

Consultation Council/Strategic Planning Committee Minutes
March 29, 2011

Present

Cheryl Aschenbach (AS-faculty)
Sandy Beckwith (Lead Counselor –faculty)
Terry Bartley (management)
Shelly Baxter (management)
Dr. Irving Berkowitz (Dean of Instruction)
David Burris (Exec Director-HR)
Kayleigh Carabajal (Exec Director-IR)
Dave Clausen (Exec Director –Fiscal Services)
Monica Cochran (Public Relations)

Marshel Couso (management)
Noelle Eckley (Div Chair -faculty)
Phil Horner (classified)
Dr. Doug Houston (President)
Logan Merchant (Chair/IT Planning)
Carol Montgomery (classified)
Sue Mouck (Accreditation Liaison -faculty)
Eric Rulofson (Chair/ Facilities Planning)
Cary Templeton (Dean of Student Services)
Brian Wolf (Div Chair –faculty)

Absent

Carie Camacho (Div Chair -faculty)
Toni Gomez (ASB)

Jeff Lang (classified)

Guest

Brenda Hoffman (classified)
Katelyn Johnston (student)
Matt Levine (management)

Robin Padgett (management)
Tami Wattenburg (classified)

With a quorum present, the meeting began at 9:30 am.

Consultation Council:

1. Review of April 12, 2011 Governing Board Agenda (Information)

Ms. Mouck informed the committee that with the change in meeting day for Consultation Council the board agenda will be coming twice to the group for review. The first time two weeks prior to the board meeting will be an initial draft agenda and the second time the week prior to the board meeting will be the final agenda being distributed to the board on the following day. Dr. Houston presented the initial draft agenda for April 12, 2011. He identified that at each of the next few board meetings an update of the COM.P.ACT will be presented. The item will be to keep the board informed of the status of campus discussion, not board action. The board will be considering first and second readings of several board policies (BP 6620 - Naming of Facilities, BP 2725 - Board Member Compensation and BP 3120 - Budget Reserves). The board will again consider authorization of a TRAN (Tax and Revenue Anticipation Notes). The request for TRAN authorization is likely an annual requirement. The board will also consider the recommendation from the last Consultation Council meeting on the Residence Hall facility. The board will hold a special meeting on April 4, 2011 to tour the Residence Hall in preparation for their discussion.

2. Personnel Update (Information) - Administration

David Burris advised the membership, that two positions are currently being advertised, the Bookstore Manager and Distance Education Coordinator. He further informed the membership the hiring process is going paperless. The institution is using NeoGov software for online applications. The screening committees will be able to paper screen applicants via remote access. The screening committees will still be meeting to develop screening tools, select applicants for interview and conduct interviews.

Strategic Planning:

1. Presentation of Overview of Draft COM.P.ACT Proposal dated March 25, 2011 (Consultation)

Dr. Houston provided copies of two of the slides from his PowerPoint presentation last meeting [Driving Pressures and Budget Implications] (attached). Dr. Houston informed the group that last week the Governor has signed the educational trailer bill. The bill enacts a \$36.00/unit fee in addition to further apportionment deferrals for academic year 2011-2012. The additional deferrals will further aggravate cash flow issues for community colleges. Approximately twenty percent of

apportionment payments for community college are now deferred to the following academic year. The possibility of a June election for voters to consider extension of the current taxes, which sunset June 30, is becoming less likely. The college is continuing to plan for the “worst case scenario” meaning an expected 1.7 million dollar reduction in revenue for next year. The division chairs are utilizing a conservative approach in the development of the instructional schedule for next year. The schedule is being designed for flexibility specifically the spring semester when additional information should be available.

Dr. Houston provided the membership with a revised administrative organizational chart reflecting the administrative reorganization some components of which was adopted at the last governing board meeting.

2. **Discussion of COM.P.ACT Strategies relating to the Educational Master Plan (Consultation)**

Sue Mouck advised the group that the order of the presentation of the strategies from the COM.P.ACT has been adjusted to move the discussion on Student Services and Human Resources Master Plan to April 12 and the discussion of Institutional Technology Master Plan to April 19. The move has been made to assure the discussions which the greatest number of individuals have expressed interest in did not occur during Spring break.

