

**BUDGET NEEDS ASSESSMENT APPLICATION**  
**Fall 2019**

Name of Person Submitting Request:	<b>Kathy Kafela</b>
Program or Service Area:	<b>Transfer and Career Center</b>
Division:	<b>Student Services</b>
Date of Last Program Efficacy:	<b>March 15, 2019</b>
What rating was given?	<b>Continued</b>
Amount Requested:	<b>\$9,000</b>
Object Code:	<b>4750</b>
State specifically how this budget will be used:	<b>Meals &amp; Refreshments for Meetings and Events</b>
Strategic Initiatives Addressed:	Promote Student Success
Needs Assessment Resources (includes Object Codes & Strategic Initiatives):	<a href="https://www.valleycollege.edu/about-sbvc/campus-committees/academic-senate/program-review/needs-assessment.php">https://www.valleycollege.edu/about-sbvc/campus-committees/academic-senate/program-review/needs-assessment.php</a>

*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 ☒

Does program or service area have an existing budget? Yes ☒ No ☐

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

Yes ☒ No ☐

If yes, what are they: There are funds currently available in the Transfer/Career Center budget for meals and refreshments.

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

An increase in the meals/refreshments budget is necessary to be able to provide meals for all the Transfer Center's events. We have found that incentivizing events with meals and refreshments helps increase student attendance. For example, due to a one-time fund in 2018, the Transfer Center was able to provide dinner and refreshments for the annual Transfer Ceremony and Celebration. This event drew hundreds of students and their families to celebrate their accomplishments. In comparison, we were unable to offer a meal for the Transfer Celebration in 2019, and our attendance dropped down to approximately 88 students. We believe that there was a drop in attendance because we were unable to provide students' and their families a dinner for the ceremony.

Further, providing meals and/or refreshments to our students also helps us increase student engagement in events such as the Fall Transfer Fair, which is a signature event at all community colleges that is meant to introduce students to transfer culture and four-year universities. In Fall 2019, we offered a free plate of food for participating in "Transfer Bingo". "Transfer Bingo" required that students visit at least 5 university booths and ask admission questions in exchange for free lunch. We had approximately 125 students participate in "Transfer Bingo". We believe that offering a modest meal to increase student engagement is a small price to pay if it will help us garner student interest in learning about transfer options and careers.

So far, in Fall 2019, the Transfer Center has spent \$4,279.50 in meals for the Fall Transfer Fair, and Fall Transfer 101. Spring 2020 events will include the two Spring Transfer Fairs, Transfer 101, and the Transfer

Ceremony and Celebration. We hope to be able to offer meals for these events in the near future. An increase in the meals and refreshments budget would allow us to incentivize these events.

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.*)

As stated in our EMP, "The overarching goal [of the Transfer Center] is to enhance transfer culture and student awareness of their educational options beyond the community college while increasing the number of students, who apply to transfer from San Bernardino Valley College to a four-year institution, especially historically underrepresented students." We will be able to better accomplish this goal if we can incentivize attendance at our signature events. As Community College staff and faculty, we know that student participation and engagement can be low at all kinds of events---despite the quality and benefit of these events. One effective and low cost way to increase attendance is by providing meals and refreshments.

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

The new Student Centered Funding Formula focuses on how well students are achieving their stated goals. There are 3 calculations in the new formula, one of which is the student success allocation that includes the number of students transferring to four-year colleges and universities. Future state funds are tied to the transfer success of our students. In order for the Transfer Center to achieve its goals of creating a transfer culture and cultivating transfer awareness, it is necessary to be an adequately funded department.

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

NA

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

Not receiving funding for meals and refreshments would mean that we would suffer a significant decrease in student engagement and attendance in Transfer and Career Center activities. One example is the steep decline in attendance in this year's Transfer Celebration.