Student Services and Administrative Operational Annual Program Review and Planning Update Form Fall 2024

## BACKGROUND:

**Program review is an integral part of the campus planning process. As programs and areas monitor their progress on the current comprehensive four-year program review, changes in need and scope can be expected. This Annual PR Update form is designed to outline and request modifications to the current program review that occur between comprehensive four-year review cycles, as needed.**

**Examples of a requested change include new information such as action plans, outcomes modifications, personnel changes, technology needs, and capital expenditures requirements. As programs and areas monitor their progress on the previous comprehensive four-year program review, the form provides the basis to suggest a change in plans and processes to improve student success and institutional effectiveness.**

## SUBMISSION:

**Program:**

Friends of Fullerton College Foundation

**Principal Author(s):**

Janeth Manjarrez

**Manager:**

Cynthia Olivo

**Submission Date:**

**Author Signature:**

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| Electronically signed by Janeth Manjarrez on 12/20/2024 4:06:54 PM |

**Manager Signature:**

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# Part 1: Review of Data

1. **List the outcomes from your Fall 2022 self-study. Which outcomes has your program assessed in the last year and/or which do you plan to assess in the coming year?**

Program outcomes were not listed for 2022, yet I planned to continue completing the goals of working with internal, external, and accounting firms to conduct and complete an FY 2023-2024 audit.

Operation goals that have been completed were closing audit findings for FY 2020-2021 and 2021-2022 and reinstatement of Friends of Fullerton College Foundation as a recognized non-profit 501(C) (3) by the State of California.

1. **What changes, if any, have been made to your program or outcomes as a result of outcomes assessment?**

The Friends of Fullerton College Foundation’s Board members and FC Executive leadership approved five policies and guidelines to ensure compliance with the Franchise Tax Board (FTB) bill and for transparent, efficient operational procedures.

1. **How is your area collecting or working to collect disaggregated, student-level outcomes assessment data?**

Not applicable to this program.

# Part 2: Additional Resource Request Reasoning and Support

[ ] **We have reviewed our most recent self-study and have not identified any significant changes that necessitate resource requests for the upcoming academic year.**

[x] **We have reviewed our most recent self-study and have identified significant changes that necessitate additional resource requests.**

**For programs that have identified significant changes that necessitate additional resource requests, answer the following questions for each separate resource request:**

1. **Briefly describe your resource request.**

The Friends of Fullerton College Foundation is requesting the hire of a Senior Director of Development and Advancement to continue supporting the growth of the endowment Account, operational support, and Fund Development in general. By increasing capacity and support, our Foundation will meet its goals and plan to exceed them.

1. **Is this request related to an essential safety need?**

No

**Why must this resource request be processed now rather than during the Fall 2026 comprehensive self-study?**

As the Friends of Fullerton College Foundation was reinstated and closing Fiscal Year Ends, it is crucial for the growth of funds for our Fullerton to expand capacity to have successful and compliant operations while conducting major fundraising events that require support, skills, and coordination of efforts. Meeting our goals with a full-time staff and one hourly staff while a full-time administrative assistant is being hired will be challenging.

**How will this additional resource allocation specifically enhance your program’s services, activities, processes, etc. to continue or improve student learning and achievement?**

By expanding the capacity of our Foundation, our college departments and students will have immediate access to fundraising campaigns, emergency funds, and other emerging needs.

**Is the resource request personnel-related? If so, please provide evidence to justify the requested positions such as retirements, program growth or curricular demands, full-time/adjunct ratios, etc.**

The Friends of Fullerton College Foundation does not host faculty, but compared to Cypress’s Foundation, our capacity is less than 50%, as our Foundation serves and needs to fundraise for more college students than Cypress’s Foundation.

**How will this additional resource allocation help you serve the college mission or strategic initiatives, and your program’s goals for improvement, as stated in your last self-study?**

The program goals align with the team's expansion as many volunteers, board members, and committee members support the foundation. Still, the internal support as internal employees helps support internal and external requests that benefit our students and institution.

**For each separate resource request, complete this chart with the itemized requested dollar amount:**

|  |  |
| --- | --- |
| **Type of Resource** |  |
| Personnel | Manager |
| Facilities | $150,000 |
| Supplies | $10,000 |
| Computer Hardware | $10,000 |
| Computer Software | $10,000 |
| Training | $10,000 |
| Other | $10,000 |
| **Total Requested Amount:** | $ 200,000 |

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| --- |
| **Is the funding requested ongoing or one-time funding?**Ongoing |
| **Is the funding requested for**[**enrollment and reengagement activities?**](https://ie.fullcoll.edu/wp-content/uploads/sites/27/2024/05/ER-2.0-Program-Review-Guide.pdf)No |