Dr. Carabajal informed the membership that many of the strategies from different areas are inter-related with other areas and that due to the shortened timeline representatives from various planning teams need to be taking back information as the various strategies are discussed. The development of master plans consistent with the Consultation Council discussion will need to proceed quickly.

Dr. Berkowitz reminded the committee that the Educational Master Plan is the nucleus of the Comprehensive Institutional Master Plan and that Strengthening Academic Programs and Maximizing Student Success are core to the EMP. Institutional resources need to be directed where there is the greatest need. Dr. Berkowitz provided an overview of each of the strategies under the Strengthening Academic Support area of the COM.P.ACT.

a. **(1) Additional Basic Skills Learning Spaces**

b. **(3) Classroom Instructional Technology**

Two computer labs similar to those that were eliminated several years ago, one in the vocational-technical building and one in the math-science building are being proposed. Goal at the end of several years would be to have all classrooms converted to SMART classrooms. “Clicker” systems allowing for immediate feedback on instruction has already been incorporated into a couple of classrooms on campus.

c. **(5) Expansion of ISS Staff**

Consistent with the focus on improving student success, several Instructional Support Specialists are being proposed including support in the Library and Correspondence Office.

d. **(6) Create Center for Excellence in Learning and Teaching**

A center dedicated to assisting instructional faculty is acquiring information and skills on various topics related to excellence in academia such as learning styles, student learning outcome, and best practices in teaching is being proposed.

e. **(7) Academic Portfolio**

i. **Academic Programs Enhancement/Elimination**

ii. **Community Service Transition**

f. **(9) Technology –Mediated Instruction (video-streaming, podcasts)**

g. **(14) Virtual/Paperless Library**

h. **(27) Targeted Grant Development**

Specific grants aimed at achieving strategies from the COM.P.ACT, are being actively sought. An example is a National Science Foundation (NSF) grant, which would help fund equipping a computer laboratory for use in science and mathematics.

Following the presentation, discussion and questions were invited. The instructional support for the computer laboratories was questioned. The response was that initially the labs could only be open during actual instruction and instructional support would not be needed. In the absence of further discussion, **the proposal was forwarded to the Academic Planning Committee for incorporation into the EMP.**

Consultation Council:

1. Accreditation: What Next? (Consultation) [attached]

Sue Mouck provided a draft proposal for the process and timeline to develop the accreditation self-study due in Spring 2014. The timeline indicated that there is plenty of time to discuss and agree on all points of the proposal with the exception of the suggestion to conduct staff and/or student perception surveys as a component of the annual governance and planning evaluation process conducted during May of each year. **The group agreed with the concept of surveys.** Additional information gathered from focus groups was also suggested. **The recommendation was to bring this topic back on a future agenda to discuss content and timing of the surveys.**

Information:

Summary Information from Open Forum Discussions (attached)

Other:

None

The meeting adjourned at 10:50 am

Future Agendas:

- 1. Prioritized Budget Requests from Administrative Areas (Consultation) – April 5, 2011- Dave Clausen**
- 2. Third Quarterly Update on Progress on Annual Action Plans 2010-2011 (Information)- - Dr. Kayleigh Carabajal**
- 3. Human Resource NIPR (Information) – April 5, 2011- David Burris**
- 3. Review of COM.P.ACT Strategies for Draft 2011-2016 Facilities Master Plan (Consultation) -April 5, 2011 – Dave Clausen**
- 4. Review of COM.P.ACT Strategies for Draft 2011-2016 Student Services and Human Resources Master Plans (Consultation) April 12, 2011 – Cary Templeton**
- 5. Updated Draft 2011-2016 Educational Master Plan (Consultation) – April 12, 2011- Dr. Berkowitz**
- 6. Review of COM.P.ACT Strategies for Draft 2011-2016 Institutional Technology Master Plan (Consultation) April 19, 2011- Dr. Carabajal**
- 7. Plan for Work Study Allocation for 2011-2012 (Information) April 19, 2011 – Cary Templeton**
- 8. Review of May 10, 2011 Governing Board Agenda (Information) – April 19, 2011-Dr. Houston**
- 9. Timeline and Instruments for the Annual Evaluation of the Shared Governance and Planning Structure and Procedures (Governance) – April 26, 2011- Dr. Kayleigh Carabajal**

