

**[Before you Print – This document is 22 pages long]**

Consultation Council/Strategic Planning Committee Minutes

May 10, 2012

Present

Cheryl Aschenbach (AS/Div Chair-faculty)

Colleen Baker (Div Chair-faculty)

Terry Bartley (management)

Shelly Baxter (management)

Sandy Beckwith (Lead Counselor – faculty)

Carie Camacho (Div Chair -faculty)

Kayleigh Carabajal (Dean of Academic Services)

Jeff Lang (classified)

Carol Montgomery (classified)

Sue Mouck (Accreditation Liaison -faculty)

Eric Rulofson (Chair/ Facilities Planning)

Bill Studt (Interim President)

Cary Templeton (Dean of Student Services)

Absent

Jennifer Bird (classified)

Dave Clausen (Dean of Admin Services)

Katelyn Johnston (ASB)

Logan Merchant (Chair/IT Planning)

Ross Stevenson (Div Chair -faculty) – class conflict

Guests

None

With a quorum present, the meeting began at 1:05 pm.

**Consultation Council:**

**1. Consultation Council/Strategic Planning Committee Evaluation of the Planning and Governance Process (Consultation)**

Jeff Lang expressed concern that the document did not strongly enough express the concern surrounding late master planning documents specifically the Human Resource Master Plan. The committee felt that the concern was adequately expressed in the recommendation to establish a more rigid timeline early in the fall for submitting plans. **Consultation Council accepted the evaluation form developed during the last meeting by consensus.** (attached).

**2. Consultation Council Meeting Schedule – Fall 2012 (Consultation)**

Following some discussion the group decided to keep the same meeting day, time and place for next fall, namely Thursday at 1:00 pm in CD- 119. It was acknowledged during the discussion that it was extremely unlikely that a time when six full-time faculty could all be able to meet on a regular basis.

**3. Consultation Council Meeting Schedule – Summer 2012 (Consultation)**

After discussion, the group decided to move the meeting day and time for summer effective the last week in May. **Consultation Council will meet on Wednesdays at 2:00 pm in the afternoon in CD-119, unless the Child Development Center is shut down for the summer, in which case the meetings will occur in the Math-Science building. The committee scheduled meetings for May 30 and June 13, with further consideration of meeting needs to occur at those meetings.**

**4. Personnel Update (Information) – Administration**

Mr. Studt reported that all current open positions are on hold. In response to a question about the status of open faculty positions, he reiterated that all open positions are on hold. The administration is in negotiations with CSEA about several positions in which individuals are working out of classification. Those discussions are continuing to determine a resolution. The proposed reorganization is currently with the Governing Board and parts of the reorganization may need to be initiated soon to back fill administrative positions. The district, along with other districts in the state, is waiting for the May Budget Revise, which will be released May 14. The current information indicates that the budget shortfall for next year may be around \$850,000 if the tax initiative does not pass in November. The college is extremely fortunate the 5% of the budget was set aside in this year's budget,

which is being used to offset the budget deficit. Prudent budget planning this year is necessary to make sure that the budget shortfall is not worse. Ignoring the financial situation will only magnify the problem to be dealt with later.

Mr. Studt identified that the presidential search process is not yet complete. The original timeline identified that the new president would be announced at the June 12, 2012 meeting of the Governing Board.

### **Strategic Planning:**

#### **1. Budget Forum Update (Information)**

Terry Bartley identified that participation at the Budget Forums had been light. Dave Clausen had presented the same situation just presented by Mr. Studt. Individuals suggested freezing the hiring of positions, moving to eBooks and involving the RA in the dorm in more custodial/maintenance activities as cost saving measures. If the FTEs for the college next year are reduced to 1700, that reduction will be a permanent resizing of the college.

#### **2. 2012-2017 Human Resources Master Plan (Consultation)**

Sue Mouck presented the plan with the acknowledgement that the plan was late and that the Human Resource Planning Committee had not had adequate involvement in its development. She clarified that the plan was built on the Educational Master Plan, which had been appropriately developed and adopted early, last November. She emphasized that the plan is a marked improvement over the plans from the last three years. In response to a question about the lack of a staffing plan. She agreed that the staffing plan should be a component of the Human Resource Master Plan and that the institution needed to work more diligently on the inclusion next year. The limited list of state and federal mandated trainings was questioned. It was agreed that in future years the list should be expanded. Child Abuse training will be added to the sixth strategy in the list of nine strategies for 2012-2013. The long overdue lack of tracking and compliance with TB testing was again raised. Dr. Carabajal reminded the group that progress on the strategies for next year will be tracked with quarterly updates allowing an opportunity for further discussion and compliance by June 2013. **Consultation Council accepted the Human Resource Master Plan for incorporation into the Comprehensive Institutional Master Plan by consensus.**

