Program Review Summary Page

For Academic & Student Support Programs

Support Program(s) under Review: Student Life

Term/Year of Review: Fall 2020

Summary of Program Review:

A. Major Findings

    1. Strengths:

> The Office of Student Life/ASNVC is a unique department in many ways. The Office of Student Life is directly involved in providing assistance for the NVC spring Commencement Event, which is a big part of the program. From providing volunteers as Ushers to the coordination of hosting the all campus Reception that follows Commencement, this is one of the most popular events coordinated by the department. The many facets of Student Government addresses issues around student development, leadership skillsets training, participation in college shared governance, peer interaction supporting student advocacy, and cultivating cultural awareness. Other facets concentrate on providing resources to students that address additional, unmet needs of students outside of academic assistance such as the provision of Emergency Food Resources, The Food Basket and Produce Stand. Due to COVID–19 we have adapted services of the Student Food Bank to a virtual ordering system. A phone based app allows students to scan a QRL code on located the door that provides them with a form for options to custom order groceries or pick an express bag which is filled with pre-selected groceries worth around $250. A drive-thru pick up system was also implemented in order to minimize COVID-19 exposure between staff and students.
>
> ASNVC Officers participate in an annual Youth Leadership Retreat focused on trainings to assist in Leadership principles and learning how to effectively run meetings. Trainings include information on The Brown Act and Robert's Rules of Order to better equip them in understanding the responsibilities and expectations of shared governance in working with the College administration. These trainings provide skillsets for students to become "*informed citizens*" and supplies them with additional tools to become leaders in the future. Recruitment of students to serve in leadership roles has evolved in the last few years and the recent transition to an online election system allows for more interaction with students as virtual involvement in topics become popular. We now have the Office of Institutional Advancement assisting us in promoting the elections, candidate recruitment and advertising of candidates. As Voter Registration and Constitution Day awareness are requirements for California Community Colleges, the Office of Student life/ASNVC stewards these directives in several ways. Events are created around these topics to advocate for the education of "informed citizens". In addition, trainings are held on how

to access information on the constitution, as well as how to research, read, and locate information on candidates, ordinances, and bills on a local, state and federal Level.

The Student Life/ASNVC Speaker series concentrates on bringing in speakers to discuss topics ranging from Hot button issues, local candidate forums, advocacy, cultural awareness, and motivational empowerment. In addition, the program partners with the community in coordinating the popular Tabletop Game Night. Once a month we sponsor the Napa County Library to host a game night where the community and college students can meet at the Student Activities Center to play board games. Refreshments are supplied by Student Government (ASNVC) and the library supplies the games for students and community use. Student led events such as the ASNVC/Classified Halloween Event, The Inter Club Council Winter Holiday Lights Event, and the Student Life/ASNVC CDC Angels and Salvation Army Angel Tree Toy Drive are popular throughout the campus.

Lastly, it is noteworthy to highlight Student Life participation in The American Student Association of Community Colleges Leadership Conference held in February 2018 in Washington, D.C. Activities included visiting the offices of U.S. Senator Diane Feinstein and Congressman Mike Thompson to advocate for legislation impacting students and attending various workshops on student advocacy. There were a total of eleven officers from Student Government who participated in this event.

2. **Areas for Improvement:**

In 2017-2018, ASNVC completed their five-year Legacy Project which allowed them to create a furnished Student Activities Center. The expansion and emergence of additional student support resources has greatly impacted current facilities used to accommodate on-campus student activities and events. Currently there are three main areas that comprise Student Life which includes The Office of Student Life, located in the 1300 building, the Student Activities Center located in the 900 building, and the Food Basket located in the 1200 building. The Office of Student Life houses two full-time staff and is barely large enough to handle additional staff assistance needed serve an ever-growing student populace as evidenced by supporting data. Student government and clubs, which can range from 11 students up to 15 students, do not have a space committed for meetings and/or working on projects. We currently have a Student Activities Center for students to relax, study, and eat, but with the new facilities plan, there hasn't been a defined location for the student activities center when they plan to redo the 900 building. Furthermore, there has been no discussion or assessment of the impact of the Student housing and its effect and burden on the Office of Student Life. The Food Basket will be ill equipped to handle the increased influx of students that would come from student housing. The Office of Student Life would also be ill equipped to provide resources for a campus environment that is actively engaged from Monday thru Thursday 8 am – 5 pm, to 24 hours per day, 7 days a week.

