Consultation Council/Strategic Planning Committee Minutes
January 26, 2012

<u>Present</u>

Cheryl Aschenbach (AS/Div Chair-faculty)	Dave Clausen (Dean of Admin Services)
Colleen Baker (Div Chair-faculty)	Jeff Lang (classified)
Shelly Baxter (management)	Carol Montgomery (classified)
Sandy Beckwith (Lead Counselor – faculty)	Sue Mouck (Accreditation Liaison -faculty)
Jennifer Bird (classified)	Eric Rulofson (Chair/ Facilities Planning)
Kayleigh Carabajal (Dean of Academic Services)	Bill Studt (Interim President)
Carie Camacho (Div Chair -faculty)	Cary Templeton (Dean of Student Services)

<u>Absent</u>

Terry Bartley (management)	Logan Merchant (Chair/IT Planning)
Shawn Hubbard (ASB)	Ross Stevenson (Div Chair -faculty) –class conflict

<u>Guests</u>

Tom Henry – Special Trustee	Carrie Nyman - faculty

With a quorum present, the meeting began at 1:04 pm.

Consultation Council:

1. **Review of February 14, 2012 Governing Board Agenda (Information)**
   Bill Studt identified several board agenda items: 1) consideration of modification of the fees for the resident hall for next year (response to the economic climate and change in the good neighbor policy with Nevada), 2) proposal to provide a retirement incentive, and 3) consideration to contract with a consulting firm to provide recommendations for dealing with the Co-Generation Plant (first step would be a visit by a team to assess the value of components). Mr. Studt also mentioned that he and other administrators had met with representatives from various fire suppression agencies last night. They expressed interest in being long-range partners in the consideration of the eventual use of the Co- Generation site. Specifically, they are interested in the possibility of a Safety Training Center. Two individuals asked about the redistricting agenda item. Mr. Studt indicated that the item was in response to a legal requirement. He identified that Dr. Carabajal was in the process of gathering and analyzing data, but that he did not think at a change would be indicated for current situation. Tom Henry affirmed that all K12 and community college districts are required to review the alignment of the their districts after each census.

2. **Personnel Update (Information)**
   The hiring of two new faculty as indicated on the personnel consent agenda was identified.

Strategic Planning:

1. **2012 Governance NIPR Working Draft (Consultation)**
   Sue Mouck indicated that the draft of the Governance Non-instructional Program Review was in a more preliminary state than the NIPRs normal seen by the group, because this program review is Consultation Councils along with the Governing Board and Academic Senate. She asked that the members carefully review the document and if appropriate share it with their constituent group. She reminded the members that only the Consultation Council section was to be considered, because the Governing Board and the Academic Senate are writing their sections. She asked that suggestions be emailed to her. The document will be on the next agenda for further discussion.

2. **2012-2017 Institutional Technology Master Plan (Consultation)**
   Sue Mouck reminded the group that the Educational Master Plan was brought forward last fall. The Educational Master Plan and the Institutional Technology Master Plan are two of the five master plans

making up the campus Comprehensive Institutional Master Plan. The other three master plans are expected at the next few meetings.

Other:

Tom Henry took the opportunity to reaffirm the importance of the collegial consultation process in the eyes of the ACCJC. The Accrediting Commission is always looking for evidence of collaboration and collective decision-making. The Consultation Council minutes are required evidence documenting the process. He reminded the group of the need recognize that accreditation is a continual process. The visiting team will be aggressively looking for evidence that the college has sustained the progress that removed it from sanctions.

Bill Studt provided a follow-up on the previous report on the presidential search. The position opened January 3rd with advertising in the Chronically of High Ed, Registry along with wide distribution of letters with brochures to potential sources of applicants. The closing date is March 15, 2012. Applicants are referred to Tom Henry and currently there are two applicants, but the position has not been open very long.

Mr. Studt indicated that there are already rumors circulating and wanted to set the record straight. He assured the group the presidential search process will be fair and transparent with the intention that the best qualified individual will be hired. The institution has too much at stake to allow political agendas to interfere. During the six months that he has been on campus, he has been impressed by the institution-wide focus to serve students. He indicated that he has heard the rumor that the board has already selected the screening committee. That is NOT true. He proceeded to describe the selection process being used.

