

Los Rios CCD
2015-2016 UNIT PLAN
SUPPORT SERVICES

Unit: General Counsel's Office

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Submitter Date

Approved for Submission:  6/2/15
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Plan Approved:  6/2/15
Chancellor/District ALO Date

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I. Unit Plan

Definition of a Support Services Department/Unit

For purposes of this planning document, a support services unit is defined as a District department which is responsible for providing services throughout the District in a manner which creates and maintains an optimal learning environment for students and/or provides services necessary to support the overall operation of the District and colleges.

Unit Plan Purpose

Unit plans are annual documents created and used by District units to develop and maintain high quality services to support student learning and District and college operations. This operational plan allows the department/unit to appropriately implement its specific responsibilities to support accreditation standards, the LRCCD Vision/Mission/Values Statement, the LRCCD Strategic Directions document, changes to federal and state laws that impact the colleges and District, annual LRCCD executive staff goals, and other major district plans. Plan implementation is supported by allocations provided in the annual District Budget. Together these documents make up a major portion of the ongoing institutional planning, implementation, and evaluation cycle necessary to ensure continuous program and service improvement. The Accrediting Commission's Standard 1.B.3-4 states:

The institution assesses progress toward achieving its stated goals and makes decisions regarding the improvement of institutional effectiveness in an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data.

The institution provides evidence that the planning process is broad-based, offers opportunities for input by appropriate constituencies, allocates necessary resources, and leads to improvement of institutional effectiveness.

The Role of Unit Plans in the Overall Institutional Evaluation, Planning, and Improvement Cycle

LRCCD supports the concept of evaluating current services to determine opportunities for improvement. Unit plans are used by units to identify growth and improvement needs at the operational level, and then provide information to the appropriate administrative and governance levels about the resources and activities required to meet the identified needs.

The District recognizes that its current rate of change, increased enrollment demand, unstable state budget allocations, ongoing facility expansion, changing technology requirements and the rapid growth and demographic changes in its surrounding communities require both short-term and long-term planning efforts. Therefore, unit plans focus on a 1-year time frame directly linked to resource allocations, while also encouraging departments/units to reference or append long-term plans where appropriate.

Plan Due Date

Unit plans are required to be updated annually by June 1 of each year and use this template. A copy of the review will be maintained in the unit and the Office of Education and Technology

II. Mission Statement

Provide your unit's mission statement below. Your statement must align with the District's mission statement.

Provide your unit's mission statement below.

The mission of the Office of the General Counsel is to provide quality legal services to the Los Rios Community College District and all its constituent groups by representing and providing advice to the Board of Trustees, the administration, faculty, and employees on matters having legal significance to the management and operation of the District.

For reference, the following are LRCCD's Vision and Mission statements.

Vision Statement

We, the Los Rios community colleges, provide outstanding programs and services so that all students meet and exceed their educational, career, personal and social goals. We meet the social and economic needs of the community.

Mission Statement

Relying on their professional and organizational excellence, the Los Rios community colleges:

- Provide outstanding undergraduate education, offering programs that lead to certificates, associate degrees, and transfer;
- Provide excellent career and technical educational programs that prepare students for job entry and job advancement through improved skills and knowledge, including the demands of new technologies;
- Provide a comprehensive range of student development programs and services that support student success and enrich student life;
- Provide educational services that address needs in basic skills, English as a second language, and lifelong learning; and
- Promote the social and economic development of the region by educating the workforce and offering responsive programs such as service learning, business partnerships, workforce literacy, training, and economic development centers.

III. Unit Responsibilities and Projects

List your unit's primary assigned responsibilities including those related to creating and/or supporting an effective learning environment. Also, identify any expected changes in responsibilities or major new projects (e.g. opening of new facilities, IT infrastructure upgrades, etc.) for the next academic year (summer, fall, spring). Please reference any LRCCD Strategic Plan strategies, accreditation standards or policies, or changes to state or federal laws that are informing your changes in primary responsibilities or new projects.

List your unit's primary responsibilities (ongoing):

- Advising and counseling the Board of Trustees, the administration, faculty, and employees on legal issues;
- Reviewing, drafting, and shepherding the enactment of District Policies and Regulations through the Participatory Governance Process;
- Reviewing and preparing contracts;
- Representing the District in court, legal proceedings, and administrative hearings;
- Providing training and seminars on legal topics;
- Coordinating advocacy for the District before the state and federal governments and communicating to the Board of Trustees and the District.

List any new or expected changes in primary responsibilities this year (ongoing):

None.

List any new projects your unit expects to implement this year (one-time only):

- Adoption of Best Value Procurement Policies and Regulations;
- Renegotiation of Regional Transit Agreement for Student Transit Pass;
- Implementation of faculty and staff training on Title IX;
- Policy/Regulation review of 1000 and 7000 series;
- Update of Policies regarding Violence Against Women Act.

IV. Unit Plans

Based on your unit's listed responsibilities and projects, most recent Program Review, and any additional information provided by the appropriate administrator and/or DIR, use the following question prompts and linked forms to document how your unit will complete your assigned responsibilities and projects. State your unit's plans to:

- A. Identify appropriate **equipment, software, supplies** needed to support new projects, expanded responsibilities, and necessary upgrades.

The General Counsel's Office utilizes a single office and a single secretarial station, each of which has computers and desktop scanners, and utilizes the Chancellor's Office's telephone service, Internet connection, copiers, scanners, fax machines, and office supplies. No need for additional equipment, software, or supplies is anticipated.

