



Vice President of Planning & Development 2025-2026 Program Review Summary

Updated 11/4/2025

VPPD 1:

Application Support Technician for Professional Development Program

This position was approved during the 2021/2022 program review prioritization process. As noted in the December 13, 2021 response to the Joint Leadership Councils from the president, the position was funded and recruitment for the position was pending the appointment of the Dean of Equity. Unfortunately, the position was never recruited and filled.

The need for the position remains and is greater than ever. One of the primary functions of the position is to train and provide end-user support for District and department-specific software applications. This individual would not only support current employees but would also provide training to new employees on the various software applications they are required to know to perform their job duties. Currently, new employees are onboarded by the professional development coordinator, who attempts to identify individuals to train the new employee, but there is no resource for existing employees with questions.

Additionally, the California Community Colleges Chancellor's Office has outlined its strategic goals for the use and implementation of AI in its Vision 2030 initiative. The primary focus is to integrate AI technologies to enhance teaching, learning, and administrative functions, thereby improving student success and operational efficiency. The application support position could potentially be key in providing expertise in various software applications such as Adobe Creative Cloud, Canva, Microsoft Office 365, and Zoom that have begun to integrate AI into their functions.

The Chancellor's Office has also been hosting webinars and events focused on AI in higher education, such as the "Generative AI in Higher Education" series, which covers topics from AI-enhanced analytics to generative AI as a productivity booster (California Community Colleges). These initiatives are part of a broader effort to foster innovation, support inclusive education, and enhance the overall effectiveness of the California Community College system. This position will be able to help inform the college as we begin to explore how to best integrate the use of AI in the workplace and enhance our operational efficiency.

Resources Needed	Resource Category	Funding Source	Amount
Application Support Technician for Professional Development Program	Classified Professional	General Fund	\$ 132,062
TOTAL			\$ 132,062

VPPD 2:

Dean of Library and Academic Support

These two areas used to have an administrative Dean of Counseling, Library and Academic Support (CLAS). Prior to the first CLAS Dean, there was a Dean of Library and Learning Resources. The CLAS Dean left the college in 2020 and that position was never filled. A Dean of Counseling was hired in 2023. The Library, a complex department with full and part-time faculty, full and part-time classified professionals, and student employees received over 300,000 visits in 2024-2025 school year. Of the many services provided, the library offers study rooms for students, lends laptops, and digitizes reserve copies of required textbooks. The Library has been without a dean for five years; the administrative manager is largely responsible for classified professionals supervision and some aspects of operations. A dean would ensure oversight of the library budget, totality of the library program, library and learning resources, and the operation of the facility itself. Both Moreno Valley College and Norco College have academic deans for their libraries and academic support services. With no dean, the faculty department chair, and the administrative manager of the library report directly to the Vice President of Planning and Development.

The same rationale for this request applies to Academic Support, whose director oversees tutoring, supplemental instruction, study group leaders, peer mentors, Promise Program and daily operations in the MLK building which houses the Writing and Reading Center, Math Tutoring Center, Center for Communication Excellence, MESA, STEM Engagement Center and the in Rainbow Engagement Center in a complex series of budget allocations. The Academic Support Director must have the support of a dean who can support the needs of the various departmental and divisional areas that operate out of and in collaboration with Academic Support programs. Currently, the Library Learning Center and Academic Support serve students, faculty and staff across all divisional areas and fall under the areas of responsibility of the Vice President of Planning and Development.

Resources Needed	Resource Category	Funding Source	Amount
Dean of Library and Academic Support	Administrative Position	General Fund	\$270,000
TOTAL			\$270,000

VPPD 3:

Classified Leadership Academy

The 2022-2027 Classified Professional Development Plan includes an initiative to develop a classified leadership academy. Classified professionals play a critical role in fostering student success and institutional effectiveness. Establishing a leadership academy specifically tailored for these dedicated individuals is not only a strategic investment in their professional growth but also a crucial element of comprehensive succession planning. As our seasoned professionals retire or move into new roles, we must have a well-prepared cohort ready to step into leadership positions seamlessly.

A leadership academy will equip classified professionals with the necessary skills, knowledge, and confidence to lead with vision and innovation, ensuring the continuity of our mission and the sustained progress of our institutions. By proactively developing our internal talent, we not only recognize and cultivate their unique strengths but also secure a robust leadership pipeline that will uphold and advance the core values and objectives of our community colleges for years to come.

Resources Needed	Resource Category	Funding Source	Amount
Session Facilitators & Supplies			\$10,000
TOTAL			\$10,000

VPPD 4:

Increase office specialist positions in Umoja and La Casa by up to 50% each.

