

President's Office Department
Annual Division Plan for Academic Year 2018-2019
December 2017

Review And Planning

Performance and Equity Gaps Still to be Addressed

Annual Planning: Actions Taken

Ensure Student Access

(1.1) The East Sierra Sub-Region Adult Education Block Grant (AEBG) Collaborative was implemented throughout our service area. The feeder high school districts who participated in this effort were Murock Joint Unified School District, Mojave Unified School District, Tehachapi Unified School District, Sierra Sands Unified School District, Mono County of Education, and Mammoth Unified School District.

(1.2) Several workshops were held bringing English and math faculty to the table to provide input to our k12 partners so that the Edmentum (AKA Plato) modules covered the concepts needed to be mastered for students to be college ready or at a minimum two levels below college level to enter Cerro Coso Community College. Additional workshops for the adult education faculty were held for them to be fully trained on the administrative platform by the Edmentum trainers, as well administrative meetings with the Principals were held to review new products covering various CTE Programs which resulted in a modified service contract to include the CTE library for supplemental instruction. Even though this effort was made, and curriculum within the product was established, students who had been referred from the college to some of the Adult Schools were not provided the much needed learning assistance to be able to complete the curriculum or got discouraged and just quit. In light of this college faculty are looking to bridge the gap for students who through the use of multiple measures could benefit from enrolling into a co-requisite model English or math class. This is a statewide movement that has had initial success at some colleges around the State. Through this effort the goal is to increase college access and success of students through an accelerated model curriculum who would normally be referred only to the adult school program.

(1.3) Welding equipment was acquired and welding curriculum was articulated between the college and three of our feeder high schools to provide a stronger pathway into that program at the college level. Feeder districts that implemented this were Mojave, Tehachapi, and Mammoth Unified School Districts.

(1.4) To date Tehachapi and Mojave Unified School Districts have established the strongest pathway for adult ed students to transition into the college environment. This is partly due to the physical location of the adult education program being co-located in educational buildings with Cerro Coso Community College's learning/student services and classes.

Beginning fall 2017, the Dean of Liberal Arts and Sciences was assigned the leadership role in serving as the responsible KCCD representative who is to continue to bring the East Sierra Sub-Region Adult Ed principals and faculty together for professional training and to stay compliant with the AEBG By-Laws.

Strengthen the College's culture of safety

In 2015-16 academic year Ret. Captain Wheeler of RPD was hired as a professional expert to establish the Safety and Security Coordinator position. The focus was on developing a comprehensive program that would fit our organization of multiple campuses. The individual took over the work that had previously been assigned to the Director of Maintenance and Operations, who lacked the skill set to meet the increasing demands related to new legislation and demands of this job. During the time Ret. Captain Wheeler was in the position he updated the Safety and Security Handbook, investigated and established the concepts of Behavioral Intervention Teams with local officer participation for each of our campuses, and provided over site to our annual emergency drills for fire and earthquake safety. Through this temporary structure it was determined this position needed to become a permanent part of our leadership to ensure safety and security for our students and staff. Therefore, a permanent Safety and Security Coordinator was hired commencing fall 2017 who is now carrying forward the work of this area.

Establish a President's Circle

Various models of President's Circle Programs were researched through the work of the Cerro Coso College Foundation Liaison, Natalie Dorrell. A structure was identified, however it has not been presented it to the College Foundation for approval. Meanwhile, we are recruiting College Foundation Board of Director membership across our service area so to maximize our efforts in making this program the most effective. At this time we have increased our Board of Directors to include NAWCWD employees and have a Tehachapi community member interested in joining. These members will be onboarded by January 2018, at such time the President's Circle will move forward for approval. At this time the goal is to now tie the inaugural President's Circle Branding and Program to the 45th anniversary of the College and the opening of the modernized Main Building at the IWV Campus which is slated to happen summer 2018.

Initiatives for Next Academic Year

Participate in developing sustainable funding sources for the Cerro Coso Promise

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

In collaboration with the Director of Public Relations and Institutional Advancement and the Foundation Program Manager, build relationships with business and industry within our service area to secure ongoing giving of significant amounts to fund the endowment for the Cerro Coso Promise.

- Set a fundraising goal for the endowment for the 2018-2019 Promise Campaign
- Create a list of all business and industry in our Kern and San Bernardino service area with their contact person
- Schedule meetings with each entity to present the Promise Program and make the ask
- Round back with them to collect the gift.

Lead Measure of Success:

- Fundraising Goals and Promise Campaign dates set
- Employer and Contact lists are created
- meetings are held
- gifts are committed to

Are any of the lead measures identified above lacking assessment instruments?

No

Does the department request help to develop these instruments?