The Lassen College COM.P.ACT

Driving Pressures

Student Success

Economic Constraints

COM.P.ACT

Mission Focus

GE/Transfer

Career/Tech

Basic Skills

Budget Implications

- “Best Case” (Tax Extension Initiative)
 - -\$631,000 (4.9% GF Unrestricted)
 - 5.2% Workload Reduction
- “Worst Case” (Prop 98 Protected)
 - - \$1,110,000 (8.5% GF Unrestricted)
 - 9.1% Workload Reduction
- “Worst Case” (Prop 98 Suspended)
 - -\$1,752,000 (13.5% GF Unrestricted)
 - 14.3% Workload Reduction

Next Steps for Accreditation March 2011

1. Development of Process for Self-Study Preparation

a. Identification of Structure for Development of Self-Study

- 1. Accreditation Chair – faculty*
- 2. Accreditation Steering Committee (Consultation Council plus co-chairs for each Standard)*
- 3. Co-chairs (at least one faculty) for each Standard to coordinate research and write draft language*
- 4. Study Group for each Standard (diverse representation from across the campus at least one administrator in each group)*

b. Self-Study Surveys (staff and student perception surveys) – Spring 2011, Spring 2012, Spring 2013

2. Development of Timeline for Self-Study Preparation

<i>Spring 2012</i>	<i>Adoption of Structure and Timeline for Self-Study Development Selection of Accreditation Chair for Self-Study Selection of Co-chairs for each of Four Standards Identification of the Membership of Study Groups for each Standard</i>
<i>Fall 2012- Spring 2013</i>	<i>Gathering data and Drafting language for Self-Study Report</i>
<i>September 2013</i>	<i>Consultation Council Meeting to receive preliminary draft Self-Study Report</i>
<i>October 2013</i>	<i>Consultation Council Meeting Adoption of draft Self-study Report and distribution to campus for review</i>
<i>October-November</i>	<i>Constituent groups meet to give feedback to Consultation Council representatives</i>
<i>November 2013</i>	<i>Consultation Council Meeting Adoption of the Self-Study Report</i>
<i>December 9, 2013</i>	<i>Governing Board approval of Self-Study Report</i>
<i>January 2014</i>	<i>Printing and Mailing of Self-Study to ACCJC</i>
<i>March 2014</i>	<i>ACCJC Evaluation Team Visit</i>
<i>June 2014</i>	<i>ACCJC Action on Self-Study</i>

Consultation Council COM.P.ACT March Forum Schedule

Date and Time	Topics	Questions/Comments
<p>March 10 3-4 PM</p> <p>29 campus personnel 9 students</p>	<p>I. Consolidation and Reduction</p> <ul style="list-style-type: none"> • Food Service • Bookstore • Residence Hall 	<p>Residence Hall:</p> <ul style="list-style-type: none"> • If decision is made to close do we have agreements with local apartments? • Other programs will be impacted • Do we know why students move out – have we surveyed students? Have we applied for grants? Rooms are dirty • Could we require student athletes to stay in dorm freshman year? • We could improve debt – get new ideas • Because of bond debt we have to find a way to make the annual payment – we should have left the offices in there • Can we reduce labor expenses? • Can we improve the renting model? Perhaps change the mix of rooms? <p>Food Service:</p> <ul style="list-style-type: none"> • I like eating on campus • Could we make food less expensive? • Can we outsource the cafeteria? Will this cause union issues? <p>Bookstore:</p> <ul style="list-style-type: none"> • The proposed Bookstore move is not the reason for considering closure of food service and the dorms <p>General Questions/Comments:</p> <ul style="list-style-type: none"> • Is this change another administrative “shake-up”? If yes, will demoralize • How does this come into student success? • We are also wasteful in other ways – this may be a subject for another forum • Students need a gathering space • We know student unions make a difference for student success
<p>March 11 2-3 PM</p> <p>46 campus personnel 7 students</p>	<p>I. Consolidation and Reduction</p> <ul style="list-style-type: none"> • Food Service • Bookstore • Residence Hall 	<p>Residence Hall:</p> <ul style="list-style-type: none"> • Questioned the data on the dorm expense • You’ve listed all the problems with the dorm – we might want to consider a new building • Can we sub out to an apartment complex? • If we close the dorms the campus will become a ghost town • Many local apartments will not rent to students – I know some who say they will never rent to them again • What about students with no funding – how can they pay for an apartment with no credit? <p>Food Service:</p> <ul style="list-style-type: none"> • Over making food causes a huge hit • How can students help? • Can we place a suggestion box in the cafeteria? • What about a culinary program? • Students want to help • Students are never asked for feedback on food service <p>Bookstore:</p> <ul style="list-style-type: none"> • Open the Bookstore shorter hours <p>General Questions/Comments:</p> <ul style="list-style-type: none"> • Sounds like you already have a DRAFT plan!

