East Kern College Center Department
ASP for Academic Year 2019-2020
November 2018

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 AS-T and AA-T 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

CCCC's Student Equity Plan 2015: Identifies gaps among target groups as African Americans, American Indians/Native Alaskans, males, foster youth, economically disadvantaged, and students with disabilities.

Increase Access:

Student enrollment from feeder high schools increased due to numerous outreach events, including high school Senior Day, Open House, and presentations at local high school parent events. Tehachapi's Senior Day high school outreach event brings students to the campus from 8 different high schools for a college preview with faculty demonstrations, financial aid information, and enrollment steps thus clarifying the path for students to attend college.

Dual enrollment is increasing due to course scheduling considerations and strong partnerships with local high schools in our service area. We are working towards an early college model with Tehachapi High School and have adjusted our schedule to coordinate with the high school so more students have access to concurrent enrollment opportunities on-site during and/or after their high school day.

The incarcerated student population faces challenges with access to technology and ease in opportunities for counseling services. We are addressing the access to technology by accommodating with printed resources and mail correspondence wherever possible. Counseling needs are being identified through data collection and requests from student letters. Time and resources for managing the counseling schedule within the prison education program has been challenging and more resources are needed.

Increase Course Completion:

Moving towards open education resources (OER) in most of our courses has reduced the financial burden students face when enrolling in college. By providing access to course materials at zero-cost, students have a better chance of reaching course completion and increased rate of success.

Cerro Coso's Dual Enrollment program (92% of which is located in East Kern and KRV) has a greater course retention and success rate than the general student population. In 2017-18, the overall course retention rate was 97.3% for dual enrollment compared to 88.2% at Cerro Coso in general. In 2017-18 the course success rate for dual enrollment courses was 93.3% compared to 74.0% at Cerro Coso in general.

The incarcerated student population course retention and success rates are slightly greater overall when compared to traditional students in comparable courses. Between AY2016-2018, the incarcerated student population had 87% retention and 80.2% successful course completion rates compared to 86.1% and 66.0% respectively among traditional students.

Increase Degree/Certificate Completion:

As one of the Guided Pathway pillars, we are clarifying the IGETC pathways and AD-T programs available at all our sites. Developing a rotating two-year plan of all the courses offered clarifies the path for students to be able to complete a degree in two years. During orientation, students are given a degree pathway checklist and IGETC map to help self-monitor progress towards completion.

Ongoing support in the availability and timely hiring of instructors to fulfill the courses required for IGETC pathways is a critical component to improving degree and certificate completions.

Increase Transfer Rate:

Connecting our AD-T pathways to IGETC requirements for transfer improves the opportunities for students to transfer to local CSU or UCs. Partnering with 4-year colleges in the prison education program will increase our transfer rates for incarcerated students that are challenged with the inability to physically transfer.

Annual Planning: Actions Taken

High School to Community College: College & Career Dual Enrollment Pathway Road Maps

With the collaboration of high school partners and CCCC counseling staff, East Kern is creating high school to college "road maps" or "pathways". EK Counselor is collaboratively working with high school counselors to not only create transitional "road maps" but information that shows which dual enrollment courses apply to CCCC general education patterns, CCCC majors, and the high school A-G/CTE requirements.

Below are a few high school to college transition "road maps" that we have started creating thus far:

- Business Office Technology (East Kern & KRV)
- Administrative Medical Assisting (East Kern & KRV through the Kern High School District Regional Occupational Center program)

 General Education (GE) Program of Study (POS)

- AA Candidate – Planned sequence of courses

Pathway creations are still a work in progress at this time.

Kern River Valley Campus Remodel Project

The Kern River Valley (KRV) campus remodel project was postponed, and it projected to begin May 2019. Several meetings have taken place at the KRV campus in regards to project planning (present during the meeting were the VP of Business & Administration, Director of Maintenance and Operations, KCCD Construction Project Manager, and the Director of East Kern).

Continued Growth and Expansion in East Kern/Tehachapi

Growth and expansion has been occurring in East Kern. This initiative has been met, but growth goals will always be in progress. Partnerships with high schools and with the California Department of Corrections and Rehabilitation has continued to develop and advance. Community partnerships have also been created in the East Kern area(s). Overall, wonderful growth in East Kern has contributed to CCCC FTES increases (150 increase during the fall 2018 semester), and overall, student access in very rural communities.

- Data reveals from 2017-2018, incarcerated student enrollment increased +223%, and number is projected to continue to increase during the 2018-2019 academic year. As of fall 2018, CCCC incarcerated student unduplicated headcount totaled 881. Overall success and retention rates are higher (when looking at comparable courses) for incarcerated students in comparison to traditional students.
- The Incarcerated Student Education Program (ISEP) currently provides 275 FTES for partial AY2018-19 (summer/fall) and is expected to increase with more sections and student enrollment at both facilities.
- Data reveals that CCCC dual enrollment increased by 2694% since spring of 2015. Of this increase, East Kern represents 83% of the total dual enrollment, and has shown the most rapid growth.
- Between AY2015-16 to AY2017-18, the Tehachapi Education Center grew enrollment 45% (159 to 230 student enrollments).

