

Consultation Council/Strategic Planning Committee Minutes
April 5, 2011

Present

Sandy Beckwith (Lead Counselor –faculty)	Phil Horner (classified)
Terry Bartley (management)	Katelyn Johnston (ASB)
Shelly Baxter (management)	Jeff Lang (classified)
David Burris (Exec Director-HR)	Logan Merchant (Chair/IT Planning)
Carie Camacho (Div Chair -faculty)	Carol Montgomery (classified)
Kayleigh Carabajal (Exec Director-IR)	Sue Mouck (Accreditation Liaison -faculty)
Dave Clausen (Exec Director –Fiscal Services)	Eric Rulofson (Chair/ Facilities Planning)
Noelle Eckley (Div Chair -faculty)	Cary Templeton (Dean of Student Services)
	Brian Wolf (Div Chair –faculty)

Absent

Cheryl Aschenbach (AS-faculty)	Marshel Couso (management)
Dr. Irving Berkowitz (Dean of Instruction)	Toni Gomez (ASB)
Monica Cochran (Public Relations)	Dr. Doug Houston (President)

Guest

Matt Levine (management)	Robin Padgett (management)
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With a quorum present, the meeting began at 9:35 am.

Consultation Council:

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

Cary Templeton presented the governing board agenda identifying that there were not significant changes from last week. There were no questions.

Strategic Planning:

Discussion of COM.P.ACT Strategies relating to the Facilities Master Plan (Consultation)

Dave Clausen identified that each of the strategies would be presented by appropriate administrator followed by an opportunity for questions and discussion.

a. (2) Computer Lab Restoration

Dr. Carabajal articulated the proposal to restore and equip two computer laboratories. As a consequence of discussions up to this point the original proposal for two laboratories in the Vocational-Technical building has changed to one computer laboratory in VT-115 and a second computer laboratory in the Math-Science building (MS-125). Initially the computer laboratories would be designed and staffed to provide instructional space, but at a future date might change to provide opportunities for open labs. One reason for identifying these locations is the presence of existing hard wiring. In response to questions Dr. Carabajal responded that each lab would contain approximately twenty-five stations and that she envisioned furniture, which would allow for different configurations depending upon instructional needs. She further identified that some of the computers would be laptops and others desktops. Discussion continued on the wireless constraints of specifically the Math-Science building. The timeline was identified as completion of VT-115 prior to the beginning of the fall semester (August) since classes are being scheduled in that room. The Math-Science Computer Lab would be expected to be completed prior to the beginning of the Spring semester. It was noted that remodeling and moving of individuals takes time and the sooner the decisions are made and timelines for implementation developed the better for the timely completion of the projects. Eric Rulofson will take this proposal along with others from today's discussions to the Facilities Master Planning Committee in the next week.

b. (4) Expand Graphic Design Facility

Dr. Carabajal identified that this proposal is not as time sensitive because the intent is to repurpose existing space dedicated to Art classes in order to build the Digital Design program and attract new students to campus. The repurposing of the facility will follow the conversion of some of the existing credit Art courses to Community Service.

c. (16) Technology Upgrades

Dr. Carabajal identified a number of components from the COM.P.ACT relating to technology upgrades. She informed the group that sixty-six computers on campus must be replaced because they can not be upgraded to operate the software packages (Datatel and Microsoft) being implemented. Following the purchase of new computers the intent is to set aside approximately \$30,000 each year to implement a three-year replacement cycle for computers. Currently a financial arrangement with similarities to leasing is being investigated which would provided tech support and assist with the removal of old computers. It was suggested that old computers be donated, although privacy concerns were expressed. Mr. Rulofson informed the group that maintenance is drilling holes through the hard drives prior to the disposal of old computers.

d. Student Center

a. (17) Food Services

b. (18) Bookstore

Cary Templeton identified that the proposal to combine the bookstore with reduced food services in the Cafeteria is dependent on the actions of the Governing Board next Tuesday on the closure of the Residence Hall for one year. There is agreement on the need for additional student gathering space particularly if the Residence Hall is closed. The proposal is to create a student union like gathering space in the existing Cafeteria building.

e. (21) Residence Hall

Cary Templeton provided additional data relating to the operation of the residence hall, included was the estimated cost for repairs in 2011/2012 and comparison operational cost data from other community colleges [attached]. Additionally a fact sheet from Taft College where the Residence Hall was converted to an Independent Living Program was provided.

f. (24) Portable Buildings

g. David Burris advised the group that the conversion of the two portable building to cold storage would save the district approximately \$30,000 in utility costs. There is currently no money in the COM.P.ACT designated to remove the portable buildings. The current proposal is to remove the Board Room and EOPS space from the N-building this year. The feasibility of eliminating the L-building is being reviewed. The Nursing program will need to remain until other instructional space is identified.