The ASNVC were due to create a working By-laws document for their group which was not completed as a result of failure to follow the instructions correctly. Although they were successful in transferring their meeting agendas and minutes record-keeping to a Board Docs format, Student Government and organized clubs still need to have established guidelines and regulations adopted to ensure that information is not being withheld or policies and procedures being ignored. There has not been an established rule for evaluating student organizations on their success and learning outcomes which has always been left up to the student organizations to create these evaluations. Because they do possess sufficient knowledge or experience to create

and identify these outcomes, very little effort is made to create a comprehensive learning outcomes template. The implementation of relevant trainings and rewriting of existing policies and procedures necessary to ensure adherence and understanding of governing documents will need to be created by the Department lead and established for the student organizations to use. Attempts to track event participation remains as a challenge and a better tracking system is needed for accuracy in documenting actual participation.

Attempts to create a more permanent Cal-Fresh Outreach Desk/Station capable of providing remote services have been unsuccessful. Although funding was collected externally through a grant, recent efforts have been circumvented by the facilities department in purchasing the necessary equipment.

3. **Projected Growth, Stability, or Viability:**

The program is in a period of growth as it continues to evolve and to manifest programs to assist students. The expansion of the program has supported the addition of resources such as the creation of a Hot Lunch Program. Ongoing efforts to update policies such as the student governance bylaws to match the expectations of current student leaders and innovate new ideas into tangible resources such as a Basic Needs Center. The acquisition of a Cal-Fresh Outreach Grant through Chico State University allowed NVC to hire a part-time Clerk to assist in supporting the food bank. The food basket achieved its highest level of student participation in April 2019, with a total of 60 students receiving food assistance for the month.

The greatest need is for support of additional office personnel. Currently there is one full-time manager who manages the office as well as student leader activities, student government, and inter club council which is made up of 15 to 30 clubs and one full-time office assistant to support the level of programming that is coordinated and expected. With the recommendation of this department creating a Basic Needs Center as well as the ability to support student housing on campus, this department will need to have the personnel to operate at a level that can handle the current and future needs of the department.

Updated and current technology needs are commensurate with those required to maintain campus-wide communication and networking on social sites for recruitment and department advertising. By the time Student Housing is implemented an expected increase in technological additions is expected. A centralized and expanded on campus and student housing communication intranet will need to be created to make sure that information is available to students from on campus to student housing. Students that become actively engaged in student life on campus and in Student Housing will start to grow a community and feel more connected to the campus and more apt to become successful after college and involved community leaders.

B. **New Objectives/Goals:**

The Office of Student Life & Leadership is committed to student leadership growth and development by providing leadership opportunities that demonstrate advocacy, integrity, and cultural vitality of our diverse student population. Through these efforts Student Life seeks to empower students in becoming

leaders through professional and social development while promoting purposeful connections to the NVC campus. Developing capable and effective student leaders ensures that NVC student leaders will successfully demonstrate the necessary skills and abilities in becoming community leaders.

The Inter Club Council is an integral part of student life on campus and its main function is to not only promote leadership, but to create events and to gather like minds together to bring a sense of community on campus. The goal for the Inter club Council will be to integrate them more into shared governance on campus so that the burden of student participation does not solely lie on a student government that does not have enough members to accommodate all the district committees requiring student representation. The plan to increase and track educational training throughout the year as opposed to only training Student Government via retreats twice a year. In addition to the Winter Break Retreats, there will be a Myers-Briggs training as well as converting the monthly student/advisor meetings into training sessions. The streamlining of the Student ID Card process will create a more efficient means that enable students to obtain an ID online.

Food and Housing insecurity will always be a challenge to students and their ability to succeed in their goals here on campus. The Food Basket and Basic Needs Center will help students in making sure that they have the nutrition they need to be successful and the resources they need to obtain housing at an affordable level. The goal for the Food resources program is to evolve into a Basic Needs program that can bring in resources for students with needs in particular, foster Youth and those who are homeless. We have identified several critical resources necessary for students such as emergency housing, housing placement, county connections, and community College resource statewide networking which are all currently unavailable through the institution.

