

Lassen Community College Planning, Budgeting and Governance Process Review

Constituent Group Survey

Academic Senate (Faculty)

April 29, 2014

Members Present: *Cheryl Aschenbach, Lisa Gardiner, Michael Giampaoli, Carrie Nyman*

Guests Present: *Cory McClellan, Jeff Owens, Ken Theobald*

Members Absent: *Richard Swanson, Nancy Beterbide*

Planning Section

1. What works in the planning process at Lassen Community College?
There are opportunities for input and voices are respected. Consultation Council meetings are open to everyone, and visitors are welcomed and included. Faculty members have opportunities to participate through IPR completion and planning committee participation. Faculty's role in development and approval of the process is respected. Availability of minutes from planning committee meetings on the website has improved.
2. What doesn't work in the planning process at Lassen Community College?
Communication continues to be a challenge. People need to know what's happening within the planning process. Communication needs to be ongoing and not just conveyed through the planning documents. Consultation Council updates haven't always been as timely and complete as necessary.
3. What changes would you make in the process to improve efficiency and effectiveness?
 - *Utilize division meetings more effectively to promote communication and flow and information. Regularly hold division meetings.*
 - *Continue to increase the availability of committee minutes online.*
 - *Information about processes and governance should be conveyed to new employees through New Employee Orientation. If NEO happens now, be sure to include info. NEOs need to happen more often (at least once a semester). If NEOs aren't happening, they need to be regularly scheduled. NEOs could include presentation input from various groups rather than all info being conveyed by HR staff.*
 - *Make sure handbooks (budget development, shared governance) are available and distributed to new employees.*

4. What additional resources (human, research data, additional information, etc) do you feel the planning committees need to perform their assigned tasks?
Recommendations from IPRs need to be combined and distributed to planning committees for consideration.

5. Do you feel that additional planning committees are necessary in order for the process to work?
Yes, an Institutional Effectiveness Master Planning Committee is necessary in order to create an IEMP and incorporate recommendations from areas not naturally feeding into existing master plans. Committee make-up should be consistent with existing master planning committees.

Governance Section

1. What is working well in the Shared Governance and Collegial Consultation process?
 - *There is wide representation on most campus committees as at least one constituent representative from each group attends most meetings.*
 - *Students have regularly participated on Curriculum/Academic Standards and Consultation Council committees.*

2. Do you have any suggestions or comments to improve the function of the Share Governance and Collegial Consultation Process?
Continue to encourage student participation on as many committees as possible.

3. Do you have any suggestions for modifying, adding, or deleting any components of the governance and/or organizational structures of the institution?
None

Lassen Community College Planning, Budgeting and Governance Process Review

Constituent Group Survey

Committee Name: Administration

Date: May 8, 2014

Members Present: Dr. Marlon Hall, Dave Clausen, Patrick Walton, Dr. Tammy Robinson

Members Absent: None

Planning Section

1. What works in the planning process at Lassen Community College?
 - a. *The integration process works well as the committees work in a collegial manner across campus.*
 - b. *Transparency of the committee and meetings.*
 - c. *Meeting our timelines.*

2. What doesn't work in the planning process at Lassen Community College?
 - a. *Poor communication channels*
 - b. *How information is disseminated across campus*
 - c. *We need more commitment, participation and feedback*

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

Have all the Chairs from all planning committees sit in on a monthly Chair Meeting to discuss/share in collegiate planning, with the minutes from that group coming back to the different constituents. The committee would be called, The Institutional Effectiveness Committee.

4. What additional resources (human, research data, additional information, etc) do you feel the planning committees need to perform their assigned tasks?

None

5. Do you feel that additional planning committees are necessary in order for the process to work?

Yes

Governance Section

6. What is working well in the Shared Governance and Collegial Consultation process?

Yes! We are moving forward.

7. Do you have any suggestions or comments to improve the function of the Share Governance and Collegial Consultation Process?

No change

8. Do you have any suggestions for modifying, adding, or deleting any components of the governance and/or organizational structures of the institution?

Adding the IE committee and the Committee Chair's committee

Lassen Community College Planning, Budgeting and Governance Process Review

Constituent Group Survey

Committee Name: Associated Student Body

Date: 4/25/14

Members Present: Elizabeth Fernandez, Taylor Munoz, Mike McDonald, Andrew Smiley, Jonathan Herring, Glenn Razzano, Matt Bates

Members Absent: Kirk Tibbets, Shyanne Dase

Planning Section

1. What works in the planning process at Lassen Community College?

Ease of communication amongst committee members, and timely dissemination of pertinent data and documentation.

