

Consultation Council/Strategic Planning Committee Minutes  
August 26, 2011 [BEFORE YOU PRINT – This document is 64 pages long]

Present

Cheryl Aschenbach (AS/Div Chair-faculty)	Jeff Lang (classified)
Colleen Baker (Div Chair-faculty)	Sue Mouck (Accreditation Liaison -faculty)
Shelly Baxter (management)	Eric Rulofson (Chair/ Facilities Planning)
Carie Camacho (Div Chair -faculty)	Ross Stevenson (Div Chair-faculty)
Kayleigh Carabajal (Dean of Academic Services)	Bill Studt (Interim President)
Marshel Couso (management)	Cary Templeton (Dean of Student Services)

Absent

ASB Representative	Phil Horner (classified)
Terry Bartley (management)	Logan Merchant (Chair/IT Planning)
Sandy Beckwith (Lead Counselor – faculty)	Carol Montgomery (classified)
Dave Clausen (Dean of Admin Services)	

Guests

Mary Hasselwander (classified)	Matt Levine (management)
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With a quorum present, the meeting began at 1:02 pm.

**Consultation Council:**

**1. Adoption of Shared Governance Handbook (Consultation)**

The Shared Governance and Collegial Consultation Process Handbook updated with corrected organizational charts, new administrative titles and changing three to four division chairs was presented. The Shared Governance and Collegial Consultation Process Handbook is adopted annual by the Academic Senate and Consultation Council reflecting any changes resulting from the annual evaluation of the shared governance structure and process conducted each May. The Academic Senate adopted the document yesterday, August 25, 2011, at their initial meeting. [Consultation Council adopted the 2011-2012 Shared Governance and Collegial Consultation Process Handbook by consensus.](#) [Handbook not attached to minutes – available as a separate document]

**2. Plan for Work Study Allocation for 2011-2012 (Information)**

Cary Templeton presented the 2011-2012 Work Study Plan [attached]. He articulated several changes from last year's plan.

1. More allocated to academic areas with less spent on athletic teams
2. The establishment of a pooled work force to support academic departments coordinated by the Dean of Academic Services office.
3. Redirection of Ambassador program- limited funds distributed to other student service areas and most of past year funds used to establish a pooled work force for instructional programming
4. Expansion of 25% match component to certain fund supported programs with their own funding source or expectation of standing budgetarily on their own.
5. CalWORKs continuation of their mission will place students in locations where the placement might work into a permanent job after CalWORKs funding ends. The programs funding goals are about helping students served gain job skills and hopefully gain a job placement from the experience. Where this is possible at LCC the CalWORKs funding will support on campus jobs.
6. A major reduction in support of food services due to reorganization and changes in service.

Matt Levine expressed the concern that on-campus auxiliary funds had not been made aware of the 25% match and therefore had included the matching funds in their budgets for this year.

Shelly Baxter indicated that Kinship is not a categorical program subject to the 25% match as indicated on the hand-out.

Ross Stevenson expressed a concern about the where the 25% matching money goes and the district administrative cost to track and collect those funds. He was told that the 25% goes back into the budget to fund additional payments to students and that the administrative costs were not significant.

Ross Stevenson quoted from the Consultation Council minutes from December 16, 2010, identifying that “the Cougar Works Program .....was \$32,000 overspent for this academic year. Dr. Houston responded that Cabinet has been discussing the program addressing three points: 1) An analysis of how the problem developed this year, 2) suggestions on how to address the problem (find the money to cover the overage), and 3) the policies to prevent the situation from developing in the future. A report address those three areas will come to Consultation Council in January.” Mr. Stevenson asked about the report and had the three areas been addressed. Both Mr. Levine and Mr. Templeton indicated that problems from last year were being addressed. The chair suggested that a report documenting the three areas proposed last year be prepared and presented as a written record of the analysis and changes which have occurred. The report will be provided in two weeks (September 9, 2011).

Mr. Studt expressed his perspective that all categorical funds should be cost neutral to the District. He stated that he had not yet had time to look at the costs associated with categorical programs, but plans to do so.

### **3. Chapter 3 Board Policies – General Institution (Governance)**

The board policies for Chapter 3 – General Institution were distributed. Sue Mouck reminded the committee of the process currently utilized for revisions and development of board policies. Proposed policies are brought to Consultation Council, which provides and opportunity for the constituent groups to review the policies prior to the policies being returned to Consultation Council. Consultation Council recommends board policies to the subcommittee of the Governing Board for consideration and adoption. The policies from Chapter 3 currently under consideration are either renumbered existing board policies are recommended changes consistent with legal requirements proposed by the consultant hired by the District two years ago. The Chapter 3 Board Policies will return for action on the September 9, 2011 agenda. [attached]

### **4. Personnel Update (Information) – Administration**

Mr. Studt began the update by informing the group that the hiring of certain positions has moved forward very slowly because of the difficulty in finding times when all member of the selections committees are available to meet. If members cannot make the meetings, the process may need to move forward without them. The example he provided was actually a case where no faculty were available to participate on the selection committee. Cheryl Aschenbach, Academic Senate President, informed the group that Human Resources had been notified that there would be no faculty involvement in this selection process. Steps will be taken to improve the efficiency of the selection process. Status of current positions: Administrative Assistant II – Athletics – position closed/initial meeting of the committee has occurred; Instructional Support Specialist I – Distance Learning – position is on hold; Instructional Support Specialist I – DSPS – position closed; Instructional Support Specialist I – Science/Math – position closed/initial meeting being scheduled; Physical Science Instructor – position closed/initial meeting being scheduled. Eric Rulofson asked about the status of the vacant custodial position. He was referred to Dave Clausen, Dean of Administrative Services.

## **Strategic Planning:**

### **1. Work Experience IPR (Information)**

The Executive Summary of the 2011 Work Experience Instructional Program Review adopted by the Academic Senate last May was presented. [Consultation Council accepted and forwarded the Executive Summary of the 2011 Work Experience Instructional Program Review to the various planning committees and to the Governing Board by consensus.](#) [attached]

## **Information:**

### **1. Spring 2011 Accreditation Survey Report**

The results for the integrated evaluation of the shared governance and planning process and initial accreditation survey for the 2014 self-study were presented. Two surveys were conducted last May, one surveyed students and the other staff and faculty. Additional surveys will be conducted in May 2012 and May 2013 to inform the self-study document. Since the responses to several questions indicated a need for discussion and action, [The group decided to discuss criteria for selection of issues for institutional action at the next meeting.](#)

### **2. Fall 2011 Summary of Program Review Recommendations**

The summary document of program review recommendations from all programs reviews completed since 2007 was presented for information. The document will be forwarded to each of the planning committees for use in preparation of the master plans. Individuals were asked to provide updates on the status of any of the

recommendations in the document to Sue Mouck. [Document not attached to minutes – available as a separate document]

**3. Draft Accreditation Self-Study Timeline**

The draft accreditation self-study timeline was shared. Ten individuals will be attending a self-study training workshop on October 7, 2011. During November a survey requesting staff and faculty to prioritize their interest in serving on committees to address each of the four accreditation standards for the self-study. Establishment of the committees and selection of the committee chairs will occur early in the spring semester. The expectation is that each of the committees will meet prior to the end of the spring semester to establish timelines and tasks in order to complete the writing of their section of the self-study next year (2012-2013) [attached]

**Other:**

None

The meeting adjourned at 1:50 pm

**Future Agendas:**

1. **Review of September 13, 2011 Governing Board Agenda (Information) - September 2, 2011- Bill Studt**
2. **Revised KPI's for 2011-2012 (Consultation) --September 2, 2011- Dr. Kayleigh Carabajal**
3. **Adoption of Institutional Planning and Budget Development Handbook (Consultation) – September 16, 2011- Cheryl Aschenbach**
4. **Information Technology NIPR (Information) – September 23, 2011– Dr. Kayleigh Carabajal**
5. **Contract Education NIPR (Information) – September 23, 2011– Dr. Kayleigh Carabajal**
6. **Administrative Services (Duplicating, Purchasing, Logistics, Fiscal Services) NIPR (Information) – September 30, 2011– Dave Clausen**
4. **Instructional Services (Learning Center) NIPR (Information) – October 7, 2011**
5. **Social Science IPR (Information) – September 2011– Cheryl Aschenbach**
6. **Fire Technology IPR (Information) – September 2011– Cheryl Aschenbach**
7. **Gunsmithing IPR (Information) – September 2011– Cheryl Aschenbach**
8. **Journalism IPR (Information) – September 2011– Cheryl Aschenbach**
9. **Vocational Nursing IPR (Information) – September 2011– Cheryl Aschenbach**
10. **Welding Technology IPR (Information) – September 2011– Cheryl Aschenbach**
11. **Review of October 11, 2011 Governing Board Agenda (Information) – September 30, 2011- Bill Studt**
12. **Selection and Hiring Manual – September 2011**

**WorkStudy 2011-12***Source of expected funding*  
*Federal*

8.26.11

<i>Department</i>	<i>Workstudy</i>	<i>CalWORKs</i>	<i>Supervisor</i>	<i>Type of Employer</i>
Admissions-Records	6400	0	Sandy J.	District Funded
Busniess Office	10800	0	Nancy L, Carol M.	District Funded
Computer Lab	2800	0	TBA	District Funded
Correspondence	4320	0	Bobbie T.	District Funded
Counseling	5600	0	Karen C.	District Funded
Custodial	30200	0	Dale Roberts	District Funded
Financial Aid - Outreach	2160	0	Brenda H.	District Funded
Financial Aid - Processing	2160	0	Diann J.	District Funded
Financial Aid - Work Study	2160	0	Matt L.	District Funded
General Services	10800	0	Brenda C.	District Funded
Human Resources	1960	6000	Vicki R.	District Funded
Maintenance	22050	0	Eric R.	District Funded
Resource Development	0	0		District Funded
Ambassadors	0	0		District Funded
BookStore	16200	0	Heather P.	Categorical or Fund *
Café	14175	0	Lou T.	Categorical or Fund *
Child Development Ctr.	10800	30000	Shelly B.	Categorical or Fund *
Coppervale	3600	0	Norm W.	Categorical or Fund *
Dorm	0	0	Francis Beaujon	Categorical or Fund *
ILP	4320	0	Denise S.	Categorical or Fund *
Kinship	0	0		Categorical or Fund *
Dis Lrn Ctr	8400	0	Cindy H.	Categorical or Fund
DSPS/CalWrks	7000	0	Robin P.	Categorical or Fund
DSPS/PE	3360	0	Carrie N.	Categorical or Fund
EOPS	7000	0	Tami W.	Categorical or Fund
EOPS	7000	0	Motare N.	Categorical or Fund
Ag-Rodeo men	2720	0	Dir/Coach Athletic	Academic Athletics Men
Baseball	2720	0	Dir/Coach Athletic	Academic Athletics Men
Men's Basketball	2720	0	Dir/Coach Athletic	Academic Athletics Men
Men's Soccer	2720	0	Dir/Coach Athletic	Academic Athletics Men
Wrestling	2720	0	Dir/Coach Athletic	Academic Athletics Men
Ag-Rodeo women	2720	0	Dir/Coach Athletic	Academic Athletics Women
Softball	2720	0	Dir/Coach Athletic	Academic Athletics Women
Volleyball	2720	0	Dir/Coach Athletic	Academic Athletics Women
Women's Basketball	2720	0	Dir/Coach Athletic	Academic Athletics Women
Women's Soccer	0	0	No team this year	Academic Athletics Women
Ag Academic	12600	0	Brian W.	Academic Department
AJ	0	0		Academic Department

