



IRVINE VALLEY  
COLLEGE



# BASIC NEEDS PLAN

## 2023 – 2026



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## PURPOSE AND COMMITMENT

At Irvine Valley College (IVC), the Basic Needs Center (BNC) stands as a testament to the institution's commitment to the well-being of its students. IVC is committed to fostering an inclusive and supportive community, where every individual's basic needs are not only met, but prioritized.

The Basic Needs Center that serves as a resource hub for students experiencing housing insecurity, food scarcity, financial burdens, or any other challenges that hinder their ability to fully engage in their educational journey.

Additionally, the program goes beyond simply offering resources; it extends a helping hand, a listening ear, and a warm heart to students seeking support.

The BNC employs a holistic approach that utilizes both on and off campus partnerships to support each student as a distinct individual with their own unique background, dreams, and challenges. With warmth and compassion, it strives to create a nurturing environment where no student goes unnoticed or unsupported.



## IRVINE VALLEY COLLEGE DEMOGRAPHIC INFORMATION

Irvine Valley College is a public two-year college founded in 1979, initially as Saddleback North Campus, and later as a separate college officially in 1985. Current student demographic information can be found [here](#).

Fall 2022, 13,168 students enrolled in courses including online, in person, and hybrid modalities. Of these students 55% work while attending classes, 29% receive Financial Aid, 15% are first generation college students, and 26% reported experiencing food insecurity.

### SELF-REPORTED STUDENT RACIAL DEMOGRAPHICS



- 39% Asian American Pacific Islander (AAPI)
- 30% White / Caucasian
  - 1 in 3 of “White” responses are Southwest Asian North African (SWANA)
- 21% Latinx
- 5% Two or More Races
- 2% Black or African American

#### IVC IS WELL KNOWN FOR ITS SUCCESSES INCLUDING

- #1 transfer rate in California
- #1 transfer rate in Orange County to the University of California (UC) System
- 2 in 3 students have an academic goal to complete a degree or transfer to a four year University
- Associate Degrees for Transfer (ADT) have tripled in the past five years

IVC’s dedication to supporting students’ basic needs security is anchored by a larger campus-wide commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA). These DEIA values are central to IVC’s Mission, Vision, Strategic Plan, Student Equity Plan, and DEIA Plan.

- [IVC Vision, Mission, and Strategic Plan Goals](#)
- [IVC DEIA Strategic Plan](#)
- [IVC Student Equity Plan](#)
- [South Orange County Community College District \(SOCCCD\) District-wide Strategic Plan 2020-2025](#)

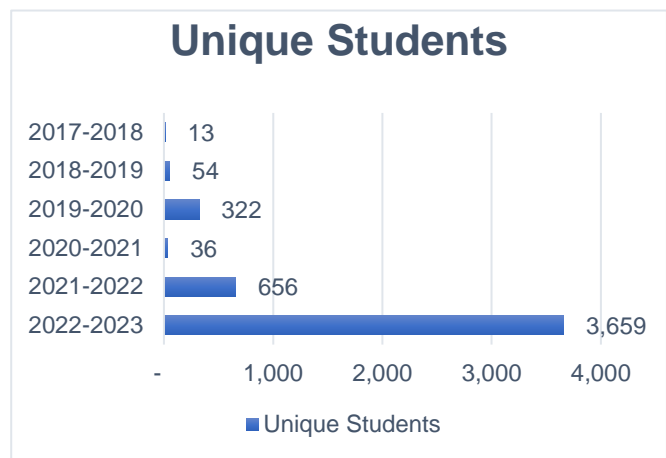
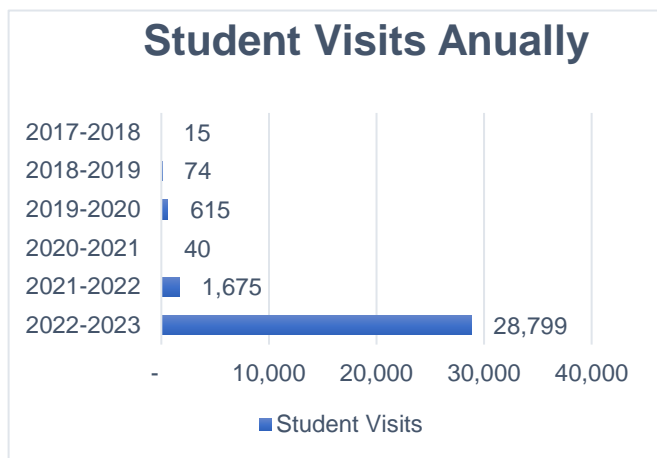
## HISTORY OF THE BASIC NEEDS CENTER

In 2017, Irvine Valley College opened its first on-campus food pantry offering shelf stable items and snacks to students in need. The opening of this center marked a significant step forward in IVC’s commitment to addressing nonacademic barriers for students. The food supplies needed to open the initial center were generously donated by a long-time philanthropic partner of IVC, the Assisteens of Irvine (a division of the Assistance League of Irvine). Additionally, supplemental food supplies were purchased by IVC to increase the variety of food offered to students. Students who were enrolled in a minimum of six units were welcome to receive one snack per week as well as one prepacked grocery bag per month. Every year since its inception, student visits increased annually with the exception of 2020-2021 when it was closed due to the COVID-19 pandemic.



