Consultation Council/Strategic Planning Committee Minutes
October 21, 2010

<u>Present</u>

Terry Bartley (management)	Toni Gomez (ASB)
Sandy Beckwith (Div Chair –faculty)	Phil Horner (classified)
Carie Camacho (Div Chair -faculty)	Jeff Lang (classified)
Kayleigh Carabajal (Exec Director-IR)	Sue Mouck (Accreditation Liaison -faculty)
Dave Clausen (Exec Director –Fiscal Services)	Eric Rulofson (Chair/ Facilities Planning)
	Cary Templeton (Dean of Student Services)

<u>Absent</u>

Cheryl Aschenbach (AS-faculty)	Monica Cochran (Public Relations)
Dr. Irving Berkowitz (Dean of Instruction)	Dr. Doug Houston (President)
Shelly Baxter (management)	Logan Merchant (Chair/IT Planning)
Tina Bishop (Lead Counselor - faculty)	Carol Montgomery (classified)
David Burris (Exec Director-HR)	Brian Wolf (Div Chair –faculty)

<u>Guest</u>

Shawn Hubbard (ASB)	Suzanne Garcia Trujillo (ASB)

With a quorum present, the meeting began at 2:46 pm.

Consultation Council:

1. **Evaluation of Consultation Council/Strategic Planning Committee Orientation (Consultation)**
   Kayleigh Carabajal presented the evaluation results for the three-part orientation for Consultation Council conducted the first three meetings of the semester. There were thirteen respondents to the survey.   Overall the responses were positive, but two respondents strongly disagreed that the orientation was effective or that they had an opportunity to participate. The comments indicated that some felt that a slower pace and more interactive format would be better. Some of the comments were not clear as to their intent. (survey results attached) The group agreed that further discussion at the end of the year in order to identify the format for next year's orientation would be appropriate.

Strategic Planning:

Sue Mouck reminded the committee membership that Consultation Council accepts instructional program reviews prepared by faculty adopted by the Academic Senate to be forwarded to the master planning committees for incorporation into the planning and budget allocation process. In a similar way non-instructional program reviews prepared by administrative areas are adopted by President's Cabinet and forwarded to Consultation Council for acceptance prior to being incorporated in to the planning and budget allocation process.

1. **Administration of Justice/Correctional Science IPR-2010 (Information)**
   In the absence of program faculty and Academic Senate representation, Sue Mouck presented the Administration of Justice/Correctional Science IPR -2010 and asked for questions. Eric Rulofson questioned the absence of any facility recommendations. Sue advised him that the executive summary was to include all recommendations hence the program may have no recommendations directed at facilities. She will confirm with the program faculty that all recommendations had been included in their executive summary. Consultation Council accepted the Administration of Justice/Correctional Science IPR-2010 as presented by consensus. (Executive Summary attached)

2. **Business IPR – 2010 (Information)**
   In the absence of program faculty and Academic Senate representation, Sue Mouck presented the Business IPR -2010 and asked for questions. Consultation Council accepted the Business IPR – 2010 as presented by consensus. (Executive Summary attached)

3. **First Quarterly Update on Progress on Annual Action Plans 2010-2011**
   Sue Mouck reminded the committee that each year the institution adopts a Comprehensive Institutional Master Plan with five master planning areas (education, student services, technology, facilities and human resources). The plans include strategies for one or more years. The progress on the strategies identified for this academic year is reported to Consultation Council four times during the year (October, January, March, May). Consultation Council reviewed the first quarterly update on progress on the annual action plans by the various planning committees. (attached) Kayleigh Carabajal advised the group that the next quarterly report will provide for three additional columns: progress status in January, resources utilized to reach the status and expected outcomes of the particular strategy. The intent is to better "close the loop" between planning and budget allocation and evaluation of the success of strategies in providing expected outcomes.

4. **Budget Development Timeline for 2011-2012 Budget (Information)**
   Dave Clausen provided the timeline and budget request form for the 2011-2012 budget development process. (timeline and budget request form attached)
   He itemized the expectations in the timeline for October –mid November
   - Consultation Council/Strategic Planning Committee adoption of Educational Master Plan –expected by November deadline
   - Status Update on Institutional Budget Priorities for current year (determined the previous spring) – completed in August
   - Status Update on Progress on Annual Planning Agenda – completed on today's agenda
   - Annual Report on NIPR SLO Assessment Results (Office of Institutional Research) – Student Services SLO Assessment Results will be reported by mid November
   - Unit level members (program areas) will meet to prioritize budget requests for unit (program area) based on the adopted budget prioritization criteria. – forms have been distributed
   - Prioritized list of budget requests for each area will be forwarded to area dean and returned to unit members for their records. – should occur in November
   - Facilities Planning, Human Resource Planning, Institutional Technology Planning and Student Services Planning Committees work on development of Master Plans based on Educational Master Plan – must await the adoption of the Educational Master Plan

   The need to tie budget allocation requests to program review recommendations was emphasized.

