



**2021-22 ADMINISTRATIVE UNIT PROGRAM REVIEW UNIT:  
President's Office**

**\*\*\*Please submit your completed Program Review by 12 pm on January 20<sup>th</sup>, 2022 to Sheri Moore\*\*\***

**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 2021 through fall 2021 and plans for spring 2022 through fall 2022.

**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.

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.

## II. GOALS AND OBJECTIVES

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

1. Establishment of the Math and Language Equity and Achievement (MLEA) Committee, the body that oversees and supports the implementation of the AB705 Transition Plans.
2. Comprehensive guidance by the California Guided Pathways Demonstration Project cohort team and the LPC Guided Pathways Steering Committee was provided to the college with regard to the implementation of Guided Pathways to increase student success and completion through change in college practices and processes. As a result, the team has 1) developed student-facing program maps linked to careers (Program Mapper); 2) implemented early career matching interventions through Career Coach; 3) expanded the faculty driven Persistence Project to enhance connections with students and faculty; and hosted monthly communities of practice focused on the development of Student Success Teams.
3. Establishment of the Student Equity Innovation Grant to support creativity and innovation at Las Positas College by encouraging equity-minded actions that amplify institutional transformation to address systemic and institutionalized inequities to obtain racially equitable student outcomes in access, persistence/retention, and completion
4. Implementation of the President's Advisory Council on Race and Equity to assist in supporting the College's commitment to equity and inclusion as reflected in the college's mission statement and strategic educational master plan.
5. Establishment of the Black Cultural Resource Center at LPC to serve as a resource for African American/Black students and other students at LPC.
6. Recruitment and Enrollment website changes/modifications/updates to ensure accuracy and ease of navigation for students.
7. Fall and spring website changes/modifications/updates to ensure COVID-19 vaccination requirements are communicated to students.
8. Evaluation of student communication platforms and selection of Ocelot to enhance direct communications with students beyond the use of Zonemail.
9. Establishment of the LPC Budget Planning Committee to provide transparent fiscal updates to LPC Community, plan and prepare for the district-wide Planning and Budget Committee meetings to advocate for the college's revised Budget Allocation Model, monitor budget on monthly basis, and provide oversight of LPC budget development process.

10. Active involvement and regular communication with various organizations within the communities served by LPC, including:
  - a. Membership of the LPC Foundation Executive Board, in which the LPC Foundation goals are aligned with LPC's institutional goals;
  - b. Membership of the Steering Committee for the East Bay College Agile Network;
  - c. collaboration with UC Merced with the purpose of establishing an MOU between our institutions; and
  - d. Collaboration with the TVROP, LPC Middle College Program, Innovation Tri-Valley Leadership Group, and Tri-Valley Education Collaborative.
  
11. Maintained effective communication by:
  - a. Hosting monthly virtual Open Office Hours for LPC staff and separate Open Office Hours for LPC Students to provide campus updates, answer questions, and address concerns; and
  - b. Hosting monthly Town Meetings, publishing the monthly LPC Connection Newsletter, and sending regular emails to the campus community.
  
12. Furthered an environment of trust and collaboration with constituent groups by:
  - a. Recognizing the work of employees during Town Meetings who continue to model the "Students First" philosophy;
  - b. Providing leadership and support for the Classified Senate to implement the Caring Campus project sponsored by the Institute for Evidence-BasedChange (IEBC);
  - c. Providing leadership for professional development at LPC through the Professional Development Committee;
  - d. Coordinating the monthly President's Speaker Series as a professional development opportunity for the campus community, focused on race, culture and educational equity;
  - e. Supporting Classified Senate leadership by allocating hour for Senate officers to participate in and complete work for the shared governancestructure at LPC; and
  - f. Implementing a practice of closing student services and supportoffices to allow classified professionals to attend Town Meetings, Flex Day, and College Day activities.
  
13. Ensured institutional stability and long-term institutional health for the college's accreditation process, educational master planning process, and implementation of the facilities and security master plans by:
  - a. Completing LPC's Educational Master Plan (2021-2026);
  - b. Completing the Institutional Self-Evaluation Report (ISER); and
  - c. Executing the ground breaking ceremony for the Horticulture facility, the Public Safety Complex and the Advanced Manufacturing Technology project, and the Academic Support and Office Building.

B. Major Goals and Objectives for spring 2022 through fall 2022.

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. Ensure institutional stability and long-term institutional health by strengthening fiscal stability, providing appropriate staff levels, meeting evolving technology needs, and expanding or updating facilities		Ongoing		C1, C2, C3, C4, C5, C6
2. Improve organizational processes, promote safety and wellness, and foster professional development to enhance quality academic programs and support services to ensure student learning and success.		Ongoing		A1, A2, A3, A4, A5, A6, A7, A8, D1, D2, D3, D4, D5, D6, D7
3. 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
4. Prioritize equity and anti-racism.		Ongoing		E1, E2, E3, E4
5. Develop a strategic, targeted, and expansive outreach and marketing strategy.		Ongoing		B1, B2, B3, B4

### III. STAFFING

#### A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2017	2018	2019	2020	2021	2022-2023	2023-2024
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
<b>Total Full Time Equivalent Staff</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

