

President's Office Department

ADP for Academic Year 2019-2020

December 2018

Executive Summary

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An opener for this year's division plan is sharing the positive outcome of our October Accreditation Peer Review. The team recommended five commendations and one recommendation for institutional improvement at the conclusion of the visit. This validates the focused, effective, on-going work that our college strives for and has made progress on the past six years. The Commission will decide on our accreditation status overall, however I expect nothing less than being full accredited.

This past year was our scheduled year for planning starting with revising our Strategic Plan so it maps to the Vision for Success and supports the KCCD Board Goals. Our Education Master Plan was completed in the 17-18 academic year which prompted us to revise our Facility Master Plan (FMP). The FMP is due to go to the Board of Trustees at the February 2019 meeting. The data we received from the EMP confirmed that our growth opportunity lies in our East Kern area, and we are taking full advantage of that.

A key accomplishment has been the completion of the main building modernization project. The exemplary team work between District Facility Office Director and Project Manager with our Vice President of Administrative and Fiscal Services, Director of Maintenance and Operations, and the Director of Information Technology warrants acknowledgment due to their execution of a well thought out move in plan developed by V.P. Lisa Couch. While there are punch lists and fixes needing to be done, employees have settled in to their new digs and students are loving the new environment and amenities provided them.

We have been working diligently on stabilizing our FTES, providing access to those who reside within our large service area. Due to our expansion into the East Kern area, we have increased our FTES up to a level that is hoped to be sustainable (3,104 FTES AY2018). This has been done through the K12 partnerships embracing dual enrollment, providing prison education, and strategically expanding education opportunities at the Tehachapi Education Center.

The college's Incarcerated Student Education Program was integrated into our college's governance as a reporting committee to our College Council. This was to ensure college wide support of the work being done and ensure there was institutional awareness and communication regarding its outcomes. Between May 2018 and December 2018 Cerro Coso has graduated 25 inmates from the California City Correctional Facility. During that same time period the faculty and administrative champions of our program have become sought out leaders by our California Community College Chancellor's Office and national organizations due to our integrated program that is built upon the four pillars of guided pathways and being implemented inside the facilities. Other evidence of this was the graduation attendance of Mr. Brant Choate, Director for the California Department of Corrections and Rehabilitation (CDCR), the CDCR Superintendent Ms. Shannon Swain, and Leslie LeBlanc, Specialist of Intersegmental Support at the California Community College Chancellor's Office. Our program is changing the human conditions of these individuals and research supports it is also changing the trajectory of recidivism rates.

Cerro Coso has been the recipient of four different grants or awards that has provided seed money to support directions that we are working on. They are as follows:

- Textbook Affordability Program Funding Award through the California State University Office of the Chancellor of \$43,000 which was used to support our faculty adopting and/or creating high quality, free and open educational resources for course materials.
- The Cerro Coso Promise Program, which was submitted in collaboration with Bakersfield College February of 2017, has provided us seed money to establish the human resources to lead the project from development to implementation.
- 2018 Distance Learning and Telemedicine Grant of \$162,748, which required a \$25,000 match, that supports our iTV classrooms located at the ESCC Mammoth, Kern River Valley and Tehachapi campuses.
- A portion of the Innovation Grant which Bakersfield College was deemed the recipient, was a collaborative effort between our college and a few others which is supporting the innovative work of our Incarcerated Student Education Program.

Lastly, the connectedness with our feeder k12 and higher education organizations have become a strength of ours. Our dual enrollment relationships through our East Kern service area landed our Director of East Kern (Lisa Stephens), the Principal of

California City High School and the Principal of Tehachapi on a panel at the Central Valley Higher Education Consortium Legislative Summit. It was there that the Principal of California City, John Wheeler, made it known his intent of his High School to be the hub for Cerro Coso's higher education offerings. It was this overture that cemented the vision of leasing our land for planting a research and development center for industrial hemp in partnership with Apothio, LLC.

Actions planned for continuance improvement are as follows:

1. Apply to participate in the teacher credentialing pilot program, which will be a collaboration between CSUB, KCCD Community Colleges, and the K12 Districts which we serve.
2. Apply for a Currently and Formerly Incarcerated Student grant to establish and support our program that assist students reentering into their communities.
3. Actively pursue funding to establish an endowment for the Cerro Coso Promise Scholarship Program.
4. Analyze and identify strategies and initiatives that will increase the stated measures of the new funding formula.
5. Implement the revised Professional Development Plan to enhance professional development for all employee groups.

Review And Planning

Equity

The biggest initiative that is championed out of the President's Office via the college foundation is the funding source for PTK membership scholarships. This pays for the membership of all students who do not have other funding available. Also the foundation has set up an account that supports the work of the PTK students, the travel to the annual regional and national conference, as well as their presentation of their research and the induction ceremony. This effort assists in supporting students' academic endeavors in various ways which will support the closing of equity gaps across the college.

Program Review

Prior Year Initiatives

The following summarizes the state of the division in making progress on prior year initiatives:

1. Participate in developing sustainable funding sources for the Cerro Coso Promise

A great deal of effort and time have gone into the establishment of a Cerro Coso Promise. A Program Manager (PM) for the Foundation and Institutional Advancement and an assistant have been hired to assist in the raising of funds for the Promise Program. It took eight (8) months to fill the position which delayed the development of a sustainable funding source. This said, the PM has stated goals that will support increasing gifts and establishing a \$3 million endowment for the Cerro Coso Promise.