Art	3360	0	Michael G.	Academic Department
Biology Dept.	2240	0	Sue M	Academic Department
Business Ed	2240	0	Garrett T.	Academic Department
Fire Science	8400	0	Dave T.	Academic Department
Gunsmithing	6720	0	John M.	Academic Department
History	0	0		Academic Department
Journalism	0	0		Academic Department
Liberal Arts	1120	0	Linda K.	Academic Department
Math - Eckley	1120	0	Noelle E.	Academic Department
Math	2240	0	TBA	Academic Department
Political Science	0	0		Academic Department
Work Experience	2800	0	Lisa G.	Academic Department
ASB	6000	0	Sandy B.	Academic Service Area
Athletics/Athletic Director	5600	0	Ath. Dir/Heather D.	Academic Service Area
Learning Center	2800	0	Colleen B.	Academic Service Area
Library	4200	0	Stephany S.	Academic Service Area
Academic Services	15000	0	Marshel C.	Academic Service Area
Lassen Co. Ag Dept	0	2100	TBA	Community Government *
Lassen Co. Defenders	0	2100	TBA	Community Government *
LC Adult Services	0	2100	TBA	Community Government *
LC Alcohol & Drug	0	2100	TBA	Community Government *
LC CPS	0	2100	TBA	Community Government *
LC Mental Health	0	2100	TBA	Community Government *
LC Works	0	2100	TBA	Community Government *
Crossroads	0	4320	TBA	Community Non Profit *
Head Start	0	0		Community Non Profit *
Lassen Arts Council	4320	0	Deb Miller	Community Non Profit *
S I R	0	4320	TBA	Community Non Profit *
	288505	59340		

\* denotes that a 25% match will be required from the department or community agency.

*Changes from last year:*

1. More allocated to academic areas with less spent on athletic teams
2. The establishment of a pooled work force to support academic departments coordinated by the Dean of Instruction office.
3. Redirection of Ambassador program- limited funds distributed to other student service areas and most of past year funds used to establish a pooled work force for instructional programming
4. Expansion of 25% match component to certain fund supported programs with their own funding source or expectation of standing budgetarily on their own.
5. CalWORKs continuation of their mission will place students in locations where the placement might work into a permanent job after CalWORKs funding ends. The programs funding goals are about helping students served gain job skills and hopefully gain a job placement from the experience. Where this is possible at LCC the CalWORKs funding will support on campus jobs.
6. A major reduction in support of food services due to reorganization and changes in service.

**BP 3050 INSTITUTIONAL CODE OF ETHICS**

**Reference:**

[ACCJC Accreditation Standard III.A.1.d](#)

❖ **From current Lassen College Policy 4116.3 titled Code of Ethics**

[The District shall have and uphold a written code of professional ethics for all of its personnel.](#)

[Also see BP 2715 titled Code of Ethics/Standards of Practice and AP 3050 titled Institutional Code of Ethics](#)

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**NOTE:** This policy is **suggested as good practice**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Lassen College Policy 4116.3 titled Code of Ethics adopted on 8/4/87 and revised on 12/12/00. The information in **blue type** is additional language to consider including in this policy.

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**Date Adopted:**

*(Replaces current Lassen College Policy 4116.3)*

**BP 3100 ORGANIZATIONAL STRUCTURE**

**Reference:**

Education Code Section 72400

- ❖ ~~From current Lassen College Board Policy 2900 titled Organizational Units and Structural Relationships~~

The Superintendent/President shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District.

The administrative organization of the college shall be considered as an orderly means of achieving the college's primary objective; an effective program of instruction for its students.

An up-to-date organizational chart for the college shall be maintained by the District Superintendent/President to designate clearly the relationships of the college organization.

**Optional:** The organizational charts are subject to review by the Board of Trustees.

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**NOTE:** This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Lassen College Policy 2900 titled Organizational Units and Structural Relationships adopted on 4/04/78 and revised on 9/16/86, 1/20/87, and 7/08/97.

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**Date Adopted:**

*(Replaces current Lassen College Policy 2900)*

**BP 3200 ACCREDITATION**

**Reference:**

ACCJC Accreditation Eligibility Requirement 20;  
ACCJC Accreditation Standard IV.B.1.i

**❖ ~~From current Lassen College Board Policy 6100 titled Accreditation~~**

Lassen Community College is officially accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges.

Special accreditation may be required for special segments of the instructional area.

The Superintendent/President shall ensure the District complies with the accreditation process and standards of the ACCJC and of other District programs that seek special accreditation.

The Superintendent/President shall keep the Board of Trustees informed of approved accrediting organizations and the status of accreditations.

The Superintendent/President shall ensure that the Board of Trustees is involved in any accreditation process in which Board participation is required.

The Superintendent/President shall provide the Board of Trustees with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

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**NOTE:** The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Lassen College Policy 6100 titled Accreditation adopted on 2/22/77 and revised on 5/5/87, 6/23/98, and 8/12/08.

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**Date Adopted:**

*(Replaces current Lassen College Policy 6100)*



## **BP 3250 INSTITUTIONAL PLANNING**

### **References:**

ACCJC Accreditation Standard I.B;

Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55250, 55400 et seq., 55510, and 56270 et seq.

The Superintendent/President shall ensure that the District has and implements a broad-based comprehensive, systematic, and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to,

- Long Range Educational or Academic Master Plan
- Facilities Plan
- Equal Employment Opportunity (EEO) Plan
- Student Equity Plan
- Matriculation Plan
- Transfer Center Plan
- Cooperative Work Experience Plan
- Extended Opportunity Programs and Services (EOPS) Plan

The Superintendent/President shall submit those plans to the Board of Trustees for which Board approval is required per Title 5.

***Note:*** *The following is suggested as good practice.*

The Superintendent/President shall inform the Board of Trustees about the status of planning and the various plans.

The Superintendent/President shall ensure the Board of Trustees has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

Also see BP/AP 3200 titled Budget Preparation

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**NOTE:** The **red type** signifies **legally required/suggested as good practice** (as indicated above) language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure.

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

**BP 3280 GRANTS**

**Reference:**

[Education Code Section 70902](#)

❖ ~~From current Lassen College Policy 3200 titled Grant Applications~~

The Governing Board encourages staff members to make applications for grants from State, Federal, or private agencies when the content of these applications extends the resources available to the District for the implementation of approved long-range plans of the College.

The Board of Trustees will be informed about all grant applications made and grants received by the District.

Project applications which require matching funds will be submitted when matching funds are authorized within the budgeted resources of the District.

The Superintendent/President shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

Grant applications will be reviewed by appropriate staff members prior to submittal. For District approval, grant awards shall be considered the same as contracts and require the same approvals.

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**NOTE:** This policy is **legally advised**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Lassen College Policy 3200 titled Grant Applications adopted on 2/17/87 and revised on 10/28/97.

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**Date Adopted:**

*(Replaces current Lassen College Policy 3200)*

**BP 3300 PUBLIC RECORDS**

**References:**

Government Code Sections 6250 et seq.

The Superintendent/President shall establish procedures for records management, including access by the public, which comply with the requirements of the California Public Records Act.

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**NOTE:** This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

**BP 3310 RECORDS RETENTION AND DESTRUCTION**

**References:**

Title 5 Sections 59020 et seq.:

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

The Superintendent/President shall establish administrative procedures to assure the retention and destruction of all District records, including electronically stored information as defined by the Federal Rules of Civil Procedure, in compliance with Title 5. Such records shall include, but not be limited to student records, employment records and financial records.

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**NOTE:** This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

## BP 3410 NONDISCRIMINATION

### References:

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;

Penal Code Sections 422.55 et seq.;

Government Code Sections 12926.1 and 12940 et seq.;

Title 5 Sections 53000 et seq. and 59300 et seq.;

Accreditation Standard II.B.2.C

### ❖ **From current Lassen College Policy 5011/5012 titled Non-Discrimination – Student Personnel**

~~It is the policy of the Lassen Community College District to provide an educational environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability in any program or activity that is administered by, funded directly by or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges or the Federal Government.~~

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. (See BP/AP 3420 titled Equal Employment Opportunity)

~~It is the policy of the Lassen Community College District to provide an~~ The educational environment shall be free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment. (See BP/AP 3430 titled Prohibition of Harassment)

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 Regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

~~It is also the policy of the Lassen Community College District to The District prohibits the unlawful retaliation against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.~~

~~Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion or termination of contract.~~

~~Complaints of discrimination by students and staff shall be referred to the District's complaint resolution procedures which are available in the District's Human Resources Office, the Office of the District President/Superintendent and the Office of the Vice President of Student Services. (See Regulation 5---).~~

~~Copies of this policy and the complaint resolution procedures on unlawful discrimination will be displayed in a prominent location in the main administrative building or other areas where notices regarding the district's rules, regulations, procedures and standards of conduct are posted.~~

~~Legal Authority: Cal. Govt Code §§ 11135-11139.5  
Cal. Educ Code §§ 66250 et seq.  
Cal. Code Regs., Tit.5, § 59300 et seq.  
Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d)  
Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681)  
Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794)  
The Americans with disabilities Act of 1990 (42 U.S.C. § 12100 et seq.)  
The Age Discrimination Act (42 U.S.C. § 6101)~~

**❖ From current Lassen College Policy 4311 titled Non-Discrimination – Confidential Employees/Administrators**

~~It is the policy of the Lassen Community College District to provide an employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities in any program or activity that is administered by, funded directly by or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community College or the Federal Government.~~

~~It is the policy of the Lassen Community College District to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment.~~

~~It is also the policy of the Lassen Community College District to prohibit the unlawful retaliation against someone who files an unlawful discrimination complaint, who participates in investigation of a complaint, who represents or serves an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.~~

~~Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and include discharge, expulsion or termination of contract.~~

~~Complaints of discrimination by students and staff shall be referred to the District's complaint resolution procedures, which are available in the District's Human Resources Office, the Office of the District President/Superintendent and the Office of the Dean of Student Services. (See Regulation 4111/4211)~~

~~Legal Authority: Education Code 66250 et seq.  
Government Code 11135-11139.5  
Code of Regulations, Title 5 59300 et seq.  
42 U.S.C. §2000D Title VI of the Civil Rights Act of 1964  
20 U.S.C. §1681 Title IX of the Education Amendments of 1972  
29 U.S.C. §794 Section 504 of the Rehabilitation Act of 1973  
42 U.S.C. §12100 ET SEQ. Americans with Disabilities Act of 1990  
42 U.S.C. §6101 ET SEQ. Age Discrimination Act  
34 C.F.R. §206.8~~

~~[Also see BP/AP 3420 titled Equal Employment Opportunity and BP/AP 3430 titled Prohibition of Harassment](#)~~

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**NOTE:** The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black type** is current Lassen College Policy 4311 titled Nondiscrimination (Confidential Employees/Administrators) adopted on 5/16/89 and revised on 12/12/00 and 12/14/04 as well as Policy 5011/5012 titled Non-Discrimination – Student Personnel adopted on 1/13/04 and revised on 6/27/06. The information in **blue type** is additional language to consider including in this procedure.