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

Not all constituency groups and committees reach out to ensure ASB is notified of all meetings.

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

More diversity in membership, across committees. Most committees have very similar membership.

4. What additional resources (human, research data, additional information, etc) do you feel the planning committees need to perform their assigned tasks?

Collect more student feedback in order to tailor to their needs.

5. Do you feel that additional planning committees are necessary in order for the process to work?

No.

Governance Section

6. What is working well in the Shared Governance and Collegial Consultation process?

Increased willingness of students, to fulfill our shared governance obligations. More inclination of school employees to help teach students their roles in shared governance.

7. Do you have any suggestions or comments to improve the function of the Share Governance and Collegial Consultation Process?

No.

8. Do you have any suggestions for modifying, adding, or deleting any components of the governance and/or organizational structures of the institution?

Modify the survey given to ASB so it is more relevant to our specific role.

Lassen Community College Planning, Budgeting and Governance Process Review

Constituent Group Survey

Committee Name: Classified Employees

Date: May 8, 2014

Members Present: *Carol Montgomery, K.C. Mesloh, Jeffrey Lang, Shawn Hubbard, Kim Clain, Heather DelCarlo, Cecelia Frohrib, Laura Greer, Diann Jackson, Sandra Jonas, Karen Clancy, Logan Merchant, Matt Montgomery, Eddie Sager, Elaine Theobald, Jennifer Tupper*

Members Absent:

Planning Section

1. What works in the planning process at Lassen Community College?
 - *The consistent reporting format used by every planning committee on campus makes it easier to update the master plans annually and to use the plans to provide current information on area needs and projects to other committees.*
 - *The Human Resources and Professional Development master plans were reported separately this year – the goals and strategies are more focused now.*
 - *The technology installed in the classrooms has made it easier for the planning committees to share documents and other information during meetings.*
 - *Open Forum*
 - *Ability to give input*
2. What doesn't work in the planning process at Lassen Community College?
 - *The process is currently a reactive versus a proactive.*
 - *Staff input is not always considered.*
 - *At times no clear reasoning is given for plans or changes*
3. What changes would you make in the process to improve efficiency and effectiveness?
 - *Take into consideration the ideas and suggestions of the staff that is affected.*
4. What additional resources (human, research data, additional information, etc) do you feel the planning committees need to perform their assigned tasks?
 - a. *Paid classified clerical support*

5. Do you feel that additional planning committees are necessary in order for the process to work?
 - *Staff Development*

Governance Section

6. What is working well in the Shared Governance and Collegial Consultation process?
 - *The Consultation Council does a good job of distributing agendas, minutes and related documents in a timely manner.*
 - *Regular meetings*
 - *Fair representation and participation from the different groups*
7. Do you have any suggestions or comments to improve the function of the Shared Governance and Collegial Consultation Process?
 - a. *Can be too slow/drawn out of a process*
8. Do you have any suggestions for modifying, adding, or deleting any components of the governance and/or organizational structures of the institution?

Lassen Community College Planning, Budgeting and Governance Process Review

Constituent Group Survey

Management
April 30, 2014

Members Present:

Robin Padgett, Fran Oberg, Bobbie Theesfeld, Denise Stevenson, Adam Runyan, David Corley, Francis Beaujon, Terry Bartley, Marley Morse, Vickie Ramsey, Lori Pearce

Members Absent: David Trussell, Julie Johnston, Dr. Aeron Zentner, Matt Levine, Greg Collins

Planning Section

What works in the planning process at Lassen Community College?

The shared governance-key members from each group having a say in the discussion of planning. Some groups are very active and give some a better view of the entire process and how it works

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

New employees can feel lost, an orientation on the expectations and value of participating in the planning process and how the process would work.

Orphan NIPR's such as Fiscal, Institutional Planning, Auxiliary services don't seem to fit into the master planning and may need another plan developed

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

Timelines defined with strategic goals in place and a road map on how to get there.

Everyone seems to have to touch the idea and this allows for road blocks to slow or impede progress.

What additional resources (human, research data, additional information, etc) do you feel the planning committees need to perform their assigned tasks?

Good current quantitative data and comparative data to other areas. (other colleges or not)

Consortium solution based (not re-inventing the wheel)

Current semester data of what is happening in real time so as to correct actions or to intercede when necessary

Do you feel that additional planning committees are necessary in order for the process to work?

Adopt a place for orphan NIPR's

Governance Section

What is working well in the Shared Governance and Collegial Consultation process?

All voices feel heard and valued. The open forums for the students was seen as very positive input. Surveys of students were also helpful.