1. The governing board has formed and adhoc committee to review nominees for the two community members of the screening committee. Mr. Studt sent letters with four questions (asking about knowledge, time availability, freedom from outside influence) to each nominee. The adhoc committee to review the responses has not yet met.
2. Mr. Studt will be sending a memo to each of the constituent groups requesting appointees to the screening committee. The constituent group will make the appointment, but he encouraged the responsible appointment of individuals who can be fair, neutral and act in the best interest of the district in the selection of the best person.
3. Once the membership is identified, Mr. Studt will schedule an orientation for the committee. He will be serving as the EEO officer for the initial steps of the process. Following the orientation the committee will do the paper screening and preliminary interviews. The committee will forward all candidates, who the committee feels that the board should consider. The candidates will be forwarded unranked.
4. A candidate forum will be scheduled on campus with the community invited. The candidates will be asked to answer questions. Mr. Studt is trying to implement a suggestion from Cheryl Aschenbach that a mechanism for email comments from the attendees be provided.
5. The governing board will schedule final interviews. Mr. Studt will withdraw from the process and Tom Henry will serve as the EEO officer for the board. The intention is to schedule site visits for successful finalists. Reference checks will also be performed on finalists. Tom Henry will probably be involved in the negotiation of the contract.
6. The goal is still a July 1, 2012 start date, but factors may impact that date.

Tom Henry reminded the group that the screening process goes both ways. The candidates are evaluating the institution at the same time that the institution is selecting them. There is an extremely narrow field of potential applicant.

Jeff Lang asked about the defibrillator and trained operators that are support to be present on each school. Dr. Studt responded that there are two defibrillators on campus but only one is working.

He also stated that Eric Imrie, the athletic trainer, is trained to operate the defibrillator. Cheryl Aschenbach informed the group that following the last flex activity nineteen individuals on campus are trained. Mr. Studt indicated that with that number of trained individuals, additional defibrillators should be acquired either from a grant or purchased.

Information:
Convocation Agenda – to be provided later today
The new Lassen Community College Website will launch February 1, 2012
Next Meetings: February 9, 2012 & February 23, 2012

The meeting adjourned at 1:52 pm

Future Agendas:
1. **2012-2017 Facilities Master Plan (Consultation) - February 9, 2012 – Eric Rulofson**
2. **2012-2017 Student Services Master Plan (Consultation) - February 9, 2012 – Cary Templeton**
3. **2011-2013 Action Plan Evaluation Matrix – Status January 2012 (Information) – February 9, 2012 - Dr. Kayleigh Carabajal**
4. **Presentation of Projected Revenues and Expenditures for 2012-2013 (Information) – February 9, 2012- Dave Clausen**
5. **Review of Results from Accreditation Self-Study Survey – February 1, 2012 - (Consultation) - February 23, 2012 – Dr. Kayleigh Carabajal**
6. **2012-2017 Human Resources Master Plan (Consultation) - February 23, 2012 – Dave Clausen**
7. **Institutional Prioritization of Budget Requests from Administrative Areas (Consultation) – February 23, 2012 – Dave Clausen**
8. **2010 Administrative Services (Duplicating, Purchasing, Logistics, Fiscal Services) NIPR (Information) – unknown - Dave Clausen**
9. **Revised KPI's for 2011-2012 (Consultation) – unknown -- Dr. Kayleigh Carabajal**
10. **2011 Social Science IPR (Information) –unknown– Cheryl Aschenbach**
11. **2011 Gunsmithing IPR (Information) – unknown – Cheryl Aschenbach**
12. **2011 Journalism IPR (Information) – unknown– Cheryl Aschenbach**
13. **Selection and Hiring Manual (Consultation) – unknown**
14. **2011 Instructional Services (Learning Center) NIPR (Information) – unknown- Colleen Baker**

Institutional Technology Master Plan

I.   INTRODUCTION

Lassen Community College strives to use technology to achieve institutional goals for student success and provide a modern telecommunication infrastructure for college staff. The college maintains a full spectrum of technology infrastructure and services, including domain servers, switched fiber network, e-mail hosted by LCOE, Voice Over IP telephone system including voice mail, fully-equipped desktops for all staff as well as student labs, configurable anti-virus and anti-spam services, and public Web pages. An integrated administrative software suite, Datatel Colleague, provides functionality in HR, Finance, and Student applications, and includes a Web self-service interface. A Learning Management System platform (Moodle) is remotely hosted. Instructional media (projectors, DVD, overhead) are available in some classrooms. As of Fall 2011, 11 classrooms have been upgraded with Interactive Whiteboards, Wifi Networking, and/or Infer Red Polling Devices ("Clickers"), designating them as "Smart" Classrooms.

The Research, Planning and Information Services (RPIS) Department, consists of four staff: three Information Technology Specialists supporting servers, network, end user devices (phones, fax, desktops, laptops, printers) one Programmer/Analyst supporting Datatel (currently vacant) and a Data Systems Analyst.   Other technology support functions are contracted externally e.g., Web page maintenance and Datatel updates.

