



# **PROGRAM COMPREHENSIVE REPORT**

**2022 - 2023**

Program Review (S) - Basic Needs

# Program Planning

2022 - 2023

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## General Information

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### **Please enter your program's purpose statement.**

Ventura College Basic Needs Center looks to increase accessibility to food, housing, mental wellness along with financial resources.

We aim to reduce and eliminate the burdens caused by housing or food insecurities, as well as increase our students' access to food, housing, and personal care products through integrated campus services, and deep collaboration with community organizations.

### **Briefly describe your program and the services that it offers to students.**

Basic Needs refers to the food, stable housing, and wellness security of our students at Ventura College as well as community members. We have created support programs and resources that can assist our students in meeting their basic needs and promoting their academic success. Basic needs security has been shown to have a direct impact on the mental-emotional-physical health, wellness, academic performance, professional development, and holistic success of our students. The Ventura College Basic Needs Center looks to increase accessibility to food, housing, mental wellness along with financial resources. The Basic Needs Center assists students with CalFresh applications, food insecurity, housing referrals, transportation assistance, and referrals to other campus services.

### **How does your program support VC's mission?**

Our mission is to provide students with the support programs and resources necessary to meet their basic needs, so students can focus on their academic success. Ventura College is committed to providing an educational environment that fosters compassion and respect, welcomes diversity and supports students in various circumstances, including students experiencing housing and food insecurities.

### **SWOT Analysis: What are the strengths of your program?**

One of our strengths is the level of awareness from our students about the Basic Needs Center and the services we provide. Our program has had continued growth each year in both student usage and the services we provide to students.

### **SWOT Analysis: What are the weaknesses of your program?**

The demand for basic needs supplies which include food, personal care products, school supplies, etc. has more than doubled from the previous semester and keeping our pantry stocked is one challenge we are facing. Another weakness our department faces is in terms of staffing. Our department consists of one fulltime position and this impacts the number of drive thru events, hours of operation, and services we are able to provide our students.

### **SWOT Analysis: What are some opportunities for your program?**

Some opportunities for our program include seeking community partnerships in areas related to housing and mental health services. Housing in our area tends to exceed students budgets and seeking affordable housing is always a challenge. By seeking to partner with Area Housing Authority, local apartment buildings, and other agencies, we may be able to serve more of our students housing needs.

### **SWOT Analysis: What are some threats to your program?**

Inflation, food shortages, variety of products and increased demand for our services are some of the threats are program faces each day. The State of California has made a commitment to provide an annual Basic Needs allocation but if this were to be cut or reduced, this would also jeopardize our program and services.

# Program Planning

## Service Usage

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**How many total student contacts occurred in your program in the previous year?**

2474

**Describe the trend in usage over the past two years?**

We are seeing an increase in the number of students who are using one or more of our services.

**Are there any student gender groups more than 5 points lower than the overall VC student population?**

No

**Student Gender Groups: If yes, please describe.**

NA

**Are there any student ethnic groups more than 5 points lower than the overall VC student population?**

No

**Student Ethnic Groups: If yes, please describe.**

NA

**Briefly describe what your program has done to close equity gaps in students accessing your program?**

Publicity, student outreach, drive thrus, etc....

## Six Factors Survey

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**Six Factors Survey: General Observations**

During Spring, we were able to survey 118 students in comparison with 3 the prior year. Overall, students are satisfied with our services (4.8), they feel valued (4.7) and nurtured (4.7) by our department.

**Which of the six factors did your program score the highest on?**

Valued

**Why do you think your program scored the highest on this factor?**

The Basic Needs Center staff and student understand our students needs, therefore, they show compassion, empathy, and concern when working with our students.

**Which of the six factors did your program score the lowest on?**

Connected

**Why do you think your program scored the lowest on this factor?**

During 21-22, most of our students were still taking online or hybrid classes. Most of our connections with students happened during our drive-thru events. This type of experience is not always as personable as face-to-face and engaging with them in our Center.

## SUOs

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**Briefly describe the results of your SUO assessments.**

Due to COVID and campus closures, we plan to assess both our our SUO's before Spring 2023.