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**Date Adopted:**  
(Replaces current Lassen College Policies  
4311 and 5011/5012)



**BP 3420 EQUAL EMPLOYMENT OPPORTUNITY**

**References:**

Education Code Sections 87100 et seq.;

Title 5 Sections 53000 et seq.

~~**Note:** This policy and the corresponding procedure comply with Title 5 Section 53000, and Education Code Sections 87100 et seq., as amended in 2002. Because this remains a highly dynamic area of law, consultation with legal counsel in implementing this policy and procedure is advised.~~

The Board of Trustees supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The Superintendent/President shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation.

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**NOTE:** This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

## **BP 3430 PROHIBITION OF HARASSMENT**

### **References:**

Education Code Sections 212.5, 44100, 66252, and 66281.5;  
Government Code Section 12950.1;  
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or because he/she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 titled Discrimination and Harassment Investigations. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent/President shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

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**NOTE:** This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

**BP 3500 CAMPUS SAFETY**

**Reference:**

Education Code Section 67380(a)(4)

The Board of Trustees is committed to a safe and secure District work and learning environment. To that end, the Superintendent/President shall establish a campus safety plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

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**NOTE:** This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

## **BP 3505 EMERGENCY RESPONSE PLAN**

### **References:**

Education Code Sections 32280 et seq. and 71095;  
Government Code Sections 3100 and 8607(a);  
Homeland Security Act of 2002;  
National Fire Protection Association 1600;  
Homeland Security Presidential Directive-5;  
Executive Order S-2-05;  
19 California Code of Regulations (CCR) Sections 2400-2450

The Superintendent/President shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures or a plan; and
- Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines
  - Training requirements vary based on job titles or assigned roles within the emergency plan

College personnel must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The Superintendent/President should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive state or federal funding.

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**NOTE:** This policy is **legally advised**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

---

**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

**BP 3510 WORKPLACE VIOLENCE PLAN**

**References:**

Cal/OSHA: Labor Code Sections 6300 et seq.;  
8 California Code Regulations Section 3203;  
"Workplace Violence Safety Act of 1994" (Code of Civil Procedure Section 527.8);  
Penal Code Sections 273.6 and 12021

The Board of Trustees is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The Superintendent/President shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

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**NOTE:** This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

**BP 3515 REPORTING OF CRIMES**

**Reference:**

[Education Code Section 67380](#)

The Superintendent/President shall assure that, as required by law, reports are prepared of all occurrences reported to the Director of Facilities [~~campus police or campus security~~] and arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/ President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

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**NOTE:** This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*



**BP 3518 CHILD ABUSE REPORTING**

**References:**

Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;

Welfare and Institutions Code Sections 300, 318, and 601;

Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

The Superintendent/President shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

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**NOTE:** This policy is **legally advised**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

**BP 3520 LOCAL LAW ENFORCEMENT**

**Reference:**

Education Code Section 67381

*Note: This policy is applicable whether or not the District includes a police department as part of its structure.*

[ Each campus or center of the District ] shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.

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**NOTE:** This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

**BP 3530 WEAPONS ON CAMPUS**

**References:**

Penal Code Sections 626.9 and 626.10

Firearms or other weapons shall be prohibited on any college or center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

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**NOTE:** This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

**BP 3540 SEXUAL AND OTHER ASSAULTS ON CAMPUS**

**References:**

Education Code Section 67382 and 67385;  
20 U.S. Code Section 1092(f);  
34 Code of Federal Regulations Section 668.46(b)(11)

Any sexual assault or physical abuse, including, but not limited to rape as defined by California law, whether committed by an employee, student or member of the public, that occurs on District property, is a violation of Board Policies and Administrative Procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Superintendent/President shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures shall meet the criteria contained in Education Code Sections 67385 and 67385.7 and 34 Code of Federal Regulations Section 668.46.

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**NOTE:** The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

**BP 3550 DRUG FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM**

**References:**

[Drug Free Schools and Communities Act, 20 U.S. Code Section 1145g;](#)  
[34 Code of Federal Regulations \(C.F.R.\) Sections 86.1 et seq.;](#)  
[Drug Free Workplace Act of 1988, 41 U.S. Code Section 702](#)

❖ ~~From current Lassen College Policy 5520 titled Controlled Substance, Tobacco, Alcohol~~

**Smoking**

~~To provide a safe and healthy environment to learn and work, smoking and the use of other tobacco products in District facilities and vehicles are prohibited with the exception of the student Residence Hall rooms. It is the intent of this policy to promote the comfort, health, and well-being of all district students, staff, and visitors, and to maintain the safety of District facilities.~~

**Controlled Substance and Alcohol**

Absolutely no alcohol or illegal use of controlled substances shall be allowed on campus or at events sponsored by the College. [The District shall be free from all drugs and from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.](#)

[The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District.](#)

[Any student or employee who violates this policy will be subject to disciplinary action \(consistent with local, state, or federal law\), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.](#)

**Note:** ~~Describe the health risks associated with the use of illicit drugs and the abuse of alcohol.~~

The health risks associated with the use of illicit drugs and abuse of alcohol are published annually in the College Catalog.

[The Superintendent/President shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.](#)

[Also see BP/AP 3560 titled Alcoholic Beverages and BP/AP 3570 titled Smoking on Campus](#)

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**NOTE:** This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Lassen College Policy 5520

*titled Controlled Substance, Tobacco, Alcohol adopted on 9/20/76 and revised on 3/17/87, 4/6/93, 11/10/98, 11/9/04, and 6/27/06. The information in [blue ink](#) is language to consider including.*

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**Date Adopted:**

*(Replaces current Lassen College Policy 5520)*

## **BP 3560 ALCOHOLIC BEVERAGES**

### **Reference:**

[Business and Professions Code Section 25608](#)

*Note: This policy is **optional**, but is suggested as good practice if the District that permits alcoholic beverages at college events.*

❖ ~~From current Lassen College Policy 3630 titled Controlled Substances, Tobacco, Alcohol~~

~~To provide a safe and healthy environment in which to learn and work, smoking and the use of other tobacco products in District enclosed facilities, vehicles, bleachers at any District sponsored event, or within 20 feet of the entrance to any District building is strictly prohibited with the exception of an individuals' approved Student Residence Hall rooms. It is the intent of this policy to promote the comfort, health, and well-being of all District students, staff, and visitors, and to maintain the safety of District facilities.~~

Additionally, The use, possession, distribution or being under the influence of alcohol or any controlled substance is strictly prohibited on any property owned or operated by the District or at any events sponsored by the college.

Exceptions to the use and possession of alcohol on college property, as permissible by law, may be granted by submitting a request for waiver, in writing, to the Superintendent/President.

[The Superintendent/President is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.](#)

### **Legal References:**

~~The Drug Free Schools and Campuses Act of 1990~~

~~Title 19 Public Health Code~~

~~Business and Professional Code Section 25608~~

[Also see BP/AP 3550 titled Drug Free Environment and Drug Prevention Program as well as BP/AP 3570 titled Smoking on Campus](#)

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**NOTE:** This policy is **suggested as good practice**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Lassen College Policy 3630 titled Controlled Substances, Tobacco, Alcohol adopted on 9/20/76 and revised on 3/17/87, 4/6/93, 10/28/97, and 9/9/03. The information in **blue ink** is language to consider including.

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**Date Adopted:**

*(Replaces current Lassen College Policy 3630)*



**BP 3570 SMOKING ON CAMPUS**

**References:**

Government Code Sections 7596, 7597, and 7598;

Labor Code Section 6404.5;

Title 8 Section 5148

- ❖ ~~From current Lassen College Policy 3630 titled **Controlled Substances, Tobacco, Alcohol**~~

To provide a safe and healthy environment in which to learn and work, smoking and the use of other tobacco products in District enclosed facilities, vehicles, bleachers at any District sponsored event, or within 20 feet of a main exit, the entrance to any District building, or operable window of any campus building is strictly prohibited with the exception of an individuals' approved Student Residence Hall rooms. It is the intent of this policy to promote the comfort, health, and well-being of all District students, staff, and visitors, and to maintain the safety of District facilities.

~~Additionally, the use, possession, distribution or being under the influence of alcohol or any controlled substance is strictly prohibited on any property owned or operated by the District or at any events sponsored by the college.~~

~~Exceptions to the use and possession of alcohol on college property, as permissible by law, may be granted by submitting a request for waiver, in writing, to the Superintendent/President.~~

**Legal References:**

~~The Drug Free Schools and Campuses Act of 1990~~

~~Title 19 Public Health Code~~

~~Business and Professional Code Section 25608~~

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**NOTE:** This policy is **legally advised**. The **red ink** is language recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Lassen College Policy 3630 titled *Controlled Substances, Tobacco, Alcohol* adopted on 9/20/76 and revised on 3/17/87, 4/6/93, 10/28/97, and 9/9/03.

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**Date Adopted:**

*(Replaces current Lassen College Policy 3630)*

**Proposed Lassen Community College District Policy CCLC No. 3600**

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## BP 3600 AUXILIARY ORGANIZATIONS

### References:

Education Code Sections 72670 et seq.;  
Title 5 Sections 59250 et seq.

The Board of Trustees may recognize and approve auxiliary organizations established for the purpose of providing to the District any and all supportive services, specialized programs and functions identified in Title 5.

The Superintendent/President shall establish the administrative procedures necessary to fully comply with California law relating to auxiliary organizations, and to submit this policy and those procedures to the State Chancellor's Office as required by law. At a minimum, the procedures shall address the subjects required by Title 5.

Recognition and establishment of auxiliary organizations shall include a public hearing on the recommendation to recognize or establish an auxiliary organization; Board approval of the auxiliary organization; and approval of a written agreement between the District and the auxiliary organization describing the services, programs or functions to be performed. All such written agreements shall comply fully with the requirements of Title 5 Section 59257(j).

Any auxiliary organization recognized by the Board shall conduct its business in accordance with the administrative procedures adopted by the Superintendent/ President pursuant to this policy. Notwithstanding anything contained in the administrative procedures, any auxiliary organization recognized by the Board shall comply with Education Code provisions regarding:

- the composition of a board of directors and the way in which it conducts its meetings;
- conducting an annual audit;
- employing its work force;
- expending and appropriating its funds, and keeping its records.

