

Staff Resource Center (SRC) Program Plan Update 2025-2026

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Contributors

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Changes from 2024-25 Forecast

Thematic Professional Development Plan

To enhance the Staff Resource Center's (SRC) 12-Month Thematic Professional Development Plan for 2025-2026, we have integrated insights from the upcoming [SAC Institute](#) launching in Fall 2026 and the Los Rios Community College District's (LRCCD) [Space Utilization Report](#) outcomes for Sacramento City College (SCC). These additions aim to align our professional development initiatives with emerging educational trends and optimize campus resources effectively.

This plan integrates the California Community College Vision 2030 framework and the [HOTEP Student Equity Assessment Key Findings](#) themes for Sacramento City College, to address equity, student success, and completion rates at Sacramento City College (SCC). Each month focuses on a specific theme with actionable programs and workshops to align with SCC's mission, strategic goals, the Los Rios Utilization Report Outcomes, and Vision 2030 objectives.

Integration of SAC Institute Launch Insights

Sacramento City College is set to introduce a degree/transfer pathway in Fall 2026, focusing on providing affordable pathways to careers with an emphasis to articulate with Sac State's Black Honors College and other institutes across the CSU and UC systems. This initiative emphasizes the importance of aligning academic programs with industry demands to enhance graduates' economic mobility and reduce equity gaps.

Drawing inspiration from the Sac State's approach, SCC can explore the development of specialized programs that meet regional workforce needs. This could involve collaborating with local industries to design curricula that equip students with relevant skills, thereby improving employment outcomes and supporting economic development in the Sacramento area.

Incorporation of LRCCD Space Utilization Report Outcomes

With the [LRCCD Space Utilization Report](#) for SCC made recently available to SCC employees for review and integration into decision-making processes across campus, including the Facilities Master Plan, it is essential to consider space optimization in our professional development planning. Efficient use of campus facilities can enhance learning experiences and accommodate diverse programmatic needs.

To address this, the SRC Faculty Coordinator will collaborate with the Facilities Management team to assess current space usage and identify opportunities for improvement. This may include repurposing underutilized areas for flexible learning environments, creating dedicated spaces for new programs, and ensuring that all facilities are accessible and conducive to various teaching and learning styles.

Challenges and Critical Needs

The following are needs for the SRC program plan areas to ensure goals are met and efficiency is improved. Costs are reflected in the budget table towards the end of the document: [skip to budget table](#).

Administrative Support

A Clerk III is needed that can assist with service agreements and requisition processing to support faculty release-time coordinators in fostering relationships with outside agencies and provide needed materials for professional development events.

A Student Support Assistant (previously SPA) that can assist with the development of the PD event calendar and other scheduling needs, assist with advertising PD programs, including the newsletter and bulletin announcements, support outreach and planning of professional learning opportunities, analyze data records, and maintain and update resource lists on the website is also needed for continuing support for increasingly complex PD needs for all employees.

Student Assistants are an excellent addition to the SRC workspace, however they are limited in scope and breadth of responsibilities they are able to perform, and require constant supervision and guidance.

Administrative support to help with service agreements, and ESA/PEXs for facilitators of PD is absolutely necessary in order to create a robust and holistic set of opportunities for SCC employees. With more staffing, we can attract more facilitators from within the community. This administrative support is also needed to alleviate pressure on departments/divisions so the burden of work does not always fall upon AAs within divisions.

The SRC historically has run with a Grant Coordination Clerk or Clerk III and Administrative Assistant I whose duties for an administrative services dean gave them ample availability in their work assignments to heavily support the administrative and outreach needs of the Staff Resource space. As this area has adjusted to falling under the direct oversight of the AVPESS, along with the increase of expected PD modalities and increasingly complex and broadening topics that employees need professional learning support in, these positions have become even more critical to offering relevant, engaging, substantive professional learning experiences to the SCC community. Restoring these position's support, at minimum through temporary classified positions, is an essential need to meet the goals of this program plan as well as the campus strategic plan goals that align with the CCCCCO Vision 2030.

Observed experience needing resolution:

There were several times when the Administrative Assistant for the AVPESS was called upon to

do service agreement work, purchasing, and ESA/PEXs for release-time coordinators or for SEAP proposals where the intended AA to do the work (within the division for which the SEAP funding was allocated) did not know they needed to provide admin support. These observed experiences from 2023-24 have continued into this 2025 calendar year and need addressing to avoid workload creep and burnout.