**Which SUO initiative(s) had the greatest impact on improving outcomes for your program?**

Despite not having assessed our SUO's, we continue to make changes in our procedures, best practices, and we are working to raise campus awareness to ensure our students have access to all of the services provided by our Center.

## Course Success Rate - COUN, EAC & EOPS only

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**Course Success Rate: General Observations**

NA

## Objective

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### 3-Year Objective

Provide food and/or basic needs supplies to address the food insecurities of Ventura College students.

#### What specific actions will you take to meet this objective?

Continue to work with community partners and organizations to create additional donations. Ensure we have adequate space and storage equipment to house food and supplies.

#### Which of the following Educational Master Plan Goals does this objective align with?

Goal 1: Increase the success of our students while closing equity gaps, Goal 3: Strengthen local/regional partnerships and community engagement, Goal 5: Effectively manage campus resources to meet student and community needs

#### Which of the following Student Equity Plan Goals does this objective align with?

Goal 1: Access and Successful Enrollment, Goal 2: First-Term to Second-Term Persistence, Goal 4: Transfer, Goal 5: Degree/Certificate Completion

#### Review Type

Mini

#### Program Review Cycle

2020 - 2023

#### Objective Status

Active

#### Completion Date

12/31/2021

#### Year 2: Describe Progress Made Towards Objective

We gained an extra refrigerator and a storage room to adequately store food and supplies. There was an increase in community partnerships who provided us with additional food and supplies for our students.

#### Year 2: Discuss Any Challenges You Encountered in Progressing Towards This Objective.

Due to COVID-19 campus closure, we may lose some of our community partnerships as we have had to temporarily close our food pantry. The pandemic may also effect the state funding allocations. Budget uncertainties will make it difficult to maintain pantry operations without additional secured funding from Ventura College.

#### Year 3: Describe Progress Made Towards This Objective

With the campus closure due to Covid-19, the Basic Needs Office assisted students through student drive-thru events at both VC main campus and VC East Campus on a bi-monthly basis. Students were provided with food and other essential items and goods. Once a month, Basic Needs Office partnered with ASVC for pantry events to increase awareness and provide services to more students. With these larger events we were able to provide hot meals and additional student services.

#### Year 3: Discuss Any Challenges You Encountered in Progressing Towards This Objective

With services being moved to remote only, not all students were able to take advantage of the drive-thru services. Transportation, scheduling conflicts and safety concerns due to the pandemic made it challenging to reach all students.

#### Resource Requests

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#### Resource Request Status

Active

#### Request Year

2021-2022

#### Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)

BNO1906

**Description of Resource Request**

Purchase or lease a commercial van for weekly food and supply pick-ups. Current availability is dependent upon Athletics' use of college vans. Food pick-ups occur an average of 7 times a week when the food pantry is open.

**Estimated Cost**

\$40,000

**Type**

Other (Not Prioritized)

**New/Replacement**

New

**Previously Requested in Year(s)**

2020-2021, 2019-2020

**Priority**

04

**Primary Contact For This Resource Request**

Alma Rodriguez

**Related Documents**

[Van Quotes 20\\_21.docx](#)

[Van Quotes 21\\_22.docx](#)

**Administrator, Faculty, or Staff Request****Equipment, Technology, or Facilities Request****Pirate's Code**

Lenawee

**Resource Requests****Resource Request Status**

Active

**Request Year**

2021-2022

**Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)**

BNO2001

**Description of Resource Request**

Annual allocation of \$25,000 to purchase food for the Food Pantry. The pantry cannot operate on donations alone, and needs VC funding to supplement additional food and supplies.

**Estimated Cost**

\$25,000

**Type**

Other (Not Prioritized)

**New/Replacement**

New

**Previously Requested in Year(s)**

2020-2021, 2019-2020

**Priority**

03

**Primary Contact For This Resource Request**

Alma Rodriguez

**Administrator, Faculty, or Staff Request**  
**Equipment, Technology, or Facilities Request**

**Objective**

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**3-Year Objective**

Increase awareness of Basic Needs Office services and provide greater support for students applying for CalFresh, housing referrals and community resources.