PROGRAM DATA

A. **Number of Students Served by Program – Food Basket**

	2017-2018	2018-2019	2019-2020	Change over 3-Year Period
Headcount (Unduplicated)	78	184	362	364%
Number of Visits (Duplicated)	144	316	547	280%
Number of Students with Repeat Visits	34	77	99	191%
Average Visits per Student	1.8	1.7	1.5	-16.7%
Maximum Visits by Student	6	6	10	
Source: Food Basket survey data collected by NVC Student Life, 2017-2018 to 2018-2019				

RPIE Analysis: The number of students served by the Student Life Food Basket Program increased by 364% over the past three years. The number of visits (duplicated) at the Student Life Food Basket Program increased by 280%.

The number of students with repeat visits to the Food Basket during an academic year increased by 191% over the past three years, while the average number of visits per student within an academic year decreased by 16.7% over the same period.

> *Across the three-year period, the highest number of visits by a student within an academic year ranged from 6 to 10.*

Program Reflection:

The Food Basket was created to serve as a resource against food inequality. The office of Student Life recognized years ago that there were students who were coming to classes hungry due to not having the finances to buy groceries. Even the Office of Student Life would have students come to the office for food assistance. When we had 6 students in one month show up asking for food assistance, a plan was drawn up to create a location on campus that could act as a groceries outlet for students that would be free of costs to a student who was in need of groceries. The Student Food Basket was created to counter food hunger and be available to all students taking classes. We have noticed a major increase in student usage over the last three years. As the knowledge base of the Food baskets existence expands, we will continue to see an increase of use. We expect the continual effects on the economy by COVID-19 to exponentially increase the use of the Food Basket. The economy of Napa Valley is based on the wine industry, Hospitality and Tourism and many of our students are the main employees in these fields. COVID-19 has shuttered businesses, or greatly reduced hours of employees which has led to the increased demand for food assistance programs.

B. Demographics of Students Served by Program – Food Basket

	2017-2018	2018-2019	2019-2020	3-Year Proportion of the Food Basket Program	3-Year Proportion at the Institutional Level
Number of Students Served	78	184	362	545	15,837
Gender					
Male	33.5%	37.5%	30.4%	*32.7%*	45.0%
Female	66.5%	62.5%	69.6%	67.3%	*55.0%*
Race/Ethnicity					
Asian	--	2.9%	4.5%	3.0%	3.4%
Black/African American	19.4%	16.7%	9.3%	12.1%	*5.8%*
Filipino	11.9%	11.3%	14.4%	12.9%	*8.8%*
Hispanic	26.9%	42.9%	49.2%	47.7%	*40.2%*
Multiple Race/Other	11.9%	8.9%	7.7%	7.4%	9.5%
Native American	--	--	0.2%	0.2%	0.3%
Pacific Islander	1.5%	--	--	0.2%	0.4%
White	28.4%	17.3%	14.7%	*16.5%*	31.9%
Age					
19 or less	4.5%	24.4%	38.7%	32.4%	36.1%
20 to 24	52.2%	36.3%	26.5%	33.5%	29.8%
25 to 29	14.9%	16.1%	15.0%	14.0%	13.0%
30 to 34	9.0%	8.9%	7.0%	7.6%	7.0%
35 to 39	--	4.2%	5.4%	4.0%	4.1%
40 to 54	9.0%	6.5%	5.8%	6.4%	6.2%
55 and older	10.4%	3.6%	1.6%	2.1%	3.8%

Veteran	7.7%	4.9%	2.8%	***3.5%***	7.3%
Foster Youth (self-reported)	--	2.7%	3.0%	2.8%	--

Source: NVC Student Records, Food Basket survey data collected by NVC Student Life, 2017-2018 to 2018-2019

RPIE Analysis: This section describes the demographics among NVC students who accessed the Food Basket over the past three years. The following demographic groups accounted for a majority or plurality of the student population that accessed the Food Basket during that period:

