

# **Santa Rosa Junior College**

## **Program Resource Planning Process**

### ***President-Superintendent 2021***

#### **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	06	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

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

**2.4f Instructional/Non-Instructional Software Requests**

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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**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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