (including classroom furniture and renovation if required) – $800,000.00 (Looking at Measure J to fund majority of project)

2. Library AUP Connection:

The Tehachapi site aligns with the Library AUP's request for a locking file cabinet. The Tehachapi site does not have a locking cabinet that can house reserve textbooks.

3. Campus Requests:

As the campus continues to grow and expand, with traditional, non-traditional, and special populations (i.e. dual enrollment and incarcerated students), the need for additional furniture for students, faculty and staff is required. The campus is expanding, and with that expansion comes a need for a student lounge space/furniture, learning assistance space/furniture, the ability and capacity for storage, and other misc. items required to run a campus smoothly. Lastly, when additional full-time faculty are hired for East Kern, they must have a designated space (i.e. cubical, desk, etc.).

Full-Time Faculty and Staff Furniture Needs:

   Two Cubicle Space for Faculty/Managerial Staff - Projected cost is $3600.00

   Three Rolling Desk Chairs - Projected cost is $400.00

   Matching Partition Wall to tie into existing partition walls with window - Projected cost is $4800.00

   Office needs targeting students and the public:

   Six Additional Waiting Room Chairs - Projected cost is $1000.00

   Reception Table - Projected cost is $250.00

Student Lounge:

   Lounge/Couch Style Seating for Student Lounge - Projected cost is $3000.00

   Two Large Bulletin Boards - Projected cost is $150.00

   Student Services:

   Two Rolling Carts with Locks for Counseling Prison Visits - Projected cost is $300.00

   Locking Cabinet for CONCURRENT/DUAL ENROLLMENT - Projected cost is $1200.00

   Two Metal Standing Signs - Projected cost is $200.00

General Facility:

   Ladder 6ft - Projected cost is $100.00

   Metal Hand Truck - Projected cost is $100.00

   Two Large Trash Bins for Science Room - Projected cost is $150.00

   Three Portable Air Conditioning/Heating Units with Auto Off - Projected cost is $2000.00

   Cubicle Storage/Bookcases for three Cubicles - Projected cost is $500.00

Total amount request for all above items (i.e. faculty/staff, office, student lounge, student services, and general facility) = **$17,750.00**

4. Copy Machine Request – High Capacity:

The Tehachapi campus is requesting the purchase of a high capacity copy machine, specifically the Canon IRA 4551. Many faculty

teaching inside both California City Prison and Tehachapi Prison depend on copies due to the ability to use technology. We have seen a steady and quick increase in the number of copies at the campus, along with the number of copy requests at the IWV print shop.

Copy Machine Specifications:

- Copy Speed:
- 51 B/W copies/prints per minute
- 150-Sheet Duplex Scanning
- 2,200 Sheet Standard Paper Capacity
- 2,700 Sheet Paper Deck – Total Capacity
- 4,900 Sheets
- Internal Finishing and Hole Punch
- Network Printing
- Scan to Email/File
- Handles 17 lb. To 110 lb. Index from all sources
- Handles up to 11" x 17" paper stock

Amount Requested for Copy Machine: **$7000.00**

Amount Requested for maintenance plan/click: **$1000.00 (annually)**

KERN RIVER VALLEY:

1. Classroom and Office Furniture – As requested in past section plans regarding KRV's renovation project: $75,000.00 (to be paid by Measure J).

2. Copy Machine Request – High Capacity: The Kern River Valley campus is requesting the purchase of a high capacity copy machine, specifically the Canon IRA 4551 to replace the old copy machine that is currently in use. This machine is constantly jamming, having issues with the staple and sorting function, and the need to replace is to come. Many faculty teaching inside both California City Prison and Tehachapi Prison also depend on copies due to the ability to use technology. We have seen a steady and quick increase in the number of copies at the campus, along with the number of copy requests at the IWV print shop.