- B. Identify appropriate **staffing** needed to support new projects or expanded responsibilities.

The General Counsel's Office currently consists of a single attorney and a single support staff member. In the following year, no need for additional staffing is anticipated.

- C. Identify **new buildings or major renovations** needed to support the completion of unit responsibilities.

None.

- D. Identify **minor remodels or alterations** needed to support the completion of unit responsibilities.

None.

- E. Identify **professional development** activities that help unit members stay current with their job requirements. Please list expected individual and department requests for professional development activities.

- Attend annual National Association of College and University Attorneys Conference and participate on New Member Committee.
- Participate in local bar events and bar seminars on areas of employment, litigation, construction, and public entity law.
- Participate in the Community College League Advisory Committee on Legislation, the State Legislative Summit, and the AACC/ACCT National Legislative Summit.

- F. Ensure required **safety and information security procedures** are followed to create and maintain a safe work environment. If individuals in your unit require training, please refer to the LRCCD Human Resources online safety and information security training opportunities.

The office is up-to-date on safety and information security procedures.

- G. Ensure unit members participate, and provide **leadership** to the district, in their areas of expertise.

Preparation for and participation in Board meetings; participate in weekly staff meeting with Chancellor's Executive Staff, District Office Staff, and regular individual meetings with those

Executive Staff members; participate in regular meetings with the College Presidents; participate in bi-monthly meetings with Vice Presidents of Instruction and Student Services; participate in monthly meetings with Vice Presidents of Administration; participate in semester meetings at the campus with each of the Presidents and Vice Presidents; participate in individual meetings on specific subjects; provide legal memoranda, correspondence, and email responses. Respond to inquiries on legal issues and government affairs issues in person, in writing, by email, and by teleconference. Prepare and present legal and governmental affairs presentations on appropriate topics.

- H. Ensure that the results from **assessments on quality and satisfaction** are used to improve services.

Briefly describe the techniques/assessments currently used to ensure quality or required external standards (e.g., audits, inspections). Also, describe techniques/assessments being developed for use next fiscal year.

The primary method of assessing effectiveness is face-to-face meetings with the various clients who engage the services of the General Counsel's Office: the Chancellor, the Deputy Chancellor, the Vice Chancellors, the Associate Vice Chancellors, the College Presidents and Vice Presidents, and the Directors of Human Resources, Finance, and General Services. This takes the form of semi-annual formal meetings with the Chancellor and College Presidents. Further, it takes the form of daily and weekly interactions with other managers.

Further assessment is performed on an annual basis in developing Goals and Achievements and assessing whether the prior year's Goals and Achievements have been met as well as the preparation and delivery of an annual attorney-client privileged report to the Chancellor addressing the work of the office in the three major areas of focus: general legal, litigation management, and governmental relations.

- I. Ensure unit members know where and how to **refer employees or members of the public** needing support assistance not provided by your unit. Briefly describe what is being done in this regard.

The General Counsel and support staff are uniquely involved in forming the Policies and Regulations of the District as well as interacting with each of the other units across the District. Through this work, both have an extensive knowledge of where and how to refer employees or members of the public to appropriate support assistance not provided by this Unit

- J. State how your department/unit encourages participation in **individual service activities** and volunteerism supporting students (e.g., access/success, e-recycling, presentations, leading workshops, district committees, etc.).

The General Counsel attends all types of events on the College campuses, including groundbreaking ceremonies, opening ceremonies for new buildings, graduation ceremonies and cultural recognition ceremonies, cultural events, and other items of that nature. The General Counsel volunteers at two campuses during the first week of each semester providing new student guidance and information. The General Counsel supports the Students' Annual Lobby Day with assistance in finding rooms at the Capitol, finding speakers, and providing professional direction on lobbying activities.

K. State your unit's plans to develop and implement **any special or long term projects**, including those identified in your most recent Program Review (if applicable) and the LRCCD Strategic Plan (if applicable). If project plan(s) are contained in another document, list each plan below and attach a copy to your unit plan. For all other project plans, briefly describe projects and indicate implementation timelines below.

None at this time.

L. Please provide any **suggestions for improving** the District's unit plan process, including how to more effectively align with other District and college processes (strategic plan, other planning, resource allocation, etc.).

None.

V. Appendix

List your unit's accomplishments based on completion of last year's unit plan.

- Implementation of student training on Title IX
- Assisted in completion of process for acquiring Data Analytic software/services Purchase
- Processed six claims, none of which resulted in lawsuits; resolved two cases by settlement; and supervised the dismissal of four cases by court actions; resolved major Labor Practice claim.
- Revision of General Counsel Website on Discrimination, Disability, Harassment and Title IX.
- Major overhaul of Policies and Regulations regarding Title IX, discrimination, and SSSP regulations.
- Policy/Regulation review of 2000 series of Policies and most of 8000 Series.

List sources you used to support your unit plan statements.

- General Counsel Website
- Close Session Agenda Items
- Task List (Attorney-Client Privileged and Attorney Work Product)
- Reports to Chancellor of ongoing and completed projects (Attorney-Client Privileged and Attorney Work Product)
- Goals and Achievements

Attach supporting documents (Supporting Data from the DIR, etc.) following this page, identifying those you have attached in the text box, below.

- General Counsel Website
- Goals and Achievements; Midyear Achievements
- General Counsel Activities
- Pending Claim/Litigation Log