

# CalWORKs 2017-2018 NIPR

## Annual Update 2018

### **LASSEN COMMUNITY COLLEGE**

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Accepted by Cabinet: (insert date)

Accepted by Consultation Council: (insert date)

Accepted by Governing Board: (insert date)

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# CalWORKs 2017-2018 NIPR

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## Annual Update

### Progress Report

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

1. Outreach to Alturas, CA and Loyalton, CA is now done every semester. The CalWORKs Program Assistant is working with staff from both of these counties to build a better partnership and referral system.
2. Collaboration with the Department of Social Services, Lassen Works and the Alliance for Workforce Development to host onsite outreach has been going well. The CalWORKs staff will start by having a staff person work from their location in September 2018.
3. The CalWORKs Student Handbook has been created. Each student receives a handbook during their one-on-one orientation. The handbook has vital information and is easy to understand.
4. The CalWORKs Coordinator is participating in a Career Facilitator training to provide stronger career services to CalWORKs students.

### 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.

The CalWORKs program does not have any emerging needs at this time.

### 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.

The CalWORKs program does not have any new needs at this time.

## 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.

None of 2016-2017 CalWORKs NIPR recommendations have been addressed as of yet. The following are the recommendations:

- Data dashboard for CalWORKs AUO's and Key Performance Indicators using Qlik or other data visualization tool used by Institutional Effectiveness.
- Ensure offices are ADA compliant for use with students with mobility challenges.
- Provide bathrooms in Creative Arts building that are also accessible for ADA, specifically entrance and exits using electronic door.
- Install baby changing stations in the men's and women's bathrooms in every building on campus starting in Creative Arts.
- Provide lactation rooms to new mothers in multiple locations on campus.

## 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 CalWORKs program continues to strive to meet student's needs. A student handbook was created for easy reference of program protocol as well as on and off campus resources. Additionally students are given a Lassen County Resource Guide. All but one student had their Student Educational Plan (SEP) completed for Fall 2017 and 100% of students had their SEP completed for Spring of 2018. The program saw a growth in CalWORKs Work-Study participation from 9 students in the 2016/2017 school year, to 12 in the 2017/2018 school year. The CalWORKs work-study population is at a nearly 60% participation rate, in years prior it was about 50% or less. Data collected from employer surveys shows that our students are gaining valuable job skills and experience. The vast majority of employers strongly believe the students would be assets to the regular workforce.

**Prioritized Recommendations for Inclusion in Institutional Effectiveness Master Plan**  
**CalWORKs 2018**

<b>Strategic Goal</b>	<b>Planning Agenda Item</b>	<b>Implementation Time Frame</b>	<b>Estimated Cost (implementation &amp; ongoing)</b>	<b>Expected Outcome</b>
	Data dashboard for CalWORKs AUO's and Key Performance Indicators	Spring 2019	Inkind from IE	Data driven decisions and evaluation of effective practices.
	Training on use of the dashboard created	Spring 2019	Inkind from IE	Staff are able to make data driven decisions and tailor the program to ensure effective outcomes for students

**Prioritized Recommendation for Inclusion in Student Services Master Plan**  
**CalWORKs 2018**

<b>Strategic Goal</b>	<b>Planning Agenda Item</b>	<b>Implementation Time Frame</b>	<b>Estimated Cost (implementation &amp; ongoing)</b>	<b>Expected Outcome</b>

**Prioritized Recommendations for Inclusion in Educational Master Plan**  
**CalWORKs 2018**

<b>Strategic Goal</b>	<b>Planning Agenda Item</b>	<b>Implementation Time Frame</b>	<b>Estimated Cost (implementation &amp; ongoing)</b>	<b>Expected Outcome</b>

**Prioritized Recommendations for Inclusion in Human Recourse Master Plan**  
 CalWORKs 2018

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

**Prioritized Recommendations for Inclusion in the Facilities Master Plan**  
 CalWORKs 2018

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	ADA compliant office doors	Spring 2019	None- part of completion of current space with KI	Access for all students
	ADA accessible bathrooms in Creative Arts (electronic door)	Spring 2019	\$5000.00	Access for all students
	Diaper Changing Stations in each building	December 2018	\$500.00	Create family friendly environment
	Lactation rooms on campus	Spring 2019	Need space (cost 0) Small refrigerator (\$100) Minor repairs to space (\$200)	Meet current educational code and state laws <b>Education Code Section 222</b>  222. (a) A school operated by a school district or a county office of education, the California School for the Deaf, the California School for the Blind, and a charter school shall provide reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. Reasonable accommodations under this section include, but are not

				<p>limited to, all of the following:</p> <p>(1) Access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child.</p> <p>(2) Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk.</p> <p>(3) Access to a power source for a breast pump or any other equipment used to express breast milk.</p> <p>(4) Access to a place to store expressed breast milk safely.</p>
	Installation of Monitors for information kiosk	December 2018	Electrical to area - inkind	Students informed of services and programs available on campus.

**Prioritized Recommendations Inclusion in Institutional Technology Master Plan**

CaIWORKs 2018

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



### 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.