h. (25) Surplus Inventory

i. (26) CoGen Plant

David Burris combined the discussion of the disposal of surplus inventory and CoGen Plant into one discussion. The intent is to dispose of unused material through auctions and/or Ebay site in order to generate income, cleanup the campus and free up space. The suggestion was made to make the disposal of unused material part of the ongoing activities of the campus. It was identified that by waiting many times articles lose their value. It was suggested that perhaps the future Logistical Materials Program could take on this project.

j. (28) Space Utilization and Reductions

Eric Rulofson asked if it was premature to be taking these plans to the Facilities Planning Committee, he did not want to waste the committee's time on proposals, which were not yet decided. The chair indicated that the facilities planning committee needs to part of the feasibility portion of the process. With consensus of the remainder of the group, she indicated that it was not too early for the facilities planning committee to be considering these proposals.

Consultation Council:

Appointment of a Subcommittee to work with Dr. Carabajal to develop Staff and/or Student Perception Surveys for Accreditation: Spring 2011 (Consultation)

Sue Mouck requested volunteers to assist Dr. Carabajal in the development of survey instruments to initiate the accreditation self-study process. After it was agreed that the meetings could occur following spring break, Sandy Beckwith, Shelly Baxter, Cary Templeton, Carol Montgomery and Katelyn Johnston (a representative from each constituent group) agreed to work with Sue Mouck and Dr. Carabajal.

Other:

Cary Templeton identified that there will be a concert Friday night at 7:30 pm with Stu Speer performing.

The meeting adjourned at 10:30 am

Future Agendas:

1. **Human Resource NIPR (Information) –April 12, 2011- David Burris**
2. **Prioritized Budget Requests from Administrative Areas (Consultation) – April 12, 2011 - Dave Clausen**
3. **Third Quarterly Update on Progress on Annual Action Plans 2010-2011 (Information)- - Dr. Kayleigh Carabajal**
1. **Review of COM.PACT Strategies for Draft 2011-2016 Student Services and Human Resources Master Plans (Consultation) April 12, 2011 – Cary Templeton**
2. **Updated Draft 2011-2016 Educational Master Plan (Consultation) – April 12, 2011- Dr. Berkowitz**
3. **Review of COM.PACT Strategies for Draft 2011-2016 Institutional Technology Master Plan (Consultation) April 19, 2011- Dr. Carabajal**
4. **Plan for Work Study Allocation for 2011-2012 (Information) April 19, 2011 – Cary Templeton**

Lassen Community College District
Com.P.Act – Residence Hall Analysis
April 2011

f. Residence hall

i. Recommendation:

Eliminate residential services for students during the fall and spring 2011/2012 except for special educational groups or for contracted camps/outside groups during the summer. Reevaluate the need for student housing and or repurposing of the building during the 2011/2012 school year. This recommendation is only for a one year closure due to budget considerations. Use the residence hall for storage of items to be sold as surplus during the repurposing of other on campus projects.

Replace on campus housing options with the development of a referral list of off campus housing options updated regularly. Work with the Coaches on alternative housing for those student athletes affected by the residence hall closure who make up 71% of the residents.

ii. Rationale

1. There has not been a solid enough demand for housing from Non-Athletic Students coming from the districts geographical boundaries (Lassen and Modoc counties) to warrant the need for a dormitory based on our remote location and large geographical service area.
2. The residence halls have housed approximately 71% Student Athletes. (three year average 2008/2009 to 2010/2011) During the 2011/2012 year, there will be downward pressure on recruiting of student athletes. We were over enrolled in our Nevada Good Neighbors by 50 FTE mostly athletes. Due to state budget concerns, all community colleges will be cutting their athletic budgets. We are concerned at the level of participation we will have in our athletic programs will cause us a decline in the residence halls. We are contemplating reducing the size of our teams in order to facilitate less travel expense and overall athletic expense. This will result in less of a need for student athlete housing.
3. There has not been a solid demand for student housing based on the academic programs the college is offering other than athletics. The gunsmithing program and some other Career and Technical Educational programs have students seeking living arrangements with the college.

These programs collectively place about 15-20 students a year into the residential hall.

4. The primary driver for having a residential facility is our athletic programs. Athletes have historically provided upwards of 70% or more of the students who choose to live in the resident hall. Special outreach and consideration will need to be worked out with the coaches as we implement this recommendation.
5. Student Debt is a problem with the residence hall. The residence hall is typically housing out-of-state students in which the burden of the residence hall on top of food service and out-of-state tuition leaves the student with minimal funds.
6. After all expenses, District Fund, Dorm Fund and Food Service Fund typically are losing about \$250,000 a year. This is a tremendous impact on the District Fund. During these budgetary times, this is a burden we feel the District funds cannot absorb.
7. The indirect costs of operating the dorm, collecting debt, managing student life and discipline issues on staff place an administrative burden that should be more focused on the mission of the college. The staff and administration involved should be redirected to other duties more important to the overall success of all our students.
8. The risk assumed by the district by operating a residential facility has many far reaching liability issues including institutional reputation, student safety, student behavior and legal violations, potential for fire and loss of life, etc. These risks must also be factored into the decision to maintain a residential facility.
9. Deferred maintenance risks of roof repair, mattress replacement, shower replacement, etc. poses another level of ongoing operational risk. The Chancellor's Office has identified deficiencies of \$3,217,863 (See attached). The institution cannot afford this type of costs to remodel this building and remove these deficiencies.
10. Maintenance costs to keep the building running for 2011/2012 will run around \$91,000 over and above the existing budget.