No

Lag Measure of Success:

- The total giving amount for this campaign meets or exceeds the fundraising goals.

Person Responsible:

Director of Public Relations and Institutional Development (AKA Public Relations, Marketing, and Development Manager)

It addresses a gap in student equity

The Cerro Coso Promise addresses a gap for any of the populations that are not as successful as the college as a whole by providing them the means to pay for their fees and textbooks, and provide them with intrusive student and learning services that are

best practices leading to increased student access, success, and completion.

Which strategic goal does this initiative address?

Goal 1: Maximize Student Success, Goal 2: Advance Student Equity Measures, Goal 3: Ensure Student Access, Goal 4: Enhance Community Connections, Goal 5: Strengthen Organizational Effectiveness

Strengthen partnerships throughout our region

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

1. Make presentations to each district's school board and ask for the adoption of a Resolution of Support of the Cerro Coso Promise for their students.
2. Utilize the East Kern Education Collaborative and the CEO of the EDC to do the following: identify the correct Industrial Program that needs to be established in the Occ Ed Wing, increase communication between the City and NAWCWD and NAWS for onboarding employees, recruiting new applicants for the workforce, and participation in community events.
3. Work to establish the research and training curriculum for the CBD Hemp Industry established in California City.
4. Hold the bi-annual Supt/Principal Summit to keep abreast of how we can best serve our students in all areas.
5. Participate in the CVHEC Initiatives (15 to Finish, Co-requisite Initiative for English and Math, Rp Group Leading from the Middle related to CCCCO Guided Pathway Program) taking advantage of the Consortium partnerships with the various Foundations
6. Participate on the Bellevue University President's Council in order to identify and adopt best practices in utilizing our agreement in order to increase higher education opportunities for our students.

Lead Measure of Success:

1. Resolutions adopted by the feeder high school districts
2. Programs identified that will best serve our employers in the area of CTE - Industrial Arts
3. Research partnership MOU is adopted by our BOT
4. Bi-annual summits are held with legislative and local items addressed
5. CVHEC Initiatives are adopted and support utilized to increase student success and completion
6. Secure curriculum alignment in matching programs that will enhance our ability to facilitate students completing their last two years online in programs such as Cybersecurity and RN/BSN.

Are any of the lead measures identified above lacking assessment instruments?

No

Does the department request help to develop these instruments?

No

Lag Measure of Success:

1. By the high school districts adopting the resolutions and using that action to communicate out to the communities, increase our High School Participation/Yield Rate by 10%.
2. CTE faculty in the Industrial programs will have addressed curriculum and training gaps identified by employers in either existing programs or the need to create new ones.
3. With the MOU signed, students will begin to take advantage of the research internship opportunities offered by the Rand Corporation.
4. Through the continued summits with the Supt./Principals of our feeder high schools, relationships are built and support is provided

in addressing any of our integrated programs such as dual enrollment, teacher shortages, or any other legislation that could harm our ability to work together to serve rural CA.

5. Through participating and implementing the CVEC initiatives, we should realize an increase in students completing college level math and English; an increase in our overall completion rate with the base line being 2017 academic year; and through participating in the CVHEC Guided Pathway Initiative and Leading from the Middle program the required paperwork for the states Guided Pathway Program will be vetted and reflect our college's input for streamlined reporting.

Person Responsible:

President

It addresses a gap in student equity

Which strategic goal does this initiative address?

Goal 1: Maximize Student Success, Goal 2: Advance Student Equity Measures, Goal 3: Ensure Student Access, Goal 4: Enhance Community Connections, Goal 5: Strengthen Organizational Effectiveness

Enhance professional development for all employee groups

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

In response to the BOT Goal which states:

Support Professional Development for College and District Faculty, Staff and Administration

- ***Promote professional development programs for District and College Faculty, Classified Staff and Administration.***
- ***Complete a catalog for use by the Colleges and District of available compliance related training programs***
- ***Complete catalog for use by the Colleges and District of available position specific training programs***
- ***MEASUREMENT: Every regular employee completes at least one professional development activity per year.***

We need to develop an annual Professional Development Plan that reflects all the opportunities provided our employees internally and externally and collect the data that would reflect that all regular employees completes at least on professional development activity each year.

1. Charge the Professional Development Committee to develop a template for each of the Senates and Division Vice Presidents who can then provide input to which will feed up into an annual plan for the upcoming academic year. Once the draft of the plan is created, vet the draft across the college for final input and to identify the champions that will oversee the activity/training.
2. Develop an online tool for each employee to fill out and submit at the end of the academic year that reflects their participation in the planned events and the opportunity to reflect on other opportunities that were not previously identified.
3. Develop a standardized evaluation tool that will be used to collect evaluation data for each session.
4. Assess, Revise, Repeat annually.