The only area that we were not able to grow in or meet our goal (as stated in this previous initiative) was in the area of North Edwards. Courses were attempted to be offered, but due to the lack of enrollment, and small student base/population, this could not be done. At this time, there is now no facility available for future courses in the North Edwards area.

High School to Community College: College & Career Dual Enrollment Pathway Road Maps

With the collaboration of high school partners and CCCC counseling staff, East Kern is creating high school to college "road maps" or "pathways". EK Counselor is collaboratively working with high school counselors to not only create transitional "road maps" but information that shows which dual enrollment courses apply to CCCC general education patterns, CCCC majors, and the high school A-G/CTE requirements.

Below are a few high school to college transition "road maps" that we have started creating thus far:

- Business Office Technology (East Kern & KRV)
- Administrative Medical Assisting (East Kern & KRV through the Kern High School District Regional Occupational Center program)

 General Education (GE) Program of Study (POS)

- AA Candidate – Planned sequence of courses

Pathway creations are still a work in progress at this time.

Initiatives for Next Academic Year

Maximize Student Success – Incarcerated Student Education Program

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

Student Voice:

"For the first time in a long time, I don't feel like a lost cause." –Cal City Prison Student

The first goal is to target maximizing student success with our incarcerated student population. This will be done by focusing on the implementation of Associate Degree for Transfer pathways inside our service area prison(s).

Data has revealed that from 2017-2018, enrollment increased +223%, and number is projected to continue to increase during the 2018-2019 academic year. As of fall 2018, CCCC incarcerated student population totaled 881. Overall, success and retention rates are higher (when looking at comparable courses) for incarcerated students in comparison to traditional non-incarcerated college students.

This above data was obtained prior to the implementation of Associate Degree for Transfer pathways; therefore, implementation of AA-T and AS-T pathways will focus on the next step of improving momentum towards course and milestone(s) completion, semester to semester persistence, and completion of student's end goals/degree completion (Strategic Goal #1 – Objective #2).

East Kern will focus on specific implementation of the four pillars of pathways (i.e. clarity, intake, support, and learning) by doing the following listed below.

Clarity:

Orientation Folders will include:

1. Information sheet on available AA-T and AS-T pathways
2. Checklist of courses to follow the path
3. College Catalog abbreviated packet
4. IGETC and Transfer Pattern Education Map
5. Notepad

Intake:

Registration and Scheduling includes:

1. Student informed scheduling and interests
    a. Work assignment time consideration
    b. Alternating course times
2. Scheduling Pathway completion within 2 years
    a. Hiring the right positions (leveraging CDCR employees too)
3. Yard/class space availability
    a. Working with CCPOA, Captains, Warden on officer scheduling

Support:

Program Support

1. Cross functional support with site principals, CC EK Director, Program Manager, Faculty, and Wardens
2. Faculty and administration collaborative scheduling (2-year rotating work plan in which students can be inserted into at any

time)

Student Support

1. Tutoring/study hall creations
2. English/math labs creations
3. Peer mentoring (PTK-Student Groups)
4. Addition of Re-Entry Counselor Position (if approved)

Learning:

Learning along the Path

1. Program-specific learning outcomes
2. Collaborative learning, student engagement
3. Faculty-based needs assessment to support student learning environment

The second goal targeting maximizing student success with our incarcerated student population focuses on continued sustainability. Without sustainability, there can be no maximization of student success.

Also, instructional needs must also be addressed in order to have the ability to provide access and maximize student success. One specific need is in the area of technology (below request is also listed in the information technology section, and added as a budget line request).

Laptops & Laptop Bags- Prison Faculty (requesting 6 laptops) - Instructional Need

This request is an instructional need and is for **6** (basic) laptops.

CDCR (state level) has now approved that laptops are allowed inside all prisons for instructional purposes.

When purchased, the requested laptops will be used by prison faculty teaching at California City Prison and Tehachapi Prison. These two prison sites are growing; therefore, the need for technology equipment is growing to assist with instruction. Currently at California City prison, classrooms have access to smart boards. The only way that faculty can access this smart board is by being issued and bringing in a college assigned laptop into the prison.

Each laptop with bag is estimated to cost $1500.00 each (with sales tax); therefore, the amount requested for six laptops is $9000.00. (6412 CS Budget Request)

Lead Measure of Success:

Below are SMART lead measures/goals to be accomplished during the 2019-2020 academic year. These goals work towards the creation and implementation of prison program ADT pathways, the Incarcerated Student Education Program (ISEP) Advisory Council, and the Incarcerated Student Education Program policy procedural manual.

ADT Pathways

- By December of 2019, specific implementation of a minimum of 1-2 tasks under the four pillars of pathways (i.e. clarity, intake, support, and learning) will have occurred.