5. **Announcement of IPRs due May 2011(Information)**
   Sue Mouck announced the instructional programs scheduled for review this year.
   a. **Social Science – Carie Camacho, Linda Kennedy, Garrett Taylor, and Kam Vento**
   b. **Work Experience – Lisa Gardiner**
   c. **Fire Technology – Dave Trussell**
   d. **Gunsmithing – Andrew Faircloth & John Martin**
   e. **Journalism – Richard Swanson**
   f. **Nursing – Thomas Jeffries & Monna Walters**
   g. **Welding Technology – Kory Konkol**
   h. **Automotive Technology (due Fall 2009) – no full time faculty assigned**
   i. **Human Services IPR (due Fall 2009) – no full time faculty assigned**

 Carie Camacho questioned the inclusion of Garrett Taylor in Social Science since he had just completed the Business IPR. Sue indicated that he was probably included because of the inclusion of Economics courses in the Social Science General Education Area. His role in this program review would probably be considerably less than his role in the Business IPR. The due dates for Automotive Technology and Human Services were questioned and it was identified that vocational programs are evaluated every two years and in the absence of full-time faculty in those two areas neither program has been reviewed. The Nursing Program is due for review next spring even though the review will be brought to Consultation Council next month because the program review is one year over due. In answer to a question it was identified that the two-year requirement for vocational program review is a Title 5 requirement. The opportunity to produce addendums to accepted program reviews in order to justify previously unidentified budget needs was shared.

Consultation Council:

1. **Personnel Update (Information) - Administration**

In David Burris' absence Dave Clausen presented the personnel update:
a. Associate Dean on hold – not budgeted for this year (Dr. Carabajal is helping out in this area)
b. Library Director – screening next week
c. Distance Education Coordinator – position re-opened, screening November 18
d. Athletic Director – in discussions with LCFA
e. Ex Assistant (Student Services) – screening next week
f. Bookstore Manager and Assistant – working on job descriptions
g. Accounting Tech II – open in house October 22

Kayleigh Carabajal identified that she will be hiring a short term employee in IT for two projects: 1) Wireless Implementation – more involved that one might think, has security and help desk issues to be addressed and 2) Data Center Refresh
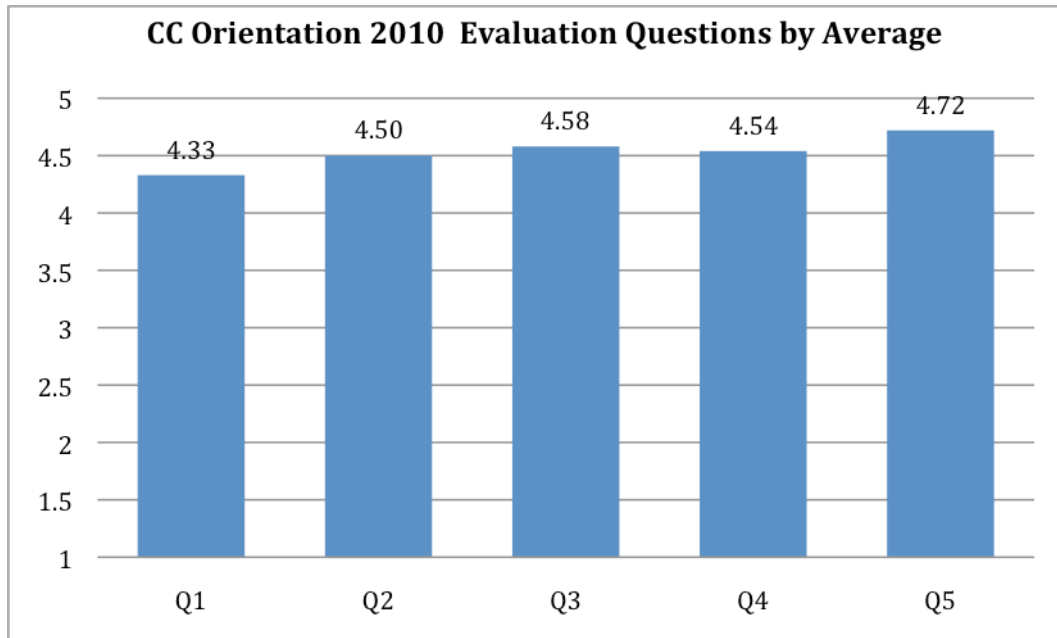
Other:
Dave Clausen reminded the group of the importance of confidentiality. Administrators are expending a great deal of time dealing with "rumors." It was stated that Consultation Council is a communication vehicle and confidentiality does not apply to discussion in this setting.

