

# ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT



## BOARD OF TRUSTEES

Gregory A. Pensa, President  
Hilda Zacarías, Vice President  
Alejandra Enciso  
Jeffery C. Hall  
Suzanne Levy, Ed.D.

### AGENDA Board Retreat

Tuesday, July 18, 2023

Allan Hancock College  
**Lompoc Valley Center**

Open Session - Building 3 - Room 114 – 3:00 p.m.  
Closed Session - Building 1 - Room 102H – 4:00 p.m.  
One Hancock Drive, Lompoc, CA 93436

	<u>Page</u>	<u>Tentative Time</u>
1. Call to Order		3:00 PM
2. Public Comment		
<p>Public comments on an agenda item or another topic within the jurisdiction of the board of trustees will be given in person during the meeting or submitted in writing at least 24 hours before the meeting via email to: <a href="mailto:ccamacho@hancockcollege.edu">ccamacho@hancockcollege.edu</a> The leading speaker from the audience on each side of the issue will be limited to five minutes. Additional speakers are limited to two minutes. Please submit an individual comment for each item. Testimony on specific agenda items will be welcome during consideration of the item by the Board of Trustees. When public testimony is completed regarding a specific agenda item, discussion is then confined to board members only. This practice is in accordance with laws governing Board of Trustees public meetings.</p>		
3. Presentations		
3.A. Equal Employment Opportunity (EEO) Plan		
<p>Ruben Ramirez, Human Resources director, will provide an update on the Diversity, Equity, Inclusion, and Accessibility program and the Equal Employment Opportunity (EEO) Plan.</p>		
3.B. Concurrent Enrollment		
<p>Dr. Curry, associate superintendent/vice president, Academic Affairs, will provide an update on concurrent enrollment.</p>		
4. Action		
4.A. Privileges of the Student Trustee	3	
<p>A recommendation that the board of trustees consider whether to afford the student member privileges as noted in Ed Code. 72023.5.</p>		

	<u>Page</u>	<u>Tentative Time</u>
5. Information		
5.A. Board Self-Evaluation	4	
Pursuant to board policy 2745, Board Self-Evaluation, the board of trustees will conduct an annual review of its performance.		
5.B. Goals and Accomplishments	8	
An update of the goals and accomplishments of the district for 2022-2023.		
6. Public Comment to Closed Session		
<p>This section of the agenda is intended for members of the public to address the Board of Trustees on items involving the community college district that are being considered in Closed Session. <i>Please note that board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda.</i> Public comments will be given in person during the meeting or submitted in writing at least 24 hours before the meeting via email to: <a href="mailto:ccamacho@hancockcollege.edu">ccamacho@hancockcollege.edu</a>. The leading speaker from the audience on each side of the issue will be limited to five minutes. Additional speakers are limited to two minutes. Please submit an individual comment card for each item.</p>		
7. Adjourn to Closed Session		4:00 PM
7.A. Evaluation of the Superintendent/President		



Kevin G. Walthers, Ph.D.  
Secretary to the Board of Trustees

**ACTION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	July 18, 2023
Subject: Privileges of the Student Trustee	Item Number: 4.A.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 1

**BACKGROUND**

Board policy 2015, Student Member addresses how many semester units the student trustee must maintain, required grade point average, and mileage reimbursement. The policy also specifies each year, the board of trustees shall consider whether to afford the student member the privileges referenced in Education Code 72023.5.

At their November 15, 2022 meeting, the board of trustees approved board policy 2725, Board Member Compensation that states "The student trustee shall receive an unrestricted scholarship equivalent to the gross amount of the elected trustee stipend to be paid at the beginning of each semester of service as the student trustee." The board currently grants the student member the privilege to make first and second motions and cast an advisory vote. The advisory vote shall not be included in determining the vote required to carry any measure before the board of trustees.

**FISCAL IMPACT**

There is no impact to the district budget.

