

## 21-22 ENGAGEMENT Objectives

Program/Department	Objective Desc.	Strategic Goal	Additional Accomplishment?
Academic Affairs	Begin review of assessment software to replace eLumen at the expiration of the current contract.	ENGAGEMENT	No
Academic Senate	Develop a Department Chair training workshop series to better prepare and assist Chairs in the growing duties and complexity of the position.	ENGAGEMENT	No
Academic Senate	Develop a Tenure Committee/Process workshop training series to promote the consistent and effective implementation of the tenure process.	ENGAGEMENT	No
Academic Senate	Create a series of Academic Senate liaison positions to better coordinate Senate action with campus committees, groups and staff.	ENGAGEMENT	No
Academic Senate	Implement the specifics of the CCCCO Call to Action with a long term vision and action plan.	ENGAGEMENT	No
Academic Senate	To rebuild cohesion and professional community to the Academic Senate and faculty in a post pandemic campus environment.	ENGAGEMENT	No
Administration of Justice	Call to Action Mandate. Satisfies Engagement, Access, and Success of College's Strategic Goals. Development of a new program requisite course to discuss police culture and pillars of modern policing.	ENGAGEMENT	No
Administration of Justice	The Collective for Police Sciences & Leadership. A peer reviewed collection point to discuss best practices and critical issues impacting the criminal justice system.	ENGAGEMENT	No
Anthropology	Encourage all Anthropology faculty to be certified to teach by "Online Live" modalities by the end of Spring 2022.	ENGAGEMENT	No
Anthropology	Encourage student learning and success through the use of classroom laptops, Anthropology specific software, and other associated technological devices used in the field.	ENGAGEMENT	No
Anthropology	Provide students with access to a designated Anthropology imbedded tutor to assist with coursework, offer counsel and share information about how to be a successful college student.	ENGAGEMENT	No
Basic Needs Center (BaNC)	On-board the Director, Student Resources and Basic Needs who started December 6, 2021	ENGAGEMENT	No
Basic Needs Center (BaNC)	Obtain a dedicated BaNC electric vehicle (mini cargo van or mini truck with camper shell) for use in picking up donated food items and other products.	ENGAGEMENT	No
Basic Needs Center (BaNC)	Establish partnership with the MSW programs at CSUN/USC/Brandman to create a graduate intern opportunity with the BaNC.	ENGAGEMENT	No
Biological Sciences	Pursue financial support to add instructional technology with Surface Pro laptops for full time instructors. These enhance the ability to draw and outline on the screen, especially for our discipline that involves graphs and countless illustrations.	ENGAGEMENT	No
Campus Life & Student Engagement	Relocate the CCC Campus Life & Student Engagement and the ASG Office/ASG Computer Lab from room 204 to two larger adjacent buildings located in Quad 1. The move will accommodate an expanded ASG Computer Lab, a storage & work room, ASG & club meeting space, and office space for Campus Life & Student Engagement staff and ASG officers.	ENGAGEMENT	No
Campus Life & Student Engagement	Implement ASG student surveys through the Canyons M app.	ENGAGEMENT	No
Campus Life & Student Engagement	Update the Clubs & Organizations handbook & ICC Constitution with current policies & procedures.	ENGAGEMENT	No
Campus Life & Student Engagement	Implement a virtual posting board to post student life and campus announcements.	ENGAGEMENT	No
CCC Administration	Lead campus planning efforts, ensure accreditation compliance and continuous improvement, cultivate staff engagement, and increase integrated campus connections with District strategic planning, including the EFMP, Technology, and Strategic Plans.	ENGAGEMENT	No
CCC Administration	Enhance campus beautification and biodiversity efforts as part of new facilities spaces and identify creative opportunities to engage students and the community with the campus environment.	ENGAGEMENT	No
CCC Administration	Preserve a safe, secure, and supportive environment for student success, ensure sufficiency of district ICS emergency preparedness resources at CCC.	ENGAGEMENT	No
CCC Administration	Support CCC student engagement and the development of student leaders.	ENGAGEMENT	No
CCC Administration	Connect community, school, business, and foundation partners with campus programs, functions, students, and staff and showcase the campus as a forum for informative and engaging activities highlighting innovation.	ENGAGEMENT	No

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Chemistry	Incorporate more project-based learning into our curriculum. Become campus leaders for project-based learning by developing a lab curriculum for Chem 201 that surrounds water chemistry.	ENGAGEMENT	No