**What specific actions will you take to meet this objective?**

The Basic Needs Office is a relatively new program at VC. Our top priority is continuing to increase visibility and student awareness on campus. We promote our services by participating in more campus outreach events each year. In the office there are currently two student computer stations which are often crowded and in high demand. As we grow and serve more students, we need to increase the number of computer stations available to students.

**Review Type**

Mini

**Program Review Cycle**

2019 - 2022

**Objective Status**

Active

**Completion Date**

06/30/2020

**Year 2: Describe Progress Made Towards Objective**

The Basic Needs Office participated in more campus outreach events and partnered with other student services such as Athletics, MESA, ASVC, and FYE to put on presentation and events for students. This resulted in an increase in student participation within the Basic Needs program.

No progress was made on the purchase of the additional student stations.

**Year 2: Discuss Any Challenges You Encountered in Progressing Towards This Objective.**

Lack of funding and resources prohibited us from purchasing the additional student computer stations.

**Year 3: Describe Progress Made Towards This Objective**

Basic Needs Office partnered with ASVC and Financial Aid for the Food Pantry drive-thru events. With ASVC, in addition to providing food for students, these drive thru events addressed social and cultural topics, such as Earth Day, Black History Month, Women History Month. These larger drive-thru events attracted larger student participation, further promoting Basic Needs Office services to our VC students. The Financial Aid Office also participated in the Pantry events by providing students with a lender laptop and hotspots. When students came to pick up their laptops, they were also given groceries and flyers with Basic Needs services.

**Year 3: Discuss Any Challenges You Encountered in Progressing Towards This Objective**

As a result of Covid and working remote, there were less opportunities to work with other student services.

**Resource Requests**

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**Resource Request Status**

Active

**Request Year**

2021-2022

**Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)**

BNO1902

**Description of Resource Request**

Purchase 2 workstations and 2 chairs for student use in the Basic Needs Office.

**Estimated Cost**

\$6000.00

**Type**

Equipment

**New/Replacement**

New

**Previously Requested in Year(s)**

2020-2021, 2019-2020

**Priority**

06

**Primary Contact For This Resource Request**

Alma Rodriguez

**Related Documents**

[Quote\\_Computers and Desks.msg](#)

[21\\_22\\_Basic Needs\\_Quote\\_Code\\_Grant Jones.pdf](#)

**Administrator, Faculty, or Staff Request****Equipment, Technology, or Facilities Request****Pirate's Code**

Bee

**Resource Requests****Resource Request Status**

Active

**Request Year**

2021-2022

**Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)**

BNO1903

**Description of Resource Request**

1 computers, monitors, keyboards and 1 network scanner for student use in the Basic Needs Office.

**Estimated Cost**

\$2000.00

**Type**

Technology

**New/Replacement**

New

**Previously Requested in Year(s)**

2020-2021, 2019-2020

**Priority**

05

**Primary Contact For This Resource Request**

Alma Rodriguez

**Related Documents**

[Quote\\_Computers and Desks.msg](#)

[21\\_22\\_Basic Needs\\_Quote\\_Code\\_Grant Jones.pdf](#)

**Administrator, Faculty, or Staff Request**

**Equipment, Technology, or Facilities Request**

**Pirate's Code**

Shawano

**Resource Requests**

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**Resource Request Status**

Active

**Request Year**

2021-2022

**Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)**

BNO1904

**Description of Resource Request**

Funding request for outreach supplies such as canopy and other items to be used during campus and community events to increase awareness of Basic Needs services. This also includes funding for printing promotional cards and flyers.