Incarcerated Student Education Program (ISEP) Advisory Council

- By December 2019, the Director of East Kern will have identified key stakeholders to be partners/participants of the Incarcerated Student Education Program (ISEP) advisory council in California City Prison and Tehachapi Prison. These stakeholders will include CDCR and CCCC representatives.

Incarcerated Student Policy Procedural Manual

- By December 2019, the Program Manager of Prison Education will present the incarcerated student policy procedural manual to the ISEP for review, and approval.

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:

Below are SMART lag measures/goals to be accomplished during the 2019-2020 academic year. These goals work towards the creation of an Incarcerated Student Education Program (ISEP) Advisory Council and Incarcerated Student Policy Procedural Manual.

ADT Pathways

- By June 2020, full implementation of AA-T and AS-T pathways will be occurring at both prisons located inCCCC's services area.
    - California City Correctional Facility - Administration of Justice; Anthropology; Business Administration; English; Psychology
    - California Correctional Institute - Tehachapi- Administration of Justice; Anthropology; Psychology

Incarcerated Student Education Program (ISEP) Advisory Council

- By June 2020, the ISEP advisory councils at both prisons located in CCCC's service area will have met at a minimum of one time during the spring 2020 semester, and developed a schedule of semester meetings.

Incarcerated Student Policy Procedural Manual.

- By June 2020, the final draft of the incarcerated student policy procedural manual will be adopted by the ISEP committee for future use.

Person Responsible:

Director of East Kern, Prison Program Manager, and Incarcerated Student Education Program Faculty Leads

It addresses a gap in outcomes assessment

Which strategic goal does this initiative address?

Goal 1: Maximize Student Success

East Kern/KRV – Community Expansion

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

With the continued growth of special populations (i.e. incarcerated students and dual enrollment high school students), the next area of focus and proposed expansion will be within the community of California City. California City dual enrollment program provides higher education opportunities to underserved and underrepresented high school students. Many community members have requested year after year that CCCC offer face to face courses within that community so that travel to Edwards AFB or Tehachapi is not necessary or a barrier to access. This expansion will also provide access to populations that show equity gaps.

By the beginning of the fall 2019, the East Kern Campus Manger will have partnered with California City High School in order to obtain a minimum of two classrooms within their facility to be utilized for afternoon and evening courses (Lead measure/goal)

- By January 2020, CCCC will be offering a minimum of four classes in California City to provide full-time college access to community members and high school students *(Lag measure/goal)*.
- By June 2020, enrollment data and student success will be to determine the feasibility and sustainability of continuing offering afternoon and evening classes in California City *(Lag measure/goal)*

Another area of expansion and attempted growth (to be targeted) is in the community of Tehachapi. At this time, high school students are allowed to take ½ day college courses (concurrent enrollment) physically at a college campus during their high school school day schedule. The goal is create access for high school students by utilizing their ability to take classes concurrently during their school day by creating an Early College Program/Model.

- By the end of the 2018-2019 academic year, the East Kern Campus Manger will have created a partnership and buy in with the Tehachapi High School administration (i.e. Principal) to begin the planning, creation, and implementation of an Early College Model with the assistance of the Director of East Kern *(Lead measure/goal)*.
- By the end of December 2019, initial Early College Model implementation will have begun with a goal of enrolling a cohort of 15 Tehachapi High School students in concurrent college classes during the middle of the day *(Lead measure/goal)*.
- By the end of June 2020, full implementation of the Early College model will have occurred at the Tehachapi campus, to include sophomore recruitment, course scheduling, student support services, and pathway creation and completion *(Lag measure/goal)*.

Lastly, during this next academic year, the Director with will work with faculty and staff to stabilize the number of students taking at least one class at the Kern River Valley site. With the unveiling of the site renovation (projected to begin in May 2019 and ending in August 2019), targeted outreach events, open houses, and enrollment events will take place during the 2019-2020 academic year.

- By May 2019, renovation of KRV site will have started, and concluded by the beginning of fall 2019 *(Lead measure/goal)*.
- After the renovation, KRV site will host a "Junior/Senior Day" either during the fall 2019 semester or spring 2020 semester (pending on renovation schedule) *(Lag measure/goal)*
- By June 2020, enrollment target at KRV site is 300 students *(Lag measure/goal)*.

These above initiatives target CCCC's strategic plan goal #3 of "Ensuring Student Access" of optimizing student enrollment.

Lead Measure of Success:

See above

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:

See above

Person Responsible:

Director of East Kern and EK Campus Manager

It addresses a gap in outcomes assessment

Which strategic goal does this initiative address?

Goal 3: Ensure Student Access

Kern River Valley Renovation Project

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

The Kern River Valley's campus renovation was scheduled to begin back during the 2015-2016 academic year. This renovation was postponed.

With funding from Measure J, the plan is to move forward with a projected date of renovation at the KRV site/cmapus beginning May 2019. During this time of transition, leadership and assistance will be provided with the necessary tasks associated during the moving and construction phase. Requests are being made during this planning cycle for swing space rentals and classroom furniture.

