

Santa Rosa Junior College

Program Resource Planning Process

President-Superintendent 2018

1.1a Mission

1.1b Mission Alignment

1.1c Description

1.1d Hours of Office Operation and Service by Location

The Office of the President is open year round Monday-Friday, except June and July when the college is closed Fridays. Normal hours of operation are 8 am to 5 pm. However, since there is only one administrative support staff, there may be times when the office is closed. A sign is posted on the door and calls are forwarded to voicemail.

1.2 Program/Unit Context and Environmental Scan

2.1a Budget Needs

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0000	ALL	00	00	\$200.00	Cross shredder necessary for confidential materials
0001	Santa Rosa	00	00	\$5,000.00	Redo work station

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
	0.00	0.00	
	0.00	0.00	

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Executive Asst to President	40.00	12.00	<p>Direct support to Board of Trustees and Superintendent/President</p> <p>Provides support to Component Administrators with institutional planning documents.</p> <p>Responsible for district documents such as the District Policy Manual</p>

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Student Office Assistant	20.00	12.00	Provides support for the Office of the President

2.2d Adequacy and Effectiveness of Staffing

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0000	Santa Rosa	00	00	AAIII - STNC	Administrative Assistant	Classified

2.3a Current Contract Faculty Positions

Position	Description
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2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
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2.3c Faculty Within Retirement Range

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2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

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2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Santa Rosa	00	00	Filing Cabinet	1	\$0.00	\$0.00	Maria Gaitan	1308	Maria Gaitan

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
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2.5b Analysis of Existing Facilities

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3.1 Develop Financial Resources

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3.2 Serve our Diverse Communities

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3.3 Cultivate a Healthy Organization

The Executive Assistant to the President participates biannually in conference workshops specific to assistants of CEOs and Board of Trustees offered by the Community College League of California.

3.4 Safety and Emergency Preparedness

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3.5 Establish a Culture of Sustainability

4.1a Course Student Learning Outcomes Assessment

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4.1b Program Student Learning Outcomes Assessment

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
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4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
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4.2b Narrative (Optional)

5.0 Performance Measures

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6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
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6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
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6.3b Institution-Wide/Cross-Component Planning

Rank	Location	SP	M	Project Name	Funding Source	Cost	Objectives	Justification	Resources
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