SERVICE/FUNCTION UTILIZATION AND PENETRATION RATES Admissions & Records

Service or Function Provided	# students served (numerator)	Total # eligible students (denominator)	% Served	# of contacts	# hours	awarded	Approved	Denied	No Action
Outgoing Transcripts Processed	35,513					6			
Incoming Transcripts Processed/Imaged	7,527								
Petitions for Exceptional Action Processed	2,104						1,359	460	285
Degree Petitions Processed	3,077						2,224	853	
Certificate Petitions Processed	1,403						1,279	124	
Registration Appointments Assigned	240,753								
Admissions Applications Processed	44,333								
44436-4 30°C									
V-0.000									

NOTATIONS:

STAFFING AND FUNDING ANALYSIS (ADMISSIONS & RECORDS)

A&R

	2016-17	2015-16	2014-15	2013-14
STAFFING				
# F/T managers	3	2	2	2
# F/T faculty	0	0	0	0
# F/T program leads (classified)	0	0	0	0
# F/T classified	16	14	13	13
# P/T/ ongoing classified	1	1	2	2
# Adjunct faculty	0	0	0	0
# short-term hourly	0	0	0	0
# student workers	19	19	19	19
# professional experts	0	0	0	0
Other (F/T Supervisor)		1	1	1
FUNDING				
District, unrestricted general fund	1,441,030	1,347,096	1,334,268	1,334,375
Newly funded as "one time"—new	0	0	0	0
resource allocation				
State categorical programs	0	0	0	0
Federal grant programs	0	0	0	0
Campus distributed categorical *	76,444	68,316	0	0
Other government ongoing	0	0	0	0
(specify)				
Other government one time	0	0	0	0
(specify)				
Other college funding source	0	0	0	0
Other external funding source	0	0	0	0
Other (Expedited Transcript Fee)	53,231	64,212	62,295	44,389
Fund 13742-502000-xxxxxx-620000				
Other (Commencement)	15,059	15,059	15,059	15,059
Fund 11000-900710-xxxxxx-645000				
Other (International Program)	96,513	80,819	89,936	87,002
Fund 11000-502100-xxxxxx-620000				
Other (Int'l Student Program)	3,754,465	2,911,618	1,254,710	347,476
Fund 13502-502100-xxxxxx-620000				
Other (CAeTranscript)	17,500	0	0	0
Fund 13505-502200-xxxxxx-620000				

^{*}One F/T classified employee (17507-502000-211000-620000)

APPENDIX A

SERVICE AREAS and FUNCTIONS UTILIZATION (Penetration Rates) Assessment – 2015-16

Specific Service Provided or	Total #	700	**************************************	# Student	s/# Hours/# Cont	acts	
Function Performed	eligible (denominator)	# Students	# Contacts	# Hours	#/\$ Awarded	#/\$	#/\$
Student Appointments (Duplicated)			43,339				
Students Attended (Duplicated)			20,535				
Student Wait List (Duplicated)			1,659				
Number of Students Tested (Unduplicated)		17,601					
Students / AWE (Unduplicated)		12,538					
Students / Math (All) (Duplicated)		16,608					
Students / DRP (Unduplicated)		6,806					
Students / COMPASS ESL (Unduplicated)		647					
Total Tests Given (Duplicated)		37,389				WHAT E	
Appointments for English Test Information Sessions (Duplicated)			2,166				
Attended English Test Information Sessions (Unduplicated)			864				
Appointments for Math Test Information Sessions (Duplicated)			2,495	5.5			
Attended Math Test Information Sessions (Unduplicated)			961				

