



2020-21 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: President's Office

STATEMENT OF PURPOSE:

- Review and reflect on the support of student learning, with the goal of assessment and improvement of program effectiveness
- Provide a forum for each unit's findings to be included in institutional planning processes
- Create written records of what is working well, what can be improved, and specific plans for implementing chosen improvements
- Collect information that will contribute to institutional assessment and improvement

Timeframe: This program review reflects on the time period between spring 2020 through fall 2020 and plans for spring 2021 through fall 2021.

I. MISSION

A. State the current program mission

The mission of the President's Office is to ensure that the college is fulfilling its overall mission.

B. The mission of Las Positas College is the following:

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Discuss how the program/service area supports the college mission.

The President's Office ensures that the college enhances its programs and services through continuous quality improvement to foster an inclusive, learning-centered, equity-focused environment that supports students' desired educational goals.

C. List the major functions/duties of your unit.

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| 1. Assure compliance with Accreditation Standards as well as California Community College governance and budgetary regulations and processes at all levels: state, district, and college; |
| 2. Exercise fiscal responsibility, strong financial acumen, and success in developing and implementing organizational efficiencies, cost-saving strategies, and securing resources that would ensure the continuing development of College programs; |
| 3. Seek alternative sources of revenue and successfully leverage resources through grants and partnerships for educational opportunities and/or programs; |
| 4. Work with the college foundation; |
| 5. Communicate and work collaboratively with others with information that goes both vertically and horizontally throughout the district, including the participatory governance process; |
| 6. Plan effectively, implement strategies, and advocate for the College within a multi-college district structure; |
| 7. Advise the Chancellor on District issues, programs, and services; as a member of the senior leadership team, recommend policy and implement procedures for Board-adopted policies and/or procedures; |
| 8. Fulfill labor contracts and work within a collective bargaining environment; |
| 9. Work collaboratively with administrative services, academic services, and student services of the college; |
| 10. Develop and maintain community involvement, create partnerships, and promote the values of the college. |
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II. GOALS AND OBJECTIVES

A. Since the last Administrative Unit Program Review, what objectives, initiatives, or plans have been achieved?

Not applicable, prior Administrative Unit Program Reviews were not completed.

B. Major Goals and Objectives for Spring 2021 through Fall 2021.

Major Goals and/or Objectives	Start Date	Status: Ongoing, date completion anticipated	Need Assistance in order to complete goal or objective (reference applicable resource request page)	Educational Master Plan (EMP) Goals or Planning Priorities linked to this Goal/Objective

1. Provide leadership and support for the implementation of AB 705 and the college's guided pathways framework through institutional change to assist in meeting established Vision for Success Goals		Ongoing		A1, A2, A3, A4, A5, A6, A8
2. Ensure a sense of urgency about equity by providing leadership and direction in response to systemic racism.		Ongoing		A3, A5, A7, D3, D4, E1, E2, E3, E4
3. Provide leadership and support to optimize technology to improve institutional efficiency, effectiveness, and processes that support student achievement.		Ongoing		A2, A4, A6, C4, D1, D5
4. Ensure fiscal efficiency and stability through effective budget planning and monitoring.		Ongoing		C1, C2, C3,
5. Collaborate with K-12 partners, 4-year educational partners, business, and industry partners to provide educational opportunities that best serve the needs of our students and our community.		Ongoing		B1, B2, B3, B4, C1, C5
6. Maintain effective communication with the campus community. This is to be achieved through Open Office Hours, Monthly Town Meetings, LPC Connection, regular LPC Community emails, and technologically-current and equity-informed modalities.		Ongoing		D1, D2, D6, D7
7. Develop a campus culture of care and empathy where employees and students feel valued, supported, and respected. This is to be achieved by continuing to model the "Students First" philosophy and recognizing the work of employees during Town Meetings, the LPC Connection, and end of the year recognition events.		Ongoing		A5, E3, D4, D6,

8. Provide leadership and support for focused professional development opportunities for faculty, classified staff, and administrators across the campus.		Ongoing		A5, D1, D2, D3, D4, D6, E3
9. Ensure institutional stability and long-term institutional health by providing leadership and support for the college's accreditation process, educational master planning process, and implementation of the facilities and security masterplans.		Ongoing		C1, C2, C3, C6, D1

STAFFING

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2016	2017	2018	2019	2020	2021-2022	2022-2023
Administration	1	1	1	1	1	1	1
Supervisory							
Classified Staff FT							
Classified Staff PT							
Confidential Staff FT	2	2	2	2	2	2	2
Total Full Time Equivalent Staff	3	3	3	3	3	3	3

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

<p>List Staff Positions Needed for Academic Year <u>2021-2022</u></p> <p>Place titles on list in order (rank) or importance.</p>	<p>Indicate (N) = New or (R) = Replacement</p>	<p>Estimated Annual Total Cost</p>	<p>EMP Goals or Planning Priorities Linked to Position</p>
<p>1. NONE</p> <p><u>Reason:</u></p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

III. FACILITIES

A. Facilities Needs

FACILITIES NEEDS

<p>List the Facilities Need and the Reason</p>	<p>EMP Goals or Planning Priorities Linked to Position</p>
<p>1. Black Cultural Resource Center</p> <p><u>Reason:</u> Establish Las Positas College as a destination campus for Black students and other students of color by nurturing culturally-informed and equity-focused curriculum, strengthening access to student support services, and creating physical and virtual cultural centers.</p>	<p>EMP E1</p>

IV. TECHNOLOGY AND EQUIPMENT

A. Technology and Equipment Needs

TECHNOLOGY AND EQUIPMENT NEEDS

<p>List the Technology and Equipment Needs Place titles on list in order (rank) or importance.</p>	<p>Indicate (N) = New or (R) = Replacement</p>	<p>Estimated Annual Total Cost of Ownership</p>	<p>EMP Goals or Planning Priorities Linked to Position</p>
<p>1. NONE <u>Reason:</u></p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

V. PROFESSIONAL DEVELOPMENT

Professional Development Needs

<p>List Professional Development Needs. Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a direct cost, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.</p>	<p>Annual TC</p>			<p>EMP Goals or Planning Priorities Linked to Position</p>
	<p>Cost per item</p>	<p>Number Requested</p>	<p>Total Cost</p>	

1. NONE

Reason:

N/A

N/A

N/A

N/A