



Human Resources Planning Committee/**Flex Sub-Committee**

Administration	Faculty	Management	Classified
Sue Mouck	Carrie Nyman Nancy Bengoa Dan Anderson Cindy Howe, FLEX	Vickie Ramsey Confidential	Brenda Hoffman Elaine Theobald Mary Hasselwander

Those present in **BOLD**

Meeting Minutes for Thursday, May 9, 2013

Meeting was called to order at 3:30 p.m.

1. Members present completed the attached Planning Committee Survey.
2. Members present discussed the 2013/14 FLEX training schedule. (see attached).

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

Committee Name: Human Resource Planning Committee

Date: May 9, 2013

Members Present:

Vickie Ramsey

Cindy Howe

Elaine Theobald

Nancy Bengoa

Sue Mouck

Carrie Nyman

Members Absent:

Brenda Hoffman

Dan Anderson

Planning Section

When answering these questions consider the “planning process” the process used to create the Comprehensive Institutional Master Plan; including but not limited too the work of planning committees (Institutional Technology Plan, Facility Master Plan, Student Services Plan, Educational Master Plan, etc) as well as the recommendations from IPR and NIPRs.

- 1. What works in the planning process at Lassen College?**
 - a. We definitely have good plans.
 - b. The template is really agreeable; uniform and easy to read.
 - c. Wide participation.

2. What doesn't work in the planning process at Lassen College?

- a. The committees don't meet enough, if at all, and plans are thrown together at the last minute and not well thought out.
- b. Not really sure the results from the plan actually get implemented the way we want.
- c. Lack of connection between plan and implementation.

3. What changes would you make in the process to improve efficiency and effectiveness?

- a. Meet more often and review the plan at those meetings.
- b. Use convocation to announce progress/implementations.
- c. Communicate better.
- d. Spring Convocation add an update on the status of our planning committees.

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

- a. Need to share the load, not just one person doing everything.

5. Do you feel your contribution to the planning process is necessary?

Yes.

6. Do you feel your contribution to the planning process is valued?

Yes.

7. Do you feel additional planning committees are necessary for the process to work?

No.

Governance Section

1. Did the committee perform during the preceding year as identified in the committee's charge?

Yes, but we didn't meet enough early enough to adequately perform our charge.

2. Identify results (products) of committee activities?

Human Resource Master plan; Professional Development Plan; Proposed draft Flex Schedule for 2013-14.

3. Provide suggestions to change or modify the committee charge.

Don't change the charge.

4. Was the committee membership appropriate to implement its charge? If not what changes are needed?

Yes.

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.

Everyone participated when meetings were scheduled. Would like to have more student involvement.

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

Having the plans and discussion of the plans during convocation.

Vickie Ramsey

From: Elaine Theobald
Sent: Friday, May 17, 2013 10:54 AM
To: Cindy Howe; Carrie Nyman; Nancy Bengoa-Beterbide; Vickie Ramsey; Brenda Hoffman; Mary Hasselwander
Cc: Cheryl Aschenbach; Sue Mouck
Subject: Draft of 2013-14 Flex Training Schedule attached
Attachments: Flex Training Schedule_2013-14_DRAFT.pdf

I prepared one calendar for each flex day just so that we can easily see what's planned. I included some notes about things that caught my eye. I also noticed that we haven't offered any of the following:

Intro to Moodle
Classroom Technology overview/review
WEAVE, Rosters, Attendance during the day (only at 7 PM following adjunct faculty orientation)

Classified staff continue to be interested in additional training in Word and Excel as well as workplace safety. Many want further training in Datatel. They also want written procedures (or perhaps videos) and formal training for their individual jobs.

I will be happy to prepare the final draft after I get your feedback.