**RECOMMENDATION**

Staff recommends that the board of trustees maintain the college's current practice.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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**INFORMATION ITEM**

To: Board of Trustees	Date:
From: Superintendent/President	July 18, 2023
Subject: Board Self-Evaluation	Item Number: 5.A.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 3

**BACKGROUND**

Board policy 2745, Board Self-Evaluation, specifies that the board of trustees will conduct an annual self-evaluation. Each trustee received an advance copy of the self-evaluation survey for review.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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## BOARD OF TRUSTEES – SELF-EVALUATION

### Summer 2023

Please rate your level of agreement with the following criteria:	Outstanding	Good	Needs Improvement	Unable to Evaluate
<i>I. Mission, Planning, and Policy</i>				
1. The board assures that there is an effective planning process and is appropriately involved in the process.				
2. The board regularly reviews the district’s mission and goals and monitors progress towards the goals.				
3. The board fulfills its policy role; the board’s policies are up-to-date and regularly reviewed.				
<i>II. Board-CEO Relations</i>				
4. The board maintains an excellent working relationship with the CEO.				
5. The board sets clear expectations for and effectively evaluates the CEO.				
6. The board delegates authority to and supports the CEO.				
<i>III. Community Relations &amp; Advocacy</i>				
7. Board members represent the interests of the citizens in the district.				
8. The board advocates on behalf of the college to local, state, and federal governments.				
<i>IV. Educational Programs and Quality</i>				
9. The board effectively monitors the quality and effectiveness of the educational program and services.				
10. Board members are knowledgeable about the districts educational programs and services.				

Please rate your level of agreement with the following criteria:	Outstanding	Good	Needs Improvement	Unable to Evaluate
<i>V. Fiduciary Role</i>				
11. The board assures the fiscal stability and health of the district.				
12. The board monitors implementation of the facilities plan.				
<i>VI. Human Resources and Staff Relations</i>				
13. Board members refrain from attempting to manage employee work.				
14. The board respects faculty, staff, and student participation in college decision-making.				
<i>VII. Board Leadership</i>				
15. The board understands and fulfills its roles and responsibilities.				
16. The board expresses its authority only as a unit.				
17. The board regularly reviews and adheres to its code of ethics or standards of practice.				
18. Board members avoid conflicts of interest and the perception of such conflicts.				
<i>VIII. Board Meetings</i>				
19. Board meeting agendas provide sufficient information and time to explore and resolve key issues.				
20. The board understands and adheres to the Brown Act.				
<i>IX. Board Education</i>				
21. New members receive orientation to board roles and the institution.				
22. Board members participate in trustee development activities.				
23. The board evaluation process helps the board enhance its performance.				

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Trustee Signatures




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**Allan Hancock Joint Community College District  
Board Policy  
Chapter 2 – Board of Trustees**

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**BP 2745 BOARD SELF-EVALUATION**

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

An annual self-evaluation will be conducted by the Board of Trustees.

To that end, the Board has established the following processes:

- The Board shall determine the instrument or process to be used in Board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these Board policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.
- The process for evaluation shall be recommended to and approved by the Board.
- If an instrument is used, all board members will be asked to complete the evaluation instrument and submit them to the Board Secretary.
- A summary of the evaluations will be presented and discussed at a Board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

**Reference:** WASC/ACCJC Accreditation Standard IV.C.10

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<b>Adopted: 6/18/91</b>	<b>Revised: 5/16/95</b>
<b>Revised: 8/18/92</b>	<b>Revised: 3/19/96</b>
<b>Revised: 4/20/93</b>	<b>Revised: 4/21/98</b>
<b>Revised: 4/26/94</b>	<b>Revised: 6/20/00</b>
<b>Revised: 11/22/94</b>	<b>Revised: 10/21/14</b>
<b>Revised: 3/21/95</b>	<b>Reviewed: 9/8/20</b>

