Office of the President

Administrative & Operational Support *Community & Government Relations

Institutional Research, Planning and Effectiveness

MISSION

As stewards of the CI *Mission*, the Office of the President contributes to the exceptional educational experience for all students and ***supports the President*** through a high level of ***service*** and ***collaboration*** within and beyond the campus for all community members.

VISION

The Office of the President is known for its ***exceptional service***, ***innovative practices*** and ***facilitating solutions*** for a diverse community.

VALUES

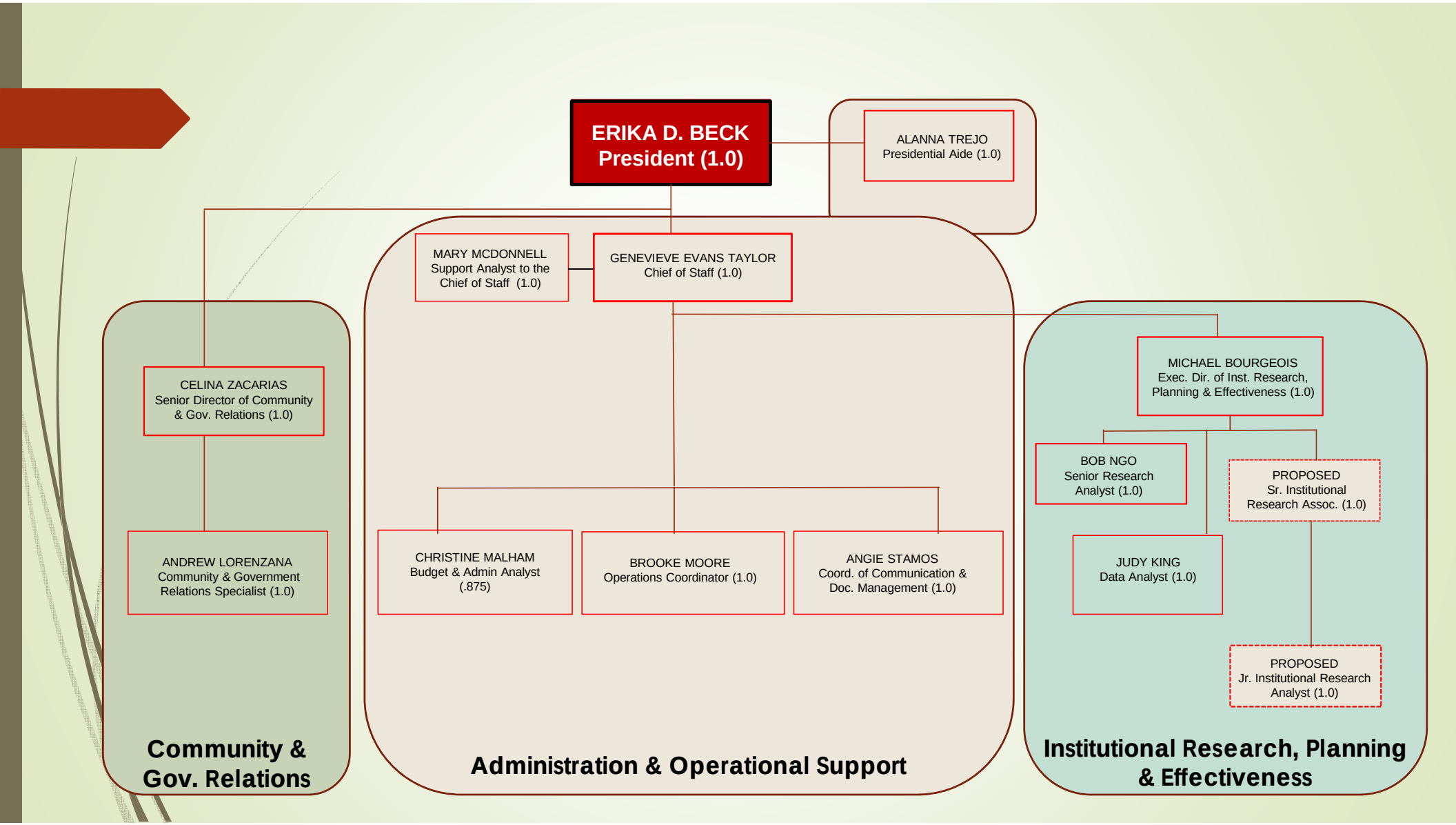
Professional Growth, Optimism, Inclusiveness, Service and Excellence