This initiative targets CCCC Strategic Goal #5 (Strengthening Organizational Effectiveness) Objective #4 (Improve Facilitates and Maintenance)

Lead Measure of Success:

Renovation begins May 2019 (projected date)

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:

Renovation is completed by the beginning of fall 2019 or spring 2020

Person Responsible:

Cerro Coso Community College

Other

Addresses Measure J bond funding requirement(s).

Which strategic goal does this initiative address?

Goal 5: Strengthen Organizational Effectiveness

Resource Needs

Facilities

East Kern/Tehachapi Facility Requests:

As the Tehachapi 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 faculty, students, and staff is a requirement. 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 w/ locking door, desk, etc.).

Full-Time Faculty Needs (for future full-time faculty hires):

- Two Cubicle Space with locking doors for Faculty - Projected cost is $10,000.00* (6414 CT)
- Three Rolling Desk Chairs - Projected cost is $600.00* (6414 CT)
- Laminating Machine and supplies for ISEP to make reusable instructional supplies - Projected cost is $500.00 (this item would be paid under the 4310 Instructional Supply CCINED CS)

Total Amount requested: $10,950.00

Office/LAC needs targeting students and the public:

- Six Additional Waiting Room Chairs - Projected cost is $2000.00* (6414 CT)

Total Amount Requested: $2000.00

Student Lounge (This would be a new space):

- Lounge/Couch Style Seating for Student Lounge - Projected cost is $3000.00* (6414 CT)
- Two Large Bulletin Boards - Projected cost is $500.00* (6414 CT)

Total Amount Requested: $3500.00

Student Services:

- Two Rolling Carts with Locks for Counseling Prison Visits - Projected cost is $300.00* (6414 CT)
- Two Metal Standing Signs - Projected cost is $200.00** (4313 CT CC1TIM)
- ID Printing Machine for student ID's - Projected Cost $1,500.00 (Machine and supplies)** (4313 CT CC1TIM)

Total Amount Requested: $2000.00

General Facility:

- Ladder 6ft - Projected cost is $100.00** (4313 CT CC1TIM)
- Metal Hand Truck - Projected cost is $100.00** (4313 CT CC1TIM)
- Two Large Trash Bins for Science Room - Projected cost is $150.00** (4313 CT CC1TIM)
- Three Portable Air Conditioning/Heating Units with Auto Off - Projected cost is $2000.00** (4313 CT CC1TIM)
- Cubicle Storage/Bookcases for three Cubicles - Projected cost is $500.00** (4313 CT CC1TIM)

Total Amount Requested for General Facility: $2850.00

Total amount request for all above items (i.e. faculty/staff, office, student lounge, student services, and general facility) = $21,450.00.

Please note: If general funds cannot pay for the above facility requests, we are requesting that Measure J fund the facility requests/items.

* Those items with this symbol fall under the new budget line item request under 6414 Furniture (CT).

** Items with this symbol fall under the budget line 4313 CT CC1TIM.

Kern River Valley Facility Requests:

Classroom and Office Furniture – As requested in past section plans regarding KRV's renovation project:

$75,000.00 (to be paid by Measure J or general fund). Classroom furniture is essential to improve the facilities and maintenance of the KRV campus, along with providing equitable classroom needs for students.

<center>**Inmate Education Requests:**</center>

Financial Background:

Inmate education enrollment provides the college approximately 200 FTES ($1.1 million dollars) each fall and spring semesters, and approximately 75 FTES each summer semester ($412,000) totaling **2.6 million annual dollars.** Also, there is **no** cost for facilities or security coverage (a savings of $240,000 per year at $10,000 per month x 2 prisons/facilities).

Budget Requests:

Creation of a Paper Budget - KRV (CK) and Tehachapi (CT) site would like to request a annual paper budget so that paper requests no longer have to go through the IWV print shop budget. This will make the ordering process more efficient (paper being delivered to sites) and effective.

This request to current and proposed initiatives under inmate education access and sustainability (2018-2019/ongoing initiative) and maximization of student success during the 2019-2020 academic year).

5820 - Postage Increase - This falls under access and a need. All correspondence done with inmate students is completed via mail. This budget increase request is for both CK and CT. Amount requested is $1500.00 (each).

This request to current and proposed initiatives under inmate education access and sustainability (2018-2019/ongoing initiative) and maximization of student success during the 2019-2020 academic year).

4310 - Instructional Supply Budget (CS - Cal City Prison) - This request is for an instructional supply budget for Cal City Prison (CS) faculty and courses. With increasing enrollment, lack of technology in the classrooms, the need for instructional supplies for faculty is present. Amount requested is $1500.00.

This request to current and proposed initiatives under inmate education access and sustainability (2018-2019/ongoing initiative) and maximization of student success during the 2019-2020 academic year).

4313- Non-Instructional Supply Budget (CT - CCINED) Increase Request - Inmate Student Education Program is on the move and growing with ongoing growth. The need for non-instructional supplies at both prisons is evident in the areas of planning multiple prison graduations (at different yards) and obtaining non-instructional items that make the program more efficient and effective. Amount requested is $1500.00.