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**INFORMATION ITEM**

To: Board of Trustees	Date:  July 18, 2023
From: Superintendent/President	
Subject: Goals and Accomplishments	Item Number: 5.B.
Institutional Goal: Accreditation Standard IV	Enclosures: Page 1 of 12

**BACKGROUND**

Staff has prepared a report of goals and accomplishments for the 2022-23 academic year. The report is attached for your review.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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## Allan Hancock College

## 2022/23 Goals and Accomplishments

Dept. Academic Affairs

No.	Project Name	Project Description	Cost	Timeline	Institutional Goals	Person(s) Responsible	Update
1	Equipment Prioritization	Prioritize instructional equipment (at department, dean, and division levels) and expend annual equipment allocation, Strong Workforce, and CTEA funds in support of instructional programs	\$1,355,103	8/2022-3/2023	Accreditation Standard III	Bob/Deans/Dept. Chairs	Ongoing; received 563 requests and 190 were funded through instructional equipment, CAEP, SWP, Perkins, and restricted lottery (estimate \$1,355,103)
2	Board Policies	Work with Academic Senate to review/revise existing board policies and develop new policies	N/A	2022-2023	Accreditation Standard IV	Bob/Student Learning Council/Academic Sen.	Ongoing; ten policies reviewed, three new policies developed.
3	Increase Diversity, Equity, and Inclusion (DEI)	Training in Culturally Responsive Curriculum and funding for faculty to change their courses	\$144,000 budgeted	Fall 22 - Spring 23	Accreditation Standard III	Rick Rantz, LeeAnne McNulty	50 full- and part-time faculty have participated in the training, and most have completed course modifications
4	LVC Programs	Identify and offer streamlined, guaranteed onsite associate degree programs at Lompoc Valley Center	N/A	Fall 22 - Spring 23	Accreditation Standard III	Sean Abel/Deans/Academic Affairs staff	We are offering a total of 7 different degrees: 5 degree plans are scheduled during the day and 5 at night.
5	Expand Registered Nursing Program	Increase Registered Nursing cohort size	\$108,213 (salary)	Fall 22 - Spring 23	Accreditation Standard III	Larry Manalo, Nursing Faculty, Tom Lamica	In fall 2022, the State Board of Registered Nursing approved an increase of 15 additional slots. A new faculty member was hired to support the increase, which was implemented in spring 2023.

**2022/23 Goals and Accomplishments**

6	Early College Cadre at Orcutt Academy High School	Partner with OAHS to offer a Liberal Arts degree cohort for 9-12 graders	N/A	2022-2023	Accreditation Standard III	Tom Lamica, Yvonne Teniente, Rick Rantz	First cohort of 30 students completed first year of courses and cohort 2 of 29 students is now enrolled and beginning coursework.
7	North County Jail Partnership	Expand credit offerings at the North County Jail	N/A	Fall 22 - Spring 23	Accreditation Standard III	Tom Lamica, Adelina Pozos	Fall and Spring semester course offerings included: Culinary, Business, Personal Development and Career Readiness training
8	Cooperative Work Experience	Expand Cooperative Work Experience (CWE) opportunities for students	N/A	Fall 22 - Spring 23	Accreditation Standard III	Tom Lamica, Adelina Pozos	Targeting K-12, North County Jail, and the Federal Prison, increased CWE enrollments by nearly 50% during 2022/2023
9	Academic Senate/Academic Policy and Planning Curriculum (AP&P)	Support Academic Senate and AP&P in the development of new programs and courses.	N/A	Fall 22 - Spring 23	Accreditation Standard II	Bob/Academic Senate/AP&P	11 new programs; one new noncredit program; 26 new credit courses, and eight new noncredit courses

