Annual Program Review: Office of the Superintendent/President

Review period: July 1, 2020, to June 30, 2021

1. Purpose of the Program

    a. State the purpose of program, area, or unit.

The purpose of this program is guided and subsumed by the mission statement of the college: "Palo Verde College provides opportunities for personal and professional growth to a unique community of learners in an academic environment committed to student success, diversity, equity, and inclusion by supporting student achievement of basic skills, certificate, degree, university transfer, and career goals. Board approved November 9, 2021*"*

    b. How does the program, area or unit support the College Mission?

The Office of the Superintendent/President is aligned with the district goals by providing leadership and coordinating the primary governing groups of the college including the Board of Trustees, College Council, and the Strategic Planning Committee.

2. Population(s) Served

    a. Describe the populations served by the program, area, or unit, identifying special populations, if any.

The populations served include the communities of Blythe, Needles, and California's Colorado River region, as well as instructional service students, around the state. Special populations include incarcerated, non-credit, and adult education students.

    b. Describe other populations that should be served by the program, area or unit and identify plans to implement.

N/A.

3. Accomplishments in Achieving Goals

    a. List area related Strategic Planning Goals and program, area, or unit specific goals, and describeprogress in achieving each goal, strategy, objective, and appropriate task.

Strategic Planning Goals:

Task #	Task	Progress Report
5.1.1.1	Bring qualified experts to the campus who will recognize our diverse needs and share creative and innovative techniques during FLEX days, Institute Day, or all staff meetings.	*Expert training to staff was delivered by Franklin Covey on Team Training and Unconscious Bias*
5.1.2.1	Arrange for outside experts to present during the two FLEX days, Institute Day.	*Expert training to staff was delivered by Franklin Covey on Team Training and Unconscious Bias*

	Ensure that code of civility and collegiality is visibly displayed and guides discussion and debate.	*The code is printed and displayed prominently throughout campus.*
5.2.1.1		
5.3.2.1	Utilize all available tools (electronic, newspaper, radio) to reach PVC students and employees, as well as the general public.	*All available tools are applied.*
5.3.1.1	Create Administrative procedures and policies that represent all constituent groups.	*The template as suggested by CCLC has been adopted and periodic and systematic review is planned.*
5.4.1.1	Utilize the input from advisory groups, create and promote events on campus that showcase and further PVC's outreach programs.	*There is participation by the Superintendent/President with outreach to advisory groups.*
5.4.2.1	Enhance collaboration and working partnerships with administrators, teachers, and counselors of local feeder schools.	*PVC and PVUSD are working towards a dual enrollment program for non-CTE areas using non-CCAP/AB 288 MOU.s*

b. Explain modifications, if any, of goals.

N/A.

4. Strengths, Weaknesses & Accomplishments/Activities
a. List and comment on the major strengths of the program, area, or unit.

- *The Superintendent/President maintains a strong and effective working relationship with the Board of Trustees.*
- *The Office of Superintendent/President provides outstanding leadership as chair of the primary college governance committees, including College Council, providing a forum in which ideas and recommendations may be heard and evaluated on a college-wide basis.*
- *The Office of Superintendent/President provides leadership and collaboration with state, regional, and local government entities.*

b. List and comment on the major weaknesses of the program, area, or unit.

   N/A.

c. List activities and discuss accomplishments during review period.

   - *The Office of Superintendent/President is integrally involved with all district activities. The attached College Council and Board of Trustees minutes best serve to illustrate activities and accomplishments both internal and external.*
   - *See attached College Council minutes.*
   - *Board of Trustee meeting minutes: https://go.boarddocs.com/ca/pvccd/Board.nsf/Public#*
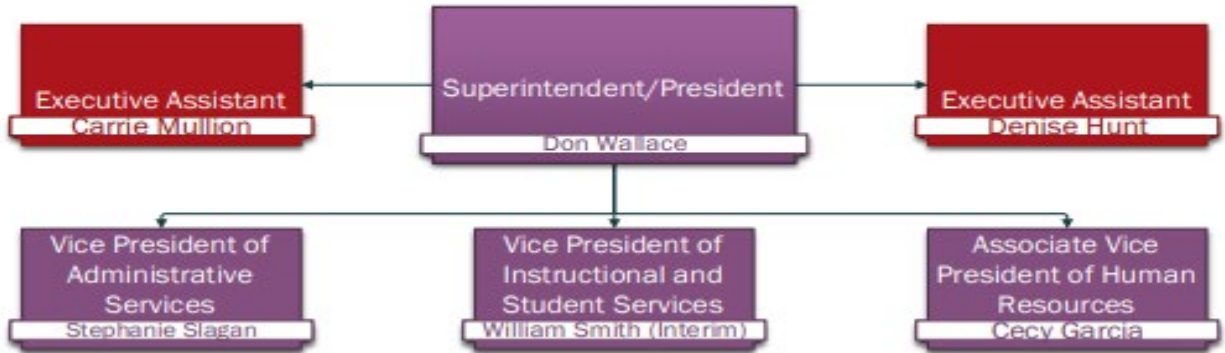
5. Service Area Outcomes (SAO)