The meeting adjourned at 3:35 pm

Future Agendas:
1. **Review of November 9, 2010 Governing Board Agenda (Information) – October 28, 2010 - Dr. Houston**
2. **Budget Impact of Cougar Works Program (Consultation) - October 28, 2010 -Cary Templeton/Dave Clausen**
3. **Distance Education NIPR (Information) - October 28, 2010 -Drs. Irving Berkowitz & Kayleigh Carabajal**
4. **Community Services NIPR (Information) – October 28, 2010 -Drs. Irving Berkowitz & Kayleigh Carabajal**
5. **Marketing/Community Relations NIPR (Information) – October 28, 2010 – Monica Cochran**
6. **Acceptance of draft 2011-2016 Educational Master Plan (Consultation) –October 28, 2010 – Dr. Berkowtiz**
7. **Campus Security (Consultation) – October 28, 2010 – Dr. Kayleigh Carabajal/Eric Rulofson**
8. **Civility – Students and Staff (Consultation) – November 4, 2010 – Dr. Houston**
9. **Human Resource NIPR (Information) – November 4, 2010 – David Burris**
10. **Physical Education/Athletics IPR (Information) – November 4, 2010 - Cheryl Aschenbach/PE Faculty**
11. **Agriculture IPR (Information) - November 4, 2010 – Cheryl Aschenbach/ Brian Wolf**
12. **Child Development IPR (Information) – November 4, 2010 – Cheryl Aschenbach/ Betsy Elam**
13. **Nursing IPR (Information) – November 4, 2010 – Cheryl Aschenbach/Monna Walters & Liona Baker**
14. **Fiscal Operations NIPR (Information) – November 18, 2010 - Dave Clausen**
15. **Auxiliary Services (Bookstore) NIPR (Information) – November 18, 2010 – Dave Clausen**

CC Orientation 2010 Evaluation Questions by Average

Question	Average
Q1	4.33
Q2	4.50
Q3	4.58
Q4	4.54
Q5	4.72

Stem: The three-part orientation to Consultation Council:

Q1= was effective

Q2=was an efficient method to orient new Consultation Council members

Q3=gave me the opportunity to participate

Q4=was an effective example of following our own ground rules

Q5=was paced appropriately

1. What was just right and should continue as is?

   I liked the presentation. I wished I would have had this 2 years ago.

   The folks who won't absorb this will continue not to absorb it…..

   …….Time is needed for reflection and discussion with my peers as well

   The manner of the presentation was excellent - easy to follow and an excellent use of time

   Gave good introduction/overview to new members

   Background on Consultation Council - info about discussions & decision-making

   Just right

   Content, delivery (dialog), schedule

   Everything!

   Re-stating purpose is always helpful

2. What might we do differently to make this orientation more effective?

   Goup activities?

   I'm convinced that things will get better…..

   ….this is better than what we used to have….

   The pace might have been a little fast. I was only at 1 of the presentations, not all of them

   it was is - very effective. The challenge is the limited time we have to do orientation

   Written documentation and training to LCC Everyone. For those who decide to come to meetings

   Add (expand) orientation to "roles", "charter", "purpose", governance, "structure", perhaps

   Nothing - I wish every group/committee could get this training

   Perhaps delay one week to improve attendance

   Was only present for 1 orientation

ADMINISTRATION OF JUSTICE/CORRECTIONAL SCIENCE 2009-2010 INSTRUCTIONAL PROGRAM REVIEW EXECUTIVE SUMMARY AND PRIORITIZED RECOMMENDATIONS

The Administration of Justice and Correctional Science programs are strong vocational programs for Lassen Community College. The correspondence program, which was developed in 2005-2006 has steadily increased in popularity and growth. The growth potential for this program is unlimited. A strong effort should be made to expand this program throughout the state. Brochures and other marketing tools should be developed to market this program.

Overall the Administration of Justice and Correctional Science programs are the second and third (depending on which academic year is being reviewed) highest vocational programs in the awarding of degrees and certificates. A new University Studies degree with an emphasis in Administration of Justice had four graduates its first year.

Now with the hiring of the new fulltime POST Director it is time for the college to support the growth and development of our POST/STC programs. Since the retirement of Outreach Coordinator, Lino Callegari, training for area law-enforcement has dropped to a minimum. It is time to allocate financial resources to this program so it can once again develop into a strong and viable component of Lassen College. Department staff agrees that the following budget recommendations as well as program recommendations are necessary to the success of our programs.

Prioritized Recommendations:

1. Travel for P.O.S.T. Director $2500

2. Classroom Supplies

    a. New DVDs for AJ/CORS $1500
    b. New crime scene investigations $ 500

3. Duplicating

    a. Posters and Advertisements for P.O.S.T.
    And S.T.C. training $1000

    b. Flyer for Correspondence Program $ 800

4. Contract Instruction

    a. P.O.S.T./S.T.C. Guest Instructors $10,000

5. Equipment $ 5,000
            Handcuffs, mats for defensive tactics, firearms,
            Penal Code books, hearing protection, eye protection,
            Targets, red man suit, leather gear, & three magazines
            per weapon

6.   Duplicating

7.   Hire or reassigned a part-time Administrative Assistant II position to the POST Director's office.

8. Develop an expanded schedule of P.O.S.T. and S.T.C. certified courses to meet the training needs of law enforcement agencies served by the district.