THREE YEAR STAFFING AND FUNDING ANALYSIS Assessment

APPENDIX B

	2015-16	2014-15	2013-14
STAFFING (shown in FTES)			
# F/T Managers	1	1	1

F/T Supervisors or Leads # F/T Faculty # F/T Classified 2 2 # P/T Ongoing Classified 2 # Adjunct Faculty # Short term hourly # Student workers 14 18 9 # Professional experts # Other: Faculty AWE Facilitators 3 3 3 # Other: Faculty AWE Readers 22 21 21 **FUNDING** District General Fund \$286,879 \$269,533 \$267,772 Permanent District Backfill from General Fund (positions) State Categorical Allocation \$350,067 \$276,337 \$109,876 Discretionary Categorical backfill (annual) Federal Grant Appropriation County Appropriation Additional State Appropriation College Basic Skills Funding College VATEA Funding Other college categorical Other Other Other

Notations and Explanations: explain/describe specific changes based on events, funding changes, budget reductions, statewide or federal impacts

STUDENT SERVICES: SERVICE/FUNCTION UTILIZATION AND PENETRATION RATES Career Transfer Services

Service or Function Provided	# students served (numerator)	Total # eligible students (denominator)	% Served	# of contacts	# hours	awarded	other	other	other
Transfer Services: Total student contacts	13,909	21,233*	65%	20,865	3,500	N/A			
Career Services: Total student contacts	7,634	29,491**	20%	9,850	4,150	N/A			
Career Services: SSEED	87	120	73%	503	925	\$380,000*** \$4,368/student			
		ž							

NOTATIONS:

^{*}Mt. SAC Institutional research reports that 72% (21,233) of total enrolled credit students (29,491) identified transfer as their ultimate educational goal.

^{**}A total of 29,491 credit students were reported during the Fall 2015 semester.

^{***65% (\$250,000)} of total award amount goes directly to student employment wages.

	2016-17	2015-16	2014-15	2013-14
STAFFING				
# F/T managers	1	1	1	1
# F/T faculty	0	0	0	0
# F/T program leads (classified)	1	1	0	0
# F/T classified	5	4	5	6
# P/T/ ongoing classified	0	0	0	0
# Adjunct faculty	0	0	0	0
# short-term hourly	1	1	1	1
# student workers	11	7	8	7
# professional experts	0	1	0	0
Other				
Other				
FUNDING				
District, unrestricted general fund	\$523,938	\$523, 602	\$454,933	\$543,505
Newly funded as "one time"—new resource allocation	\$0	\$0	\$0	\$0
State categorical programs	SE: budget pending*	SE: \$445,445	\$0	\$0
Federal grant programs	Perkins: \$18,373 Title V: \$3,105	Perkins: \$12,600 Title V: \$3,105	VTEA: \$14,430,	VTEA: \$12,400
Campus distributed categorical (specify)	\$0	\$0	\$0	\$0
Other government ongoing (specify)	\$0	\$0	\$0	\$0
Other government one time (specify)	\$0	\$0	\$0	\$0
Other college funding source	AS: \$22,000	AS: \$15,800	AS: \$19,600	AS: \$16,590
Other external funding source	\$0	\$0	\$0	\$0

NOTATIONS/CLARIFICATIONS:

^{*}The total amount for 2016-2017 Student Equity was not included as the final budget amount has not been allocated.

STUDENT SERVICES: SERVICE/FUNCTION UTILIZATION AND PENETRATION RATES Counseling

		Silveria		Duliselling					
Service or Function Provided	# students served (numerator)	Total # eligible students (denominator)	% Served	# of contacts	# hours	awarded	other	other	other
Counseling									
Orientation (unduplicated)	15,247	15,247	100%						
Individual Counseling Appointments (duplicated)	16,271	38,000	43%						
Students seen on drop-in (duplicated)	17,011	38,000	45%						
Counseling via email and phone	396	396	100%						
Online Counseling	4,623	4,623	100%						
Special Admits	160	160	100%						
Probation Students appointments and workshops (duplicated)	7.673	8,766	88%						
Total Students served in Counseling Center (duplicated)	61,381								