Lead Measure of Success:

1. The template and assessment tool is created and integrated into the planning calendar so that the Professional Development Plan draft is ready for vetting during the RRA phase of our planning cycle.
2. Professional Development Plan is shared for employees to start planning for their attendance.

Are any of the lead measures identified above lacking assessment instruments?

Yes

Does the department request help to develop these instruments?

Yes

Lag Measure of Success:

Annually the Professional Development Committee will report out to the College Council in September the participation rate of the employees from the previous year, and ask for input regarding revisions as they plan for the next academic year. The first year will act as the benchmark year for comparison analysis.

Person Responsible:

Professional Development Committee Co-Chairs and College President.

Other

This initiative addresses Strategic Plan #5: Organizational Effectiveness; 5.1 Provide Effective Professional Development; 5.3 Increase Trust and Create a Collaborative Culture. It also addresses the on-going efforts to increase moral across our various campuses with all employee groups.

Which strategic goal does this initiative address?

Goal 5: Strengthen Organizational Effectiveness

Establish the President's Circle

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

As previously noted, various models of President's Circle Programs have been researched through the work of the Cerro Coso College Foundation Liaison, Natalie Dorrell. We have landed on a structure, but have not yet presented it to the College Foundation for approval. Meanwhile, we are recruiting College Foundation Board of Director membership across our service area so to maximize our efforts in making this program the most effective. At this time we have increased our Board of Directors to include NAWCWD employees and have a Tehachapi community member interested in also joining. These members will be onboarded by January 2018, at such time the President's Circle will move forward for approval. At this time the goal is to now tie the inaugural President's Circle Branding and Program to the 45th anniversary of the College and the opening of the modernized Main Building at the IWV Campus which is slated to happen Summer 2018. The intent is to attract a broad representative base as the inaugural membership of the President Circle.

Lead Measure of Success:

1. The Cerro Coso Foundation will adopt a model for the President's Circle at their Strategic Planning Meeting, Jan. 2018.
2. New Board of Directors will be added to the college Foundation to represent the Kern County service area and the various industries that we serve.
3. The Foundation Program Manager will be hired.
4. Summer 2018 a President's Circle event will be launched utilizing our new Large Conference Room
5. A campaign up in Tehachapi will be planned for Fall 2018 to be more inclusive of that community.
6. A list of donors, including Business and Industry, will be provided the opportunity to join the President's Circle.

Are any of the lead measures identified above lacking assessment instruments?

No

Does the department request help to develop these instruments?

No

Lag Measure of Success:

1. At the end of academic year 2019 the benchmark of total income gained from launching the President's Circle will be established. That will provide our next year's campaign a place of comparison.
2. The list of donors will be compared to the list of potential donors to establish the baseline of closing the ask. This will provide an opportunity to gain on-going support through publicizing who is donating at which level, to spur others to donate to the President's Circle in the future.
3. The funds collected through this effort goes directly to the Cerro Coso Promise Scholarship Endowment Fund. Therefore the on-going increase of funding this endowment and the number of Promise Students served will be used as a lag measure as well.

Person Responsible:

President and Director of Public Relations and Institutional Advancement

Which strategic goal does this initiative address?

Goal 1: Maximize Student Success, Goal 2: Advance Student Equity Measures, Goal 3: Ensure Student Access, Goal 4: Enhance Community Connections, Goal 5: Strengthen Organizational Effectiveness

Resource Needs

Facilities

Any facility needs listed in department/unit reviews and planning will be addressed as we move into the new modernized main building. Next year gaps can be looked at after the dust settles.

Information Technology

I am supporting the request for upgrading from the program used currently for the digital signage to a more current tool that incorporates a calendar option. Also for the purchase of four (4) video cameras for use at all campuses to improve marketing and communication efforts. As has been proven, "Youtube" is where its at!

Marketing

I support the identified marketing and communication needs identified in the Public Relations, Marketing and Development Manager's AUP. Specifically improving signage at the various campuses, development marketing kits to include small hand held video cameras for each campus, and acquiring two new College Easy Ups for KRV and Tehachapi for the campus events and activities. This provides equitable services across our sites and consistent branding.

Professional Development

I support the request for our management and support staff to participate in their respective professional development associations such as: Community College Public Relations Officers Conference (CCPRO), Council for the Advancement of Secondary Education Conference (CASE); CCLC, AACC, CCSIO, and the like; as well as providing AV training for Extron AV Media programming software.

Staffing Requests Not Already Listed In Prior Plans

1000 Category - Certificated Positions

2000 Category - Classified Staff