#### **3. 2011-2013 Faculty and Staff Development Plan (Consultation)**

Sue Mouck presented the Faculty and Staff Development Plan, which was developed earlier in the year. The campus has not had a Faculty and Staff Development Plan for at least five years. The plan clearly articulates professional development activities for the next two years. Jeff Lang suggested that addition of narrative clarifying of the purposed of the table on page 5 would be helpful. **Consultation Council accepted the Faculty and Staff Development Plan by consensus.**

### **Other:**

Shelly Baxter asked when the Hiring and Selection Manual would be back on the agenda. The response was May 24, 2012

Eric Rulofson announced that Surplus Sale has been modified. The sale will be larger than originally planned. The process has been lengthened due to the interest from local schools. So far seven schools have been in contact to review the available items. All items are now subject to the sealed bid process. Following the sale to local schools the remaining items will be offered to the public. That sale process will occur June 16 – 22.

**Next Meetings: May 17, 2012 & May 24, 2012**

The meeting adjourned at 1:45 pm

---

**Future Agendas:**

1. **Annual Evaluation of the Shared Governance and Planning Structure and Procedures (Governance)– May 17, 2012- Sue Mouck**
  2. **2012-2017 Comprehensive Institutional Master Plan (Consultation) – May 17, 2012- Sue Mouck**
  3. **2011-2013 Action Plan Evaluation Matrix – Final Status May 2012 (Information) –May 17, 2012 - Dr. Kayleigh Carabajal**
  4. **2012-2013 Strategic Master Plan – Governing Board Planning Retreat July 24, 2012 (Consultation) – May 17, 2012 – Dr. Kayleigh Carabajal**
  5. **Establish the Budget Process Revision Committee – May 24, 2012 – Cheryl Aschenbach**
  6. **2012 Automotive Technology (Information) –May 24, 2012– Cheryl Aschenbach**
  7. **Emergency Preparedness Handbook (Consultation) -May 24, 2012 –Dr. Kayleigh Carabajal**
  8. **Review of June 12, 2012 Governing Board Agenda (Information) – Wednesday, May 30, 2012**
  9. **Revised KPI's for 2011-2012 (Consultation) – unknown -- Dr. Kayleigh Carabajal**
  10. **2011 Social Science IPR (Information) –unknown– Cheryl Aschenbach**
  11. **2011 Gunsmithing IPR (Information) – unknown – Cheryl Aschenbach**
  12. **2011 Journalism IPR (Information) – unknown– Cheryl Aschenbach**
  13. **2012 Administration of Justice (Information) – September 2012– Cheryl Aschenbach**
  14. **2009/11 Human Services IPR (Information) –October 2012– Cheryl Aschenbach**
  15. **2012 Agriculture (Information) – unknown– Cheryl Aschenbach**
  16. **2012 Business (Information) – unknown– Cheryl Aschenbach**
  17. **2012 Fine Arts/Humanities (Information) – unknown– Cheryl Aschenbach**
  18. **2012 Enrollment Services (Information) – unknown– Cary Templeton**
  19. **2012 Research and Planning (Information) – unknown– Kayleigh Carabajal**
  20. **2012 Instructional Support Services –Library -- unknown– Kayleigh Carabajal**
  21. **2012 Auxiliary Services – Bookstore/Book Rental/Loan Program – unknown – Dave Clausen**
  22. **2012 Student Life (including Residential Life) (Information) – unknown– Cary Templeton**
-

**Lassen Community College Planning, Budgeting and  
Governance Process Review  
Planning Committee Survey**

**Committee Name: Consultation Council/Strategic Planning**

**Date: May 3, 2012**

**Members Present: Cheryl Aschenbach, Colleen Baker, Terry Bartley, Shelly Baxter, Sandy Beckwith, Dave Clausen, Kayleigh Carabajal, Jeff Lang, Carol Montgomery, Sue Mouck, Eric Rulofson, Ross Stevenson, Bill Studt, Cary Templeton**

**Members Absent: ASB Representative, Jennifer Bird, Carie Camacho, Logan Merchant**

Planning Section

When answering these questions consider the “planning process” the process used to create the Comprehensive Institutional Master Plan; including but not limited to the work of planning committees (Institutional Technology Plan, Facility Master Plan, Student Services Plan, Educational Master Plan, Human Resource Plan) as well as the recommendations from program review and student learning outcome assessments.

1. What worked in the planning process used during 2011-2012 at Lassen College from the perspective of your planning committee?

