

Consultation Council/Strategic Planning Committee Minutes

September 16, 2010

Present

Terry Bartley (management)
Dr. Irving Berkowitz (Dean of Instruction)
Shelly Baxter (management)
Sandy Beckwith (Div Chair –faculty)
Tina Bishop (Lead Counselor - faculty)
David Burris (Exec Director-HR)
Kayleigh Carabajal (Exec Director-IR)
Dave Clausen (Exec Director –Fiscal Services)

Phil Horner (classified)
Dr. Doug Houston (President)
Jeff Lang (classified)
Logan Merchant (Chair/IT Planning)
Sue Mouck (Accreditation Liaison -faculty)
Eric Rulofson (Chair/ Facilities Planning)
Cary Templeton (Dean of Student Services)

Absent

Cheryl Aschenbach (AS-faculty)
Carie Camacho (Div Chair -faculty)
Monica Cochran (Public Relations)

Carol Montgomery (classified)
Amber Williams (Associated Student Body)
Brian Wolf (Div Chair –faculty)

Guest

Shawn Hubbard (ASB)
Suzanne Garcia Trujillo (ASB)

With a quorum present, the meeting began at 2:51 pm.

1. Evaluation of Consultation Council/Strategic Planning Committee Orientation (Consultation)

Kayleigh Carabajal advised the committee members that she had only received one returned survey. She distributed the form via email this morning and asked that all committee members return completed forms to her prior to next Tuesday so that the committee can complete the evaluation process at the next meeting.

2. Campus Landscaping (Consultation)

The further discussion of campus landscaping was tabled until the next meeting.

3. Safety and Security Issues (Consultation)

Dr. Houston introduced the need to revisit safety and security issues on campus in light of the expected release of a high profile parolee in Lassen County. Dr. Houston informed the group that he has been on conversations with legal counsel, law enforcement, and political leaders. He has been assured that the individual in question will be required to wear a tracking device and will have an imposed curfew for the duration of his parole. Individuals in the group expressed concerns about the perception of risk particularly if the individual chose to take classes on campus. The potential fear and resulting over-reaction on both sides was discussed. Parents have already contacted some of the coaches. The committee members were reminded of the responsibility of the institution in community leadership and the need to provide a calm alert rational response to the situation. The difference between alert and alarm was emphasized. The necessity of not violating the rights of individuals through ignorance was articulated. The responsibility of the campus not to allow outside influences to interfere with our primary mission- the education of students. The need to make the campus more secure for all students and employees was stressed. **The committee identified three suggested courses of action: 1) Open Forum for students, specifically students residing in the dorm in order to get accurate information disseminated, 2) Convocation as an opportunity to provide an uniform message to the campus and 3) Hand-outs/emails to the campus again in order to communicate consistent accurate information.**

Eric Rulofson reminded the committee of the “Safe Walk Program”. Students and employees can call the custodial staff to walk them to their cars if for any reason they are feeling unsafe. Eric also responded to a question on campus lighting that the parking lot lights go off thirty minutes after the last class usually by 10:00 pm each night and that the Dorm lights are on dusk to dawn. He also informed the committee that a new lift had arrived that would allow more rapid response to unlit outdoor lights. He asked everyone to keep maintenance informed of any campus lighting problems.

4. Personnel Update (Information) - Administration

- a. Instructional Support position for Gunsmithing- interviews are scheduled for this week.
- b. Executive Assistant in Student Services closes September 30, 2010
- c. Athletic Director position closes today
- d. The Associate Dean position will not be filled for 2010-2011. Dr. Carabajal will coordinate key functions with the assistance of faculty filling special assignments in accordance with the faculty contract. The special assignments will include assisting with the review of correspondence packets and completion of non-instructional program reviews within the area of instruction. Sandy Beckwith and Tina Bishop informed the group that the plan (Dr. Carabajal's role in instruction) had received strong support from the division chairs.

Strategic Planning:

None

Other:

None

The meeting adjourned at 3:51 pm

Future Agendas:

1. **Status of Budget Reduction Initiatives from Spring 2010 (Information) – September 23, 2010- Dave Clausen**
2. **Distance Education NIPR (Information) – September 30, 2010 – Dr. Berkowitz**
3. **Community Services NIPR (Information) - September 30, 2010 – Dr. Berkowitz**
4. **Human Resource NIPR (Information) – September 30, 2010 – David Burris**
5. **Marketing/Community Relations NIPR (Information) – September 30, 2010 – Monica Cochran**
6. **Fiscal Operations NIPR (Information) - - September 30, 2010 - Dave Clausen**
7. **Auxiliary Services (Food Services and Bookstore NIPR (Information) – September 30, 2010 – Dave Clausen**
1. **Update on Progress on Annual Action Plans 2010-2011 (Consultation) – October 7, 2010 - Kayleigh Carabajal**
8. **Acceptance of draft 2011-2016 Educational Master Plan (Consultation) –October 21, 2010 – Dr. Berkowitz**
9. **Physical Education/Athletics IPR (Information) – October 21, 2010 - Cheryl Aschenbach/PE Faculty**
10. **Administration of Justice/Correctional Science IPR (Information) – October 21, 2010 – Cheryl Aschenbach/ Nancy Bengoa-Beterbide & Mark Nareau**
11. **Agriculture IPR (Information) - October 28, 2010 – Cheryl Aschenbach/ Brian Wolf**
12. **Business IPR (Information) - October 21, 2010 – Cheryl Aschenbach/ Garrett Taylor & Kam Vento**
13. **Child Development IPR (Information) – October 21, 2010 – Cheryl Aschenbach/ Betsy Elam**
14. **Nursing IPR (Information) – October 28, 2010 – Cheryl Aschenbach/Monna Walters & Liona Baker**
15. **Automotive Technology (Information) - October 2010**
16. **Human Services IPR (Information) – October 2010**