



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)
Logan Merchant (ITMP)

Those present indicated by **bold**
Guests: Shelly Baxter, Matt Levine

Minutes for December 12, 2012
1:30 pm in CD-119

Consultation Council

1. Math/Science Boiler Project Update (Information) – Eric Rulofson
Board approved bid to install piping at 12/11/12 Board meeting. Boilers are installed. Work likely to be scheduled during break and will take 4 weeks but may be done earlier. Contractor hopes to be done before spring semester.
Background: Failure of underground pipes earlier this year necessitated service. Underground piping could have been replaced but timing was right to implement boiler plan that was included in FMP and 5-year scheduled maintenance plan (within CIMP). Original projected budget was \$90,000 with a combination of our labor and contracted labor. Architect and engineer advised two boilers; this raised project costs to \$110,000. Copper prices also increased prices. Bid documents and formal process also added to costs. Idea added to put valves in to feed heat to the dormitory most of the year; architect and engineer okayed it and said we should save money. This also gives an emergency backup if main boiler plant fails. We don't know if running dorms from boilers in MS will save money besides the architect saying that he thinks we can. Boilers are natural gas high efficiency boilers and are consistent with the boilers we've been installing since 2007. This multi-boiler system is being implemented at colleges across Northern California. Original plan was to pay for project with money from co-gen insurance settlement and pay back with energy savings. Now general fund is being used with intention to pay it back. It was discussed previously that a repayment plan documenting the repayment would need to be captured given our frequent administrative turnover. Jeff Lang is concerned that a plan to distribute boilers (implemented from the deferred maintenance plan) needs to be designed in whole by an architect, engineered with specific data for proven energy savings, and designed within adopted standards for energy savings. Jeff is concerned that since the underground line was fixed, there isn't a need to follow-through with the plan given that we are in difficult financial times and cash flow is limited.



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Jeff is also concerned that this was approached piecemeal rather than as a whole, and he contends is in conflict with regulations and total cost of ownership was not demonstrated in advance. He also contends that the Office of the State Architect and State Fire Marshall's office should have been consulted. Eric explained the system was designed by an engineer from the beginning and resulted in purchase and installation of a second boiler. Cost at this time including valves is \$152,000. Terry informed Consultation Council that Dave has intentions of funding the project with energy savings and conservation and is exploring additional funding streams. We won't really know how much is being saved until after a year. Eric addressed the on-going tracking of energy costs and amount of energy utilized (since 1999). This will continue and will give us a clear picture of the energy savings of the project as compared to previous years. A conservative savings of \$30,000 is estimated, but we'll know more after a year. To close, Jeff suggested that the campus consider using infrared technology to monitor energy use and loss for more specific figures. Ross reminded Consultation Council that he requested the project be put on paper from the start and Dave Clausen agreed at the time that the estimated payback would be returned to the insurance fund. He is concerned that the agreement be codified at Consultation Council, and again requests that it happen. Carol added that the agreement of funding and possible payback should be made at the beginning of a project rather than the end of a project.

2. Accept AP 3420 Equal Employment Opportunity (Consultation) – Vickie Ramsey

Please note the following key for the AP 3420 document: The green highlighted is new wording included into the current EEO Plan – yellow highlighted designates a position that is responsible for the actions mentioned in the section – black italicized is unchanged wording from the current EEO Plan and red indicated mandatory League verbiage.

A question was asked about whether or not the types of questions that can be asked during interviews are addressed in the document. There is concern that the current EEO does not allow a committee to ask follow-up questions of candidates, yet often follow-up questions could help get clarification of answers and help a committee decide who is the best candidate.

Item was tabled for further review along with review of the EEO Plan and Hiring/Selection Handbook for consistency.

3. Accept Ch. 7 APs reviewed by Senate (Consultation) –Cheryl Aschenbach
*This acceptance does not include AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies still being revised by Senate. **Consensus was reached and Consultation Council accepted AP 7210 Academic Employees, AP7212 Temporary Faculty, AP7215 Academic Employees:***



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Probationary Contract Faculty, and AP7220 Professor Emeritus, and AP7360 Discipline and Dismissal – Academic Employees