This request to current and proposed initiatives under inmate education access and sustainability (2018-2019/ongoing initiative) and maximization of student success during the 2019-2020 academic year).

5686 - Other Equipment (Copier Maintenance Agreement) - Requesting an increase on the budgeted amount. Past experience with this same budget at KRV has revealed a need for budget augmentation due to the small amount provided for the copy maintenance agreement. Keep in mind that every time there is a photocopy made, there is a cost or "click" associated with that photocopy that is paid under this maintenance agreement. Photocopying is an instructional need in regards to prison education. Amount requested is $3000.00.

Information Technology

Web cams with microphones (requesting 2) - Tehachapi Campus:

- Web cams with microphones are needed for two computers at the Tehachapi site. When iTV is in use for classroom sessions, etc., staff and faculty will utilize web cams on their computer to connect for committee meetings via Zoom rather than calling in via CCCC Confer. Visual participation makes a difference with staff and faculty connection, engagement and participation with counterparts at IWV main campus.

Desktop & Monitor Request (requesting 2 of each) - Administration - Tehachapi Campus:

- East Kern is requesting a desktop computer and monitor for the Director of East Kern and Campus Manager at the Tehachapi site. With the office expansion at the Tehachapi campus, this request is not a want, but a need. The administration at the sight do not have technology to be used in their new office. Even though the Director of East Kern is issued a laptop, this equipment permanently stays at the KRV campus because this is the main computer (Director does not

have a desk top) and the risk associated when traveling to and from sites weekly.

Desktop & Monitor Request (requesting 3 of each) - Proctoring/LAC/LRC Student Use - Tehachapi Campus:

- East Kern is requesting a desktop computer and monitor for the use of proctoring in the newly expanded office area acquired. This will greatly assist student's with the ability to complete proctor test in an appropriate environment.

Desktop & Monitor Requesting (requesting 25) - Computer Lab - Proctoring/LAC/LRC Student Use - Tehachapi Campus:

- East Kern is requesting a desktop computer and monitors for the creation of a computer lab at the Tehachapi site. With the ability to expand, and the goal of creating a Early College program (high school students taking college courses during the day as part of their high school day), a computer lab will be a need (not a want).
- Students need to be able to access a computer lab so that they have equitable technology access as other students have at all other campuses.

Laptops & Laptop Bags- Prison Faculty (requesting 6 laptops) - Instructional Need:

This request is an instructional need and is for 6 (basic) laptops.

- CDCR has now approved that laptops are allowed inside all prisons for instructional purposes.
- These laptops will be used by prison faculty teaching at California City Prison and Tehachapi Prison. These two prison sites are growing; therefore, the need for technology equipment is growing to assist with instruction.
- The prison has smart boards in their classrooms, and the only way that faculty can access this smart board is bringing a assigned laptop into the prison.

Each laptop with bag is estimated to cost $1500.00 each (with sales tax); therefore, the amount requested is $9000.00. (6412 CS Budget Request)

Mounted Projectors (requesting 5) Smart Classroom Equipment:

- Tehachapi Site (5 classrooms) - Mounted projectors with smart classroom equipment could take the place of media carts.
- We are requesting 5 classroom mounted projectors with smart classroom equipment to be used for instruction.

Marketing

East Kern Requests:

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 Director, 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 2019-2021 strategic initiatives 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. Mountain Festival Booth (participation)

- Amount requested is $450.00 for the booth

3. 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.

4. Tehachapi Campus Sign

- Tehachapi School District has vacated the building where CCCC rents space for the Tehachapi campus. Now that it is vacated, and our college is the only inhibitors of the facility, the need for a collegiate sign is being requested.

Amount requested is $3500.00

<div align="center"><u>Kern River Valley Requests:</u></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 – $3500.00

<div align="center"><u>Outreach Requests for East Kern & KRV:</u></div>

Below are outreach request (items) for all campuses that fall under East Kern. These items are being supported by the Director of Outreach.

 Item #1 Request:

- 2- 6-panel trade show displays ($438.47 x 2 = $876.94)
    - One for Tehachapi Campus
    - One for Kern River Valley Campus

Item # 2 Request:

- 4 - 31" Custom Vinyl Banners w/ bag - Cerro Coso Logo/Information on Banners for campus and outreach events ($344.30 x 4 = $1377.20)
    - Two for Tehachapi Campus
    - Two for KRV Campus

Item #3 Request:

- 4 - Desktop Banner Stands (20.92 x 4 = $83.76)
    - Two for KRV
    - Two for Tehachapi

Item #4 Request:

- 4- 4X8 Banners ($100.00 x 4 = $400.00)
    - Two for KRV
    - Two for Tehachapi
    -

Item #5 Request:

- 2- 10' Event Tent ($500.00 x 2= $1000.00)
    - One for Tehachapi Campus
    - One for Kern River Valley Campus

Outreach requests are supported by the Director of Outreach.

Total Amount requested (for outreach) - $3737.90.