9. Determine the feasibility of establishing a yearly schedule of course offerings for P.O.S.T. and S.T.C.

10. In conjunction with the NRA/Gunsmithing Coordinator, plan and schedule P.O.S.T. certified armorer courses.

11. The new P.O.S.T. Director should revise, update, and include student learning outcomes to new P.O.S.T courses. Upon their completion they should be forwarded to the Curriculum and Academic Standards Committee for approval.

12. Determine the most current two year plans for the on-campus AJ and Correctional Science programs.

13. Develop strategies and marketing materials to expand P.O.S.T. enrollments.

14. Continue to increase the number of P.O.S.T. and S.T.C. certifications.

15. Discuss with the Articulation Officer and Advisory Board the possibility of adding   AJ 35,"Investigative Techniques" as a core class for the A.A. in Administration of Justice and the A.S. in Correctional Science.
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16.   Continue to increase the number of degrees and certificates awarded in Administration of Justice and Correctional Science programs.

17.   Continue to evaluate program student learning outcomes with department staff and AJ/CORS Advisory Board members and update or revise as necessary.

18.   Develop a student follow-up plan with the Executive Director of Research Planning & Information Services during the next IPR review period.

19. Make certain in- class "student evaluations" for Administration of Justice and Correctional Science courses are included in the next IPR.

20. Provide full time faculty assigned to teach in Administration of Justice and Correctional Science the opportunity to attend workshops and conferences.

21. After the October 4th, 2010 meeting of the ACCJC the AJ/CORS Department will determine the outcome of the AJ/CORS correspondence program and plan accordingly.

22. Continue to strengthen the academic rigor of the correspondence program in Administration of Justice and Correctional Science degree programs.

BUSINESS EDUCATION DEPARTMENT
2009-2010 INSTRUCTIONAL PROGRAM REVIEW
EXECUTIVE SUMMARY AND PRIORITIZED RECOMMENDATIONS

The Department has not been adequately assessed for several years. Obvious weaknesses in its assessment and program improvement planning processes have prevented the Department from achieving its objectives, sustainable program growth, and acceptable levels of student success. With the newly established quantitative measures, qualitative measures, and new evaluation tools, the Department can better align with its mission and achieve its stated objectives. The Department has also identified improvement areas in its program curriculum and recommends changes in each of its active programs. Changes have been made to the Departments student learning outcomes and program student learning outcomes; however there continues to be work needed in course level assessment. Instrumental to the Departments future direction and expansion, the Department believes strategic planning incorporating key stakeholders needs to be conducted before the next program review. The Department has few capital needs at this time; however requests funding for a classroom performance system [CPS] to better reach the emerging, technologically savvy student and capture data needed to better assess program and instructional effectiveness. Specifically, the following recommendations have been made by the faculty in the program review:

FROM SECTIONS I -III

Recommendation #1: Participate in the development of a pilot program plan assessment with the Office of Institutional Research to determine the nature and causes of course scheduling variances in one and two-year program plans in the fall 2010 academic term.

Recommendation #2: Adopt evaluation tools in the fall 2010 academic term that enable the Department to better assess its position and how well the Department is achieving its stated goals.

Recommendation #3: Revise the program student learning outcomes for the Associate of Science – Accounting degree in the fall 2010 academic term

Recommendation #4: Separate and revise the program student learning outcomes between the Associate of Science Degree and Certificate of Achievement in the Office Administrative Assistant programs. The faculty recommends further development of the student learning outcomes with the Advisory during the 2010-2011 academic year.

Recommendation #5: The faculty recommends increasing the requirements of the CA 31 – Computer Applications course to reflect workforce needs and the unit load of the course to 3 units consisting of 1.5 hours of lecture and 4.5 units of lab per week during the fall 2010 for inclusion in the respective programs in the fall catalogue and 2011 term program curriculum.

Recommendation #6: The faculty recommends inclusion of the COT 59 –Business Machines: Ten Key course into the core requirements of the program during the first year of the program.

Recommendation #7: The faculty recommends replacing the less occupational critical Bus 10 - Human Resource Management course with the (current) elective course, Bus 27 – Business Communications, in the core requirements of the program during the first year of the program.

Recommendation #8: Re-structure classes within the program to allow for a logical progression of increasing skill and difficulty levels to improve student success and retention through the program.

Recommendation #9: Recommend revising curriculum in Bus 1A and Bus 1B to reflect the requirement areas of the Certified Bookkeeper (CB) examination in addition to the transfer requirements in the articulation agreements of the accounting program.

