

ADMINISTRATIVE SERVICES, STUDENT SERVICES AND PRESIDENT'S CLUSTER ANNUAL PROGRAM PLAN WORKSHEET FOR 2020

Program: Student Life and Leadership
Last Year CPPR Completed: 2018

Planning Year: 2020

Unit: Student Life and Leadership

Cluster: Student Services

Please complete the following information. Please note that responses are not required for all elements of this document.

I. GENERAL PROGRAM INFORMATION

A. Describe changes to program mission, if applicable.

NA

B. Describe any changes in primary relationships, internal and external, to the District.

NA

C. List any changes to program service, including changes and improvements, since last year, if applicable.

D. List changes to program in the last year in reference to relevant statutory authority/program regulation and related compliance issues, if any.

Assembly Bill (AB) 1504, approved by the Governor October 4, 2019, amended Section 76060.5 of the Education Code to require a community college to collect a student representation fee of \$2 at the time of registration. One dollar (\$1) of every two-dollar (\$2) fee collected shall be expended to support the Student Senate of the California Community Colleges (SCCC), the statewide community college student organization recognized by the Board of Governors (BOG) of the California Community Colleges. The legislation is effective January 1, 2020. AB 1504 also amends prior language regarding a student's choice to opt-out of the fee. Students must be provided an opportunity to opt out of the fee, without providing a reason at registration. This bill also eliminates the authorization of a student election to collect or terminate the additional fee.

II. ANNUAL PROGRAM SUPPORT OF DISTRICT'S MISSION STATEMENT, INSTITUTIONAL GOALS, INSTITUTIONAL OBJECTIVES, AND/OR INSTITUTIONAL LEARNING OUTCOMES

A. Provide updates, if any, in how your program addresses or helps to achieve the District's Mission Statement in the last year.

Student Life and Leadership strives to assist the student population in the development of programs that serve and actively involve a wide range of students. Opportunities for multi-faceted personal growth are extended to students through student government (ASCC), participatory governance, leadership development courses, clubs and organizations, and campus events produced by the students themselves. The intent of the program is to develop individual, vocational, avocational, written, verbal, artistic, and interpersonal skills with high emphasis on self-esteem and self-concept. The Student Life and Leadership program also helps students to gain exposure to a breadth of cultural, social, and intellectual perspectives of the world beyond the local community.

Annually, ASCC allots a portion of its funds collected from ASCC Student ID card fees to help with campus needs. Student Life and Leadership guides the spring ASCC budget request process. There are multiple departments that have become dependent on ASCC funding to augment their district allocated budget. Even though ASCC ID card revenue has not significantly increased, ASCC has made a positive budgetary impact on department programs and services. The table below outlines the ASCC budget allocations for 2019-20 to departments/programs across the District.

Department/Item	ASCC Allocation
Student Salaries	\$48,000
Bus Pass/Public Transit Subsidy	\$5,000
Library	\$5,000
Student Success Center/Tutorial Services	\$10,000
Food Pantry	\$20,000
Transfer Center	\$700
Student Community Liaison Committee (SCLC) MOU	\$500
CCPD Mobile 1 st Aid	\$3,500
AGS Fall Advisor Meeting	\$275
Social Club (SLO/NCC)	\$6,400
Total	\$99,375

- B. Provide updates, if any, to how your program addresses or helps to achieve the District's Institutional Goals and Objectives, and/or operational planning initiatives in the last year.

Institutional Goal 1: Increase the rates of completion for degrees, certificates, and transfer-readiness overall for all students.

Institutional Objective 1.2: Foster a college environment where students are Directed, Focused, Nurtured, Engaged, Connected, and Valued.

The purpose of Student Life and Leadership is the cultivation of comprehensive student learning through the successful recruitment, retention, and development of students. The department encourages students to recognize that they are the principal agents of their own growth and development and to act in accordance with that recognition. The department challenges students to devote time and energy to educationally purposeful activities and to integrate in-class and out-of-class learning experiences. The department supports them in their acquisition of the skills necessary for lifelong growth, success, and productive citizenship. Through this support and encouragement, the department enhances the students' experience and promotes their successful completion of their educational goals. The department also addresses food insecurity by continuing monthly food bank distribution and implementation of the Cougar Food Pantry.

Institutional Goal 2: Increase student access to higher education.