Professional Development

Management/Faculty Leadership Development:

Please note: Amount Requested is the same amount that was awarded during 2018-2019 academic year.

- Campus Manager of East Kern and Tehachapi – Attend ACCA conference in 2019 and the National Alliance of Concurrent Enrollment Partnerships (NACEP) conference (typically out of state) in 2019.
- Director of East Kern, Prison Program Manager and ISEP Faculty Leads to attend the Alliance for Higher Education in Prison 2019 conference (typically out of state), and attend the ACCA conference in 2019.
- Other conferences, summits, and day meetings will occur throughout the academic year; therefore, out of district travel funding will also need to be available.

East Kern Request - $5500.00

Kern River Valley Request (Director) - $500.00

Staff Development:

East Kern & KRV Development – In order to assist East Kern and KRV's staff to uncover their strengths and talents, I an requesting again funding 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

Research and Data

East Kern Enrollment

East Kern has seen dramatic growth in enrollment from 2015-16 to 2017-18. Much of that can be attributed to the Prison Education Program, Dual Enrollment, and the Tehachapi Education Center. According to recent COGNOS data from the Office of Institutional Research, EK enrollment for 2017-18 academic year reached 4,540 student enrollments which is more than 500% increase from two years prior. Prison Education is responsible for an estimated 28% of the current enrollment, though there are 2,385 enrollments categorized for East Kern that are unidentified by building site, meaning there's a chance prison education or dual enrollment may represent an even higher proportion. Below is a table showing the enrollment growth for East Kern, by site.

East Kern Enrollment	2015-16	2016-17	2017-18
Tehachapi CCI	-	187	652
California City Prison	146	713	639
Tehachapi Education Center	159	309	230
California City HS	68	207	188
Tehachapi HS	229	381	148
Delano HS	-	-	72
Robert F. Kennedy HS	-	-	56
Cesar Chavez HS	-	-	55
Online Class	10	8	48
Boron HS	-	86	31
Air Force Building 2461	43	11	23
Mojave HS	49	64	13
Air Force Building 2412	11	-	-
Air Force Building 2453	11	28	-
Desert HS	-	19	-
North Edwards	-	8	-
East Kern(Unidentified Building)	21	51	2385
TOTAL	**747**	**2072**	**4540**

Dual Enrollment by Campus

Dual Enrollment at KRV and EK combined increased from 204 to 823 student enrollments between AY2015-16 and AY2017-18 (303% growth). Current high schools are growing their number of dual enrollment sections, and new high schools are presenting an interest in offering dual enrollment courses. Dual Enrollment at EK and KRV represents 92% of total Dual Enrollment at Cerro Coso as of AY2017-18. Below is a table showing the enrollment growth for dual enrollment course specifically (not concurrent) at each CCCC's sites.

Dual Enrollment (not including concurrent)	2015-16	2016-17	2017-18
East Kern	168	538	742
KRV	36	75	81
Main Campus	20	42	41
ESCC Mammoth	-	-	30

Prison Education Program - Unduplicated Headcount

The Prison Education Program has shown the most rapid growth in the last 3 years. The unduplicated headcount for current AY2018-19 (summer/fall) of 881 students (Cal City Correctional Facility=385; Tehachapi CCI=496) already exceeds the 870 unduplicated students from AY2017-18 (summer/fall/spring). The Prison Education Program currently has 275 FTES for partial AY2018-19 (summer/fall) and is expected to increase with more sections and student enrollment at both facilities. Below is a table showing prison education unduplicated headcount by primary term.

Term	Headcount	Difference
Fall 2015	20	-
Spring 2016	79	+59
Fall 2016	145	+66
Spring 2016	333	+188
Fall 2017	487	+154
Spring 2018	631	+144
Fall 2018	676	+45

Staffing Requests Not Already Listed In Unit Plans

1000 Category - Certificated Positions

Counseling - EK Re-Entry Counselor (COF)

Location:

EKC Edwards/Cal City, EKC Tehachapi

Justification:

The East Kern (EK) Re-entry Educational Counselor will implement college counseling services and activities with both incarcerated and formerly incarcerated students within service area prisons, at the CCCC campus sites, and with formerly incarcerated on-line students. The EK Re-entry Educational Counselor will be the CCCC's "point of contact" for all incarcerated and formally incarcerated students. They will meet, mentor, and assist students with their college and career goals ensuring that this population of students have access and the ability to continue their higher education.

This position will require the development of support systems and training resources to ensure high quality college counseling services. Responsibilities will include the design and delivery of school wide prison education program initiatives to expose incarcerated and formally incarcerated students to college and career resources, along with targeting college re-entry (from prison campus to college campus outside of the prison). The EK Re-entry Educational Counselor will create school wide events and enrichment opportunities for both currently incarcerated and formally incarcerated students. The EK Re-entry Educational Counselor will also implement and oversee peer mentorship programs in service area prisons, and at CCCC campuses.