- *Females (67.3%)*
- *Hispanics (47.7%)*
- *Students 24 years old and younger (65.9%)*

The following demographic groups claimed a significantly lower proportion of the population share among Food Basket users than they did among the population of NVC credit students over the past three years:

- *Males (-12.3%)*
- *Whites (-15.4%)*
- *Veterans (-3.8%)*

*Females, Black/African Americans, Filipinos, and Hispanics claimed a significantly higher proportion of the population share among Food Basket users compared to the population of NVC credit students. (Statistically significant differences are denoted in **bold italics** in the table above.)*

Program Reflection:

Hispanic females, 24 years and younger had a dramatic jump in those participating in the Food Basket. The increase in Latin-X students enrolled in credit classes along with increased bilingual advertising to the Latin-X community contributed to this trend. We had a notable increased spike in May when we did this.

C. Residency of Students – Food Basket

County of Residence	2017-2018	2018-2019	2019-2020	Three-Year Change (%)	Three-Year Total
Napa County	**50.8%**	**45.3%**	**54.7%**	**3.9%**	**52.1%**
Napa	38.5%	32.7%	38.9%	0.4%	37.6%
American Canyon	9.2%	9.6%	11.3%	2.1%	10.4%
Other Areas (Angwin, Calistoga, Oakville Pope Valley, St. Helena, Yountville)	3.1%	3.0%	4.5%	1.4%	4.1%
Solano County	**40.0%**	**45.2%**	**38.9%**	**-1.1%**	**40.0%**
Vallejo	26.2%	26.8%	27.0%	0.8%	27.4%
Fairfield	4.6%	11.9%	6.8%	2.2%	7.7%
Other Areas (Benicia, Dixon, Elmira, Suisun City, Vacaville)	9.2%	6.5%	5.1%	-4.1%	4.9%

Other Counties (Contra Costa, Marin, Placer, Sacramento, Sonoma, Yolo)	9.2%	9.5%	6.4%	-2.8%	7.9%

Source: Food Basket survey data collected by NVC Student Life, 2017-2018 to 2018-2019

RPIE Analysis: Across the three-year period, the majority (52.1%) of students that utilized the Student Life Food Basket Program resided in Napa County. Solano County accounted for 40% of Food Basket users. Students residing outside of Napa and Solano Counties accounted for the remaining 7.9% of Food Basket users.

The city of Napa accounted for 37.6% of Food Basket users over the past three years, while Vallejo accounted for 27.4%. Approximately 10% of Food Basket users resided in American Canyon, and approximately 8% resided in Fairfield.

Program Reflection:

The College is in a unique situation. Where most Community Colleges in California have over 80% - 90% of their students coming from in county, our student population is literally split between two counties. This creates some challenges in serving our students. Currently we get supplies from our local food bank. Federal USDA products from the local food bank are only allowed to be distributed to Napa County students only. This creates a situation where we are not equally providing resources to all students. Because of this we have discontinued receiving USDA products like eggs, dairy, meats, and produce. The department is using private donations from the community and funds from the California Hungry Campuses Grant to provide the items no longer being received from USDA.

D. **Unit Load of Students – Food Basket**

	2017-2018	2018-2019	2019-2020	Three-Year Total	3-Year Proportion at Institutional Level
Full-Time	47.3%	39.3%	40.8%	41.3%	40.5%
Part-time	52.7%	60.7%	59.2%	58.7%	59.5%

Source: NVC Enrollment Records; Food Basket survey data collected by NVC Student Life, 2017-2018 to 2018-2019

RPIE Analysis: Across the three-year period, the majority of students utilizing the Food Basket Program were enrolled at NVC part-time. The population shares among part-time and full-time students within the program reflected the population shares among NVC credit students.

Program Reflection:

I believe there has not been enough outreach conducted in order to get a realistic sample of needs. The unit load shows that hunger is spread throughout the community but previous discussions with students have pinpointed that there are numerous reasons not identified as to why more students do not utilize Food Basket services. I feel it is important to analyze and discover more ways to push out information in order increase students' awareness on resources available. The NVC Food Program will be assisting Cal-Fresh in Outreach programs designed to help students with the application process to receive finances for food assistance.