iii. Costs (one time) if we chose to keep residence hall open

1. Annual maintenance of the residence hall usually done during the summer will need to be reviewed until the plans for repurposing are determined. \$91,000 is the estimated cost if we chose to keep the residence hall open during 2011/2012.
2. If the decision is to keep the residence halls open, we would need to find in our budget an additional \$350,000 in savings to meet the budget savings requirement of \$1,750,000. This would likely mean staffing cuts.

iv. Fiscal Impacts (Ongoing)

1. Position Elimination – 1 FT Residential Life manager and three other part-time managers.
2. The dorm bond payment will need to be made. It matures and ends in 2020 and is between \$28,000 and \$35,000 per year.
3. Annual Fiscal Impact of closing residence hall and repurposing food service is around \$250,000 budget savings.

v. Potential Impacts on Students

1. About 40% of those who live in the dormitory do so because of financial hardship especially the lack of cash for deposits and first/last rents required elsewhere. It takes documented financial aid and just a \$300 deposit to secure a place on campus to live. For students seeking off campus housing it usually requires first and last months' rent and a deposit. For some students this is not possible and they will have to take time to save these costs or delay the start of their education especially if they are from out of the area. Some may choose to go to a college that has a residential offering. These are also the students who typically leave us with student debt.
2. Student living space on campus contributes to the sense that the campus is alive and active for students throughout the day and evening. Involvement in intramurals is driven by a majority of on-campus residents with a smattering of off campus resident students involved. Unless a student has a class in the evening the campus will appear less used after 4pm. We believe we can help overcome this impact by building up the Student Union (repurposing of the cafeteria space to include student gathering space, food service and bookstore).

- vi. Potential Impact on Staff
 - 1. Loss of staffing positions causes negative campus feelings
 - 2. Decreased workload on many staff allows them to refocus on strategic goals
 - 3. Increase Coaching staff workload looking for alternative housing

- vii. Potential Impact on Community
 - 1. Public image of reducing services
 - 2. Landlords in town will benefit from increased renter pool.

- viii. Potential Impact on Mission/Institution (Strategic Goal 5)
 - 1. If the budget savings is used to support our goal of student success while minimizing the effects of student life and our FTE goals, then this strategy has a positive effect to the institution.

- ix. Timeline
 - 1. Determine final decision by the April 2011 board meeting.
 - 2. Inventory equipment during the summer of 2011 or if keeping the dorm open decide on the summer maintenance schedule.

Lassen Community College District
Com.P.Act - Residence Hall and Food Service Data
April 2011

	2008-09	2009-10	Estimated 2010-11
<u>Dorm Demographics</u>			
Fall	128	86	98
Spring	81	42	60
Total	209	128	158
Average per semester	104.5	64	77
Athlete	154	86	117
Non-Athlete	55	42	41
	209	128	158
Student Athlete %	74%	67%	74%
All debt from dorm students	\$ 60,823	\$ 54,157	\$ 40,000
Number of dorm debtors	42	53	Unknown
Average Unpaid Debt per Student	\$ 1,448	\$ 1,022	Unknown

*** Note - 2010-2011 Student Debt is an estimate. Average Student Athlete = 72%

	FTES	FTES	FTES
Total Funded FTES	1565	1753	1807
Out of State Students	45	28	41
Nevada Good Neighbor Students	114	84	151

*** Note - Bolded notes overcap - Limited funding to 100 Nevada Good Neighbor

	2008-09	2009-10	2010-11
<u>Fund 35 Dorm</u>			
Dorm Revenue	\$ 274,052	\$ 193,013	\$ 234,932
Dorm Expenses	\$ (195,924)	\$ (164,865)	\$ (173,639)
Total Fund 35 Profit (Loss)	\$ 78,128	\$ 28,148	\$ 61,293
<u>Fund 11 Dorm Expense</u>			
Utilities covered by district	\$ (64,682)	\$ (68,086)	\$ (71,490)
Admin Wages covered by district	\$ (40,783)	\$ (42,929)	\$ (45,075)
Uncollected Debt	\$ (30,412)	\$ (27,079)	\$ (20,000)
Maintenance Labor	\$ (12,927)	\$ (13,607)	\$ (14,287)
Total Fund 11 (District) Expense	\$ (148,804)	\$ (151,701)	\$ (150,852)
Total Net Profit (Loss) Dorms	\$ (70,676)	\$ (123,553)	\$ (89,559)