**Estimated Cost**

\$4,000.00

**Type**

Other (Not Prioritized)

**New/Replacement**

New

**Previously Requested in Year(s)**

2020-2021, 2019-2020

**Priority**

02

**Primary Contact For This Resource Request**

Alma Rodriguez

**Administrator, Faculty, or Staff Request**

**Equipment, Technology, or Facilities Request**

**Resource Requests**

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**Resource Request Status**

Active

**Request Year**

2021-2022

**Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)**

BNO1905

**Description of Resource Request**

The Basic Needs Office is staffed with only one full time employee and so it is crucial we secure funding for up to 5 student workers to help meet the needs of the department and provide continuous support for students. With three campus locations to serve students (Basic Needs Office in BCS, Food Pantry in CSC, VC East Campus) additional help is needed to keep all locations open. The Food Pantry is primarily operated by student workers. The Basic Needs Office also uses 1 student worker. All efforts will be made to utilize any available federal and/or state funding first such as Federal Work-study or CalWorks Work-study. Unfortunately this funding usually exhausts before the end of the academic year.



**Estimated Cost**

\$10,000

**Type**

Other (Not Prioritized)

**New/Replacement**

New

**Previously Requested in Year(s)**

2020-2021, 2019-2020

**Priority**

01

**Primary Contact For This Resource Request**

Alma Rodriguez

**Administrator, Faculty, or Staff Request****Equipment, Technology, or Facilities Request****Objective****3-Year Objective**

Development of Student Worker Training Tool

**What specific actions will you take to meet this objective?**

Create a reference tool outlining common practices and procedures within the Basic Needs Office and Food Pantry. This reference tool will be utilized by student workers and staff.

**Review Type**

Mini

**Program Review Cycle**

2019 - 2022

**Objective Status**

Active

**Completion Date**

06/30/2020

**Year 2: Describe Progress Made Towards Objective**

This training manual is still in progress.

**Year 2: Discuss Any Challenges You Encountered in Progressing Towards This Objective.**

With the COVID campus shut down, our primary focus shifted towards establishing a drive thru pop-up food pantry to meet the needs of our students who are food insecure as well as move our services online.

**Year 3: Describe Progress Made Towards This Objective**

Our intention was to create a written Basic Needs Student Worker Training reference guide to outline student workers daily task and job duties they are to perform. During the last year job duties were forced to change to online services only due to Covid.

**Year 3: Discuss Any Challenges You Encountered in Progressing Towards This Objective**

Issues that the basic needs office faced were student workers needed to be retrained for virtual interactions with students needing basic needs services. Ensuring they were properly trained to perform all of their duties remotely was our first priority. In addition due to COVID-19 and campus closures, we went from four student workers to one.

**Resource Requests****Resource Request Status**

Active

**Request Year**

2021-2022

**Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)**

BNO1907

**Description of Resource Request**

Create a written reference tool for student workers.

**Estimated Cost**

0

**Type**

Other (Not Prioritized)

**Previously Requested in Year(s)**

2020-2021, 2019-2020

**Priority**

NR

**Primary Contact For This Resource Request**

Alma Rodriguez

**Administrator, Faculty, or Staff Request****Equipment, Technology, or Facilities Request****Objective****3-Year Objective**

Expansion of community partnerships and awareness of state and federal program regulations

**What specific actions will you take to meet this objective?**

Participation and networking with various community organization relevant to basic needs services and attendance to various trainings.

**Review Type**

Mini

**Program Review Cycle**

2019 - 2022

**Objective Status**

Active

**Completion Date**

06/30/2021

**Year 2: Describe Progress Made Towards Objective**

Staff attended the Basic Needs Summit which presents annual updates on federal and state regulations. Staff also attended the Men of Color webinar.

The Basic Needs Office expanded community resources to include donations from a second Trader Joe's location. It also networked with neighboring Oxnard College and Cal State Channel Islands food pantries. Through the VC Foundation, hygiene kits for students were donated. Within our campus community, the Basic Needs Office partnered with other student services such as Athletics, MESA, ASVC, and FYE to put on presentation and events for students.

**Year 2: Discuss Any Challenges You Encountered in Progressing Towards This Objective.**

The recent campus closure has made it difficult to expand community partnerships. In fact, it has hindered current partnerships as well. With a pantry no longer available to the community, the majority of our donations have temporarily stopped. It is our hope that we will be able to reconnect once campus reopens.

