

**EXHIBIT B**

IEPI Innovation and Effectiveness Grant Progress Report

District Name	
College Name	

Object of Expenditure	Budget	1 <sup>st</sup> Quarter Expenditure	1 <sup>st</sup> Quarter Balance	2 <sup>nd</sup> Quarter Expenditure	2 <sup>nd</sup> Quarter Balance	3 <sup>rd</sup> Quarter Expenditure	3 <sup>rd</sup> Quarter Balance	Final Expenditure	Final Unspent Balance
1000 Instructional Salary									
2000 Noninstructional Salary									
3000 Employee Benefits* (New Hires <u>Only</u> )									
4000 Supplies and Materials									
5000 Other Operating									
6000 Capital Outlay									
7000 Other Outgo									
Total									

Summary of implementation of activities and expenditures (\*if listing 3000 benefits, please note the start date of new hire):

If expenditures are lower than expected, or might appear to be lower than expected given the reporting period, please include a short description of the expected expenditures through the remaining period of the grant, and indicate whether you expect there to be an unexpended balance at the end of the one-year period of your grant:

\*Employee or fringe benefits are not allowable expenditures of monies awarded under this grant, except for new hires directly funded by the grant.



# LOS ANGELES SOUTHWEST COLLEGE

## OFFICE OF THE PRESIDENT

**TO:** Matthew C. Lee, Ph.D., Project Director, IEPI  
Robin Steinback, Ph.D., President Moreno Valley College

**FROM:** Seher Awan, Ed.D.

**DATE:** October 25, 2021

**RE:** Los Angeles Southwest College IEPI PRT - Quarter One Update

### Quarter One Update

Los Angeles Southwest College is grateful for the opportunity to engage in the Institutional Effectiveness Partnership Initiative - Partnership Resource Team process. We submitted our robust goals and had our plan approved in June 2021. We also aligned all IEPI goals to the ACCJC standards and embedded the IEPI goals into our [LASC Comprehensive Work Plan](#). The Work Plan is updated monthly to track and disseminate progress campus-wide. Below is a quarter one update on the activities that were completed between July 1, 2021 and September 1, 2021.

<b>AREA OF FOCUS:</b>			
<b>A. Integrated Strategic Master Planning (Development of an integrated strategic education master plan that includes Enrollment Management, Technology, Facilities, and Marketing with emphasis on Guided Pathways and Vision for Success)</b>			
	<b>Objective</b>	<b>Activities</b>	<b>Measure of Progress</b>
1	Per recommendation from Cambridge West report, engage the college, especially faculty, in vision-setting that determines the array of educational programs for which LASC will be known. As part of this activity, determine the desired size of the college (FTES) and make the criteria understood and well known by all stakeholders.	<ul style="list-style-type: none"><li>• Planning for the vision-setting forums has begun with the Strategic Planning Committee Co-Chairs</li><li>• The HR Restructuring Plan is almost complete. The HR costs for the college will be reduced from 101% of the college's budget to 83%</li></ul>	<ul style="list-style-type: none"><li>• In-Progress</li></ul>



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	Objective	Activities	Measure of Progress
2	Conduct a detailed analysis of student success and retention metrics, and use an inquiry-based approach for identifying institution-based barriers to timely completion of certificates, degrees and transfer as well as strategies for addressing these barriers.	<ul style="list-style-type: none"> <li>This is in-progress with the Dean of Institutional Effectiveness. Once the Research Analyst vacancy is filled, this will be fully executed by the March 2022 deadline.</li> </ul>	<ul style="list-style-type: none"> <li>In-Progress</li> </ul>
3	Task the Enrollment Management Committee to develop the Enrollment Management Plan while prioritizing equity and guided pathways.	<ul style="list-style-type: none"> <li><b>Completed</b> - assigned EMC work groups, draft the Enrollment Management Plan</li> <li><b>Completed</b> - Used the LASC Databook to inform development of the Plan</li> <li><b>Completed</b> - Aligned Plan to the SEMP</li> <li><b>Completed</b> - Aligned Plan to the Guided Pathways framework</li> <li><b>Completed</b> - Aligned Plan to College Work Plan</li> </ul>	<ul style="list-style-type: none"> <li><b>Completed</b> - Draft Enrollment Management Plan completed, based in part on the LASC Databook</li> <li><b>Completed</b> - Alignments built into Plan as specified</li> <li>The LASC Enrollment Management Plan is on track to be approved by December 2021</li> </ul>
4	To increase access to higher education and reduce time to completion of degree or transfer to four-year college/university, implement strategies for scaling up dual enrollment pathways from the high schools that directly articulate with programs at LASC, and expand the College Promise Program.	<ul style="list-style-type: none"> <li><b>Completed</b> - Created dashboards to measure success, outcomes, and enrollment growth</li> </ul>	<ul style="list-style-type: none"> <li>In-Progress</li> </ul>



