

Human Resources

Annual Update (2016)

LASSEN COMMUNITY COLLEGE

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Accepted by Cabinet: (December 13, 2016)

Accepted by Consultation Council: (February 8, 2017)

Accepted by Governing Board: (February __, 2017)

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Human Resources

Annual Update

Progress Report

Review previous NIPR and/or annual updates. Describe progress made on any recommendations. Describe any changes made within the program.

The Human Resources Department implemented NeoGov for streamlining the application process. The intention of the software was to increase efficiency, tracking, safety of application information, and reduce cumbersome paper applications. After implementation and usage for some time it has become evident that the software still requires large amounts of staff time, does not track important applicant data as needed, and requires more intensive screening procedures. The department was granted the request for different hiring software called HireTouch. This software will give us the capability to have more automated resources during the hiring and application process and will require less intensive screening by staff for example, the program will not allow applicants to submit applications unless all requirements are met. The software also will allow applicants to make changes to either their documents or attachments without staff assistance. The goal of the department is to have HireTouch go live by January 2017. The department has worked extremely hard to develop the software to be the most efficient and effective it can be.

The Human Resources Department also hired a new HR Generalist in June 2016. The new position has assisted in lessening workloads for the two full time positions that were the current structure prior to June. The new position has increased efficiency, consistency, and effectiveness of the department.

The increased requirements put in place with Title IX remain an important and essential requirement of the department. Additional training, multiple department collaboration, and additional funding will be vital to meet all federal requirements. Training for staff, students, Title IX investigators and coordinators are the main focus at this time. Additional required training for all staff continues to be an important department goal that we are trying to achieve.

Going paperless has been implemented in the department with the purchase of Perceptive software and scanner. Staff are currently in the process of converting all documents and personnel files into electronic files. This will be a slow and tedious process requiring a great deal of scanning and detail oriented work to ensure documents are linked to the correct employees.

Revisions to the current hiring manual are almost complete and ready for approval. The Human Resources committee has discussed and agreed upon multiple changes to help streamline our hiring process. The committee is also working on an employee handbook. The goal of the committee is to complete the handbook and the hiring manual this year.

Administrative Unit and/or Student Learning Outcomes

Note emerging needs based on assessment of AUO and/or SLO. Note any planning or budget changes based on assessment of AUO and/or SLO.

Completed trainings continue to be an extremely important AUO. Child Abuse Reporting, Title IX, Sexual Harassment, and FERPA are reoccurring trainings that need to be completed by all staff, management, and faculty. The department could also use a follow-up survey to track the progress and ensure we are meeting the needs of our staff and students. Staff development is a constant need to ensure the department is following all regulations and is providing the best possible customer service to our staff and students.

Program Needs Assessment

Describe new needs that have developed since the previous review. Consider new needs in staffing, equipment, training, facilities, or funding. Make sure to include data sources in the previous item that support emerging program needs.

At this time Title IX training has become a high priority for our department. We must meet the federal mandates and have training for staff, students, and faculty as well as specialized training for the Title IX Coordinator and Investigators. This is an extremely important requirement that we must meet. We receive some funding for completing an EEO Plan and submitting to the Chancellors office. This money will assist us in training, hiring recruitment for ethnic minorities, and student recruitment for ethnic minorities.

Safety of our students and staff is always of utmost importance. Surveillance cameras campus wide would greatly enhance security measures. Purchasing a Live Scan machine and conducting our own live scan finger prints would help reduce cost and be timelier for the hiring process. Employee ID's would also assist with safety measures on campus.

Progress and Reprioritization of Recommendations

Review the prioritized recommendations in the previous program review. Record outcomes of items in the planning agendas for each section. Note any changes in priority as well as any additions or deletions. Provide updated planning agenda forms for each planning committee. See next page.

