BUDGET NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	**Raymond Carlos**
Program or Service Area:	**Office of Student Life**
Division:	**Student Services**
Date of Last Program Efficacy:	**Spring 2014**
What rating was given?	**Continuation**
Amount Requested:	**$60,000 per year**
Object Code:	**1200**
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	#1,#2, #3, #4, #5

Note: To facilitate ranking by the committee, please submit separate requests for each general area of budget augmentation needed. Do not request a lump sum to encompass many different areas.

One-Time □   Ongoing   X

Does program or service area have an existing budget?   Yes   □   No   X

Are there alternative funding sources? (*for example, Department, Budget, Perkins, Grants, etc.*)

                                                                              Yes   □   No   X

If yes, what are they: _____

1. Provide a rationale for your request (Give a detailed explanation of why this budget increase is needed.)

> The Office of Student Life does not have an adequate budget to serve the needs of the student body. Ideally, the Associated Student Government would transfer $10,000 per year into the OSL Trust Account. These funds are typically used for supplies. However, **these funds are not guaranteed as ASG has control over these funds**. In 2015-2016, ASG could not afford to transfer any funds to OSL. Because these funds are not guaranteed, OSL cannot forecast accordingly and plan for quality student programming and assess future programming through efficient uses of technology. Additionally, OSL does not have the budget for staff development and/or to attend conferences to stay compliant with current Title V and Title IX requirements. Furthermore, OSL at times has to purchase supplies for the Student Photo ID Machine when ASG is not meeting on a regular schedule. Because the Student ID also serves as a bus pass through Omni Trans, this has the potential of becoming an access issue for the college.

2. Indicate how the content of the department/program's latest Efficacy Report and/or current EMP supports this request and how the request is tied to program planning. *(Directly reference the relevant information from your latest Efficacy Report and/or current EMP in your discussion.)*

> The current data from the last EMP report shows that OSL can improve in tracking data. Examples include the use of the cyber lounge, use of the student lounge, students who participate in events, students who go through the discipline process, and students who are engaged in clubs an organizations. Steps have been put in place to attempt to measure many of these; however, student programming is still a weakness. It is difficult to measure events put on by OSL because of the lack of funding, but more importantly, the ability for OSL to measure the participation at events hosted and sponsored by ASG and the only thirty club on campus.

3. Indicate any additional information you want the committee to consider *(for example, regulatory information, compliance, updated efficiency, student success data, or planning, etc.).*

> All staff members who work with Student Discipline and Title IX should be trained adequately. This includes all staff within the office in order to create a strong emotional climate when working with students who are dealing with trauma and conduct challenges. Moreover, OSL can create a strong emotional climate within the student body if given the opportunity to create high quality programs.

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program plans to support those costs.

> We do not foresee any related costs associated with this request.

5. What are the consequences of not funding this budget request?

> Non-compliance and legal ramifications which will hurt our accreditation. Additional challenges in creating a positive culture within the student body.