Recommendation #10: Pursue the development of a strategic plan with the assistance of administration, campus community and department stakeholders during the 2010-2011 academic year.

Recommendation #11: Continue to develop student measurable learning outcomes at the course level and show full proficiency in the assessment of course level student learning outcomes and integration to program level student learning outcomes prior to the next program review in the 2011-2012 academic year.

FROM SECTIONS IV -VII

Recommendation #12: Officially release the VT 101 computer system to the District to ensure upgrades are timely, current institutional anti-virus software is installed and functioning properly, and receive greater support for unique computer applications used by the faculty in their educational delivery.

Recommendation #13: Pursue funding for the eLearning classroom performance system [Mobi and the student interactive classroom clickers].

Recommendation #14: Assist the Office of Institutional Research in finding and rectifying the discrepancies found in the assessment of the Departments fiscal position and performance.

The Department has prioritized and assigned the program recommendations for action as follows:

PRORITY OF PROGRAM REVIEW RECOMMENDATIONS

Priority #	Recommendation #	Assignment of Responsibility	Projected Completion	Costs to Implement
1	Recommendation #13	G. Taylor	October 2010	$2,500
2	Recommendation #12	G. Taylor and K. Vento	October 2010	None
3	Recommendation #2	G. Taylor and Advisory	November 2010	None
4	Recommendation #3	G. Taylor	November 2010	None
5	Recommendation #5	G. Taylor	December 2010	None
6	Recommendation #6	G. Taylor	December 2010	None
7	Recommendation #7	G. Taylor	December 2010	None
8	Recommendation #8	G. Taylor	December 2010	None
9	Recommendation #9	G. Taylor	December 2010	None
10	Recommendation #10	G. Taylor and K. Vento	January 2010	$500
11	Recommendation #1	G. Taylor and Office of Inst. Research	January 2010	None
12	Recommendation #14	G. Taylor and Office of Inst. Research	January 2010	None
13	Recommendation #4	G. Taylor and Advisory	February 2011	None
14	Recommendation #11	G. Taylor and Advisory	February 2011	None

EMP (10)	**Completed the offering of two semesters of "Student Success Tips Workshops"**	**Completed.** Spring 2010 the Learning Center / Basic Skills Program offered 9 workshops on Student Success Tips .Fall 2010 the Learning Center / Basic Skills Program offered 6 workshops on Student Success Tips with another 4 scheduled this semester.
EMP	**Implement a study during Fall 2010 resulting in a report that analyzes the problem of student absenteeism and make recommendations for improving student class attendance.**	**Initiated.** During 2009-10 Colleen Baker piloted a notification system with faculty as part of her Basic Skills initiative counselor assignment. In this pilot faculty sent her a notice via email of students who were at risk of failing their classes. Colleen, as the Basic Skills partially funded counselor in 09-10, followed up with these students. For 2010-11 Colleen Baker is now the Basic Skills grant and program coordinator. She will seek to improve our tracking and follow-up on students who are identified as at risk. The Basic Skills advisory committee, with help from Jerry Thao, one of the Basic Skills counselors, will monitor the success and progress of this action item.
EMP	**Faculty, who have implemented course changes as a consequence of assessment results for student learning outcomes, will have evaluated the impact of those changes.**	**Initiated.** Multiple faculty have changed the way they are instructing after evaluating Spring 2010 class results. Will report on the effects of those changes in Fall 2010 assessment (due in December)
EMP	**Conclude meetings with State of California and local law enforcement agency officials aimed at securing approval of the POST Program curriculum and instruction and convene the first meeting of the newly established POST Program Advisory Committee leading to official "certification" of the POST program.**	**Initiated.** Ms. Andrea Tompkins was hired in March 2010 as the new POST Director. Ms. Tompkins held two advisory board committee meetings, state and local law enforcement agency officials are members of this committee. Lassen Community College is again recognized as a POST presenter of law enforcement training. Currently Ms. Tomkins is actively seeking approval to offer PC 832 which is a required course for anyone interested in working in a law enforcement capacity.
EMP	**Stabilize enrollments at 25 students per year in the Licensed Vocational Nursing (LVN) Program.**	**Not yet begun.** A feasibility study will be conducted in Spring 2011 to determine the direction of the Nursing Program.
EMP	**Stabilize the Automotive Technology program through the re-evaluation of the program mission and refocus resources as identified through meetings of the Advisory Committee (consideration of auto, truck and farm machinery maintenance; Certificates of Achievement in brakes, smog, alignment, etc.)**	**Not yet begun.** Meetings with Advisory Committee will be scheduled in Spring 2011.
EMP	**Develop a Logistics/Materials Handling program for implementation during the academic year 2011-12.**	**Not yet begun.**
EMP	**Conduct a needs assessment among government, local business and non-profit agencies as a basis for developing an initial Contract Education Plan (CEP)**	**Not yet begun.**
EMP	**Develop the criteria and prepare cost-benefit analysis for the selection of appropriate variety of intercollegiate sports.**	**Initiated.** On April 6, 2010, Dr. Carabajal presented an Athletic Cost-Analysis report to Cabinet. Dr. Carabajal reported the athletic program is making a contribution to the district. The study looked at costs in season and out of season and has found that athletic programs are actually in the black.
EMP	**Develop a distance education plan to include the development and implementation of consistent standards and practices for faculty engaging in alternate modes of delivery instruction and the provision for training on interactive TV delivery methods to be delivered during faculty training (flex) days for the purpose of increasing offerings in future semesters.**	**Initiated.** The Distance Education Coordinator position is now open and applications are being accepted. Initial screening will occur in mid-November. Part of the responsibility of this person will be to help with the development of practices and standards for faculty engaging in alternate modes of delivery. September 2010 Faculty and Staff Development Flex day, one of the sessions was "Harnessing the Power of Moodle" a training session for online instruction. The Distance Education NIPR is complete and will be sent to Consultation Council for approval October 28, 2010. The DE NIPR will inform the Distance Education Plan development.
SSMP (7)	**Launch an Early Alert System**	**Initiated.** During 2009-10 Colleen Baker piloted a notification system with faculty as part of her Basic Skills initiative counselor assignment. In this pilot faculty sent her a notice via email of students who were at risk of failing their classes. Colleen, as the basic skills partially funded counselor in 09-10, followed up with these students. For 2010-11 Colleen Baker is now the Basic Skills grant and program coordinator. She will seek to improve our tracking and follow-up on students who are identified as at risk. The Basic Skills advisory