Staff Resource Center Assistant position - Needs Reclassification and/or New Job Description

Reclassification and/or a new job description added to the LRCEA options of job titles continues to be needed to meet the campus professional learning interests. Previous employees in this position have worked heavily out of class for many years in efforts to support SCC employees professional development needs as well as handle travel funds and other administrative processes. A reclassification process has been started and a proposed job description has been written and offered for review to senior administrators and shared with LRCEA leadership, with continuing efforts planned. Classified focused professional development creation and design by the SRC Assistant, including the Caring Campus program that was started in Summer 2020 at SCC and is identified in the Hotep Student Assessment, SCC Strategic Master Plan, and the Accreditation Peer Review Report (see Additional Resources), has been placed on hiatus (outside of an employee volunteer level of engagement) while this essential position's role and function are being managed.

Flex/Accessibility Calendar Portal

In looking through the calendar of events for SCC/Los Rios, the SRC noticed that some events do not get a Flex tag. These are the events that are created through the [SCC web services portal](#). These events also do not get the standard accessibility statement should a person needing interpreters want to engage in the activity.

It is a critical need that the SRC works with web experts and those that often curate PD on campus to align with the responsibility of accessibility and to ensure that events that are Flex-eligible get the designation as being so. The SRC gets emails often from faculty that wonder if an event is for Flex credit, and this will alleviate email burden within the SRC that is at a critical level.

As the marketing and webpage portal has changed in the last year, efforts to make Flex designation clearer for general calendar users have expanded. The SRC also created a [Self-Assessment Tool](#) for faculty employees to identify whether an event they have attended or plan to meet meets the [Flexible Calendar Program Guidelines](#) set by the California Community College Chancellor's Office to limit the amount of extraneous emails received requesting Flex designation and other inquiries on this subject.

Zoom Webinar

Zoom webinar is needed yearly to ensure that Convocation (and other events, such as conferences, seminars, panel discussions, etc) can be offered with a virtual component, primarily to continue supporting Classified Professionals needs and support at a high level our colleagues with accessibility needs. Accessibility support within Zoom webinar significantly exceeds the options of general conference zoom (limited to 300 people) and allows for audience participation options that are more nuanced and a more intuitive expansive presentation experience for facilitators. These enhancements lend to a higher production quality for our professional development experiences.

The cost of Zoom webinar is approximately \$3,400 for 1000 participants at this time, however we anticipate a routine increase to costs, and have allocated for \$3,600 in our resource request below.

Sustainability

Conversations with the Sustainability Club and sustainability expert on campus revealed a collaboration to help with guidance for events to make them more sustainable. The SRC hopes for administrative support in sustainability efforts, reducing paper copies and using more sustainable items when food is part of events. We will continue to work with the Sustainability Club and the Special Projects Coordinator on Sustainability on campus as advisors to our events and use the newsletter as a vehicle to remind individuals that are planning events about sustainability in their practices.

Physical Space

In order for the SRC to be supportive of the administrative positions listed above, space allocations need to be made based on the 2023-2026 program plan being approved which called for office space allocations for the SRC to allow for LRC 106 to be utilized as a collaborative staff space for professional learning experiences. The VPRT team reviewed and approved the space requests within the 2023-2026 program plan as well, and approved the request. Therefore it is proposed that the SRC work with the Campus Development Committee and Operations to take further action of completing this space transformation. This includes rehabbing LRC 106 and taking possession of LRC 109. LRC 108 has recently been allocated to the current Staff Resource Center Assistant, thus leaving office space needed for two permanent positions under the AVPESS. Classified Temps and Student Assistants can share flexible work stations in LRC 106 as we make this transition to offering a space of belonging and professional learning opportunities for SCC employees.

Accomplishments 2024-25 and Actions for 2025-26

The items that we anticipated when the program plan was written would be accomplished and the status of those items are listed in the following table. We have also outlined intended actions we can take for the upcoming year for accomplishments that are in progress or need further implementation measures.