Civic Engagement	Maintain a Canvas shell that will expand based on on-going faculty submissions.	ENGAGEMENT	No
Civic Engagement	Showcase student work at California Community Colleges Civic Engagement Summit.	ENGAGEMENT	No
Civic Engagement	Create a Faculty Inquiry Group (FIG) to provide PBL best practices and internal infrastructure of course design, implementation, and facilitation.	ENGAGEMENT	No
Civic Engagement	Write PBL white paper to distribute to Administration which describes the concept of PBL and its connection to COC's Civic Engagement Initiative.	ENGAGEMENT	No
Civic Engagement	Revise Mission, Vision, Philosophy and core value statements of integrative learning, civic, and community engagement.	ENGAGEMENT	No
Civic Engagement	Introduce PBL to the campus community by way of the Integrative Learning Roadshow; (e.g., presentations at various settings, including Dean's Council, School meetings, Department Retreats, etc.).	ENGAGEMENT	No
Civic Engagement	Meet with current Santa Clarita Valley community partners, as well as recruit new community partners and identify potential PBL projects.	ENGAGEMENT	No
Civic Engagement	Create infographic(s) contrasting old with new pedagogies; specifically, highlighting the transition from Service-Learning to Problem-Based Learning. This includes meeting with the Public Information Office (PIO) to develop a marketing and publicity plan.	ENGAGEMENT	No
Civic Engagement	Develop an 8-hour Introduction to Community-Engaged Learning online faculty development training course facilitated by PBL faculty experts.	ENGAGEMENT	No
Civic Engagement	Re-design Civic Engagement Steering Committee to reflect a new Integrative, Civic, and Community Engagement Committee to include students, faculty, and community partners.	ENGAGEMENT	No
Civic Engagement	Meet with Hart District and CSUN to discuss how to begin early stage of a 4+2+4 Civic and Community Engagement pathway.	ENGAGEMENT	No
Civic Engagement	Create a hybrid faculty development Project-Based Learning course to offer through COC's Center for Excellence in Teaching (CETL) grounded in the values of the United Nations 17 Sustainable Goals (SDGs).	ENGAGEMENT	No
Civic Engagement	Create a PBL Canvas shell (module) as a repository to complement and be a part of the PBL Professional Development course to provide resources, assignments, and examples of transdisciplinary PBL for new practitioners but will remain a Canvas shell; platform for ongoing contributions from faculty.	ENGAGEMENT	No
Classified Senate	Establish a program (Classified First Contact) to help connect veteran Classified Senators with new hires to create a better sense of community. This program would take new hires out to lunch to give them the chance to have social connections early on within the COC family of Classified Professionals.	ENGAGEMENT	No
Classified Senate	Take a larger role in helping to support campus alliances and other groups. Use the Senate platforms of influence to promote important college work and groups. This includes promoting health and world issues that impact the campus community (e.g. our Ukrainian Students and students from conflict zones), and work surrounding systemic racism/call to action. In addition, we are actively supporting the Seed Bank development through the library, a program created by Nicholas Schutz to distribute free seeds to those with an interest in growing their own plants.	ENGAGEMENT	No

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	<p>eSports Integration</p> <p>Integrating eSports as an instructional program to and as a club to:</p> <ul style="list-style-type: none"> <li>&amp;#183;Provide on-site guidance and a programmatic and physical home</li> <li>&amp;#183;utilize as a feeder entity to Netech</li> <li>&amp;#183;Marketing opportunity to community and engaged students</li> <li>&amp;#183;Troubleshooting opportunities to A+ students</li> <li>&amp;#183;Tech Support to the club and team</li> <li>&amp;#183;QoS (Quality of Service) routing</li> </ul>		
Computer Networking		ENGAGEMENT	No
Computer Networking	Audio/Visual Package	ENGAGEMENT	No
	<p>Multi-prong marketing campaigns to project the program's new trajectory.</p> <p>Video Tour</p> <p>Social-media engagement</p> <p>Local and Regional broadcasts</p> <p>Student Interviews</p> <p>Marketing along multiple mediums:</p> <ul style="list-style-type: none"> <li>&amp;#183;generic and targeted demographics; communicating the program,</li> <li>&amp;#183;market for employment,</li> <li>&amp;#183;connecting with students</li> <li>&amp;#183;Connecting with industry representatives</li> <li>&amp;#183;increase program reach and metrics.</li> </ul> <p>Community / Industry Surveys</p> <p>Website Makeover / Social media engagement</p>		
Computer Networking		ENGAGEMENT	No