Appropriate Student learning Outcomes will be developed by each non-instructional area to reflect appropriate outcomes including Program Area Outcomes and/or Service Area Outcomes (SAO).

Service Area Outcomes	SAO Metrics
SAO #1: The Superintendent/President and support staff promote communication among the Board of Trustees, college personnel and the community.	*The Superintendent/President advises the Board of Trustees on District policies and practices through regular, public Board meetings.* *The Superintendent/President presides over meetings of the College Council and monthly All Staff meetings.* *Districtwide communication via print and electronic media.*
SAO #2: The Superintendent/President provides leadership for ongoing accreditation re-affirmation.	*The Superintendent/President oversees meetings and activities related to accreditation and plays an active role in communications with the ACCJC.* *The Office of Superintendent/President oversees all processes related to accreditation including appointment of ALO and college accreditation team.*
SAO #3: The Superintendent/President provides leadership for instructional, student support services and operational integrity through transparent and shared decision-making processes.	*The Superintendent/President oversees revision of AP 2510 and shared governance processes.* *The Superintendent/President Chairs College Council, Strategic Planning Committee, and primary governance committees.*

6. Human Resources and Staff Development

    a. Provide current organization chart of the program, area, or unit, showing key functions and responsibilities.

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│ Executive Assistant │ ◄─── │ Superintendent/     │ ───► │ Executive Assistant │
│ Carrie Mullion      │      │ President           │      │ Denise Hunt         │
└─────────────────────┘      │ Don Wallace         │      └─────────────────────┘
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┌─────────────────────┐      ┌─────────────────────┐      ┌─────────────────────┐
│ Vice President of   │      │ Vice President of   │      │ Associate Vice      │
│ Administrative      │      │ Instructional and   │      │ President of Human  │
│ Services            │      │ Student Services    │      │ Resources           │
│ Stephanie Slagan    │      │ William Smith (Interim) │  │ Cecy Garcia         │
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    b. Are current management and staff adequate to perform functions and responsibilities satisfactorily and to achieve program, area, or unit goals? Explain.

       Yes.

    c. Describe specific professional development activities in which program, area or unit members participate and explain how such activities benefit or enhance the program and support and facilitate student learning.

       The Office of Superintendent/President leads the cabinet in the planning, coordination and delivery of district professional development opportunities and activities for faculty, staff and managers and ensures that such activities benefit all areas of the college.

    d. Describe areas of unmet professional development needs among personnel in this program, area, or unit, if applicable, and outline plans to address these needs.

       The Office of Superintendent/President actively pursues new and innovative professional development opportunities for all employees of the college as well as Board of Trustees in order to fill such needs on a continual basis.

    e. Describe organizational changes that would improve program, area, or unit performance. Provide timelines for the achievement of such changes and describe measures that assess the effectiveness of such changes.

       The Office of Superintendent/President continues to review all options to better meet the needs of the District.

7. Facilities

    a.   Are current facilities adequate to support the program, area, or unit? Explain.

       Yes. The Office of Superintendent/President leads the process of planning to ensure current facilities needs are met as well as identifying upcoming needs. The Office is ultimately responsible for ensuring the District facilities Master Plan is updated to address needs identified via such planning processes.

    b.   Describe plans for future changes to support facilities.

       See Facilities Master Plan.

8. Technology and Equipment

    a.   Is the current technology and equipment adequate to support the program, area, or unit? Explain.

       See Technology Master Plan.

    b.   Describe plans for future changes to support technology or equipment.

       See Technology Master Plan.

9. Financial Resources

    a.   Provide an appropriate financial report for program, area, or unit during reporting period. Explain any significant deviations from previous reporting period.

       See approved College Budget.

    b.   Describe whether the current budget is adequate to carry out the responsibilities of the program, area or unit or operation.

       Yes.

    c. Describe plans for future budget changes, if any.

       N/A.

10. Four-year plan

    a. Place future request for resources (human, financial, facilities, technology, and equipment) in a four-year matrix to facilitate future planning.

       The Office of Superintendent/President is charged with approving all recommendation for all departments and resources.