Porterville College Mission Statement:

With students as our focus, Porterville College provides our local and diverse communities an excellent educational experience that fosters intellectual curiosity and growth, lifelong learning, and prepares our students for personal and academic success.

In support of our values and philosophy, Porterville College will:

1. Provide quality academic programs to all students who are capable of benefiting from community college instruction.
2. Provide comprehensive support services to help students achieve their personal, vocational and academic potential.
3. Prepare students for transfer and success at four-year institutions.
4. Provide courses and training to prepare students for employment or to enhance skills within their current careers.
5. Provide development educational to students who need to enhance their knowledge and understanding of basic skills.
6. Recognize student achievement through awarding degrees, certificates, grants, and scholarships.

Program Mission Statement:

The mission of the Office of the President is to facilitate student learning and success through collaborate relationships with all facets of the college community, including faculty, staff, students, administrators, parents, alumni, donors, and other members of the local, and regional communities. Through these relationships the office commits itself to promoting the mission of the college.

In addition, the Office of the President is committed to providing effective quality leadership, to make objective, fair and data-driven decisions for the ultimate purpose of providing exemplary educational programs and services to assure that our students complete their educational endeavors successfully measured by the ARCC data and Success and Retention of Students data.

Numbers of students who complete AS/AA degrees and certificates as compared to the previous year. Various meetings on campus as noted in agenda’s and minutes.

Service Area Outcomes (SAO’s): The President takes the lead…

1. To employ highly qualified faculty and staff who have a passion and an understanding of the community college mission to assist students to complete an associate degree or certificate successfully measured by the ARCC data.
2. To consistently communicate with all of the various constituents within the college and the constituencies and agencies outside the college to promote Porterville College and what it has to offer.
3. To communicate with staff and community through attendance and participation on local boards, local advisory groups and through various local media.
Assessment of these Outcomes:

The Office of the President must assure that the entire recruitment and hiring practices are followed at every step. A list of where the advertisements were placed will be provided and reviewed to assure that all open positions are sent to a diverse audience. A list that will include back-up documents of all communication avenues will be reviewed to determine gaps in time and where communication was dropped. The list will include, times and dates of radio spots, newspaper articles, emails to staff, open forums, PC Update (monthly campus newsletter) and other forms of communication.

Analysis of Current Performances:

The Office of the President includes the supervision of the following staff and/or departments:

- Executive Administrative Assistant - 1 full-time confidential management
- College Information Desk - 1 full-time and 1 part-time classified staff
- Public Information Officer (PIO) - 1 part-time, temporary
- Administrative Assistant to the PC Foundation - 1 full-time classified staff
- Institutional Researcher - 1 full-time; faculty contract
- Director of Information Technology (IT) - 1 full-time manager over 2 full-time and 5 part-time classified staff

The units that report to the Office of the President are considered separate individual entities that perform job assignments and services for the entire college campus and not just the Office of the President.

- The Executive Administrative Assistant provides all clerical support for the President. This position completes all of the written communication to internal and external constituents of the college; completes all of the required documents that the President submits to the District, the Board of Trustees and the state Chancellor’s Office; coordinates and schedules all President’s Office events and activities; serves as Banner (a district-wide program) Campus Coordinator. In addition, she assists the part-time public Information Officer as needed.

- The Information Center is very important because it is the first place visitors have contact with the college. This department provides information to current and interested students as well as performs a variety of clerical duties including receiving and transferring calls; maintain the college master events calendar for use of campus facilities; and receive, sort, distribute outgoing mail/packages for the campus. The staff also enters purchase orders for various departments/programs as needed.

- The Public Information Officer (PIO), coordinates, streamlines and monitors limited marketing resources to publicize all the college’s programs, services and activities through both the local outside media and internal communication.
The Administrative Assistant for the PC Foundation is the only full-time employee working for the Foundation and reports to the President. She schedules all of the meetings for the Foundation Board, including several sub-committees and the monthly full board meeting; she takes/transcribes/posts minutes for all of these meetings; coordinates Foundation events and activities with both the President and the Foundation board members.

The Institutional Researcher (see separate Program Review) researches district and college data and completes all required documentation for local, state and federal reports for the entire college. In addition, the institutional researcher provides data for specific requests from administrators and faculty based on what the area is reviewing and analyzing.

The Instructional Technology (IT) Director (see separate Program Review) is responsible for the campus network system, purchasing, installing and monitoring the upkeep of all computers campus-wide.