Do you have any suggestions or comments to improve the function of the Share Governance and Collegial Consultation Process?

Encourage student participation and recognize that their voice is valued

Do you have any suggestions for modifying, adding, or deleting any components of the governance and/or organizational structures of the institution?

We use a universal values statement that leaves the governance (accreditation work) off the table when it comes to making a statement to move an agenda forward. Full participation from everyone is of value and can only cause serious harm to the campus and the mission of the college if withdrawn.

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

Academic Planning Committee April 29, 2013

Members Present: Cheryl Aschenbach, Colleen Baker, Carie Camacho, Sue Mouck, Fran Oberg, Alison Somerville, Ross Stevenson and Patrick Walton

Members Absent: Dave Trussell

Planning Section

What works in the planning process at Lassen College?

The planning process led with the Educational Master Plan.

Balanced participation by all members of Academic Planning Committee with mutual respect among members.

Implementation of last year's recommendations used in guiding this year's discussions and decisions.

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

The budget allocation process in the Strategic Planning Committee was handicapped by the lack of availability of revenue projections for next year.

Lack of current recommendations for program review - should be corrected by change to process adopted by Academic Senate providing for annual updates

Lack of specific budget request (dollar amounts) – should be corrected by revisions to process adopted by Academic Senate

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

Academic Senate adopted changes to process should improve effectiveness.

Provide Strategic Planning with earlier revenue projection for the following years to improve the budget allocation process.

Include the evaluation process and timeline in the Institutional Planning and Budget Allocation handbook.

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

Provision of more responsive, timely research data to inform academic planning- should be corrected by hire of Director of Institutional Effectiveness

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

Yes, committee provided direction to the planning process through the timely development of the EMP

Do you feel your contribution to the planning process is valued? *Yes*

Do you feel additional planning committees are necessary for the process to work? *No*

Governance Section

Did the committee perform during the preceding year as identified in the committee's charge? *Yes*

Identify results (products) of committee activities?

Educational Master Plan

Direction to enrollment management in the development of the class schedule by division chairs

Key Performance Indicators

Provide suggestions to change or modify the committee charge. *No*

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

Recommend removing other planning committee chairs from the membership. The improved timing and sequence of the development of the Master Plans removed the need for improved communication, which was the reason for including the other chairs.

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.

All members of the committee consistently participated.

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

Initiate a master calendar of meetings linked to committee agendas and minutes.

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

Consultation Council/Strategic Planning April 24, 2014

Members Present:

Administration: Dr. Hall, Patrick Walton, Dr. Robinson, Dave Clausen

Classified: Jeff Lang, Kim Clain, Carol Montgomery

Faculty: Cheryl Aschenbach, Sue Mouck, Ross Stevenson, Alison Somerville

Management: Terry Bartley, Aeron Zentner, Greg Collins, Vickie Ramsey

Students: Jon Herring

Guests: Lori Pearce

Members Absent:

Carie Camacho, Robert Schofield

Guests Present:

Cory McClellan

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 Community College?
 - *Timing worked very well this year.*
 - *The staggering of plans with specific due dates proved effective.*
 - *We met all due dates.*
 - *Input from all constituent groups is included and respected.*
 - *A forum was held this year after being missed last year, and it was helpful for sharing information and communicating about the planning and budgeting processes; participants could be made more aware of projects in progress.*

2. What doesn't work in the planning process at Lassen Community College?
 - *Some areas (finance, accreditation, institutional effectiveness, governance, and research) don't integrate with the existing planning process; an absence of institutional areas makes follow through with planning and budgeting recommendations difficult.*
 - *IPRs/NIPRs don't usually address program reductions.*

