



# FY17 College Planning Form

*Vice Presidents: Remember, completed forms must be submitted by Feb. 28 to Kasey McKee, VP College Advancement & Planning*

Area/Lead: Academic and Student Affairs / Chris Breitmeyer  
Division/Lead: Arts, Humanities, and Social Sciences / Karen Jones  
**Program/Lead: Human Services / Sylvia Bane Malta**

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## I. WHO YOU PRIMARILY SERVE

- Students
- Community Members and Groups

## II. HOW YOU CONTRIBUTE TO SCC'S MISSION, VISION AND COLLEGE/STRATEGIC PLAN

- SD1/G3/01: Define student success and how best to assess it on an annual basis
- SD1/G3/02: Ensure the College continues to offer high quality courses
- SD2/G1/01: Recruit and hire faculty and staff from a qualified, diverse applicant pool
- SD2/G1/02: Develop faculty and staff through access to resources for teaching and learning
- SD2/G1/03: Retain quality faculty and staff through effective policies, practices, and programs
- SD2/G2/02: Identify tasks for implementation based on the Adjunct Faculty Task Force report
- SD3/G1/02: Expand capacity in existing growth programs
- SD3/G1/03: Identify and develop new programs
- SD3/G2/03: Develop and implement alternative locations and scheduling formats
- SD5/G1/03: Evaluate expenditures and operational efficiencies

Specifically:

- Teach classes.
- Use Advisory Board to keep curriculum current with Industry-based Employer's needs.
- Articulation and transfer agreements with local universities.
- Community service and service learning activities
- Maintain National Honor Society for Human Services students and professionals.
- Involve local Human Service professionals in SCC classroom and field instruction.

## III. NOTABLE INITIATIVES AND/OR ACCOMPLISHMENTS WITHIN THE LAST 12 MONTHS

- List as many as you wish here or attach a separate sheet(s) of paper to this form.

IV. WHAT ARE YOU LOOKING TO ACCOMPLISH IN THE NEXT 12 MONTHS?

- List as many as you wish here or attach a separate sheet(s) of paper to this form.

V. CURRENT RESOURCE ALLOCATION

Personnel: **\$98,828.00** / Non-Personnel: **\$7,975.00**

VI. REQUEST(S) FOR ADDITIONAL RESOURCES

     Yes! I have a request(s) for additional funding. Attached to this form is a sheet(s) of paper that provides the following information:

1. The title of my request and whether it is “general” or “aspirational”
  - *General* means the request is needed to maintain current levels of service.
  - *Aspirational* means the request would allow you to alter/enhance how you are operating in order to significantly increase the level of service your provide
2. Description of the problem/need.
  - What problem or need is this request addressing? Is it to purchase something new or to replace an existing resource(s)?
  - How does it support SCC’s mission, vision, strategic plan, etc?
  - Will additional space on campus be needed? If yes, where is the ideal location?
  - If funded, what do you intend to accomplish and by when? And, how will the success be measured?
3. Cost of my request.
  - Total Amount, along with the breakdown of personnel and non-personnel costs
  - Notate whether costs are a one-time expenditure or if it would be needed annually
  - Notate whether any current funds within your budget be repurposed for this project and, if so, how much.

VII. APPROVAL & SUBMISSION

Department/Program Level Signature:

\_\_\_\_\_ *Sylvia Bani Malta*

Division Level Signature (if applicable):

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Vice President Signature:

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## General Request for Additional Funding for Expenses Related to CSHSE Site Visit

All travel, lodging, and meal expenses for a CSHSE Site Visit Team (two persons) are the responsibility of the school applying for CSHSE Accreditation. Please refer to the excerpt below from the *"CSHSE Member Handbook: Accreditation & Self-Study Guide."*

The Vice President of Accreditation assigns readers to independently review the self-study, two of whom will be identified as site visitors. Site Visitors are volunteers who donate their time as service to education and the field of human services. Site visits involve a two to three day commitment of time. The tips below will assist you in planning and providing a comfortable and rewarding experience for all.

Tips for a Successful Site Visit

- A suggested site visit itinerary is included below. Work with the Lead Site Visitor to make any necessary modifications to the itinerary.
- **Make travel and lodging arrangements directly rather than reimbursing Site Visitors. This allows the Program more control over expenses.**
- **Hotel accommodations should be clean and meet Site Visitor needs including:**
  - o A restaurant or coffee shop should be available in the hotel. Site Visitors have dinner on their own at the end of Day 2, so consider what restaurants are available within walking distance.
  - o Site Visitors require quiet space that assures confidentiality in which to meet and work together. Ask the Lead Site Visitor what will meet their needs.
  - o High speed Internet should be included.
  - o Site Visitors are not paid for their services, and it is recommended that they be accommodated as valued guests who donate their time and energy to confirming and enhancing the quality of the Program.
- Find out in advance what process will be required for Site Visitors to be reimbursed for expenses, mileage to/from airports, parking, shuttle or taxi, and other incidental expenses, and provide Site Visitors with the information while there. Try to avoid circumstances where Site Visitors will be asked to submit information more than once.
- Site Visitors are not employees of the Program, but many institutions require social security and other information, as well as enforcing state or federal per diem rates. If this is the case, be certain that Site Visitors know the limitations well in advance and make recommendations for places to eat where meal prices fall within the guidelines.
- A Certificate of Accreditation will not be issued until Site Visitors have been reimbursed.

### Specific College Plan Tie-Ins:

SD#1/Goal#1/Objs. 02 & 03  
SD#1/Goal#3/Obj. 02  
SD#2/Goal#1/Obj. 03  
SD#3/Goal#1/Objs. 01, 02 & 06  
SD#4/Goal2/Objs. 01 & 02  
SD4/Goal#3/Objs. 01 & 02  
SD#6/Goal#1/Objs. 01 & 02.

There will be no on-going space requirement on the SCC campus, beyond what is needed for meetings during the three day site visit. The site visit must be completed by the end of the Fall Semester, 2016. A ten-year

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accreditation of the SCC Human Services Program will be the evidence of success in each of the objectives listed above.

This is a onetime request is for \$3,000.00 to cover flights, lodging, meals, etc. for the Site Visit team members. The HMS budget will be used for all printing and reproduction needs related to this visit. Subject to approval of the members, SCC's Lambda Chapter of TUA (National Human Services Honor Society) will host one dinner with the Site Visit Team.

Please contact me if there is any additional information required.

Respectfully Submitted,

*Sylvia Bane Malta, M.S.W.*

Licensed Clinical Social Worker  
Associate Professor & Dept. Chair  
Human Service Program  
St. Charles Community College