**Program Strengths and Areas for Improvement:**

The current president has been at the college for six (6) years, and has brought stability to the Office of the President. The strength of this office is that there is always an attempt to fully communicate with all constituents of the college, district and the external local community to consistently provide updated information regarding budget, personnel, and any actions that go before the KCCD board for approval. Other support services that provide programs and services to the entire college also report to this office, therefore, the President is consistently kept informed of all current activities, the needs of the program(s) and the individual budgets for these services that impact the entire college community.

The Office of the President needs to develop a plan of action and additional streamlining to operate the Foundation Office with and without a Foundation Director, and the Public Information Office with a part-time Public Information Officer or, combine the two for more efficient operation.

A plan should also be developed to include a position of grant writer. This will enable the college to pursue additional outside funding for resources to continue ongoing support of student success.
Goals: Public Information Officer (PIO)

<table>
<thead>
<tr>
<th>Goal(s)</th>
<th>Timetable for Completion</th>
<th>Needed Resources</th>
<th>Obstacles to completion (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify Funding sources to increase publicity of the college to all of our service area. Need to increase radio and newspaper advertisement.</td>
<td>Fall, 2008</td>
<td>Advertising – Radio - $10,000 Newspaper - $11,000</td>
<td>State budget cuts. Advertizing budget reduced $14,000</td>
</tr>
<tr>
<td>2. Identify funding sources to increase publicity of the college by developing quality brochures for all of the programs at Porterville College. Need to develop and send a mailer card to the community-at-large.</td>
<td>Fall, 2008</td>
<td>Advertising – Brochures - $7,500 Mailers - $2,200</td>
<td>Reduced budget</td>
</tr>
</tbody>
</table>

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (Select all that apply)

**NOTE: The President is responsible for assuring the College Mission Statement in its entirety is followed.**

Item 1___  Item 2___  Item 3___  Item 4___  Item 5___  Item 6  

Progress on Goal:

Due to state budget cuts. This department has needed to find alternative resources to advertise for college. This has been accomplished through the following: 1) Local radio station provides a free 5 minute, weekly radio spot to the President to discuss and inform the community-at-large college happenings. 2) The PIO has provided articles (which are free) for the local newspaper verses ads, which are costly, thus keeping the college events and happenings in public awareness. Actual advertising for the start of a new semester registration has been limited but not shown to negatively impact student registration with this change.

Completed  

Revised (Date June 30, 2012)

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (Select all that apply)

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Item 1___  Item 2___  Item 3___  Item 4___  Item 5___  Item 6  

Progress on Goal:

Again, due to budget cuts the PIO budget was reduced significantly. However, programs/departments have been able to meet this need themselves. The PIO does publish the “PC Update” which is a monthly newsletter highlighting past events and significant upcoming events. The “PC Update” is mailed to PC retirees, community leaders, and Foundation Alumni Association membership. It is also posted on the Porterville College website for general view of everyone logging onto the website.

The PIO position was hired as a temporary staff after the retirement of the previous PIO. The new PIO brings with him a vast knowledge in media experience – especially video - linking the college with even more up-to-date technological resources to link community with the college. In addition, he highlights the college regularly in his personal “iPorterville” web-based page.

Completed (Date Nov. 2011)

Revised (Date )
Name of Program/Operational Area: President’s Office / Public Information Officer / Information Center
/ PC Foundation Office
Contact Person: Rosa Carlson
Submission Date: January 2012

Goals: Public Information Officer (PIO) continued

<table>
<thead>
<tr>
<th>Goal(s)</th>
<th>Timetable for Completion</th>
<th>Needed Resources</th>
<th>Obstacles to completion (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Develop a plan to coordinate the development of all PR materials and distribution of printed materials throughout the campus and the community to avoid duplication and/or misinformation.</td>
<td>June, 2012</td>
<td>Advertising – Other directives Chamber - $6,800</td>
<td>Progress on-going.</td>
</tr>
</tbody>
</table>

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (Select all that apply)

NOTE: The President is responsible for assuring the College Mission Statement in its entirety is followed.
Item 1 ___  Item 2 ___  Item 3 ___  Item 4 ___  Item 5 __  Item 6 __

Progress on Goal:
This is on-going. However, it has been discussed that a check off list for college department staff to keep them aware of the need to run all publicity (PR) through the PIO before printing or advertising in outside agency publications is probably needed.