### Year 3: Describe Progress Made Towards This Objective

Over the last year to help Basic Needs Office keep up with changing rules and regulations, the basic needs office attended two virtual trainings. The first hosted by Ventura County for CalFresh. Understanding how the county streamlined the application process for students, along with reducing requirements needed to apply as a student. Basic Needs also attended the National Basic Needs Summit to broaden our knowledge on different ways to serve students basic needs (homelessness, housing insecurities, food insecurities, mental health issues).

We also partnered with the Ventura College Foundation and held a staff ,faculty, administration, and community donation drive. As a result we raised over \$20,000 for basic needs.

### Year 3: Discuss Any Challenges You Encountered in Progressing Towards This Objective

The pandemic has affected everyone in one way or another. Community partners were affected significantly, making it difficult to build or strengthen our relationships.

Due to COVID-19 we have seen an influx of students needing more basic needs support. Issues that students were facing were losing jobs and not being able to afford to pay rent. In addition, prices on available properties doubled in cost causing mental health instability and food insecurity, in turn increasing the number of student needing to apply for CalFresh. Lack of internet services created barriers for students needing to apply for CalFresh and other services. In addition, Ventura College does not have on-campus housing or grants available to assist students with housing costs.

#### Resource Requests

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##### Resource Request Status

Active

##### Request Year

2021-2022

##### Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)

BNO1908

##### Description of Resource Request

Participation with various community groups and resource such as Community Connections event held at the Ventura Reporting and Resource Center.

##### Estimated Cost

0

##### Type

Other (Not Prioritized)

##### Previously Requested in Year(s)

2020-2021, 2019-2020

##### Priority

NR

##### Primary Contact For This Resource Request

John Ruff

##### Administrator, Faculty, or Staff Request

##### Equipment, Technology, or Facilities Request

### Objective

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#### 3-Year Objective

Increase the visibility and awareness of the VC Basic Needs Center at VC and VCEC.

**What specific actions will you take to meet this objective?**

By creating a new student orientation (online or in person), conducting outreach events at both VC and VCEC, and maintaining our webpage, we plan to raise awareness of the services provided at the Basic Needs Center as well as other campus and community resources.

**Which of the following Educational Master Plan Goals does this objective align with?**

Goal 1: Increase the success of our students while closing equity gaps, Goal 3: Strengthen local/regional partnerships and community engagement

**Which of the following Student Equity Plan Goals does this objective align with?**

Goal 1: Access and Successful Enrollment, Goal 2: First-Term to Second-Term Persistence, Goal 5: Degree/Certificate Completion, Goal 4: Transfer

**Review Type**

Comprehensive

**Program Review Cycle**

2022 - 2025

**Objective Status**

Active

**Completion Date**

06/30/2025

**Resource Requests**

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**Resource Request Status**

Active

**Request Year**

2022-2023

**Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)**

BN2201

**Description of Resource Request**

Purchase promotional items, banners, create flyers/posters that will increase student awareness of our services.

**Estimated Cost**

\$25000

**Type**

Other (Not Prioritized)

**New/Replacement**

New

**Previously Requested in Year(s)**

2019-2020, 2020-2021, 2021-2022

**Priority**

NR

**Primary Contact For This Resource Request**

Alma Rodriguez

**Administrator, Faculty, or Staff Request**

**Equipment, Technology, or Facilities Request**

**Resource Requests**

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**Resource Request Status**

Active

**Request Year**

2022-2023

**Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)**

BNO1905

**Description of Resource Request**

The Basic Needs Office is staffed with one full time employee and so it is crucial we secure funding for at least 5 Basic Needs Student Ambassadors to help us meet the needs of the department, meet State funding objectives, as well as help increase awareness of our program and services. All efforts will be made to hire students under Federal Work-study or Basic Needs funds prior to utilizing other funds.

**Estimated Cost**

\$20000

**Type**

Other (Not Prioritized)

**New/Replacement**

New

**Previously Requested in Year(s)**

2019-2020, 2020-2021, 2021-2022

**Priority**

NR

**Primary Contact For This Resource Request**

Alma Rodriguez

**Administrator, Faculty, or Staff Request****Equipment, Technology, or Facilities Request****Objective****3-Year Objective**

Increase Community Partnerships as they relate to basic needs services for students.