- *Budget prioritization of lower cost items is difficult and increases the number of items being prioritized.*
 - *Some items on the prioritization list appeared to be old items that were not reflective of more recent requests.*
 - *Administrative decisions were made and budget allocations made external to the planning and budgeting process (hiring additional positions, additional funding to positions).*
 - *Student involvement in the planning process is lacking, and it's difficult to capture student input and recommendations in combination with IPR/NIPR recommendations.*
 - *Concerns exist about accuracy of information in the prioritization process; "emergency" and "health and safety" in the case of additional purchasing or projects as well as prioritization should be well-defined.*
3. What changes would you make in the process to improve efficiency and effectiveness?
- *Include an additional master plan in the CIMP to capture institutional areas not included in the existing plans.*
 - *Include an administrative review or evaluation external to the program with each IPR/NIPR to incorporate comments relative to downsizing or reduction when not addressed in the program review. The Institutional Effectiveness Task Force may be interested in assisting with the review of program review to address this.*
 - *Prioritize lower cost items at the area level and include only a lump sum item in the prioritization process for each area.*
 - *Input prioritization requests directly from spreadsheets in annual updates and IPRs completed within the last year rather than including old information. Old information should not be carried forward. It will be critical for programs to have current IPRs and annual updates for programs to reprioritize requests or confirm requests.*
 - *Consider a quantitative rubric or score to initially prioritize budget items, then follow-up with qualitative discussion to determine final order.*
 - *Budget requests/priorities must have an estimated cost; it is difficult to prioritize items without knowing the potential cost for the items.*
 - *Address the need to occasionally purchase items or hire people outside the planning process because of external grant needs. Perhaps better communicate updates of this manner through Consultation Council/Strategic Planning Committee.*
 - *Consultation Council expects that all items needing additional funding, including new positions, be brought to CC for discussion or information (as appropriate) and, when necessary, reprioritization of general fund priorities.*
 - *Consider addressing student input via student surveys or student forums while making sure that results are disseminated to planning groups.*
 - *Track follow-up to budget prioritization process to record what has been funded and what the outcome is. Consider a bi-annual report presented at CC.*

- *Consider adjusting timelines for receipt of annual updates and program reviews in September so information is immediately input into the budget and planning processes.*
4. What additional resources (human, research data, additional information, etc) does your committee need to perform your assigned tasks?
 - *Quantitative data is necessary along with qualitative data.*
 - *It needs to be determined who/what position is responsible for incorporating spreadsheets into budget prioritization as well as who is responsible for combining individual master plans into the CIMP.*
 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. This committee has more voice than others because of the nature of everything funneling through this group, so there is a lot of opportunity for input and involvement.
 7. Do you feel additional planning committees are necessary for the process to work?
Probably. If an institutional section of the master plan is determined necessary to capture areas not incorporated in other master plans, then a committee should be structured similar to existing master plan committees.

Governance Section

1. Did the committee perform during the preceding year as identified in the committee's charge?
Yes.
2. Identify results (products) of committee activities?
CIMP, budget prioritization, BPs and APs, budget form, accreditation self-evaluation and abstract, minutes of all meetings posted to website.
3. Provide suggestions to change or modify the committee charge.
No suggestions.
4. Was the committee membership appropriate to implement its charge? If not what changes are needed?
None
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.
Representation and participation was excellent over the course of the year.

It should also be noted that our student rep, Jon Herring, was a regular participant.

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

Continue to make efforts to disseminate information out to everyone. Be sure to include information at CC as a means of communicating with the campus.

Continue with area updates regularly scheduled on the CC agenda including staffing discussions and decisions.

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

Committee Name: Facilities Planning Committee

Date: 5.7.14

Members Present: Francis Beaujon, Greg Collins, Shawn Hubbard, Aeron Zentner, Nancy Lounsbury, Dave Clausen.

Members Absent:

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 Community College?
 - a. *The integration process works well as the committees work in a collegial manner across campus.*
 - b. *Transparency of the committee and meetings.*
 - c. *Meeting our timelines.*

2. What doesn't work in the planning process at Lassen Community College?
 - a. *Poor communication channels*
 - b. *How information is disseminated across campus*
 - c. *We need more buy-in, participation and feedback*

3. What changes would you make in the process to improve efficiency and effectiveness?
 - a. *Have all the Chairs from all planning committees sit in on a monthly Chair Meeting to discuss/share in collegiate planning, with the minutes from that group coming back to the different constituents. We could call the committee- Comprehensive Institutional Effectiveness. The committee will most likely need admin support.*

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

- a. *Good: as stands now, ok.*
5. Do you feel your contribution to the planning process is necessary?
 - a. *YES*
6. Do you feel your contribution to the planning process is valued?
 - a. *YES*
7. Do you feel additional planning committees are necessary for the process to work?
 - a. *We would like to see Comprehensive Institutional Effectiveness, chairs from all planning committees meeting monthly and reporting back to their constituents.*

Governance Section

1. Did the committee perform during the preceding year as identified in the committee's charge?
Yes, and we are moving forward.
2. Identify results (products) of committee activities?
Facilities Master Plan
3. Provide suggestions to change or modify the committee charge.
No change
4. Was the committee membership appropriate to implement its charge? If not what changes are needed?
We feel that we need to have Institutional Effectiveness and Comptroller added to our committee.
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.
All groups are represented and participate 50% or above.
6. How could communication between committees and others be improved with regards to governance?
There would be improved communication between constituents/committees with the Comprehensive Institutional Effectiveness with Chairs meeting, discussing and disseminating information (as stated above in planning section #3.).