X Completed (Date                  )
X Revised (Date June 30, 2012)

Goals: Public Information Center

<table>
<thead>
<tr>
<th>Goal(s)</th>
<th>Timetable for Completion</th>
<th>Needed Resources</th>
<th>Obstacles to completion (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop a formal process of managing and relating information to the various constituents of the college and the various constituents of the college and the community. This is the first place where people come for information whether by phone or by person.</td>
<td>Spring, 2007</td>
<td>N/A</td>
<td>Completed</td>
</tr>
</tbody>
</table>

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (Select all that apply)

NOTE: The President is responsible for assuring the College Mission Statement in its entirety is followed.
Item 1 ___  Item 2 ___  Item 3 ___  Item 4 ___  Item 5 ___  Item 6 __

Progress on Goal:
a) Update campus directory beginning of every semester so that current and new staff know how to contact each other.
b) All Use of Facilities (UOF) are funneled through the Information Center, calendared on a Campus-Wide Events Calendar electronically and then sent through an approval process finally ending with Maintenance & Operations for set-up of the event. This Campus-Wide Events Calendar is a daily, on-going e-document.
c) Electronic LED sign at the corner of Highway 190 and Plano Street provides up-to-date information to community regarding college events and at times, community events.

X Completed (Date Nov. 2011)
___ Revised (Date                  )
PORTERVILLE COLLEGE  
PROGRAM REVIEW REPORT: NON-INSTRUCTIONAL PROGRAMS

Name of Program/Operational Area: President’s Office / Public Information Officer / Information Center / PC Foundation Office  
Contact Person: Rosa Carlson  
Submission Date: January 2012

Goals: President’s Office

<table>
<thead>
<tr>
<th>Goal(s)</th>
<th>Timetable for Completion</th>
<th>Needed Resources</th>
<th>Obstacles to completion (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Meet and communicate on a regular basis with the various college constituents.</td>
<td>Fall, 2006 &amp; ongoing</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (Select all that apply)

NOTE: The President is responsible for assuring the College Mission Statement in its entirety is followed.

Item 1 ___  Item 2 ___  Item 3 ___  Item 4 ___  Item 5 ___  Item 6 X

Progress on Goal:

a) President has Open Forum’s with all staff at least two (2) times a semester.

b) President does an “Everyone Email” at the beginning and end of each semester. Also, between her two emails each Administrator is assigned a week and sends an email highlighting their departments/programs they oversee.

X Completed (Date Nov. 2011)

___ Revised (Date )

Goal(s)                                                                 | Timetable for Completion | Needed Resources | Obstacles to completion (if any) |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Identify key members of the community and identify strategies for linking the college and the community/increase PC visibility.</td>
<td>Fall, 2006 &amp; ongoing</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (Select all that apply)

NOTE: The President is responsible for assuring the College Mission Statement in its entirety is followed.

Item 1 ___  Item 2 ___  Item 3 ___  Item 4 ___  Item 5 ___  Item 6 X

Progress on Goal:

The President is on several committees within the community including education, city chamber and civic clubs representing the college and linking the college with each facet.

X Completed (Date Nov. 2011)

___ Revised (Date )
### Goals: President’s Office  continued

<table>
<thead>
<tr>
<th>Goal(s)</th>
<th>Timetable for Completion</th>
<th>Needed Resources</th>
<th>Obstacles to completion (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Work effectively with PC faculty to complete a strategic plan for PC that includes the initiatives of the District.</td>
<td>Fall, 2012</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>4. Work effectively with PC faculty and staff to identify, review and streamline all administrative duties and responsibilities</td>
<td>Spring, 2007</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (Select all that apply)

**NOTE: The President is responsible for assuring the College Mission Statement in its entirety is followed.**

Item 1 ___  Item 2 ___  Item 3 ___  Item 4 ___  Item 5 ___  Item 6 **X**

Progress on Goal:

a) In Process. Porterville College faculty and staff participated with and helped complete the district-wide Strategic Plan.

b) Porterville College’s Strategic Plan is being followed and updated to incorporate the district’s Strategic Plan which is in progress.