*The initial part of the planning timeline was adhered to better this year than in previous years. The Educational Master Plan was accepted early and informed the other master plan better than in any previous year. The open forums continue to be a good source of information for the campus. The membership of Strategic Planning exhibited more confidence in the process this year. Collegial dialog occurred even with difficult topics.*

2. What didn't work in the planning process used during 2011-2012 at Lassen College from the perspective of your planning committee?

*Not all of the master plans arrive on schedule, which has delayed the completion of the Comprehensive Institutional Master Plan. There was inadequate discussion including a clear understanding of cost concerning several major facilities projects (i.e. moving the bookstore to the cafeteria) prior to the prioritization of the work last year resulting in unexpected expenses. Better communication of funding sources for major projects (i.e. insurance claims) was suggested, perhaps a “What’s happening at Lassen College?”*

3. What changes would your committee recommend in the process to improve efficiency and effectiveness?

*The committee suggested the addition planning and evaluation of contingency events to the process. The committee suggested that Consultation Council should go back to a regular meeting schedule too many meetings were cancelled. The order of acceptance of master plans was proposed with more rigid timelines. Suggestion is Educational Master Plan (EMP), Student Services Master Plan (SSMP), Institutional Technology Plan (ITMP), Facilities Master Plan (FMP) and Human resource Master Plan (HRMP).*

4. What additional resources (human, research data, additional information, etc) does your committee need to perform your assigned tasks?

*The agenda needs to be distributed earlier to provide sufficient time for review. Clerical support for planning committees is needed. More robust cost/benefit information provided before prioritization and recommendations are made. Promote the shared governance and planning process to new administrators. Encourage consistent participation by constituent representatives.*

5. Does your committee feel your committee's contribution to the planning process is valued? *Yes*
-

6. Did the Budget Development Process take appropriate notice of institutional planning?

*The process is late this year making it difficult to determine if budget development took appropriate notice of institutional planning. Contingency items should be incorporated into the process in the future.*

#### Governance Section

1. Did your committee perform during the preceding year as identified in the committee's charge? *Yes*
2. Identify results (products) of committee activities?

*The committee accepted the EMP, SSMP, ITMP, and FMP. The draft CIIMP is in production. The committee adopted numerous administrative procedures and forwarded numerous board policy recommendations to the Governing Board. The Committee accepted and forwarded instructional and non-instructional program reviews to the Governing Board.*

3. Provide suggestions to change or modify the committee charge. *None*
4. Was the committee membership appropriate to implement its charge? If not what changes are needed?

*Continue to encourage student participation.*

5. Provide an analysis of the participation of the membership. Identify any individual or constituent group representation not in attendance more than fifty percent of the meetings.

*Too many meetings were cancelled during the course of the year. There was low participation at some meetings, but broad constituent group representation at all meetings.*

6. How could communication between committees and others be improved with regards to governance?

*Many individuals are overwhelmed with the volume of minutes, suggestion that important topics of interest in the minutes be flagged in the email title.  
Student Interviews*

Is there anything you would like to add to the evaluation of either institutional planning or governance? *None*

---



**2012-2017**

**Approved by Committee: May 8, 2012**

**Accepted by Consultation Council: May 10, 2012**

**Presented to the Board of Trustees:**

---

# 1. Human Resources Master Plan

## I. INTRODUCTION

The Human Resources Master Plan is compiled annually following the completion of the Educational Master Plan, the Student Services Master Plan, the Institutional Technology Master Plan and the Facilities Master Plan. The plan draws the human resource-related needs from each of these plans to include staffing, professional development, performance evaluation and accountability to external agencies.

The Human Resources Department of Lassen College identifies and manages the administrative functions of recruitment, selection, evaluation and professional development needs of the academy to ensure a fully staffed and highly functioning cadre of employees. Further, it has the responsibility to review and consider job design, technological changes, budgets, diversity plans and customer service.

The Human Resources Department is composed of two (2) funded full-time positions one (1) Human Resources Manager and one (1) HR Technician, and one (1) part-time student worker, supervised by the President's Office.

The Human Resources Department works in partnership with the Human Resources Planning Committee and the Flex Faculty and Staff Development Coordinator to implement, track and evaluate these professional development needs. The Human Resources Planning Committee is also responsible for the completion of the Faculty and Staff Development Plan (See Appendix F).