Dept. Administrative Services							
No.	Project Name	Project Description	Cost	Timeline	Institutional Goals	Person(s) Responsible	Update
1	Emergency Conditions Recovery Plan	Reviewed emergency conditions application and recovery plan	N/A	Complete	Accreditation Standard III	Eric D. Smith, Budget Council	Complete
2	Accreditation Standard IIID	Reviewed evidence to support accreditation standards	N/A	Complete	Accreditation Standard III	Eric D. Smith, Budget Council	Complete
3	Pension Rate Stabilization Policy	Created funding and disbursement policy	N/A	Complete	Accreditation Standard III	Eric D. Smith, Budget Council	Complete

**2022/23 Goals and Accomplishments**

4	Board Policies 6305, 6200, 6250	Revised policies to be consistent with GFOA best practices	N/A	Complete	Accreditation Standard III	Eric D. Smith, Budget Council	Complete
5	Institutional Advancement Committee	Approved the reinstatement of the Institutional Advancement Committee	N/A	Complete	Accreditation Standard III	Eric D. Smith, Budget Council	Complete
6	Bookstore Survey	Commissioned the Bookstore Survey through Institutional Effectiveness	N/A	Complete	Accreditation Standard III	Eric D. Smith, Budget Council	Complete
7	COVID-19 Recovery Block Grant	Vetted proposals for Student Mental Health, Grand Funds for District Professional Development funds, Grant Funds for Culturaly Responsive Higher Education Curriculum Modifications, Create Pride Center, Fund Basic Needs Program	N/A	Complete	Accreditation Standard III	Eric D. Smith, RAC	Complete
8	Developed district compendium of allocation and resources of grants and restricted programs.	Developed district compendium of allocation and resources of grants and restricted programs.	N/A	Complete	Accreditation Standard III	Eric D. Smith, RAC	Complete
9	HEERF Lost Revenue	Reclaimed lost revenue during pandemic to fund student health center	N/A	Complete	Accreditation Standard III	Eric D. Smith, RAC	Complete
10	Initiate Plans for a new Student Health Center	Considered the need for a new Student Health Center at the Santa Maria campus and the use of restoration of lost revenue under HEERF II & III for funding.	N/A	Complete	Accredittion Standard III	Eric D. Smith, RAC	Complete

Dept. College Advancement							
<u>No.</u>	<u>Project Name</u>	<u>Project Description</u>	<u>Cost</u>	<u>Timeline</u>	<u>Institutional Goals</u>	<u>Person(s) Responsible</u>	<u>Update</u>
1	Launch Hancock Honors Event	Design and execute a new annual event honoring those who embody the best of Hancock.	N/A	September 2023		Jon Hooten/ Foundation Staff	
2	Institutional Advancement Committee	Reconstituted the committee with a revised charter and set monthly meetings	N/A	Complete		Jon Hooten	Complete
3	Recital Hall Naming Recommendation	Recommended to Facilities and Budget Councils to name the new recital hall in honor of the benefactor who made it possible: the Patricia Boyd Recital Hall (aka Boyd Hall).	N/A	September 2023		Jon Hooten	