The college-wide Institutional Technology Committee, comprised of members from each constituent group, is charged with the responsibility of addressing institutional technology needs. The Committee develops the Institutional Technology Master Plan and meets to discuss and make recommendations regarding present and future technology needs. Operational technology decisions are also based on RPIS Department advice and deliberations. The RPIS Department is subject to the Non-Instructional Program Review (NIPR) cycle, with the last full review conducted in 2011.

The plan focuses on the alignment of institutional technology with curricular needs as outlined in the Educational Master Plan, the ongoing assessment of current technological requirements, oversight and direction of the WebAdvisor interface, periodic review of the Lassen Community College website in an effort to ensure that student needs are being met, and prioritization of technology initiatives with emphasis given to meeting students' needs in the classroom and to attracting new students.

II.   INSTITUTIONAL TECHNOLOGY PLANNING COMMITTEE

The following individuals served as members of the 2011-2012 Institutional Technology Planning Committee:

- Terry Bartley (Management) – Staff Accountant/Manager, Business Office
- Kayleigh Carabajal (Administration) –Dean of Academic Services
- Logan Merchant (Classified) – Information Technology Specialist (Server/Network), RPIS
- Robin Padgett (Management) – Job Placement Specialist, CalWORKS
- Richard Swanson (Faculty) – English
- Elaine Theobald (Classified) – Information Technology Specialist (Desktop), RPIS
- Jackson Ng (Faculty) – Mathematics (alternate member)
- Tom Jeffries (Faculty) – Nursing
- Kam Vento (Faculty) – Business
- Brittany Bowman – Associated Student Body (ASB)

III.   **2012-2017 INSTITUTIONAL TECHNOLOGY EXPECTATIONS AND STANDARDS**

Expectation 1: Systems Assurance

Standards:
- Life-cycle management
- Emergency preparedness
- Policies and procedures to protect assets

Expectation 2: Organizational Effectiveness and Efficiency

Standards:
- Quality data
- Unified communications and access
- Document management
- Online services and tools

- Training
- Policies and procedures to simplify use
- Reporting compliance

Expectation 3: Student Excitement

Standards:
- Computing capabilities that enrich student learning and experience
- Online services capacity
- Online learning and media capacity

INSTITUTIONAL TECHNOLOGY ACTION PLAN

**2012-2013 – 7 Strategies**
Goal	**Objective**	**Strategy Description**	**Desired Outcome**	**Timeline**	**Responsible Party(s)**	**Performance Measures**
4	4	Equip Teaching Center in HU 102	Teaching Center established for faculty professional development on instructional technology and alternative delivery modalities	Summer 2012	Dean of Academic Services, RPIS, ITPC, Director of Facilities	Added professional development capability and training for faculty and staff
4	4	Equip instructional spaces with state-of-the-art technology (i.e., Smart Classrooms)	To maximize the use of technology in teaching and learning at the college	5 - Fall 2012 6 - Spring 2013	RPIS, Academic Senate, Dean of Academic Services, Dean of Administrative Services, Director of Facilities	Phased implementation including eleven classrooms equipped
4	4	Equip a Business Computer Lecture/Lab in CA123A	Establish a lab for planned expansion of the Business Program and establishment of appropriate external partnerships	Summer 2012	Dean of Academic Services, Division Chair, Business program faculty, RPIS, Director of Facilities	Business Program development and added to capacity to build an entrepreneurial business center
3	3	Expand WebAdvisor functionality	Assure increasing accessibility and federal compliance	Fall 2012	RPIS, Dean of Student Services	Added online service capability and training for students, faculty and staff
5	5	Implement and pilot WEAVEOnline	To maximize the integration of planning and assessment	Fall 2012	RPIS, Title III Activity Director, Consultation Council, Academic Senate, Cabinet	Installation and implementation of web-hosted solution. LCC campus personnel training and pilot areas established
6	6	Assure a vital Web presence	Regular review of content and functionality of LCC Portal/website Survey users for feedback Update website as needed	Summer 2012 Summer 2012 Fall 2012	RPIS, ITPC RPIS, ITPC RPIS, Dean of Academic Services, Dean of Student Services	Added online service capability and training for students, faculty and staff

Goal	Objective	Strategy Description	Desired Outcome	Timeline	Responsible Party(s)	Performance Measures
3	3	Offer LCC assigned student email addresses for all current students	Promote more reliable communication with students, staff and faculty	Fall 2012	RPIS, ITPC	Automatic assignment of college email to students
				2013-2014 – 6 Strategies		