AUO1. Professional Learning Opportunities.

| Accomplishment | Status | Details & Notes |
|------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| T4E | Progressing ▾ | The T4E cohort will successfully complete in May 2025. We look forward to encouraging the newest cohort in Fall 2025. |
| NFA | Progressing ▾ | The NFA cohort for 2024-25 totals 16. We look forward to encouraging the newest cohort in Fall 2025. |
| Series professional learning | Completed ▾ | <p>There are multiple professional learning series throughout the academic year from a variety of sources both online through various partnerships with CCCCO (Leadership Institute for Tomorrow- LIFT, California Virtual Campus Online Network of Educators - CVC@ONE, The Research Planning and Professional Development Group - RP Group) as well as collaborations with various affinity and empowerment centers, Instructional Office faculty coordinators, and other on-campus groups. Topics include a cross-divisional fermentation demonstration and lecture series, plant propagation techniques series, and nature-focused mental health practices such as the Awe Walks, and birding trips have been repeating professional learning options for 2024-25 with continuing plans for 25-26 of events around these topics. Communities of practice for linguistic justice, artificial intelligence, and disability culture, are just some examples of ongoing professional development series developed this year with plans for expansion and campus integration across divisions.</p> <p>This is a collaborative effort with constituents</p> |

| Accomplishment | Status | Details & Notes |
|-----------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>on campus that offer PD or need PD as well, and the needs assessment will be part of our ongoing guiding process to determine subjects and areas of interest where employees have the most need and desire for support.</p> <p>Action: Continue to build relationships with folks across campus and in the greater community to explore topics of interest for continuing PD series.</p> <p>Topics of significant interest to campus for ongoing exploration:</p> <ul style="list-style-type: none"> • Artificial Intelligence • Laws/Regs affecting education • OER/ZTC and Accessibility • Social and Restorative Justice/Culturally Affirming Practices • Environmental/Sustainable Practices • Mental and Physical Health and Wellness |
| Promotion and facilitation of professional learning | Completed ▾ | <p>Through a well-received newsletter with a high open rate, the SRC has promoted PD from opportunities within and outside SCC and will continue this by using Constant Contact.</p> <p>It is imperative that we continue to enjoy the use of newsletter apps to promote PD for employees. The cost of this online application is roughly \$2500 per year.</p> <p>PD events facilitated and/or planned by the faculty coordinators have been well supported such as the Global Studies Program/PACE series of workshops and visiting Artist in Residency Gino Sitson, Rock the School Bells, professional development offerings from the SLO/COACHES team, PD developed specially for Classified from the the California Community College Classified Senate, the California Community College League partnerships, and other programs. We look forward to continuing to these relationships and promoting future initiatives and projects across campus, district, and our state through</p> |

| Accomplishment | Status | Details & Notes |
|----------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>the CCCCCO.</p> <p>The SRC also noticed that events that go through the Los Rios web services portal do not get Flex tags nor accessibility notifications in case an interpreter is needed. We have put this up top as a critical need: to have a single webform for use by those regularly providing PD on campus (such as faculty release-time coordinators) that allows for the Flex tag and an automatic accessibility statement.</p> <p>Action: continue to support Constant Contact yearly licensing. Continue to work with District web design and marketing team members to promote ADA accommodation language be included in the general Marketing Request form for calendar event requests.</p> |

AUO2. Process Improvements.

| Accomplishment | Status | Details & Notes |
|-----------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Flex reporting system | Progressing ▾ | <p>In conjunction with the Instruction office, the Staff Resource Center and its constituents propose that the Flex Form become an online form that is district wide. Although advances have been made on the flex form itself so that less resources are generally used to update the form and website each semester, moving to an online form will allow the SRC to annual report to CCCCCO will become more highly automated making the campus data much more effective and accessible.</p> <p>Currently, district folks are working on a reporting system for adjunct faculty for PD tracking that may be able to be utilized in a broader scope to encompass FLEX reporting needs for all faculty.</p> |