No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose of either avoiding laws or regulations that constrain community college districts or providing the District with an unfair advantage with respect to any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for disabled students.

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**NOTE:** This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

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### Date Adopted:

*(This is a new policy recommended by the CC League and the League's legal counsel)*

**BP 3710 SECURING OF COPYRIGHT**

**References:**

Education Code Sections 72207 and 81459;  
17 United States Code Section 201

The Superintendent/President is directed to develop appropriate administrative procedures to implement the provisions of the Education Code which authorize the securing of copyright protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the District. The procedures developed by the Superintendent/President shall assure that the District may use, sell, give, or exchange published materials and may license materials prepared by the District in connection with its curricular and special services.

In the development of these procedures, the Superintendent/President shall solicit the input of the proper representatives of the college community in accordance with the District's policies regarding shared local decision making.

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**NOTE:** This policy is **legally advised**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

**BP 3715 INTELLECTUAL PROPERTY**

**References:**

17 U.S. Code Sections 101 et seq.:

35 U.S. Code Sections 101 et seq.:

37 Code of Federal Regulations (C.F.R.) Sections 1.1 et seq.

~~❖ From current Lassen College Policy 4132 titled Publications or Creation of Materials~~

The Governing Board recognizes that staff members under contract to the college District may, in carrying out their professional responsibilities, develop patentable or copyrightable educational materials for use in the educational program. It is understood by the Governing Board and the staff members that Lassen Community College will hold right to ownership of materials published or created by college District personnel when which materials were developed on District time and with the use of District resources.

The Superintendent/President shall insure that the contractual agreement and the assignment of copyright interests shall be executed between the employee and the college District when requested by the Governing Board and/or the employee.

It is also understood that educational materials created by an employee during the employee's leisure hours when the employee is not fulfilling his/her contractual duties to the college District are the property of the employee.

The Superintendent/President shall develop procedures that define the rights, interests, protection, and transfer of intellectual property created by the District employees and students.

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**NOTE:** This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Lassen College Policy 4132 titled Publications or Creation of Materials adopted on 8/4/87 and revised on 12/12/00.

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**Date Adopted:**

*(Replaces current Lassen College Policy 4132)*

**BP 3720 COMPUTER AND NETWORK USE**

**References:**

Education Code Section 70902;  
Government Code Section 3543.1(b);  
17 U.S. Code Sections 101 et seq.;  
Penal Code Section 502;  
Cal. Const., Art. 1 Section 1

Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The Superintendent/President shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

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**NOTE:** This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

**BP 3810 CLAIMS AGAINST THE DISTRICT**

**References:**

Education Code Section 72502;  
Government Code Sections 900 et seq. and 910

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place(s) for service of claims, lawsuits or other types of legal process upon the District is the Dean of Administrative Services office

~~**Note:** If locations are different for receiving different types of legal services or notices, such as those related to student records, employee records, and others, list the various locations. Otherwise, list where legal process should be served.~~

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**NOTE:** This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's legal counsel)*

**BP 3820 GIFTS**

**References:**

[Education Code Section 72122](#)

~~❖ From current Lassen College Policy 3950 titled Gifts and Donations~~

It is the policy of ~~the~~ Governing Board shall consider all to accept gifts, donations, bequests, and equipment made to the District for community college purposes. The Board reserves the right to refuse or to accept any gift which does not contribute toward the achievement of the goals of the District or the ownership of which would tend to deplete the resources of the District.

The District shall not appraise for tax purposes the value of gifts made to the District.

In no case shall the acceptance and acknowledgment of the gift be considered an endorsement by the District of a commercial product or business enterprise.

The Superintendent/President is authorized to accept gifts on behalf of the District.

In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of race, sex (i.e., gender), color, religion, national origin, age, disability, or sexual preference; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

~~**Note:** The District should consult with counsel if confronted with a donor who wishes to make a donation of a scholarship that will be tailored to help historically underrepresented groups. Generally, the District should not accept a donation from a donor when the stated purpose of the donation is to facilitate discrimination on the basis of race, sex (i.e., gender), color, religion, national origin, age, disability or sexual preference.~~

**NOTE:** This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Lassen College Policy 3950 titled Gifts and Donations adopted on 4/5/77 and revised on 2/17/87 and 10/28/97.

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**Date Adopted:**

*(Replaces current Lassen College Policy 3950)*

**BP 3900 ANIMALS ON CAMPUS**

**References:**

[Penal Code Section 365.5;](#)  
[Vehicle Code Section 21113\(a\);](#)  
[42 U.S. Code Sections 12101 et seq.](#)

❖ ~~From current Lassen College Policy 3640 titled Pets on Campus~~

It is prohibited for any person to permit any pet which is owned, harbored, or controlled by such person to be on campus unless the dog is a **service** guide dog for the blind in the company of its owner, or unless express written permission is obtained from the Dean of Administrative Services.

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**NOTE:** This policy is **suggested as good practice**. The language in **black ink** is from current Lassen College Policy 3640 titled Pets on Campus adopted on 10/28/97. The information in **blue type** is additional language to consider including in this policy.

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**Date Adopted:**

*(Replaces current Lassen College Policy 3640)*



**Cooperative Work Experience Education  
Instructional Program Review Spring 2011  
Executive Summary**

The Cooperative Work Experience Education (CWEE) program is an instructional program consisting of 17 courses including General Work Experience, Occupational Work Experience and corresponding Work Experience courses for all vocational majors at Lassen Community College. Credit awarded is transferable and degree applicable. CWEE, as a “special program” serves to support transfer, vocational and basic skills student’s education through experiential learning by goal directed workplace skill development students pursue in their work setting. CWEE benefits students, employers and LCC. Through the CWEE program students build their work skills and increase their employability, employers benefit from employees’ skill enhancement, and Lassen Community College’s intuitional mission is supported through a cost effective program that brings campus resources directly into local businesses.

The Cooperative Work Experience Education program operates under an updated District Plan approved by the California Community Colleges Chancellor’s Office in August, 2010. CWEE curriculum has been kept current as numerous regulatory changes with the program have occurred. Over the last 4 years, average annual FTE generation for the program has been 33 FTE. The program is a fairly low cost program as it does not require extensive equipment; the main expense of the program is certificated wages. Currently the program is not funded for any classified wages, while in the past the program had a .5 administrative assistant position. As noted, in the full IPR document, due to the nature of the CWEE program, the program would benefit from replacing the .5 administrative assistant position.

Cooperative Work Experience Education is well integrated in LCC curriculum through transferable, degree applicable Occupational, Vocational and General CWEE courses and well integrated into the local labor market having worked with over 140 employers throughout Lassen, Modoc and Plumas counties over the last 4 years. In addition to running a California Department of Corrections and Rehabilitation funded student intern program, CWEE also works with federal financial aid and Cal Works funded work study students, privately employed students, community and campus student volunteers, and federal agencies with students working in the Student Career Employment Program (SCEP) and the Student Temporary Employment Program (STEP) positions. Fall 2010 CWEE completed an employer survey for the purpose receiving employer input on CWEE curriculum development. Analysis of SLO outcomes and employer feedback has identified General Work Experience (WE1) students would benefit from increased transferable work skill development. Curriculum development is underway to address this identified need.

# **PRIORITIZED!RECOMMENDATIONS!TO!BE!CONSIDERED!BY!THE!LASSEN!COMMUNITY!COLLEGE!PLANNING!COMMITTEES!**

## **Sections 1-3**

1. Continuation and support of the CWEE program which is aligned with Lassen Community College Mission, Values and Institutional Student Learning Outcomes (Program Goals and Objectives p.7).
2. Continue current program scheduling and support CWEE program through adequately staffing and budgeting for program needs as it serves many students (Curriculum; Scheduling and Enrollment Patterns p.17).
3. Courses will be revised on an ongoing basis to address regulatory changes, student needs, and employer identified concerns (Curriculum; Courses p.10).
4. Maintain processes which protect the academic integrity of the CWEE program (Student Outcomes; Student Learning Outcome and Assessment p.32).
5. Develop and implement an, "Introduction to Work Experience" course instructed by Cooperative Work Experience Coordinator offered as a co-requisite course to WE1 through either a correspondence or online mode of instruction to assist students in building their transferable work skills (Curriculum; Articulation/Integration of Curriculum p. 21), (Curriculum; Program Expansion, p.23), (Student Outcomes; Student Learning Outcome and Assessment, p. 32).
6. Maintain intern/student assistant program at High Desert State prison and expand program as California Department of Corrections and Rehabilitation budget allows (Program Expansion, p. 22).
7. District initiatives must involve the faculty assigned to the programs impacted and be designed such that infrastructure is in place to support initiatives before moving forward to avoid student, staff and faculty frustration, and poor public perception (Student Learning Outcomes; Student Retention and Success p. 28).
8. Maintain CWEE program integrity by focusing program recruitment efforts on individuals with goals related to enhancing their workplace skills (Student Outcomes; Student Retention and Success p.28).
9. Further consideration as to how CWEE can be incorporated into additional degree/certificate program requirements should be considered as a means of assisting students in developing their workplace competence and building their resumes before entering the workforce upon graduation (Curriculum; Degrees and Certificates p.11).
10. Continued assessment as to emerging needs for CWEE course in vocational program areas (Curriculum; Program Expansion p.22).
11. Continue brainstorming with adaptive physical education faculty as to how CWEE could be incorporated as a component of a Transition to Independent Living program (Curriculum; Program Expansion p.22).
12. Consider revision to program evaluation tool to include support program student information such as student's participation with programs such as EOPS, Cal Works, Federal Work Study, DSPS, and perhaps others. This additional demographic information may assist in evaluating targeted recruitment efforts (Student Outcomes,

Student Evaluation Summary p. 33).

13. As students exhibit need for M.O.U.'s with additional employers, the Work Experience Coordinator will pursue further M.O.U.'s (Curriculum, Articulation/Integration of Curriculum p. 21).

## **Sections 4-6**

1. Hire a .50 FTE Cooperative Work Experience Administrative Assistant (a position that was eliminated as part of the 2003 layoff). (Student Outcomes; Student Evaluation Summary p. 33, Program staffing, p.34)

2. Assess heating and duct system in Humanities building to allow for the provision of comfortable temperatures and clean air. Perform identified replacements and repair (Facilities/Equipment, p.37).

3. Upgrade and replace hard drive of secondary computer with a new one (Facilities/Equipment: Equipment p.38).

4. Increase travel budget as needed based on soaring gas prices. (Budget, p.39)

5. The Cooperative Work Experience Education Coordinator will continue to attend conferences and workshops related to CWEE and will share information with program advisors (Professional Development, p.35).

6. Revise telephone budget to allow for a plan with texting/email (Budget, p.39).

7. Replace paper shredder (Budget, p.39).

8. As campus upgrades its phone system, work to restore full functionality of fax line in CWEE office (Facilities/Equipment, p.37).