Copy Machine Specifications:

- Copy Speed:51 B/W copies/prints per minute   150-Sheet Duplex Scanning   2,200 Sheet Standard Paper Capacity   2,700 Sheet Paper Deck – Total Capacity4,900 Sheets   Internal Finishing and Hole Punch   Network Printing   Scan to Email/File Handles 17 lb. To 110 lb. Index from all sources   Handles up to 11" x 17" paper stock

Amount Requested for Copy Machine: **$7000.00** (Request to use Measure J funds)

Amount Requested for maintenance plan/click: **$1000.00 (annually)**

Information Technology

East Kern Technology Requests:

1. Web cams w/ microphones (requesting 4)

Web cams with microphones are needed for four computers at the Tehachapi campus. Tehachapi currently does not have ITV capability; therefore, web cams would be used in lieu of this technology so that faculty, staff and students can be more engaged during meetings. At this time, meetings are being participated via telephone. We were currently allotted two web cams, which are not enough for the volume.

2. Desktop & Monitor Request (requesting 3 of each)

East Kern/Tehachapi is requesting a desktop computer and monitor for the full time Educational Advisor, full time Anthropology faculty/instructor, and Director/Campus Manager at the Tehachapi campus. The Educational Advisor and full time Anthropology faculty member are both currently using a laptop that was assigned for the campus use; thus, the laptop cannot be accessed or

used by students as intended. The Director and Campus Manager are using student computer stations. The Educational Advisor computer request aligns with the Counseling AUP 2017-2018 technology plan request.

3. Laptops - Prison Faculty (requesting 10 laptops)

Request for 10 (basic) laptops – These laptops will be used by faculty teaching at California City Prison and Tehachapi Prison. These two prison campuses are growing; therefore, the need for technology equipment is growing to assist with instruction. At this time, Cerro Coso Community College faculty is providing instruction to more than 700 students. California City Prison has smart boards in every classroom, and the only way that faculty can access this smart board is bringing a assigned laptop into the prison.

4. Media Cart (requesting 3 additional media carts)

The Tehachapi campus currently utilizes five classrooms. Technology is a necessity for faculty in order to meet their curriculum and student learning outcome goals for each course. Every semester, all faculty request the use of a media cart, but based on the very limited number of carts (i.e. only two), many faculty go without the use of technology. Additional Media Carts are necessary for most professor's curriculum. Also, the need for the technology in each room is necessary as the technological issues that are continual could be avoided. Lastly, at all other Cerro Coso Community College campus locations, technology (either via media cart or smart rooms) is a tool that is provided to all faculty to help assist with student learning and success.

- Projected Cost - $3000.00

5. ITV Equipment request for Tehachapi Campus (Measure J)

In order to grow and expand the Tehachapi site, ITV equipment is being requested. ITV will allow classes to be taught via ITV, thus increasing enrollment and providing student's opportunities to take classes that are not physically located at the campus. In the future, there is a potential for a LVN program coming to the Tehachapi site; therefore, ITV equipment will be a required need. It will also enable face to face participation (via ITV) for students, faculty and staff during meetings, etc.

- Projected Cost: Unknown

6. 6 Updated Phones (Shoretel) or 3 Additional 4 Line ATT 1080 Phones

An updated phone system is a need (not a want) in order to provide the Tehachapi site staff, and specifically student's direct access to campus and the resources available. This also fulfills CCCC's Mission of providing, " . . . equitable services to the students in the communities and rural areas we serve (CCCC's Mission Statement). A total of six phones are being requested. Each phone would provide each office a designated line, as well the ability to create a financial aid direct access phone to assist with daily student questions, challenges, and needs.

7. 2 Flat Screen TV's

2 flat screen televisions are being requested for the campus. All other campuses (i.e. IWV, Bishop, and Mammoth) have this technology item available to reach students with student services information, messages, campus activities, etc. Additionally, the televisions would allow also students connection with main campus as to see updates, events, along with additionally help us advertise on campus. Lastly, the flat screen televisions would be strategically placed in the student lounge and inside the main CCCC area.

- Projected cost: $1500.00

Kern River Valley Technology Requests:

1. 2 Flat Screen TV's

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- Projected cost: $1500.00

Marketing

<div align="center">**East Kern**</div>

Growth and expansion is the key focus of East Kern and Tehachapi. The below requests target this main focus.