Other duties include, but are not limited to: participation in student recruitment and articulation, maintaining subject matter currency; developing and revising curriculum; using computer and multimedia technology; collegial participation in departmental, college and discipline-specific professional activities, and adjunct instruction with personal development courses inside service area prisons.

Additionally, successful candidates will also require the below duties:

- Assists inmates with personal and social adjustments to college inside the prison and outside of the prison when student re-enter into society.
- Acts as liaison between incarcerated students and the college
- Interviews inmates and identifies needs.
- Makes referrals to institutional and outside programs and agencies.
- Processes appropriate applications and forms
- Maintains records and writes letters and reports
- Communications with college admissions offices
- Communication with representative from our authorizing school to enhance on campus experiences
- Facilitate students session with a focus on interviewing
- Event planning

The East Kern (EK) Re-entry Educational Counselor would be assigned at the Tehachapi campus (centrally located between the two service area prisons), but responsibilities can range to work with any and all CCCC campuses.

This position is supported by the Counseling 2019-2020 AUP.

2000 Category - Classified Staff

Learning Assistance Center (LAC) Technician - Increase to 12 Months

Location:

EKC Edwards/Cal City, Kern River Valley

Salary Grade:

38.0

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

Justification:

Currently the KRV Learning Assistance Center (LAC) Technician is an 11-month employee.

Request#1*:* Increase this position to a 12-month position.

Request #2*:* Along with the position increase to 12-months, East Kern is also requesting that this specific title be change from KRV to the East Kern Learning Assistance Center (LAC) Technician.

Justification:

There are currently no other staff throughout CCCC performing the Learning Assistance Center (LAC) Technician functions (in person) within Cerro Coso Community College's (CCCC) Incarcerated Student Education Program (ISEP); therefore, we are requesting that the current LAC Tech's position/duties extend one month to assist our growing and thriving incarcerated student

population.

Describe the impact on the college if the position is not filled:

This request does not require or request an additional position, which is extremely cost effective, thus greatly assisting the college fiscally. The representative duties of a LAC Technician, specifically including implementation (i.e. creation, recruitment, scheduling, and evaluation) of tutorial programs inside CCCC's service area prisons, has not begun. There is currently very limited access (via only students working together), and no CCCC represented access to essential academic student support services (i.e. tutoring) inside the CCCC service area prisons. The need for this academic support is visibly present, especially with the continued growth of ISEP's student population.

ISEP Growth Data: Fall 2019 data reveals that CCCC's incarcerated students represents 34% of the total enrollment at CCCC. During the fall 2018 semester, there was a total of 881 students, and it is projected that this number will grow to a minimum of 1181 students in the spring 2019 semester. In regards to the fiscal ability to pay for the extended one month of this position, the fall 2019 FTES for ISEP students was a total of 200 FTES, and with the new funding formula, there will be no change (i.e. 100% received for enrollment) regarding the fiscal amount for ISEP FTES. All ISEP students are taking courses on the transfer IGTEC pathway.

How is the temporary employee currently performing the work of this position? No

How is the work assigned to this position presently accomplished?

Duties needed are not being currently assigned to CCCC staff. Student tutoring is completed only an informal basis between incarcerated students. Because these students are incarcerated, there are many institutional barriers for them to physically meet for tutoring, espically with no supervision. Also, students that are receiving informal tutoring are only self-identifying to each other.

The increase of this position to 12-months will provide the time and ability for the LAC Technician to focus, initially create, and implement an official voluntary student tutoring program inside the prison, so that barriers do not continue to get in the way of our incarcerated student's success.

The position increasing to 12 months is supported by the Learning Assistance Center 2019-2020 AUP.

Department Assistant III (KRV) - Increase 80 hours annually (in the month of July)

Location:

EKC Edwards/Cal City, EKC Tehachapi, Kern River Valley

Salary Grade:

38.0

Number of Months:

11 1/2 months

Number of Hours per Week:

40

Salary Amount:

Justification:

Justification:

Allowing the the KRV (i.e. East Kern) Department Assistant III to work 80 hours in the month of July will enhance student services support specifically to incarcerated students at both California City prison and Tehachapi prison, without the need to hire another position, or change the position to a 12-month position (per CSEA contract - if a classified employees works 21 days or more in one month, then the position must become a 12-month position).

Currently, the DAIII has access and is the employee that manually inputs all incarcerated student applications, manually enrolls these students, populates Banner fields for MIS data, and completes necessary A&R functions for CCCC's incarcerated student population. With this population, there is no online capability; therefore, everything is processed via paper. The physical location of this position, at the site is vital to this job. Applications, enrollment forms, etc, do not need to be scanned, emailed, re-printed, and the likely hood of paperwork getting misplaced and/or lost by shuffling paperwork decreases and/or does not occur.

Impact on College:

During the month of July, the necessity of this inmate education process is critical, and does not stop, but actually increases due to preparing for the fall semester. Slightly increasing the Department Assistant III position (80 hours in the month of July) will provide that additional support needed, eliminate delays with enrollment and data input, and will be cost effective by eliminating the need to hire an additional position. Also, it will eliminate the logistics of transporting and/or scanning and emailing large amounts of paper (i.e. applications, enrollment forms, etc.) to the main campus, and allow the continued efficient and effective process to continue at the sites.