*Figure 1 Assisteens donating food in 2017*





#### RESPONSE TO COVID-19

During the campus closure due to the global COVID-19 pandemic, the food pantry was physically closed on March 2020 and reopened in April 2022. During the physical closure of the food pantry, the services were moved online and began providing students in need with \$30 or \$50 vouchers to local grocery stores. In October of 2020, the Basic Needs Program collaborated with the Office of Institutional Research to launch a [COVID-19 Impact Survey](#) to assess the severity at which COVID-19 and the subsequent financial downturn that impacted the lives of our students. An unprecedented response rate of over 12%, (over 1,400 unique students) responded to the survey.

#### KEY FINDINGS OF THE COVID IMPACT SURVEY INCLUDED:

##### Hardships:

- 60% experienced hardships over past six months:
  - 47% indicated reduced income
  - 30% experienced job loss
  - 21% had difficulty paying rent
  - 14% had difficulty paying for food
  - 3% had difficulty finding reliable place to sleep

##### Mental Health:

- 67% experienced anxiety or depression past 30 days



*Figure 2 Providing Resources to Students via Drive Thru during COVID-19 Campus Closures*

In November 2020, the Basic Needs Program organized the inaugural IVC Cares Drive Thru Food Distribution event in response to the student needs highlighted in the COVID-19 Impact survey. This event successfully supported 400 student attendees, providing them with a substantial meal, essential food pantry items, promotional giveaways, and comprehensive community resource lists. The overwhelming positive response (83% of respondents expressing interest in attending similar events in the future), prompted the planning and execution of a second IVC Cares food distribution drive-through event in the following month, December 2020. This subsequent event served 500 students, offering them a high-quality meal and essential personal health supplies, including masks, a thermometer, pedometer, and hand sanitizer.

## FEEDBACK DATA FROM 2020 IVC CARES DRIVE TRHU MEAL DISTRIBUTION EVENTS

	November 2020	December 2020
<b>The meal was great!</b>	67%	82%
<b>The experience was great!</b>	70%	81%
<b>Wait times were acceptable or no wait at all</b>	69%	98%
<b>Interested in attending an event like this in the future</b>	83%	87%

The IVC Cares Meal Distribution events and grocery voucher program continued until the food pantry was able to successfully reopen on April 1, 2022, when in-person pantry services resumed.

## DESCRIPTION OF SERVICES



The Basic Needs Center currently offers a wide range of essential services to ensure the well-being of its students. One of the center's key services is an on-campus food pantry, offering nutritious and culturally preferred food options to students in need. Additionally, the center provides grocery cards, empowering students to choose and purchase their own groceries according to their preferences and dietary needs. In situations where

emergency housing is required, the center assists students with immediate placement, ensuring they have a safe and secure place to stay. Furthermore, the center offers individual appointments, providing a personalized and confidential space where students can discuss their specific needs and concerns.

- On-campus food pantry providing dry pantry, fresh and frozen foods, snacks, and meals to students
- Emergency housing assistance in the form of hotel vouchers for up to six nights with a contracted hotel as well as connection to community partners for longer term housing support
- Individual appointments for additional resources and case management support offered through a partnership with California State University at Fullerton (CSUF) Masters in Social Work Program graduate interns
- Support five snack hubs throughout campus
  - Locations include General Counseling, Extended Opportunity Programs and Services (EOPS) Department, Disability Support Programs for Students (DSPS) Department, Veterans Services Center, Health & Wellness Center
- Student staff and/or volunteers providing peer-to-peer support
- CalFresh enrollment support
- Large scale campus events including “IVC Cares” food giving events

- Basic Needs Equity Scholars Program entitled HEARTS Scholars (Helping to Ensure Access to Resources for Transitional Students). This program includes monthly meetings, community building, academic counseling, and special events
- Holistic Support Workgroup to coordinate basic needs care on campus
  - Members include Basic Needs team and well as representatives from Counseling, Mental Health, and Veterans Services
- Community partnerships including local food banks, clothing resources, wraparound care, shelters, medical and dental resources, childcare, and more
- Participation in local and regional collaborative support efforts
- Offer professional development via workshops and training provided to the IVC campus community

## BASIC NEEDS PROGRAM STUDENT DEMOGRAPHICS

### SELF-REPORTED RACE OF STUDENTS UTILIZING BASIC NEEDS CENTER SERVICES IN 22-23

Racial demographics of students who utilize Basic Needs services closely resemble that of the college overall with the exception of “unreported or unknown” which is 9% higher within those who use the BNC.