		committee, with help from Jerry Thao, one of the Basic Skills counselors, will monitor the success and progress of this action item.
SSMP	Expand Career Counseling services	**Initiated.** During the summer of 2010 a new department for Career Services was formed that integrates funding for work-study from four sources; Federal Work-Study, Cougar Works, CalWORKs and outside work-study opportunities within Lassen County. Robin Padgett's job description has been reclassified from the Director of CalWORKs to the Director of Career Services. The development of a Career Services department in Student Services will expand career counseling, job placement, resume writing skill development and interviewing skill development for all Lassen College students.
SSMP	Assure all students entering LCC will have declared their educational goal	**Initiated.** T he student's declaration of an educational goal occurs initially on a students application or reapplication for admission. Matt Levine, Director of Enrollment Services, will monitor the achievement of this action item. Counseling during the fall of 2010 has been collecting a completed educational goal change form and forwarding it to AR when students develop an education plan with a counselor and change their educational goal.
SSMP	Pursue a K-14 partnership that provides pathways for high school students to earn an AA degree prior to high school graduation	**Initiated.** LCC counselors are meeting with LHS counselors to strengthen our cooperative work. This fall another Educational Symposium was conducted to gather community input. At the fall 2010 symposium a list of top priorities for strengthening our partnership was created.
SSMP	Create an alumni association	
SSMP	Review the staffing and student services programs to make changes to improve LCC's service to students	**Initiated.** Annually the Dean of Students conducts a review of departmental resources. This review takes place during the fall as he and the Student Services management team review the results of the Student Services SLO assessments. At that same time each student services department will review its Non-Instructional Program Review (NIPR) recommendations making modifications and deletions as appropriate. The Student Services Planning Committee will be informed of the results of the SLO assessments and any changes to the NIPR recommendations. The Student Services management team and the Student Services Planning Committee will discuss staffing changes for the following year prior to the budget and priorities setting process in January/February. Any staffing reorganizations within budget and any budget enhancements (changes requiring new funding outside of the student services budget allocation) will be identified by December/January.
SSMP	Conduct a comprehensive review of student services processes, administrative procedures and board policies looking for opportunities to automate those processes	**Initiated.** The review of Board Policies and implementing procedures began in 2009-10. About 2/3 of these have been approved and are ready to be forwarded to the Board for review and adoption. The remaining policies mostly need Administrative Procedures written. A few need consultative review with Academic Senate or other planning groups. In order to effect their adoption in the spring of 2011 it is recommended that we have changes to both BP and AP documented by December 1, 2010. This will allow Student Services Planning Committee a chance to review in December and Consultation Committee a chance to review in January.
ITMP (5)	Implement & evaluate a wireless technology project	**Initiated.** Access points for the wireless are determined and several are in place at this time. The entire project is scheduled to be completed along with an initial evaluation by January, 2010.
ITMP	Create a communication protocol that insures the linkage between the EMP & the ITMP	**Not yet begun.** The Educational Master Plan is currently under development. The EMP is scheduled for completion by the end of November. The ITMP will then begin work to assure the alignment of the EMP and ITMP.

