

Resource Development/Competitive Grants (Foundation)

LASSEN COMMUNITY COLLEGE

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SECTION 1: INSTITUTIONAL EFFECTIVENESS PLANNING

I. Program Overview and Objectives

The Lassen College Foundation is committed to building relationships that enhance financial and educational investments, and benefit Lassen Community College and the surrounding community. Incorporated in 1977, the Lassen College Foundation is a public charity under IRC Section 501(c)(3). The Foundation provides financial support to the college for the Choose Lassen Grant and innovative programs.

The objectives of the Foundation are to continue providing scholarships to attend Lassen Community College, develop an alumni association, build an endowment fund, and increase college involvement within the community and community involvement in the college. The Foundation always seeks motivated, visionary people to advance higher education within the district.

Vision: The Foundation envisions a community with a culture of philanthropy that supports higher education for local workforce development, intellectual growth, and civic, cultural, and social leadership.

Mission: The mission of the Lassen College Foundation is to provide financial support to Lassen Community College for scholarships, innovative programs and resources on campus and in the District.

The Foundation makes friends for the college in the community by being ambassadors and advocates for the college, students, faculty, and administration. Listed here are the services administered by the Foundation:

- **Grants:** The Foundation offers the "Choose Lassen" grant to attend Lassen Community College.
- **Scholarships:** The Foundation currently administers several scholarships including the Elliot Dow Memorial Scholarship. Students may inquire with the Financial Aid Office about additional scholarships. The scholarship program is currently being overhauled and all scholarships will be listed on the Foundation's webpage by January 1, 2022.
- **Alumni Association:** The Foundation is focused on enriching the lives of its alumni and offering way to engage in LCC's future by providing peer networking and communications for alumni through events, press releases, social media, and a newsletter.
- **Endowment Fund:** The Foundation is committed to building a perpetual general endowment fund of \$100,000 that will offer long-term financial stability for student aid, innovative academic programs, and capital improvement projects.

- Community/College Involvement: The Foundation plans, develops on and off-campus events focused on diversity, equity and inclusion that are student, faculty, staff, alumni and community-based.

Listed on the Foundation web page at <http://www.lassencollege.edu/support-lcc/Pages/default.aspx> are the variety of methods that the Foundation offers for donors to donate. These include a physical mail in address for donors to mail in donations, a downloadable form to fill and submit with the donation, a PayPal web link to donate, and instructions for donors to donate through the Amazon Smile program when purchasing through Amazon.com. The web page also offers information on the Foundation's tax return, and the 501(c)(3) and/or 170(c)(1) tax deduction applicability of donations.

The Foundation is governed by a seven-member Board of Directors, and is joined by the LCC Superintendent/President as a representative of the LCC Board of Trustees. This group meets monthly (first Tuesday of the month) in the board Docs at <https://go.boarddocs.com/ca/lcca/Board.nsf/Public#>.

Description/Evaluation:

- a. Describe and evaluate the program objectives against the LCC strategic plan, specifically the mission statement and strategic goals [available online or in the current catalog].

The LCF supports the Lassen Community College Mission by obtaining and distributing funds that directly support the achievement of higher education goals of those who are or will be attending LCC.

The LCF supports the Lassen Community College Strategic Goals of Resource Management and Student Success by providing direct financial support to students to increase their access to and opportunity for successful completion of LCC academic programs.

- b. Evaluate any changes in the program since last review. Include summary of Annual Updates completed since last review.

The Foundation completed a major overhaul of the scholarship program in February 2020. The program has increased grant awards from 68 in 2020 to 223 in 2021. Following the initial outbreak of the COVID-19 virus, enrollment began to drop. A goal to return to an enrollment pre-COVID was initiated and the Foundation looked to the Choose Lassen Grant as the catalyst for this increase in enrollment. Though the grant program is working through some growing pains, it has been an immediate success. Enrollment is on the rise, as well as diversity in the student body.

The Foundation has undergone several staffing changes in the past five years including hiring interim, part-time and full-time personnel, resulting in inconsistencies in processes and procedures, networking and communication. In 2019, the position title and duties were updated from resource development coordinator to director of development, alumni and community relations and some new duties were added including assistance with commencement and athletics fund raising/special events.

A link to the Choose Lassen Grant is located on the Lassen College Foundation's webpage. The Choose Lassen Grant was rebranded and revamped in February 2021 and an online fillable application was created. The grant award was increased from \$1,400.00 to \$2,000.00 a year, and \$2,800.00 to \$4,000.00 overall. The grant is now available to out-of-state and international students and all age groups and now includes coverage of dorm fees and childcare (on-campus/HeadStart). The term of use was also increased from two years to three.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning, Student Services Planning, and/or Academic Planning tables at the end of the section for any recommendations requiring institutional action.

The Foundation should consider creating a set of policies and procedures for the scholarship and grant program. These would include creating criteria and applications for all available scholarships, as well as a system of tracking and reporting data to highlight the successes of the programs and the recipients of the awards.

