**GAVILAN COLLEGE**

**Institutional Support Program Self Study**

HOLLISTER SITE

IEC REPORT 2013

**Program Review**

I. Provide an organizational breakdown of your program. Do not include individual’s names, only position titles and FTE.

|  |  |  |
| --- | --- | --- |
|  | Title | FTE |
| Administrator | Instructional Services V.P.  | FT |
| Faculty - FT | 4 Full time instructors |  |
| Faculty - PT | 25 Part time instructors |  |
| Professional Support Staff | -Instructional Site Director -Program Services Specialist  | FTFT |

II. Program Process

A) The mission of the Hollister site of Gavilan Community College is to provide a nurturing and inviting environment where students and the community can receive quality customer service, programs and support to encourage life-long learning through education, career and vocational training.

The ultimate goals of the Hollister Site are to provide the students with the most comprehensive, convenient and personal attention that will allow students to attain their educational goals as well as the complete “college experience”.

B) The Hollister site provides students an atmosphere of convenience, class selection, and a “bike to school” approach. Our goal is to provide broader services for students, thus making the site more functional. We currently offer 7 of the 9 previously offered student services. Admissions & Records is available 5 days a week. Students can register for classes, add/drop, pay fees, acquire their student IDs, pick up and drop off forms. The application process is now online and creates an easier flow for students to get admitted into the college. Counseling is available once a week, with appointments offered both day and evening to assist students with their academic planning such as Ed Plans, unit extension forms and transfer option information. Tutoring services are offered every Tuesday from 3p.m.-6p.m. in all area subjects. The Bookstore provides book sales the first 3 weeks of Spring and Fall Semester. Thus, allowing students the convenience of purchasing their books who might otherwise be hindered by transportation so they can be better prepared for school. Library resources are available on a limited basis with a librarian on site every Wednesday from 9a.m. to 1p.m. A lending library has been developed so that students have accessibility to reading materials both educational and for enrichment. EOPS/CalWorks/CARE services provide office hours on Thursday evenings for those with special circumstances. Placement/Assessment is offered at least once a month and uses Accuplacer to test students. Budget constraints played a big part in the decrease of services such as Career/Transfer, Disability Resource Center (DRC) & Financial Aid. A survey recently administered to students shows a need Financial Aid services and more Counseling and Tutoring services.

C) Due to budget constraints student services decreased from 9 to 7 services. The two services no longer provided are Career/Transfer & DRC. Career/Transfer was a fulltime position and was redesigned into a part-time causing a lack of services for the off-sites. DRC Services stopped when their full-time counselor retired and at the same time there was a 43% cut to their budget. This created budget constraints not only for the off-sites but for the main campus as well.

D)The Instructional Site Director meets with each student service to develop a pattern in which the service can be available to students at the off-site. This collaboration is a key factor to have better accessibility for students to enhance their educational experience. The latest figures on the unemployment rate of 9.6% had decreased since the last IEC review of 14.8%, however there are still those students who are unable to make it to the main campus. Some reasons provided to office staff range from no money, no transportation and childcare. San Benito Transit does have a bus line that travels between campuses, however not all students can afford $320 to get to the main campus for a full semester. Students working take advantage of the closeness of the offsite and take courses during their lunch hour. Having student services at the Hollister Site provides a one-stop shop for students of all circumstances and helps them with their educational needs.

E) Accomplishments for the Hollister offsite include Business of the Year Award 2013. Classrooms were converted into “Smart Classrooms” by mounting data projectors and installing computers in rooms 2,3,4,5 to improve student learning, enhance curriculum and programs in order to help students meet their educational, career, and personal goals (strategy 2;goal7 & Strategy 3) Counseling department provided a touch screen computer for students to make counseling appts. & check in for counseling appts. (Strategy 2;goal 4). A scantron machine was purchased (strategy 2;goal3), Jr. Rams Club expanded tri-county(strategy 1;goal1), Continue offering student services(strategy2;goal7).

F) Student success and retention has been supported by the convenience of the site’s location and range of courses being taught. Having the site as a “one stop shop” is appealing to students who could not otherwise make it to the main campus. Providing a wide range of student services, so that we cater to all student population. We offer non-credit courses, ROP courses, and GE courses. Smart classrooms were designed to make the educational experience more rewarding and up to date. Courses are offered morning, afternoon and evening to make it easier for students to register for classes. Preparing students for transferring, technical and public service careers, life-long learning and participating in a diverse global society, are ways of helping students succeed in their educational goals. A recent survey conducted showed that Financial Aid, Counseling and Tutoring services are the top students services needed at the Hollister Site. Library services were added to accommodate students in the area of research and computer assistance.