## II. HUMAN RESOURCES PLANNING COMMITTEE

The following individuals served as members of the 2011-2012 Human Resources Master Planning Committee:

- Bill Studt, Interim Superintendent/President
  - Dr. Kayleigh Carabajal, Dean of Academic Services
  - Vickie Ramsey, Human Resources Manager
  - Susie Hart, Confidential
  - Mary Hasselwander, Classified
  - Carrie Nyman, Faculty
-

- Cindy Howe, Faculty
- Tami Wattenburg, Classified
- Kathy Rhymes, Faculty
- Nancy Bengoa, Faculty

### **III. 2012-2017 HUMAN RESOURCES DEPARTMENT EXPECTATIONS AND STANDARDS**

#### **Expectation 1: Provide Timely and Effective Recruitment, Selection, Orientation and Evaluation for Administrative, Faculty and Classified Employment Classifications**

##### Standards:

- Diverse candidate pools
- Written selection procedures
- Robust New Employee Orientation
- Established timelines and accountability for probationary and annual evaluations

#### **Expectation 2: Provide Excellent Customer Service to Applicants and Inside Requestors**

##### Standards:

- Established electronic protocol system for notifying candidates of the status of their applications
- Appropriate first-contact with all individuals contacting the Human Resources Office
- Timely responses to inquiries from staff and the public

#### **Expectation 3: Provide Timely In-Service to Meet the Demands of State and Federal Mandated Trainings**

##### Standards:

- Timely sexual harassment training to all new and existing staff
  - Currency in the 2-year Sexual Harassment training cycle for Administrators and Managers
  - Child abuse reporting training for all staff. Ensure all new staff is provided the training within thirty (30) days of starting work
  - Training on Family Education Rights to Privacy Act (FERPA) for all staff
  - Disaster Preparedness Training for all staff
-



#### **IV. 2012-2017 HUMAN RESOURCES PLANNING COMMITTEE EXPECTATIONS AND STANDARDS**

##### **Expectation 1: Support Lassen Community College's academic mission**

Standards:

- Inclusive of all LCC employees
- Aligned with the Educational Master Plan
- Aimed at enhancing student learning and institutional effectiveness

##### **Expectation 2: Promote a culture of respect**

Standards:

- Aimed at developing relationships
- Fosters respect and feeling of value
- Includes a variety of meaningful and interactive professional development events
- Teamwork oriented

##### **Expectation 3: Professional development that is planned and outcome-oriented**

Standards:

- Promotes individual, group and institutional effectiveness
  - Requires careful advance planning
  - Accountability: Efficient and effective
-

## HUMAN RESOURCES ACTION PLAN

## APPENDIX E

Human Resources Plan 2012-2013						
9 Strategies						
Goal	Obj.	Strategy Description	Desired Outcome	Timeline	Responsible Party(s)	Performance Measures
4	4.1.c.	Develop and implement training program for WEAVEOnline for Student Learning Outcomes (SLOs) and Administrative Unit Outcomes (AUOs)	Creation of a centralized institutional repository of Student Learning Outcome Plans and Administrative Unit Outcome Plans and Assessment Results utilized in the continuous improvement of the college's programs and services	Fall 2012 (on-going)	<b>Human Resources Manager in partnership with Human Resources Committee/ Title III Activity Director/Flex Faculty and Staff Development Coordinator/ IT staff and Dean of Academic Services</b>	100% of faculty and staff, as appropriate, participate in WEAVEOnline training
3	3.3.a.	Provide training on delivery methods in the <i>Center for Excellence in Learning and Teaching</i>	Faculty skilled in alternative instructional delivery leading to higher levels of student success for students enrolled in online, correspondence and hybrid delivery mode courses	Fall 2012	<b>Dean of Academic Services/Human Resources Manager in partnership with Human Resources Committee/ Title III Activity Director/Flex Faculty and Staff Coordinator</b>	12 faculty trained And higher level of student learning, retention and success as compared to 2011-2012 baseline measures
4	4.1.c.	Provide timely and effective recruitment, selection, orientation and evaluation of all staff	Timely placement and retention of highly qualified staff	Fall 2012 (on-going)	<b>Human Resources Manager</b>	100% of new faculty and staff
4	4.1.c.	Provide timely and effective recruitment, selection, orientation and evaluation of all staff <ul style="list-style-type: none"> <li>• New Employee Orientation</li> <li>• Administrator and Manager Training on Evaluation Process</li> </ul>	Highly qualified staff	Fall 2012 (on-going)	<b>Human Resources Manager in partnership with Human Resources Committee/ Flex Faculty and Staff Coordinator</b>	100% of faculty and staff impacted as appropriate
4	4.1.a.	Publish a training calendar outlining professional development opportunities	Improved campus-wide resources and communication with regard to professional development	Fall 2012	<b>Human resources Manager, Human Resources Planning Committee</b>	Professional Development calendar published on college website
		Timely, accurate and effective state and federal mandated trainings and compliance tracking: <ul style="list-style-type: none"> <li>• Child Abuse Training</li> <li>• Equal Employment Opportunity</li> </ul>	All staff and faculty as appropriate trained and/or in compliance with federal and state mandates	Fall 2012 (on-going)	<b>Human Resources Manager in partnership with Human Resources Committee/ Flex Faculty and Staff Coordinator</b>	100% of faculty and staff trained and/or in compliance