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

Committee Name: Human Resource Planning Committee

Date: May 7, 2014

Members Present: Vickie Ramsey, Elaine Theobald, Colleen Baker, Lori Pearce, Dave Clausen, Aeron Zentner

Members Absent: Brenda Hoffman, Dan Anderson, Nancy Bengoa, Sandy Beckwith

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. Meetings were collegial.*
 - b. Technology in the classrooms makes it easy to view information being discussed.*
 - c. We definitely have good plans.*
 - d. The template is really agreeable; uniform and easy to read.*
 - e. Separating the HR Master Plan and the Professional Development Plan was a good idea this year.*
 - f. Wide participation.*

- 2. What doesn't work in the planning process at Lassen College?**
 - a. The committees don't meet enough.*
 - 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 between chairs of all of the planning committees in order to cohesively develop one CIMP.*
- d. *Spring Convocation: present the CIMP.*

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.*
- b. *Note taker at the CIMP Chair Committee meetings should update document information.*

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?

Yes, with reservations!

- a. *CIMP Chair Committee*
- b. *Institutional Effectiveness Committee*

Governance Section

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

Yes.

9. Identify results (products) of committee activities?

Human Resource Master Plan; Professional Development Master Plan; Proposed draft Flex Schedule for 2014-15; Employee Handbook draft.

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

Don't change the charge.

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

Yes.

12. 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.

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

Having the plans and discussion of the plans during convocation.

CIMP Chair Committee.

Include information on shared governance in the Employee Handbook as well as during New Employee Orientation.

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

Committee Name: Institutional Technology Planning Committee

Date: 5/2/14

Members Present: Dr. Tammy Robinson, Lori Collier, Jake Freitas, David Corley, Logan Merchant, Elaine Theobald (guest)

Members Absent: Dave Clausen, Michael Giampaoli, Jackson Ng, Julie Johnston

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 Community College?
 - *The sharing of ideas and needs*
 - *The staggered due dates of master plans*
2. What doesn't work in the planning process at Lassen Community College?
 - *Better coordination of communication between planning committees*
 - *Service committees should do their plans last based on the needs outlined in other master plans*
3. What changes would you make in the process to improve efficiency and effectiveness?
 - *Service committees should do their plans last based on the needs outlined in other master plans*
4. What additional resources (human, research data, additional information, etc) does your committee need to perform your assigned tasks?
 - *Budget information whenever possible*
 - *Needs outlined in other master plans*

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

8. Did the committee perform during the preceding year as identified in the committee's charge?
Yes
9. Identify results (products) of committee activities?
ITMP
10. Provide suggestions to change or modify the committee charge.
None
11. Was the committee membership appropriate to implement its charge? If not what changes are needed?
Yes
12. 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.
Mary Hasselwander is officially named part of the committee, but never attended.
13. How could communication between committees and others be improved with regards to governance?
We need better communication between committee chairs to share information about projects, etc.

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

Committee Name: Student Services Planning Committee

Date: April 29, 2014

Members Present: Patrick Walton, Adam Runyan, Tom Rogers, Heather Del Carlo, Noelle Eckley (by way of email in advance)

Members Absent: Jacob Williams, Denise Stevenson, Cecelia Frohrib, Barbara Baston

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 Community College?
All constituent groups are included in the process and all areas of campus are able to give relevant input.

The timing is being closely followed so that the planning/budget/student needs/ recommendations are taken into account for decision making, increasing chances for improved student success and attainment of LCC goals.

2. What doesn't work in the planning process at Lassen Community College?
We often have meetings to plan but more often than not nothing comes to fruition from these plans.

The planning process is lengthy and it is difficult to make change quickly.

3. What changes would you make in the process to improve efficiency and effectiveness?
Make sure that all planning meetings have an agenda in advance and that members can review all necessary documents prior to the meeting.

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

Ensure that all NIPR/IPR recommendations have costs associated with those recommendations to better allow the committee to prioritize with necessary financial information.

Quantitative data that is associated with the hiring of new positions would be helpful.

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?

We need a sixth planning committee for "Institutional Effectiveness." It would include areas not currently under any of the master plans such as the Business Office, Institutional Effectiveness, Academic Senate, Accreditation and perhaps others.