Counseling	Increase the on-going full-time faculty and adjunct engagement of DEI, equity-minded practices, and anti-racism conversations through professional development and campus-wide committee involvement.	ENGAGEMENT	No
Counseling	Development of Counseling Department Diversity, Equity, and Inclusion statement.	ENGAGEMENT	No
Counseling Department	With the increase in dual enrollment sections, we would like to collaborate with Counselors at the high school in regards to resources available to students at both the high school and COC and discuss the referral process if there is a concern with students. We would like to conduct a retreat by summer 2022 to further develop the partnership between COC counseling faculty and high school counselors.	ENGAGEMENT	No
Counseling Department	Purchase the CliftonStrengths for Students assessment to add to our courses and have all faculty trained by spring 2023.	ENGAGEMENT	No
Counseling Department	For COUNS 110, provide in-depth training and/or retraining on Kuder Journey and MBTI/Strong Interest Inventory (SII) in January 2022. Additionally, find funds, for at least 2 new counselors, to get MBTI/SII certified by fall 2022.	ENGAGEMENT	No
Deputy Chancellor	Lead the Call to Action Coalition on completing the Call to Action Goals and completing as many DEI plan objectives as possible.	ENGAGEMENT	No
Deputy Chancellor	Engage in new Statewide and Districtwide initiatives that move the college forward, i.e. renew the IEPI grant and Administrative involvement in guiding students to our services/resources.	ENGAGEMENT	No

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Disabled Students Program & Services (DSP&S)	Revise the short-term employee (sign-language interpreter) pay schedule to be more competitive with vendors, which provide contracted service for sign-language interpreters.	ENGAGEMENT	No
Disabled Students Program & Services (DSP&S)	Hire a new Director, Academic Accommodations during spring 2022.	ENGAGEMENT	No
Early Childhood Education (ECE)	Develop pre-apprenticeship opportunities for our students.	ENGAGEMENT	No
Early Childhood Education (ECE)	Develop a model ECE classroom for hands on exploration in the classrooms. This will entail having base (non-portable) equipment and materials that would be used in an early childhood education classroom with children on both campuses and portable materials and equipment for instructors to model and for students to use in the adult classrooms.	ENGAGEMENT	No
Early Childhood Education (ECE)	Explore options to replace the iPads which has determined are at the end of their lifespan (and may be dangerous to continue to use due to swelling batteries).	ENGAGEMENT	No
Electronic Systems	General and targeted program marketing.	ENGAGEMENT	No
Electronic Systems	Utilize microcontrollers such as Raspberry Pi's, ESP32's, and Arduino platforms to present approachable microelectronics curriculum	ENGAGEMENT	No
Environmental Sciences	Create a certificate on Climate Change Mitigation and Adaptation. Climate change is an ever evolving issue that involves science, economics, social, political, moral, and ethical components. Mitigation is what we can do to change the issue and help Earth; and adaptation is how to learn to live with this issue.	ENGAGEMENT	No
EOPS & CARE	Updating the EOPS/CARE website, canvas page, and social media accounts to increase connection and ensure that we are reaching all of our students.	ENGAGEMENT	No
Grants Development	Increase the Grants Development Office's participation in professional groups and associations, such as CASE and the Federal Funding Task Force, attending in-person conferences contingent upon COVID-19	ENGAGEMENT	No
Graphic & Multimedia Design (GMD)	Increase engagement in 2022-23.  Creating opportunities for engagement under pandemic conditions has been challenging. In response: GMD will continue to offer installments of the Kevin Jenkins Memorial Lecture Series in a remote format. GMD will be adding virtual studio tours, and in-person Riso printing workshops to keep students connected.	ENGAGEMENT	No
Health Center	Plan- outreach event: Health Fair (spring and fall) on both campuses with our co-located partner, as COVID health and safety guidelines permit.	ENGAGEMENT	No
Health Center	Mirror a number of activities currently provided at VLC on the CCC ( Earth day - cigs, vaping, safe sex, boozed and driving) during the same or following week.	ENGAGEMENT	No
Humanities	Develop a new Environmental Humanities in an effort to attract more people to the classes and help fulfill the college's Climate Resolution.	ENGAGEMENT	No
Information Technology	Redesign UCEN-301 to create a multiuse room that can be used for a Board room and group meeting space.	ENGAGEMENT	No
Institutional Research	Increase the use of data for institutional planning, especially among full-time and classified staff.	ENGAGEMENT	No
Institutional Research	Expand knowledge of survey development and administration on campus.	ENGAGEMENT	No