		<ul style="list-style-type: none"> <li>Disaster Preparedness</li> <li>Family Education Rights to Privacy Acts (FERPA)</li> <li>Tuberculosis testing</li> </ul>				
		Address feasibility of staffing recommendations from Instructional Program Reviews and Non-Instructional Program Reviews	Adequate staffing as supported by program review process, integrated planning and budget development	Fall 2012 (on-going)	<b>President's Cabinet, Dean of Administrative Services, Human Resources Manager</b>	Adequate staffing to achieve college's comprehensive institutional master plan objectives
		Implement college-wide customer service training	Improved service to students and campus constituencies	Spring 2013	<b>Human Resources Manager in partnership with Human Resources Committee/ Flex Faculty and Staff Coordinator</b>	100% of staff
1	1.3.c	Improved campus-wide resources concerning student learning assessment through the establishment of ongoing schedule of attendance by faculty at the state Student Learning Institute	Improved campus-wide resources concerning student learning assessment	Spring 2013 (on-going)	<b>Dean of Academic Services</b>	Two faculty per year

**Human Resources Plan 2013-2014  
7 Strategies**

<b>Goal</b>	<b>Obj.</b>	<b>Strategy Description</b>	<b>Desired Outcome</b>	<b>Timeline</b>	<b>Responsible Party(s)</b>	<b>Performance Measures</b>
		Address feasibility of staffing recommendations from Instructional Program Reviews and Non-Instructional Program Reviews to inform budget development	Adequate staffing as supported by program review process, integrated planning and budget development	Fall 2013 (on-going)	<b>President's Cabinet, Consultation Council, Dean of Administrative Services, Human Resources Manager</b>	Adequate staffing to achieve college's comprehensive institutional master plan objectives
4	4.7.a	As directed by the Educational Master Plan, staff personnel in Art, Automotive Technology, Business, Psychology, Performing Arts and Foreign Language	Program capacity supported by appropriate staffing level	Summer 2013	Dean of Academic Services/Human Resources Manager	Adequate staffing as supported by program data and state board requirements
4	4.1.d	Provide discipline specific training for four (4) faculty	Highly qualified faculty	Fall 2013	Dean of Academic Services	Four faculty (Automotive Technology plus three other disciplines)

4	4.1.h	Provide classroom technology, andragogical and on-course training for faculty	Enhanced faculty skill level in supporting student learning through teaching techniques, familiarity with and application of adult learning theory and best practice in community college teaching.	Fall 2013	Dean of Academic Services/Human Resources Manager	17% adjunct and full-time faculty Higher level of student learning, retention and success as compared to 2011-2012 baseline measures
4	4.8.b	As directed by the Educational Master Plan, staff personnel in Construction Technology, Agriculture and Vet-Tech programs	Increased program capacity supported by appropriate staffing level	Spring 2014	Dean of Academic Services/Human Resources Manager	Adequate staffing as supported by program data
4	4.1.i	Staff professional development to support Construction Technology, Agriculture and Vet-Tech	Trained staff	Spring 2014	Dean of Academic Services	Four faculty (Welding plus three other disciplines)
		Electronic protocol system to notify candidates of status of application	Timely and respectful communication/notification of applicant status	Spring 2014	Human Resources Manager	Identification, purchase and implementation of software solution
4	4.1.g	Implement a Student Services Professional Development plan	Highly qualified staff in student support functions	Summer 2014	Human Resources Manager in partnership with Human Resources Committee/ Flex Faculty and Staff Coordinator/Student Services Management Team	Development of the Plan and % participating as indicated

### Human Resources Plan 2014-2015

Goal	Obj.	Strategy Description	Desired Outcome	Timeline	Responsible Party(s)	Performance Measures
		Address feasibility of staffing recommendations from Instructional Program Reviews and Non-Instructional Program Reviews to inform budget development	Adequate staffing as supported by program review process, integrated planning and budget development	Fall 2014 (on-going)	<b>President's Cabinet, Consultation Council, Dean of Administrative Services, Human Resources Manager</b>	Adequate staffing to achieve college's comprehensive institutional master plan objectives
4	4.8.c.	As directed by the Educational Master Plan, staff personnel in Allied Health programs	Program capacity supported by appropriate staffing level	Spring 2015	Dean of Academic Services/Human Resources Manager	Adequate staffing as supported by program data and state board requirements