	Unique Students	Basic Needs Student %	College %	Discrepancy
Asian	1,211	34%	37%	-3%
Black or African American	76	2%	2%	0%
Hispanic / Latinx	633	18%	21%	0%
Two or More Races	153	4%	5.2	-1.2%
Unreported or Unknown	431	12%	3%	9%
White / Caucasian	1,066	30%	32%	-2%

Percentages are rounded to the nearest whole number.

### ECONOMICALLY DISADVANTAGED

Students who utilize the BNC are “economically disadvantaged” at rates that closely resemble that of the college overall.

	Unique Students	Basic Needs Student %	College %	Discrepancy
Economically Disadvantaged	1,137	32%	34%	-2%
NOT Economically Disadvantaged	2,440	68%	66%	2%

Economically Disadvantaged is defined as fulfilling any of the criteria listed on the [linked chart here](#)



## MEET THE TEAM



Erin Pollard, LMFT, LPCC  
Director of College Equity,  
Inclusion, and Access



Heather Johnson  
General Counseling  
HEARTS Scholars



Juanita Vasquez, MA  
Program Coordinator



Briana Bell  
Program Assistant



Basic Needs Case Workers  
Masters of Social Work Interns  
CSU Fullerton



College Corps  
Student Volunteers

## BASIC NEEDS PROGRAM ACCOMPLISHMENTS

### THE BNC IS SERVING MORE STUDENTS THAN EVER BEFORE

By October of 2023, only two months into the academic year, the number of visits to the BNC had surpassed the total number of visits for all previous years combined. In total, the BNC supported students in the following ways in the 22-23 academic year.

- 27,934 visits by students to the BNC
- 3,577 unique students visited the BNC
- 2,626 grocery bags to students
- 24,038 snacks provided to students
- 7,233 meals provided to students through the BNC
- 1,500 meals and approximately 4,000 pantry items provided to students through IVC Cares large food distribution events

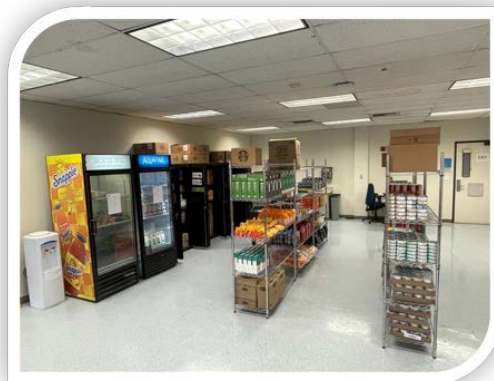
### SPACE EXPANSION

- Physically expanded the BNC from 309 square feet to 1,203.5 square feet, resulting in a space four times its original size. Creating three rooms:

- Welcome Room:
  - Entry and check-in desk offering CalFresh application support and peer-to-peer support of the BNC and program offerings.
- Pantry Room:
  - This expansion created space for additional food storage areas, a new clothing area, as well as space for additional products such home and personal items.
- Snack Room:
  - A new grab and go snack window was created to reduce wait times and increase efficiency of the snack process through the center.
  - The snack room provides a space for the student staff (College Corps volunteers) to check in students, assemble and distribute snacks, and count inventory.
  - The snack room also offers space for an additional workspace for a staff member



*Figure 3 Before Food Pantry Expansion*



*Figure 4 After Food Pantry Expansion*

- Upgraded electrical to support significantly increased refrigeration and freezer space (three double door refrigerators, one single door refrigerator, two double door freezers)
  - The BNC is now able to offer fresh and frozen proteins, vegetables, fruits, and meals
  - Upgraded from metal storage shelving to food service gondolas throughout

#### **EXPANDED SUPPORT OFFERED THROUGH THE BASIC NEEDS PROGRAM**

- Masters of Social Work (MSW) interns from California State University, Fullerton joined the Basic Needs team to offer personal appointments, case management and connection to campus and community resources
- Began Holistic Care Team meetings to coordinate care across campus including Counseling, Basic Needs Team, MSW interns
- Began partnership with College Corps to provide volunteer work and training experiences to eight College Corps Students while they provided valuable support to the center
- Employed three IVC students as CCC CalFresh Student Ambassadors to promote CalFresh on campus through peer-to-peer engagement
- The intake form is now available online and printed in seven additional languages including Farsi, Russian, Arabic, Korean, Japanese, Spanish, Chinese

## DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY (DEIA) FOCUSED SUPPORT



The BNC is deeply committed to promoting Diversity, Equity, Inclusion, and Accessibility (DEIA) in its core values and operations. This commitment is evident through several key actions and initiatives. First, the center has taken strides to ensure accessibility by creating a program intake form available in eight languages (English, Farsi, Russian, Arabic, Korean, Japanese, Spanish, and Chinese), ensuring that individuals from diverse linguistic backgrounds can easily access and engage with basic needs services. Moreover, the center makes every effort to staff both its own team and the broader program with bilingual staff members, fostering a more inclusive

environment and facilitating effective communication with individuals who require language support. Additionally, IVC Cares food distribution events offer culturally diverse meal choices, recognizing and honoring the diverse culinary preferences and cultural backgrounds of its attendees. To further promote inclusivity, the Basic Needs intake form includes identity-focused care questions, demonstrating the center's commitment to addressing the specific needs and experiences of different identity groups.

*“Do you belong to any communities that you would like considered when we help to find support for you? Examples: (racial identities, religion, gender identity or sexual orientation, etc.)”*

Lastly, the BNC diligently reviews racially disaggregated data to assess the effectiveness of its programs, ensuring that they are equitable and provide meaningful support to all individuals, inclusive of their racial backgrounds. These actions collectively exemplify the Basic Needs Program’s dedication to DEIA principles and creating an inclusive environment for all.

### ADDITIONAL FUNDING AND COSTS SAVINGS

- Secured a contract with Second Harvest Food Bank to receive all donated food, saving a minimum of \$24,000/year in food purchasing
- Awarded a federal grant for \$331,000 to provide additional support and resources to students
- In progress: Partnering with the City of Irvine to receive up to \$600,000 to share between Irvine Unified School District and IVC to support addressing food and housing insecurities for students

## OPPORTUNITIES FOR GROWTH AND IMPROVEMENT

The BNC experienced a significant increase in demand since the onset of the COVID-19 pandemic (1,400% increase in 22-23 compared to 21-22)<sup>1</sup>. Although significant strides were made during the 2022-2023 academic year to address student needs, additional improvements and expansions are necessary to create more opportunities for student retention and academic success.

### BUILDING NEW RELATIONSHIPS WITH COMMUNITY ORGANIZATIONS

The Basic Needs Program would benefit from continuing to build relationships with community organizations that will result in increasing the supports offered at the BNC. For example, students would benefit from clothing, home and kitchen items, personal hygiene products, diapers, academic supplies, and additional food options available at the BNC. Similarly, offering vouchers for transportation, housing/hotel stays, grocery stores, and emergency grants. Often, basic needs intersect and overlap as a student is facing a personal or economic struggle. Offering many layers of services strengthens the safety net offered to students through the Basic Needs Program.

### INCREASED TRANSPARENCY AND CLARITY OF SUPPORTS OFFERED TO STUDENTS

Above and beyond AB 2881<sup>2</sup> communication requirements, there is a greater need for increased clarity of communication, website updates, and transparency of program offerings. As the program offerings have grown quickly in response to increased demand, it is important that the students, faculty, staff, administrators, and local community are aware of the services offered by the Basic Needs Program, eligibility requirements, and how to access programs and services. Not only does this provide a valuable asset to student success, but it helps to positively shape our reputation as a student-centered campus in alignment with IVC's mission, vision, and goals.



Additionally, a new name is needed for the basic needs program. Current best practice in higher education suggests that selecting a unique name for basic needs programming may reduce embarrassment or feelings of shame some may experience when receiving aid. Additionally, a single name that unifies all basic needs services under one name would clarify which services are included under the ever-expanding umbrella of basic needs programming.

Currently, the following variously titled programs could all be included under one cohesively named program:

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<sup>1</sup> Source - SARS use data. 21-22: 1675 visits, 656 unique students. 22-23: 25,641 visits, 3,239 unique students

<sup>2</sup> AB 2881 is a California law passed in 2022 requiring public higher education institutions to publish information about resources for students with dependent children in multiple locations as well as adding basic needs on campus support information to new student orientation. [Full bill text here](#).