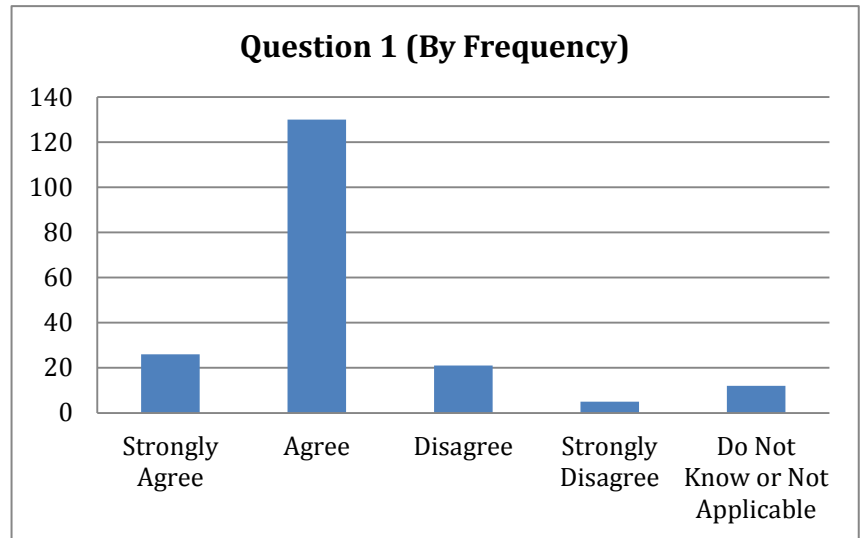
# Accreditation 2014 Self-Study Survey

## Student Results – Spring 2011

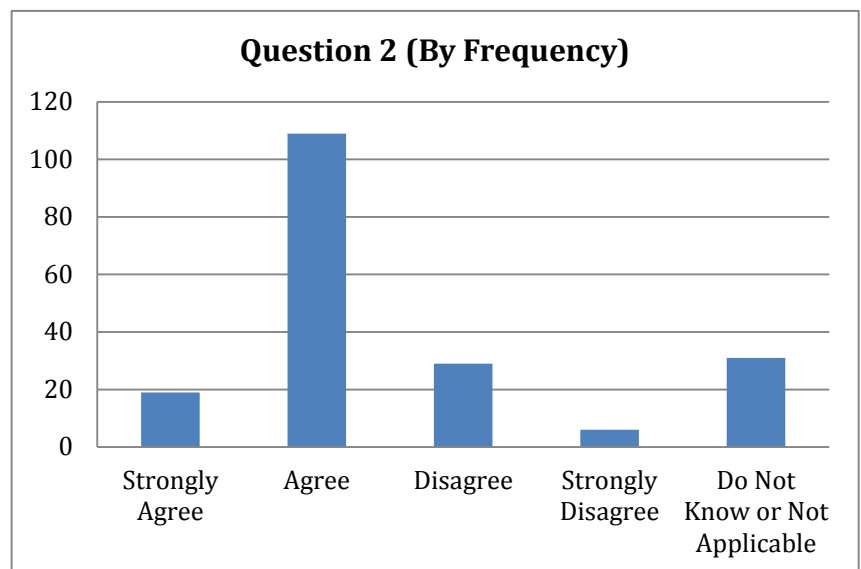
**Student Position: Total respondents equal 192**

**155** Full-time Student (12+ units)      **37** Part-time Student (1 – 11 units)

1. Information that I am looking for is easy to find in the college catalog.

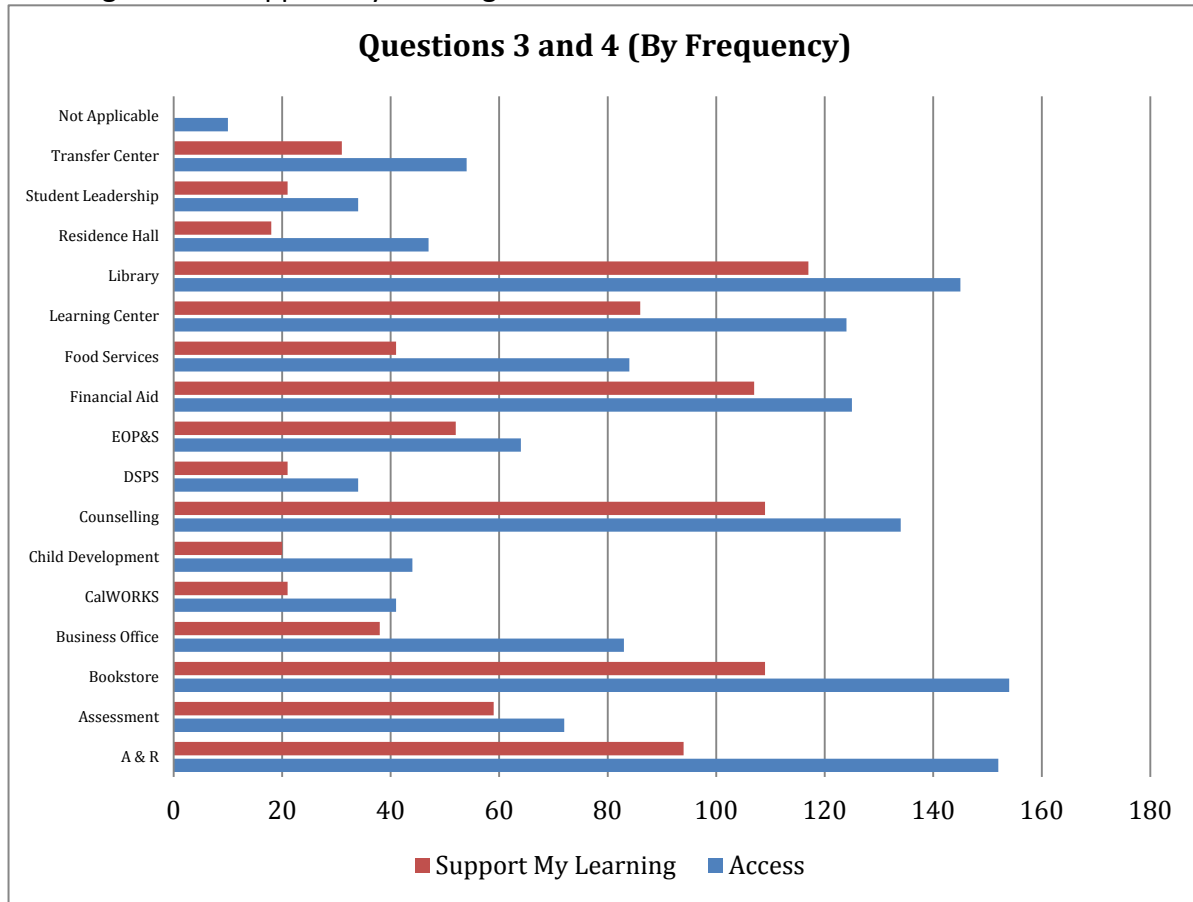


2. Transfer information from Lassen College to other colleges is readily available.

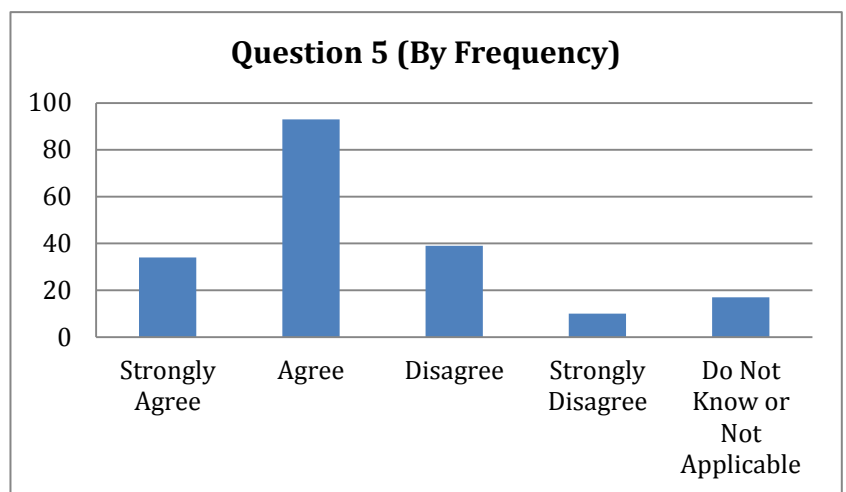


3. I am able to access the following services/programs when I need them:  
AND

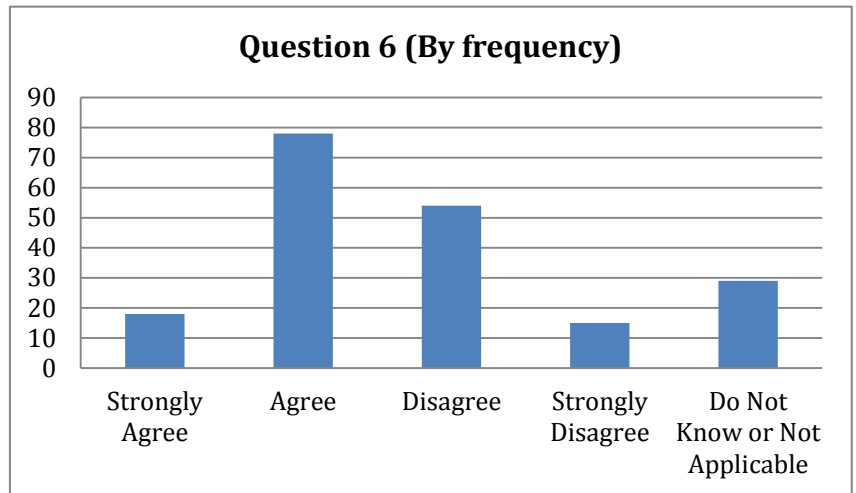
4. The following services support my learning:



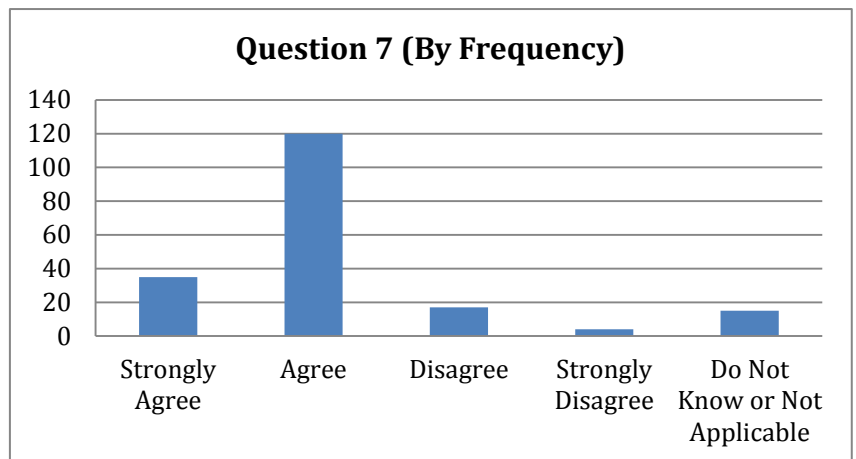
5. I am aware of opportunities for involvement in extracurricular student activities.