G) Staffing dropped from 12 hour days of service to 9 hour days M-Th and 8hr days on Fridays. This due partly because the observation that after 6p.m. students were in class and the front office and drop-in labs were not being utilized to its full potential. The other reason for the change was that the Program services Specialist was out on medical leave and hours needed to be adjusted to accommodate 1 person staff. Office hours changed from 8a.m.-8p.m. M-Th, Fridays 8a.m.-5pm to 8a.m.-6p.m. M-Th and Fridays 8a.m.-5p.m. Security has been hired for the evening hours from 7p.m. to 10p.m.

H.) Budgets

 Budget year 10/11

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Account** | **Account Title** | **FY11/PD14 Adjusted Budget** | **FY11/PD14 Year to Date** | **FY11/PD14 Encumbrances** | **FY11/PD14 Commitments** | **FY11/PD14 Available Balance** |
| 4310 | Instructional Supplies | 0.00 | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=4310&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062011) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=4310&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062011) | 0.00 | 0.00 |
| 4510 | Office Supplies | 1,394.00 | [1,587.52](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=4510&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062011) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=4510&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062011) | 0.00 | ( 193.52) |
| 5150 | Printing | 0.00 | [43.70](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5150&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062011) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5150&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062011) | 0.00 | ( 43.70) |
| 5155 | Postage | 4.00 | [3.64](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5155&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062011) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5155&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062011) | 0.00 | 0.36 |
| 5250 | Mileage | 1,459.00 | [1,170.26](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5250&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062011) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5250&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062011) | 0.00 | 288.74 |
| 5510 | Natural Gas | 0.00 | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5510&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062011) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5510&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062011) | 0.00 | 0.00 |
| 5511 | Electricity | 8,900.00 | [8,950.93](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5511&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062011) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5511&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062011) | 0.00 | ( 50.93) |
| 5530 | Telephone/Pagers | 15,569.00 | [15,167.62](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5530&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062011) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5530&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062011) | 0.00 | 401.38 |
| 5612 | Facility Rental | 136,200.00 | [132,600.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5612&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062011) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5612&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062011) | 0.00 | 3,600.00 |
| 5630 | Repairs & Maintenance | 3,189.00 | [1,682.19](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5630&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062011) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5630&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062011) | 0.00 | 1,506.81 |
| 5840 | Accreditation | 0.00 | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5840&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062011) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5840&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062011) | 0.00 | 0.00 |
| Report Total (of all records) | 166,715.00 | 161,205.86 | 0.00 | 0.00 | 5,509.14 |

**Budget Year 11/12**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Account** | **Account Title** | **FY12/PD14 Adjusted Budget** | **FY12/PD14 Year to Date** | **FY12/PD14 Encumbrances** | **FY12/PD14 Commitments** | **FY12/PD14 Available Balance** |
| 4310 | Instructional Supplies | 120.00 | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=4310&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062012) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=4310&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062012) | 0.00 | 120.00 |
| 4510 | Office Supplies | 1,084.00 | [885.83](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=4510&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062012) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=4510&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062012) | 0.00 | 198.17 |
| 4710 | Food | 0.00 | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=4710&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062012) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=4710&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062012) | 0.00 | 0.00 |
| 5155 | Postage | 0.00 | [48.69](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5155&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062012) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5155&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062012) | 0.00 | ( 48.69) |
| 5250 | Mileage | 1,500.00 | [1,677.77](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5250&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062012) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5250&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062012) | 0.00 | ( 177.77) |
| 5300 | Dues/Memberships/Subscriptions | 0.00 | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5300&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062012) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5300&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062012) | 0.00 | 0.00 |
| 5511 | Electricity | 6,407.00 | [8,331.57](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5511&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062012) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5511&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062012) | 0.00 | ( 1,924.57) |
| 5530 | Telephone/Pagers | 17,778.00 | [7,883.33](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5530&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062012) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5530&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062012) | 0.00 | 9,894.67 |
| 5612 | Facility Rental | 136,225.00 | [141,721.50](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5612&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062012) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5612&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062012) | 0.00 | ( 5,496.50) |
| 5630 | Repairs & Maintenance | 2,407.00 | [2,260.27](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5630&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062012) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5630&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062012) | 0.00 | 146.73 |
| 5831 | Contracted Svcs/Non-Instructional | 717.00 | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5831&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062012) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5831&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062012) | 0.00 | 717.00 |
| 6400 | Fixed Assets to $5000 | 2,864.00 | [3,702.15](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=6400&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062012) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=6400&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062012) | 0.00 | ( 838.15) |
| Report Total (of all records) | 169,102.00 | 166,511.11 | 0.00 | 0.00 | 2,590.89 |