*** Notes - 2011 Revenue and expense are estimated, as is uncollected debt.
Admin Wages are 12% of Dean and 50% of Acct Tech 1

	2008-09	2009-10	2010-11
<u>Fund 32 Food Service</u>			
Food Service Revenue	\$ 287,398	\$ 246,043	\$ 260,459
Food Service Expense	\$ (323,696)	\$ (288,411)	\$ (332,150)
Total Fund 32 Profit (Loss)	\$ (36,298)	\$ (42,368)	\$ (71,691)
<u>Fund 11 Food Service Exp</u>			
Utilities covered by district	\$ (28,904)	\$ (30,425)	\$ (31,946)
Admin Wages covered by district	\$ (35,725)	\$ (37,605)	\$ (39,485)
Uncollected Debt	\$ (30,412)	\$ (27,079)	\$ (20,000)
Maintenance Labor	\$ (12,927)	\$ (13,607)	\$ (14,287)
Total Fund 11 (District) Expense	\$ (107,968)	\$ (108,716)	\$ (105,718)
Total Net Profit (Loss) Food Service	\$ (144,266)	\$ (151,084)	\$ (177,409)

*** Notes - 2011 Revenue and expense are estimated, as is uncollected debt.
Admin Wages are 8% of Dean and 50% of Acct Tech 1

Total Net Profit (Loss) Dorm & Food Service	\$ (214,942)	\$ (274,636)	\$ (266,968)
Fund 11 (District)	\$ (256,772)	\$ (260,416)	\$ (256,570)

*** Notes - Some district funds such as Utilities and Debt (\$143,436) would be a cash savings, while the Admin Wages and Maintenance Labor(\$113,134) could be redirected for the good of the district.

Lassen Community College District
Com.P.Act - Residence Hall and Food Service Data
April 2011

Residence Hall Repairs for 2011/2012

<u>Description</u>		<u>Estimated Cost</u>
Roofing Repairs		15,000
Bathroom Remodel/Repair	2 Bathrooms	40,000
Matressess	100 @ \$150	15,000
Matress Disposal	100 @ \$10	1,000
Summer Maintenance (Painting/Cleaning/Labor)		20,000
Total Maintenance & Repair		<u>91,000</u>

**Lassen Community College District
Com.P.Act - Residence Hall and Food Service Data
School Comparison
April 2011**

College	Outsourced Or District Run	Policies to fill dorms	% of Athletes	2010/2011 Annual Cost	Payment Plan?	Pending Financial Aid?	Meal Service?	Dorm Debt?
West Hills College	District	International Students Under 25 for 1 year	80%	\$7681.00 per year: (\$1500 room, \$2130 meals, \$85.50 Internet fee, and \$125 deposit) for the semester	No	Must be complete before move in	19 meals per week(open 7 days)	Unknown
College of the Siskiyous	District	None	42%	\$7000.00 per year :(includes double occupancy and 5 day meal plan)	Multiple Payment Plans offered	Must Complete F/Application with EFC Determined	5 day and 7 days plan available	Yes – Unknown Amount
College of the Redwoods	District	None	50%	\$7046.00 per year (includes 7 day meal plan)	Payment Plan offered	Must Complete F/Application with EFC Determined	7 day meal plan	Yes – Unknown Amount
Shasta College	District	None	Unknown	\$3600.00 per year ROOM ONLY: (\$12 per day; estimated 300 days; no meal plan)	Payment Plan offered	Must be complete before move in	No meal plan	\$810,000.00 due to renovations
Sierra College	District	None	Unknown	\$5450.00 per year: (\$3350 per semester; includes 35 weeks of weekly meal plan)	Payment Plan offered	Must be complete before move in	7 day plan	Yes – Unknown Amount
Feather River College	District	None	80%	\$6100 per year: (\$480 per month for 10 months plus 5 day meal plan)	Payment Plan offered	Must be complete before move in	5 day plan	Yes – Unknown Amount
Columbia College	Outsourced	None	5%	\$3710 per year ROOM ONLY(\$1850 per semester; no meal plan)	Outsourced Payment Option	Do Not Take Financial Aid Because they are Outsourced	No meal plan	Yes – “Tons”
Lassen Community College	District	None	72%	\$5800 per year (\$1500 room; \$1350 -5 day meal plan; \$225.00 deposit; \$75.00 cleaning fee)	Payment Plan offered	Must Complete F/Application with EFC Determined	5 day meal plan	Yes – Room Board and Tuition Debt Between \$55,000 and \$60, 000 per year for those who lived in the dorms.