**What specific actions will you take to meet this objective?**

We will identify key organizations and request to meet with them in an effort to establish a partnership that will add additional resources for our students.

**Which of the following Educational Master Plan Goals does this objective align with?**

Goal 1: Increase the success of our students while closing equity gaps, Goal 3: Strengthen local/regional partnerships and community engagement, Goal 5: Effectively manage campus resources to meet student and community needs

**Which of the following Student Equity Plan Goals does this objective align with?**

Goal 1: Access and Successful Enrollment

**Review Type**

Comprehensive

**Program Review Cycle**

2022 - 2025

**Objective Status**

Active

**Completion Date**

06/30/2025

## Resource Requests

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### Resource Request Status

Active

### Request Year

2022-2023

### Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)

BN2202

### Description of Resource Request

Funding for mileage and travel to attend conferences, webinars, and/or meeting with community organizations to help address and minimize our student housing insecurities.

### Estimated Cost

\$3000

### Type

Other (Not Prioritized)

### New/Replacement

New

### Priority

NR

### Primary Contact For This Resource Request

Alma Rodriguez

### Administrator, Faculty, or Staff Request

### Equipment, Technology, or Facilities Request

## Objective

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### 3-Year Objective

Ensure that students who are experiencing food insecurity have access to nutritious food.

### What specific actions will you take to meet this objective?

We will conduct a survey to gather data regarding student food insecurities. This data will help us obtain current data and student needs. We will also conduct an internal review of our Basic Needs budget and establish spending goals as well as determine the need to partner with outside organizations and/or foodbanks.

### Which of the following Educational Master Plan Goals does this objective align with?

Goal 1: Increase the success of our students while closing equity gaps, Goal 3: Strengthen local/regional partnerships and community engagement, Goal 5: Effectively manage campus resources to meet student and community needs

### Which of the following Student Equity Plan Goals does this objective align with?

Goal 1: Access and Successful Enrollment, Goal 4: Transfer, Goal 5: Degree/Certificate Completion, Goal 2: First-Term to Second-Term Persistence

### Review Type

Comprehensive

### Program Review Cycle

2022 - 2025

### Objective Status

Active

### Completion Date

06/30/2025

## Resource Requests

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### Resource Request Status

Active

### Request Year

2022-2023

### Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)

BN2203

### Description of Resource Request

Purchase an industrial refrigerator, beverage refrigerator, and industrial freezer for the Food Pantry. This will increase the quantity and quality of the food we provide to our students.

### Estimated Cost

\$9882

### Type

Other (Not Prioritized)

### New/Replacement

New

### Priority

NR

### Primary Contact For This Resource Request

Alma Rodriguez

### Administrator, Faculty, or Staff Request

### Equipment, Technology, or Facilities Request

## Resource Requests

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### Resource Request Status

Active

### Request Year

2022-2023

### Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)

BN2207

### Description of Resource Request

Purchase food pantry software to help track inventory, create more efficient grocery lists, as well as identify items that are most preferred by students.

### Estimated Cost

\$10000

### Type

Other (Not Prioritized)

### New/Replacement

New

### Priority

NR

### Primary Contact For This Resource Request

Alma Rodriguez

**Administrator, Faculty, or Staff Request**  
**Equipment, Technology, or Facilities Request**

**Objective**

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**3-Year Objective**

Increase the number of students who apply for CalFresh

**What specific actions will you take to meet this objective?**

We plan to conduct student outreach and raise awareness of the CalFresh eligibility requirements, as well as to work closely with the Financial Aid Office to create a notification of CalFresh eligibility on the students Financial Aid Offer letter.