**Budget Year 12/13**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Account** | **Account Title** | **FY13/PD14 Adjusted Budget** | **FY13/PD14 Year to Date** | **FY13/PD14 Encumbrances** | **FY13/PD14 Commitments** | **FY13/PD14 Available Balance** |
| 4510 | Office Supplies | 1,588.00 | [2,547.16](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=4510&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062013) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=4510&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062013) | 0.00 | ( 959.16) |
| 4530 | Maintenance Supplies | 0.00 | [390.05](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=4530&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062013) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=4530&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062013) | 0.00 | ( 390.05) |
| 5150 | Printing | 44.00 | [75.86](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5150&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062013) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5150&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062013) | 0.00 | ( 31.86) |
| 5155 | Postage | 4.00 | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5155&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062013) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5155&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062013) | 0.00 | 4.00 |
| 5250 | Mileage | 1,170.00 | [1,689.18](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5250&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062013) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5250&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062013) | 0.00 | ( 519.18) |
| 5300 | Dues/Memberships/Subscriptions | 0.00 | [525.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5300&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062013) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5300&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062013) | 0.00 | ( 525.00) |
| 5511 | Electricity | 8,951.00 | [9,149.94](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5511&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062013) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5511&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062013) | 0.00 | ( 198.94) |
| 5530 | Telephone/Pagers | 15,168.00 | [10,104.22](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5530&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062013) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5530&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062013) | 0.00 | 5,063.78 |
| 5612 | Facility Rental | 136,200.00 | [114,966.40](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5612&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062013) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5612&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062013) | 0.00 | 21,233.60 |
| 5630 | Repairs & Maintenance | 1,682.00 | [3,019.33](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5630&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062013) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5630&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062013) | 0.00 | ( 1,337.33) |
| 5831 | Contracted Svcs/Non-Instructional | 0.00 | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5831&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062013) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=5831&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062013) | 0.00 | 0.00 |
| 6400 | Fixed Assets to $5000 | 0.00 | [2,672.90](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=6400&grnt=&skiprows=0&fcode=03&locn=&cmttype=&fspd=14&asof=30062013) | [0.00](https://ssb.gavilan.edu/prod/bwfkrpxu.P_ReportE?coas=X&fund=100&program=&inclrev=&atyp=71&ftyp=&orgn=600210&actv=&refnumber=&acct=6400&grnt=&skiprows=0&fcode=04&locn=&cmttype=&fspd=14&asof=30062013) | 0.00 | ( 2,672.90) |
| Report Total (of all records) | 164,807.00 | 145,140.04 | 0.00 | 0.00 | 19,666.96 |

I.) 1. The Hollister Site offers multiple courses in Math, English, History, Psychology, Child Development, Spanish, Political Science, Computers, Art, Sociology, Communications, Philosophy, Health Education, & Non-Credit. Courses are spread out throughout the morning, afternoon & evening to offer variety of courses for students to take.

i. Enrollment FTES

|  |  |  |  |
| --- | --- | --- | --- |
|  | 10-11 | 11-12 | 12-13 |
| FTES | 331.3 | 320.4 | 273.4 |

ii. N/A

iii.N/A

iv. Last term available at last Census: 1294

2. Student Outcomes

i.N/A

ii.N/A

3. Over the course of the past 3 years, the classrooms at the Hollister site have been converted into “Smart Classrooms” with mounted projectors and sedentary computer work stations for instructors to provide a better quality of education. San Benito County provided Mental Health Services through Calworks in Fall of 2011/Spring 2012. Staffing for these services ended when the clinician returned to Graduate school. Courses were offered in the afternoon to accommodate more offerings for students, i.e. Spanish, Pols 1, Hist1. Tutoring is provided to support students. Go print system installed for better efficiency in printing materials. Security has been hired for the evening hours from 7p.m. to 10p.m.