- Basic Needs Center / Food Resource Center
- Helping to Ensure Access to Resources for Transitional Students (HEARTS) Scholars
- Access to Masters of Social Work (MSW) Interns providing case management
- IVC Cares food giving events
- In the future: Basic Needs Closet

#### INCREASED COLLABORATION WITH ON CAMPUS PROGRAMS TO PROMOTE HOLISTIC WELLBEING

Partnering with on-campus programs such as the Career Center, Veterans Services Center, Health and Wellness Center, Student Success Center, Counseling, and campus identity-based programs would significantly enhance the value of the Basic Needs Program. These collaborations would create a holistic support system that addresses not only the immediate needs of students but also their long-term well-being. The Career Center could provide employment opportunities, internships, and career guidance to help students secure stable incomes. Veterans Services would bring specialized support to military-affiliated students, ensuring their unique needs are met. The Health and Wellness Center would contribute by promoting physical and mental well-being, offering healthcare resources and mental health therapy services. The Student Success Center could provide academic assistance and tutoring, enabling students to excel academically. Collaborating with Counseling Services would ensure students are empowered in the creation of their academic plans and supported as they work toward their academic goals. Lastly, partnering with identity-based programs on campus would ensure that the Basic Needs Program is inclusive and tailored to diverse student populations. By leveraging these partnerships, the Basic Needs Program would create a comprehensive network of support, sense of belonging, and empower students to thrive academically, emotionally, and socially.

#### EXPANDING CAMPUS TRAININGS AND DEVELOPING FACULTY PARTNERSHIPS



The City of Irvine is widely assumed to be an affluent high-income earning community. However, this facade of universal prosperity often obscures the true number of community members facing significant financial insecurity. By offering professional development opportunities focused on understanding and addressing basic needs insecurities, faculty, staff, and students can gain a deeper understanding of the complexities of the issue and how they connect students to resources on campus. Additionally, this increased awareness can lead to more empathetic and informed responses in alignment with IVC's [Caring Campus](#) philosophy.

Additionally, developing faculty partnerships is crucial to overall program success. By partnering with faculty members, who play a pivotal role in student success, IVC can leverage their expertise, resources, and influence to develop comprehensive strategies that integrate basic needs support seamlessly into various aspects of the student experience. These partnerships could create outcomes such as a basic needs support syllabus statement, BNC presentations in classrooms, course surveys that include food and housing questions for students, and much more. This integration ensures that students' food and housing needs are supported holistically, allowing them to thrive academically and personally.



## PHYSICAL SPACE IMPROVEMENTS

As the Basic Needs Program continues to grow and expand services, additional space may be needed to accommodate additional staffing and storage needs. This will be especially critical should IVC be awarded the CalFresh Grant offered through the Center for Healthy Communities. This grant will support the hiring of two CalFresh support personnel to assist students in applying for CalFresh. A minimum of two additional workspaces will be needed for these staff members, which the current space does not accommodate. By proactively planning for the future growth of the BNC and securing the necessary resources, the college will ensure the basic needs program's continued effectiveness in reducing nonacademic barriers for students and fostering their overall well-being.

## PROGRAM GOALS

<b>Goal</b>	<b>Reduce nonacademic barriers by addressing basic needs through providing food to students in need.</b> <b>Strategic Plan Goal 4.4</b>
<b>Objective</b>	Operate an on-campus food pantry providing snacks, grocery items, fresh and frozen food, and prepared meals to students. Additionally, support at least five on campus snack hub locations providing snacks to students.
<b>SLO/SSO</b>	Students will be able receive food from the on-campus food pantry in the form of daily snacks, weekly grocery bags of food, and prepared meals as available.
<b>Actions</b>	<ul style="list-style-type: none"><li>● Operate an on-campus food pantry with a minimum of four open days per week.</li><li>● Lead and support a minimum of five on-campus snack hub locations. This includes restocking snacks as needed, communicating updates to locations, and maintaining a training program and procedures for snack hub locations.</li><li>● Maintain current contracts with local food bank to receive donated food.</li><li>● Pursue additional food contracts to increase variety of food donated to the food pantry.</li></ul>
<b>Status</b>	Ongoing. All actions are completed and will continue.
<b>Assessment Tool</b>	Records of the center open days and times, snack hubs in operation and actions taken to support them. Documentation of additional food resource community organizations contacted to develop partnerships.

<b>Goal</b>	<b>Reduce nonacademic barriers by addressing non-food basic needs including transportation, grocery, and hotel vouchers, clothing, hygiene, and home goods.</b> <b>Strategic Plan Goal 1.1, 4.4</b>
<b>Objective</b>	Transform the on-campus food pantry into a BNC that offers non-food resources.
<b>SLO/SSO</b>	Students will be able to identify and utilize non-food basic needs supports appropriate to their needs.

<b>Actions</b>	<ul style="list-style-type: none"> <li>Transform current food pantry to a BNC including clothing, home items, and hygiene items. <ul style="list-style-type: none"> <li>Develop contracts with additional community resources that will provide donations to the BNC.</li> <li>Create policy and procedures for distribution of non-tangible resources such as transportation, grocery, and housing vouchers.</li> </ul> </li> </ul>
<b>Status</b>	Ongoing. Progress began December 2022. Install professional gondolas summer 2023, clothing installation by end of Fall 2023.
<b>Assessment Tool</b>	Record of addition of specific resources to the BNC. Policy and procedure documents for voucher programs.

