



## Administrative Leadership Unit Review (ALUR) Template for FY 2021-22

**Date:** 4/30/2021

**Division:** BEPP

**Division Dean/VP:** Taylor-Mendoza

**Program(s) within your division:** Click or tap here to enter text.

**I. List the programs that fall within your Division.**

- Accounting
- Automotive Technology
- Business
- Business and Computer Management
- Cosmetology
- Wellness
- Education/Child Development
- Hospitality Tourism and Management
- Management
- Real Estate
- Child Development Center
- Bay Area Entrepreneur Center

**II. Briefly describe any major changes to the Division or Programs' purview and functions during the past year.**

There have been no significant changes to the purview or function of the Division over the last year, beyond the adaptations that were made to address the changes brought on by the coronavirus pandemic.

**III. Briefly describe the major challenges and achievements for your Division over the past year.**

The overwhelming challenge for the division as for the rest of the college/district this past year has been adapting to the changes brought on by the COVID-19 pandemic. This included equipment challenges, training, redesigning of classes and positions to better support the new online environment. We also had the first program back on campus (Automotive) but that was after the spring courses for automotive had been suspended. This necessitated a process of makeup labs over the summer as well as into the current spring semester. Similarly, Cosmetology/Esthetics which had never been an online program had to go online, and has been on campus, off campus and back on campus for partial semesters necessitating development of student material pickup operations and a complete revamping of the way we teach Cosmetology/Esthetics.



## Administrative Leadership Unit Review (ALUR) Template for FY 2021-22

Our successes over the last year first have to feature the achievements of Cosmetology/Esthetics and Automotive. Both areas did a magnificent job of adapting their overall process and practices to serve students. Likewise, our massage therapy courses had to adapt to a new wholly online environment as well. The whole division pivoted very well to the new online realities. While, like the whole district, we suffered some areas of deep enrollment declines, all in all the division not only met status quo but advanced during a global pandemic. Our remaining challenge is the need for rest and renewal, we are teaching a lighter than normal summer schedule for this purpose. Additionally, the division has done significant planning for the campus recovery transition and we are well placed for that to occur as smoothly as possible.

Finally, BAEC has been a shining star during the pandemic. Through a partnership with The San Bruno Foundation, over \$250,000 have been secured to assist in small business recovery in San Bruno. This has included up to \$7000 micro-loans directly to business and has been paired with extensive business support and training services provided by BAEC staff. This activity has had a significant positive impact on local businesses, local awareness of the college and our positive reputation in the community.

#### **IV. List and describe the major goals for your Division – What will the Division focus on achieving over the next 1-3 years? How do your Division goals align with the College’s [M-V-V](#) and [Education Master Plan](#)?**

The goal of the BEPP division is to move our students forward through to their educational goals in alignment with the college priorities and to support the workforce development connections to our programs.

- Student Completion
- Alignment with the college redesign and anti-racist agenda
- Alignment with the college workforce development initiatives
- Development of a two-year planning scheduling process
- Solidify the offerings of a number of online certificate and degree offerings

The Division’s work aligns with the MVV and Education Master plans as the work of the division, particularly in the last year has focused on the college’s anti-racist agenda, working with the community to assist local businesses hurt by COVID and continuing to provide a high level of hands-on education in our career education courses as well as continuing to support emerging teachers through a virtual practicum program. As such, the division is working with the community, preparing our students for jobs, continuing to work to improve on issues of equity and social justice and through our online pivot pursuing and agenda of transformative teaching and learning.

#### **V. Using the boxes below, list the resource requests that the Division is moving forward for consideration. Please note that the resource requests should be in declining order of priority, as indicated in the upper left corner of each box. For each resource request, describe how it connects with your Division goals, and the potential consequences of not securing the requested resource. In sum, please explain why filling this request should be a priority for the College.**



## Administrative Leadership Unit Review (ALUR) Template for FY 2021-22

Order of Priority	Resource Request Title	Type	Program(s) Impacted	Amount \$
1	Wellness Certificate Development/Marketing	Faculty Timesheet Compensation	Wellness	\$4000 max
<p><b>Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.</b></p>				
<p>We have recently pivoted away from the massage therapy certificate and need to establish the new certificates to serve our population and support career education.</p>				

Order of Priority	Resource Request Title	Type	Program(s) Impacted	Amount \$
2	Shopkeeper position 0.48 to 1.00	Classified Professional FTE	Cosmetology, Esthetics, Barbering	\$45,000
<p><b>Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.</b></p>				
<p>Position currently serves three programs with a fourth scheduled to come online soon. We have seen strong growth in the program over the last five years and this position at half-time no longer adequately solves the needs of the program. The current situation does not support quality teaching.</p>				

Order of Priority	Resource Request Title	Type	Program(s) Impacted	Amount \$
3	Automotive Scan Tool Update	Equipment	Automotive	\$10,000
<p><b>Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.</b></p>				
<p>Our scan tools are the diagnostic tools that are used in industry as the first step in problem solving, the updates keep the tools at industry standard which allows students to come onto the job without additional training. Since they are ubiquitous in the industry the updates are needed to support quality teaching.</p>				



## Administrative Leadership Unit Review (ALUR) Template for FY 2021-22

Order of Priority	Resource Request Title	Type	Program(s) Impacted	Amount \$
4	F/T Cosmetology Aide Position	Classified Professional FTE	Cosmetology, Esthetics	\$100,000
<p><b>Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.</b></p>				
<p>We are significantly understaffed in aide positions, we have had short-term temps in multiple semesters and that likely will be unable to continue to be approved, helps support quality education.</p>				

Order of Priority	Resource Request Title	Type	Program(s) Impacted	Amount \$
5	Replace CDC Kitchen equipment	Equipment	Child Development Center	\$15000
<p><b>Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.</b></p>				
<p>Kitchen equipment required for necessary food storage and preparations will eventually become a health and safety issue.</p>				

Order of Priority	Resource Request Title	Type	Program(s) Impacted	Amount \$
6	Automotive Tire Machine replacement	Equipment	Automotive	\$32000
<p><b>Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.</b></p>				
<p>This piece of equipment is needed to replace an older model that does not work effectively with newer tire models. Required to allow students to continue to work at industry standard.</p>				

If you have additional resource requests, please copy and paste new boxes below, and be sure to update the priority ranking.