II Administrative Unit and/or Student Learning Outcomes Assessment

Student Learning Outcome Assessment

AUO and SLO assessment is important to maintain and improve institutional effectiveness and provide an effective learning experience for LCC students. Departments are expected to measure AUO and/or SLO annually; these records are maintained in WEAVE and are available for review at any time.

Description/Evaluation:

1. Identify and evaluate Administrative Unit and/or Student Learning Outcomes including the relationship to strategic goals for AUOs and institutional student learning outcomes for SLOs utilizing information from WEAVE.
2. Attach an AUO and/or SLO assessment summary as provided by Office of Institutional Effectiveness.

ISLO	Strat Goal	AUO	ASSESSMENT MEASURE /TARGET
3	2, 3, 4	Build, support and grow community awareness and participation in Foundation activities.	<p>Measure: Activity data Target: Establish baseline data. Increase social media presence by 5% annually.</p> <p>Measure: Activity data Target: Establish baseline data. Increase participation at special events by 3% annually.</p>
3	2, 3, 4	Engage alumni to become members of the LCC Alumni Association.	<p>Measure: Count of Alumni Members Target: Increase alumni membership by 5% annually</p>
3	2, 3, 4	Provide additional resources for the college by conducting annual, capital and endowment campaigns.	<p>Measure: Benchmark data Target: Establish baseline data for Resource Development (sources) and increase by 5% annually.</p> <p>Measure: Benchmark data Target: Increase donation income by 2% annually.</p>

3. Provide an analysis of findings of the assessment results may be leveraged to support equipment, facility, staffing, or other budget and planning need and include the justification in your analysis.

The AUOs presented above have only recently been developed. Baseline data from the previous AUOs was never defined as planned by previous staff. It is our belief that these newly revised AUOs will allow for appropriate measurability, thus making the new AUOs a usable planning product moving forward.

Planning Agenda:

List recommendations and actions by the above evaluation of AUO and/or SLO results. Complete Institutional Effectiveness Planning, Student Services Planning and/or Academic Planning tables at the end of the section for any recommendations requiring institutional action. For any items needing Human Resources Planning, Institutional Technology Planning, or Facilities Planning action, please make sure to include the information within the appropriate section and table later in the program review document.

New laptop/software for Director;

III. Equipment

Description/Evaluation:

1. List capital outlay equipment, age of equipment and replacement schedule.
2. Identify any existing equipment maintenance/service agreements.

3. Evaluate the condition of capital outlay equipment in light of the replacement schedule and available funds.
4. Evaluate the effectiveness of and need for additional maintenance /service agreements.
5. Justify any proposed modification or additions to equipment available for students and/or faculty/instructional assistants within the program.

The Director of Development, Alumni and Community Relations was recently provided a Dell laptop. Though the laptop is new and in good working condition, it is not equipped with video or photo editing software. It's also not compatible with the Director's iPhone and other Apple equipment. It would be helpful to have access to such software and/or equipment.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning, Student Services Planning, and/or Academic Planning table at the end of the section for any recommendations requiring institutional action.

N/A

IV. Outside Compliance Issues (if appropriate for program)

Description:

If appropriate, describe the role of outside compliance issues on the program.

The Foundation has always retained an accountant to oversee and maintain the financial reports of the Foundation and its subsidiary Lassen Cougar Enterprises. There is an ongoing audit that will help determine where and how we must make changes to our accounting practices to ensure we are compliant with 501(c)3 regulatory laws.

Evaluation:

Assess changes in compliance or identification of compliance-related needs and the impact on the program.

Per the By-laws, the Foundation is required to elect a Chief Financial Officer. This seat has been vacant for several years and must be appointed to ensure the financial health of the Foundation.

Planning Agenda:

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List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning, Facilities Planning, Technology Planning and Human Resource Planning Forms as appropriate for any recommendations requiring institutional action.

N/A

VI. Prioritized Recommendations

A. Prioritized Recommendations for Implementation by Program Staff

List all recommendations made in Section One that do not require institutional action (ie. curriculum development) in order of program priority.

N/A

B. Prioritized Recommendations for Inclusion in the Planning Process

List all recommendations made in Section One that should be included in Lassen College’s planning and budgeting process, specifically in the Educational Master Plan, Student Services Master Plan, or Institutional Effectiveness Master Plan. Separate recommendations into the appropriate plan(s). Items to be included in the Human Resource Master Plan, Institutional Technology Master Plan, or Facilities Master Plan should be addressed in Sections Two, Three or Four in lieu of or in addition to inclusion in the Academic Master Plan. See Attachment C for Master Plan Overview to determine where recommendations are best placed.