<b>Goal</b>	<b>Decrease institutional barriers by supporting financial aid applications of students receiving basic needs support.</b> <a href="#">Strategic Plan Goal 1.1, 4.4</a>
<b>Objective</b>	Increase financial aid applications of Basic Needs students.
<b>SLO/SSO</b>	Students will gain knowledge and skills to navigate within the financial aid application process while ensuring they receive the necessary support for their holistic well-being.
<b>Actions</b>	<ul style="list-style-type: none"> <li>Establish a tracking system for financial aid referrals and warm hand off protocols.</li> <li>Offer special event workshops in partnership with financial aid to drive applications.</li> <li>Proactively message Basic Needs students who have not applied for financial aid.</li> </ul>
<b>Status</b>	Not yet initiated. Full implementation planned for Spring 2024.
<b>Assessment Tool</b>	Number of financial aid referrals provided from the BNC. Number of financial aid workshops offered and attendance records. Documentation of email template created to promote financial aid application to BNC students and number of students who received the email.

<b>Goal</b>	<b>Address food insecurity and promote a sense of belonging through large-scale campus food giving events in alignment with Caring Campus philosophy.</b> <a href="#">Strategic Plan Goal 1.1, 4.4</a>
<b>Objective</b>	Provide three large scale campus events annually.
<b>SLO/SSO</b>	Students will have the opportunity to engage with volunteers and staff members at the large-scale food distribution events, fostering a sense of belonging and support.
<b>Actions</b>	<ul style="list-style-type: none"> <li>Plan and execute three annual large scale food giving events on campus for an average of 500 students per event.</li> </ul>
<b>Status</b>	Ongoing. Events currently planned for August 2023, December 2023, and May 2024.
<b>Assessment Tool</b>	Record of event dates, supports provided, student attendance, as well as feedback survey data after the event.

<b>Goal</b>	<b>Increase awareness of student basic needs prevalence, services offered to address this need, and how to support care of students.</b> <a href="#">Strategic Plan Goal 1.6, 1.7, 2.11</a>
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<b>Objective</b>	Create and provide three professional development / trainings for faculty, staff, students, and administrators annually.
<b>SLO/SSO</b>	Workshop attendees will be able to identify key supports offered to IVC students through the Basic Needs program and understand how to refer students.
<b>Actions</b>	<ul style="list-style-type: none"> <li>● Create and present workshops during Fall and Spring FLEX weeks.</li> <li>● Create and present workshop during Hunger and Homelessness Awareness Week.</li> </ul>
<b>Status</b>	Partial implementation. Trainings currently planned for August 2023 and November 2023. One more training to be added by end of Spring 2024.
<b>Assessment Tool</b>	Records dates, topics, modality, and attendees of training as well as attendee feedback from training.

<b>Goal</b>	<b>Decrease institutional barriers for students historically or contemporarily underrepresented in higher education through clear communication of basic needs program support offerings.</b> <b>Strategic Plan Goal 1.1</b>
<b>Objective</b>	Clearly communicate program requirements, offerings, and value to campus.
<b>SLO/SSO</b>	Students and campus community will be able to easily find the service offerings of the Basic Needs Program at IVC and select the ones appropriate to their needs.
<b>Actions</b>	<ul style="list-style-type: none"> <li>● Ensure website is up to date with correct information, program offerings, and contact information</li> <li>● Attend promotional and in reach opportunities on campus to promote program</li> <li>● Create a monthly email to all students utilizing the center with current resources, program offerings, and upcoming events</li> <li>● Create a cohesive name for all Basic Needs programming and basic needs center</li> </ul>
<b>Status</b>	Partial implementation. Website updates are ongoing as well as promotional activities. Create monthly email by the end of Fall 2023. Cohesive name for Basic Needs programming in place by end of Spring 2024.
<b>Assessment Tool</b>	Website screen shots, record of promotional events attended, records of monthly email, and record of cohesive name created and program logo.

<b>Goal</b>	<b>Reduce nonacademic barriers by continuing to expand partnerships and services offered to students through the use of community partners.</b> <b>Strategic Plan Goal 1.1, 3.5</b>
<b>Objective</b>	Develop community partnerships to increase the services offered to students.
<b>SLO/SSO</b>	Students will be able to identify and utilize the basic need supports available in the local community.
<b>Actions</b>	<ul style="list-style-type: none"> <li>● Form three new partnerships with community organizations per year.</li> <li>● A partnership is defined as a mutually supportive and beneficial relationship as evidenced by collaboration to support students, appearance at events, or training/workshops offered.</li> </ul>
<b>Status</b>	Partial implementation, ongoing.