Institutional Objective 2.1: *Increase enrollment of low-income and underrepresented students through targeted outreach efforts.*

- The department maintains an online off-campus housing resources to accommodate students in search of housing. This includes a homeless student resource webpage.
- The department assisted in Connect@Cuesta.
- Cuesta College continued our monthly food bank distribution. The Coordinator serves as the district site leader. The activities assistant serves as a co-lead. The district host monthly (3rd Tuesday) distribution sites at SLO and NCC.
- The Cougar Food Pantry serves SLO and NC students.

Institutional Goal 3: Develop and sustain collaborative projects and partnerships with the community's educational institutions, civic organizations, businesses, and industries.

There have been multiple ways that Student Life and Leadership has supported this institutional goal.

- The Coordinator is a voting member of the Student Community Liaison Committee (SCLC). The ASCC President/Student Trustee serves as the co-chair of the committee. SCLC is a committee that is comprised of representatives from Cal Poly, Cuesta, City and County of SLO.
- Student Life and Leadership contacts local businesses to encourage participation in

- the student ID discount online booklet. The goal is to increase student patronage to local businesses.
- Student Life and Leadership partners with SLO County Food Bank for the monthly food bank distribution and food pantry.
 - Student Life and Leadership partners with Cal Poly CalFresh Team to help screen students who may be eligible for CalFresh and help them with the application process.
 - The Activities Assistant attended the annual ASACC Advocacy conference with members of ASCC Senate and met with our congressional representative, Salud Carbajal, to advocate on the behalf of students.
 - Applied and awarded a grant from the Foundation for California Community Colleges for Census 2020 Outreach.

Institutional Goal 4: Integrate and improve facilities and technology to support student learning and the innovations needed to serve its diverse communities.

The Student Center Fee loan was retired spring 2018. With this loan retirement, the fee can now be used to remodel and refurbish our Student Center per the Student Fee Handbook (published by the Chancellors Office). The cafeteria was redesigned and new furniture was installed at the end of the fall 2018 semester. The ASCC Social Club (room 5312) area was redesigned to create a more engaging environment for students. The lobby of 5300 was also remodeled ASCC approved funding to replace outdoor Student Center digital signage and should be installed in spring 2020. The next phase of renovating the Student Center includes installation of outdoor furniture to provide areas for students. All of these options are intended to create a more engaging environment for students.

Institutional Goal 5: Build a sustainable and stable fiscal base.

Annually, ASCC allots a portion of its funds collected from ASCC Student ID card fees to help with campus needs. Student Life and Leadership guides the spring ASCC budget request process. ASCC has allocated over \$99,000 to multiple programs and services on campus during the 2019-20 academic year.

Institutional Learning Outcome 1: Personal, Academic and Professional Development

- The department along with ASCC has sponsored a “Safe Spring Break” event. In previous years, the department along with ASCC distributes literature and giveaways addressing personal wellness.
- The coordinator attended/participated in the following activities:
 - Serve on Equity and Student Success, CCFT Council of Representatives, Basic Needs Taskforce
 - Serve on Guided Pathways Implementation Team
 - Participated in Flex day workshops
- The Coordinator received a national professional award:

- NASPA Community Colleges Division (CCD) annual Community Colleges Professional Award (Spring 2019)
- The Coordinator attended the inaugural Intersegmental Basic Needs Summit.
- The activities assistant attended the annual California Community College Student Affairs Association (CCCSAA) student leadership conference and the American Student Association Community Colleges (ASACC) National Student Advocacy Conference.
- The Activities Assistant serves on the Equity and Student Success Committee and the Basic Needs Task Force.

Student Life and Leadership offers several programs/services that foster student success:

- Housing Resource Information
- Student Photo ID
- Student Clubs/Organizations
- ASCC Social Club
- Campus-wide student activities
- Food Bank Distribution
- Food Pantry

Institutional Learning Outcome 2: Critical Thinking and Communication

After participating as a student leader, (ASCC and/or clubs) students will:

- Understand leadership as a process and reflect on how values and experiences affect how they choose to serve and lead.
- Be able to integrate leadership competencies with practical experiences.
- Be able to think ethically and critically.
- Be able to make individual decisions and participate effectively in group decision-making.
- Develop a personal philosophy of leadership, social responsibility and civic duty through demonstrated involvement in activities or completion of course/internship.