**2022/23 Goals and Accomplishments**

Dept. Facilities							
No.	Project Name	Project Description	Cost	Timeline	Institutional Goals	Person(s) Responsible	Update
1	Scheduled Maintenance Projects	Initiated design and completed a variety of scheduled maintenance projects contained in the district's 2022-2023 Scheduled Maintenance Plan.	None	Complete	Accreditation Standard III	E.Smith, Facilities Council	Completed October 2022
2	Established Project Priority Order for the 2025-2029 Five -Year Construction Plan	Facilitate completion and filing of the 2025-2029 Five-Year Construction Plan	None	Complete	Accreditation Standard III	E.Smith, Facilities Council	Completed April 2023
3	Facilities Master Plan	Update of Facilities Master Plan for the district for 2022-2032.	\$350,200	Complete	Facilities Master Plan	E. Smith, Facilities Council	Completed June 2023
4	Baseball/Softball Field Restroom Facilities	Construction of a permanent 600 sq. ft. restroom facility at the baseball/softball fields.	\$500,000	Complete	Accreditation Standard III	E. Smith, Facilities Council	Completed February 2022
5	Fine Arts Complex	Construction of 88,000 sq.ft. Fine Arts Complex.	\$46,432,700	Complete	Accreditation Standard III	E. Smith, Facilities Council	Project scheduled to be completed Summer 2023
6	LVC Exterior Painting	Paint exterior buildings at Lompoc Valley Center	\$224,000	Completed	Accreditation Standard III	E. Smith, Facilities Council	Completed September 2022
7	Reroofing Project	Reroofing buildings G & L, Refurbish of roofs for buildings M300, & M400.	\$2.2 million	Complete	Accreditation Standard III	E. Smith, Facilities Council	Completed October 2022
8	Final Project Proposal (FPP) for Building N - Gym Renovation	Submit project proposal to the Chancellor's Office for capital outlay funding for Building N - Gym Renovation	\$24 million	Complete	Accreditation Standard III	E. Smith, Facilities Council	Board approved June 20, 2023 to file the FPP with the Chancellor's Office. Project to be funded in the 2025-26 State budget. Start of the project TBD
9	Baseball/Softball Concession Building	Construction of a 600 sq. ft Concession building.	\$572,895	Complete	Accreditation Standard III	E. Smith, Facilities Council	Completed June 2023
10	Baseball/Softball Complex Athletic Team Changing Facilities/Parking Lot 12 Improvements, Safety Lighting and Drainage	Construct new Baseball/Softball Athletic Team Changing Facilities, Parking Lot 12 , Safety Lighting and Drainage	\$3.3 million	FY 2022-2023 FY 2023-2024	Accreditation Standard III	E. Smith, Facilities Council	Construction to begin November 2023
11	Solar Project ForeFront	Installation of solar and energy facilities for the district.	None	FY 2020-2021 FY 2021-2022 FY 2022-2023	Accreditation Standard III	E. Smith, Facilities Council, Sustainability Committee	Commenced with construction - Project is in Process

**2022/23 Goals and Accomplishments**

12	LVC Reroofing	Reroofing buildings 1, 2, 3 and 5	\$2.6 million	Summer 2023	Accreditation Standard III	E. Smith, Facilities Council	Project scheduled to be completed Summer 2023
13	Building N Exterior Painting	Exterior painting for building N	\$197,000	FY 2022-2023	Accreditation Standard III	E. Smith, Facilities Council	Project scheduled to be completed Summer 2023
14	PCPA Stage Craft	Construction of 6,700 sq. ft. building for the PCPA Stage Craft.	\$6.9 million	FY 2021-2022 FY 2022-2023	Accreditation Standard III	E. Smith, Facilities Council	Project scheduled to be completed Summer 2023
15	HVAC Santa Maria Campus	Installation of Heating Ventilation and Air-conditioning upgrades for the district.	\$3.4 million	FY 2021-2022 FY 2022-2023	Accreditation Standard III	E. Smith, Facilities Council	Project scheduled to be completed Summer 2023
16	Building E & F Demolition	Demolition of buildings E & F	\$267,000	FY 2022-2023	Accreditation Standard III	E. Smith, Facilities Council	Project scheduled to be completed Summer 2023
17	Building G Flooring Replacement	Install new flooring in Student Center Building G	\$115,000	FY 2022-2023	Accreditation Standard III	E. Smith, Facilities Council	Project scheduled to be completed Summer 2023
18	Childcare Yard Expansion LVC & Santa Maria Campus	Expand and Improve yards for the Childcare Center.	\$640,653	FY 2020-2021 FY 2021-2022 FY 2022-2023	Accreditation Standard III	E. Smith, Facilities Council	LVC Childcare Project going out for re-bid. Santa Maria Childcare Project scheduled to start Summer 2023.
19	Student Health Center	Construction of a modular building for a new Student Health Center Complex.	\$4.6 million	FY 2021-2022 FY 2022-2023 FY 2023-2024	Accreditation Standard III	E. Smith, Facilities Council	Project scheduled to be completed Fall 2023
20	Initiated Roof Prop Project for LVC - PSTC	Construction of a roof ventilation prop for the Public Safety Training Complex	\$450,000	FY 2022-2023	Accreditation Standard III	E. Smith, Facilities Council	On June 20, 2023, the board approved to reject all bids and rebid the PSTC Roof Prop Project. Bids due August 1, 2023. Project estimated start date is late Fall 2023.