1. Facebook Adverting

With the approval and assistance of Cerro Coso Community College's dedicated Public Relations and Marketing Manager, the Tehachapi site was able to create and implement a campus specific Facebook page. We are requesting funding for Facebook Ads, targeted ads to reach different audiences, new and returning students in order to address the 2017-2018 strategic initiative of growth and expansion in the East Kern and Tehachapi areas. Please keep in mind, for logistically purposes, it would be beneficial to issue/assign East Kern/Tehachapi a Cal Card to pay for the transactions.

Amount requested: **$1200.00** ($100.00 per month)

2. Greater Tehachapi Chamber of Commerce Membership (Chairman's Circle)

The Greater Tehachapi Chamber of Commerce offers an opportunity for our members to enjoy more recognition, visibility and opportunities through our Chairman's Circle. The Chairman's Circle offers a number of ways to market, advertise and promote your company on a regular, consistent basis.

We are requesting a Bronze membership. The bronze membership includes CCCC being a sponsor of multiple events, advertising on websites, monthly advertisements on newsletters, acknowledgement at chamber events, an much, much more.

Amount (bronze membership fee) requested is $1000.00 (addition added to the Institutional Membership Dues/Membership budget)Festivals and Booth Opportunities in Tehachapi

Tehachapi is known for their festivals and business showcases. CCCC participated in the below two events during the 2016-2017 academic year with great success. We are requesting funding to participate again.

3. Mountain Festival Booth (participation)

Amount requested is **$450.00** for the booth

4. Fall Business Showcase Exhibitor Booth (participation)

Amount requested is **$400.00**Total amount $800.00 to be added to the Institutional Membership Dues/Membership budget (Tehachapi Chamber of Commerce is the event sponsor)

5. East Kern Advertising Budget Increase Request

We are requesting that East Kern's advertising budget be **increased by 50%**. In order for growth and expansion to continue, advertisement and outreach is crucial.

<div align="center">**Kern River Valley Requests:**</div>

1. Lake Isabella Sign (at the site)

Kern River Valley campus is requesting a sign to replace the outdated sign that has the old CCCC logo. With the attempt to continue pushing out our new branding/logo, it is imperative that the campus sign, an item that the public and students first see when entering into the site, represents the correct representation.

 Amount requested – **$1000.00**

Professional Development

East Kern and Kern River Valley sites are requesting the following in regards to professional development:

Management/Leadership Development

- Campus Manager of East Kern and Tehachapi – Attend ACCA conference in 2018 and the National Alliance

of Concurrent Enrollment Partnerships (NACEP) conference (typically out of state) in 2018
  - Director of East Kern – Attend the Alliance for Higher Education in Prison 2018 conference (typically out of state), and attend the ACCA conference in 2018.

East Kern Request (Campus Manager) - **$2500.00**

Kern River Valley Request (Director) - **$2500.00**

Staff Development

East Kern & KRV Development – In order to assist East Kern and KRV's staff to uncover their strengths and talents, I would like to purchase 12 copies of the Gallup StrengthsFinder 2.0. This book includes a version of its online assessment, called StrengthsFinder that CCCC staff can take in order to discover their true strengths and talents. The Director of East Kern has personally read the book, and have taken the assessment. By doing so, the entire experience was not only been an eye opener, but assisted with her personal and professional growth.

Amount requested for the purchase of 12 books – **$220.00**

Staffing Requests Not Already Listed In Unit Plans

1000 Category - Certificated Positions

Reassigned Time - Prison Education Co-Coordinators (.2 load)

Location:

Justification:

This request is to ask for reassigning a .1 load for a full-time faculty member in Letters and Sciences and a .1 load for a full-time faculty member in CTE to act as co-coordinators and champions of the incarcerated student education program. Currently, there is a no dedicated faculty ownership within this program. Moving forward, in order for this program to grow and remain sustainable, there is a great need for faculty involvement (from both the Letters and Sciences and CTE areas) to assist with planning, analysis, identification of gaps, faculty support, and overall program review/evaluations. Currently, CCCC's incarcerated student education program is #2 in the nation in regards to size and course offerings. Providing this reassigned time and a multi-year commitment to co-coordinators will assist with the growth and sustainability of this growing and thriving program. Overall, this requests targets the college's commitment to the mission and ACCJC standards (III and IV).