The department continues to support an inclusive campus environment through campus wide collaborations with ASCC, student organizations, faculty, staff and committees (on and off campus).

Institutional Learning Outcome 4: Social, Historical and Global Knowledge and Engagement

Cultural Center

Since fall 2015, the department has received equity funding for a part time activities assistant. The Cultural Center is a space for student voices and can create an opportunity to

influence institutional culture. The Center promotes awareness, provides support, advocates for students and collaborates with the Student Equity and Success Committee. The Center has implemented a series of college-wide efforts that are expected to engage all constituency groups to improve equality of opportunity for students from all target groups. Patton (2010) highlighted the importance of cultural centers for students of color and success rates (Culture Center in Higher Education, Perspectives on Identity; theory; and Practice).

In order to better understand what kind of events students would attend, the Cultural Center regular hosts taskforce meetings.

The Cultural Center has collaborated with the following local organizations/leaders to host events:

- Jewish Community Center of San Luis Obispo
- NAMI (National Alliance on Mental Illness)
- TMHA (Transitions Mental health Association)
- Local Drag Queens
- GALA (Gay and Lesbian Alliance)
- San Luis Obispo County Drug & Alcohol Services
- San Luis Obispo County Behavioral Health Prevention

In addition to this, the Cultural Center has collaborated with faculty and staff to host events. A few examples are listed below:

- Black History Month Read-In (English Department & Cuesta Library Staff)
- Hosted screenings for the Book of the Year (Book of the Year Committee)
- Recovery and Wellness: Growing Through Co-Occurring Disorders workshops on both campuses (Denae Boggs, Department of Applied Behavioral Sciences)
- Constitutional Controversies Debate Series (Debate instructor John Patrick)
- Hispanic Heritage Month (Latina Leadership Club, MEChA, Dreamer's Club)
- Día de Los Muertos event series (Latina Leadership Network student club, Dee Limon, CAFE Staff)
- Sobriety Road Screening and Panel (Denae Boggs, Department of Applied Behavior Sciences)

The Cultural Center is currently collaborating on the following events:

- Listen to Me Good: Women's Health, Legendary African American Midwives, and Student Activism in Black Communities (Zachary McKiernan, History faculty)
- White Fragility Discussion Group (ASCC, Faculty members: Beth-Ann Dumas, Alicia Hammond, Library Staff: Laurie Buchholz)
- Strategies for Supporting Neurodivergent Students Faculty & Staff Training (DSPS, Faculty: Louise Spadia-Beckham, Wired Like This student club)

- 21 Day Racial Equity and Social Justice Challenge, Community Conversations and culminating events (Equity and Student Success Committee)
- Book of the Year Screening (Book of the Year Committee)
- Hold on to Hope (Andrea Devitt, Counseling Staff)

Civic Engagement Grant

The Civic Engagement grant initially awarded in 2016 concluded fall 2019. The recent sponsored events included the Community Resource and Civic Engagement Fair.

Census Student Network Application Grant

The Census Student Network Grant Application was awarded in January 2020. Possible activities include the following:

- Partnering with Promotores Collaborative to host three Census workshops in the community (Oceano, San Luis Obispo and Paso Robles)
- On campus tabling hosted by League of Women Voters San Luis Obispo County
- Census information at monthly food bank distribution on Cuesta College campuses
- Census information at the campus food pantry
- *Census Exhibit* In the college libraries on the San Luis Obispo and North County campuses to include books and promotional materials.
- Computers in the Library dedicated to allowing individuals to complete the Census online.

III. ANNUAL MEASUREMENTS, ANALYSIS AND IMPROVEMENTS

Programs are often impacted by institutional or other organizational change. Please review program-relevant institutional data sources, such as institutional enrollment trends, which along with some other relevant program data, is available on the [SLOCCCD Institutional Research and Assessment website](#). Other organizational or departmental measurements may provide useful information for planning in your program; please describe those measurements and the data below.

A. Data Summary

- Describe data collection tool(s) used.
- Include updates to program data results from the previous year, if any.

B. Data Interpretation:

- Describe results from previous improvement efforts to the program based on institutional or departmental changes.
- Identify areas if any that may need improvement for program quality and growth.
- Recommend any changes and updates to program based on the analysis above. For elements that require funding, complete the [Resource Plan Worksheets](#).

