

# Consultation Council/Strategic Planning Committee Minutes

## August 12, 2010

### Present

Cheryl Aschenbach (AS-faculty)  
Shelly Baxter (management)  
Dr. Irving Berkowitz (Dean of Instruction)  
David Burris (Exec Director-HR)  
Carie Camacho (Div Chair -faculty)

Dave Clausen (Exec Director –Fiscal Services)  
Phil Horner (classified)  
Sue Mouck (Accreditation Liaison -faculty)  
Cary Templeton (Dean of Student Services)  
Brian Wolf (Div Chair –faculty)

### Absent

Terry Bartley (management)  
Sandy Beckwith (Div Chair –faculty)  
Tina Bishop (Lead Counselor - faculty)  
Kayleigh Carabajal (Exec Director-IR)  
Monica Cochran (Public Relations)

Dr. Doug Houston (President)  
Jeff Lang (classified)  
Logan Merchant (Chair/IT Planning)  
Carol Montgomery (classified)  
Eric Rulofson (Chair/ Facilities Planning)  
Amber Williams (Associated Student Body)

### Guest

None

With a quorum present, the meeting began at 3:05 pm.

### **Consultation Council:**

#### **1. Consultation Council/Strategic Planning Committee Organizational Meeting for 2010-2011**

The consensus of the membership in attendance was to meet every Thursday except the second Thursday of each month at 3:00 -4:15 pm in CD 119. The committee will not meet the second Thursday of each month unless necessary in order to accommodate the conflict with the scheduled classified employee meeting.

The membership in attendance selected Sue Mouck as the chair of Consultation Council/Strategic Planning for the 2010-2011 academic year.

#### **2. Consultation Council Orientation (Concept of Consultation Council)**

Sue Mouck indicated the “Shared Governance and Collegial Consultation Process Handbook” as a record for the structure and operation of group. She reminded the group that the originally separate governance and planning groups were jointed and then expanded as a consequence of the campus evaluation process. The dual and central role of Consultation Council/Strategic Planning persists. The governance function specific to Consultation Council has two primary functions: communication and recommendations for policies and procedures. Communication includes (1) informational items provided by the administration and other constituent groups representatives, (2) hearing and routing of issues from individuals groups unclear of the appropriate area of responsibility for the issue and (3) general announcements. Recommendations under governance primarily involve policy recommendations forwarded to the governing board and adoption of administrative procedures. The planning function specific to Strategic Planning involves both upward to the Governing Board flow of information/recommendations and downward flow of information to master planning committees and constituent groups. The Strategic Planning Committee received, analyzed and forwarded environmental scan data. The committee also made recommendations for vision statement, mission statement and strategic goals (Strategic Plan) to the Governing Board. The Strategic Planning Committee is responsible for the oversight and integration of institutional planning. The committee coordinates planning efforts with the master planning committees. In order to improve this function the chairs of each of the master planning committees have been added to the membership of the Strategic Planning Committee for this year. It was suggested that minutes from each of the master planning committees be emailed to the “Everyone” distribution list. It was recognized that several of the committees are already distributing their minutes. Subsequently, the Strategic Planning Committee adopts the Comprehensive Institutional Master Plan. Additionally, the committee exercises oversight of the evaluation of institutional progress on the planning agenda.

#### **3. Personnel Update (Information)**

David Burris reported the status of hiring for the following positions:

- a. Counselor positions have been filled
- b. Associate Dean is in final interview phase
- c. Nursing Instructor Selection Committee has forwarded names to the president

- d. Instructional Support Specialist – Gunsmithing committee is selecting finalist
- e. Distance Education Coordinator – position closes today and the committee has already met and is ready to initiate paper screening (there are about twenty applicants for this position)
- f. Administrative Assistant III –OOI Interviews are on Monday
- g. Librarian position has been reopened in order to expand the applicant pool
- h. Executive Assistant in Student Services is to be advertised.
- i. Bookstore Manager is to be advertised.
- j. Instructional Support Specialist – Correspondence is to be advertised.

Dr. Berkowitz informed the group that the Athletic Director position is to be re-flown as an educational administrator. He re-emphasized the need for the Athletic Director to have supervisory authority. He also advised the committee of a comprehensive athletic review to be conducted this fall. When asked he stated that a meeting with LCFA is being scheduled to discuss the Athletic Director position along with other issues. Dr. Berkowitz also advised the group that due to the last minute resignation of the part-time instructor scheduled to teach reading classes, Jordan Clary will be offered a full-time temporary instructor contract for the fall semester so that she can cover the reading classes in addition to her existing assignment. When asked about minimum qualifications, Sue Mouck responded that the reading classes are assigned to the discipline of English and Jordan has already been certified as meeting the MQs for English.

**Strategic Planning:**  
None

**Other:**

- a. Cary Templeton announced the changes to food services. The cafeteria has become the “Cougar Café” with WiFi service. Food service is available from 10:00 am until 6:30 pm. Breakfast is served from 10:00 am until 2:00 pm. Lunch is served from 11:00 am until 2:00 pm. Grill only services is available between 2:00 and 5:00 pm and dinner is served between 5:00 -6:30 pm. Servers will take your order from an established menu, deliver your food and collect payment. The new format will be evaluated at the end of August.
- b. Cary Templeton announced the “ASK ME” campaign has been launched as one step to make students feel welcome to Lassen College. The shirts previously discussed have been delayed until the Spring semester in order to allow more time to include the new college logo. Everyone is invited to a free lunch on Wednesday, August 18 beginning at 11:00 am.
- c. Dave Clausen announced that the District has been successful in obtaining a TRANS for 2.4 millions at the preferred rate meaning the cost will be less than last year. The preliminary audit has been completed with only a few minor issues. The State budget situation is still uncertain. The District has sufficient cash to get through September. Dave will be carefully watching expenditures.
- d. Dave Clausen reminded the groups to ask their colleagues to maintain a collegial attitude. The individual working in the bookstore has experienced very negative interactions resulting from problems with books for classes. Frustrations should not result in unpleasant behavior to colleagues.

The meeting adjourned at 3:45 pm

**Future Agendas:**

1. Consultation Council Orientation (Effective Communication in Meetings) - August 19, 2010 – Kayleigh Carabajal
2. Acceptance of Shared Governance & Collegial Consultation Process Handbook 2010-201 (Governance)- August 19, 2010 – Cheryl Aschenbach
3. Adoption of Annual Budget Prioritization Criteria (Consultation) – August 19, 2010 – Dave Clausen
4. Evaluation of Student Welcome Activities (Consultation) – August 19, 2010 – Cary Templeton
5. Update on Key Performance Indicators (Consultation) - August 19, 2010 – Kayleigh Carabajal
6. Consultation Council Orientation (Moving the Agenda in Meetings) - August 26, 2010 – Kayleigh Carabajal
7. Planning Process and Annual Calendar (Information) – August 26, 2010 – Kayleigh Carabbajal
8. Status of Budget Reduction Initiatives from Spring 2010 (Information) – August 26, 2010 – Dave Clausen
9. Acceptance of Institutional Planning & Budget Development Handbook 2011-2012 (Governance)– August 26, 2010 – Cheryl Aschenbach
10. Campus Landscaping (reduction in resource intensity) (Consultation)– September 2, 2010 – Dr. Houston
11. Graphic Design Manual (Consultation) – September 2, 2010 – Monica Cochran
12. Safety Committee (Consultation) – September 9, 2010 Dr. Houston