Office of the President Strategic Initiatives

- ***Support the President*** in her vision, goals and values (3c, 3d)
- Ensure ***compliance*** of local, CSU, state, and federal requirements, rules and regulations governing higher education institutions (3d)
- Support and expand ***external relations*** (3c, 3d)
- Take an active role in the creation of the ideal ***campus culture*** (3c, 3d)
- Serve as a model of CI's commitment to ***excellence*** by providing a service-oriented, professional and confidential environment which serves the campus community and the public (3c, 3d)
- Lead the campus in creating a culture of ***assessment***, ***evidence-based decision-making*** and the responsible use of data (3a, 3b, 3d)

Areas of Focus

- Community & Government Relations
- Administration & Operational Support
- Institutional Research, Planning & Effectiveness


ERIKA D. BECK
President (1.0)
ALANNA TREJO
Presidential Aide (1.0)
MARY MCDONNELL
Support Analyst to the Chief of Staff (1.0)
GENEVIEVE EVANS TAYLOR
Chief of Staff (1.0)
CELINA ZACARIAS
Senior Director of Community & Gov. Relations (1.0)
ANDREW LORENZANA
Community & Government Relations Specialist (1.0)
CHRISTINE MALHAM
Budget & Admin Analyst (.875)
BROOKE MOORE
Operations Coordinator (1.0)
ANGIE STAMOS
Coord. of Communication & Doc. Management (1.0)
MICHAEL BOURGEOIS
Exec. Dir. of Inst. Research, Planning & Effectiveness (1.0)
BOB NGO
Senior Research Analyst (1.0)
PROPOSED
Sr. Institutional Research Assoc. (1.0)
JUDY KING
Data Analyst (1.0)
PROPOSED
Jr. Institutional Research Analyst (1.0)
Community & Gov. Relations
Administration & Operational Support
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Office of the President
2017/18 Budget

Office of the President		Permanent	Temporary	Total
	New Benefitted Position	2.00	-	2.00
	Increase in revenue			
	Salaries & Wages	$135,930		$135,930
	Salary Adjustments			
	Operating & Maintenance	$18,447	$50,000	$68,447
TOTAL GENERAL OPERATING REQUEST		**$154,377**	**$50,000**	**$204,377**

IRPE New Positions

- **The Data Manager and Institutional Research Analyst position:** *Designs IR data files* and IRPE data components of the campus wide *warehouse*, and the common data set and other *databases* used for all IRPE functions. This position will also author standard SAS and related programming codes needed to integrate databases across platforms, will coordinate CO data extraction and reporting mandates, will *design data tables* behind HSI grant analytics, program review, accreditation, interactive analytic dashboards and other key IR-related analytical studies.
  - IRPE requests $67,930 of the total $81,000 in salary for this position. $13,070 will be reallocated from the Student Assistant salary line.
- **The Research Analyst position**: Directly supports the *data development, methodology and analytics* behind the 2025 Graduation Initiative and the HSI, STEM and other administrative grant needs. Additionally, the Research Analysts will *develop interactive dashboards* reporting standard University statistics, including enrollment, financial aid and faculty workload analytics and other academic planning studies. As needed, the Research Analyst will support other IRPE projects, such as campus *surveys, program evaluation*, student success *metrics*, *academic program review*, student learning outcomes, and accreditation.
  - IRPE requests $68,000 for salary to fund this position.

- Realignment & Reallocations
  - Title IX (1 FTE)
  - Special Projects (2 FTE)
  - Communications Specialist (1 FTE)
  - Bb Analytics Financial Aid Module – moved to T&I
- Administrative Efficiencies
  - Calendar audits
  - Survey calendar
  - Signature Authority
- Accountability
  - Review Strategic Initiatives
  - Annual Retreats

QUESTIONS?