Governance Section

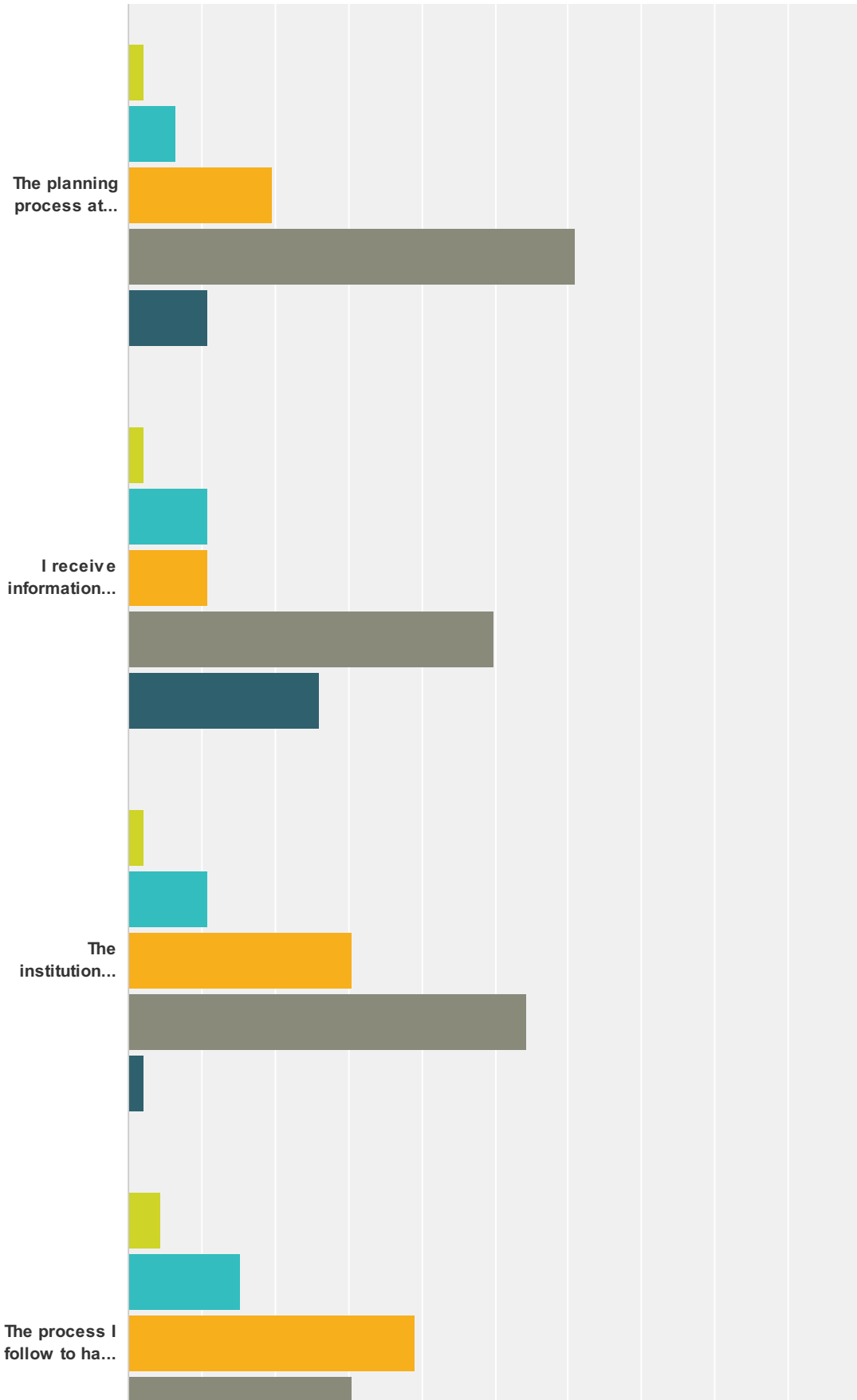
8. Did the committee perform during the preceding year as identified in the committee's charge? *Yes*
9. Identify results (products) of committee activities? *The SSMP*
10. Provide suggestions to change or modify the committee charge.
*No changes are necessary.
To include Student Success and Equity*
11. Was the committee membership appropriate to implement its charge? If not what changes are needed?
Committee membership needs to be changed and add a student representative. The committee voted and agreed to add a student representative for next year.
12. 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.

Jacob Williams (faculty) was not in attendance more than 50% of the time. All other committee members were present more than 50% of the time.
13. How could communication between committees and others be improved with regards to governance?