<b>Assessment Tool</b>	Record of community organizations contacted to demonstrate attempt to build new partnerships. Description of all new successful partnerships and the benefits to the campus.
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## ASSESSMENT OF PROGRAM EFFECTIVENESS

As described above, each goal will be measured via a specific and appropriate assessment tool. In addition to the assessment tools described above, key data will be disaggregated to determine if specific target student groups were reached. For example, the Student Equity plan targets support for first generation college students and Latinx students in the areas of increased enrollment, completion of transfer-level math and English, retention in first term to secondary term, successful transfer to a university, and completion of academic goals.<sup>3</sup> These disproportionately impacted student groups will be of particular focus as success metrics are reviewed.

Going forward, the Basic Needs program will run disaggregated data analysis to search for possible links between students who received basic needs supports and retention or completion. This assessment is critical to begin to determine not only program effectiveness, but to determine which supports specifically were more significant in retaining students.

## FUNDING ALLOCATIONS

The Basic Needs Program is currently funded through a combination of California Community Colleges (CCC) one-time funding, CCC on-going funding, and a federal grant (one-time funding for three years). This funding supports the salaries of staff members, direct resources provided to students, and all program offerings. Additionally, all food provided to the BNC is donated through a partnership with Second Harvest Food Bank and is no cost to the program. [Link to full budget files](#)

Below you will find charts detailing the individual funding sources utilized by the Basic Needs Program.

### ALLOCATIONS – FUNDING SOURCES DETAILS

No.	Source	Worktag	Amount
<b>Annual Allocation (Ongoing)</b>			
1	Categorical State Funds (ongoing)	011 49010 649900 FS462 y2122	\$338,087.00
<b>One-Time Funds</b>			
2	Categorical State Funds – Establishment of Basic Needs Centers (one time)	011 49010 649900 FS463	\$505,868 initial \$460,000 remaining as of 6/21/23
3	Federal Grant: Access & Persistence through Basic Needs	*Funds to be received September 2023	\$331,000.00

<sup>3</sup> Full Student Equity Plan can be found [here](#)

\*Link to Federal Student Aid on which non-U.S. citizens qualify for federal student aid. This would be applicable to our funding if no other mention/restrictions were provided from the Department of Ed.: <https://studentaid.gov/understand-aid/eligibility/requirements/non-us-citizens>

## THREE YEAR BUDGET 23-24, 24-25, 25-26

Summation Budget	All Funding Sources			
Category	Description	23-24	24-25	25-26
1000- Academic Salaries		\$0.00	\$0.00	\$0.00
2000 - Classified Salaries	Program Coordinator, Program Assistant, \$10K of Director, Project Specialist	\$155,418.00	\$167,851.00	\$181,279.00
3000 - Employee Benefits	Program Coordinator, Program Assistant, NBU	\$117,026.72	\$121,390.72	\$124,298.00
4000 - Supplies and Materials	Food, housing, clothing, transportation direct support to students	\$26,770.00	\$26,770.00	\$26,500.00
5000 - Other Operating Expenses	Professional development & technology: programs such as "Single Stop" to support connection to resources for students	\$19,000.00	\$4,000.00	\$4,000.00
6000 - Equipment	Basic Needs Center expansion (shelving, refrigeration, desks)	\$5,000.00	\$5,000.00	\$5,000.00
7000 - Other Outgo/Direct Aid to Students	Food, Transportation, Housing, Clothing Support, etc.	\$150,000.00	\$150,000.00	\$75,000.00

<b>Total Planned Spending</b>	<b>\$473,214.72</b>	<b>\$475,011.72</b>	<b>\$416,077.00</b>
<i>Intentionally Held Carryover from Ongoing Funds (FS462)</i>	<i>\$67,449.00</i>	<i>\$50,652.00</i>	<i>\$32,510.00</i>
<i>Remaining Balance in Onetime funds (FS463)</i>	<i>\$276,587.00</i>	<i>\$215,087.00</i>	<i>\$104,587.00</i>

### 1. Ongoing Funds (FS462)

Category	Description	23-24	23-24	24-25
1000- Academic Salaries	None	\$0.00	\$0.00	\$0.00
2000 - Classified Salaries	Director of College Equity, Inclusion, and Access	\$5,910.00	\$6,383.00	\$6,893.00



2000 - Classified Salaries	Program Coordinator	\$91,902.00	\$99,254.00	\$107,194.00
2000 - Classified Salaries	Program Assistant	\$57,606.00	\$62,214.00	\$67,192.00
3000 - Employee Benefits	Director of College Equity, Inclusion, and Access	\$2,496.00	\$2,599.00	\$2,711.00
3000 - Employee Benefits	Benefits - Program Coordinator	\$62,470.00	\$65,089.00	\$67,918.00
3000 - Employee Benefits	Benefits - Program Assistant	\$50,254.00	\$51,896.00	\$53,669.00
4000 - Supplies and Materials		\$0.00	\$0.00	\$0.00
5000 - Other Operating Expenses		\$0.00	\$0.00	\$0.00
6000 - Equipment		\$0.00	\$0.00	\$0.00
7000 - Other Outgo/Direct Aid to Students		\$0.00	\$0.00	\$0.00

