



2021-22 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: LAS POSITAS COLLEGE FOUNDATION

*****Please submit your completed Program Review to Sheri Moore by 12 pm on January 20th, 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 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 & 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 are two Las Positas College Foundation specific goals. The first is to inform and educate the communities that we serve about the remarkable asset they have in Las Positas College; and the second is 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 with college & Foundation leadership on an annual basis and updated as needed.

The second specific Foundation goal was crafted to help LPC students achieve their educational/career goals as related to the College mission. There are a wide range of activities, programs and services which are critical to student success. Unfortunately, the College cannot rely on the state alone 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 members of the Las Positas College community are potential beneficiaries of and stakeholders in the Foundation’s resource development and community engagement efforts. The largest group of these are the students. During the 21-22 academic year, over 65 scholarships totaling over \$330,000 were awarded. In the same FY, the Foundation’s endowment value surpassed the \$10.3M mark.

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

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|---|
| 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 the establishment of effective partnerships. |
| 3. Recruit, support and retain a high-quality board of directors to provide governance of the LPC Foundation |
| 4. Collaborate with campus departments identify and service critical unmet needs. |
| 5. Strategic development & implementation of LPCF operation plans. |

6. Day-to-day management and leadership of LPCF campus operations, alumni outreach and key community-based stakeholders.

II. GOALS AND OBJECTIVES

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

- Successful implementation of inaugural LPC Alumni Webinar event. Alumni database now over 1,800 entries.
- The board reviewed several promising candidates and added three new members to the board of directors.
- Awarded over \$330,000 in scholarships to Las Positas College students. This amount is a record high for the LPC Foundation (even with a decrease in applications due to COVID-19).
- Received a “clean bill” regarding LPCF finances from our annual comprehensive fiscal review.
- Successful partnership with College President’s office on the Presidents Speakers Series. Planned implementation
- Increased community connection and professional development as evidenced by Executive Director membership on the following boards and/or college committees:
 - Network of California Community College Foundation Board
 - Chabot-Las Positas Community College District Foundation Board
 - Tri-Valley Community Foundation Board
 - CASE Center for Community College Advancement Advisory Committee
 - Member, Brotha 2 Brotha Mentor Committee
 - Member, Black History Month Planning Committee
 - Member, College Emergency Task Force
- LPCF Board investment in Planned Gift capacity by approving Executive Director’s Certified Specialist in Planned Giving professional designation.

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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. ID & cultivate President’s Speaker Series sponsorship opportunities	Spring 2022	Ongoing		A,B,D,E
2. Complete Foundation website/credit card processing review and update	Fall 2021	Ongoing		A,B,C
3. Raise minimum \$100,000 in unrestricted funds	Spring 2022	Ongoing		B,D,E
4. Host welcome back/donor cultivation & thank you event.	Spring 2022	Ongoing		B,E
5. Launch Annual Fund/President’s Circle giving programs	Spring 2022	Ongoing		B,D,E

III. STAFFING

A. Staff Profile

	Staffing Levels for Each of the Previous Five Years	Anticipated total staff needed

Position	2017	2018	2019	2020	2021		2022-2023	2023-2024
	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> 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</p>

			to Position
1. Alumni Development Officer <u>Reason:</u> The LPCF needs support dedicated to the cultivation and development of LPC alumni. This represents a long-term investment in future donor support.	N	\$54,394	A,C,D,E
2. <u>Reason:</u>			
3. <u>Reason:</u>			
4. <u>Reason:</u>			
5. <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
<p>1. Workspace for part-time bookkeeper and Alumni Development Office (Student Services Assistant)</p> <p><u>Reason:</u> The LPCF needs a dedicated workspace for personnel assigned to the cultivation and development of LPC alumni. This represents a long-term investment in future donor support.</p>	A,B,C,E
<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>	
<p>6.</p> <p><u>Reason:</u></p>	

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

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