**Which of the following Educational Master Plan Goals does this objective align with?**

Goal 1: Increase the success of our students while closing equity gaps, Goal 5: Effectively manage campus resources to meet student and community needs

**Which of the following Student Equity Plan Goals does this objective align with?**

Goal 1: Access and Successful Enrollment, Goal 5: Degree/Certificate Completion, Goal 2: First-Term to Second-Term Persistence, Goal 4: Transfer

**Review Type**

Comprehensive

**Program Review Cycle**

2022 - 2025

**Objective Status**

Active

**Completion Date**

06/30/2025

**Resource Requests**

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**Resource Request Status**

Active

**Request Year**

2022-2023

**Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)**

BN2204

**Description of Resource Request**

Hire 2 provisional staff members to assist our department in increasing the number of students who apply for CalFresh by hosting application assistance events, making classroom presentations, hosting pop up events on campus and VCEC, call campaigns, etc.

**Estimated Cost**

\$30000

**Type**

Other (Not Prioritized)

**New/Replacement**

New

**Priority**

NR

**Primary Contact For This Resource Request**

Alma Rodriguez



**Administrator, Faculty, or Staff Request**  
**Equipment, Technology, or Facilities Request**

**Objective**

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**3-Year Objective**

Create a streamlined intake process to access basic needs services and resources

**What specific actions will you take to meet this objective?**

The Basic Needs Center will evaluate intake processes at other colleges and seek to create a streamlined and efficient intake application. We will seek to collaborate with OC and MC Basic Needs to potentially create a similar process at all three colleges.

**Which of the following Educational Master Plan Goals does this objective align with?**

Goal 1: Increase the success of our students while closing equity gaps, Goal 4: Enhance institutional effectiveness and accountability to improve innovation and student outcomes, Goal 5: Effectively manage campus resources to meet student and community needs

**Which of the following Student Equity Plan Goals does this objective align with?**

Goal 1: Access and Successful Enrollment, Goal 4: Transfer, Goal 5: Degree/Certificate Completion, Goal 2: First-Term to Second-Term Persistence

**Review Type**

Comprehensive

**Program Review Cycle**

2022 - 2025

**Objective Status**

Active

**Completion Date**

06/30/2025

**Resource Requests**

---

**Resource Request Status**

Active

**Request Year**

2022-2023

**Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)**

BN2205

**Description of Resource Request**

Research and evaluate the use of current VCCCD software or other software options to create a streamlined intake process for students.

**Estimated Cost**

\$1500

**Type**

Other (Not Prioritized)

**New/Replacement**

New

**Priority**

NR

**Primary Contact For This Resource Request**

Alma Rodriguez

**Administrator, Faculty, or Staff Request**  
**Equipment, Technology, or Facilities Request**

**Objective**

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**3-Year Objective**

Minimize student housing insecurities

**What specific actions will you take to meet this objective?**

The Basic Needs Center will seek to partner with local agencies such as Ventura County Area Housing Authority to establish a list of housing resources for our students. We will also explore the software options to list housing opportunities for students.

**Which of the following Educational Master Plan Goals does this objective align with?**

Goal 1: Increase the success of our students while closing equity gaps, Goal 3: Strengthen local/regional partnerships and community engagement, Goal 5: Effectively manage campus resources to meet student and community needs

**Which of the following Student Equity Plan Goals does this objective align with?**

Goal 1: Access and Successful Enrollment, Goal 5: Degree/Certificate Completion, Goal 2: First-Term to Second-Term Persistence, Goal 4: Transfer

**Review Type**

Comprehensive

**Program Review Cycle**

2022 - 2025

**Objective Status**

Active

**Completion Date**

06/30/2025

**Resource Requests**

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**Resource Request Status**

Active

**Request Year**

2022-2023

**Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)**

BN2206

**Description of Resource Request**

Set-up collaboration meetings with local industry partners, organizations, foundations, etc. to seek housing grants, vouchers, and/or other opportunities to help VC students who are facing housing insecurities. Money would be used for travel, food, and mileage.

**Estimated Cost**

\$1000

**Type**

Other (Not Prioritized)

**New/Replacement**

New

**Primary Contact For This Resource Request**

Alma Rodriguez

**Administrator, Faculty, or Staff Request**  
**Equipment, Technology, or Facilities Request**