Program Title: Student Life and Leadership

Description: Program Information from IPPR, such as Mission, Program Outcomes, and Program Connection to College Mission and Goals Data

Total Students Served	2016/2017	2017/2018	2018/2019
District-wide	56	57	59
-SLO	53	50	54
-North County	3	9	12
-South County	2	1	1

Student Life and Leadership	Student Success Units Completed/ Units Attempted Student Life	Student Success Units Completed/ Units Attempted College
Annual 2016/17 Total	80.77%	77.52%
Annual 2017/18 Total	86.93%	78.69%
Annual 2018/19 Total	83.33%	78.55%

The department also collects data on photo ids issued, campus tours, student activities and recognized clubs.

<i>Department Function</i>	Fall 2018	Spring 2019	Fall 2019
SLO Photo IDS Issued	1507	890	1465
NCC Photo IDs Issued	462	305	402
Student Activities	253	296	271
Org. Use Permits	31	33	24
Recognized Clubs	21	24	24
Rolling Signboard Requests	19	12	18
MyCuesta Announcement Req.	27	11	15
SLO Social Club SARS Check-in	2050	1780	2418
NCC Social Club SARS Check-in	1423	1367	1432
SLO Food Pantry SARS Check-in	3898 (556)*	4966 (656)*	8947 (1003)*
NCC Food Pantry SARS Check-in	1348 (210)*	1542 (174)*	1998 (209)*

*Unduplicated Numbers

Food Bank Monthly Distribution

Cuesta College was identified as a food distribution site at the end of the 2016 semester and the first distribution occurred in September 2016. The district site leader is Dr. Anthony Gutierrez. In addition, there are co-leaders for SLO and NCC. The SLO co-leaders are April McGee and Allison Phelps. The NCC co-leaders are Julianne Jackson and Diane Limon. The distribution occurs on the third Tuesday of each month. Each student/community member signs in and is provided prepackaged bags of dry goods and fresh produce.

Semester	SLO	NCC
Fall 2018	406	270
Spring 2019	356	274
Fall 2019	366	260
Total**	1028	804

**Total Distribution = 1,832

Cougar Food Pantry

Student Life and Leadership opened the Cougar Food Pantry fall 2018 on the SLO and NC campuses. The pantry is currently funded through a statewide grant allocation. Within the past 2 years, we have seen an increase in the number of visits. From that, the department decided to review the persistence rates of students who visited the pantry compared to the overall college population. The data below significantly shows the positive impact the cougar pantry had on student persistence between fall 2018 to spring 2019.

Food Pantry Overall Usage

Semester	SLO	NCC
Fall 2018	3898 (556)*	1348 (210)*
Spring 2019	4966 (656)*	1542 (174)*
Fall 2019	8946 (1003)*	1990 (209)*
Total**	17,810	4880

*Unduplicated Numbers

** Total Pantry Visits: 22,690

Persistence Rates Fall 2018 to Spring 2019

SLO – 87.4%
North – 90.1%

Overall District Persistence Fall 2018 to Spring 2019

SLO – 69.1%
North – 53.9%

Persistence Rates Based on Gender, Ethnicity and BOGW

	SLO CAMPUS		NORTH COUNTY CAMPUS	
Gender	Overall	Food Pantry	Overall	Food Pantry
Female	74.10%	87.22%	69.82%	93.15%
Male	73.53%	87.27%	67.73%	82.86%
Unknown	69.46%	100.00%	54.84%	100.00%
Grand Total	73.76%	87.40%	68.84%	90.10%
Ethnicity	Overall	Food Pantry	Overall	Food Pantry
American Indian or Alaska Native	60.82%	50.00%	44.44%	100.00%
Asian	82.53%	100.00%	78.26%	83.33%
Black or African American	68.20%	100.00%	65.79%	100.00%
Hispanic / Latino	73.11%	87.68%	67.25%	89.00%
Native Hawaiian or Other Pacific Islander	83.95%	100.00%	60.00%	
Two or More Races	75.64%	90.24%	70.27%	100.00%
Unknown / Non-Respondent	66.77%	100.00%	72.73%	100.00%
White	73.89%	86.03%	70.47%	89.47%
Grand Total	73.76%	87.40%	68.84%	90.10%
BOGW	Overall	Food Pantry	Overall	Food Pantry
BOGW	77.52%	85.49%	75.78%	91.43%
Grand Total	73.76%	87.40%	68.84%	90.10%

IV. ANNUAL PROGRAM OUTCOMES (ASOs AND SSOs), ASSESSMENT AND IMPROVEMENTS

Your program has established either Administrative Service Outcomes or Student Service Outcomes. Those outcomes are assessed and tracked in the Course or Program Assessment Summary. Review CPAS documents for ASO or SSO assessment results for program outcomes.