**Total Planned Spending**    **\$270,638.00**    **\$287,435.00**    **\$305,577.00**  
**Total Annual Allocation**    **\$338,087.00**    **\$338,087.00**    **\$338,087.00**  
*Intentionally Held Carryover*  
*Held in reserve for future step and COLA increases*    **\$67,449.00**    **\$50,652.00**    **\$32,510.00**

## 2. Onetime Funds (FS463)

Category	Description	23-24	24-25	25-26
1000- Academic Salaries	None	\$0.00	\$0.00	\$0.00
2000 - Classified Salaries	None	\$0.00	\$0.00	\$0.00
3000 - Employee Benefits	None	\$0.00	\$0.00	\$0.00
4000 - Supplies and Materials	3 IVC Cares food distributions	\$22,500.00	\$22,500.00	\$22,500.00
4000 - Supplies and Materials	Personal care items and food supplemental purchases	\$0.00	\$0.00	\$4,000.00
5000 - Other Operating Expenses		\$5,000	\$5,000	\$5,000
6000 - Equipment		\$5,000.00	\$5,000.00	\$5,000.00
7000 - Other Outgo/Direct Aid to Students	60 students, emergency grants \$500 each in year 1 & 2	\$30,000.00	\$30,000.00	\$75,000.00
<b>Total Planned Spending</b>		<b>\$61,500.00</b>	<b>\$61,500.00</b>	<b>\$110,500.00</b>
<b>Starting Balance</b>		<b>\$338,087.00</b>	<b>\$276,587.00</b>	<b>\$215,087.00</b>
<b>Remaining</b>		<b>\$276,587.00</b>	<b>\$215,087.00</b>	<b>\$104,587.00</b>

### 3. One-time federal grant

\*Total grant is \$337000, to be spent in 2 years

Category	Description	23-24	24-25	25-26
1000- Academic Salaries	None	\$0.00	\$0.00	\$0.00
2000 - Classified Salaries	Project Specialist - Basic Needs	\$19,200.00	\$19,200.00	\$0.00
3000 - Employee Benefits	for Project Specialist	\$1,806.72	\$1,806.72	\$0.00
4000 - Supplies and Materials	Supplies (plates, plastic cutlery, napkins, grocery bags, gloves, cleaning supplies, labels, bins, baskets, food organizers, marketing materials w/program names, nametags, and general office supplies)	\$2,755.00	\$2,755.00	\$0.00
4000 - Supplies and Materials	Personal Care and Academic Support Items	\$1,370.00	\$1,370.00	\$0.00
4000 - Supplies and Materials	Food for Distribution	\$2,900.00	\$2,900.00	\$0.00
5000 - Other Operating Expenses	Professional Development	\$5,000.00	\$0.00	\$0.00
5000 - Other Operating Expenses	Technology - Single Stop	\$10,000.00	\$0.00	\$0.00
6000 - Equipment	None	\$0.00	\$0.00	\$0.00
7000 - Other Outgo/Direct Aid to Students	Housing Vouchers for students	\$40,000.00	\$40,000.00	\$0.00
7000 - Other Outgo/Direct Aid to Students	Food Vouchers for students	\$40,000.00	\$40,000.00	\$0.00
7000 - Other Outgo/Direct Aid to Students	Transportation Vouchers for Students	\$40,000.00	\$40,000.00	\$0.00
Indirect (36.5%)	"Facilities and administration" of funds. This pays for the real costs or overhead (electricity, central administrative services) that it takes to run the activities of the program.	\$15,706.00	\$10,231.00	\$0.00

**Total Planned Spending    \$178,737.72    \$158,262.72    \$0.00**

## CONCLUSION

The Basic Needs Program recognizes that students face an ever-increasing array of barriers to securing basic needs security while pursuing their academic goals. These needs go well beyond simply food and housing, to include emergency grants, transportation, childcare, financial literacy, clothing, academic supplies, medical and dental needs, and so much more. The COVID-19 pandemic and subsequent economic downturn have only exacerbated these obstacles to consistently securing basic needs for students. In recognition of these barriers, and in alignment with Irvine Valley College's mission, vision, goals and Strategic Plan, the Basic Needs Program remains committed to holistic support of students. Through continued program development, in partnership with students and the community, the Basic Needs Program will continue to be a catalyst for positive change. Together, we will work toward a future where every student has the resources they need to excel, unlocking their full potential to achieve their academic goals.



*Figure 5 Students receiving meals and resources at the IVC Cares event November 2021*