



2022-23 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: President's Office

*****Please submit your completed Program Review to Sheri Moore by 12 pm on January 31, 2023 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 2022 through fall 2022 and plans for spring 2023 through fall 2023.

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.
11. Oversee marketing and communications for the college.

II. GOALS AND OBJECTIVES

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

1. 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.
2. Continued support 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;
3. Ongoing leadership for 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. Inclusion of the Academic Senate LGBTQ+ subcommittee under the Advisory Council's umbrella.
4. Continued support of Black Cultural Resource Center at LPC to serve as a resource for African American/Black students and other students at LPC.
5. Oversight 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, monitor budget on monthly basis, and provide oversight of LPC budget development process, and successful advocacy for the college as part of the district's newly revised Budget Allocation Model.
6. 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 Innovation Tri-Valley Leadership Group Executive Board

- c. Membership of the Livermore Valley Performing Arts Board
- d. Membership of the Steering Committee for the East Bay College Agile Network;
- e. Collaboration with the Tri-Valley Nonprofit Association
- f. Collaboration with UC Merced with the purpose of establishing an MOU between our institutions;
- g. Collaboration with the TVROP & LPC Middle College Program.
- h. Meetings with local Unified School District Superintendents: opportunities for collaboration
- i. Meeting and Tour with the Lawrence Livermore National Laboratory; Collaboration with LLNL to bring Science on Saturdays to LPC
- j. Community Presentations: City of Livermore, Livermore Rotary, Diablo Black Men’s Group, Pleasanton Rotary, Business by the Bay Radio, Hacienda Pulse Newsletter, Livermore Real Estate Alliance, Sons in Retirement, Rotary Club of San Ramon

7. Maintained effective communication by:

- a. Hosting monthly Town Meetings, publishing the monthly LPC Connection Newsletter, and sending regular emails to the campus community.
- b. Providing President’s Welcome Letters to LPC Class Schedules and College Catalog
- c. Providing LPC input into the District’s Annual Report
- d. Coordinating/attending monthly LPC Executive Team and Chabot Executive Team meetings
- e. Initiated Social Media Assessment and Training for Administrators and social media users

8. 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 “What’s Right at LPC” philosophy;
- b. Providing ongoing leadership and support for the Classified Senate to implement the Caring Campus project sponsored by the Institute for Evidence-BasedChange (IEBC); including “Getting to Know” presentations at Town Meetings
- c. Providing leadership for professional development at LPC through the Professional Development Committee and aligning FlexDay sessions with institutional goals and priorities.
- 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. Coordinating MEB 21-Day Challenges focused on DEIA as a professional development opportunity for the campus community
- f. Supporting Classified Senate leadership by allocating hours for Senate officers to participate in and complete work for the shared governance structure at LPC; and
- g. Implementing a practice of closing student services and support offices to allow classified professionals to attend Town Meetings, Flex Day, and College Day activities.
- h. Meeting regularly with F/A, SEIU, and Academic Senate, Student Senate, and Classified Senate

Presidents

- i. Meeting regularly with members of the District Executive team (Theresa, Bruce, Dio)

- 9. 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. Hosting the Accreditation ISER Focused Site Visit Team to the college and overseeing the response of the LPC Peer Review Team Report
 - b. Overseeing the ribbon-cutting ceremony for the Horticulture facility and the groundbreaking ceremony for Viticulture and Winery Technology
 - c. Initiating organizational alignment conversations w/administrators;
 - d. Securing resources to pursue strategic grant opportunities
 - e. Focused efforts to increase enrollment by: Launching the President’s Scholars Program; utilizing Niche to connect with prospective students; initiating the Amazon Career Choice program; developed Marketing Videos with BumbleBee; initiated support for LPC Apprenticeship Program needs; and supported the launch of the Lifelong Learning Academy.

B. Major Goals and Objectives for Spring 2023 through Fall 2023.

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

<p>1. Continue to support a culture that fosters diversity, equity, inclusion, accessibility, and belonging.</p> <ul style="list-style-type: none"> • Provide leadership, support, and resources for the implementation of anti-bias and anti-racist policies, practices, and behaviors. 		Ongoing		E1, E2, E3, E4
<p>2. Expand opportunities that support workforce development.</p> <ul style="list-style-type: none"> • Develop partnerships with public sector organizations to place students in high-demand industries and work-based learning opportunities 		Ongoing		B1, B2, B3, B4
<p>3. Advance and support plans that meet the basic needs of all students</p> <ul style="list-style-type: none"> • Implement a caring culture initiative across the college 		Ongoing		A7, D2, D3

