Non-Instructional Program Review- Annual Update Template

Service Area/Administrative Unit

Non-Instructional Program Name: BASIC NEEDS CENTER

Academic Year: 2025-2026

Name(s) of Submitter(s): MAGALY ROJAS, MSHCA

Annual Update #1 ☒ #2 ☐

Note: An Annual Update must be submitted each year that a Program Review is not submitted.

I. Progress on Goals and Outcomes (SAOs/AUOs)

A) List the 2-3 goals and related outcomes for your unit:
(These should be carried forward from your full Program Review, or from your Annual Update #1 if revised since your full Program Review)

1. **GOAL #1**
   Student will know where to go for support when is facing basic needs insecurities.

   Expected Service Area Outcome/Administrative Unit Outcome
   Students will be able to request services from the Basic Needs Center in person or remotely.

2. **GOAL #2**
   Student will be able to identify where to find mental health services

   Expected Service Area Outcome/Administrative Unit Outcome
   Students will be able to request mental health services in person or remotely.

3. **GOAL #3**
   Strengthen community partners to support basic needs to BCC students off campus

   Expected Service Area Outcome/Administrative Unit Outcome
   Students will be referred to off campus services to receive additional support or benefits.

B) Have any goals been completed or discontinued?
If yes, please list the goal and whether it has been completed or discontinued; if discontinued, please explain why.
Yes ☒   No ☐

    GOAL #2. Students will be able to identify where to find mental health services. The goal has been discontinued as the Mindful Space is following up with it.

C) Discuss the actions/strategies related to each goal and your progress on each of these. If you have not begun an(y) action/strategy please list why.

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1. **GOAL #1 Action/Strategies**
   Regularly host informational tables,
   Post the Basic Needs Center services on social media,
   Advertise all Basic Needs event on the Website,
   Implement workshops in person and online

   Discuss any progress on Action/Strategies.
   All actions take place regularly

   Briefly explain how you have been measuring the goal and any notable indicators of forward progress.
   Most measurements rely on the internal system ARGOS data and the goal is to increase the the basic needs users by 5% each semester.

2. **GOAL #2 Action/Strategies**
   Collaborate with the Mindfuls Space in their events

   Discuss any progress on Action/Strategies
   Regularly provide with funds and informational tables to support the Mindful Space activities.

   Briefly explain how you have been measuring the goal and any notable indicators of forward progress.
   The Mindful Space is tacking the services provided to ensure confidentiality of records.

3. **GOAL #3 Action/Strategies**
   Participate in our partnerships events
   Invite community partners to participate in College events
   Implement an advisory committee
   Implement a resource fair

   Discuss any progress on Action/Strategies
   The Basic Needs Center has participated on both on- and off-campus with the community partners as well as participation in different of community committees.
   Due to staff rotation and implementation of new position the advisory committee has not been implemented.

   Briefly explain how you have been measuring the goal and any notable indicators of forward progress.
   Developing new MOUs with partners. First, High Desert Food Second Chance (HDFSC) which will increase the food pantry items that will result in serving a bigger number of students, and Victor Valley Transit Authority (VVTA) that will provide access to fare free rides to all enrolled students to route 15, local and county routes.

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D) List any resources you are requesting for each goal.

1. Goal 1 ☒   Goal 2 ☐   Goal 3 ☐

    Please list the resource and how it relates to the goal.
    Increase the student worker staffing to promote the services at information tables.
    Need an additional office for the Basic Needs Coordinator to ensure privacy and confidentiality when providing support with benefit applications or housing resources.
    Place desks at the Basic Needs Center as the current staff is using regular tables instead to provide student support.
    Purchase a golf cart to move around the supplies to manage the resources more effectively for students requesting food, diapers, hygiene items, etc.
    Use of scanner to sign in students to the ARGOS system when accessing the student food pantry and optimize the student line in peak times
    Funding for all the events

2. Goal 1 ☐   Goal 2 ☒   Goal 3 ☐

    Please list the resource and how it relates to the goal.
    Support Mental Health Services with funding necessary for the mental health counselor position

3. Goal 1 ☐   Goal 2 ☐   Goal 3 ☒

    Please list the resource and how it relates to the goal.
    The use of additional facilities on campus to implement committees or resource events
    Funding to implement campus wide events

II. New Goals (optional)
This section is optional and should be used to replace a completed or discontinued goal OR if a new goal has become necessary for the service area or administrative unit.

A. NEW GOAL #1
Increase food benefits for vulnerable students that do not receive any other food benefit such as CalFresh by providing benefit cards in a monthly basis to afford fruits, vegestables and meat that are not often offered in the Student Pantry. This is a pilot resource that will begin with 10 students to measure success and ensure funding to sustain the academic year.

Expected Service Area Outcome/Administrative Unit Outcome
Keep enrollment of vulnerable students by providing access to nutrious food options
Track participating students to ensure they meet Satisfactory Academic Progress, course completion and 1-year retention.

1. Alignment to BCC Strategic Priority *(Select at least one but choose all that apply)*

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Strategic Priority 1: Innovate to Achieve Equitable Student Success

Choose an item.

Choose an item.

Choose an item.

2. Relationship to Guided Pathways

☐ Clarify the Path

☐ Entering the Path

☒ Staying on the Path

☐ Support Learning

3. Please list actions/strategies for achieving this goal/outcome.
Implement an additional application with eligibilities. Promote the application

4. Briefly explain how you will measure the goal/outcome.
By measuring the completion and retention of the students that benefit from the application.

5. Please list resources (if any) that will be needed to achieve the goal/outcome.
Basic Needs Funding to provide food benefit cards

B. NEW GOAL #2
Click or tap here to enter text.

Expected Service Area Outcome/Administrative Unit Outcome
Click or tap here to enter text.

6. Alignment to BCC Strategic Priority *(Select at least one but choose all that apply)*
Choose an item.

Choose an item.

Choose an item.

Choose an item.

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7. Relationship to Guided Pathways

☐ Clarify the Path

☐ Entering the Path

☐ Staying on the Path

☐ Support Learning

8. Please list actions/strategies for achieving this goal/outcome.
   Click or tap here to enter text.

9. Briefly explain how you will measure the goal/outcome.
   Click or tap here to enter text.

10. Please list resources (if any) that will be needed to achieve the goal/outcome.
    Click or tap here to enter text.

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III.   Resource Requests:

What does the area need to meet its goals and objectives?
List all resources from Sections I.D and II.10 below.
If there was no room on the template to list all resources being requested for a single goal/objective, you may list additional resource requests here. Also list any resources required to implement planned improvements.

IMPORTANT: **A BUDGET ALLOCATION PROPOSAL** must be completed and submitted for **EACH** new resource requested.

Goal/ Outcome #	Resource Required	Estimated Cost	BAP Required? Yes or No	If no, indicate funding source
Adequate furniture/#1	Purchase of a desks and chairs for staff. Currently, we are using improvised tables and old chairs	9,000	No	Student Food and Housing (0554)
Upright freezer and refrigerator/#1	Build capacity inside the K building to store frozen food and other food items.	6,000	No	Student Food and Housing (0554)
Golf Cart/#1	Ability to move food items around campus for storage or events purposes.	5,000	No	Basic Needs (0514)
Student Workers/#1,#2	Increase the number of student workers to provide peer to peer information and support the student food pantry activites	22,000	No	HHIP (0516)
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