**2022/23 Goals and Accomplishments**

21	District-wide Fire Alarm Retrofit	Install standardized fire alarms district-wide	\$1.6 million	FY 2022-2023	Accreditation Standard III	E. Smith, Facilities Council	Board approved Resolution on June 20, 2023 approving the Sole Source Procurement of Siemens Fire Life Safety Equipment installation district-wide. Project estimated start date is late Fall 2023 or early Spring 2024.
22	Demolition of Building O-300	Demolition of building O-300.	\$800,000	FY 2022-2023	Accreditation Standard III	E. Smith, Facilities Council	Board approved to solicit bids January 17, 2023. Project estimated to start summer or fall 2023.
23	PCPA Shade Canopy	Initiated design to install PCPA Shade Canopy at Marian Theatre	\$80,000	FY 2022-2023	Accreditation Standard III	E. Smith, Facilities Council	Project estimated to start Fall 2023
24	PCPA Sound and Electrical improvements at Marian Theatre	Initiated design for PCPA Sound and Electrical improvements at Marian Theatre	\$150,000	FY 2022-2023	Accreditation Standard III	E. Smith, Facilities Council	Project estimated to start Fall 2023

**2022/23 Goals and Accomplishments**

Dept. Human Resources							
No.	Project Name	Project Description	Cost	Timeline	Institutional Goals	Person(s) Responsible	Update
1	NeoGov Insight (New Applicant Tracking Software)	The new system provides an improved candidate and user experience, advanced reporting to include adverse impact and recruitment health metrics, improved committee screening methods, and cutting-edge equity techniques such as blind candidate review.	Replaced CSOD - Cost Neutral	Complete	Accreditation Standard III	Tina Middleton, Janeal Blue, Ruben Ramirez, Stefanie Aye	
2	NeoGov Onboard	Currently in implementation stage of NeoGov's onboarding module which will dramatically enhance candidate onboarding experience and provide a online environment for new employees to track their progress. The onboarding environment will include electronic forms and policies for a more efficient process.	Included in NeoGov Contract	Fall 2023	Accreditation Standard III	Tina Middleton, Janeal Blue, Ruben Ramirez, Stefanie Aye	
3	Administrative Program Review	Human Resources completed an extensive program review and vetted through the IE council. The review solicited feedback from all stakeholders and gathered input from faculty, administrators, and staff on the success and impact of HR programs. Moving forward HR will continue to update annually.	N/A	Complete	Accreditation Standard III	Ruben Ramirez, Janeal Blue, HR Council members.	
4	Contract Negotiations	Members of HR, on behalf of the district, are negotiating successor agreements for the Part-Time Faculty Association and CSEA. Negotiations are tentatively complete and agreements will move through regional and local ratification processes.	TBD	Fall 2023	Accreditation Standard III	Ruben Ramirez, Janeal Blue, Tina Middleton, Myrna Flores	
5	Recruitment, Hiring, and Onboarding	HR ran 116 recruitments in fiscal year 2022-23. Total employees onboarded have returned to pre-pandemic levels at 453 (includes temps and student workers), which represents a large workload for our office.	Variable by position and person hours for completion	Complete	Accreditation Standard III	Stefanie Aye, Amber Nichols, HR Technicians (for onboarding)	
6	Employment Transactions	HR processed over 6,000 employment transactions in FY 2022-23. Student Worker/Temp - 1432, Perm Staff - 496, and Faculty - 4570. These transactions represent a large workload for our office and ensures all employees are in Banner to be paid correctly and timely.	Person hours for completion	Annual	Accreditation Standard III	HR Technicians	