| Accomplishment | Status | Details & Notes |
|----------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | Action: Continue to communicate and work with District and other campuses on processes for FLEX reporting with a focus on creating a self-service tracking system that minimizes outside workload by division offices and classified employees in various areas for efficiency and workload balance needs. |
| PD Calendar/Attendance Data Collection | In flux ▾ | <p>Current Flex form is meeting immediate bargaining unit contractual requirements and district needs, but could still use additional refining. Additionally a 12 month PD calendar creation is a heavy lift that relies on a campus culture where folks are familiar with planning several months in advance and a more robust team within the SRC, similar to historic staffing levels.</p> <p>Action: Continued efforts will be made to consider attendance data collection methods and interests as desired, potentially looking into Baserow as a possible application that may fit this need.</p> |
| Website | Completed ▾ | <p>The website was modified late Fall 2023 and has undergone additional changes since then. There are still a couple pages to modify around the use of CWT funds, and uploading the self-assessment tool for determining Flex eligibility.</p> <p>Action: continue to refine the PD website when needed, such as completing updates for CWT funding by May 2024.</p> |
| CWT | Removed Fro... ▾ | CWT funding continues to be an important topic that should be part of considerations of employee representative groups and senior leadership as well as integrated into a larger conversation with district connections as well. The subject has not been able to make it onto the agenda for the Staff Development Committee (SDC) as of this plan's writing and will need to be more thoroughly reviewed at this level first before additional requests are considered. |

| Accomplishment | Status | Details & Notes |
|-----------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | Action: Continue to work with SDC for considerations of Conference Workshop and Travel allocation processes. |
| What Constitutes Flex? - Self-Assessment Tool | Completed ▾ | A self-assessment tool has been developed that allows users to determine whether their event is a Flex-eligible event. This is based on answering a series of questions and being given examples of appropriate Flex events to mimic. |
| Yearly Needs Assessment | Completed ▾ | An analysis of the Flex/PD evaluations got underway and was completed along with a PD needs assessment in May 2024 and is out on the website for use. |
| Convocation Committee (Staff Development Committee) | In flux ▾ | <p>Recruitment continues through the Staff Development committee (SDC) and we would like more direct conversation with the President's Office regarding the interest of a Convocation committee outside of the Staff Development committee purview given the size and scope of this campus-wide event.</p> <p>Potential Topics for Upcoming Convocation:</p> <p>Fall 2025 - Theme: HOTEK Key Areas</p> <ul style="list-style-type: none"> - Re-Emerging Scholars - Theater Arts <p>Spring 2026 - District-wide</p> <p>Action: Continue working with SDC committee and President's Office on Convocation needs and interests as they relate to the campus at large and implementation of the Convocation committee.</p> |
| Classified Onboarding | Action Needed ▾ | Design, development, creation, and implementation of PD specific for Classified Professionals, including onboarding, have been generally placed on hold as the campus develops a potential new job description as a possible option or find a current existing JD in |

| Accomplishment | Status | Details & Notes |
|----------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>the district that would cover the actual PD needs for the campus at large, as the current Staff Resource Center Assistant job description (JD) is deeply insufficient. This has also placed a hold on carrying out Caring Campus experiences as well as an employee supportive program. However, Caring Campus remains as a behavioral guidance in overlap with City Ways to support fostering student's sense of belonging and connection to the campus.</p> <p>Action: Continue to work through either a reclassification process and/or approval of a new job description to meet the interests of a classified position to support Caring Campus and classified onboarding interests outlined in the SCC Strategic Plan 2023-27 and given commendations in the 2022 Accreditation Peer review Team Report that can; develop and manage a budget, handle financial documents including contracts and other purchasing needs, develop and oversee programs, design, create and implement professional development activities and training, etc. Current JD that has been submitted to senior leadership for comment and approval</p> |

AUO3. Engagement & Alignment.

Note: AUO3 had an area for internal stipends for PD, but those are already covered in AUO1. To streamline this for the next program plan, we will include all stipends for PD in one area and we will remove it from AUO3 in terms of a budget item. For this reason, the AUO1 ESA/PEX line item will see an increase to offset removing it from AUO3..