4	4.1.k.	Staff professional development to support health programs	Trained staff	Spring 2015	Human Resources Manager	100% of Allied Health staff trained
3	3.3.f.	Provide online training including instructional and counseling faculty	Instructional and counseling faculty trained in alternative delivery modes	Summer 2014	Dean of Academic Services/Title III Activity Director/ Flex Faculty and Staff Coordinator	20 participants trained

**Human Resources Plan 2015-2016**

**3 Strategies**

Goal	Obj.	Strategy Description	Desired Outcome	Timeline	Responsible Party(s)	Performance Measures
		Address feasibility of staffing recommendations from Instructional Program Reviews and Non-Instructional Program Reviews to inform budget development	Adequate staffing as supported by program review process, integrated planning and budget development	Fall 2015 (on-going)	<b>President's Cabinet, Consultation Council, Dean of Administrative Services, Human Resources Manager</b>	Adequate staffing to achieve college's comprehensive institutional master plan objectives
4	4.8.c.	As directed by the Educational Master Plan staff personnel in Allied Health programs	Program capacity supported by appropriate staffing level	Spring 2016	Dean of Academic Services/Human Resources Manager	Adequate staffing as supported by program data and state board requirements
3	3.3.g.	Provide online training including instructional and counseling faculty	Instructional and counseling faculty trained in alternative delivery modes	Summer 2015	Dean of Academic Services/Title III Activity Director/ Flex Faculty and Staff Coordinator	30 participants trained

**Human Resources Plan 2016-2017**

**1 Strategy**

Goal	Obj.	Strategy Description	Desired Outcome	Timeline	Responsible Party(s)	Performance Measures
		Address feasibility of staffing recommendations from Instructional Program Reviews and Non-Instructional Program Reviews to inform budget development	Adequate staffing as supported by program review process, integrated planning and budget development	Fall 2016 (on-going)	<b>President's Cabinet, Consultation Council, Dean of Administrative Services, Human Resources Manager</b>	Adequate staffing to achieve college's comprehensive institutional master plan objectives



**LASSEN COMMUNITY COLLEGE**

**FACULTY AND STAFF DEVELOPMENT PLAN**



**2011-2013**

**Approved by Committee: May 8, 2012**  
**Accepted by Consultation Council: May 10, 2012**  
**Presented to the Board of Trustees:**



## TABLE OF CONTENTS

<b>Mission and Values .....</b>	<b>1</b>
<b>Operational Principles .....</b>	<b>1</b>
<b>1. Contribution to Employee Collaboration.....</b>	<b>1</b>
<b>2. Contribution to Student Success.....</b>	<b>2</b>
<b>3. Meeting Needs .....</b>	<b>2</b>
<b>4. Allocation of Resources.....</b>	<b>2</b>
<b>5. Accountability.....</b>	<b>2</b>
<b>Planned Activities .....</b>	<b>3</b>
<b>Responsibilities.....</b>	<b>4</b>
<b>Faculty &amp; Staff Development Goals and Strategies .....</b>	<b>4</b>
<b>Alignment of Faculty &amp; Staff Development with College Goals.....</b>	<b>5</b>
<b>Faculty &amp; Staff Development Activities Plan .....</b>	<b>6</b>
<b>Future Development Activities.....</b>	<b>7</b>
<b>Faculty &amp; Staff Development Committee Members.....</b>	<b>8</b>

## **LCC Faculty and Faculty and Staff Development Plan** **Fall 2011 – Spring 2013**

### **Mission and Values**

The Faculty and Staff Development Committee members believe that the educational environment for all students is enriched when the college invests in the professional skills, academic knowledge, technological competency and cultural proficiency of its employees. Thus, provision for continued faculty and staff development opportunities for Lassen College employees is essential for college success.

### **Operational Principles**

The following principles provide a framework for faculty and staff development and serve as criteria for making decisions on faculty and staff development activities. In general, those principles foster faculty and staff development as the college's efforts to support college values by providing resources to build the ability of staff to meet the goals of the college and create a collaborative working relationship among employees.

Faculty and Staff Development is defined as an activity that has as its goals the development of skills, competencies and personal qualities that will provide the potential for better performance and satisfaction on the job. To that end, the LCC Faculty and Staff Development Committee plans, coordinates, and provides financial support for a variety of activities that engage faculty, staff, and administrators in an active and creative intellectual life.