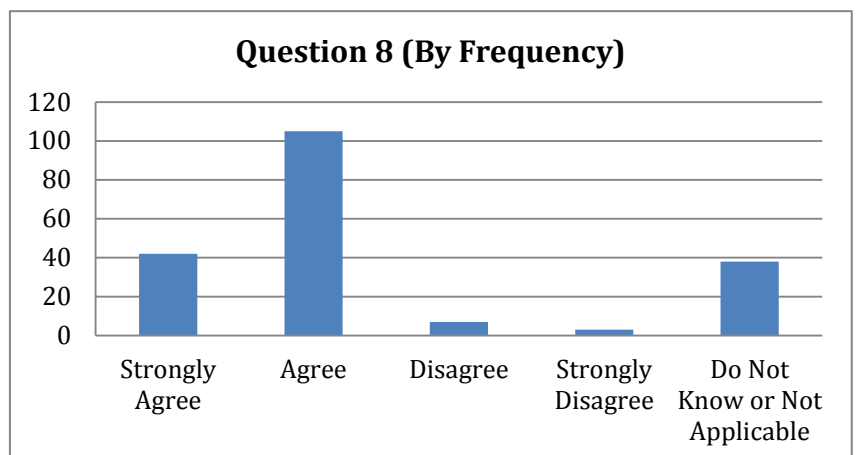
6. Lassen Community College offers a wide variety of special enrichment activities (e.g., cultural events, speakers, performances) for students.



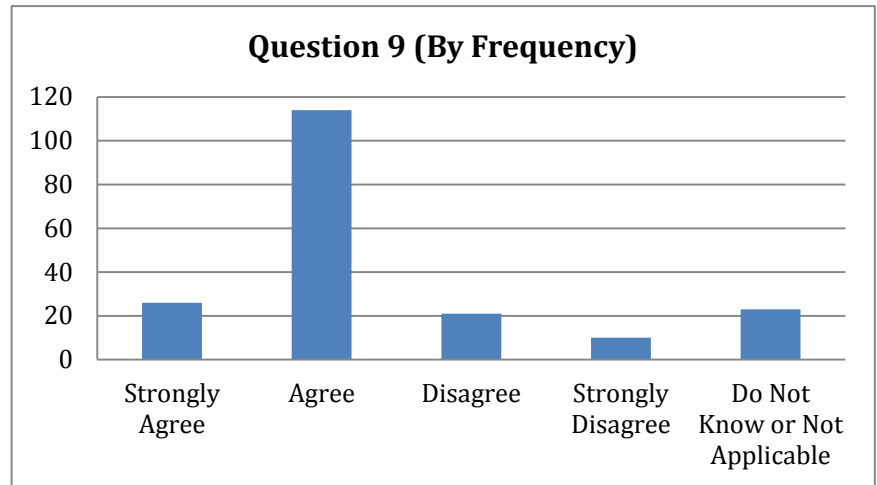
7. I am able to get the resources I need in the college library to complete my course assignments and research projects.



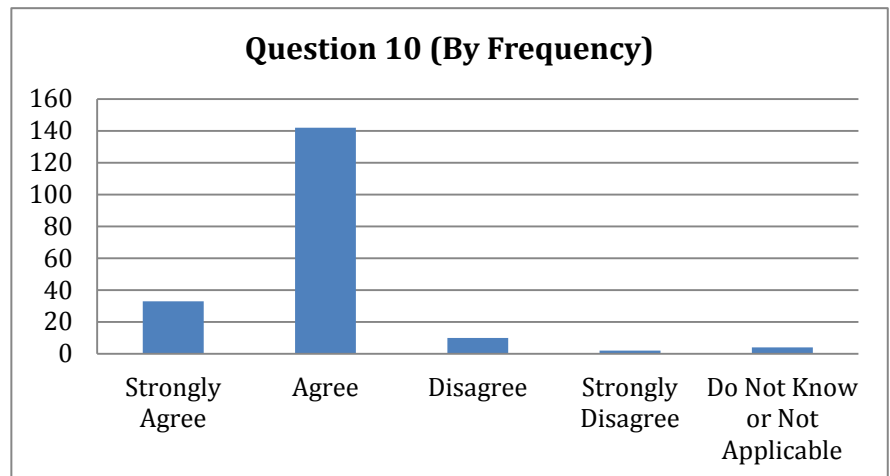
8. The Learning Center provides me the support I need be successful in my classes.



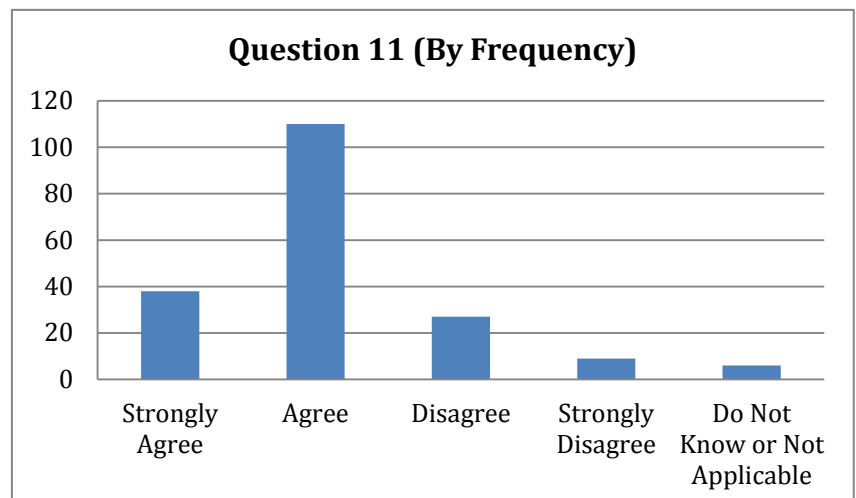
9. The quality of the library materials is adequate to meet my educational needs.



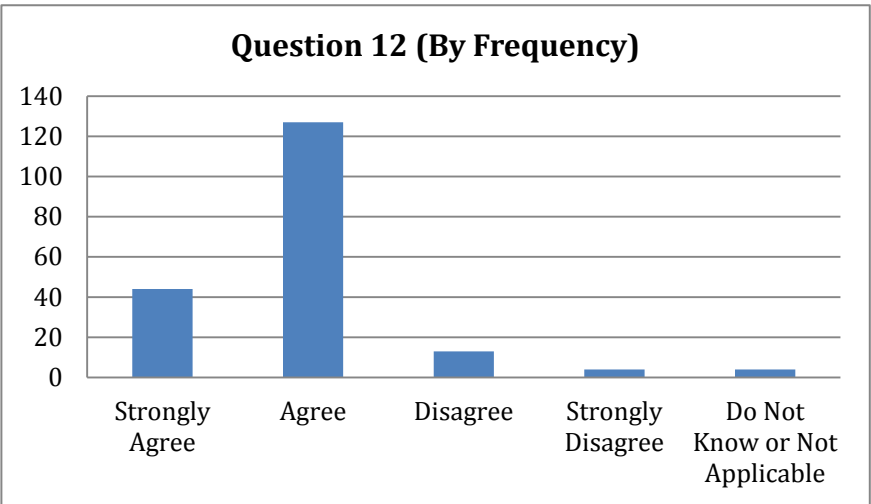
10. The institution provides adequate physical space for my needs (i.e. classroom, shop, office)



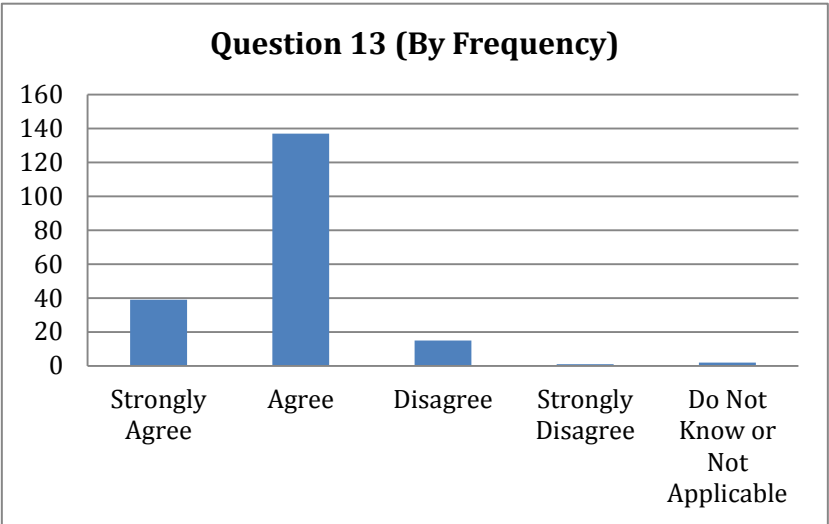
11. The institution provides adequate equipment, materials, etc. for my needs.



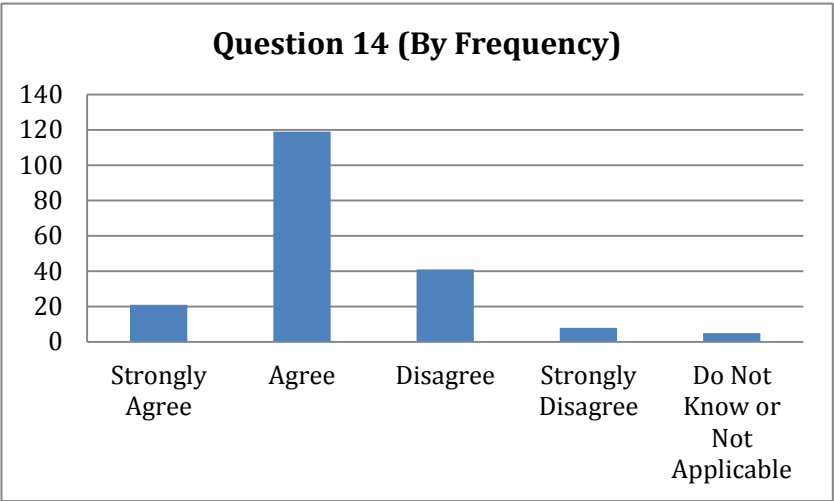
12. The campus is a safe environment.