B. Staffing Needs

**NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)**

<p><b>List Staff Positions Needed for Academic Year <u>2022-2023</u></b></p> <p>Place titles on list in order (rank) or importance.</p>	<p><b>Indicate (N) = New or (R) = Replacement</b></p>	<p><b>Estimated Annual Total Cost</b></p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
<p><b>1. DIRECTOR OF EMPLOYER ENGAGEMENT</b></p> <p><u>Reason:</u> The college needs someone whose primary role is to engage meaningfully with industry. Ideally, this individual would have experience working with industry professionals and can communicate well with employers, labor, and workforce boards. This individual would identify and attend relevant meetings of industry professionals such as local chamber of commerce meetings, industry roundtables, and workforce board meetings with the explicit goal of maintaining partnerships and building new ones. The employer engagement director would play a key role in helping employers navigate the college ecosystem. Thus, this individual would also interact with faculty and staff and build internal relationships and knowledge across various campus departments and programs.</p>	<p><b>N</b></p>	<p><b>\$123,685</b>  (salary only)</p>	<p>Aligns with Educational Master Plan: Goal B: Community Collaboration</p> <p>Goal #3: Collaborate with K-12 partners, 4-year educational partners, and business and industry partners to provide educational opportunities that best serve the needs of our students and our community</p>
<p><b>2. DIRECTOR, MARKETING &amp; COMMUNICATIONS</b></p> <p><u>Reason:</u> The College needs to invest in an extensive and comprehensive marketing and outreach strategy. Lack of awareness of Las Positas College programs and services is a consistent theme in our community. When considering the rapidly changing demographic landscape of the surrounding areas of the College and significant changes in the labor market</p>	<p><b>N</b></p>	<p><b>\$107,023</b>  (salary only)</p>	<p>Aligns with Educational Master Plan: Goal B:</p>

<p>due to changing technology and COVID-19, it is critical that Las Positas College is not only implementing strategies and programs that add value for students and the community, but that community members, students, and industry professionals are aware of these strategies and programs. The college needs a dedicated staff person, at the college, who coordinates with district marketing, to tell the story of LPC and to communicate timely and effectively with our potential students.</p>			<p>Community Collaboration</p> <p>Goal #5: Develop a strategic, targeted, and expansive outreach and marketing strategy.</p>
<p><b>3. GRANT DEVELOPER/WRITER</b></p> <p><u>Reason:</u> Currently, LPC lacks an established grants office and relies on various employees and consultants to provide these services, often times our employees don't have the time capacity to pursue and write grants, which limits the opportunities for the college to receive external funding support for our college and our students. This includes research and grant targeting, grant writing and submittal, and performance and reports and submissions.</p>	<p>N</p>	<p><b>\$81,288</b> (salary only)</p>	<p>Aligns with Educational Master Plan: Goal C: Supportive Organizational Resources</p> <p>Goal #1: Ensure institutional stability and long-term institutional health by strengthening fiscal stability, providing appropriate staffing levels, meeting evolving technology needs, and expanding or updating facilities</p>
<p><b>4.</b></p> <p><u>Reason:</u></p>			



## IV. FACILITIES

### A. Facilities Needs

#### FACILITIES NEEDS

List the Facilities Need and the Reason	EMP Goals or Planning Priorities Linked to Position
<p><b>1. OFFICE FOR CLASSIFIED SENATE WORK</b></p> <p><u>Reason:</u> Classified Senate has expressed interest in having their own work space to conduct college governance work and to support the governance process. The college is now supporting Senate officers by allocating hours throughout the week that is dedicated to classified service.</p>	<p>Aligns with Educational Master Plan: Goal A: Educational Excellence &amp; Goal D: Organizational Effectiveness</p> <p>Goal #2: Improve organizational processes, promote safety and wellness, and foster professional development to enhance quality academic programs and support services to ensure student learning and success</p>
<p><b>2. COLLEGE COMMUNITY CENTER</b></p> <p><u>Reason:</u> A shared space is needed for every marginalized student population at Las Positas College. The space would not only house, but serve multiple marginalized student communities, including but not limited to most learning communities (Puente and Umoja) as well as undocumented students, ESL, and others. This space could also include groups such as Asian Americans &amp; Pacific Islanders (AAPI), Filipino learning communities such as Kababayan, and other culture-based learning communities as well.</p>	<p>Aligns with Educational Master Plan: Goal E: Equity and Anti-Racism</p> <p>Goal #4: Prioritize equity and anti-racism</p>

**V. TECHNOLOGY AND EQUIPMENT**

A. Technology and Equipment Needs

**TECHNOLOGY AND EQUIPMENT NEEDS**

<p><b>List the Technology and Equipment Needs</b></p> <p>Place titles on list in order (rank) or importance.</p>	<p><b>Indicate (N) = New or (R) = Replacement</b></p>	<p><b>Estimated Annual Total Cost of Ownership</b></p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
<p>1.</p> <p><u>Reason:</u></p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>2.</p> <p><u>Reason:</u></p>			
<p>3.</p> <p><u>Reason:</u></p>			
<p>4.</p> <p><u>Reason:</u></p>			
<p>5.</p> <p><u>Reason:</u></p>			

**VI. PROFESSIONAL DEVELOPMENT**

Professional Development Needs

<p><b>List Professional Development Needs.</b> 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>	Annual TC			<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
	Cost per item	Number Requested	Total Cost	
<p>1. <u>Reason:</u></p>	N/A	N/A	N/A	N/A
<p>2. <u>Reason:</u></p>				
<p>3. <u>Reason:</u></p>				