



2020-21 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: LAS POSITAS COLLEGE FOUNDATION

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 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 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 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, businesses and community based organizations an opportunity to support and invest in student success at LPC. This is accomplished primarily through the funding of student scholarships, support for vital educational programs, developing needed resources not provided through state funds, management and growth of endowment and partnership with the greater Las Positas College Community.

The Foundation’s Mission, Goals & Value statements are in strategic alignment with those of the College. They are reviewed on an annual basis and updated as needed.

For example, the second specific Foundation goal was crafted to help ensure the ability of LPC students to achieve their educational/career goals as related to the College mission. There are a wide range of activities, programs and services which 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 College community are potentially beneficiaries/stakeholders of the Foundation’s successful efforts. The largest group of these are the students. In FY 20-21, more than 100 scholarships totaling over \$300,000 were distributed. In the same FY, the Foundation’s endowment value surpassed the \$9.5M mark.

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?

- Conducted two successful fundraising drives in support of COVID-19 related student/campus needs.
- Increased available funds for the campus grant program.
- On-boarded three new Directors to the Board.
- Hosted inaugural webinar for the LPC Alumni Association.
- Closed out the largest bequest in campus history. Originally announced in 2016 with a value of \$6.75 M, the final amount realized was \$7.5M.
- Partnered with the President’s Office to host successful President’s Speaker Series.

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. ID and cultivate President’s Speaker Series sponsorship opportunities	Spring 21	On-Going		A,B,D,E
2. Conduct Alumni Assn. event	Spring 21	Completed Spring 21		B,C,D,E

3. Launch campaign in support of LPC general scholarships.	Fall 2021	On-Going		B,D,E
4. Host donor cultivation/thank you event	Fall 2021	On-Going		B,E
5. Complete Foundation website/credit card processing review/update.	Fall 2021	On-Going		A,B,C

III. 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	1.0	1.0	1.0	1.0	1.0		
Supervisory							
Classified Staff FT							
Classified Staff PT	.5	.5	.5	.5	.5	1.5	1.5
Confidential Staff FT							
Total Full Time Equivalent Staff	1.5	1.5	1.5	1.5	1.5	3.0	3.0

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

<p>List Staff Positions Needed for Academic Year <u>2022-2023</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. Alumni Development Officer</p> <p><u>Reason:</u> The LPCF needs support dedicated to the cultivation and development of Las Positas College Alumni. This represents a long-term investment in future donor support.</p>	<p>N</p>	<p>\$53,327</p>	<p>A,C,D,E</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>			

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

IV. FACILITIES

A. Facilities Needs

FACILITIES NEEDS

List the Facilities Need and the Reason	EMP Goals or Planning Priorities Linked to Position
1. Work space for contract bookkeeper and Student Services Assistant (Alumni Development Officer). <u>Reason:</u>	A,B,C,E
2. <u>Reason:</u>	
3. <u>Reason:</u>	
4. <u>Reason:</u>	

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

V. 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. <u>Reason:</u></p>			
<p>2. <u>Reason:</u></p>			
<p>3. <u>Reason:</u></p>			

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

VI. 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			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>				