13. The campus is easily accessible (facilities are available when needed).

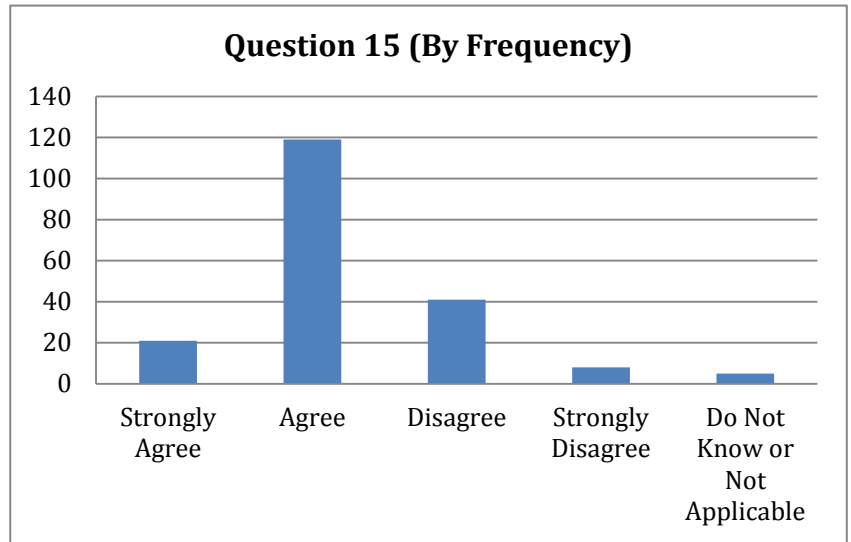


14. The Institution has a sufficient number of faculty and staff to support my student success.

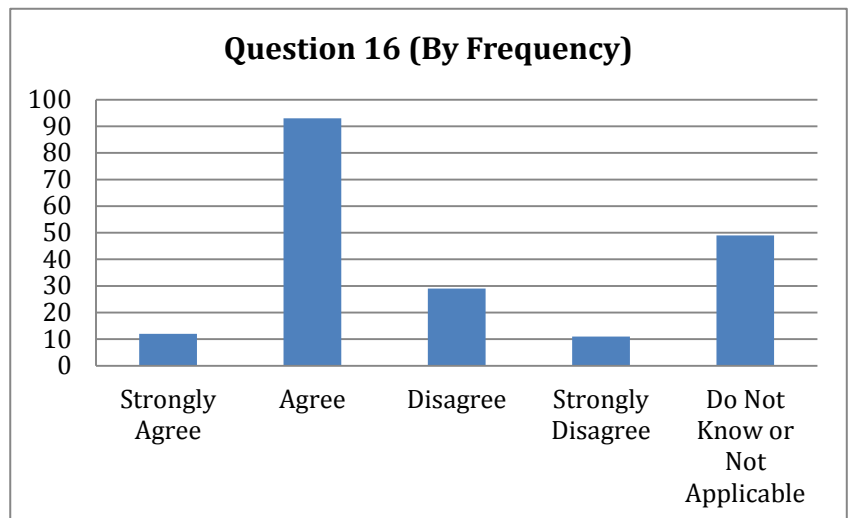




15. The Institution demonstrates integrity in the treatment of students.



16. The governing board effectively represents students' interests.



17. Please use this space for any additional comments you have. If referring to a specific question please note the number of that question:

Twenty nine students responded to question 17 (open-ended). Some responses contained more than one comment. A total of 45 comments were coded in nine categories.

Category	Comment Examples	Number of Comments
Add Additional Classes	<ul style="list-style-type: none"> <li>• This college does not offer enough required classes or times available for classes</li> <li>• There are insufficient English classes</li> <li>• More math and science classes need to be offered</li> </ul>	9
Add or Offer Additional Hours - Services	<ul style="list-style-type: none"> <li>• Health</li> <li>• Food</li> <li>• Learning Center</li> </ul>	9
Add or Enhance Facilities	<ul style="list-style-type: none"> <li>• Elevators for Disabled Students</li> <li>• Student Center</li> <li>• Dorm</li> </ul>	7
Customer Service	<ul style="list-style-type: none"> <li>• .....not helpful or disrespectful</li> <li>• Rude staff</li> </ul>	5
Faculty	<ul style="list-style-type: none"> <li>• Limited teachers to choose from</li> <li>• He helps students to learn easily</li> </ul>	4
Financial Aid	<ul style="list-style-type: none"> <li>• Lack of availability of FA staff</li> <li>• Lack of work-study jobs posed hardships for students</li> </ul>	4
Generally Positive	<ul style="list-style-type: none"> <li>• I am proud to be a student at this college!!</li> <li>• This college is extremely student oriented</li> </ul>	4
Student Events/Clubs	<ul style="list-style-type: none"> <li>• We need more events on campus (cultural, film/video festivals, etc.)</li> </ul>	2
Staff	<ul style="list-style-type: none"> <li>• Need more staff</li> </ul>	1

<b>Employment Position (please check only one):</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Full-time Staff	40.0%	20
Part-time Staff	14.0%	7
Full-time Faculty	32.0%	16
Part-time Faculty	12.0%	6
Administration	2.0%	1
<i>answered question</i>		<b>50</b>

<b>The institution has developed processes by which continuous dialog regarding student learning and institutional processes take place.</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Strongly Agree	23.8%	10
Agree	57.1%	24
Disagree	4.8%	2
Strongly Disagree	9.5%	4
Do Not Know or Not Applicable To Me	4.8%	2
<i>answered question</i>		<b>42</b>

<b>I participate in dialog and processes aimed at improving institutional effectiveness (planning, program review and assessment of student learning).</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Strongly Agree	24.4%	10
Agree	51.2%	21
Disagree	7.3%	3
Strongly Disagree	7.3%	3
Do Not Know or Not Applicable To Me	9.8%	4
<i>answered question</i>		<b>41</b>

<b>Clearly stated measurable strategic goals and objectives guide the college community in making decisions regarding planning and allocation of resources as well as curriculum and program development.</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Strongly Agree	21.4%	9
Agree	47.6%	20
Disagree	19.0%	8
Strongly Disagree	7.1%	3
Do Not Know or Not Applicable To Me	4.8%	2
<i>answered question</i>		<b>42</b>

**I am familiar with the college mission statement.**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Strongly Agree	35.7%	15
Agree	64.3%	27
Disagree	0.0%	0
Strongly Disagree	0.0%	0
Do Not Know or Not Applicable To Me	0.0%	0
<i>answered question</i>		<b>42</b>

**The educational purposes identified in the mission statement are appropriate to Lassen Community College and its intended students.**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Strongly Agree	36.6%	15
Agree	58.5%	24
Disagree	2.4%	1
Strongly Disagree	2.4%	1
Do Not Know or Not Applicable To Me	0.0%	0
<i>answered question</i>		<b>41</b>

**The mission statement is applied during planning and decision-making.**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Strongly Agree	23.8%	10
Agree	47.6%	20
Disagree	11.9%	5
Strongly Disagree	7.1%	3
Do Not Know or Not Applicable To Me	9.5%	4
<i>answered question</i>		<b>42</b>

**The planning process being used works and produces appropriate institutional plans.**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Strongly Agree	16.7%	7
Agree	45.2%	19
Disagree	19.0%	8
Strongly Disagree	7.1%	3
Do Not Know or Not Applicable To Me	11.9%	5
<i>answered question</i>		<b>42</b>

I received information about institutional planning through a variety of ways:(please check all that apply)

Answer Options	Response Percent	Response Count
Committee Minutes	72.5%	29
E-mail	90.0%	36
My Constituent Group's Representative	37.5%	15
Open Forums	65.0%	26
Other	7.5%	3
If Other (please specify)		4
<i>answered question</i>		<b>40</b>

The Comprehensive Institutional Master Plan is the appropriate vehicle for institutional planning.

Answer Options	Response Percent	Response Count
Strongly Agree	19.0%	8
Agree	69.0%	29
Disagree	0.0%	0
Strongly Disagree	4.8%	2
Do Not Know	7.1%	3
<i>answered question</i>		<b>42</b>

I am familiar with the handbook for institutional planning and budget development.

Answer Options	Response Percent	Response Count
Strongly Agree	19.0%	8
Agree	35.7%	15
Disagree	23.8%	10
Strongly Disagree	2.4%	1
Do Not Know or Not Applicable To me	19.0%	8
<i>answered question</i>		<b>42</b>

I had an opportunity to participate in the budget development process.

Answer Options	Response Percent	Response Count
Strongly Agree	19.0%	8
Agree	23.8%	10
Disagree	38.1%	16
Strongly Disagree	4.8%	2
Do Not Know or Not Applicable To Me	14.3%	6
<i>answered question</i>		<b>42</b>

The institutional planning process is tied to the budget development process.

Answer Options	Response Percent	Response Count
Strongly Agree	16.7%	7
Agree	45.2%	19
Disagree	11.9%	5
Strongly Disagree	7.1%	3
Do Not Know or Not Applicable To Me	19.0%	8
<i>answered question</i>		<b>42</b>

**My students are able to get the resources they need in the College library to complete course assignments and research projects.**

Answer Options	Response Percent	Response Count
Strongly Agree	4.9%	2
Agree	43.9%	18
Disagree	7.3%	3
Strongly Disagree	0.0%	0
Do Not Know or Not Applicable To Me	43.9%	18
<i>answered question</i>		<b>41</b>

**My students are able to access the Learning Center when they need to.**

Answer Options	Response Percent	Response Count
Strongly Agree	7.3%	3
Agree	53.7%	22
Disagree	7.3%	3
Strongly Disagree	0.0%	0
Do Not Know or Not Applicable To Me	31.7%	13
<i>answered question</i>		<b>41</b>

**Faculty are effectively involved in the selection of library materials.**

Answer Options	Response Percent	Response Count
Strongly Agree	4.9%	2
Agree	14.6%	6
Disagree	14.6%	6
Strongly Disagree	2.4%	1
Do Not Know or Not Applicable To Me	63.4%	26
<i>answered question</i>		<b>41</b>

**The quality of the library materials is adequate to meet my needs.**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Strongly Agree	4.9%	2
Agree	29.3%	12
Disagree	9.8%	4
Strongly Disagree	2.4%	1
Do Not Know or Not Applicable To Me	53.7%	22
<i>answered question</i>		<b>41</b>

**I refer students to:**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Counseling	76.9%	30
Transfer Center	51.3%	20
Financial Aid EOP&S (Extended Opportunity Programs & Services)/Care	71.8%	28
DSPS	53.8%	21
CalWorks	48.7%	19
Learning Center	30.8%	12
Library	71.8%	28
None of the above	48.7%	19
	5.1%	2
<i>answered question</i>		<b>39</b>

**The institution provides adequate physical space for my needs (i.e. classroom, shop, office)**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Strongly Agree	20.0%	8
Agree	42.5%	17
Disagree	17.5%	7
Strongly Disagree	12.5%	5
Do Not Know or Not Applicable To Me	7.5%	3
<i>answered question</i>		<b>40</b>

**The institution provides adequate equipment, furniture, materials, etc.**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Strongly Agree	13.2%	5
Agree	34.2%	13
Disagree	28.9%	11
Strongly Disagree	18.4%	7
Do Not Know	5.3%	2

or Not Applicable To Me		
<i>answered question</i>		<b>38</b>

<b>The campus is a safe environment.</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Strongly Agree	20.0%	8
Agree	47.5%	19
Disagree	15.0%	6
Strongly Disagree	12.5%	5
Do Not Know or Not Applicable To Me	5.0%	2
<i>answered question</i>		<b>40</b>

<b>The campus is easily accessible (facilities are available when needed).</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Strongly Agree	15.4%	6
Agree	48.7%	19
Disagree	20.5%	8
Strongly Disagree	2.6%	1
Do Not Know or Not Applicable To Me	12.8%	5
<i>skipped question</i>		<b>11</b>

<b>The Institution assesses the need for information technology training for students, faculty and staff.</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Strongly Agree	7.5%	3
Agree	32.5%	13
Disagree	35.0%	14
Strongly Disagree	10.0%	4
Do Not Know or Not Applicable To Me	15.0%	6
<i>answered question</i>		<b>40</b>

<b>The Institution ensures that technology decisions are developed from institutional needs and plans for improvement.</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Strongly Agree	22.5%	9
Agree	32.5%	13
Disagree	25.0%	10
Strongly Disagree	5.0%	2



Do Not Know or Not Applicable To Me	15.0%	6
<i>answered question</i>		<b>40</b>

The Institution determines that technology needs in program and services areas are met effectively.