		<ul style="list-style-type: none"> • Late financial aid payments – we have to fix that • These cannot be successful – in business I am learning – get rid of things that don't work • Can't continue to be all things to all people • We have to cut a million dollars whether we stamp our feet or not – please see this as an opportunity • What kind of “costs less” can we expect? Heating, utilities, etc.? • These are important to our student life – they are gathering spaces for many students? How will you replace that? • Are we evaluating book costs for loans and cohort libraries?
<p>March 15 10-11 AM</p> <p>28 campus personnel 4 students</p>	<p>II. Space Utilization</p> <ul style="list-style-type: none"> • Computer Lab Restoration • Consolidate Art Labs • Expand Graphic Design Facility • Center for Excellence in Learning and Teaching (CELT) • Food Service • Bookstore • Residence Hall • Modular Buildings 	<p>Computer Lab Comments:</p> <ul style="list-style-type: none"> • Why two labs in VT – perhaps one in VT and one in Math/Science? • Rewire VT 119 and VT 101 – cost of not moving Student Services could pay for rewiring <p>Other Relocation Suggestions:</p> <ul style="list-style-type: none"> • Nursing into VT 119 • Consider moving Gunsmithing office into Construction Trades area • Place Art Display in the new Boardroom (in Bookstore)? • Move Art Lab into Bookstore • Move Student Services plus Business Office into Humanities and Humanities classes to VT • Create a “Think Tank” in what was formerly the “War Room” <p>Notable Quote: We are here to service the future and not the past</p>
<p>March 15 2-3 PM</p> <p>36 campus personnel 4 students</p>	<p>II. Space Utilization</p> <ul style="list-style-type: none"> • Computer Lab Restoration • Consolidate Art Labs • Expand Graphic Design Facility • Center for Excellence in Learning and Teaching (CELT) • Food Service • Bookstore • Residence Hall • Modular Buildings 	<p>Students:</p> <ul style="list-style-type: none"> • Format the campus for easy navigation (ex. They go to Admin 1st, looking to register) • Students request a large Student Union (located at Cafeteria not smaller Bookstore) • Accessibility (ex. No elevator in HU) • Student confidentiality with respect to ASB Food pantry • Keep ASB Book rental program-Students concerned with book costs <p>Financial Aid:</p> <ul style="list-style-type: none"> • New location needs Student Confidentiality (a few people expressed concern) • Student Confidentiality & how it's connected with student success • Request for keeping Financial Aid staff together (to better service students) • Request for large space/counters/glass for privacy • Request for Financial Aid staff to be consulted before final decisions <p>Money:</p> <ul style="list-style-type: none"> • Put LCC Catalog online & no longer print • Where is the money coming from to accomplish COM.P.ACT • Why not use one time monies to make up Million \$ shortfall? <p>Library:</p> <ul style="list-style-type: none"> • Use 2nd floor as a storage space for books (since inaccessible) • Get it down to one deck <p>Bookstore:</p> <ul style="list-style-type: none"> • Move to Cafeteria-secure service area & keep rest as a Student Union

