

Consultation Council/Strategic Planning Committee Minutes

August 19, 2010

Present

Cheryl Aschenbach (AS-faculty)
Terry Bartley (management)
Shelly Baxter (management)
Sandy Beckwith (Div Chair -faculty)
Kayleigh Carabajal (Exec Director-IR)
Dave Clausen (Exec Director –Fiscal Services)
Phil Horner (classified)

Dr. Doug Houston (President)
Shawn Hubbard (ASB)
Jeff Lang (classified)
Sue Mouck (Accreditation Liaison -faculty)
Eric Rulofson (Chair/ Facilities Planning)
Cary Templeton (Dean of Student Services)
Brian Wolf (Div Chair –faculty)

Absent

Dr. Irving Berkowitz (Dean of Instruction)
Tina Bishop (Lead Counselor - faculty)
David Burriss (Exec Director-HR)
Carie Camacho (Div Chair -faculty)

Monica Cochran (Public Relations)
Logan Merchant (Chair/IT Planning)
Carol Montgomery (classified)
Amber Williams (Associated Student Body)

Guest

Suzanne Garcia Trujillo (Student)

With a quorum present, the meeting began at 3:03 pm.

1. Consultation Council Orientation (Effective Communication in Meetings)

Kayleigh Carabajal provided the second part of the three-part orientation for the members of Consultation Council/Strategic Planning. She began with the definition of “Councils” – cross-functional assembly of professional employees who are *jointly responsible* for some task: consultation, deliberation, or discussion. She identified that the work of councils is accomplished through “talk” resulting in *shared knowledge, experience and expertise*. She presented the six “D’s” of effective meetings: (1) Domain (responsibilities and tasks of the group), (2) Design (structure of the meeting to include agenda, minutes, starting and ending times and quorum,) (3) Discussion (effective dialogue leading to action), (4) Delegation (assigning tasks to others with appropriate timelines, instructions, and resources), (5) Decisions (course of action), and (6) Documentation (clear record of dialogue and actions taken).

Next, she provided time for the identification of attributes of an ineffective meeting by attendees. Points presented by the attendees included: lack of focus, ineffective listening, no timelines, lack of facts, too many topics, too short time, off topic, lack of closure, no product, lack of record keeping, dissention not discussion and lack of dissention. Subsequently, Kayleigh provided an opportunity for attendees to identify the impact of ineffective meetings on individuals. Points presented included, frustration, poor quality of production, apathy, anger, boredom, apprehension and feelings of wasting time. Next, a list of effective discussion skills were presented: (1) prepare for the discussion (materials need to be provided in advance), (2) open the discussion, (3) ground discussion in organizational values (Lassen College Value statement includes Dignity/Respect including civility, collegiality, active listening and communication), (4) listen, (5) manage participation (responsibility of all in attendance not just the facilitator), (6) summarize (make sure everyone is hearing the same thing), (7) manage time, (8) corral digressions (again responsibility of all attendees), and (9) close the discussion (end discussion with decision or delegation). After the three previous activities, the group was asked to identify ways to assure that our council meetings are effective. Suggestions included: (1) self assessment (evaluation of process), (2) utilize technology, (3) come prepared, (4) re-affirm purpose periodically, (5) establish a rhythm to include orientation for new members (joint responsibility for mentoring new members), (6) attend and participate, (7) report back and monitor effectiveness, (8) respect start time, and (9) CC charge alignment (consider writing a mission statement for CC). **The attendees agreed to accept these suggestions for implementation this year.**

2. Evaluation of Student Welcome Activities (Consultation)

Cary Templeton covered the various initiatives:

- a. “ASK ME” buttons
- b. Information table in Cougars Corner staffed by volunteers
- c. Signs placed at key locations on walkways
- d. Welcome Back BBQ provided free to all on Wednesday, August 18
- e. Last “Summer on the Green Concert” on August 18, 2010
- f. Dorm Student BBQ August 11
- g. Student Services open late

Additional suggestions included:

- a. providing information table outside of the bookstore or in the entry area of the campus

3. Personnel Update (Information)

Dr. Houston identified that he was willing to answer additional questions about the Athletic Director position previously brought to Consultation Council. It had been Consultation Council that had recommended filling the position as a faculty reassignment in order to save the district money. The position had been flown as a faculty reassignment, but Dr. Houston has since decided that in light of the Athletic Review by COA scheduled for this fall the position needs to be that of an educational administrator. The position is currently being flown and John Jones will continue to fill the position while a permanent replacement is being sought. It was suggested that in light of the campus interest expressed last year at the "Listening Forum" on Athletics another forum to communicate changes in Athletics to interested campus community members would be appropriate.