Work currently assigned:

If the increase does not occur, work stops in the month of July until the DA III returns with a work load that is very demanding.

Department Assistant II (East Kern) - Request to change position to Department Assistant III Classification

Location:

EKC Tehachapi

Salary Grade:

38.0

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

Justification:

The East Kern/Tehachapi Department Assistant (DA) II is the only department assistant located at the Tehachapi campus.

This position is currently providing specialized clerical support that requires a broad knowledge of the assigned functional area. The assigned functional area is the site as a whole, which includes the knowledge and ability to provide specialized support to the large dual enrollment population. The East Kern student population makes up 83% of all dual enrollment at Cerro Coso Communitiy College.

The current DA II's assigned job duties to this functional area requires the use of independent judgment, and has required related specialized training and experience.

The current DA II's position duties and functions are no different than than the Department Assistant III's duties and functions located at the other Cerro Coso Community College satellite sites (i.e. Kern River Valley and Bishop/Mammoth).

Specific areas that the position is completing that round back to a Department Assistant III job duties include (but are not limited to):

- 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. (DA III)

- Maintain, troubleshoot, and work with IT on new equipment (i.e. media carts, copy machine, other various equiptment at the campus). (DA III)
- Assign work activities, projects and programs to clerical and student help; monitor work flow; review and evaluate work products, methods and procedures; participate in the selection of clerical or student staff; assist in staff training. (DA III)
- Perform a variety of work involved in student assistance including scheduling classes; arrange special accommodations such as testing or audiovisual equipment; inform students of class cancellations; transfer students; proctor all tests on campus. (DA III)
- Prepare a variety of requests such as travel request forms and faculty request forms; report teacher absences; verify student assistants' time cards; completion of purchase orders. (DA III)
- Organize and maintain filing systems; maintain a variety of files and record logs directly related to area of assignment (i.e. site, dual enrollment and prison education student files). (DA III)
- Serve as a receptionist; answer the telephone and provide information to students, other offices and the general public regarding the College's policies and procedures as required; provide information on classes, instructors and schedules. (DA III)
- 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. (DA III)

Below is dual enrollment data to provide a picture of specialized work flow of the EK DA II when working with this specialized student population. All enrollment forms are completed via paper application, and enrollment is completed manually.

<u>Dual Enrollment by Campus</u>

Dual Enrollment at KRV and EK combined increased from 204 to 823 student enrollments between AY2015-16 and AY2017-18 (303% growth). Current high schools are growing their number of dual enrollment sections, and new high schools are presenting an interest in offering dual enrollment courses. Dual Enrollment at EK and KRV represents 92% of total Dual Enrollment at Cerro Coso as of AY2017-18. Below is a table showing the enrollment growth for dual enrollment course specifically (not concurrent) at each CCCC's sites.

Dual Enrollment (not including concurrent)	2015-16	2016-17	2017-18
East Kern	168	538	742
KRV	36	75	81
Main Campus	20	42	41
ESCC Mammoth	-	-	30

Institutional Researcher Analyst for Dual Enrollment/Prison Education (COF)

Location:

EKC Edwards/Cal City, EKC Tehachapi

Salary Grade:

50.0

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

$5,619.74 per month

Justification:

Senior Institutional Researcher for Dual Enrollment/Prison Education (COF)

Location: EKC Tehachapi

Justification:

Dual Enrollment and Prison Education enrollments are growing at a faster rate than traditional programs at Cerro Coso Community College. Due to the State's new funding formula, these two programs demand dedicated attention to compiling, clarifying, and distributing quality data in a timely manner. This is critical to the success of these programs and accurate distribution of funding allocations for the college.

The East Kern (EK) Institutional Researcher (special programs) would be assigned at the Tehachapi campus (centrally located between the two service area prisons), but responsibilities can range to work with any and all CCCC Campuses.

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

Location:

EKC Edwards/Cal City, EKC Tehachapi

Salary Grade:

B

Number of Months:

12 months

Number of Hours per Week:

40

Salary Amount:

Justification:

In order to complete our East Kern team so that all employee are on the same schedule, and have the ability to work together cohesively as a team, East Kern is requesting that the EK Campus Manager position change to a 12-month position, just as all other are in this area.

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 EK Campus Manger to increase to 12 months will provide a minimum 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 these four weeks will assist the Director of East Kern with more administrative coverage and overall assistance due to the EK Campus Manger not having to take off an additional four weeks each throughout the academic year. T

The new focus is now on specific growth throughout the communities of Cal City and Tehachapi with traditional students. The EK Campus Manager will play a crucial role with this growth, along with the additional four weeks we are requesting.

East Kern identified several areas that is currently producing sustainable and ongoing increase in enrollments & FTES (i.e. Incarcerated Student Education Program and Dual Enrollment); therefore, this will assist with the small cost basis of the request.