ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: **COLLEGE WORK STUDY**

NAME OF PERSON SUBMITTING THIS REVIEW: Jodi Beynon

DATE OF SUBMISSION: 10/11/11

MANAGEMENT AREA (check one):

- ☐ **Administrative Services**
- ☐ **Instruction**
- ☒ **Student Services**

ASSESSMENT OF PAST PROGRESS

Describe your progress on your previous year's objectives:

Objective 1: **Fund requested student employment hours for college departments to help increase the college's persistence rate for students. (Student employment results in an 85% retention rate for students who have campus based employment at FRC.)** **Connection to results from assessment of student learning and/or other plans:** Strategic Plan – Goal 2.2, 2.3,3.1; Student Services Plan Student Employment	**Summary of Progress:** Requests for student employment hours in 2010-2011 equaled $359,754 (44,969 hrs of work). Student employment hours were allotted to meet available funding of $308,045 (37,751 hrs of work). Some departments spent over their allotted hours (see actual expenditures below). **Resources/Budget Used:** $ 118.024.00 = College Work Study 57,304.00 = CalWORKs Work St 27,681.00 = Food Services 24,770.00 = Federal Work Study 13,374.00 = FRFitness 13,150.00 = Matriculation 10,341.00 = CalWORKs Partners 10,276.00 = EOPS Work Study 7,940.00 = FRResidence Halls 3,360.00 = Maintenance 2,922.00 = Fish Hatchery 2,072.00 = BFAP 1,345.00 = SSS 165.00 = Athletics 115.00 = Instruction $ 292,839.00 = Total

Objective 2:	Summary of Progress:
Ensure the Student Hour Allocation Committee maintains representation from all administrative areas and meets as needed.	A committee representing the major administrative areas on campus (President's Office, Instruction, Student Services, Business Services and Athletics)met to review all student employment requests. The committee: ▪ Reviewed Prior year(s) allocations ▪ reviewed history of allocation usage ▪ reviewed current requests for hours ▪ Determined current year funds to meet budget allocations.
Connection to results from assessment of student learning and/or other plans: Strategic Plan – Goal 2.2, 2.3,3.1; Student Services Plan Student Employment	**Resources/Budget Used:**

CURRENT YEAR PROGRESS AND OBJECTIVES (FISCAL YEAR 2011-12)

What objectives and tasks will you take on for this year? (You may continue objectives from the prior year.) Are your allocated resources sufficient given your objectives?

Objective 1:	Action Plan (include who is responsible):
Fund requested student employment hours for college departments to help increase the college's persistence rate for students. (Student employment results in an 85% retention rate for students who have campus based employment at FRC.)	Requests for student employment hours in 2011-2012 equaled $307,317.04 (38,415 hrs of work). Student employment hours were allotted to meet available funding of $284,094.00 (35,512 hrs of work).
Connection to results from assessment of student learning and/or other plans: Strategic Plan – Goal 2.2, 2.3,3.1; Student Services Plan Student Employment; Student Services SLOs 1 - 5	**Resources/Budget Needed:** $ 115,000.00 = College Work Study 58,955.00 = CalWORKs Work St 27,580.00 = Food Services 25,530.00 = Federal Work Study 15,000.00 = FRResidence Halls 13,730.00 = FRFitness 12,599.00 = CalWORKs Partners 8,000.00 = EOPS Work Study 7,700.00 = Matriculation $ 284,094.00 = Total

Objective 2:	**Action Plan** (include who is responsible)**:**
Ensure the Student Hour Allocation Committee maintains representation from all	A committee representing the major administrative areas on campus (President's

administrative areas and meets as needed.	Office, Instruction, Student Services and Athletics)met to review all student employment requests. The committee: ▪ reviewedPrior year(s) allocations ▪ reviewed history of allocation usage ▪ reviewed current requests for hours Determineed current year funds to meet budget allocations.
Connection to results from assessment of student learning and/or other plans: Goal 2.2, 2.3,3.1; Student Services Plan Student Employment; Student Services SLOs 1 - 5	**Resources/Budget Needed:**

NEXT YEAR'S NEW OBJECTIVES (FISCAL YEAR 2012-13)

What objectives and tasks will you take on for next year? (You may continue objectives from the prior year.) Will your allocated resources be sufficient given your objectives?

Objective 1: **Fund requested student employment hours for college departments to help increase the college's persistence rate for students. (Student employment results in an 85% retention rate for students who have campus based employment at FRC.)**	**Action Plan (include who is responsible):** Requests for student employment hours for 2012-2013 equaled $301,056.00 (35,932 hrs of work). If the other funding sources remain status quo, the College Work Study budget must increase by $16,962.00 to fund the requests.
Connection to results from assessment of student learning and/or other plans: Goal 2.2, 2.3,3.1; Student Services Plan Student Employment; Student Services SLOs 1 - 5	**Resources/Budget Needed:** $16,962.00

Objective 2: **Ensure the Student Hour Allocation Committee maintains representation from all administrative areas and meets as needed.**	**Action Plan** (include who is responsible)**:** A committee representing the major administrative areas on campus (President's Office, Instruction, Student Services and Athletics)met to review all student employment requests. The committee: ▪ reviewedPrior year(s) allocations ▪ reviewed history of allocation usage ▪ reviewed current requests for hours Determineed current year funds to meet budget allocations.
Connection to results from assessment of student learning and/or other plans: Goal 2.2, 2.3,3.1; Student Services Plan Student Employment; Student Services SLOs 1 - 5	**Resources/Budget Needed:**

NEXT YEAR BUDGET CHANGE REQUESTS (FISCAL YEAR 2012-13)

Please provide rationale for budget *changes* (attach budget request sheets for entire annual budget).

Budget Request(s): Amount	Account Code	**Rationale** (include connection to other plans)**:**
$16,962	2335	To fund requested student employment hours
$568	3000	Statutory Fringes
$		

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on data provided:

1. Describe the current status of the Program/Depart/Service Area.

The Allocation Sub-Committee has met and allocated hours to all departments that submitted a request. All departments received a reduction based on the budget cut to the general fund. Departments must be extra vigilant of their allocations as since everyone had to take a percentage decrease because of the budget cut.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

The college has recognized the retention value of providing jobs for students, and the quality of service it brings to all areas of the campus. In 11/12, student employment suffered a $50,000.00 reduction, and unlike other employee groups, gained no restoration. In these difficult fiscal times, student employees are the least expensive and the most vulnerable. Many of our students find it difficult to pull together the gas money to get to class. Having a student job can make all the difference.

3. Briefly explain significant changes expected during the upcoming year.

For many years, the student employment program has received the majority of its funding from the college general fund. Because we had labeled the program "student employment" students paid from this budget were not eligible for food stamps. Last spring, the college and the county met to discuss possible resolutions to this situation. After investigation into the legalities, the college has decided to rename the "College Work Study" budget to "Federal Work Study" (the financial aid work study), thereby, enabling the general fund student employment program to become "College Work Study" (non-financial aid work study) which will enable all of our student workers, who qualify, to receive food stamps.

APPENDIX

Attach supporting documents as appropriate. Please see Instructions for examples of supporting documents per Management Area.