

# Santa Rosa Junior College

## Program Resource Planning Process

### President-Superintendent 2016

#### 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	Direct support to Board of Trustees and Superintendent/President Provides support to Component Administrators with institutional planning documents. Responsible for district documents such as the District Policy Manual

## 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

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## 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 and Software 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, Software, 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

## 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

#### 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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#### 6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
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#### 6.2b PRPP Editor Feedback - Optional

#### 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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