Elaine Theobald
IT Specialist II
Lassen Community College
P O Box 3000
478-200 Highway 139
Susanville, CA 96130
530-257-6181 ext. 8924

August 15, 2013

Thursday

August 2013

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2013

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

15 Thursday		Daily Task List
		Arrange By: Due Date
7 am		
8:00		
9:00	Sexual Harrassment Prevention Training CA209 - online <i>KEENAN</i>	Orientation - Recent Hires HU102 - <i>VICKIE?</i>
10:00		Emergency Preparedness HU102 <i>DAVE TRUSSELL</i>
11:00		
12 pm		CLOSED FOR LUNCH ?
1:00	<i>or 4-5pm. to target adjunct fac? ←</i>	CLASSROOM TECHNOLOGY
2:00		ELAINE HU102
3:00		
4:00		
5:00		
6:00	Adjunct Faculty Trng/Orientation HU102 <i>Ac. Svcs. & Div. CHAIRS +</i>	
	7:00pm - 8:00pm WEAVE, Rosters, Attendance(HU102)	
	<i>ELAINE +</i>	
		Notes <i>← suggestions</i>

August 16, 2013

Friday

August 2013

Su	Mo	Tu	We	Th	Fr	Sa
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2013

Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

16 Friday		Daily Task List
		Arrange By: Due Date
7 am		
8 00		
9 00	Sexual Harrassment Prevention Training CA209 - online <i>KEENAN</i>	Learning Styles HU102 <i>TBD</i>
10 00		
11 00		Library Services Library <i>MARITA</i>
12 pm		CLOSED FOR LUNCH ?
1 00		Student Behavior Mgmt. <i>DSPS</i> HU102 <i>CINDY</i>
2 00		
3 00		Child Abuse & Adult Protective Svcs. HU102 <i>TBD</i>
4 00		
5 00		
6 00		
		Notes <i>Looks like too much on one day? Use an additional room or move some topics to Thurs. 8/15?</i>

January 09, 2014

Thursday

January 2014

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February 2014

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23	24	25	26	27	28	

9		Thursday		Daily Task List	
				Arrange By: Due Date	
7 am					
8 ⁰⁰	CPR CA123A	CHERYL + CARRIE ?			
9 ⁰⁰					
10 ⁰⁰					
11 ⁰⁰					
12 pm					
1 ⁰⁰	Massages CA123A	TBD			
2 ⁰⁰					
3 ⁰⁰					
4 ⁰⁰					
5 ⁰⁰					
6 ⁰⁰	Adjunct Faculty Orientation HU102	Ac. Svcs. + Div. CHAIRS +			
		7:00pm - 8:00pm WEAVEonline, Rosters, Attendance(HU102)			
		ELAINE +			

January 10, 2014

Friday

January 2014

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February 2014

Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	

10 Friday		Daily Task List		
		Arrange By: Due Date		
7 am				
8 ⁰⁰				
9 ⁰⁰	FERPA Training HU102 online <i>KEENAN</i>			
10 ⁰⁰				
11 ⁰⁰				
12 pm				
1 ⁰⁰	<table border="1"> <tr> <td>PERS Retirement Workshop ???? <i>TBD</i></td> <td>STRS Retirement Workshop ???? <i>TBD</i></td> </tr> </table>		PERS Retirement Workshop ???? <i>TBD</i>	STRS Retirement Workshop ???? <i>TBD</i>
PERS Retirement Workshop ???? <i>TBD</i>	STRS Retirement Workshop ???? <i>TBD</i>			
2 ⁰⁰				
3 ⁰⁰				
4 ⁰⁰				
5 ⁰⁰				
6 ⁰⁰				
		Notes		
		<i>Need to choose 2 rooms.</i>		

February 18, 2014

Tuesday

February 2014

Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2014

Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

18 Tuesday		Daily Task List
		Arrange By: Due Date
7 am		
8 ⁰⁰		
9 ⁰⁰	On Course Workshop MS121 ?? <i>TBD</i>	
10 ⁰⁰		
11 ⁰⁰		
12 pm		
1 ⁰⁰		
2 ⁰⁰		
3 ⁰⁰		
4 ⁰⁰		
5 ⁰⁰		
6 ⁰⁰		

Notes

