

PROGRAM REVIEW REPORT

Name of Program: Auxiliary Services

Division/Operational Area:

Contact Person: Gary Wallace

Submission Date: 9-14-06

[Note: The information in this area will repeat on all pages.]

Porterville College Mission Statement:

Students are our focus at Porterville College. We are committed to providing an excellent educational experience to our diverse community in an environment that fosters student learning and success. In promoting a student-centered learning environment, we commit ourselves to innovation, respect, collaboration, collegiality and participatory governance.

Program Mission Statement:

Auxiliary Services supports the mission of Porterville College by providing student support services required for the success in completing student's studies. Auxiliary Services is committed to providing quality support services that will give the students the best opportunity for success.

Program Student Learning Outcomes:

(Please list program-level Student Learning Outcomes for the program or department here)

Analysis of Current Performance:

Auxiliary Services consists of the following components. Bookstore and Food Services. The bookstore staff consists of a Director, Bookstore Manager, and 19 hour Bookstore Clerk. This staff along with part time student workers provided students textbooks, supplies, and gift item sales generated total sales of \$1,103,141.00 during the school year 2006-06. We try to serve the student population by offering hours of operation from 7:30A.M-8:30P.M. Monday-Thursday and 7:30-11:00 on Fridays. The bookstore also conducts a student buy back of textbooks at the end of the Fall and Spring semesters in order to provide reduced price textbooks for students to purchase. Food Service consists of a Manager, two Cook/Bakers, a Food Service Assistant, and a 19 hour Food Service Assistant. This staff working with part time student workers generated a total income of \$394,726.50 during 2005-06 school year. We try to provide nutritional, economically priced meals that range from Breakfast to evening meals. Hours of operation are the same as the Bookstore. Food Service sales the past year dropped from the previous years. However, this is due to the drop in enrollment which adversely affects sales in the cafeteria. When enrollment drops Food Service must still provide all the services expected by the rest of the student population.

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Program Strengths and Areas for Improvement:

The Auxiliary Services programs are strong in the area of providing hours of operation that fill the needs of all of the student population. The Bookstore makes a concentrated effort to provide the students with the lowest priced textbooks and supplies possible. However, many publishers work against the resale of textbooks by providing text packages that cannot be resold once opened.

The Food Service operation is looking at ways to reduce expenses by placing vending machines in the Student Center to provide service when the cafeteria is closed. We are also looking at a reorganization by moving a Cook/Baker position to work under the Child Care Center. This will enable us to provide meals for the Child Care Center, while still working in the cafeteria.

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Goals (This section is for you to report on progress on previously established goals and listing of new goals. If your program is addressing more than 2 goals, please duplicate this page)

Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
1. Reorganize Food Service operation to reduce expense while still trying to provide regular services.	Awaiting approval for the Child Care reorganization that will provide the transfer of salary for one Cook/Baker	Inclusion in the Child Care budget.	

Progress on Goal:

___ Completed (Date)

___ Revised (Date)

Comments:

Goal(s)	Timetable for Completion	Needed resources	Obstacles to completion (if any)
2. Work with instructors to not rely on text packages in order to resale texts to students.	Spring of 2007.	Communication with instructors and publishers representatives.	Publishers refusal to offer texts only and not mandatory wrapped packages that instructors do not need.

Progress on Goal:

___ Completed (Date)

___ Revised (Date)

Comments:

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STAFFING REQUEST

Staff Resources:				
<u>Current Staffing Levels</u>		<u>Part-time Staff (FTE)</u>		
<u>Full-time Staff (FTE)</u>		<u>Part-time Staff (FTE)</u>		
Faculty		Faculty		
Temporary		Temporary		
Classified	4	Classified	2	
Management	1	Management		
<p><u>Request for New/Replacement Staff</u> Use one line for each position requested. Justify each position in the space below.</p>				
	Title of Position	Classification <small>(Faculty, Classified, or Management)</small>	Full or Part Time	New or Replacement
Position 1				
Position 2				
Position 3				
<p>Justification: (Address each position requested)</p>				

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BUDGET REQUEST

	Current Budget	Amount of Increase	Revised Total
2000 (Student)			
4000			
5000			
Other			

Justification:
(Include justification for each amount of increase requested.)