Prioritized Recommendations for Inclusion in Institutional Effectiveness Master Plan

Human Resources, 2016

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	N/A			

Prioritized Recommendation for Inclusion in Student Services Master Plan

Human Resources, 2016

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
3, 4	Student Training for Title IX	2017-2018	\$25,000.00	Supports students and helps create an open and respectful campus
1	Employee IDs	2017-2018	\$5,000.00	Helps provide a safe learning environment.
3,4	Recruit ethnic minority student groups	2017-2018	\$5,000.00	Provide a well-rounded ethnically diverse campus

Prioritized Recommendations for Inclusion in Educational Master Plan
 Human Resources, 2016

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	N/A			

Prioritized Recommendations for Inclusion in Human Resource Master Plan
 Human Resources, 2016

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
1, 3	Purchase Live Scan Machine	2017-2018	\$10,000.00	Timelier hiring process
1, 2, 3, 4	Training for Staff on Title IX and other required diversity and safety trainings	2017-2018	\$10,000.00	Provide a safe learning environment, minimizes barriers, supports students, and promotes leadership
1	Employee IDs	2017-2018	\$5,000.00	Helps provide a safe learning environment.
3	Professional Development	2017-2018	\$2,000.00	Increased knowledge and best human resources practices
1	Confidential Human Resource Generalist	2015-2016 Completed	\$60,000.00	Increase efficiency

Prioritized Recommendations for Inclusion in the Facilities Master Plan
 Human Resources, 2016

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
1	Fireproof Secure Cabinet	2017-2018	\$6,000.00	Secure and fire proof storage for important documents/files.
1	Storage File Cabinet	2017-2018	\$1,000.00	Increased security for documents
1,3	Ergonomic Work Stations	2017-2018	\$6,000.00	Higher medical safety, comfort, and more productivity for employees
1, 3	Security Cameras	2017-2018	\$100,00.00	Campus wide security
1	Storage area for required documents, equipment, supplies	2017-2018		Increased organization, document security, increased utilization of supplies

Prioritized Recommendations Inclusion in Institutional Technology Master Plan
 Human Resource, 2016

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
3	NeoGov	2015-2016 Completed	27,000.00	Replaced program with HireTouch. Go live with software beginning 2017

Additional Information

Describe or note additional information pertinent to the program, particularly information which supports new needs or growth or that documents program successes.

The professional development budget needs to be increased so that all staff members are able to attend training. The trainings provide a reliable way for staff to stay knowledgeable about current legal and ethical obligations in the field, as well as learn new ways to fulfill their duties to the college and the community. Interacting with colleagues from outside of our local college provides our department with ideas, technologies, and best practices to enhance our department's functions. The laws and regulations surrounding public education employment are continually changing and evolving, and it is extremely important for Human Resources staff to stay current and help the college use its resources effectively. It is important that we are assisting student's success rather than wasting resources on problems caused by neglecting duties to remain compliant with the ever changing legal landscape.

The Human Resources Department is heavily regulated by local, state, and federal laws which includes Education Code, Title V, Community College Chancellors Office, Board Policies and Procedures, and Union Labor Agreements. Updated technology and training are required in order to ensure complete compliance with the rules and regulation changes while still adequately serving the ever growing employee population as well as the needs of external agencies and the public at large.

Lassen Community College Master Plan Overview

Six master plans comprise the Comprehensive Institutional Master Plan. Recommendations from program reviews will be input into the selected master plans as determined by faculty in the prioritized recommendation spreadsheets. To better understand which master plan might be most appropriate for each program recommendation, a summary/objective of each plan is included below. More information can be found in the Shared Governance and Consultation Council Handbook and the Comprehensive Institutional Master Plan.

Institutional Effectiveness Master Plan (IEMP): the IEMP addresses college needs not addressed in other plans. These needs include research, governance, outcome assessment, and administrative operations.

Educational Master Plan (EMP): The EMP addresses the instructional planning needs of the college.

Student Services Master Plan (SSMP): The SSMP highlights the services needed to maximize the student experience through a variety of key student support services.

Institutional Technology Master Plan (ITMP): The ITMP addresses the technology needs of the campus.

Facilities Master Plan (FMP): The FMP addresses the physical infrastructure, facility, and maintenance needs of the campus.

Human Resources Master Plan (HRMP): The HRMP identifies and manages the administrative functions of recruitment, selection, evaluation, and professional development needs of the College to ensure a fully-staffed and highly functioning team of employees.