Dr. Houston also expressed an interest in have a future discussion on the modification to the existing hiring procedures for administrators piloted this week (inviting finalists to campus for wider review).

Strategic Planning:

1. Adoption of Annual Budget Prioritization Criteria (Consultation)

Sue Mouck provided the previously adopted budget prioritization criteria for consideration for modification or adoption.

1. Health and Safety
2. Implementation of strategies from Comprehensive Institutional Master Plan
 - a. Mandates
 - b. Enhances Student Learning
 - c. Potential for Long-Term Sustainable FTE Growth
 - d. Program Maintenance
 - e. Recommendations from the IPR/NIPRs
 - f. Potential for Short-Term FTE Growth
 - g. Program Expansion
 - h. Support Multiple Programs
3. High Benefit/Cost Ratio

The group will consider changes and bring recommendations back next week for adoption with *the Institutional Planning and Budget Development Process Handbook*. Rewording the criteria about FTE growth to articulate shifting resources to support sustainable enrollment was recommended.

Dave Clausen identified that Consultation Council/Strategic Planning should expect to prioritize requests for one-time enhancement in the up-coming budget development process. He also advised the group that the final budget will be going to the Governing Board at the October board meeting.

2. Update on Key Performance Indicators (Consultation)

Tabled until the next meeting

Other:

1. Dave Clausen commended and thanked Shawn Hubbard for the excellent work that she has performed in the bookstore.

The meeting adjourned at 4:15 pm

Future Agendas:

1. Consultation Council Orientation (Moving the Agenda in Meetings) - August 26, 2010 – Kayleigh Carabajal
2. Planning Process and Annual Calendar (Information) – August 26, 2010 – Kayleigh Carabajal
3. Acceptance of Shared Governance & Collegial Consultation Process Handbook 2010-201 (Governance) – August 26, 2010- Cheryl Aschenbach
4. Status of Budget Reduction Initiatives from Spring 2010 (Information) – August 26, 2010 – Dave Clausen
4. Acceptance of Institutional Planning & Budget Development Handbook 2011-2012 (Governance)– August 26, 2010 – Cheryl Aschenbach
5. Campus Landscaping (reduction in resource intensity) (Consultation)– September 2, 2010 – Dr. Houston
6. Review of September 14, 2010 Governing Board Agenda (Information) –September 2, 2010 - Dr. Houston
7. Graphic Design Manual (Consultation) – September 2, 2010 – Monica Cochran
8. Safety Committee (Consultation) – September 16, 2010 -Dr. Houston
9. Distance Education NIPR (Information) – September 2010 – Dr. Berkowitz
10. Community Services NIPR (Information) - September 2010 – Dr. Berkowitz
11. Human Resource NIPR (Information) –September 2010 – David Burris

12. **Marketing/Community Relations NIPR (Information) –September 2010 – Monica Cochran**
13. **Fiscal Operations NIPR (Information) - –September 2010- Dave Clausen**
14. **Auxiliary Services (Food Services and Bookstore NIPR (Information) – September 2010– Dave Clausen**
15. **Physical Education/Athletics IPR (Information) – October 2010 - Cheryl Aschenbach/PE Faculty**
16. **Administration of Justice/Correctional Science IPR(Information) – October 2010 – Cheryl Aschenbach/ Nancy Bengoa-Beterbide & Mark Nareau**
17. **Agriculture IPR (Information) - October 2010 – Cheryl Aschenbach/ Brian Wolf**
18. **Automotive Technology (Information) - October 2010**
19. **Business IPR (Information) - October 2010 – Cheryl Aschenbach/ Garrett Taylor & Kam Vento**
20. **Child Development IPR (Information) - October 2010 – Cheryl Aschenbach/ Betsy Elam**
21. **Nursing IPR (Information) – October 2010 – Cheryl Aschenbach/Monna Walters & Liona Baker**
22. **Educational Master Plan (Consultation) -October 2010 – Dr. Berkowitz**