



Program Review
New Position Request Presentation

**Program Services Coordinator - Cultural
Center & DHSI Project Coordinator**

Requested by:

Support for 22-27 EMP Strategic Initiatives

Program Services Coordinator

- 2.1 Increase support for faculty to provide individualized attention
- 2.2 Increase the use of equity-minded curriculum
- 2.11 Develop the College Cultural Center
- 2.4 Sustain and expand faculty learning communities
- Support creating a culture of HSI “Servingness”
- Help build asset-based mindsets for faculty and staff on campus that are inclusive with regard to race, ethnicity, culture, language, and disability status
- Contract with ESCALA, schedule trainings and organize college-wide sharing of ESCALA learnings
- Coordinate an HSI Fellows Program
- Support the *Concencia* Cohort in transforming College practices
- Organize culturally responsive and community building events

PSC – Cultural Center & DHSI Project

Critical DHSI Grant Activities

- Assist the Project Director with day-to-day management activities of the grant
- Assist Project Director with budget and expense monitoring and reporting
- Primary support to Project Director in assuring that grant objectives are being met according to timelines outlined in the grant application
- Exchange information with Project Director and campus management regarding short- and long-term plans
- Maintain regular communication of the project objectives and activities to the campus
- Assist with preparation and submission of all required fiscal and annual reporting to the SMCCCD and to the U.S. Department of Education

Connection to 22-25 SEAP focus areas

Program Services Coordinator

- Increase the percentage of first-time, transfer-seeking Hispanic students completing transfer-level math and English in their first year
- Increase the percentage of Filipino students persisting from their first primary term to a second primary term
- Increase the percentage of Hispanic students transferring to a four-year institution

Critical Cultural Center Activities

- Coordinate support for day-to-day management activities of the Cultural Center, in partnership with Cultural Center leadership
- Develop and implement workshops, events, and activities related to Cultural Center
- Develop and implement signature programs for Cultural Center and the College
- Coordinate and align supports and services in partnership with DHSI, AANAPISI, equity and antiracism initiatives and programs
- Serve as liaison between Cultural Center and broader instructional, student services and campus wide programs related to program support for HSI, AANAPISI, antiracism, and equity at the College

Non-fund 1 or supplemental funding

PSC - Grant funding proposal

Category/Item	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Personnel						
PSC - Cultural Center (1.0)*	\$ 90,129.00	\$ 92,833.00	\$ 86,056.00	\$ 70,910.00	\$ 51,126.00	\$ 391,054.00
Fringe	\$ 48,867.00	\$ 50,333.00	\$ 46,659.00	\$ 38,447.00	\$ 27,720.00	\$ 212,026.00

Salaries are based on ranges for similar positions at Cañada and include planned yearly 3% COLA increases. New positions to be retained include the Program Services Coordinator. Personnel costs for this position will be gradually assumed over the project period beginning in Year 3.

Please be sure to submit your presentation before your presentation time so it can be posted to the PBC position request website:

Please email it to:

Karen Engel (engelk@smccd.edu) or Linda Bertellotti (bertellottil@smccd.edu)

Thank you!