Below are a few identified (potential) responsibilities of the co-coordinators reassigned time:

  - Adjunct coordination and review (possibly evaluation assistance)
  - Adjunct hiring process/partner and recruiting
  - Liaison between Education Coordinators at the prison and Cerro Coso Faculty
  - Counseling with faculty over issues related to faculty in the prison
  - Main contact point between the Director of East Kern and other faculty
  - Course instructional design
  - Prison classroom management advisory
  - Developing a handbook for incarcerated students
  - Developing a handbook for practices and policy for faculty teaching in the prison
  - Work collaboratively to establish a scalable model of prison education
  - Report, interpret, and implement data based solutions for student and program success
  - Provide mentorship for new adjunct or new-to-prison faculty
  - Assist with development of course scheduling and future program development
  - Represent CCCC in the academic community and local community
  - Report to administrative personnel on all matters of prison education as needed
  - Remain up to date and implement appropriate changes in law and policy that impact prison students
  - Conduct faculty training as needed
  - Tehachapi located, constant on site visits with the ability to interact with all necessary stakeholders face to face

ACCJC Standards Targeted:

Standard III: Student Learning Programs and Supportive Services

2. Faculty, including full time, part time, and adjunct faculty, ensure that the content and methods of instruction meet generally accepted academic and professional standards and expectations. Faculty and others responsible act to continuously improve instructional courses, programs and directly related services through systematic evaluation to assure currency, improve teaching and learning strategies, and promote student success.

Standard IV: Leadership and Governance

A. Decision Making Roles and Processes

2. The institution establishes and implements policy and procedures authorizing administrator, faculty, and staff participation in decision making processes. The policy makes provisions for student participation and consideration of student views in those matters in which students have a direct and reasonable interest. Policy specifies the manner in which individuals bring forward ideas and work together on appropriate policy, planning, and special-purpose committees.

Librarian - full-time position for EKC/KRV

Location:

EKC Edwards/Cal City, Kern River Valley

Justification:

Fully support Julie Cornett's full-time librarian position request on the library AUP. See AUP for the details.

2000 Category - Classified Staff

Increase the East Kern Campus Manager to a 12-month employee status:

Location:

EKC Edwards/Cal City, EKC Tehachapi

Salary Grade:

B

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

Justification:

1. There are no other staff in these locations who meet the qualifications required to perform these duties.

2. The distance of KRV and East Kern campuses are approximately 1 ½ hours away or more. Due to this distance, the ability for the Director of East Kern and Campus Manager to connect (via face to face) is extremely limited. Allowing the Campus Manger to increase to 12 months will provide one designated month (i.e. July) for East Kern Administration to work together at the Tehachapi campus in order to identify plans for upcoming initiative strategies, along with evaluate previous year strategies. Along with planning

and evaluating, the addition of this month will assist the Director of East Kern with more administrative coverage and overall assistance due to the Campus Manger not taking off an additional four weeks each academic year. These reasons are a crucial component with the growth of the dual enrollment program in East Kern, along with the incarcerated student prison education program in East Kern.

East Kern identified several areas that is currently producing sustainable and ongoing increase in enrollments; therefore, assists with the cost basis of this request.

3. Is a temporary employee currently performing the work of this position? (Y/N) - NO

4. Campus Manger East Kern – 40 hour position/ 11 months

East Kern Prison Education Program Manager

Location:

EKC Edwards/Cal City, EKC Tehachapi

Salary Grade:

D

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

Justification:

1.Director of East Kern is currently handing the management of the tasks associated with the prison along with program planning, development, implementation, and evaluation.

2. This position will assist the Director of East Kern with the management of tasks so that full attention can be given to prison partnerships along with growth and expansion in the areas of program planning, development, implementation and evaluation.

In regards to the prisons that CCCC serves, Cal City Prison has one level two/yard. Tehachapi prison has four level/yards, which can be seen as four separate prison educational program opportunities.

Growth is happening within the two prisons each semester. Additional management in this area will also allow the Director of East Kern to focus on other campuses (i.e. Tehachapi and Kern River Valley) so that growth and expansion will also occur within those two communities.

3. NO

4. The Director of East Kern is managing the tasks of the prison education program, along with many other duties at each East Kern campuses.