<p>4. Provide effective management and equitable allocation of District fiscal resources</p> <ul style="list-style-type: none"> • Assess and align organizational structure and resources with institutional goals for increased institutional effectiveness • Provide leadership in the development of a college-balanced budget that is supportive of the district and colleges goals/priorities, including enrollment targets as approved by Chancellor. • To the extent fiscally feasible, fill mission critical positions with competent and qualified individuals • Study the structural deficit within the operating budget and develop strategies to address the deficit • Increase college revenues through the increase in SCFF allocation metrics for FTES, supplemental allocation, and student success allocation • Expand sources of discretionary revenue through grants and philanthropic partnerships 		Ongoing		<p>C1, C2, C3, C4</p> <p>C1, C2, C3, C4</p> <p>C3</p> <p>C1, C2, C3, C5</p> <p>C5</p> <p>B2, C1, C2, C5</p>
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<p>5. Support strategies to attract and retain students</p> <ul style="list-style-type: none"> • Increase enrollment through outreach/recruitment and persistence/retention • Identify & remove institutional barriers to student success, including roadblocks that impede students' progress through the matriculation process • Enhance opportunities to work closely with the local school districts within the Tri-Valley to ensure that LPC is the community college of choice our community • Continue to advance guided pathways by ensuring timely implementation of student success teams • Enhance opportunities to communicate directly with students to support their success 		Ongoing		<p>A1, A2, A3</p> <p>A1, A2, A3, A4</p> <p>B1, B2, B3, B4</p> <p>A2, A4</p> <p>A3, D1, D7, B3</p>
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<p>6. Maintain a focus on student academic vision for success and excellence</p> <ul style="list-style-type: none"> • Provide leadership to support the implementation of innovative and collaborative opportunities to enhance the transfer experience of our students through the East Bay College Agile Network (CSU, East Bay) and partnership with UC Merced and other 4-year institutions • Design programs with local elementary and middle schools to increase LPC's presence with future students 		Ongoing		<p>A2, B2, B3</p> <p>B1, B3, B4</p>
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III. STAFFING

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2018	2019	2020	2021	2022	2023-2024	2024-2025
Administration	1	1	1	1	1	3 Dr. Foster Chip Woerner Employer Engagement	5 VP of Strategic Planning Grant Writer
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	5	7

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

<p>List Staff Positions Needed for Academic Year <u>2023-2024</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>DIRECTOR OF EMPLOYER ENGAGEMENT</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>N</p>	<p>\$123,685 (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>GRANT DEVELOPER/WRITER</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>	N	<p>\$81,288 (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>3. VICE PRESIDENT FOR STRATEGIC PLANNING AND INSTITUTIONAL EFFECTIVENESS</p> <p><u>Reason:</u></p> <p>Currently, there is a need for a senior administrator to serve on the college executive team to provide leadership and oversight of institutional effectiveness, strategic initiatives, and institutional accountability for the College. This position would direct a college-wide institutional effectiveness program that includes strategic planning, outcomes assessment, and research to support the College's strategic planning efforts and other data-driven initiatives by the President and Cabinet to ensure integration of efforts on campus and across the district; assess progress and</p>	N	<p>\$171,756 (salary only)</p>	<p>Aligns with Educational Master Plan: Goal C: Supportive Organizational Resources</p> <p>Goal #1: Ensure institutional</p>

<p>evaluation data informed decision making and planning, and compliance with accreditation requirements; Coordinate the use of various technologies and platforms to support institutional initiatives on campus and with the district; Lead the development and procurement of grants; ensures that all grants are aligned to college strategic plans in the development and implementation of grants; Coordinates assigned activities with other departments, including compiling and analyzing data to guide policy development, educational programming and student support services that ensures the college's commitment and responsibility to foster equitable and inclusive learning environments and equitable student outcomes. Directs and coordinates planning, assessment, and continuous improvement activities, provides input based on data and evidence to support student success, equity, inclusion and belonging through Guided Pathways.</p>			<p>stability and long-term institutional health by strengthening fiscal stability, providing appropriate staffing levels, meeting evolving technology needs, and expanding or updating facilities</p>
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FACILITIES

A. Facilities Needs

FACILITIES NEEDS

List the Facilities Need and the Reason	EMP Goals or Planning Priorities Linked to Position
<p>1.OFFICE FOR CLASSIFIED SENATE WORK</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 & 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>2.COLLEGE COMMUNITY CENTER</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 Puente, undocumented students, ESL, and others. This space would also include our LGBTQ+ student population.</p>	<p>Aligns with Educational Master Plan: Goal E: Equity and Anti-Racism</p>

	Goal #4: Prioritize equity and anti-racism
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IV. TECHNOLOGY AND EQUIPMENT

A. Technology and Equipment Needs

TECHNOLOGY AND EQUIPMENT NEEDS

<p>List the Technology and Equipment Needs</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 of Ownership</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>			

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>	Annual TC			<p>EMP Goals or Planning Priorities Linked to Position</p>
	Cost per item	Number Requested	Total Cost	
<p>1. <u>Reason:</u></p>				
<p>2. <u>Reason:</u></p>				
<p>3. <u>Reason:</u></p>				