We group our principles under these headings:

#### **1. Contribution to Employee Collaboration:**

Faculty and staff development activities serve as a vehicle for enhancing employee interactions, building a cooperative environment that accepts ideas and suggestions from individuals across the campus and fosters a healthy working relationship among employees.



## **2. Contribution to Student Success:**

Faculty and staff development activities must have either a direct or an indirect student benefit. These benefits to students should increase their success as measured by agreed-upon learning outcomes at the institutional, program and course levels.

Benefits to students may accrue through:

- improvement of the service a staff member provides
- enhancement of a specific course or program of instruction or student service
- enhancement of cultural proficiency of the staff member
- improvement of leadership skills
- enhancement of knowledge of shared governance, collaboration, and relationship building
- improvement of technological skills

## **3. Meeting Needs**

Faculty and staff development activities include those that meet the needs of LCC employees as expressed in needs assessment surveys, workshop evaluation forms, and internal documents such as program reviews, accreditation self-study reports, district and college plans, shared governance committee activities, and faculty, classified, or management initiatives. Moreover, the Faculty and Staff Development Committee should be proactive in identifying college needs and encouraging employees to explore ideas and competencies that facilitate continuous improvement at the organizational and individual levels.

## **4. Allocation of Resources**

Since resources are limited, we believe that faculty and staff development activities should be designed to provide the greatest effect on the college, its programs and students. Consequently, college resources should be allocated to activities that have broad institutional impact. At the same time, we recognize (a) that faculty and staff development may involve activities which are beyond staff's ordinary or current job descriptions but are likely to be integrated into their present or future contribution to the college and (b) the importance of faculty and staff development for all college employees, which requires that resources be allocated equitably among disciplines, employee categories, and types of activities.

## **5. Accountability**

We evaluate what we do and learn from our evaluations of major training activities. We recognize the importance of ensuring appropriate accountability for those who engage in faculty and staff development activities. We abide by federal, state, district, and college policies and regulations as well as by the requirements of funding sources. Our policies and operations are open.

**FACULTY & STAFF DEVELOPMENT COMMITTEE****Planned Activities****2011-2012**

	<b>NEED</b>	<b>Suggested Activities</b>	<b>Responsible</b>	<b>Suggested Date</b>
1.	Instructional Improvement	Technology in the classroom	Committee	Fall and Spring
2.	Health and Safety	Workplace and Customer Safety	Committee	Once each academic year
3.	Customer Service	Technology on the Job	Committee	Fall and Spring
4.	Personal Development	Retirement Education	Committee	Once each academic year

**Planned Activities****2012-2013**

	<b>NEED</b>	<b>Suggested Activities</b>	<b>Responsible</b>	<b>Suggested Date</b>
1.	Institutional Effectiveness	Accreditation Mechanics	Committee	Fall and Spring
2.	Health and Safety	Customer and Workplace Safety	Committee	Fall
3.	Customer Service	Customer Interaction	Committee	Fall
4.	Customer Service	Tech. on the Job	Committee	Spring
5.	Personal Development	Retirement Education	Committee	Spring
6.	Personal Development	Collaboration	Committee	Fall
7.	Personal Development	Collaboration	Committee	Spring
8.	Instructional Improvement	Technology in the Classroom	Committee	Fall
9.	Child Abuse Reporting	Group Presentations	Committee	Fall
10.	Institutional Effectiveness	New Employee Orientation EEO Training Disaster Preparedness Training Family Education Rights to Privacy Acts (FERPA) Training	Partnership with HR	Fall and Spring
11.	Maximizing Student Learning	WeaveOnline Cultural Proficiency Tools for Teaching Learning and Generational Styles Delivery Modes	Partnership with Academic Services	Fall and Spring

## **Responsibilities**

Ultimately, the responsibility for faculty and staff development at LCC lies with each employee. The College President and Faculty and Staff Development Committee must nurture a climate where continued personal and professional growth is valued and pursued. The Faculty and Staff Development Committee is also responsible for ensuring that adequate opportunities for Faculty and Staff Development exist. At present, the responsibilities of the Faculty and Staff Development Committee include the following:

- ❑ plans and conducts activities for all employees
- ❑ provides a forum for explorative and open discussion of new and innovative procedures and strategies
- ❑ advises and assists in planning, evaluating and improving interactions
- ❑ supports training and re-training opportunities
- ❑ distributes information on workshops, seminars, and available resources related to faculty and staff improvement
- ❑ provides programs for campus awareness
- ❑ develops a comprehensive Faculty and Staff Development plan