A. Describe any results from improvement efforts arising from ASO or SSO assessment in

the last year.

- B. Recommend changes and updates to program based on assessment of program outcomes. For elements that require funding, complete the [Resource Plan Worksheets](#) and review the Resource Allocation Rubric.

Cultural Center SLO #1

Students will be able to recognize the unique heritages, experiences, and values of others

Cultural Center SLO#2

Students will participate in cultural events and come to appreciate the role they can play in expanding their worldview.

Cultural Center SLO #3

Students will identify ways to function as an ally/advocate for underrepresented populations.

Quotes from assessments administered to students at Cultural Center events when asked what they gained when attending an event:

“I thought this event was a very interesting presentation of a complex social issue that is extremely relevant to our lives today.”

“I enjoyed that the speakers allowed themselves to be vulnerable enough to share their personal stories – it offered a different perspective.”

“I liked that people were sharing their stories, their struggles and letting us know that help is here and that we aren’t alone.”

“I now know how to look at information, how to research, to check my bias, and consult experts.”

“I liked the transparency, the tools and perspectives offered, and how it raised awareness”

“I liked the emphasis on diversity.”

“I liked how open everyone was and non-judgmental.”

“I liked that it taught us about our rights.”

The Cultural Center survey asked for feedback regarding advertising strategies that were most effective and the types of events that students would like to see implemented on campus. We received the feedback that students did not know about events and that they would like to see events that were relevant to their courses of study. We were able to implement the following strategies:

- Printing fliers and putting them in faculty mailboxes to better inform instructors of events that may be relevant to their course content and announce them in those classes.
- Individually emailing instructors a copy of event fliers so that they are aware of events that are relevant to their course content.
- Utilizing digital signage on campus

- Putting a-frames signs advertising the event at high traffic locations on campus at least one week prior to the event. Previously, signs were put out the evening prior or the morning of the event.

SSO: The Student Life and Leadership Office will assist students in combating food insecurities through providing a food pantry.

During fall 2019 the department conducted a survey of students who utilized the pantry. 942 students were emailed a survey and we received 176 responses (19% Response Rate). A few of the key findings are below:

- Did you feel welcome when you visited the pantry? *96% Yes*
- Did the campus food pantry provide you with meals that you would have otherwise had to skip? *77% Yes*
- By using the campus food pantry, were you able to allocate funds toward other necessities such as rent, utilities, car maintenance, medicine, etc.? *74% yes*
- By getting food from the campus food pantry, were you able to focus more of your time and energy on class-related activities? *89% yes*
- Were you able to stay enrolled in classes because of the assistance you received from the campus food pantry? *51% yes*

Student Comment: It allows us to get some food whether it is snacks or lunch in between classes or food to take home to eat it allows us to not worry and stress about having to spend money for food and be able to use our money for gas or scantrons or supplies for school. Also, it is nice for me personally to have my 10 min break from class, go into the pantry, grab a snack to refuel and go back into class refocused plus it is on campus and close by so it is perfect for short breaks.

Since only 51% responded “yes” to the question: “Were you able to stay enrolled in classes because of the assistance you received from the campus food pantry?”, the department begin collaborating with faculty and departments to provide food resources in the classroom and/or department offices. This year, the department provided food resources in the Veterans Center (SLO and NC Campus), Library, Student Success Center, Continuing Education, and various instructional areas (i.e. biology, theatre, etc.). The survey is on file with the department.

The Associated Students Cuesta College (ASCC) conducted an online survey during fall 2019. The purpose of the survey was to improve the student experience at Cuesta and how ASCC can better serve students. A few key findings are listed below:

- What prevents you from attending Cuesta events? 34% cited inconvenient timing and 28% cited their work schedule (full/part time job).
- What time are you most likely to attend an event? 72% indicated 12- 6:30pm as a preferred time and more than half citing from 12-3:30pm.

- How do you get your campus information? Students cited email announcements and faculty/staff informing them of events.
- What would make you more likely to participate in student wide activities? 62% of cited they would like something relevant to their major or career path.