Answer Options	Response Percent	Response Count
Strongly Agree	12.5%	5
Agree	20.0%	8
Disagree	40.0%	16
Strongly Disagree	2.5%	1
Do Not Know or Not Applicable To Me	25.0%	10
<i>answered question</i>		<b>40</b>

Financial information (such as budget information, quarterly reports, etc.) is provided throughout the institution.

Answer Options	Response Percent	Response Count
Strongly Agree	17.5%	7
Agree	42.5%	17
Disagree	22.5%	9
Strongly Disagree	15.0%	6
Do Not Know or Not Applicable To Me	2.5%	1
<i>answered question</i>		<b>40</b>

All constituencies have appropriate opportunities to participate in the budget development process.

Answer Options	Response Percent	Response Count
Strongly Agree	17.5%	7
Agree	35.0%	14
Disagree	22.5%	9
Strongly Disagree	10.0%	4
Do Not Know or Not Applicable To Me	15.0%	6
<i>answered question</i>		<b>40</b>

Job descriptions accurately reflect position duties, responsibilities, and authority.

Answer Options	Response Percent	Response Count
Strongly Agree	5.1%	2
Agree	38.5%	15
Disagree	28.2%	11
Strongly Disagree	20.5%	8

Disagree Do Not Know or Not Applicable To Me	7.7%	3
<i>answered question</i>		<b>39</b>

<b>The institution upholds written codes of professional ethics.</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Strongly Agree	5.0%	2
Agree	52.5%	21
Disagree	30.0%	12
Strongly Disagree	5.0%	2
Do Not Know	7.5%	3
<i>answered question</i>		<b>40</b>

<b>The institution has a sufficient number of faculty, staff, and administrators.</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Strongly Agree	2.5%	1
Agree	20.0%	8
Disagree	47.5%	19
Strongly Disagree	12.5%	5
Do Not Know	17.5%	7
<i>answered question</i>		<b>40</b>

<b>Personnel policies are available for review and equitably and consistently administered.</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Strongly Agree	2.6%	1
Agree	41.0%	16
Disagree	28.2%	11
Strongly Disagree	5.1%	2
Do Not Know	23.1%	9
<i>answered question</i>		<b>39</b>

<b>The institution advocates integrity in the treatment of administration, faculty, staff and students.</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Strongly Agree	12.5%	5
Agree	47.5%	19
Disagree	12.5%	5
Strongly Disagree	17.5%	7
Do Not Know	10.0%	4
<i>answered question</i>		<b>40</b>

**The institution provides all personnel with appropriate opportunities for continued professional development.**

Answer Options	Response Percent	Response Count
Strongly Agree	0.0%	0
Agree	33.3%	13
Disagree	35.9%	14
Strongly Disagree	25.6%	10
Do Not Know	5.1%	2
<i>answered question</i>		<b>39</b>

**I am familiar with the Shared Governance and Collegial Consultation Process Handbook.**

Answer Options	Response Percent	Response Count
Strongly Agree	25.0%	10
Agree	47.5%	19
Disagree	17.5%	7
Strongly Disagree	0.0%	0
Do Not Know or Not Applicable To Me	10.0%	4
<i>answered question</i>		<b>40</b>

**I understand the role of the Consultation Council in Shared Governance.**

Answer Options	Response Percent	Response Count
Strongly Agree	27.5%	11
Agree	50.0%	20
Disagree	12.5%	5
Strongly Disagree	0.0%	0
Do Not Know or Not Applicable To Me	10.0%	4
<i>answered question</i>		<b>40</b>

**I understand the role of my constituent group in shared governance.**

Answer Options	Response Percent	Response Count
Strongly Agree	25.0%	10
Agree	50.0%	20
Disagree	10.0%	4
Strongly Disagree	2.5%	1
Do Not Know or Not Applicable To Me	12.5%	5
<i>answered question</i>		<b>40</b>

**I have a voice in the decision-making process through shared governance.**

Answer Options	Response Percent	Response Count
Strongly Agree	23.1%	9
Agree	30.8%	12

Disagree	25.6%	10
Strongly Disagree	10.3%	4
Do Not Know or Not Applicable To Me	10.3%	4
<i>answered question</i>		<b>39</b>

**The faculty, administration, and staff work together to improve the institution in a professional manner.**

Answer Options	Response Percent	Response Count
Strongly Agree	17.9%	7
Agree	43.6%	17
Disagree	28.2%	11
Strongly Disagree	7.7%	3
Do Not Know or Not Applicable To Me	2.6%	1
<i>answered question</i>		<b>39</b>

**Policies and procedures are clearly defined and followed.**

Answer Options	Response Percent	Response Count
Strongly Agree	10.0%	4
Agree	32.5%	13
Disagree	37.5%	15
Strongly Disagree	12.5%	5
Do Not Know or Not Applicable To Me	7.5%	3
<i>answered question</i>		<b>40</b>

**Communication is open, honest, and encouraged at all levels.**

Answer Options	Response Percent	Response Count
Strongly Agree	7.5%	3
Agree	37.5%	15
Disagree	30.0%	12
Strongly Disagree	17.5%	7
Do Not Know or Not Applicable To Me	7.5%	3
<i>answered question</i>		<b>40</b>

**The college values effective leadership throughout the institution.**

Answer Options	Response Percent	Response Count
Strongly Agree	12.8%	5
Agree	33.3%	13
Disagree	33.3%	13
Strongly Disagree	10.3%	4
Do Not Know or Not Applicable To Me	10.3%	4
<i>answered question</i>		<b>39</b>

The college communicates results of the evaluation of the shared governance structure and processes to faculty and staff.

Answer Options	Response Percent	Response Count
Strongly Agree	12.5%	5
Agree	47.5%	19
Disagree	17.5%	7
Strongly Disagree	5.0%	2
Do Not Know or Not Applicable To Me	17.5%	7
<i>answered question</i>		<b>40</b>

The President facilitates the setting of values, goals, and priorities to improve the college's educational programs.

Answer Options	Response Percent	Response Count
Strongly Agree	12.5%	5
Agree	57.5%	23
Disagree	22.5%	9
Strongly Disagree	0.0%	0
Do Not Know or Not Applicable To Me	7.5%	3
<i>answered question</i>		<b>40</b>

The President communicates effectively to the community, administration, staff, and students.

Answer Options	Response Percent	Response Count
Strongly Agree	5.4%	2
Agree	51.4%	19
Disagree	27.0%	10
Strongly Disagree	5.4%	2
Do Not Know or Not Applicable To Me	10.8%	4
<i>answered question</i>		<b>37</b>

The President plans, evaluates and supervises the administrative structure of the college to reflect the purpose, size and complexity of the institution.

Answer Options	Response Percent	Response Count
Strongly Agree	7.7%	3
Agree	43.6%	17
Disagree	20.5%	8
Strongly Disagree	10.3%	4
Do Not Know or Not Applicable To Me	17.9%	7
<i>answered question</i>		<b>39</b>

The Governing Board effectively represents the public interest.

Answer Options	Response Percent	Response Count
Strongly Agree	10.0%	4
Agree	37.5%	15
Disagree	22.5%	9
Strongly Disagree	7.5%	3
Do Not Know or Not Applicable To Me	22.5%	9
<i>answered question</i>		<b>40</b>

The Governing Board adheres to its written code of ethics.

Answer Options	Response Percent	Response Count
Strongly Agree	5.1%	2
Agree	41.0%	16
Disagree	10.3%	4
Strongly Disagree	2.6%	1
Do Not Know or Not Applicable To Me	41.0%	16
<i>answered question</i>		<b>39</b>

The Governing Board remains focused on policy matters and not direct intervention (micro-management).

Answer Options	Response Percent	Response Count
Strongly Agree	7.5%	3
Agree	42.5%	17
Disagree	22.5%	9
Strongly Disagree	5.0%	2
Do Not Know or Not Applicable To Me	22.5%	9
<i>answered question</i>		<b>40</b>

The Governing Board's actions reflect accreditation standards and expectations for institutional improvement.

Answer Options	Response Percent	Response Count
Strongly Agree	7.5%	3
Agree	55.0%	22
Disagree	7.5%	3
Strongly Disagree	2.5%	1
Do Not Know or Not Applicable To Me	27.5%	11
<i>answered question</i>		<b>40</b>

## *Timeline for Self-Study Preparation*

<i>May 2011</i>	<i>Self-Study Surveys (staff and student perception surveys)</i>
<i>October 7, 2011</i>	<i>ACCJC Accreditation Self-Study Training</i>
<i>November 2011</i>	<i>Survey Staff for Standard Preference</i>
<i>January 2012</i>	<i>Identification of the Membership of Study Groups for each Standard (one administrator per standard/balanced membership)</i>
<i>February 2012</i>	<i>Selection of Co-chairs (at least one faculty member) for each of Four Standards</i>
<i>May 2012</i>	<i>Planning Meetings for each Accreditation Self-Study Standard</i>
<i>May 2012</i>	<i>Selection of Accreditation Self-Study Chairperson</i>
<i>May 2012</i>	<i>Self-Study Surveys (staff and student perception surveys)</i>
<i>Fall 2012- Spring 2013</i>	<i>Gathering data and Drafting language for Self-Study Report</i>
<i>May 2013</i>	<i>Self-Study Surveys (staff and student perception surveys)</i>
<i>May 2013</i>	<i>Consultation Council Meeting to receive preliminary draft Self-Study Report</i>
<i>September 2013</i>	<i>Consultation Council Meeting to receive updated/revised draft Self-Study Report</i>
<i>October 2013</i>	<i>Consultation Council Meeting Adoption of draft Self-study Report and distribution to campus for review</i>
<i>October-November</i>	<i>Constituent groups meet to give feedback to Consultation Council representatives</i>
<i>November 2013</i>	<i>Consultation Council Meeting Adoption of the Self-Study Report</i>
<i>December 9, 2013</i>	<i>Governing Board approval of Self-Study Report</i>
<i>January 2014</i>	<i>Printing and Mailing of Self-Study to ACCJC</i>
<i>March 2014</i>	<i>ACCJC Evaluation Team Visit</i>
<i>June 2014</i>	<i>ACCJC Action on Self-Study</i>