Goal	Objective	Strategy Description	Desired Outcome	Timeline	Responsible Party(s)	Performance Measures
3	3	Equip "Virtual Library" with learning stations (18 computers)	To maximize the use of technology in teaching and learning at the college	Fall 2013	RPIS, Dean of Academic Services, Dean of Administrative Services, Director of Facilities	Reduced square footage dedicated to stacks, student study carols and group learning spaces created, 50% increase in student computer usage in library
5	5	Institutionalize the use of WEAVEOnline	To maximize the integration of planning and assessment	Spring 2014	RPIS, Consultation Council, Academic Senate, Cabinet	Ongoing LCC campus personnel training and routine usage of results and reports in data-informed decision making
5	5	Maximize capacity in Datatel (Degree Audit and Communication Management)	Increased capacity to communicate with students, faculty and staff	Fall 2013	RPIS, Dean of Administrative Services, Dean of Student Services	Implemented and evaluated
5	5	Establish an intranet for web-based communication	Evaluation of current use of SharePoint document management system	Fall 2013	RPIS	Scan and store all documents electronically. Implement electronic communication across campus personnel
			Employees will electronically create and submit standard LCC forms	Fall 2013	All LCC Campus Personnel	
			Implement Image Now	Fall 2013	RPIS, ITPC, Dean of Administrative Services	
4	4	Create a 3-year Refresh Plan (hardware/software, Smart classrooms, computer labs and faculty, staff and student computers	Assure state-of-the art technology maintained at LCC	Fall 2013	RPIS, ITPC, Cabinet	Approved Refresh Plan for 2014-2015 implementation

Goal	Objective	Strategy Description	Desired Outcome	Timeline	Responsible Party(s)	Performance Measures
6	6	Assure a vital Web presence	Regular review of content and functionality of LCC Portal/website	Spring 2014	RPIS, ITPC	Added online service capability and training for students, faculty and staff
			Survey users for feedback	Spring 2014	RPIS, ITPC	
			Update website as needed	Spring 2014	RPIS, Dean of Academic Services, Dean of Student Services	

2014-2015 – 3 Strategies						
Goal	**Objective**	**Strategy Description**	**Desired Outcome**	**Timeline**	**Responsible Party(s)**	**Performance Measures**
4	4.3	4.3.x. Equip instructional spaces with state-of-the-art technology (i.e., Smart Classrooms)	To maximize the use of technology in teaching and learning at the college	Fall 2014	RPIS, Academic Senate, Dean of Academic Services, Dean of Administrative Services	Implementation of refreshes for all Smart classrooms
6	6	Assure a vital Web presence	Regular review of content and functionality of LCC website	Fall 2014	RPIS, ITPC	Added online service capability and training for students, faculty and staff
			Update website as needed	Fall 2014	RPIS, ITPC, Dean of Academic Services, Dean of Student Services	
4	4	Implement Refresh Plan Year 1	Assure state-of-the art technology maintained at LCC	Spring 2015	Dean of Administrative Services, RPIS	Phase 1 of Refresh Plan completed

2015-2016 – 2 Strategies						
Goal	**Objective**	**Strategy Description**	**Desired Outcome**	**Timeline**	**Responsible Party(s)**	**Performance Measures**
6	6	Assure a vital Web presence	Regular review of content and functionality of LCC website	Fall 2015	RPIS, ITPC	Added online service capability and training for students, faculty and staff
			Update website as needed	Fall 2015	RPIS, ITPC, Dean of Academic Services, Dean of Student Services	

Goal	Objective	Strategy Description	Desired Outcome	Timeline	Responsible Party(s)	Performance Measures
4	4	Implement Refresh Plan Year 2	Assure state-of-the art technology maintained at LCC	Spring 2016	Dean of Administrative Services, RPIS	Phase 2 of Refresh Plan completed
2016-2017 – 2 Strategies						
Goal	**Objective**	**Strategy Description**	**Desired Outcome**	**Timeline**	**Responsible Party(s)**	**Performance Measures**
6	6	Assure a vital Web presence	Regular review of content and functionality of LCC website	Fall 2016	RPIS, ITPC	Added online service capability and training for students, faculty and staff
			Update website as needed	Fall 2016	RPIS, ITPC, Dean of Academic Services, Dean of Student Services	
4	4	Implement Refresh Plan Year 3	Assure state-of-the art technology maintained at LCC	Spring 2017	Dean of Administrative Services, RPIS	Phase 3 of Refresh Plan completed