E. Persistence of Students in Program – Food Basket

AY	Size of Cohort	Number of Students from Cohort who used the Service in the Following Year	Persistence Rate
2017-2018	78	14	17.9%
2018-2019	184	60	32.6%
2019-2020	362		
Source: Food Basket survey data collected by NVC Student Life, 2017-2018 to 2018-2019			

RPIE Analysis: The table above reports the number of students who visited the Student Life Food Basket Program in two consecutive academic years (to reflect persistence/ongoing interaction with the program).

Between 2017-2018 and 2018-2019, the persistence rate of students who visited the Student Life Food Basket Program was 17.9%. Between 2018-2019 and 2019-2020, the persistence rate increased to 32.6%.

Program Reflection:

The table above reports the number of students who visited the Student Life Food Basket Program in two consecutive academic years. We expect the program to continue to increase in the number of students who continually use the Food Basket. We are still in the process of having this resource included in Financial Aid resources. I feel once this is established, we will see a consistency in students using this resource from the beginning to the end of their education on campus.

F. Type of Food Program Being Used – Food Basket

Type of Food Programs	2017-2018	2018-2019	2019-2020
Food Basket	Data unavailable for 2017-2018	96.7%	97.3%
Food Basket Produce Stand		2.4%	1.4%
Emergency Food Resource		1.3%	1.3%
Source: Food Basket survey data collected by NVC Student Life, 2017-2018 to 2018-2019			

RPIE Analysis: In 2018-2019 and 2019-2020, the overwhelming majority (97%) of students utilized the Food Basket option. A small proportion of students used the Produce Stand and Emergency Food Resource options over the past two years.

Program Reflection:

The Food Basket serves to supply Long term food resources for Students. Groceries are provided to students once a month. The students have a chance to pick their groceries or get an express bag full of commonly chosen groceries. The service is available to any student taking courses on campus. The Emergency Food Resource is for students that have food needs on that particular day and is considered a short-term resource. The program has lunch style food that is ready to eat or can be microwaved. We also carry snacks and drinks for students that they can take with them. The Produce Stand is a seasonal resource for students and is available as often as the student needs it. This is an important program as it makes available produce that may be expensive to purchase at a grocery store. The added benefit is access to healthy choices for nutrition.

G. **Number of ASNVC ID Cards Issued by the Program**

Type of Student	2017-2018	2018-2019	2019-2020	Change over 3-Year Period
General Student	**503**	**526**	**469**	**-6.8%**
Health Occupations Student	**139**	**188**	**253**	**82.0%**
Associate Degree Nursing	56	74	78	39.3%
Licensed Vocational Nursing	5	24	2	-60.0%
Respiratory Therapy	32	44	55	71.9%
Psychiatric Technician	22	27	86	290.9%
Emergency Medical Technician	24	19	32	33.3%
Program Total	**642**	**714**	**722**	**12.5%**
Source: ASNVC ID Card Issued data collected by NVC Student Life, 2017-2018 to 2018-2019				

RPIE Analysis: The overall number of ASNVC ID cards issued by the Student Life program increased by 12.5% over the past three years. The number of ASNVC ID cards issued to general students decreased by 6.8%, while the number ASNVC ID cards issued to students associated with a Health Occupations program increased by 82%.

The majority of ASNVC cards were issued to general students. The proportion of ASNVC ID cards issued to general students ranged from 65% to 78% in each of the past three years.

Program Reflection:

The ASNVC ID cards have two groups that utilize it as a resource. Health Occupations, and General Students. Health Occupations is a constant, and the amount of ID's created will be at a constant level throughout the next several years. The General Student ID's are run by the ASNVC. Historically, the purchase of Student ID's has been low due to the ASNVC not taking any efforts to advertise or support this program. It is an income resource that would greatly benefit their budget, but there seems to be a lack of interest putting any effort in supporting the program. If ASNVC were to support this program and make an effort to advertise its benefits, the ASNVC would be making at least an extra $20,000 in revenue if half the student population were to purchase the ID cards. Student government is considering raising the Student Activities fee to $12 (currently the fee is $5) so that the student ID card is made available to students at no charge. This will also increase the budget of ASNVC by an estimated $30,000. Student government has also this semester started discussing the

idea of appointing a member of the board to concentrate on the next steps to increase the value of the student ID cards by adding more benefits to having a student ID card.