J. Over the course of the past three years the budget allocations have remained the same, with the exception of 2012/2013 in which the new lease was signed and agreed upon between the City of Hollister and Gavilan Community College District. The lease decreased causing a savings in the budget for 2012/2013 of $20,000. Currently we are operating on a smaller budget due to this decrease.

K. College Comparisons

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| College | FTES | Program Services | Staffing | Comments |
| Hartnell College King City Campus | Enrollment 4000 | Office Hours for Registration and Financial Aid 8-5 Mon-Friday Security Hours 8am-9pm M-Th, 8am-5pm F-Sat | Dean - Renata Funke (FT)Admin Assistant - Kimberly Kessler (FT)Enrollment Services Specialist including Financial Aid assistance- Olga Galvan (FT)Security Officers | 2 position were deleted and Financial Aid and Enrollment were combined as 1 position. |
| Hartnell CollegeNatividad Center | Not currently being used | Not currently being used | Not currently being used | Not currently being used |
| Harnell CollegeAlisal Campus | 1623 enrollment | Admission/records 9:30-6:00p.m. M-Th | Director of HEP Program, Director of Community Collaborative & Articul.Student Serv Tech/Admissions/Financial aid- PT3-Admin. Assistant1-Admin. Assist.-PT2-Counselors- PT |  |
| Cabrillo Watsonville Center | 1,962 enrollment430 FTES | Admin M-F 8a.m.-5p.m.Enrollment Services (A&R and Financial Aid): M-Th 9a.m.-6p.m.;Friday 9a.m.-12p.m.Learning Center and Computer Lab: M-Th 8 am-8 pm, Fri 8 am-4 pmComputer lab only: Sat 8:30am-1 pm | Dean of Education Centers1 Admin Assistant 1 Learning Center coordinator (faculty)3 Instructional Assistants (Learning Center)1 Instructional Assistant (computer lab)-------------------------------2 Enrollment Services Positions1 Computer Lab coordinator (faculty)1 Computer Maintenance Technician2 custodians2 counselors | More positions were added |
| Merced College Los Banos Campus | 1014.6 FTES | Student Services 8am-4:30p.m. M-Th, Wednesdays 8am-7p.m.Fridays 8am-4:30pmLibrary 8am-8pm M-Th and 8am-12p.m. | DeanAdministrative AssistantProgram AssistantStudent Services Coord.4- Student Services Assistants2- Instructional Support Tech3 Library/Media TechMaintenance Mechanic2 Custodians1 grounds | Positions vary from Fulltime to 10month. |
| Hollister Site | 273.4 | Office Hours M-Th 8a.m.-6p.m. Fridays 8-5p.m.Counseling Wed. 11a.m.-7p.m.Library ServicesWed. 9am-1p.m.Tutoring Tues. 3p.m.-6p.m.EOPS Thurs.5p.m.-7p.m.Assessment 1x monthBookstore Services at start of each semester2 Drop-in Labs | Site DirectorProgram Serv. SpecialistCounselorEOPSAssessmentLibrarian | Student Services are very limited to 1xweek or 1xmonth. |

III. Trends Affecting your Program (Data Driven)

1. Program strengths include the welcoming, accessible location of the site. The hours of operation provide convenience to students who wouldn’t otherwise have access to computers at home. Community collaboration is helpful in the areas of offering courses off-site. For the year 2013, the Hollister site was nominated and chosen as “Business of the Year” for its service to the community and providing members of the community life-long learning experiences. One example is that we offer a kinesiology course at the Portuguese Hall providing a community relationship not only for students taking the course, but establishing a working relationship between organizations. Also Non-credit courses are being offered in surrounding elementary schools, again, building a working relationship in this community. A major challenge is not having a Financial Aid representative on-site. Not all students can travel to Gilroy for this service. The San Benito County unemployment rate is 9.6%. Many unemployed members of the community come to Gavilan to seek training or to continue with their education. Not having a Financial Aid representative creates issues with these students when needing to complete requirement to continue the process for enrollment. Although the Hollister Site does provide a “pony” for delivery of financial aid paperwork, there are issues that arise in which we are not trained to accommodate the student. A student may wait up to 3 days after dropping off paperwork at the site before knowing if they qualify. In 07/08 fiscal year, 469 financial aid forms were dropped off at the site. For the fiscal year 12/13, 1071 forms were dropped off at the site. Based on a survey administered in October the top 3 student services requested more of were Financial Aid, Counseling and Tutoring services. Another challenge would be that course offerings are limited. We cannot provide courses that require a wet lab such as chemistry or biology. Also there are courses that are offered at a set time every semester with no flexibility on changing the times, this based on instructors’ availability. This creates a challenge for students who can only take morning courses or those that can only take evening courses.
2. The past program plans show a need for student services. The one-stop shop idea is appealing so that students can come to one place and take care of their needs. In order to continue with our efforts in supporting students, we need to provide a complete package. This will also ensure the success of the off-site, making it more desirable. A recent survey conducted showed that the 3 top student services needed are Counseling, Financial Aid and Tutoring Services.
3. Budget or lack of staff create an issue in providing sufficient student services such as Tutoring, Counseling. These services are offered but not often enough. Financial Aid is a service that is not offered, yet most requested by students. Paperwork for Financial Aid is received and driven over to the main campus for processing. For the year 2012/13 1071 forms were received and taken to the main campus for processing. This is a challenge for students who are in need of financial aid assistance to purchase educational materials, books & school supplies, etc.