Umoja and La Casa split the hours of one full time office specialist between the two centers. Request to provide each center with their own dedicated office specialist rather than have one person work between the two Engagement Centers.

Resources Needed	Resource Category	Funding Source	Amount
	Classified Position	General Fund	\$90,000
TOTAL			\$90,000

VPPD 5:

Replace Rotella Library mini-blinds and shades

The blinds and shades in this building have not been replaced since it first opened. They are beginning to show their age--20 years.

Resources Needed	Resource Category	Funding Source	Amount
Blinds and shades	Facilities	General Fund	\$31,000
TOTAL			\$31,000

Information Only - No Prioritization Needed:

Institutionalize Director, Institutional Research

Brandon Owashi serves as the Director, Institutional Research. Since his hiring in July 2019, Mr. Owashi's position has been fully funded through the Student Equity and Achievement grant.

While Mr. Owashi's role directly supports student equity, the Office of Institutional Effectiveness would like to have the Director, Institutional Research's position funded through the general fund and the position fully embedded within the Office of Institutional Effectiveness. Institutionalizing this role would formalize the college's on-going commitment to data-driven decision making.

Transitioning this position's funding would also provide the incoming Dean of Equity the ability to review and allocate their budget based on the needs of the college.

There are currently 40 salaried positions paid with SEAP funding. 29 of these are fully funded. The remaining eleven are partially funded with a mix of SEAP and general funds ranging from .1 from SEAP to .5 to .8 paid from SEAP. Including the Director of Institutional Research, the following positions are paid through SEAP: 10 counseling faculty; one administrative specialist; one academic evaluations coordinator; 14 educational resource advisors; one enrollment services coordinator; one foster youth specialist; one instructional department coordinator; two matriculation coordinators; one office assistant; two office specialists; one office technician; two outreach specialists; two academic evaluations specialists.

Beginning in 2025/2026--shift the Director of Institutional Research to general funds.

Thereafter, gradually shift the old SSSP positions from SEAP to general funds over the next four years. This would be twenty one positions in total (shifting five-six salaries per year to general funds), including: 10 counseling faculty positions, one academic evaluations coordinator, one enrollment services coordinator, one instructional department coordinator, two matriculation coordinators, one office assistant, one office technician, two outreach specialists, and two academic evaluations specialists. This will ensure the viability of the use of SEAP to provide supports to students identified as disproportionately impacted on the five student equity metrics. Also, to ensure that annual step increases and COLA for 40 employees will not

cause the SEAP program to go into deficit due to salaries alone.

Resources Needed	Resource Category	Funding Source	Amount
Move Director, IR to General Fund	Administrative Position	General Fund	\$241443
Move Remaining Positions			
TOTAL			\$241443

Information Only - No Prioritization Needed:

Office and Engagement Space for College Equity, Inclusion and Engagement--aligns with ongoing space utilization and allocation projects based on needs assessments and availability

The Dean of College Equity, Inclusion, and Engagement needs to be in a more centralized space on campus that welcomes all campus constituents to engage in a welcoming, inclusive space for conversation, collaboration, and crucial interactions necessary to fulfill the goals of the Student Equity Plan and to enhance belongingness on campus. Currently, the Dean of EIE has an office in the college president's office suite, which, while signaling the importance of the position, might also inhibit people from seeking consultation or opportunities for inclusion. This office needs a space for confidential conferencing, a resource library, workspace for dean, staff, and volunteers, and a gathering space to allow for nurturing a climate of openness and trust.

Resources Needed	Resource Category	Funding Source	Amount
TOTAL			

Information Only - No Prioritization Needed:

Reconfigure MLK space--aligns with ongoing space utilization and allocation projects based on needs assessments and availability

With the opening of the Business, Computer Science, and Law building, the computer lab will no longer be located in MLK.

This change provides us with the opportunity to reconfigure the space. The reconfigured space will include study areas and a more inviting environment for academic support.

Students need a safe place in the MLK building to study, form study groups, or attend workshops. A designated study space will provide students a secure and comfortable area between classes to study, meet with study groups, and relax. This study space should include complimentary water, coffee, snacks, study tables, comfortable relaxing chairs, a charging station, and welcoming art.

Additionally, academic support would like to host monthly workshops such as time management, study and test-taking strategies, writing, and more. The combination of a welcoming study space, increased marketing efforts, greater faculty involvement, and regular workshops will attract more students to Academic Support and increase the number of students who are aware of and regularly attend tutoring sessions.

Resources Needed	Resource	Funding Source	Amount
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Category			
TOTAL			