

Consultation Council/Strategic Planning Committee Minutes
April 19, 2011

Present

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)

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)
Terry Bartley (management)
Sandy Beckwith (Lead Counselor – faculty)
Carie Camacho (Div Chair -faculty)

Noelle Eckley (Div Chair -faculty)
Toni Gomez (ASB)
Phil Horner (classified)
Carol Montgomery (classified)
Brian Wolf (Div Chair –faculty)

Guest

Matt Levine (management)

Janna Sandahl (classified)
Tami Wattenburg (classified)

In the absence of a quorum present, the informational meeting began at 9:34 am.

1. Updated Draft 2011-2016 Educational Master Plan (Consultation) - Dr. Berkowitz

The Educational Master Plan was tabled and will be provided as an information item on the next agenda.

2. Review of COM.P.ACT Strategies for Draft 2011-2016 Institutional Technology Master Plan (Consultation)

a. (2) Computer Lab Restoration

Dr. Carabajal reiterated the proposal to create two laboratory classrooms to support instruction one in the vocational-technical building and one in the math-science building. Initially, the laboratories would provide classroom instruction, but not be open laboratories for student use. Each laboratory would have twenty-five (25) student stations and an instructor station on moveable furniture to allow for modularization of the classroom space. Once approved the proposed timeline is to have the Voc-Tech Laboratory ready for classes Fall 2011 and the Math-Science Laboratory ready for classes Spring 2012.

b. (3) Classroom Instructional Technology

The proposal is to upgrade all thirty-two (32) classrooms with state-of-the-art technology. Different classrooms would have different levels of technology depending upon their use. Some would be equipped with Smart Boards others would be equipped for podcasts and or video streaming. The upgrading of classrooms would be phased in dependent upon resource availability. The classrooms with the greatest use and need would be equipped first. The cost to upgrade each classroom ranges from \$4,000-\$12,000 per room.

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

The proposed center would provide physical space for faculty and staff to participate in training and development of instructional methodologies. Dr. Houston identified this strategy as being pivotal to the entire COM.P.ACT. He emphasized the need to provide space and opportunities for faculty to experiment and collaborate with one another. The Center is central to the Title II Grant proposal. The awarding of Title III Grants is expected to be announced by June. Logan Merchant explained that the Center would provide an opportunity to exhibit and learn about technologies available to enhance instruction. Dr. Berkowitz expanded the description to identify that the Center would provide more than technology. Opportunities to investigate approaches such as learning communities and assessment techniques would also be provided.

d. (10) Enrollment Services

Cary Templeton presented to proposal to move various aspects of enrollment services from paper-based to electronics-based. He identified that additional training for staff and an upgraded web interface would be needed to implement the proposal. The intent is to allow students with assistance, if needed, to access application, registration, financial aid, and counseling services online 24-7.

Eventually, students will be able to obtain degree audits and education plans online. It was announced that Summer PELL Grants would no longer be available effective Summer 2012.

e. (11) Human Resource Services

David Burris announced the “no paper” application process has been implemented. The intent is to increase the speed and efficiency of the hiring process. The position for the Bookstore Manager is being screened utilizing the new system. Marshel Couso, one member of the screening committee, commented on how smoothly the process has gone. She was able to paper screen applicants online at home. Mr. Burris identified that candidates can also log in to the system and communication between the district and applicants is all via email.

f. (12) Business Office

Dave Clausen identified that pay stubs will be available online. A large number of employees do not have direct deposit of their paychecks, but direct deposit is encouraged. W2's will be available online along with timesheets for staff and work-study students.

g. (13) Data Center Refresh

Due to the critical nature of the data center refresh to campus operations, one-time funds have already been committed to the project, which is nearing completion. The Datatel and Network Servers are being replaced. The current server room is being reorganized to better accommodate the new equipment. A redundant site originally considered is not being implemented at this time due to prohibitive cost. Tied to the Data Center Refresh is the replacement of the phone system and replacement of desktops not capable of handling the upgraded software. The current phone system is seventeen years old and was purchased used. The system is at its maximum capacity there are no available additional lines for more phones. The voice override system being considered would allow for phones in every classroom in addition to existing office and areas phones. The phone system does carry on-going expense, which must be considered in light of other cost saving measures.

h. (15) Paperless Offices

The move away from paper format to electronic format is to be implemented gradually over time. The entire implementation requires special software and is resource intense. Dr. Houston advised the group that the board will be reviewing a document management system at the planning retreat next week. The system would eliminate the need to print board packets. The system allows access to reference materials current and existing. The system has built in security levels (public to closed session). The board meetings would involve laptops and a projection of the items being considered for the public to view. Similar document management systems are available for curriculum and other applications.

i. (28) Space Utilization and Reductions

The group was reminded that space utilization issues are embedded within many of the strategies. Dave Clausen commented that many of the proposals are dependent on other proposals. There is almost a domino effect. He identified that many people that he has talked to on campus are nervous about the uncertainty. The strategies are undergoing refinement and adjustment as discussions continue. Mr. Clausen also reminded the group that the recommendation forwarded by Consultation Council concerning the Dorm was to not provide a residence facility for next year (2011-2012). The recommendation was not to permanently close the Dorm.

Consultation Council:

1. Personnel Update (Information) - Administration

Interviews for the Bookstore Manager occur later this week.

Other:

Dr. Houston and others extended their sympathies to Jeff Lang on passing of his brother and expressed their appreciation for his commitment to being on campus this week.

Marshel Couso expressed her appreciation for rapid response of Eric Rulofson and the maintenance staff to the incident, which had occurred on campus last week outside of the administration building.

The meeting adjourned at 10:58 am

Future Agendas:

- 1. Third Quarterly Update on Progress on Annual Action Plans 2010-2011 (Information)- Dr. Kayleigh Carabajal**
- 2. Prioritized Budget Requests from Administrative Areas (Information) – April 26, 2011- Dave Clausen**
- 3. Human Resource NIPR (Information) April 26, 2011–David Burris**
- 4. Plan for Work Study Allocation for 2011-2012 (Information)– April 26, 2011 Cary Templeton**

5. **Review of COM.P.ACT for Human Resource Master Plan Implications [Staffing Plan] (Consultation) – April 26, 2011**
6. **Timeline and Instruments for the Annual Evaluation of the Shared Governance and Planning Structure and Procedures (Governance) – April 26, 2011- Dr. Kayleigh Carabajal**
7. **Initial Review of May 10, 2011 Governing Board Agenda (Information) –April 26, 2011 - Dr. Houston**