## **Faculty and Staff Development Goals and Strategies**

The goals of the Faculty and Staff Development Committee (professional skills, academic knowledge, technological competency and cultural proficiency) are aligned with the goals of the District and College. Most directly, the Faculty and Staff Development Committee supports these goals through the development of skills, knowledge and attitudes in the college goal areas of:

- ❑ Student Success
- ❑ Responsive Curricula
- ❑ Student Access
- ❑ Resource Development
- ❑ Organizational Effectiveness
- ❑ Community Leadership

**ALIGNMENT OF FACULTY & STAFF DEVELOPMENT WITH COLLEGE GOALS**

	College Goals					
	Student Success	Responsive Curricula	Student Access	Resource Development	Organizational Effectiveness	Community Leadership
Professional Skills	✓	✓	✓	✓	✓	✓
Academic Knowledge	✓	✓	✓	✓	✓	✓
Cultural proficiency	✓	✓	✓	✓	✓	✓
Technological competency	✓	✓	✓	✓	✓	✓

**Objectives, Activities and Performance Outcomes**

Faculty and staff development objectives, activities and performance outcomes identified in this plan reflect college planning directions as of 2011-2012 academic year. As the college updates its plans, new faculty and staff development needs may be identified and existing needs may change. The Faculty and Staff Development Committee will review the plan on a regular basis and update it as needed. The document is living and flexible.

**LASSEN COMMUNITY COLLEGE  
FACULTY AND STAFF DEVELOPMENT ACTIVITIES  
2011-2012**

<b>DATE</b>	<b>TITLE OF WORKSHOP</b>	<b>PRESENTER</b>	<b>STRATEGIC GOAL</b>
9/28/2011	DSPS	Cindy Howe	Remove Barriers, Student Access
10/10/2011	Automated Attendance	Roger Shenkman	Technology Resource Development
10/10/2011	New Datatel	Elaine Theobald	Technology Resource Development
10/10/2011	Eno Boards	Victor Rudd – PolyVision	Technology Student Success
1/12/2012	Classroom Clickers	Kam Vento	Technology Student Success/Resource
1/12/2012	Apple Ipad + Education	Kam Vento	Develop Student Success/Resource
1/12/2012	Computer Security	Logan Merchant	Technology Resource Development
1/13/2012	CPR/Defibrillation	Cheryl Aschenbach	Resource Development
3/1/2012	Accreditation	Sue Mouck	Organizational Effectiveness
3/1/2012	On-line Course Development	Cheryl Aschenbach	Responsive Curriculum & Resource Development
3/13/2012	Classroom Clickers	Kam Vento	Technology Student Success
3/13/2012	Apple Ipad + Education	Kam Vento	Resource Development
3/13/2012	Microsoft 2010 Office/Outlook	Kam Vento	Responsive Curriculum & Resource Development
3/13/2012	Workplace Ergonomics	Phil Clark – Keenan & Assoc.	Resource Development
3/13/2012	Sexual Harassment	Keenan & Assoc. Online Group	Resource Development & Organizational Effectiveness
4/3/2012	CALPers Retirement	Maria Alvarez CSEA	Resource Development

**LASSEN COMMUNITY COLLEGE  
FACULTY AND STAFF DEVELOPMENT ACTIVITIES  
2012-2013**

<b>DATE</b>	<b>TITLE OF WORKSHOP</b>	<b>PRESENTER</b>	<b>STRATEGIC GOAL</b>
8/16/2012	Accreditation Mechanics	Sue Mouck/Accred. Chairs	Organizational Effectiveness
8/16/2012	ROPES Course – Off-Campus	Denise Stevenson	Resource Development
8/17/2012	CPR	Cheryl Aschenbach	Resource Development
8/17/2012	Workplace Safety	TBA	Resource Development
8/17/2012	ENO Boards	TBA	Technology Student Success
8/17/2012	Clicker Training	TBA	Technology Student Success
11/21/2012	Students as Customers	TBA	Resource Devel/ Organizational Effectiveness
1/10/2013	Accreditation	Sue Mouck/Accred. Chairs	Organizational Effectiveness
1/10/2013	Technology in the Office	TBA	Technology Resource Development
1/11/2013	Retirement Education	STRS/PERS	Resource Development
2/14/2013	Strengths Quest	TBA	Resource Development
4/30/2013	TBA	TBA	

**Lassen Community College  
Faculty and Staff Development Committee Members  
2011-2012**

**Administration:** Kayleigh Carabajal, Dean of Academic Services

**Management:** Vickie Ramsey and Susie Hart

**Classified Staff:** Mary Hasselwander, Tami Wattenburg, Sandra Jonas

**Faculty:** Nancy Bengoa Betterbide, Cindy Howe, Carrie Nyman, Kathy Rhymes