



2016-17 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: Las Positas College Foundation

*****Completed Program Reviews Are Due to Carolyn Scott by 12 pm on Friday, December 2, 2016.*****

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

INSTRUCTIONS: This program review covers the timeframe fall 2015 and spring 2016, inclusive. The planning is identified for spring 2017 and academic year 2017-2018.

I. MISSION

A. State the current program mission

The mission of the Las Positas College Foundation is to support and advance the college and its students through active resource development, effective community partnerships and strategic collaboration with community based organizations and entities.

B. The mission of Las Positas College is,

Las Positas College is an inclusive, student-centered institution providing learning opportunities and support for completion of transfer, degree, basic skills, career-technical, and retraining goals.

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

The specific goals of the LPC Foundation are two-fold: (1) to inform and educate the communities that we serve about the remarkable asset they have in Las Positas College; and (2) to give individuals and business partners an opportunity to invest in the future of our students. Our main focus is the funding of student scholarships, supporting vital educational programs, and continuing our outreach to the community through college sponsored programs.

The Foundation's Mission and Goals do not precisely align with those of the College in terms of specific elements. Rather, the Foundation supports the entirety of the College's Mission. For example, the Foundation's specific goal of educating the greater Tri-Valley community about the College both raises awareness about the breadth of programs available and helps to dissipate misconceptions about community colleges in general and LPC in particular.

Likewise, the second specific Foundation Goal was crafted to help ensure the ability of LPC students to attain what the College Mission promises. There is a wide range of activities, programs and services that are critical for student success. Unfortunately, the College can no longer rely on the state to fund many of these areas. It is through the generous support of individuals, families and businesses located primarily in the Tri-Valley that we can assure LPC students a well-rounded college experience.

All of the members of the campus community are potentially beneficiaries/stakeholders of the Foundation's successful efforts. The largest group of these are the students. In FY 15-16, more than 250 scholarships totaling over \$125,000 were distributed. In the same FY, 16 the Foundation established a new scholarship endowment through a bequest initially valued at over \$250,000 and a projected value of over \$1 million.

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

1. Support the mission of Las Positas College through active resource development.
2. Engage the Tri-Valley community in support of the college mission and establishing effective partnerships.
3. Recruit, retain and support a board of volunteer leaders to provide governance of the LPC Foundation.
4. Collaborate with campus based departments to identify and service areas of support.
5. Strategic development & annual operating plans for the LPCF and its programs and activities.
6. Overall management and leadership of the LPCF.

II. GOALS AND OBJECTIVES

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

Successfully partnered with the Veterans Resource Center (VRC) to help coordinate Cycling 4 Veterans (C4V) fundraising event in support of VRC operation and programs by providing fiscal and administrative support.
Partnered with the LPC Presidents Office to help coordinate successful President’s Speakers Series. The Foundation provided fiscal and administrative support for the planning and execution of the event.
Conducting payroll giving campaign to increase the number of campus based monthly donors.
Developed a new giving “Community Partner” giving category designed to offer potential CBO donors alternative options to support the college while providing more value in terms of recognition.

B. Major Goals and Objectives for Spring 2017 and AY 2017-18.

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)	EMP Goals or Planning Priorities linked to this Goal/Objective
1. Conduct payroll giving campaign	Fall 16	Ongoing		A,D
2. Conduct social media based giving campaign	Fall 16	Ongoing		B
3. Produce and distribute annual report	Spr 17	Spr 17		A,D
4. Conduct annual Best of the Best event	Spr 17	Spr 17		A,C
5. Increase unrestricted funds income by 20%	Sum 16	Spr 17		A,B,C

III. PROGRAM ASSESSMENT/ADMINISTRATIVE UNIT OUTCOMES

A. Program Assessments for spring 2016 and fall 2016, (please include the results of the fall 2016 Administrative Offices User Survey).

Administrative Unit Outcome that was Assessed	What assessment methods did you use?	What result did you get?	How will you use the results of the assessment?	Educational Master Plan Goals or Planning Priorities Linked to AUOs
20% increase in unrestricted funds	Qualitative data analysis	On-going	Strategic planning with LPCF Board of Directors (BoD)	A,C
20% increase in endowed funds	Qualitative data analysis	20%+ increase in endowment funds	Strategic planning with LPCF BoD	A,C

B. Program Assessment Planning for fall 2016 and AY 2017-18

Administrative Unit Outcome to be Assessed	What assessment methods do you plan to use?	When will assessment be conducted and reviewed?	What result, target, or value will represent success at achieving this outcome?	How do you anticipate using the results from the assessment?	Educational Master Plan Goals or Planning Priorities Linked to AUOs
20% increase in unrestricted funds	Qualitative data analysis	End of fiscal year	Minimum 20% increase	Strategic planning with LPCF BoD	A,C

IV. STAFFING

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2012	2013	2014	2015	2016	2017-2018	2018-2019
Administration	1	1	1	1	1	1	1
Supervisory							
Classified Staff FT							

Classified Staff PT	1	1	1	1	1		1	1
Confidential Staff FT								
Total Full Time Equivalent Staff	1.5	1.5	1.5	1.5	1.5		1.5	1.5

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

<p>List Staff Positions Needed for Academic Year _____</p> <p>Place titles on list in order (rank) or importance.</p> <p>NA</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.</p> <p><u>Reason:</u></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>			

5. <u>Reason:</u>			
6. <u>Reason:</u>			

V. FACILITIES

A. Facilities Needs

FACILITIES NEEDS

List the Facilities Need and the Reason NA	EMP Goals or Planning Priorities Linked to Position
1. <u>Reason:</u>	
2. <u>Reason:</u>	
3. <u>Reason:</u>	

4. <u>Reason:</u>	
5. <u>Reason:</u>	
6. <u>Reason:</u>	

VI. TECHNOLOGY AND EQUIPMENT

A. Technology and Equipment Needs

TECHNOLOGY AND EQUIPMENT NEEDS

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

2. <u>Reason:</u>			
3. <u>Reason:</u>			
4. <u>Reason:</u>			
5. <u>Reason:</u>			
6. <u>Reason:</u>			

VII. 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>NA</p>	Annual TC			EMP Goals or Planning Priorities Linked to Position
	Cost per item	Number Requested	Total Cost	

1. <u>Reason:</u>				
2. <u>Reason:</u>				
3. <u>Reason:</u>				
4. <u>Reason:</u>				
5. <u>Reason:</u>				
6. <u>Reason:</u>				