Institutional Research	Expand Program Planning and Review training through the development of video tutorials to support Academic and Administrative Program Review processes in collaboration with CASL-PR committee, Enterprise Applications and Business Services.	ENGAGEMENT	No
Institutional Research	Conduct 2-4 IRPIE engagement activities for the staff throughout the year to strengthen team connections.	ENGAGEMENT	No
Internships Development and Records	Work with the new Director of Employer Engagement to complete the local Employer Engagement plan required by the SCCRC that will define a strategy for increasing employer engagement to offer more internships to career Education students.	ENGAGEMENT	No
Kinesiology/Physical Education	Repair the tennis facility. This facility needs new windscreens because they are damaged, The flowing expansion joint needs to be replaced, Tennis seating tables need to be added in between each court.	ENGAGEMENT	No

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Kinesiology/Physical Education	Increase access and modernize the fitness center by replacing old outdated equipment. Add a storage rack for equipment, additional dumbbells & kettlebells for PE students, 4 sanitation stations, replace missing TV, and replace 14 pieces of circuit training equipment. Cables and electrical boxes need to be recessed to remove the trip hazards. Rules and signage need to be added. The computer check-in system needs to be upgraded.	ENGAGEMENT	No
Kinesiology/Physical Education	Repair pool area: Replace broken bleachers, replace and upgrade technology including a PA system, replace scoreboard, replace broken water fountains, replace backstroke stanchions, resurface deck, and replaster pool.	ENGAGEMENT	No
Mathematics Engineering Science Achievement (MESA)	Students will engage in research in conjunction with CSUN's Engineering and Computer science department and with their ARCS Program.	ENGAGEMENT	No
Media / Entertainment / Arts (MEA)	4)Develop and implement Media Library archive of student media work and CE-related content production (podcasts, special events, etc.).	ENGAGEMENT	No
Media / Entertainment / Arts (MEA)	6)Facilitate cooperative media production as primary component of internships in MEA for CWE degree requirement; student interns to produce and operate digital media productions (podcasts, documentary, advertisements, and other programming) for live- and live-to-tape digital media streaming on-demand. Requires staffing support (Additional instructional lab technician)	ENGAGEMENT	No
Online Education	Collaborate with Ed Tech Committee and Academic Senate to update/revise Distance Education Handbook.	ENGAGEMENT	No
Online Education	Create open courses in Canvas to provide faculty support, guidance, and resources as an alternative to attending live workshops. Topics may include: accessibility, Canvas Studio, Zoom, and student engagement.	ENGAGEMENT	No
Online Education	Collaborate with CETL to develop training and provide instruction on the use of Canvas Studio to promote instructor to student and student to student interaction.	ENGAGEMENT	No
Paralegal Studies	Strengthen student engagement by offering opportunities for students to connect with faculty in person via events like Meet UR Professor, paralegal graduation celebration, etc.	ENGAGEMENT	No
Philosophy	Ideally, we should have a COC Philosophy radio program. A podcast would be nice, but an actual radio program might attract a different audience. In general, we want more presence on social media and through technology of all sorts.	ENGAGEMENT	No
Philosophy	Our Philosophy Discussion Series that we began provisionally in Spring 2020 (pre-pandemic) has continued and been successful, most recently in fall 2021. We intend to continue this series indefinitely.	ENGAGEMENT	No
Philosophy	We would like to add 1-2 non-credit classes, preferably in ethics and/or critical thinking. Dr. Jones-Cathcart would like to design an NC class on critical thinking as it might apply to conspiracy theories and the standards of appropriate evidence.	ENGAGEMENT	No
PIO Sports Information	Creation of a COC Athletics PowerPoint presentation which familiarizes campus staff, new employees, new students and those unfamiliar with COC the history of Cougar athletics and its current position as part of the culture of the college.	ENGAGEMENT	No
PIO Sports Information	Creation of a "One College, One Cougar" campaign to align different campus departments and individuals to adopt and use one standard Cougar for use on college materials and messaging.	ENGAGEMENT	No
PIO Sports Information	Partner with Campus Life/Student Engagement to promote attendance among students/staff at home athletic events and enhance the game day experience by creating games, contests, giveaways etc. for fans in attendance.	ENGAGEMENT	No
