



Consultation Council / Strategic Planning Committee 2012-2013

Administration:
Dr. Marlon Hall
Dave Clausen
Sue Mouck
Patrick Walton

Classified:
Jeff Lang
Carol Montgomery
Tami Wattenburg
ASB
Marcus Murakami

Faculty:
Cheryl Aschenbach
Colleen Baker
Sandy Beckwith
Carie Camacho
Ross Stevenson

Management:
Terry Bartley
Vickie Ramsey (HRMP)
Planning Committees
Eric Rulofson (FMP)

Those present noted in **bold**.

Guests present: Bobbie Theesfeld, Shelly Baxter

Minutes for November 14, 2012
1:30 pm in CD-119

Called to order at 1:37pm

Consultation Council

1. AP 2431 Superintendent/President Selection (Information)
The AP on selection of the superintendent/president (attached), which is adopted by the Governing Board, was presented for information. Jeff Lang questioned whether the procedure would prevent behaviors, which had occurred during the selection of previous presidents. Dr. Hall and others affirmed that the inappropriate actions identified had not occurred during the selection of Dr. Hall.
2. Safety Committee (Consultation)
*Dave Clausen requested feedback from constituent groups on the proposal to create a Safety Committee presented at the last meeting. The opinion that there are already too many committees was expressed. Also the importance of safety issues and the need for such a committee was expressed. It was clarified that the committee is not intended to provide a place to complain without action being taken. The safety committee will be a subcommittee of Consultation Council. The safety committee will make recommendation, which would be prioritized through the normal budget allocation process when there was cost to the projects. Jeff Lang expressed the classified concern about the exclusion of maintenance employees from the make-up of the committee. Mr. Clausen clarified that the exclusion was a suggestion to promote the successful fulfillment of the charge of the committee. Constituent groups retain the right to make appointments to committees. **The group agreed through consensus to establish a safety committee pilot project to be evaluated during the May shared governance evaluation.** Cheryl Aschenbach will contact the heads of the various constituent groups to request appointees. The expectation is that the committee would select its own chair.*



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3. Personnel Update (Information)

Dave Clausen indicated that the interviews for the Business instructor are occurring today. He further identified that four faculty positions, English, Mathematics, Reading/Basic Skills and Counseling, are to be advertised in the spring for fall 2013 hire. Mr. Clausen further identified that discussions on reorganization primarily in the area of student services are occurring and information on the reorganization can be expected at the next meeting.

4. Budget Update (Information)

Dave Clausen reported that the good news is that Proposition 30 passed. The bad news is that cash flow is still a significant challenge. Last year at this time the college had received over 5 million dollars so far this year the college has received 1.8 million. The expectation is to receive approximately 41% of this year's revenues in June 2013. Two TRANs have been approved. One this semester and the second scheduled for March. The request has been made to move that date up. Prop 30 means that Lassen will receive approximately \$200,000 back from the scheduled deferrals plus and addition \$61,000 for growth (approximately 10-11 FTEs).

5. Accreditation Update (Information)

Sue Mouck informed the group that she would be going on an accreditation visit to Copper Mountain College during the first week of March and Dr. Hall will be going on an accreditation visit to Hartnell College during the third week of March.

Strategic Planning

None

Other:

Jeff Lang questioned the payback for the Boiler Retrofit in the Math-Science building and the process used in determining this project instead of others. Eric Rulofson informed the group that insurance money from the CoGen Plant would be borrowed with the expectation that fuel savings would payback the money in three years. Although he acknowledged that the cost was higher than originally expected so that the payback might take longer. Dave Clausen stated that with the expected budget surplus at the end of the year, the college might be able to pay for the boiler without borrowing money from the insurance funds.

Shelly Baxter acknowledged the success of the fundraiser for Ken Honea. She identified that the last figure she had heard was that the event had raised upwards of \$5,000.00.



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She expressed appreciation for the work done of Eric and Tena Rulofson in making the event a success.

Next Meetings:

Wednesday, November 28, 2012 at 1:30pm

Wednesday, December 12, 2012 at 1:30pm

Adjourned at 2:10pm

Future Agendas:

1. 2012 Instructional Support Services –Library NIPR (Information) - November 28, 2012
2. 2009/2011 Human Services IPR (Information) – November 28, 2012
3. Student Services Master Plan: mid-November to December (Dec. 12, 2012)
4. Institutional Technology Master Plan: January (Jan. 9, 2013)
5. Facilities Master Plan: February (Feb. 13, 2013)
6. Human Resources Master Plan: March (Mar. 13, 2013)
7. 2011 Gunsmithing IPR (Information) – Cheryl Aschenbach
8. 2011 Social Science IPR (Information) – Cheryl Aschenbach
9. 2011 Journalism IPR (Information) – Cheryl Aschenbach
10. 2012 Agriculture IPR (Information) – Cheryl Aschenbach
11. 2012 Business IPR (Information) – Cheryl Aschenbach
12. 2012 Enrollment Services NIPR (Information) –
13. 2012 Auxiliary Services – Food Service/Bookstore/Book Rental/Loan Program NIPR (Information) – Dave Clausen



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Lassen Community College District Procedure

CCLC No. 2430

Board of Trustees

AP 2431 SUPERINTENDENT/PRESIDENT SELECTION

References:

Accreditation Standard IV.B.1, IV.B.1.j
Title 5, Sections 53000 et seq.

The Board of Trustees shall make the announcement of the opening of the position of Superintendent/President whenever it becomes apparent that the position must be filled.

At its discretion, the Board of Trustees can assign the Director of Human Resources or a consulting firm the task of overseeing the hiring process for a new Superintendent/President.

The Board of Trustees should be involved in the search process at every step. The major events that require Board action/involvement include: initial planning meeting; review and adopt brochure; review and adopt criteria for screening committee; determine which candidates to interview; conduct initial and final interviews; and select the Superintendent/President.

If a consulting firm is used, their suggested responsibilities include: serve as facilitator and advise the Board throughout the process; obtain input from the community, staff, and Board members; prepare and distribute the brochure/application (with Board approval); advertise and publicize the vacancy, and recruit candidates; maintain all applicant files; communicate with applicants regarding process and status of their files; advise and assist paper screening committee (through extensive reference checks) in the evaluation and validation of candidates in preparation for presentation to the Board of Trustees; assist the Board with contract clauses for negotiating an initial contract with the Superintendent/President.

The Director of Human Resources publishes a job announcement with an appropriate length of time before the first review commences.



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A committee will be established to assist the Board in selection of a Superintendent/President. The Board reserves the right of approval of the committee membership.

The search committee should consist of:

- 1. A representative of the Academic Senate appointed by Academic Senate;*
- 2. Two faculty representatives appointed by Academic Senate;*
- 3. Two classified representatives appointed by the Classified Union;*
- 4. One student representative appointed by the Associated Student Body (ASB);*
- 5. One administrative representative appointed by the President or Interim President;*
- 6. One representative from the management area appointed by the Management Group;*
- 7. One confidential representative (Executive Assistant to the President);*
- 8. Two community members selected by the Governing Board.*

The Search Committee shall meet and determine the applicants to be interviewed. The Director of Human Resources shall develop timelines for the interviews with the selection committee.

After the initial interviews, the search committee shall select finalists to be forwarded to the Board of Trustees.

A second-level interview with finalists, conducted by the Board is recommended as well as a community forum, and a visit to the community and site of the top candidate.

The Board of Trustees shall make an offer of employment to the individual selected by the majority of the Board.

Approved: