

Consultation Council/Strategic Planning Committee Minutes July 29, 2010

Present

Dr. Irving Berkowitz (Dean of Instruction)	Jeff Lang (classified)
David Burris (Exec Director-HR)	Sue Mouck (Accreditation Liaison -faculty)
Kayleigh Carabajal (Exec Director-IR)	Cary Templeton (Dean of Student Services)
Phil Horner (classified)	Amber Williams (Associated Student Body)

Absent

II

Terry Bartley (management)	Dr. Doug Houston (President)
Shelly Baxter (management)	Logan Merchant (Chair/IT Planning)
Sandy Beckwith (Div Chair -faculty)	Carol Montgomery (classified)
Tina Bishop (Lead Counselor - faculty)	Eric Rulofson (Chair/ Facilities Planning)
Carie Camacho (Div Chair -faculty)	
Dave Clausen (Exec Director –Fiscal Services)	Brian Wolf (Div Chair –faculty)
Monica Cochran (Public Relations)	

Guest

None

With a quorum present, the meeting began at 10:05 am.

Consultation Council:

1. Review of August 10, 2010 Governing Board Agenda (Information)

Dr. Berkowitz, in the absence of Dr. Houston who is on vacation, advised the committee that the August Governing Board Meeting is a joint meeting with Lassen Union High School District Board of Trustees. The meeting will provide an opportunity for the two boards to explore common themes. There are no action items scheduled of the meeting. Phil Horner identified that it would more informative for the public if some indication of the scope of discussion was indicated on the agenda. Miscellaneous Topics could be expanded to indicate possible subjects being considered for discussion. The suggestion was also made to better advertise the board meetings. One comment was to assure that the board meetings are appearing in the community calendar published in the newspaper. Another suggestion was to publish regular ads in the newspaper promoting the board meetings.

2. Staffing Positions Update (Information/Consultation)

David Burris provided an update on current positions:

- a. Filled:
 - i. General Counselor – Brian Gosney
 - ii. EOP&S Counselor – Jerry Thao
 - iii. Temporary General Counselor – Thomas Rogers
- b. In Consideration of Finalists:
 - i. Associate Dean of Instructional Services
- c. In Interviews:
 - i. Administrative Assistant III – Office of Instruction
 - ii. Nursing Instructor
- d. In Screening:
 - i. Librarian
- e. In Advertisement:
 - i. Distance Learning Coordinator (closes August 12, 2010)
 - ii. Instructional Support Specialist II – Gunsmithing (closes August 5, 2010)
- f. To be Advertised Soon:
 - i. Bookstore Manager
 - ii. Instructional Support Specialist II – Correspondence

Dr. Berkowitz advised the committee that the District is planning to re-advertise the Athletic Director position seeking an educational administration. The need is still for an individual to supervise the existing athletic programs and coaches. In

answer to an inquiry, Dr. Berkowitz responded that John Jones will remain in the position until the new Athletic Director is hired.

3. Fall 2010 Student Welcome Activities (Consultation)

The committee was reminded that Consultation Council had identified last spring the desire for activities to make students feel more welcome during the first week of classes. Cary Templeton identified several initiatives;

- a. "ASK ME" buttons with names and area will be provided to all full-time employees and selected student groups. The buttons will be available to be picked up in Student Services August 9, 2010.
- b. Black polo shirts with "Lassen Community College" in orange will be provided to all full-time employees. The intention is for employees to wear the shirts with the "ASK ME" buttons on the first day of classes, August 12.
- c. An information table will be set up in Cougars Corner staffed by volunteers
- d. Signs will be placed at key locations on walkways
- e. Welcome Back BBQ free to all will be provided during the first week
- f. Last "Summer on the Green Concert" with "Penny Lane" is scheduled for August 18, 2010
- g. Dorm Students will host a BBQ and Welcome events prior to the concert

An evaluation of the success of the various activities will be considered at the August 19, 2010 Consultation Council meeting.

4. New Appointees to Consultation Council/Strategic Planning for 2010-2011 (Information)

David Burris identified that the constituent groups have appointed member for the next academic year with the exception of the Academic Senate, which will ratify the appointments at their first meeting in the fall. The membership of Consultation Council/Strategic Planning is as follows:

- a. Administration
 - i. Dr. Houston – Superintendent/President
 - ii. Dr. Berkowitz- Vice-President/Dean of Instructional Services
 - iii. Cary Templeton –Dean of Student Services
 - iv. David Burris- Executive Director of Human and Support Services
 - v. Kayleigh Carabajal - Executive Director of Research, Planning and Information Services
 - vi. Dave Clausen - Executive Director of Fiscal and Auxiliary Services
 - vii. Monica Cochran - Director of Resource Development
- b. Associated Student Body
 - i. Amber Williams -ASB President
- c. Classified
 - i. Carol Montgomery – classified representative
 - ii. Phil Horner – classified representative
 - iii. Jeff Lang – classified representative
- d. Faculty
 - i. Cheryl Aschenbach – Academic Senate President
 - ii. Tina Bishop – Lead Counselor
 - iii. Sandy Beckwith – Math/Science/Business Division Chair
 - iv. Carie Camacho – Liberal Arts Division Chair
 - v. Brian Wolf – Vocational/Allied Health/Physical Education Division Chair
- e. Management
 - i. Terry Bartley - management representative
 - ii. Shelly Baxter – management representative
 - iii. Marshel Couso- management representative
- f. Accreditation Liaison- Sue Mouck
- g. Chairs of Planning Committees
 - i. Logan Merchant – Chair IT Planning
 - ii. Eric Rulofson – Chair Facilities Planning
 - iii. David Burris - Chair HR Planning (existing administrative member)
 - iv. Dr. Berkowitz - Chair Academic Planning (existing administrative member)
 - v. Cary Templeton - Chair Student Services Planning (existing administrative member)

5. Orientation Meeting for 2010-2011 Academic Year – Place and Time

The place, day and time for the orientation meeting for Consultation Council/Strategic Planning will be the same as last year, Thursday August 12 at 1:15 pm in room CD- 119. Members unable to attend the orientation meeting need to assure that their input into this years meeting schedule is provided either in advance or at the meeting.

Strategic Planning:

1. Feedback from Governing Board Planning Retreat– July 27, 2010 (Information)

Dr. Kayleigh Carabajal identified that the board spent a portion of the retreat reviewing Parliamentary Procedures (Robert's Rule of Order). The board identified the need for on-going training in light of the certainty of two new board members this year.

Kayleigh provided each board member with a notebook, which included:

- a. Fact Book
- b. Quick Facts
- c. KPI's
- d. Correspondence Study
- e. Fast Facts 2010
- f. Work Life Earnings
- g. Program Review
- h. ARCC 2010
- i. Cal-PASS
- j. Athletics Cost Study

She provided the attendees with copies of the Quick Facts providing information about Lassen Community College student enrollments over the last two years. Electronic copies of all of the materials will be made available to any interested individuals. A discussion evolved from the mention of the Athletic Cost Study. Several points were made;

- a. Athletes are mandated as full-time students.
- b. Debt collection has significantly improved over the last two years.
- c. Cafeteria continues to lose money.
- d. Issue of the van fleet needs to be addressed.
- e. Older buses (such as ours) will not be able to meet the new smog regulations and must be removed from the highways by 2013.

Other:

Dr. Carabajal reminded the committee that the committee that the cost saving measure of a four-day work week ends today. The savings from electricity will be calculated, but she asked for ideas on how to evaluate the effectiveness of this cost-saving effort. The use of a survey (electronic and hard copy) was suggested.

The meeting adjourned at 11:07 am

Future Agendas:

- 1. Consultation Council/Strategic Planning Committee Organizational Meeting for 2010-2011 (set meeting day/time and election of chair)– August 12, 2010**
- 2. Consultation Council Orientation (Concept of Consultation Council) - August 12, 2010 – Kayleigh Carabajal**
- 3. Consultation Council Orientation (Effective Communication in Meetings) - August 19, 2010 – Kayleigh Carabajal**
- 4. Acceptance of Shared Governance & Collegial Consultation Process Handbook 2010-201 (Governance)- August 19, 2010**
- 5. Adoption of Annual Budget Prioritization Criteria (Consultation) – August 19, 2010 – Dave Clausen**
- 6. Evaluation of Student Welcome Activities (Consultation) – August 19, 2010**
- 7. Update on Key Performance Indicators (Consultation) - August 19, 2010 – Kayleigh Carabajal**
- 8. Consultation Council Orientation (Moving the Agenda in Meetings) - August 26, 2010 – Kayleigh Carabajal**
- 9. Planning Process and Annual Calendar (Information) – August 26, 2010 – Kayleigh Carabbajal**
- 10. Acceptance of Institutional Planning & Budget Development Handbook 2011-2012 (Governance)– August 26, 2010 – Cheryl Aschenbach**
- 11. Campus Landscaping (reduction in resource intensity) (Consultation)–**
- 12. Interim Graphic Design Manual (Consultation) -**
- 13. Safety Committee – Dr. Houston**