___ Completed  (Date ______ )

**X** Revised  (Date June 30, 2012)
PORTERVILLE COLLEGE
PROGRAM REVIEW REPORT: NON-INSTRUCTIONAL PROGRAMS

Name of Program/Operational Area: President’s Office / Public Information Officer / Information Center / PC Foundation Office
Contact Person: Rosa Carlson Submission Date: January 2012

Goals: President’s Office continued

<table>
<thead>
<tr>
<th>Goal(s)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>5. Work effectively with District Office personnel to identify strategies to build better communication between PC faculty, staff and the District Office.</td>
<td>Fall, 2006 &amp; ongoing</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

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Item 1 ___ Item 2 ___ Item 3 ___ Item 4 ___ Item 5 ___ Item 6 X

Progress on Goal:
Ongoing. The Chancellor has committed to two (2) Open Forum’s a year plus the yearly board visit to campus in October. In addition, other members of district staff are invited to attend campus meetings such as Administrative Council, Budget Committee, etc.

X Completed (Date Nov. 2011)
___ Revised (Date )

<table>
<thead>
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<tbody>
<tr>
<td>6. Work effectively with others to accomplish operational goals for District and the college by identifying, reviewing and streamlining processes.</td>
<td>Fall, 2006 &amp; ongoing</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (Select all that apply)

NOTE: The President is responsible for assuring the College Mission Statement in its entirety is followed.

Item 1 ___ Item 2 ___ Item 3 ___ Item 4 ___ Item 5 ___ Item 6 X

Progress on Goal:
The Kern Community College District “Elements of Decision Making” document, dated October 2011, has been reviewed, updated, and vetted through the Chancellor’s Cabinet and the District Consultation Council. This document has been posted to the District website under the Chancellor’s Office and is a ongoing ‘live’ document. The district office takes the lead in keeping this document current.

X Completed (Date Nov. 2011)
___ Revised (Date )
Goals: President’s Office continued

<table>
<thead>
<tr>
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<th>Needed Resources</th>
<th>Obstacles to completion (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Work effectively with others to identify key educational program that needs to be developed, enhanced and/or omitted.</td>
<td>Fall, 2007</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

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Item 1 ___  Item 2 ___  Item 3 ___  Item 4 ___  Item 5 ___  Item 6 **X**

Progress on Goal:

- Curriculum Committee has reorganized their processes and procedures.
- Registered Nursing program was developed and implemented in 2010.
- Industrial Maintenance program was developed and implemented in 2006. This program has continued to evolve and is in the process of being submitted for state certification in 2012.

**X** Completed (Date Nov. 2011)

___ Revised (Date ___)

---

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>8. <strong>NEW</strong> – Develop a plan to hire a Grant Developer (classified ½ time). This will enable the college to pursue additional outside funding for resources to continue ongoing support of student success.</td>
<td>2014</td>
<td>State, district and college funding allocation.</td>
<td>Budget refiguring and/or position combination</td>
</tr>
</tbody>
</table>

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**NOTE: The President is responsible for assuring the College Mission Statement in its entirety is followed.**

Item 1 ___  Item 2 ___  Item 3 ___  Item 4 ___  Item 5 ___  Item 6 **X**

Progress on Goal:

___ Completed (Date ___)

___ Revised (Date ___)
Name of Program/Operational Area: President’s Office / Public Information Officer / Information Center / PC Foundation Office
Contact Person: Rosa Carlson
Submission Date: January 2012

### Goals: President’s Office continued

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<tr>
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<th>Obstacles to completion (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. <strong>NEW</strong> – Research the validity of combining Executive Director of Foundation &amp; Public Information Officer into one (1) full-time position with benefits.</td>
<td>2013</td>
<td>State, district and college funding allocation.</td>
<td>Salary and benefits allocation</td>
</tr>
</tbody>
</table>

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (Select all that apply)

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- Item 1
- Item 2
- Item 3
- Item 4
- Item 5
- Item 6 X

Progress on Goal:

___ Completed (Date )
___ Revised (Date )

<table>
<thead>
<tr>
<th>Goal(s)</th>
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<th>Needed Resources</th>
<th>Obstacles to completion (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. <strong>NEW</strong> – Develop a strategy to take the lead and include college constituents on identifying student success strategies for implementation.</td>
<td>2013</td>
<td>NONE</td>
<td></td>
</tr>
</tbody>
</table>

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- Item 1
- Item 2
- Item 3
- Item 4
- Item 5
- Item 6 X

Progress on Goal:

___ Completed (Date )
___ Revised (Date )
Goals: President’s Office  

<table>
<thead>
<tr>
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<th>Needed Resources</th>
<th>Obstacles to completion (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. <strong>NEW</strong> – Increase the number of partnerships with outside agencies and/or business and industry to assist the college to meet the training and educational needs of the local community. Also, to provide hands-on experiences for PC students possibly linking students to a potential future employer.</td>
<td>2013</td>
<td></td>
<td>Scheduling meetings with the various outside community partnerships.</td>
</tr>
</tbody>
</table>