	2016-17	2015-16	2014-15	2013-14
STAFFING				
# F/T managers	2	2	1	1
# F/T faculty	32	28	23	23
# F/T program leads (classified)	=	-	-	-
# F/T classified	8	8	9	9
# P/T/ ongoing classified	1	1	1	1
# Adjunct faculty	30	22	16	16
# short-term hourly	6	6	6	-
# student workers	27	26	26	18
# professional experts	9	¥1	=	-
Other		-	-	·-
FUNDING				
District, unrestricted general fund	2,992,437	\$2,931,962	\$3,072,170	\$2,928.908
Newly funded as "one time"—new	3, 307			
resource allocation				
State categorical programs SSSP	\$450,000 – Adjunct \$173,154 – Short-term \$180,000 Equipment – Supplies - Marketing \$	\$360,000 – Adjunct \$67,492 – Front Counter \$4,000 – STEP Staffing	\$250,000 – Adjunct \$40,000 – Front Counter \$4,000 – STEP Staffing	\$200,000 – Adjunct \$10,000 – Front Counter \$35,000 – STEP Staffing
Federal grant programs			-	
Campus distributed categorical (specify)		-	-	15.
Other government ongoing (specify)		-	-	-
Other government one time (specify)		-	-1	\$20,000 – Adjunct \$20,000 – Front Counter
Other college funding source				
Other external funding source				

STUDENT SERVICES: SERVICE/FUNCTION UTILIZATION AND PENETRATION RATES* DSPS

Service or Function Provided	# students servedMIS (numerator)	Total # eligible students (denominator)	% Served	# of contacts	# hours	awarded	other	other	other
Total Students Registered with DSPS	2,061	2,604	79%	41,179					
Credit-only Students	585	2,604	22%						
Non-Credit only Students	46	2,604	1%						
Both Credit and Non-Credit	1,502	2,604	57%				20,4734		
Not Enrolled	471	2,604	18%						
SERVICES		T							T
Department of Rehab	246						W WILLIAM V		
Academic Counseling	1,855	1		3,900					
Accommodation Authorization	1,248			2,515					
Alternate Media	115			525					
Campus Accessibility Map	12			13					
Educational Accommodations/SEC	678			692					
Facilities/Equipment Modification	858			3,924					
Front of the Line Pass	12			12					
In-Class Scribe/Reader	42			2,656			nisi	S. Maria	

Additional Control of the Control of			
Individual Assessment	128	309	
Interpreter	133	10,479	32,020
Intro To Services	180	184	
Referral To Campus	476	573	
Referral To Community	93	96	
Mobility Assistance/Tram	108	5,450	
Notetaker Svcs.	121	275	
Other	357	532	
Personal Counseling	678	1,087	
Placement Test	273	334	
Print Schedule/Grades/Transcripts	25	28	
Registration Assistance	1,063	1,725	
Student Education Plan/AAP	488	576	
Test Taking	835	3,773	
Update SEC/AAP	1,088	1,218	
Voc/Career Counseling/Testing	28	31	

NOTATIONS: *2015-16 Data.

	2016-17*	2015-16	2014-15	2013-14
STAFFING				
# F/T managers	2	2	2	2
# F/T faculty	8	7.5 (50% Perm)	7.5 (50% Perm)	7.5 (50% Perm)
# F/T program leads (classified)	2	2	0	0
# F/T classified	18	18	17	12
# P/T/ ongoing classified	1	1	2	2
# Adjunct faculty	2	6	4	3
# short-term hourly	10	8	10	8
# student workers		96	72	55
# professional experts		82	76	53
Other Notetakers		159	126	258
Other				
FUNDING	© 100			
District, unrestricted general fund		\$1,388,896	\$1,180,513	\$1,341,112
Newly funded as "one time"—new resource allocation				
State categorical programs	71.71.27.39 E. 32.	\$3,430,571	\$3,471,115	\$2,209,590
Federal grant programs				
Campus distributed categorical (specify) Student Equity		\$23,782		
Campus distributed categorical (specify) SSSP		\$23,625		
Other government ongoing (specify)				
Other government one time (specify)				
Other college funding source Discretionary Categorical Backfill				\$151,423
Continuing Education Contribution		\$34,391	\$27,135	\$24,744
Other external funding source	1502. 2005. UNIV.	757,551	727,133	727/17
*As of November 2016	2000 E			
As of November 2010	WWW.			