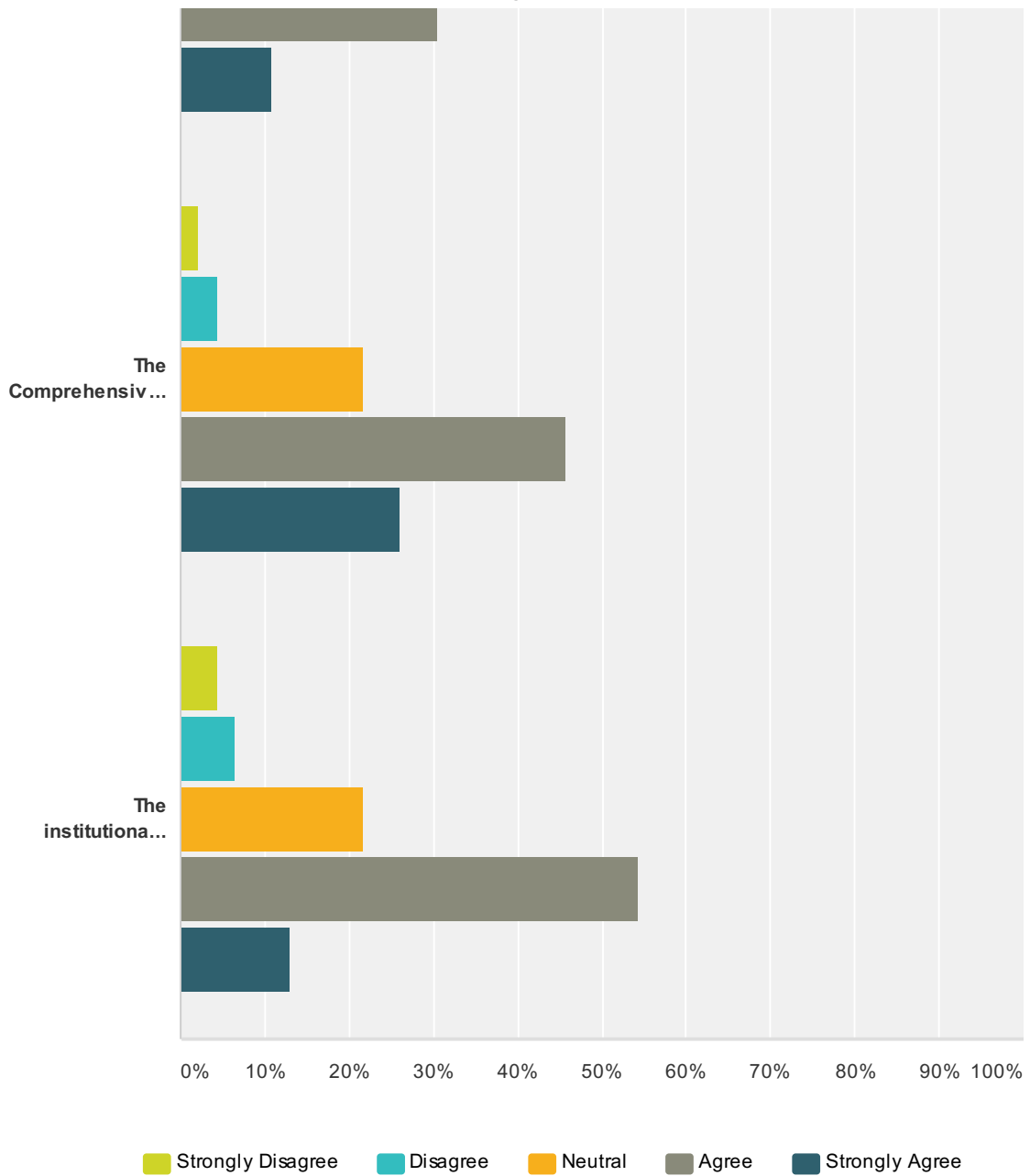
The chairs of the planning committees need to have a meeting(s) to make sure that the plans are working in conjunction and no one is in a silo. This way as recommendations come out of a particular plan we understand the changes that might need to occur in other plans.

Q1 Please specify your level of agreement with the following statements.

Answered: 46 Skipped: 0



2013-2014 Planning Process Review



	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Total
The planning process at Lassen Community College works and produces appropriate institutional plans.	2.17% 1	6.52% 3	19.57% 9	60.87% 28	10.87% 5	46
I receive information about institutional planning through a variety of ways (by receiving committee minutes, through committee membership, through my group's representatives on various committees, through open forums).	2.17% 1	10.87% 5	10.87% 5	50.00% 23	26.09% 12	46
The institution plans in the correct areas.	2.17% 1	10.87% 5	30.43% 14	54.35% 25	2.17% 1	46
The process I follow to have my ideas heard (through open forums, through representatives, etc) is effective.	4.35% 2	15.22% 7	39.13% 18	30.43% 14	10.87% 5	46
The Comprehensive Institutional Master Plan is the appropriate vehicle for institutional planning.	2.17% 1	4.35% 2	21.74% 10	45.65% 21	26.09% 12	46
The institutional planning process is appropriately tied to the budget development process	4.35% 2	6.52% 3	21.74% 10	54.35% 25	13.04% 6	46