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (Select all that apply)

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Item 1   Item 2   Item 3   Item 4   Item 5   Item 6  

X

Progress on Goal:

___ Completed (Date )

___ Revised (Date )

Goals: Porterville College Foundation Office

<table>
<thead>
<tr>
<th>Goal(s)</th>
<th>Timetable for Completion</th>
<th>Needed Resources</th>
<th>Obstacles to completion (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>NEW</strong> – Identify resources to complete the PC Stadium Phase 3 &amp; 4 parking lot resurfacing.</td>
<td>2013</td>
<td>Additional Foundation staff to possibly add Sunday as second day for Swap Meet.</td>
<td>Funding Resources</td>
</tr>
</tbody>
</table>

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Item 1   Item 2   Item 3   Item 4   Item 5   Item 6  

X

Progress on Goal:

___ Completed (Date )

___ Revised (Date )
Goals: Porterville College Foundation Office  

<table>
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<tr>
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<th>Needed Resources</th>
<th>Obstacles to completion (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. <strong>NEW</strong> – Updated gym sound system for major events on campus. i.e. Scholarship ceremony, Hall of Fame event, sporting events, etc.</td>
<td>2013</td>
<td>Foundation to identify fundraisers and funding to accomplish.</td>
<td></td>
</tr>
</tbody>
</table>

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (Select all that apply)

**NOTE: The President is responsible for assuring the College Mission Statement in its entirety is followed.**

Item 1___     Item 2___     Item 3 ___     Item 4___     Item 5___     Item 6 ___

Progress on Goal:

___ Completed   (Date                  )
___ Revised   (Date                  )

<table>
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<th>Needed Resources</th>
<th>Obstacles to completion (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. <strong>NEW</strong> – To assist the college maintain and or upgrade existing facilities that the state will no longer pay for.</td>
<td>2014 and On-going</td>
<td>Foundation to identify fundraisers and funding to accomplish.</td>
<td></td>
</tr>
</tbody>
</table>

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (Select all that apply)

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Item 1___     Item 2___     Item 3 ___     Item 4___     Item 5___     Item 6 ___

Progress on Goal:

___ Completed   (Date                  )
___ Revised   (Date                  )
### Staff Resources:

<table>
<thead>
<tr>
<th>Full-time Staff (FTE)</th>
<th>Part-time Staff (FTE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Faculty</td>
</tr>
<tr>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Temporary</td>
<td>Temporary</td>
</tr>
<tr>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Classified</td>
<td>Classified</td>
</tr>
<tr>
<td>2.0</td>
<td>1.0</td>
</tr>
<tr>
<td>Management</td>
<td>Management</td>
</tr>
<tr>
<td>2.0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Request for New/Replacement Staff

Use one line for each position requested. Justify each position in the space below.

<table>
<thead>
<tr>
<th>Title of Position</th>
<th>Classification</th>
<th>Full or Part Time</th>
<th>New or Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position 1</td>
<td>Grant Developer</td>
<td>Part Time</td>
<td>New</td>
</tr>
<tr>
<td>Position 2</td>
<td>Foundation Exec. Dir. / PIO</td>
<td>Management</td>
<td>Full Time</td>
</tr>
<tr>
<td>Position 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position 5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Justification:**

1. **Grant Developer** - To pursue additional outside funding for resources to continue ongoing support of student success.
2. **Foundation Executive Director/Public Information Officer** – To efficiently combine two valuable functions that are currently being filled by a part-time person (PIO) and the President filling in as Interim Foundation Executive Director. Both have high importance connecting the college to the public.
PORTERVILLE COLLEGE
PROGRAM REVIEW REPORT: NON-INSTRUCTIONAL PROGRAMS

Name of Program/Operational Area: President’s Office / Public Information Officer / Information Center / PC Foundation Office
Contact Person: Rosa Carlson Submission Date: January 2012

BUDGET REQUEST

<table>
<thead>
<tr>
<th>President’s Office</th>
<th>Current Budget</th>
<th>Amount of Increase</th>
<th>Revised Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5300</td>
<td>20,000</td>
<td>2,000</td>
<td>22,000</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Justification:
(Include justification for each amount of increase requested.)

5300: Institutional Dues/Memberships tend to go up each year (such as WASC). Always need to transfer and/or add to this fund.