


	ACADEMIC YR: <b>2014-2015</b>	DIVISION/AREA: <b>Recruitment/Welcome Center</b>	DIVISION CHAIR/DIRECTOR: <b>Robert 'Robbie' Barker</b>
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## UNIT PLAN "PART A" Program/Pathway Update

**Program/Pathway:** Recruitment and Welcome Center

Our Mission: Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.


1. Assessment of Program Review: Outreach Coordinator. This means I coordinate most of the College's outreach activities, including high school visits, tours, college and career fairs, workshops, and other activities by request.
  
2. Welcome Center Director. The new building has put the Welcome Center front and center for new students. The last point of service survey I ran said that new students used this office because it was the first office they saw. The Center now needs to be open on the advertised times of M to Th, 9 AM to 5 PM.
  
3. Title V activities- I am actively working with Andrew on the Title V grant. I actually am coordinating the first year cohort. This includes assisting the cohort students on the activities needed for an enhanced first year experience. This includes everything from the enhanced diagnostic testing, creating Student Educational Plans (Counseling) and following up individually with students from the cohort.
  
4. Other duties as assigned- an example would be a member of the International Student committee and creator and co-advisor for the AB 540 club.

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**Activates to address program needs:**

- Conduct weekly visits to LAUSD District 8 high schools, including Banning, Carson, Gardena, Narbonne, and San Pedro High Schools.
- Respond to requests for services from high schools outside District 8, most notably schools in the Palos Verdes Peninsula School District, which is part of the College's service area. Requests for occasional services also come from schools outside the College's primary service area, including schools in the Torrance Unified School District, the Long Beach Unified School District, and the Compton Unified School District.
- Act as a liaison with Academic Affairs to assist with the Outreach classes offered at the local high schools by working with the high school counseling staff to recruit potential students, assist with student applications and concurrent enrollment forms, and respond to student and staff concerns. *Need met*
- Liaison with the Admissions office in assisting students with applications, K-12 concurrent enrollment forms, AB 540 waivers, assessment scheduling, and other admissions related forms.
- When requested to speak, school assemblies, classroom visits, college days, career days, graduation ceremonies, or other activities.
- Be the primary point of contact with area middle schools, adult schools, continuation schools, and parochial schools.
- Develop and maintain electronic lines of communication, including an e-mail and telephone data base for school and community contacts.
- Deliver schedules and catalogs when requested, and in a timely manner.
- Respond to e-mail requests for information.
- Respond to telephone requests for information from high school students, faculty, administration, or other stakeholders.
- Organize and facilitate campus tours.
- Arrange to bus students in to provide services, including assessment evaluations, orientations, and campus tours.

Provide informational and educational workshops at convention events on a variety of topics including admissions requirements, community college programs and services, four-year transfer, concurrent enrollment, technology, and health education.

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**How are your program improvements associated with your SLOs:**

Individuals in the college service area will attend a college, preferably Harbor College.

ISLO #5 Students will demonstrate an understanding of college processes used to resolve an issue

**College Strategies/Goals :** 2.1, 2.2, 2.3, 2.4

**Staffing requirements:**

- One full time Student Recruitment Coordinator
- Two CGCA's to assist in high school visits and college fairs
- One clerical .5 assistant

**Technological requirements:**


- Laptops and projectors for off campus presentations
- Two computers with the standard software for on campus activities

**Facilities requirements:**

- One office for the Recruitment Coordinator
- 4-5 computers to re-open the Welcome Center

**Implementation plan:**

- Work with the local high schools for scheduling
- Look for a way to implement a temporary Welcome Center

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**UNIT PLAN "PART B"**  
**Core Personnel/List of Permanent Staff**


**Unit:** Student Recruitment/Welcome Center

**Example**

Assigned Time	Responsibility	Estimated Cost	Funding Source
1.0	Recruitment Coor	65,000	10100
.2	Student Worker	4,000	Work Study
.4	CGCA	15,000	CTE Grant


1. **Total FTEP: N/A**
2. **Total Hours taught: N/A**
3. **Total Hours of release time: N/A**
4. **Total Cost for Instructors: N/A**
5. **Total Cost for Administrators: N/A**
6. **Total Cost of Classified Staff: 65,000**
7. **Total cost FTEP = Full Time Equivalent Personnel: 1.0**

Please attach copy of your current Op Plan.

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**UNIT PLAN "PART C"**  
**Core Expenses**

**Unit:** Student Recruitment/Welcome Center


1. All legally required responsibilities: *Required for health and Safety*
2. *Required by board / State/ Federal/ Accreditation standards( list the minimum requirements here)*
3. *Required by licensing agreement*

Description of activity	Estimated Cost	Justification	Code
	\$70,000	6000 FTES	HAAA1b
Upgrade software	\$7,000	Technological destination	HCAA13a14

Description of activity	Estimated Cost	Justification	Code

**Narrative justification:** List statutes which require this expenditure.

**Total cost:**

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**UNIT PLAN "PART D"**  
**Essential Activities**

**Unit:** Recruitment/Welcome Center

Prioritized list of unit needs required for program continuance or improvement

Description	Est. Cost
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e.g.


- |                                   |          |
|-----------------------------------|----------|
| 1. <i>Recruitment Coordinator</i> | \$65,000 |
| 2. <i>Mileage</i>                 | \$1,000  |

**Only place expendable request in this field.**

Division Prioritization	Description of activity	Estimated Cost	Proposed Funding Source	Justification	Code
	College fairs	\$1,000	Grants, Foundation	Student outreach	HCAA 2.1-2.4
	Give aways	\$500.00	Grant	Outreach	HCAA 2.1-2.4
	Bus tours	\$3,000	Varied	Matriculation	HCAA 2.1-2.4
	Events	\$1,000	Varied	Recruitment	HCAA 2.1-2.4
	Student Workers	30,000	Varied, Grant	Outreach/Welcome Center	HCAA 2.1-2.4

**Justification Narrative:** How does your activity support the college Educational Master Plan?

Due to the fact that our enrollment is projected to decline below our enrollment targets in the near future, it is important to support our long standing outreach and recruitment model. This will assist in disenfranchised students

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UNIT PLAN "PART E"  
 Non-cost Essential Activities

Unit: Recruitment/Welcome Center

List Non-cost activities here

Priority	Description of activity	Justification	Code
	Student advisement	Admissions/Retention	HCAA 2.1-2.4
	FAFSA assistance	Admission/Retention	"
	Application assistance	Admission/Retention	"
	Workshops	Admission/Retention	"

**Justification:** How does your activity support the college Educational Master Plan? Due to the fact that our enrollment is projected to decline below our enrollment targets in the near future, it is important to support our long standing outreach and recruitment model. This will assist in disenfranchised students and parents for future students.