Number of Club Applications Received by the Program

	2017-2018	**2018-2019**	**2019-2020***
Club Applications	37	67	20
Source: ASNVC Monthly Paperwork data collected by NVC Student Life, 2017-2018 to 2018-2019			

RPIE Analysis: Between 2017-2018 and 2018-2019, the number of club applications received by the Student Life Program increased by 81.1%. *The figure reported for 2019-2020 was likely impacted by the transition to distance education due to COVID-19 in spring 2020.

Program Reflection:

The clubs on campus play a pivotal role in creating a sense of community on campus. The Inter Club Council is an organization dedicated to creating a forum of club leaders to discuss what is going on within the individual clubs. This also gives the office of Student Life a broader reach to students to train them in leadership roles that they can use in the workforce. Club applications have increased over the years and will continue to grow as the Inter Club Council updates its Bylaws.

I.   CURRICULUM

This section does not apply to Student Life.

II.   LEARNING OUTCOMES ASSESSMENT

A.   Status of Learning Outcomes Assessment

This section does not apply to Student Life.

B.   Summary of Learning Outcomes Assessment Findings and Actions

This section does not apply to Student Life.

III.   PROGRAM PLAN

Based on the information included in this document, the program is described as being in a state of:

⭕   Viability
⭕   Stability
⭕   Growth

*Please select ONE of the above.

This evaluation of the state of the program is supported by the following parts of this report:

(Identify key sections of the report that describe the state of the program. Not an exhaustive list, and not a repeat of the report. Just key points.)

Complete the table below to outline a three-year plan for the program, within the context of the current state of the program.

Program: __Student Life_____
Plan Years: ___2021 - 2024_____

Strategic Initiatives Emerging from Program Review	Relevant Section(s) of Report	Implementation Timeline: Activity/Activities & Date(s)	Measure(s) of Progress or Effectiveness
Creation of a Basic Needs Center.	New objectives and Goals (Section B)	Fall 2021	The creation of a Basic Needs Office and staffing.
Increase in funds for Student Government thru Student ID sales.	Section G	Spring 2021	The creation of a policy to increase the Student activities fee to $12.00
Creating positions to oversee Basic Needs program and Student Governance.	Projected Growth, stability, or viability (Section B)	Spring 2021	Hiring of additional personnel
Update and expand on campus, and Student housing, communication through the Network	Projected Growth, stability, or viability (Section B)	Fall 2022	Electronic Billboards across campus and student housing.
Expansion of Food Basket Program to include a Hot Meal Program	Projected Growth, stability, or viability (Section B)	Fall 2021	Establish a weekly Hot meal program with support from Annie's Fine Foods

Describe the current state of program resources relative to the plan outlined above. (Resources include: personnel, technology, equipment, facilities, operating budget, training, and library/learning materials.) Identify any anticipated resource needs (beyond the current levels) necessary to implement the plan outlined above.

Note: Resources to support program plans are allocated through the annual planning and budget process (not the program review process). The information included in this report will be used as a starting point, to inform the development of plans and resource requests submitted by the program over the next three years.

Description of Current Program Resources Relative to Plan:

We have just received a grant for $15,000, and we will be receiving a $100,000 Chico State Cal Fresh Grant to support the creation of the Basic Needs Center.

Currently student government is getting funds from the Student ID cards sales and will be reinvesting those funds to expand the Student ID system

Personnel will need to be brought in to help with the additional responsibilities in the Office Expansion of Food Basket Program to include a Hot Meal Program of Student Life.

Technology and equipment will be needed to support the expansion on campus, and Student housing, communication through the Network.

Expansion of Food Basket Program to include a Hot Meal Program will be supported by the California Hunger Free Campus Grant.

V. PROGRAM HIGHLIGHTS

A. Recent Improvements

We have purchased some computer equipment for the Food Basket to use to assist students using this resource. We have also acquired some old office furniture to create a reception area for students at the Food Basket. Student government is in the process of revising their Bylaws to match the expectations of the administration. We have created a Cal Fresh Outreach resource desk to assist students in the application process for SNAP.