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	Objective	Activities	Measure of Progress
5	Implement pathways, organizational structures and support services that accelerate student progress from adult education, into non-credit, to CTE programs and into well-paying employment.	<ul style="list-style-type: none"> <li>The CTE Division is in transition due to a Dean vacancy, however this is in-progress and on track to be completed by June 2022</li> <li><b>Completed</b> - Implemented the two-year schedule beginning fall 2021</li> </ul>	<ul style="list-style-type: none"> <li><b>Completed</b> - Full implementation of the two-year schedule</li> </ul>
6	In the revision of the technology plan, include guiding principles around emerging technologies, accessibility, service integration, data security and reliable infrastructure. Connect these principles to the college's strategic goals and the desire to maximize progress to date with IT consolidation and lessons learned during the pandemic in acquisition of technology in support of teaching, learning and administrative operations.	<ul style="list-style-type: none"> <li>This goal is in-progress. The draft technology plan is being updated and aligned with college planning documents</li> </ul>	<ul style="list-style-type: none"> <li>In-Progress</li> <li>The Technology Master Plan update is on track to be completed by June 2022</li> </ul>
7	Enhance marketing and public relations to reflect LASC's strong community relations.	<ul style="list-style-type: none"> <li><b>Completed</b> - Contracted with Intesa to complete market research about strengthening outreach to Black Men and the Hispanic Community – market research is underway</li> <li><b>Completed</b> - The President's Office hosted a successful Principals/Superintendents Breakfast to strengthen the K-12 partnerships with over 50 in-person attendees</li> </ul>	<ul style="list-style-type: none"> <li>In-Progress</li> </ul>



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	Objective	Activities	Measure of Progress
7		<ul style="list-style-type: none"> <li>• <b>In-Progress</b> - Leverage new college branding to expand program-specific outreach</li> <li>• <b>In-Progress</b> - The President's Office will begin hosting an annual LASC Showcase event with the business community</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Completed</b> - Successful Principals Breakfast with K-12 partners held on 09/30/21</li> <li>• The Business Breakfast is scheduled for 11/04/21</li> </ul>
8	Update the college's decision-making process handbook so that it clearly identifies how governance committees are connected to one another, delineates roles and responsibilities, explains how work flows between committees, develops a common method of disseminating information, provides templates for post-meeting communication to the campus and establishes guidance on the representation of each constituency group and their value in the process.	<ul style="list-style-type: none"> <li>• The Strategic Planning Committee and College Council have established work groups to develop both the Participatory Governance and Decision-Making Handbook</li> </ul>	<ul style="list-style-type: none"> <li>• In-Progress</li> </ul>
<b>AREA OF FOCUS:</b> <b>B. Human Resources Restructure (Assessing human resources infrastructure and staffing to provide recommendations on an infrastructure that supports LASC's strategic priorities and goals; best practices on embedding equity and diversity into hiring committees and processes)</b>			
	Objective	Activities	Measure of Progress
1	Develop an institute-like employee onboarding program that fosters ongoing professional development and connects new employees with mentors.	<ul style="list-style-type: none"> <li>• The Professional Development Committee has begun addressing these activities</li> </ul>	<ul style="list-style-type: none"> <li>• In-Progress</li> </ul>



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	Objective	Activities	Measure of Progress
2	<p>Establish an Inclusion, Diversity, Equity and Access/Anti-Racism (IDEA) task force charged with reviewing the District’s EEO Plan, developing a DEI Workplan based on the CCCCO Vision for Success Report and DEI Action Plan, monitoring DEI progress in hiring new employees and making recommendations regarding retention of existing employees.</p>	<ul style="list-style-type: none"> <li>• <b>Completed</b> - Hold consultation between College President and Academic Senate on the prospective task force</li> <li>• Based on the consultation, it was determined that the college does not have the bandwidth to establish another committee specifically for diversity. Also, in reviewing the SEA-PAC charge, there was overlap with the intent of this objective. The College will not be moving forward with a new committee, but will embed these principles into the updated Student Equity Plan and SEA-PAC Committee charge</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Completed</b> – Consultation completed on 09/15/21</li> <li>• This item is considered complete.</li> </ul>
3	<p>Increase partnerships and collaboration initiatives throughout the college that promote diversity and inclusiveness. Provide college wide professional development in diversity and bias awareness and consider this training as a requirement for serving on interview panels.</p>	<ul style="list-style-type: none"> <li>• The Professional Development Committee has begun addressing these activities</li> </ul>	<ul style="list-style-type: none"> <li>• In-Progress</li> </ul>
4	<p>To the extent practical, include students on hiring committees.</p>	<ul style="list-style-type: none"> <li>• This is in-progress. The College is exploring this option with the District Human Resources Team</li> </ul>	<ul style="list-style-type: none"> <li>• In-Progress</li> </ul>