Apart from the work of the PM, a partnership agreement has been negotiated with Apothio, LLC which partially includes a funding source that feeds into the Cerro Coso Promise Endowment. The realization of these funds is forthcoming as it has just been established and is pending Board of Trustees approval.

2. Establishing the President's Circle

Over this past year a President's Circle was established at the Cerro Coso Foundation's January 2018 meeting. Membership on the college foundation has been expanded to be more inclusive of our service area in Kern County. During the fall 2018 term, the first President's Circle luncheon was held and PTK students participating in the Honors in Action presented their research projects that will be completed over the academic year. A "friend-raising" evening was held up in Tehachapi at the Educational Center to increase our reach into the community.

To date we have four members participating in the President's Circle, which is a good beginning. We will continue marketing this opportunity to all business and industry leaders, as well as the general public in our Kern County area.

3. Strengthen partnerships throughout our region.

This past academic year the East Kern Education Collaborative had sub-committees that met to tighten up processes between the Base DOD and our potential student applicants, other sub-committees worked on increasing communication between the City entities, NAWCWD and NAWS related to community events and better on-boarding of employees. A research partnership MOU was established with Apothio focusing on Industrial Hemp. The Supt/Principal Summit was held and topics were discussed regarding the sharing of data, the California College Guidance Initiative, and input was gathered regarding various bills being discussed that would strengthen education in our service areas. CVHEC held their Annual Summit and our Director of East Kern participated on a panel, along with two of the principals from the East Kern service area, focusing on how they have expanded dual enrollment offerings. Additionally Cerro Coso had teams of administrators and faculty participate in the various CVHEC initiatives focusing on 15 to finish, Co-requisite Initiative for English and math, and Leading from the Middle. Lastly, I served on the Bellevue University President's Council however, to date we have not been able to effectively increase our students enrollment due to the absence of their field rep throughout spring term.

4. Enhance professional development for all employee groups

The Cerro Coso Professional Development Committee is a reporting committee to College Council. Its mission is to set the themes for the upcoming year in which various professional development activities would be based upon. This fall 2018 Flex day was ran in a conference format where faculty and administration presented in breakout sessions on relevant topics. Due to Accreditation being close at hand many of our employees received ongoing updates on our process and the purpose behind the accreditation visit.

There were two administrative advances held this past year. On January 10th the group reviewed the State Chancellor's Office "Vision for Success" and discussed the nexus between it and our own Strategic Goals. We also re-normed the monthly Administrative Cabinet meeting's purpose and expectations through visiting the "four types of meetings" as presented in the book "Death by Meeting". In May we focused on the moving schedule and managing employees' expectations, received an overview of the added value of Phi Theta Kappa to our students by the PTK CEO, Dr. Lynn Tincher-Ladner via zoom, and worked on creating an Administrator Mentor Program.

The President's Office continued to hold Meet and Greet events throughout the academic year where new employees are introduced, mixer activities are held, and milestones reached (i.e. permanent status or tenure) are celebrated. Typically we hold two professional development days in an academic year. However this year, we only did one all-day event on May 17th. This day was organized by the Classified Senate where all staff participated in the presentation called "Colors". Essentially, through a brief assessment employees are categorized reflecting their natural personality and temperament tendencies. The desired outcome is to help staff understand why others respond to them in the way they do, and to learn how to best communicate between each other.

The Classified Senate now has a full year of their Mentor Program implemented, and the Administrators have theirs developed to begin implementation this spring.

Next Year Initiatives

1. Apply to participate in the teacher credentialing pilot program, which will be a collaboration between CSUB, KCCD Community Colleges, and the K12 Districts which we serve. AB577 approved a few pilot programs to be funded to increase access to teacher credentialing due to the lack of qualified teachers available and the lack of access to the credentialing programs at those CSUs who have them. There is an interest by KCCD to participate in this pilot program, therefore we will be needing to apply to be one of the regional programs in hopes of getting selected.
2. Apply for a Currently and Formerly Incarcerated Student grant to establish and support our program that assist students reentering into their communities. This grant comes from the budget trailer bill and due to our large prison program at two prisons it is a perfect fit for our ISEP leaders to apply for the funding to support their work.
3. Actively pursue funding to establish an endowment for the Cerro Coso Promise Scholarship Program. While the Cerro Coso Foundation is setting a goal and launching various strategies and initiatives to develop the \$3million endowment, a partnership with Apothio is being established so that the net revenues of growing hemp in California City and the use of the research and development center will be gifted to the Cerro Coso Promise endowment as well. There is heavy lifting to get this off the ground and it is in its early stages.
4. Analyze and identify strategies and initiatives that will increase the stated measures of the new funding formula. This is a process that will be better defined throughout this coming year. Various dashboards are being established to assist districts and colleges with identifying areas that need improving which will enhance their bottom line.
5. Implement the revised Professional Development Plan to enhance professional development for all employee groups. With the

passing of the bill that provides funding for Classified professional development through CSEA, now is the time for our Professional development Committee to get the plan revised and presented to College Council so that it can be implemented throughout the next year. This conversation will be on the agenda in January 2018.

Resource Needs

Facilities

Information Technology

Marketing

Professional Development

Research and Data

Staffing Requests Not Already Listed In Prior Plans

1000 Category - Certificated Positions

2000 Category - Classified Staff