

LASSEN COMMUNITY COLLEGE
HUMAN RESOURCES MASTER PLAN



2012-2017

Approved by Committee: May 8, 2012

Accepted by Consultation Council: May 10, 2012

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)	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	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	Dean of Academic Services/Human Resources Manager in partnership with Human Resources Committee/ Title III Activity Director/Flex Faculty and Staff Coordinator	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)	Human Resources Manager	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"> • New Employee Orientation • Administrator and Manager Training on Evaluation Process 	Highly qualified staff	Fall 2012 (on-going)	Human Resources Manager in partnership with Human Resources Committee/ Flex Faculty and Staff Coordinator	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	Human resources Manager, Human Resources Planning Committee	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"> • Child Abuse Report Training • Equal Employment Opportunity • Disaster Preparedness • Family Education Rights to Privacy Acts (FERPA) • Tuberculosis testing 	All staff and faculty as appropriate trained and/or in compliance with federal and state mandates	Fall 2012 (on-going)	Human Resources Manager in partnership with Human Resources Committee/ Flex Faculty and Staff Coordinator	100% of faculty and staff trained and/or in compliance

		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)	President's Cabinet, Dean of Administrative Services, Human Resources Manager	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	Human Resources Manager in partnership with Human Resources Committee/ Flex Faculty and Staff Coordinator	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)	Dean of Academic Services	Two faculty per year

**Human Resources Plan 2013-2014
7 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 2013 (on-going)	President's Cabinet, Consultation Council, Dean of Administrative Services, Human Resources Manager	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)	President's Cabinet, Consultation Council, Dean of Administrative Services, Human Resources Manager	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)	President's Cabinet, Consultation Council, Dean of Administrative Services, Human Resources Manager	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
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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)	President's Cabinet, Consultation Council, Dean of Administrative Services, Human Resources Manager	Adequate staffing to achieve college's comprehensive institutional master plan objectives