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	Objective	Activities	Measure of Progress
5	Continue working with consultant on human resources restructuring, including conducting a needs analysis of all positions including total cost of positions	<ul style="list-style-type: none"> <li>• This project is almost completed. The final plan is expected to be completed by November 2021</li> <li>• <b>Completed</b> - Identified and complete all required interviews with campus employees for plan</li> <li>• <b>Completed</b> - Completed needs analysis</li> <li>• <b>Completed</b> – Worked with HR Consultant to complete the HR Restructuring Plan</li> <li>• <b>Completed</b> - Prioritized all needed vacancies to identify urgent rehires</li> <li>• <b>Completed</b> - Ensured alignment of restructuring with the SEMP and LASC Work Plan</li> </ul>	<ul style="list-style-type: none"> <li>• In-Progress</li> <li>• <b>Completed</b> - Interviews completed</li> <li>• <b>Completed</b> - Needs analysis completed</li> </ul>
<b>AREA OF FOCUS:</b> <b>C. Foundation Support (Developing a strategic fundraising plan for the Foundation to increase its fundraising capacity to support scholarships, innovation and institutional needs)</b>			
	Objective	Activities	Measure of Progress
1	Develop and implement a Foundation Strategic Plan to maintain momentum and successes of President’s Change Circle Initiative, community-building efforts, and program ties to businesses.	<ul style="list-style-type: none"> <li>• These activities are in-progress with the President’s Office</li> </ul>	<ul style="list-style-type: none"> <li>• In-Progress</li> </ul>
2	Join and access resources from the Network of California Community College Foundations (NCCCF). <a href="http://www.ncccfweb.org">www.ncccfweb.org</a>	<ul style="list-style-type: none"> <li>• <b>Completed</b> - Joined the NCCCF</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Completed</b> - Membership to NCCCF</li> </ul>



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AREA OF FOCUS:			
D. Professional Development (Development of a comprehensive program that provides sustainable professional development experience for all employees)			
1	Seek a higher degree of engagement from classified staff in professional development and working with the 4CS, build leadership and engagement among Classified Professionals.	<ul style="list-style-type: none"> <li>The Professional Development Committee has begun addressing these activities</li> </ul>	<ul style="list-style-type: none"> <li>In-Progress</li> </ul>
2	Provide leadership professional development opportunities to all constituency groups by developing and implementing a comprehensive Professional Development Plan that aligns to strategic goals and initiatives and is updated annually. Conduct annual needs assessment for all employee groups	<ul style="list-style-type: none"> <li>The Professional Development Committee has begun addressing these activities</li> </ul>	<ul style="list-style-type: none"> <li>In-Progress</li> </ul>
3	Provide opportunities to celebrate and recognize Faculty and promote on-going academic excellence.	<ul style="list-style-type: none"> <li>The Professional Development Committee has begun addressing these activities</li> </ul>	<ul style="list-style-type: none"> <li>In-Progress</li> </ul>

### **Expenditures Update**

For quarter one, the only cost that posted was \$109.11 for supplies supporting the Principal’s Breakfast. Please note that expenditures for quarter one are lower than expected. Costs were incurred for the following expenses associated with the activities listed below, however they have not yet posted. This was due to a delay in processing the college’s cal-card report. These expenses should be actualized in the quarter two update.

Area of Focus	Activity	Cost
A.7.	Principal’s Breakfast – Catering for Breakfast	\$520.29
A.7.	Principal’s Breakfast – Flower Centerpieces	\$308.00
A.7.	Principal’s Breakfast – Swag for Event and Principal’s	\$3,315.43
A.7.	Principal’s Breakfast – Printed Materials	\$1,045.00
A.7.	Principal’s Breakfast – Printing and Mailing Save the Date	\$452.54
C.2.	NCCCF Membership – President’s Change Leaders	\$400.00
<b>TOTAL</b>		<b>\$6,041.26</b>