STUDENT SERVICES: SERVICE/FUNCTION UTILIZATION AND PENETRATION RATES EOPS and CARE

Service or Function Provided	# students served (numerator)	Total # eligible students (denominator)	% Served	# of contacts	# hours	awarded	other	other	other
EOPS and CARE	1109	1200	92.4%						
EOPS Book Services	888	1109	80%			\$329,510 \$371/student	0.000.000.000.000.000.000.000		1464
EOPS Grants	390	390	100%			\$136,159.50 \$349.13/student			
CARE Grants	82	114	71.9%			\$152,831 \$1863.79/student			
Information Sessions	598	700	85%		42		1		
CARE Information Sessions	82	95	86%		21				
EOPS/CARE Counseling and Advisement	1109	1,109	100%	6,457	3,229				
Tutoring	428	1109	39%		12,656			***************************************	

NOTATIONS:

	2016-17	2015-16	2014-15	2013-14	
STAFFING				Will control of the c	
# F/T managers	1	1	1	1	
# F/T faculty	3	3 (1 reassigned)	3	3	
# F/T program leads (classified)	0	0	0	0	
# F/T classified	3	4	3	4	
# P/T/ ongoing classified	1	1	1	1	
# Adjunct faculty	1	7	4	2	
# short-term hourly	3	2	4	2	
# student workers	2	2	3	3	
# professional experts	0	0	0	1	
Other: F/T Classified-account clerk	1	1	1	1	
(50%paid by CWKs; 50% by EOPS)				9	
Other : F/T Classified-Tutorial	1	1	1	1	
Specialist (50%paid by CWKs; 50%					
by EOPS)					
Other: Foster youth peer advisors	1	7	4	0	
Tutors (EOPS/CARE & CalWORKs)	13	13	12	13	
FUNDING					
District, unrestricted general fund	\$535,079	\$529,403	\$538,615	\$488,422	
Newly funded as "one time"—new					
resource allocation					
State categorical programs	EOPS - \$1,144,986	EOPS - \$1,069,930	EOPS - \$788,592	EOPS - \$786,200	
	CARE - \$181,870	CARE - \$173,896	CARE - \$102,393	CARE - \$102,393	
Federal grant programs					
Campus distributed categorical	Student Equity-\$146,380	Student Equity-\$130,690	Student Equity-\$10,000	Student Equity-\$0	
(specify)	SSSP-\$0	SSSP-\$110,000	SSSP-\$44,045	SSSP-\$0	
Other government ongoing					
(specify)					
Other government one time					
(specify)					
Other college funding source	Basic Skills-\$32,350	Basic Skills-\$32,350	Basic Skills-\$10,000	Basic Skills-\$0	
	VATEA (CTE)-\$0	VATEA (CTE)-\$41,710	VATEA (CTE)-\$36,320	VATEA (CTE)-\$36,320	
Other external funding source					

STUDENT SERVICES: SERVICE/FUNCTION UTILIZATION AND PENETRATION RATES Financial Aid

Service or Function Provided	# students served (numerator)	Total # eligible students (denominator)	% Served	# of contacts	# hours	awarded	Total Dollar	Application processed	other
Financial Aid (2015-2016)								FAFSA 44,948 and 962 CA Dream Act	
Financial Aid (2015-2016)								Verified/Reviewed 15,000 files	
Financial Aid (2015-2016)								Scanned over 90,000 documents	
Financial Aid/Pell Grant (2015-2016)						12,928	\$42,199,008		
Financial Aid/FSEOG (2015-2016)						3,660	\$983,700		
Financial Aid/Direct Loans (2015-2016)						390	\$1,281,855		
Financial Aid/Work-Study (2015-2016)						247	\$657,562		
Financial Aid/BOG Fee Waivers (2015-2016)						25,954	\$21,092,518	2	