ITMP	**Assess the current usage of smart classrooms & the need for expanded technology in those & other classrooms**	**Initiated. This strategy is comprised of three steps:** 1. Inventory classroom technology: The initial stage of the Space Utilization Study begins the week of October 25. This includes a formal inventory of the technology in each of the college's classrooms. 2. Direction from the Educational Master Plan. The EMP is scheduled for completion by the end of November. 3. Survey faculty needs for technology. This survey will occur
ITMP	**Implement CCCApply & one additional component of WebAdvisor**	**Direction changed based on a new development:** WebAdvisor was initially launched as an "out-of-the-box product" which did not adequately meet the college's needs. RPIS is currently re-launching WebAdvisor with an emphasis on streamlining faculty functions such as rosters and electronic grade entry and creating a more useful interface for our students by including contact information and the book information required by federal mandate. CCCApply may be hosted in a different manner and we are awaiting more information on this development before pursuing this implementation.
ITMP	**Maximize the use of our document management system (SharePoint) via campus wide training**	**Initiated.** This strategy requires four interdependent steps: 1. RPIS staffs are trained on SharePoint Server and SharePoint Designer. (Completed as of October 22, 2010) 2. Data Center Refresh – install 3 new servers (2 in November, 2010 – 1 additional depends on budget development process)) 3. Desktop inventory – Elaine is currently inventorying to determine the replacement costs of computers not able to transition to Office 2010 (SharePoint requirement) Depends on budget development process) 4. Campus-wide training (Spring 2011)
FMP (6)	**Make progress toward the elimination of physical barriers and provision of assistive technologies in order to provide for ADA compliance - Replace 2.5% of sidewalks that don't meet ADA compliance.**	Completed. Replaced 6.2% with Insurance Safety Credits
FMP	**Locate and prioritize funding to modernize district equipment and facilities** **4.6.a VETA Funds, 4.6.b CCCC State Chancellor's Grants, 4.6.c. Other Grants**	Initiated. Received $2000 LMUD energy grant for installing an energy efficient pump motor system on our main boilers
FMP	**Achieve full Disaster Preparedness compliance - Using the Adhoc committee draft a Disaster plan**	Initiated. Mass communication system out for quotation with new telephone system
FMP	**Review and accept the annual Space Inventory and Utilization Report**	Initiated. Working with Kayleigh to put together the program. Anticipant completion of the review by the end of the fall 2010 semester.
FMP	**Maintain an annual list of facility IPR/NIPR request. Categorize and prioritize requests**	Initiated. Updated and submitted with 2010-2011 M&O budget
FMP	**Achieve District Scheduled Maintenance Five-Year Plan as Scheduled (see Appendix A) Annually submit projects for funding. Complete funded projects**	Completed. Revised the cost estimates and submitted Humanities Modernization Initial Project Proposal to the Chancellor's office in July 2010.
HRMP (5)	**Publish 2010-2011 training calendar outlining professional development opportunities**	Committee gathering input from the campus
HRMP	**Publish Faculty Handbook**	Completed. Working on an institutional employee handbook.
HRMP	**Implement a Retention Summit to bring all parties on campus together for collaboration and training to improve student retention (including student absenteeism issues)**	Initiated. Basic groundwork complete at fall convocation to be completed in spring 2011.
HRMP	**Implement a Retention Round Table to bring all parties on campus together for collaboration and additional training on improving student retention and assess the results of the fall Retention Summit**	**Initiated. Groundwork completed at fall convocation.**

HRMP	Conduct needs assessment for: (1) LCCD Orientation Program for new faculty and staff and a (2) mentoring program for incumbent faculty and staff as a basis for designing a phased professional development program (including professional development needs included in master planning documents, e.g., college safety, security and operations, policies and procedures, teamwork and respect, technology, ITV, and assessment of student learning across the college experience)	Initiated. On October 11, 2010 Sandy Jonas and Susie Hart conducted preliminary data gathering and solicited the campus community for input.

Lassen Community College

PLANNING/BUDGET DEVELOPMENT CALENDAR

1. **JULY**
   - Governing Board Planning Retreat
     - Presentation of Compiled and Analyzed of Data
     - Presentation of Evaluation of Previous Years Strategic Educational Initiatives
     - Presentation of progress on Key Performance Indicators

2. **AUGUST**
   - Update of *Annual Fact Book* published
   - Consultation/Council/Strategic Planning Committee develops annual budget prioritization criteria
   - Governing Board Adoption of Strategic Plan

3. **SEPTEMBER**
   Early
   - Distribution of Institutional Planning and Budget Development Process Handbook, Budget Enhancement/Reduction Request Forms and Current Year Fiscal Updates/Budget Assumptions
   - **Governing Board approval of final budget**
   - **Program Review Recommendations compiled for planning purposes [completion of program review will occur earlier next year allowing compilation of recommendations and initiation of planning to occur earlier]**
   - **Academic Planning Committee works on development of Educational Master Plan**

   Late
   - Budget Enhancement/Reduction Request Forms, with justifications from approved program reviews, comprehensive institutional master plan and primary budget prioritization criteria, will be gathered by unit level members for prioritization. The same budget request forms and resource allocation process will be utilized for all funding sources i.e. VATEA, Instructional Equipment and Library Materials Block Grant, General Fund.