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Q2 Please provide suggestions for improving the planning and/or governance processes at Lassen Community College:

Answered: 19 Skipped: 27

#	Responses	Date
1	The VP of Administrative Services is making too many instructional decisions that are not based on student success or quality of education issues.	5/6/2014 5:44 PM
2	none at this time	5/6/2014 9:11 AM
3	The administrators need to come on board with the rest of the campus and follow the same procedures instead of taking other avenues to get to their own personal gains and not what has been discussed in meetings with all representatives present.	5/6/2014 7:54 AM
4	IPR/NIPRs don't seem to be read or followed when determining the priority of IMP and budgets. If an IPR/NIPR is approved then it should be implemented as planned! There are items from 3-4 years ago still not addressed by or in the IMP.	5/5/2014 9:59 PM
5	There is not one evening classified on a planning committee. If I attend a forum I do get information. I find information I receive from representatives to be very vague. I do get the most info from minutes. Would like to see more people from M and O to participate	5/5/2014 7:40 PM
6	All departments need to be considered not just the popular areas.	5/5/2014 1:36 PM
7	continue with shared governance and employee involvement.	5/5/2014 1:06 PM
8	Athletics is what brings in students to the college. However, athletics does not have a voice and is not getting properly supported. Lassen College is the only community college in California that does not have paid assistant coaches. Being that all coaches are part-time, and most all athletes are out of the area I think it is necessary to have a discussion about hiring assistant coaches so Lassen College can bring in more students and those students can be developed properly which would make Lassen College a great place for student-athletes to succeed and be a much more attractive option for potential students.	5/5/2014 12:48 PM
9	None	5/1/2014 1:29 PM
10	There needs to be a way to have positions and other decisions move forward in a shorter period of time even if they weren't in the original planning document. Sometimes ideas come forward that are important and we are hindered to make them happen because they weren't in the plan or they were too far down on the priority list.	4/30/2014 8:35 AM
11	Personally, I feel that I just need to educate myself more on the process. Being somewhat new to the process, I feel a bit lost and not in touch as much as I think I should be. By participating and being a part of a committee it did help to lift the cloud a bit.	4/30/2014 7:56 AM
12	The way committees are appointed does not include all departments. How classified members are appointed is based on one person's personal opinion. Classified employees do not get information unless it is posted on email.	4/30/2014 5:35 AM
13	continue with the process of shared governance, and continue to get as many as possible involved	4/29/2014 8:11 PM
14	1. Include a mechanism to include recommendations in budgeting and planning from areas not currently included in existing plans. 2. Continue to reinforce the expectation that all campus constituents, administration included, adhere to the budget and planning process. 3. Communication has improved, but additional improvement is necessary if the entire campus is going to have an opportunity to be informed regularly and in a timely manner. Two-way communication must also be ensured and valued: constituents need to be informed by administration while also having opportunities for input into processes and decisions where appropriate. 4. Incorporate a review system into the program review processes (IPR & NIPR) to ensure that the information contained within and recommendations are evidence-driven. Also ensure that data, information and assumptions are accurate and that recommendations are feasible. 5. Assign responsibility for preparing lists of planning and budget recommendations from program reviews for planning committees.	4/29/2014 5:43 PM

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15	Addition of a section on Institutional Effectiveness in the CIMP. Perhaps requiring an additional shared governance (representation from each constituent group) committee to develop the section. The new section would include such areas as governance, planning, accreditation, research, administration, fiscal services and potentially grants, areas currently overlooked in the five existing master plans.	4/29/2014 4:54 PM
16	The various deans and administrators must consistently follow the planning process for staffing AND the budget process for funding. Currently, the chase for FTE seems to have given various deans and administrators the sense that "the end justifies the means." This inappropriate mentality lead to previous accreditation sanctions and the continuing returning of money to the Chancellor's Office. These actions or events must stop.	4/29/2014 4:52 PM
17	It has come to my attention that the business office/institutional effectiveness does not have a committee that brings budget prioritization to consultation council. A committee should be formed that can meet this need.	4/29/2014 4:42 PM
18	As an adjunct instructor, I am never included with the tenure tracked instructional staff with any academic institutional planning thus any opinion except "Neutral" would not be possible.	4/29/2014 4:34 PM
19	The planning information from most committees is not shared with the whole campus. More openness and distribution of all plans to the campus.	4/29/2014 4:24 PM