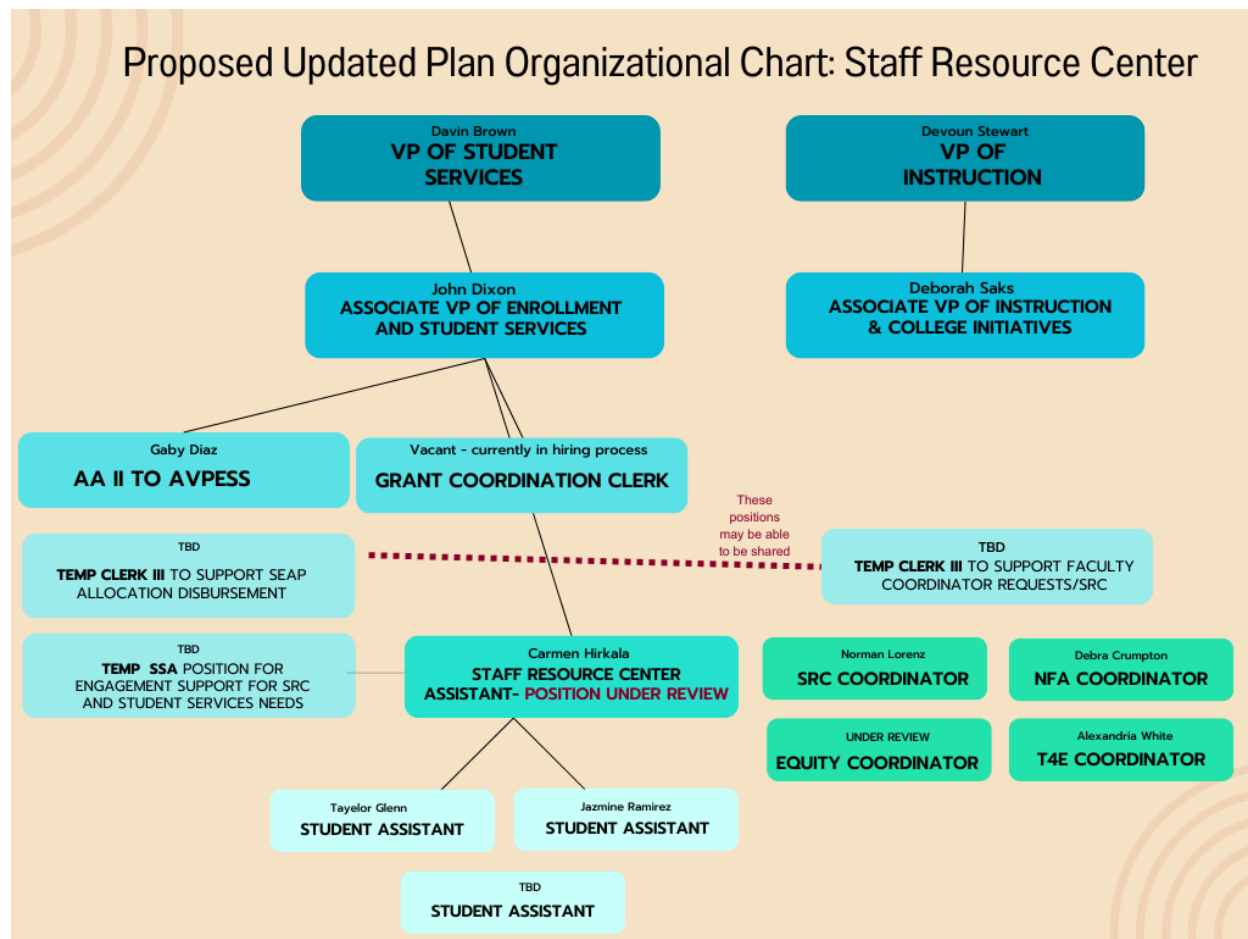
| Accomplishment | Status | Details & Notes |
|------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Community partnerships | Progressing ▾ | Through the Native American Student Support and Success Program, NASSSP, we are building a community partnership. Hiring of student assistants has also allowed us to make connections with student engagement and empowerment centers. Working with our |

| Accomplishment | Status | Details & Notes |
|---------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>sustainability special projects coordinator on campus has also helped us work towards our goals of zero waste convocation events.</p> <p>Mother Natives is a local non-profit that we would like to engage in larger conversations and relationship building with as an indigenous owned native plant - food sovereignty educational resource. Additional connections through Rosalinda Salazar and other faculty who providing PD series is an exciting option for us to make new collaborative relationships.</p> <p>Action: continue to engage with community connects to create and develop partnerships.</p> |
| PD for constituency groups such as the CECs | Completed ▾ | <p>The SRC has supported as needed PD for the CECs, including sharing event marketing information by email and through the newsletter to all campus employees. Opportunities to support employee resource groups such as Comunidad continue to offer us strong connections within the campus community.</p> |
| Newsletter | Completed ▾ | <p>The SRC had a very successful newsletter year with biweekly newsletters, plus additional special edition newsletters for Classified focused PD, and other specific topic-centered options (Caring Campus).</p> <p>Action: continue yearly licensing for Constant Contact.</p> |
| Student Support Assistant | Action Needed ▾ | <p>See Critical Need information in introduction for details.</p> <p>Action: This position is a combination of engagement and process improvement needs and will be identified in our resource request under AUO2. This request is to reinstate previously historic classified support for the SRC as well as to respond to clarification of the limits of the Staff Resource Center Assistant JD.</p> |