**2022/23 Goals and Accomplishments**

Dept. Information Technology Services							
No.	Project Name	Project Description	Cost	Timeline	Institutional Goals	Person(s) Responsible	Update
1	New myHancock Portal & Mobile App	Launch new portal and mobile app for students and employees	\$50,000/year	Spring 2023	Accreditation Standard III	Andy Specht	Complete
2	Boardroom AV Upgrade	Comprehensive replacement of all AV components in boardroom	\$277,250	Summer-Fall 2023	Accreditation Standard III	Andy Specht	In Progress
3	CVC OEI Course Finder API	Implement required tech update to courses offered on CVC exchange	\$0	Fall 2022 - Spring 2023	Accreditation Standard III	Andy Specht	Complete
4	Information Security Analyst	Hire a dedicated information security position	\$10,000/yr increase	Spring 2023	Accreditation Standard III	Andy Specht	Recruitment underway
5	Accreditation Standard IIIC	Reviewed evidence to support accreditation standards	\$0	Fall 2022	Accreditation Standard III	Andy Specht	Complete
6	2022-26 Technology Master Plan	Complete new technology master plan	\$0	Fall 2023	Accreditation Standard III	Andy Specht	Complete

Dept. Institutional Effectiveness							
No.	Project Name	Project Description	Cost	Timeline	Institutional Goals	Person(s) Responsible	Update
1	SEM Academy	IE office participated as coaches and team participant	N/A	Spring 2023	Accreditation Standard I	Paul Murphy	Complete
2	New Registration Report	Updated and interactive registration report	N/A	Fall 2022	Accreditation Standard I	Paul Murphy	Complete
3	Submission of Accreditation ISER	Institutional Self Evaluation report was successfully submitted	N/A	Fall 2022	Accreditation Standard I	Paul Murphy	Complete
4	Planning Retreat 2023	Prioritization of top Key Performance Indicator strategies	N/A	Spring 2023	Accreditation Standard I	Paul Murphy	Ongoing
5	Program Review	Training for new program review process	N/A	Spring 2023	Accreditation Standard II	Paul Murphy	Ongoing
6	AB 705/1705	Writing of Quality Focus Essay for accreditation and provided data on math English and ESL for AB 1705	N/A	Fall 22 - Spring 23	Accreditation Standard II	Paul Murphy	Ongoing
7	Student Equity Plan	Provided data and analysis for Student Equity Plan	N/A	Summer-Fall 2022	Accreditation Standard I	Paul Murphy	Completed
8	Equity Minded Professional Development	Provided equity minded professional development training for faculty	N/A	Spring 2023	Accreditation Standard II	Paul Murphy	Ongoing
9	Guided Pathways Plan	Assisted in the writing of the Guided Pathways Plan submitted to the Chancellor's office	N/A	Spring 2023	Accreditation Standard I	Paul Murphy	Completed

**2022/23 Goals and Accomplishments**

Dept. Public Affairs and Communications							
<u>No.</u>	<u>Project Name</u>	<u>Project Description</u>	<u>Cost</u>	<u>Timeline</u>	<u>Institutional Goals</u>	<u>Person(s) Responsible</u>	<u>Update</u>
1	Digital Marketing	Launched comprehensive annual digital marketing	\$165K	Annual	Ed Master Plan Goal A. Connect with Students	Lauren Milbourne	Ongoing
2	Reengagement Marketing	Launched social media campaign to reengage stop-outs	\$150K	Fall22/Sp23	Ed Master Plan Goal A. Connect with Students	Lauren Milbourne	Campaign complete
3	Spanish Media Marketing	Launched Spanish television campaign	\$5.4K	Fall 2022	Ed Master Plan Goal A. Connect with Students	Lauren Milbourne	Possibly re-up campaign
4	Guided Pathways Marketing	Design and messaging of GP/Areas of Interest marketing materials	N/A	Ongoing	Ed Master Plan Goal A. Connect with Students	Lauren Milbourne	Ongoing
5	CTE Marketing	Design and messaging of CTE marketing materials	N/A	Ongoing	Ed Master Plan Goal A. Connect with Students	Lauren Milbourne	Ongoing
6	Fine Arts Complex Grand Opening	Spearheaded planning for February 2023 event	N/A	Fall22/Sp23	Accreditation Standard I	Lauren Milbourne	Complete
7	Bilingual Public Information Specialist	Initiated position re-class to provide PAC with bilingual specialist	N/A	Complete	Accreditation Standard I	Lauren Milbourne	Complete