		<ul style="list-style-type: none"> • Move Art to Bookstore <p>Dorms:</p> <ul style="list-style-type: none"> • Move Correspondence to Dorms • Just a general concern with closing Dorms <p>Nursing:</p> <ul style="list-style-type: none"> • Student comfort for Summer classes (request relocation to include air conditioning) • Move to Photo Lab • How much space reduction would Nursing have? <p>Costs:</p> <ul style="list-style-type: none"> • Partner with LHS for space (ex. LHS has new Physics & Chemistry Labs) • Replace old portables with new portables <p>Misc.:</p> <ul style="list-style-type: none"> • Where would students “hang out”? • Would testing stay with basic skills? (most during Summer – concern with air conditioning) • Is there a timeline?
<p>March 17 3-4 PM</p> <p>13 campus personnel 2 students</p>	<p>III. Technology</p> <ul style="list-style-type: none"> • Classroom Instructional Technology • HR Services • Business Office • Data Center Refresh • Printers/Copiers • Virtual Library • Document management and Imaging • VoIP 	<p>HR Services:</p> <ul style="list-style-type: none"> • Will we screen applicants online? • Paper-based resumes (for students) still need to be printed for local employers who will not accept electronic copies • How long can we keep electronic applications? • Can we research what other institutions are doing? <p>Centralized Copiers:</p> <ul style="list-style-type: none"> • Obstacles: <ul style="list-style-type: none"> ○ Faculty (quantities and inaccessibility – no elevator, etc.) ○ Locations of copiers ○ Change ○ Who will troubleshoot? • Jam and Run is a significant problem in all buildings • Solutions for obstacles: <ul style="list-style-type: none"> ○ Training for all campus personnel ○ Troubleshooters in each building identified and available ○ Training manual ○ Optional printers when necessary (previously networked) ○ “Copier etiquette” • Good thing would be access codes • Can control printing expensive color copies • Need to minimize color copies when they are not necessary • Will students be charged for copies? • Can we use an ASB generated card? • How will we control this? • Who will provide change? • What rules will apply?

		<ul style="list-style-type: none"> ○ How many can a student print? ○ And, what can they print? ○ Bookstore is currently inundated with requests for student use of phones, faxes and copies • There are print over swipe cards
<p>March 18 2-3 PM</p> <p>20 campus personnel 3 students</p>	<p>III. Technology</p> <ul style="list-style-type: none"> • Classroom Instructional Technology • HR Services • Business Office • Data Center Refresh • Printers/Copiers • Virtual Library • Document management and Imaging • VoIP 	<p>Costs:</p> <ul style="list-style-type: none"> • How will we pay for all this technology? • Will Title III pay for any of it? When will we know if we get the grant and when would the money be available? <p>CELT:</p> <ul style="list-style-type: none"> • Can students use the Center for Excellence in Learning and Teaching? • What will occur there? <p>Centralized Copiers:</p> <ul style="list-style-type: none"> • Will there be a maximum number of copies students can print? • Can we monitor that? • What will the service be like? Will the machines be serviced by the company in Chico? • We need a campus survey to determine the level of understanding about centralized copiers. Unsure whether or not campus personnel understand what this means <p>Electronic Transcripts:</p> <ul style="list-style-type: none"> • Pilot testing scanning transcripts now in A&R and Transfer Center • Need to know if space is available on a shared folder for these documents <p>System Reliability:</p> <ul style="list-style-type: none"> • General questions about the reliability of the systems we are recommending • Concern about glitches in the systems • Many issues expressed about Web Advisor including delay in creating Web student • Will we implement CCCApply? If yes, when? <p>VOIP:</p> <ul style="list-style-type: none"> • General questions about what it is and whether or not emergency phones are included (e.g., an emergency phone on the track) <p>Paperless Library:</p> <ul style="list-style-type: none"> • Can we find a way to charge library books through Datatel? • What is a paperless library? <p>General:</p> <ul style="list-style-type: none"> • Are we looking at a student swipe card system? Many other colleges use them successfully