Prioritized Recommendations for Inclusion in Institutional Effectiveness Master Plan

Resource Development/Competitive Grants (Foundation) - 2021

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

Prioritized Recommendation for Inclusion in Student Services Master Plan

Resource Development/Competitive Grants (Foundation) - 2021

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

Prioritized Recommendations for Inclusion in Educational Master Plan

Resource Development/Competitive Grants (Foundation) - 2021

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

Section Two: Human Resource Planning

I. Program Staffing

Description/Evaluation:

- List the current staffing for the program include: managers, faculty positions, and classified staff.
Director of Development, Alumni and Community Relations
- This section provides an opportunity for analysis and justification of projected staffing needs to support the program. Work-study student needs may be included. A temporary work-study would be beneficial for data entry, scanning and event set up/engagement. Administrative assistance needed includes a lot of hard copy documents and need to be entered electronically including alumni information and historical data.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning and Human Resources Planning Forms as appropriate for any recommendations requiring institutional action.

N/A

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II. Professional Development

Description/Evaluation:

1. Describe the professional development and professional activities of the program staff relevant to program improvements that has occurred during the period under review. (workshops, conferences, staff development, work experiences, etc.)

The permanent position for the Director was vacant from July 1, 2020 to June 1, 2021. The new Director would be open and amenable to professional development opportunities.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning and Human Resources Planning Forms as appropriate for any recommendations requiring institutional action.

N/A

III. Administrative Unit and/or Student Learning Outcome Assessments

Description/Evaluation:

1. Describe any results from assessment of administrative units and/or student learning outcomes that affect human resource planning

The AUOs presented in Section I above have only recently been developed. Baseline data from the previous AUOs was never defined as planned by previous staff. It is our belief that these newly revised AUOs will allow for appropriate measurability, thus making the new AUOs a usable planning product moving forward.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning and Human Resources Planning Forms as appropriate for any recommendations requiring institutional action.

N/A

IV. Prioritized Recommendation

Prioritized Recommendations for Implementation by Program Staff

List all recommendations made in Section Two that do not require institutional action (ie. curriculum development) in order of program priority.

N/A

Prioritized Recommendations for Inclusion in the Planning Process

List all recommendations made in Section Two that should be included in Lassen College’s planning and budgeting process. See Attachment C for Master Plan Overview to determine where recommendations are best placed.

Prioritized Recommendations for Inclusion in Human Recourse Master Plan

Resource Development/Competitive Grants (Foundation) - 2021

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

Section Three: Facilities Planning

I. Facilities

Description/Evaluation:

1. Describe and evaluate the Lassen Community College facilities available to the program.

The current facilities occupied by the program are adequate.

2. Describe and evaluate additional facilities utilized off-campus by the program (attach any relevant rental agreements)

N/A

3. Describe any facilities needs identified by assessments of administrative unit and/or student learning outcomes

The program has no facilities needs at this time.

4. Justify any proposed modifications or additions to existing facilities that would better serve the program planned for the next five years.

N/A

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness, Facilities Planning, and Technology Planning Forms as appropriate for any recommendations requiring institutional action.

There are technology needs identified in the table below that include Monitors, computer, camera, and tripod that would allow the Director to be more effective and efficient in her duties.

II. Prioritized Recommendations

Prioritized Recommendations for Implementation by Program Staff

List all recommendations made in Section Three that do not require institutional action (ie. curriculum development) in order of program priority.

N/A

Prioritized Recommendations for Inclusion in the Planning Process

List all recommendations made in Section Three that should be included in Lassen College’s planning and budgeting process. See Attachment C for Master Plan Overview to determine where recommendations are best placed.

Prioritized Recommendations for Inclusion in the Facilities Master Plan

Resource Development/Competitive Grants (Foundation) - 2021

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

Section Four: Technology Planning

I. Institutional Technology

Description/Evaluation:

1. Describe and evaluate technology and technology support provided for instruction and instructional support.

N/A

2. Describe any technology and technology support needs identified by assessment of administrative unit and/or student learning outcomes.

There are technology needs identified in the table below that include Monitors, computer, camera, and tripod that would allow the Director to be more effective and efficient in her duties.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning, Facilities Planning, Technology Planning and Human Resource Planning Forms as appropriate for any recommendations requiring institutional action.

There are technology needs identified in the table below that include Monitors, computer, camera, and tripod that would allow the Director to be more effective and efficient in her duties.

II. Prioritized Recommendations

Prioritized Recommendations for Implementation by Program Staff

List all recommendations made in Section Four that do not require institutional action (ie. curriculum development) in order of program priority.

N/A

Prioritized Recommendation for Inclusion in the Planning Process

List all recommendations made in Section Four that should be included in Lassen Community College's planning and budgeting process. See Attachment C for Master Plan Overview to determine where recommendations are best placed.

Prioritized Recommendations Inclusion in Institutional Technology Master Plan

Resource Development/Competitive Grants (Foundation) - 2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
3	Dual Monitor System	2021-22	\$750.00	Increased Productivity
3	iMac Computer or MacBook Pro	2021-22	\$2500.00	Better film and still photo editing capability
3	Camera with video option	2021-22	\$800.00	Ability to capture historical and current event photo/film
3	Stabilizer hand-held tripod	2021-22	\$50.00	Smooth & stabilized video

Resource Development/Competitive Grants (Foundation) - 2021

Lassen Community College Master Plan Overview

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

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

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

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

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

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

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