4. **OCTOBER – MID-NOVEMBER**

- Consultation Council/Strategic Planning Committee adoption of Educational Master Plan
- Status Update on Institutional Budget Priorities for current year (determined the previous spring)
- Status Update on Progress on Annual Planning Agenda
- Annual Report on NIPR SLO Assessment Results (Office of Institutional Research)
- Unit level members (program areas) will meet to prioritize budget requests for unit (program area) based on the adopted budget prioritization criteria.
- Prioritized list of budget requests for each area will be forwarded to area dean and returned to unit members for their records.
- Facilities Planning, Human Resource Planning, Institutional Technology Planning and Student Services Planning Committees work on development of Master Plans based on Educational Master Plan

5. **MID- NOVEMBER - DECEMBER**
- Area administrators will prioritize area budget requests based on the adopted budget prioritization criteria in consultation with unit level managers.
- Prioritized list will be forwarded by the area dean to the Consultation Council/Strategic Planning Committee and returned to unit members for their review and records.
- Consultation Council adoption of Facilities, Institutional Technology, Human Resource and Student Services Master Plans

6. **JANUARY**
- The Executive Director of Fiscal and Auxiliary Services monitors current year operations and evaluates the status of the following academic year's budget by comparing the projected revenues against the projected expenditures. The Executive Director of Fiscal and Auxiliary Services will advise the President's Cabinet of any projected budget shortfalls potentially impacting staffing levels.
- The President's Cabinet will forward recommendations based on the projections to the Consultation Council/Strategic Planning Committee prior to any consideration of institutional prioritization of budgetary requests.
- Consultation Council will conduct Listening Forums for campus input
- Status Update on Institutional Budget Priorities for current year (determined the previous spring)

7. **FEBRUARY**

- Discussions by Consultation Council/Strategic Planning Committee on the recommendations received from the President's Cabinet will occur prior to the third week in February.
- Consultation Council/Strategic Planning Committee will evaluate all budget requests prioritized by unit level managers and area deans. Institutional priorities will be assigned to each budget request.
- The prioritized list will be distributed to the campus community at the end of February.

8. MARCH
- Consultation Council/Strategic Planning Committee will hold open forum style budget meetings.
- Funding categories will be assigned to the prioritized list by the Executive Director of Fiscal and Auxiliary Services.
- The recommended prioritized list will be forwarded to President for his consideration and returned to unit members for their review and records.
- Environmental Scan Data Compiled

9. APRIL
- Adoption of the Comprehensive Institutional Master Plan by Consultation Council/Strategic Planning Committee
- The Executive Director of Fiscal and Auxiliary Services will draft the tentative budget for institutional review to include 50% Law Analysis and GANN Appropriations Unit.

10. MAY
- Acceptance of instructional program reviews by Academic Senate and non-instructional program reviews by President's Cabinet
- The president will finalize the ranked list into the Institutional Budget Priority List for the Comprehensive Institutional Master Plan, presentation to the campus and Governing Board.
- Cut-off date for processing of purchase requisition.

11. JUNE
- Acceptance of executive summaries of instructional and non-instructional program reviews by Consultation Council/Strategic Planning Committee forward to Governing Board
- The president will submit the tentative budget to the Lassen Community College District Governing Board for approval.

Planning
Budget Development

Budget Enhancement/Reduction Request Form

Fiscal Year 2011 – 2012

☐ **Operational**　　☐ **Equipment**　　☐ **Facilities**　　☐ **Staffing**

Program or Subject Area: _____　　　　**Submitted by:** _____

TOP Code: _____　　　　　　**Date Submitted:** _____

- Enter items that have been included in an approved, current or revised program review.
- Enter the appropriate area, relevant strategic goal and top primary budget prioritization criteria
- Enter items in descending order of Program or Department priority
- Unit Level Priority will be determined by a program or department meeting to evaluate individual requests
- Area Level Priority will be determined by the area administrator
- College Level Priority will be determined by the Consultation Council/Strategic Planning Committee

Strategic Goal	Area	Object Code	Budget Criterion *	Identify Budgetary Needs/Reductions and provide Justification/Impact- Program Review and Institutional Planning Document Locator (e.g. Section, Page Number)	Total Cost	Expected Outcome	Unit Level Priority Number	Area Level Priority Number	College Level Priority Number	Fundin Statu

Area: F – fiscal and auxiliary services; I – instructional services; P – president; S – student services; R-research, planning and information services; H-human and support services

* Select up to main Budget Prioritization Criteria, which justify the request