IV. Program/Student Learning Outcomes

| **Outcome** | **Assessment/Measurement** | **Result** | **Use of Results** |
| --- | --- | --- | --- |
| 30% of students who completed the survey reported using 2 of these student services. | Survey | 45% percent of students who completed the survey used at least 2 of the 10 student services provided. | Continue providing support and awareness to students with information about students services offered in Hollister. |
| 75% of students who completed the survey reported that information provided at the front desk was useful or very useful. | Survey | 85% of students who completed the survey reported that information provided at front desk was useful or very useful. | Will continue keeping up to date on information provided by the Main Campus in order to keep students at off-site well informed. |
| Show a need to increase Support Services at the Hollister Site. | Survey | Students completing the survey reported that Financial Aid, Counseling & Tutoring were the top 3 needed support services for the Hollister Site. | Through Program Planning, Student Services are being requested. |
| 30% of student surveyed will show that they used the Hollister office to drop off paperwork/get info for financial aid services. | Survey | 85% of students surveyed showed they used the Hollister Office for Financial Aid services to drop off or get info. | Through the Program Plan process continue asking for a Financial Aid Technician to have a presence at the Hollister site. |
| Financial Aid to be identified as being one of the most in need services for the Hollister Site. | Survey | 25% of students surveyed identified that Financial Aid is one of the most needed services for the Hollister Site. | Through the Program Plan process continue asking for a Financial Aid Technician to have a presence at the Hollister site. |

V. Program Plan/Budget Requests

A.) Goals and Objectives for the next three years are to establish a better quality of service for students by providing those student services that are lacking at the off-site. Counseling, Financial Aid and Tutoring seem to be the top 3 services based on a survey administered in November 2013. In order to determine the best way to accomplish the goal of offering these services, the site director shall meet with the named services to establish what requirements will be needed both financially and with staffing.

B.) Current Program Plans: See attached

VI. Self Study Summary

In keeping with the overall mission of Gavilan College, the Hollister Site cultivates learning and personal growth. Providing students with accessibility to courses that will help them in the areas of career and technical education, developmental education, transfer pathways, and support services. A wide range of GE courses, non-credit and ROP courses are offered to make the site appealing to the San Benito County Residents. Support services include Admissions & Records, Counseling, Tutoring, Bookstore, Library resources, EOPS/CalWorks/CARE and Placement/Assessment. The Hollister site is always looking to creative ways of expanding its course offering and support services. Financial Aid, Counseling & Tutoring are top priority for the future years to accommodate those students in need of these services. Building up the course offerings is also priority to make for a better transition when a new facility opens up in the future in San Benito County. The Hollister site was awarded the Business of the Year award for 2013, proving that it is being recognized by the residents of San Benito County as an established and invested business for this area. Internally classrooms were transformed to smart classrooms for a better quality educational experience. The addition of Security in the evenings makes for a more comfortable setting for evening students as well as evening instructors. Also added, a Library technician who comes once a week to provide students with library resources and introduce students to the lending library services. The unemployment rate has gone down from years past, however we are still seeing a trend of students who cannot afford to make it to Gilroy to attend courses there. We need to accommodate these students with a “one-stop shop approach” and provide them with the most possible services. Also as fees for education rise, students prefer to attend a community college versus transferring to UC/CSU right out of High School, therefore creating a trend of more students wanting to stay home and save money. This is where the Hollister site provides an atmosphere of convenience, class selection, and a “bike to school” approach.