AUO4. Infrastructure.

| Accomplishment | Status | Details & Notes |
|--------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Podcast room | Completed ▾ | The podcast room is complete and being utilized by student leadership groups as well as advertised by the distance education team |
| Video content generation | Removed Fro... ▾ | <p>No space is available for this. This could be part of the LR106 collaborative space, but originally the intent was to help A/V to refine the space they had in the back of LRC. This space has since been removed from their access as part of our NAGPRA processes.</p> <p>Action: remove from program plan. This sits with A/V and the district video services area.</p> |
| Collaborative Space | Action Needed ▾ | <p>Program plan was approved and VPRT review has been completed, but no space has been provided. Collaborative space is vitally needed to support more group work PD offerings (e.g. book club), and advancing community-building events that are at the core of PD plans for 25-26 FY.</p> <p>Office space for employees is needed in order to offer collaborative space in current location of the SRC.</p> <p>Action: Continue to communicate about the physical space role in line with the 2024 Space Utilization Study. Waiting for administrator approval and movement on this request that has already moved through the VPRT process.</p> |

Proposed Updated Plan Organizational Chart: Staff Resource Center



[View chart on Canva](#)

Additional Resources:

Norman Lorenz - [Thematic Program Plan Development Document](#) - Feb 2025

[Professional Development Calendar](#) - Fall 2024

[Space Utilization Study Report](#)

[SAC Institute](#)

[Peer Review Team Report - Accreditation 2022 SCC](#) - re: Caring Campus and Classified Professional Development/Onboarding

[SCC- Strategic Master Plan 2023-27](#)

[Hotep Student Equity Assessment Key Findings Presentation](#)

Analysis/Adjustment of Resource Requests for 2025-2026 Planning Year¹

| Procedure | Resource Requirements | Costs ² |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| AUO-I: professional learning opportunities | SRC ESA/PEX for Los Rios/SCC facilitators SRC Service agreements for Convocation/other PD Non-instructional supply SRC Food and travel ³ T4E ESA/PEX contracts (up to 14 participants) ⁴ T4E Food/Travel/Books/ Other NFA needs Faculty Equity Coordinator needs (position in review) | \$ 9,000 \$ 20,000 \$ 5,500 \$ 10,000 \$70,000 \$ 6,500 \$ 6,500 \$0 |
| AUO-II: processes | Clerk III ⁵ Student Support Assistant Student Ambassador non-FWS Student Ambassador, FWS ⁶ | \$ 18,000 \$ 24,000 \$ 14,000 \$ 0 |
| AUO-III: Engagement & Alignment ⁷ | Applications that foster engagement & alignment: Constant Contact newsletter app Zoom Webinar Canva Other Organizational Apps (Screen Pal, Menti) Online AI meeting support | \$ 2,300 \$ 3,600 \$ 600 \$ 500 \$ 100 |
| AUO-IV: Infrastructure | Furniture for LR106 to replace large conference table and failing chairs. ⁸ | \$ 3,000 |
| — | Total Cost: | \$193,600 |

NOTES

¹ Note that this update is required annually.

² All funding sources are SEAP. CDF funds for CWT, office supplies, etc are outside of these requests.

³ This is inclusive of supporting SEAP aligned travel for campus colleagues who will offer PD opportunities

⁴ This is a significant increase to the budget to account for ESA costs. This budget string exists within SEAP as it's own area so please discard if covered under Instruction. SEAP Coordination Clerk can check this.

⁵ Temporary for 2025-26, institutionalized as soon as practicable thereafter.

⁶ Expected one of the student ambassador positions will be a FWS student, which would come at no cost to the SRC but would still require SRC leadership to approve.

⁷ Note that the student support assistant position listed under AUO3 will be moved to AUO2 so that all staffing requests are housed in one area of the program plan.

⁸ This is leftover from the previous program plan update and may be resolved by end of 2024-24FY.