B. Effective Practices

We currently track office hours of Student government to make sure that they are available to students and administration. Our Food Basket tracks students who use the resources within including Cal Fresh. This allows us to collect data so we can adjust the resources as needed. We also regulate the amount of times a student can use the resources once a month. The Inter Club Council, and the Student Government are regulated by a Constitution and bylaws to ensure compliance with the Brown act and guidance thru Roberts Rules of Order. Communications on campus are provided on a monthly basis through our Electronic Bulletin Board System.

Feedback and Follow-up Form

Completed by Supervising Administrator:

| Jolie SanClair Brown |

Date:

| 11/25/2020 |

Strengths and successes of the program, as evidenced by analysis of data, outcomes assessment, and curriculum:

There is clear evidence that supports the functions of student life in providing assistance and resources that enrich a student's college life through leadership development and campus involvement. The various programs and activities offered allow students to engage in roles where they are able to demonstrate and articulate the newly acquired skills and abilities they have mastered through their participation with student life. Supported by findings which show that the more actively engaged students are within the institution, the more likely they are to persist in their college studies and achieve at higher levels, Student Life at NVC is an integral part of the student experience overall.

Areas of concern, if any:

As a result of growth and the bevy of programs which are coordinated by the office of Student Life, the needs for support frequently outweigh the resources available. Often times what is most difficult to address is the lack of sufficient staff/personnel support to assist in producing the numbers of activities and events with a high level of quality and consistency.

When Ben took over the management of the Student Life Office in 2013 his primary job function was the oversight of Student Government, ICC and student events. Since then, his responsibilities expanded to include coordination of the Food Pantry, Emergency Food Program and oversight of Student Activity Center to include facets of Community Outreach such as Game night activities. A support staff position was added in 2017 to provide assistance with emergence of expanded resources supported by huge growth over the past three years and is overwhelmed with supporting department objectives with only 2 full time staff.

I concur with Ben's findings that a need for additional office personnel is necessary to provide support in meeting unit objectives. Currently there is one full-time manager who manages the office and one full-time office assistant to support the level of programming that is coordinated and expected.

Recommendations for improvement:

With the likelihood of this department creating a Basic Needs Center as well as the ability to support student housing on campus, the department will need to have the additional personnel necessary to operate at a level that can handle the current and future needs of providing student services. In addition, consideration must be factored in with regards to the addition of creating a role for a Homeless Liaison to serve the needs of this student population.

Anticipated Resource Needs:

Resource Type	Description of Need (Initial, Including Justification and Direct Linkage to State of the Program)
Personnel: Faculty	
Personnel: Classified	The Office of Student Life is currently supported by a full-time manager and one full-time office assistant. As a result of providing oversight in several different areas of responsibilities which include Student Leadership, stewardship of grants and budgets, campus events and supporting student equity resources, there is a notable lack of personnel required to assist in the coordination of the numerous activities and events. Additional staff assistance is crucial to address the emerging and ongoing need for support to continually produce the number of activities and events with a high level of quality and consistency.
Personnel: Admin/Confidential	In addition to the above recommendation of increasing staff levels in this area, it is my opinion that there is an additional tier of management needed in order for this department to function effectively.
Instructional Equipment	
Instructional Technology	It has been clearly identified through this report that technology needs must be commensurate with those required to maintain campus-wide communication and networking on social sites for recruitment and department advertising. With the present development of on-campus student housing, there is an expected increase in technological additions to meet the needs of a larger student population.
Facilities	A dedicated office space is desperately needed outside of the Office of Student Life which currently houses two full-time staff and is barely large enough to handle additional staff assistance needed serve an ever-growing student populace as evidenced by supporting data. Student government and clubs, which can range from 11 students up to 15 students, do not have a space committed for meetings and/or working on projects. This is being compounded by the fact that there is not sufficient office space for the two additional part-time employees whose role is to support the Cal-Fresh/Food Basket Program.
Operating Budget	
Professional Development/ Training	
Library & Learning Materials	