A theme from the survey is students want more connections with faculty and peers. The department will work with ASCC to identify strategies to improve the student experience on campus. The survey is on file with the department.

V. ANTICIPATED SERVICE CHALLENGES/CHANGES

Provide a brief description of challenges or changes anticipated in the next year and any needs that have emerged as a consequence.

Suggested Elements:

- A. Regulatory changes
- B. Internal and external organizational changes
- C. Student and staff demographic changes
- D. Community economic changes – workforce demands
- E. Role of technology for information, service delivery and data retrieval
- F. Providing service to multiple off-campus sites
- G. Anticipated staffing changes/retirements

A. Regulatory changes

The department regularly reviews the student fee handbook to ensure that collection and use of fees are in alignment with the Chancellor's Office. The department reviews and remains current on the following fees:

- Student Center Fee
- Student Representation Fee: A \$1 increase was implemented bringing the fee to \$2. \$1 remain at the district and \$1 to the State Student Senate.
- Student Activities Fee
- Student Identification Card Fees
- Fees Charged Through Student Body Organizations

B. Internal and external organizational changes

This item is addressed in section H.

C. Student demographic changes

Student Life and Leadership continually assesses student demographics to ensure that we are meeting their needs for campus programming and services. The department is actively recruiting students to join student government. It has been challenging to recruit students in spring to serve in various ASCC roles for the following year.

D. Community economic changes – workforce demands

NA

E. Role of technology for information, service delivery and data retrieval

Student Life and Leadership utilizes technology to augment current programs and services. The department has multiple SARS stations to gather information on number of students who utilize programs and services. Wi-Fi service was added to the 5300 office area. This provided Wi-Fi coverage in the ASCC Office (5307) and ASCC Social Club (5312).

F. Providing service to multiple off-campus sites

G. Anticipated staffing changes/retirements

After reviewing data from fall 2019 SARS check-in at the NCC Student Life and Leadership office, the coordinator, after consultation with staff, decided to close the office on Mondays. The lowest day of students visits throughout the semester was on Mondays.

Day	Visits
Monday	564
Tuesday	941
Wednesday	849
Thursday	1007

The current Student Center Assistant is on leave and the department plans to hire a temporary employee to provide department assistance.

Since the opening of the NC Campus Center, the department has struggled to provide adequate staff coverage in the Student Life and Leadership office (N1005). We opened a new office and expected existing staff to cover two sites. The current department staff (two) cannot longer split their time between the two locations and provide the level of service needed.

VI. OVERALL BUDGET IMPLICATIONS

Provide a brief description of the immediate budget request(s) made in your [Resource Plan](#) (formerly called the Unit Plan). These elements will be reflected in the District planning and budget process.

Elements:

- A. Personnel
- B. Equipment/furniture (other than technology)
- C. Technology
- D. Facilities

A. The department is again requesting a full-time activities assistant to work at the North County campus center Student Life and Leadership office. It has been challenging to operate the NC office. If a fulltime is not an option, a part-time employee (3 days a week) to oversee the office area is essential. If this doesn't happen, the department may only be open at the beginning of each semester to issue student IDs.

The department will continue to request ASCC funding for student jobs (i.e., social club attendants, north county picture id worker, etc.). The current PT Activities Assistant (Cultural Center) is funded through Student Equity.

C. ASCC approved funding for a new Student Center digital signage (spring 2020),

B/D. (also incorporates D) The Student Center loan is retired and the annual fee revenue is approximately \$65-75,000. The coordinator has developed a list of (SLO) student center facility

needs, including remodeling, refurbishing, and/or operating the student center. The list below are projects that have been completed (or near completion):

1. SLO cafeteria was remodeled in December 2018 and new furniture was installed.
2. The ASCC Social Club (Room 5312) and lobby of 5301 was remodeled to maximize space and increase student usage.
3. Replacement of Student Center external digital signboard (projected to be completed spring 2020).

The next project will include Student Center Outdoor Furniture.

SIGNATURE PAGE

Director(s), Manager(s), and/or Staff Associated with the Program

Student Services and Administrative Services Programs: All full-time director(s), managers, faculty and/or classified staff in the program must sign this form.

Anthony Gutierrez

Division Chair/Director Name	Signature	Date
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Allison Phelps

Name	Signature	Date
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