

## Porterville College Workplace Culture Focus Group Workplan 2024-2025

Porterville College is committed to fostering a positive, inclusive, and productive environment for all constituent groups. In response to Kern CCD's Culture Survey and the Chancellor's Townhalls identified within the college, this workplan serves as an action plan to address specific challenges and to build upon the strengths of Porterville College, also creating opportunities for growth, development, and success. This is a proactive strategy to ensure the college continues to be a place of opportunity, respect, and collaboration.

Porterville College Common Themes across all employee groups (faculty, classified and administration):

- **Safety: Enhance campus safety through emergency response planning, training, and community partnerships**
  - Need for improved security measures across the campus.
  - Need for training and drills.
  - Faculty having the ability to lock classroom doors in case of an emergency or safety concern.
- **Communication: Improve communication across the campus, addressing isolation and disconnection by fostering transparency, inclusivity, and collaboration.**
  - Lack of transparency and accountability.
  - Lack of feedback in college processes.
- **Policies and Procedures: Streamline and clarify clear, documented, and easily accessible institutional policies and procedures.**
  - Inconsistent policies and procedures.
  - Lack of documentation.
  - There is no training or communication with new policies or procedure that are implemented.
- **Hiring Practices and Employee Retention: Improve hiring processes and move towards a sustainable, healthy workplace culture.**
  - There are inadequate or there are no new employee orientations.
  - Concerns about toxicity and fear of retaliation.
  - Hiring inadequacies with minimum qualifications review, adjunct pools, and timelines.
  - Understaffing
  - Challenges filling vacant positions.
  - Lack of training programs for new employees.
- **Campus Culture: Create and practice a more inclusive, respectful, and collaborative campus culture.**
  - No opportunity for feedback or input.
  - Decisions made in isolation.

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Priority/Theme	Action	Timeline	Action Leads	Metrics of Success
<p><b>Safety</b></p>	<p><b>1. Create a campus Emergency Response Plan</b> that addresses safety scenarios with clear protocols for faculty, administration, staff, and students.</p> <p><b>2. Provide training</b> for the college on emergency protocols and best practices for safety.</p> <p><b>3. Conduct realistic and comprehensive safety drills</b> to ensure that all campus constituents are familiar with emergency protocols.</p> <p><b>4. Hold a campus forum</b> in a conversation about safety, share best practices, and get feedback on safety initiatives.</p> <p><b>5. Enhance campus security</b> with improved lighting and visible security presence during peak hours.</p> <p><b>6. Initiate the Campus Safety Committee</b> and the development of the Emergency Response Team.</p>	<p>Spring 2025 Semester – 2025-2026</p> <p>Trainings and drills will be ongoing</p>	<p>Safety and Security, Vice President of Finance and Administrative Services, Safety and Security Committee, President</p>	<p>Safety assessment, drills and trainings conducted with participation rates, number of security enhancements made, completed Emergency Response Plan including clear procedures, roles, and responsibilities</p>

	<p><b>7. Complete development</b> of the employee badge process.</p>			
<p><b>Communication</b></p>	<p><b>1. Create opportunities</b> for departments/programs and groups across the college to communicate more effectively and collaborate on initiatives, improving cross-departmental understanding and reducing isolation.</p> <p><b>2. Ensure decision making</b> processes, outcomes, and rationale behind decisions are clearly communicated, fostering a culture of trust and accountability.</p> <ul style="list-style-type: none"> <li>• Hold President Office Hours</li> <li>• Include constituent groups in the college facility process</li> <li>• Initiate the Facility Committee</li> <li>• Publish monthly college newsletters</li> </ul> <p><b>3. Increase transparency</b> by establishing transparency as a core value.</p> <ul style="list-style-type: none"> <li>• Host regular open forums where students, faculty, classified staff, and administrators can</li> </ul>	<p>Spring 2025 semester – 2025-2026</p> <p>Addressing and enhancing communication will be ongoing</p>	<p>Communications and Community Relations, President’s Advisory Committee, Office of Instruction, Student Services, Administrative Services, Academic Senate, CCA, CSEA, President</p>	<p>Feedback from forums, meetings, employee surveys</p>

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	<p>come together to discuss issues, share feedback, and engage.</p> <ul style="list-style-type: none"> <li>• Provide updates on the college’s status, including financial health, academic outcomes, initiatives, challenges, and major decisions.</li> </ul> <p><b>4. Foster a stronger relationship</b> with CCA, CSEA, and Academic Senate ensuring their input and concerns are addressed.</p> <ul style="list-style-type: none"> <li>• Hold regular meetings between administration and CCA, CSEA, and Academic Senate leadership to discuss concerns, share updates, and create an open dialogue for mutual concerns.</li> </ul>			
<p><b>Policies and Procedures</b></p>	<p><b>1. Ensure college policies and procedures</b> are well-documented and easily accessible for all employees.</p> <ul style="list-style-type: none"> <li>• Conduct an audit to identify existing policies and</li> </ul>	<p>Spring 2025 Semester – 2025-2026</p>	<p>Human Resources, Administrative/Business Services, Office of</p>	<p>Completion of policy assessment and review, documentation of</p>

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	<p>procedures, access whether they are documented, accessible and updated.</p> <ul style="list-style-type: none"> <li>• Begin development of documented policies and procedures.</li> </ul> <p><b>2. Create a communication plan</b> to notify employees of any new, updated, or revised policies.</p> <p><b>3. Establish regular communication between the college and the District Office</b> regarding policy changes and/or updates.</p> <ul style="list-style-type: none"> <li>• Align college-level training programs with district-wide policy changes to ensure any updates from the District Office are incorporated into college trainings and communicated.</li> </ul> <p><b>4. Develop and implement annual training</b> that includes modules on key policies and procedures.</p>	<p>Trainings will be ongoing</p>	<p>Instruction, Student Services, Staff Development Committee</p>	<p>campus of policies and procedures, training completions, employee feedback surveys</p>
	<p><b>1. Foster transparency</b> throughout the hiring process</p>			

<p><b>Hiring Practices and Employee Retention</b></p>	<p>ensuring all candidates are informed about the progress.</p> <p><b>2. Work with the District Office</b> in identifying bottlenecks, inefficiencies and areas for improvement in the hiring process.</p> <p><b>3. Create an onboarding/orientation program</b> that introduces new employees to the college’s missions, culture, policies, processes and key personnel.</p> <p><b>4. Include a broader range of perspectives in the second level interview process,</b> ensuring there is input from diverse stakeholders, creating a more inclusive and transparent approach.</p> <p><b>5. Address retaliation concerns.</b> Incorporate trainings addressing employee to supervisor interactions and how to provide effective feedback.</p> <p><b>6. In collaboration with the District Office</b> review and update job descriptions.</p> <p><b>7. Explore options to support the health and wellness</b> of all employees.</p>	<p>Spring 2025 semester – 2025-2026</p> <p>Trainings will be ongoing</p>	<p>Human Resources, Staff Development Committee, Office of Instruction and Academic Senate (new Faculty onboarding/orientation), President</p>	<p>Employee satisfaction surveys, feedback from onboarding/orientation sessions, number of trainings held, exit interview data, application data, timeliness of communication during the hiring/recruitment process</p>
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