Financial Aid/Cal Grant (2015-2016)				2,728	\$3,371,599	
Financial Aid/Chafee Grant -Foster Youth (2015- 2016)				45	\$185,000	
Scholarships			100	4,982	\$556,808	
Financial Aid on-campus outreach (2015-2016)	2,854 with 53 workshops					
Financial Aid off-campus outreach (2015-2016)	3,829 with 32 workshops					

	2016-17	2015-16	2014-15	2013-14
STAFFING	100000			
# F/T managers	3	3	2	2
# F/T faculty	0	0	0	0
# F/T program leads (classified)	0	0	0	0
# F/T classified	23	20	20	20
# P/T/ ongoing classified	0	0	2	2
# Adjunct faculty	0	0	0	0
# short-term hourly	1	1.	3	3
# student workers	4	6	6	6
# professional experts	1	1	1	1
Other				
Other				

FUNDING				
District, unrestricted general fund	1,023,886	833,455	827,994	820,315
Newly funded as "one time"—new resource allocation	150,000	240,000	0	0
State categorical programs	0	0	0	0
Federal grant programs				
Campus distributed categorical (BFAP)	1,109,173	1,009,378	1,065,229	1,022,047
Other government ongoing (specify)				
Other government one time Student Equity	65,625	78,491	255,504	
Other government one time SSSP	355,952	355,952		
Other college funding source – Immediate Needs	\$35,000			
Other external funding source				

NOTATIONS/CLARIFICATIONS:

High School Outreach: SERVICE/FUNCTION UTILIZATION AND PENETRATION RATES HSO

Service or Function Provided	# students served (numerator)	Total # eligible students (denominator)	% Served	# of contacts	# hours	awarded	other	other	other
	5,000		100%		250				
College Applications									
Placement Testing@the high school	3, 602	5, 000	72%		250				
Placement Testing@Mt. SAC+ Campus Tour	615	1,398	43%		125				
Connect 4 Completers (Orientation + Abreviated Ed Plan)	2, 091	4, 217	50%		250				
Seniors' Day	605				11				
High School Educators' Conference	91				7				
Principals' Breakfast	22	45	48%		3				
Campus Tours	1, 000 middle school age + 500 high school age				500				
Specialized Presentations (i.e. Bridge, DSPS, Honors, Dream)	2, 500				100				

	2016-17	2015-16	2014-15	2013-14
STAFFING			1111	
# F/T managers	1	0	0	0
# F/T faculty	0	0	0	0
# F/T program leads (classified)	0	0	0	0
# F/T classified	7	4	4	4
# P/T/ ongoing classified	0	0	1	1
# Adjunct faculty	0	0	0	0
# short-term hourly	0	3	3	1
# student workers	15	11	10	10
# professional experts	0	0	0	0
Other			4	
Other				
FUNDING				
District, unrestricted general fund	\$363,745	\$285,004 \$109,898 (Items that VPSS	\$313, 768	\$303, 146
Newly funded as "one time"—new resource allocation	ewly funded as "one time"—new PENDING		\$4,631 (PB Breakfast, PB Gifts, C4 Folders-VP office paid for these)	0
State categorical programs	0	funds, not allocated to us) 0	0	0
Federal grant programs	0	0	0	0
Campus distributed categorical (Basic Skills)	0	0	0	\$7, 290
Other government ongoing (specify)	0	0	0	0
Other government one time (specify)	0	0	0	0
Short Term Non-Academic Salaries	\$10,000	\$10,000 (additional money was transferred into this account)	\$10,000	\$10,000
SSSP funding source	PENDING	\$64,000 (\$334,715 Personnel Funding)		
Student Equity funding source PENDING		\$39,000	\$46,412 Personnel Funding only	0