Dept. Student Services							
<u>No.</u>	<u>Project Name</u>	<u>Project Description</u>	<u>Cost</u>	<u>Timeline</u>	<u>Institutional Goals</u>	<u>Person(s) Responsible</u>	<u>Update</u>
1	New Student Online Orientation	Launched a new online orientation	\$10,300	Spring 2023	Ed Master Plan Goal B. Successful Entry into an Area of Interest and Program of Study	Stephanie Crosby	Maintenance of orientation information will be ongoing

## 2022/23 Goals and Accomplishments

2	Promise Registration Rally	Hosted in-person Registration Rallies for incoming Promise students to ensure timely registration	N/A	Spring 2023	Ed Master Plan Goal B. Successful Entry into an Area of Interest and Program of Study	Mary Dominguez, Aurora Ruvalcaba	Adjustments will be made for next spring's event to improve the student experience
3	Priority Registration Changes	Implemented updates made to enrollment priorities AP extending the timeline for special populations and adding new Promise student priority for Registration Rally events	N/A	Spring 2023	Ed Master Plan Goal C. Student Progression through Program of Study	Genevieve Siwabessy, Student Services Council	Complete
4	Basic Needs Center Program & Services Expansion	Basic Needs Center began servicing LVC campus and delivered a broader array of services beyond emergency aid such as bus passes, housing agency connections, CalFresh application support, and other needs identified by students	N/A	ongoing	Ed Master Plan Goal C. Student Progression through Program of Study	Jannet Rios, Genevieve Siwabessy	Continued expansion of the program is anticipated with the completion of the Food Pantry in the new Student Health Center
5	Virtual Care Group Mental Health Services	Contracted with a telehealth provider for 24-hour student access to mental health services	~\$175k	ongoing	Ed Master Plan Goal C. Student Progression through Program of Study	Alex De Jounge, Genevieve Siwabessy	Ongoing promotion of service
6	Final Year of HEERF Student Aid Awards	Basic Needs Center and Financial Aid partnered to award all remaining HEERF student aid throughout the year	\$1,628,736	2022-2023	Ed Master Plan Goal C. Student Progression through Program of Study	Mary Dominguez, Jannet Rios, Gregory DeLeon, Genevieve Siwabessy	All funds have been awarded to students
7	SuccessNet Appointment Portal Refresh	General Counselors have organized into GP Areas of Interest to better facilitate communication with students; the SuccessNet appointment portal is being updated to improve student appointments with counselors	N/A	ongoing	Ed Master Plan Goal B. Successful Entry into an Area of Interest and Program of Study	Genevieve Siwabessy, Christian Gardner, Benjamin Britten	Prioritized program dashboard has been launched with Areas of Interest assignments launching in August

**2022/23 Goals and Accomplishments**

8	Signal Vine Two-way Texting	Student Services departments are now using Signal Vine to improve communication with students	N/A	ongoing	Ed Master Plan Goal A. Connect with Students	David Vasquez	Ongoing coordination of communication to students
9	Transfer Articulation Expansion	A&R is creating a database of course articulations from the top 10 transfer schools in order to enhance auto awarding efforts	\$88,400	ongoing	Ed Master Plan Goal C. Student Progression through Program of Study	David Vasquez	Ongoing addition of courses into the database