PIO Sports Information	Reimagining of the Athletic Hall of Fame induction ceremony and dinner to reflect more of an awards show; format as opposed to traditional dinner ceremony	ENGAGEMENT	No
PIO Sports Information	Establishment of a weekly COC Athletics Podcast and/or studio show designed to promote the many successes of COC athletic department student-athletes, coaches, alumni; promote the cougar Way philosophy; boost recruitment; better inform campus and surrounding community about COC athletics and its 17 sports	ENGAGEMENT	No
PIO Sports Information	Creation of "One College, One Cougar" program to encourage other college departments and individuals to use the official athletic Cougar logo in marketing and informational materials	ENGAGEMENT	No
Recreation Management	Work with Career Education and non-credit to develop Employability Certificates in areas such as; Wilderness First Responder, Naturalist, Leave No Trace courses.	ENGAGEMENT	No

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Recreation Management	Faculty and students should have opportunities to engage in professional development and learn from industry experts by attending conferences and workshops.	ENGAGEMENT	No
Recreation Management	Maintaining certification as Wilderness First Responders is critical for all faculty that teach outdoor recreation courses in a wilderness context.	ENGAGEMENT	No
School of Applied Technologies	Design programs that meet industry needs and provide students with opportunities for credential attainment in areas that provide living wage job opportunities.	ENGAGEMENT	No
School of Humanities	Develop a Digital Humanities minor and/or certificate program using the current Humanities program courses as a foundation. Existing Humanities courses and additional Digital Humanities courses would serve students in a variety of disciplines by providing GE transfer/IGETC opportunities while also enhancing discipline specific knowledge and skillsets through digitally enhanced modes of humanistic inquiry. Partnering with the college's MakerSpace could provide additional opportunities to access new technology and support the development of project based learning and signature assignments for GE and CE students both in and beyond the School of Humanities. Depending on the success and growth of this program, the coordinator position for the current Humanities program might need to be expanded to a chair position.	ENGAGEMENT	No
School of Visual & Performing Arts	Increased engagement with and connection to professional artists and practitioners via the Santa Clarita Performing Arts Center and Art Gallery in the form of masterclasses, artist talks, and guest lectures.	ENGAGEMENT	No
Sign Language	Participation in professional organizations is critical to stay abreast of current best practices and industry standards. We will continue to support our faculty as they maintain certification and membership in professional organizations.	ENGAGEMENT	No
Sociology	Add modular furniture to BONH 302 to encourage student participation and interaction by providing modernized furniture.	ENGAGEMENT	No
Staff Development	Coordinate trainings and presentations for the annual Classified Professional Development Week, which will take place April 4 - 7, 2022.	ENGAGEMENT	No
Staff Development	Coordinate the annual Administrative Retreat, which will take place in March 2022.	ENGAGEMENT	No
Staff Development	Coordinate the LEAP program for Spring 2022. "The theme is Connecting, Engaging, Doing!"	ENGAGEMENT	No
Staff Development	Work with Dr. Rian Medlin in Human Resources to develop a year-long new employee on-boarding program.	ENGAGEMENT	No
Staff Development	Coordinate a New Administrator Orientation to take place in Spring 2022.	ENGAGEMENT	No
Staff Development	Work with the Faculty Professional Development Committee to develop the workshops and keynote speaker(s) for Fall 2022 FLEX/Professional Development Week that will take place in August.	ENGAGEMENT	No
Staff Development	Provide support to Steve Ruys, Dean, School of Kinesiology and Physical Education, on the development of an Employee Fitness and Wellness program in 2022.	ENGAGEMENT	No
Staff Development	Provide support at the state level for professional development by serving on the California Community College Council for Staff Development (4CSD) board, co-leading the New Professional Development Practitioners workshop, and organizing all aspects of the annual conference, which will take place in October 2022.	ENGAGEMENT	No
Staff Development	Provide oversight and support of the Summer Technology Institute, which will take place in Summer 2022.	ENGAGEMENT	No
Staff Development	Work with Incident Command to offer Emergency Preparedness trainings for all employees and at both campuses in 2022.	ENGAGEMENT	No
Staff Development	Support CETL and Online Education to provide training for faculty to effectively teach fully online, online live, in person, or in a hybrid format.	ENGAGEMENT	No
Student Employment	Lead effort in 2022-23 in replenishing student employment needs on campus as we transition back to on campus life. (Goal: Engagement)	ENGAGEMENT	No
Student Employment	Manage daily Volunteer Bureau and Student Employment functions with maximum effectiveness within established budgetary guidelines in 2022-23.	ENGAGEMENT	No
Student Employment	Ensure compliance with Ed Code, applicable federal and state labor laws and other related policies, rules, laws and regulations in 2022-23.	ENGAGEMENT	No

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Student Learning Outcomes	Create Non-Credit / Workshop Folio Thinking through Engagement, Reflection and Assessment course curriculum. Multimedia content created to facilitate participants' learning of folio thinking and application of folio thinking strategies through creation of ePortfolio.	ENGAGEMENT	No
Student Learning Outcomes	Implement PebblePad in Civic Engagement, Intergrative Learning ePortfolios and in Career Center and Internships	ENGAGEMENT	No
Student Learning Outcomes	Teaching Folio Thinking through ePortfolios. Faculty will teach a one time workshop the folio-thinking course work, to be offered as a workshop, and future non-credit course.	ENGAGEMENT	No
Student Services (CCC)	Work closely with Campus Life/ASG to promote a variety of student-focused events to engage students, both in-person and in virtual formats.	ENGAGEMENT	No
Student Services (CCC)	Coordinate with the Science Division regarding developing an engaging Science Talks series for the 2022 year.	ENGAGEMENT	No
Student Services (CCC)	Coordinate with Facilities regarding campus improvements that will benefit student interaction and engagement, including garden spaces, diversity projects, students gathering areas, ease of access pathways, etc.	ENGAGEMENT	No
Student Services (CCC)	Plan Campus special events including 15th year anniversary, grand opening/ribbon cutting for the SSLRC, etc.	ENGAGEMENT	No
Student Services (CCC)	Coordinate with the Assistant Director of Safety regarding revisiting our Emergency Preparedness plans, including updating and recruiting for the Quad assignments, and identifying individuals for the newly open Science Center.	ENGAGEMENT	No
Veterans Services	<p>Participate in and support Veteran Community Activity (January-December 2022).</p> <p>Plan and attend the Veterans Day Ceremony. The City of Santa Clarita invites community members to join the Santa Clarita City Council for a special Veterans Day Ceremony to honor local veterans, currently-serving military, and their families.</p> <p>Support and attend other veteran-related events.</p>	ENGAGEMENT	No
Veterans Services	<p>Maintain an effective Student Veteran Engagement online strategy.</p> <p>Over the past year, the VRC reach on Instagram has grown by 645.8%. Our following has increased by about 22% (from 313 to 409). We aim to continue this growth into the new year in proportion to the student population. If this trend continues, we will garner approximately 100 new followers in 2022.</p> <p>Currently, a short-term employee is responsible for Student Veteran Engagement online. Our goal is to integrate this responsibility into a permanent classified position that will work in cooperation with the coordinator responsible for the online operations.</p>	ENGAGEMENT	No

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Veterans Services	<p>Hire College Assistants in support of student engagement and the day-to-day operation.</p> <p>Veterans Peer Advisors are student veterans that assist department staff in a variety of functions including, but not limited to: greeting, answering phones, scheduling appointments, clerical support, providing information on how to apply to College of the Canyons, how to complete the matriculation steps, registration information, student services, and VA Education Benefits. This position is directly responsible for performing the day-to-day operation of the veteran's education benefits program and is a crucial component to providing peer support to student veterans through mutual prior service knowledge.</p> <p>Veterans Services Guides provide general assistance in the Veterans Resource Center. Responsible for greeting, assisting, and directing students, maintaining a friendly and supportive atmosphere for students, faculty, staff, and all office visitors. Answers phone and routine inquiries from the general public. Takes and transmits messages. Acts as an information resource for the general public and a records custodian. Operates office equipment and software, performs data input and database scheduling for the Veteran Resource Center and Adjunct and Full-time counselors.</p>	ENGAGEMENT	No