4. **Ch. 7 APs introduced for review by constituent groups and departments.**
These have been provided for distribution to constituent groups and departments for review and recommendations. Recommendations are to be sent back to Cheryl as Consultation Council Chair or to Deans to bring back to CC. Questions should be directed at Vickie Ramsey as HR Director. These will be considered for acceptance at the second meeting in January.
5. **BP 4050 Articulation (no changes), BP 4260 Pre-requisites, Co-requisites, and Advisories (no changes), BP 4225 Course Repetition accepted by consensus as recommended by Academic Senate and are being forwarded to the Board Policy Sub-committee**
Consultation Council would like to see language added including Academic Senate as the primary source of recommendation on these items, so items were accepted with expectation of this addition.
6. **AP 4005 Enrollment Management accepted by consensus as recommended by Senate**
7. **By consensus, it was agreed that once classes start, spring semester meetings will occur Mondays at 1pm.** Exact dates will be established at the next meeting (January 9 at 1:30pm).
8. **Personnel Update (Information)**
Nursing candidates being interviewed this week. Food Services candidates are being interviewed. Dale Roberts (former Custodial Lead) is now substituting for Ken Honea, and Patsy Murdock is substituting as Custodial Lead. Patsy is now carrying the cell phone and is available 3-11pm.
9. **Budget Update (Information) – Terry Bartley**
Cash flow is a little better this month than we've been anticipating. The state has awarded us enough apportionment to catch up our cash deficit to about \$300,000 from \$600,000. The process for mid-term TRAN (expected to be disbursed in March) is underway. We do not have cash flow figures from the state at this time because of a change of personnel at the state level.
10. **Accreditation Update (Information) - Sue Mouck**
Sue requests that those working on sections forward them to chairs of



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standards, and chairs will forward them to Sue to begin compiling the larger document.

Strategic Planning

1. **Student Services Master Plan accepted by consensus.**
Minor changes announced to the document initially sent with agenda: on action plan starting on page 7, goals are now aligned with Strategic Goals. Also a couple of dates were corrected. Consultation Council commends the Student Services Master Plan committee for submitting their plan on time. IT Master Plan is the next due.
2. **2011 Journalism IPR presented as an information item by Cheryl Aschenbach.**
The Journalism IPR was accepted by Senate on December 11 and will go to the Board in January. The recommendation being made by the faculty member is to inactivate Journalism degree, certificate and selected courses.
3. **Medi-cal Administrative Activities (MAA) Update (Information) – Patrick Walton**
We are eligible to receive unrestricted funds as we refer students to Medi-cal-related services. Shelly Baxter will be taking over as coordinator of MAA and will work with Medical Billing Technologies (MBT) to implement the service. We will pay for MBT for their services now, but we are not obligated to employ MBT into the future. Administration will not require anyone to participate in the initial training and snapshot collection of information done quarterly, but employees that participate will likely be eligible for additional program funding. Some areas and people across campus have been identified and will be encouraged by offering a split of incoming funding between a program and the district. These incentive details will be worked out soon. Only departments who can participate in activities will be eligible for funding. Ross asks that we consider delegating an additional percentage be made available to help departments that won't be able to receive MAA funding. Terry suggests we establish a plan for handling revenue generated before we get very far into the process. It was agreed ideas for distributing revenue will be brought to Consultation Council for consideration.
4. **Administrative Reorganization (Information) – Dr. Hall**
Dr. Hall is still looking at an administrative reorganization draft and will share that draft with CC at January 9 meeting.



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Other:

*Ross wants to know who is responsible for locking buildings down at night. There are concerns that buildings are not getting locked at night. Eric says that custodians are shutting and locking buildings during the last part of their shifts (once activity in buildings is finished). This may cause problems because buildings are unlocked for a period of time after classes are over. To address this, **Eric is going to send an email to everyone suggesting that if the building is being left and is empty, they should call custodial cell to let them know that building can be locked down.***

Eric informs us that winter is here! Remember to wear good footwear on campus and drive carefully on and off campus.

The three-way sign that was designed by a student and previewed for Consultation Council earlier this semester will be installed for the first few weeks of spring semester.

There was a person on campus this morning proselytizing to an audience of two or three students on campus. Patrick and Dr. Hall are using AP 5520 to navigate issues of allowable and unallowable free speech. Outside groups must use a facilities use request to have a time and place for free speech. We may want to consider establishing a designated free-speech area rather than having an AP that designates all the places that cannot be used for free speech. Patrick will consider following up and bringing a recommendation to Consultation Council.

Shelly reported that on Friday at 10 and 10:30, Patrick will be serving as Santa for Child Development Center.

The fire at the Pioneer on Tuesday 12/11 destroyed the apartment and possessions of an LCC Gunsmithing student. Dr. Hall will send out information requesting assistance to the student especially for school-related materials.

Meeting adjourned at 3:05pm

Next Meeting:

January 9, 2013 at 1:30pm

Future Agendas:

1. Institutional Technology Master Plan: January (Jan. 9, 2013)
2. Facilities Master Plan: February (Feb. 13, 2013)
3. Human Resources Master Plan: March (Mar. 13, 2013)
4. 2011 Gunsmithing IPR (Information) – Cheryl Aschenbach
5. 2011 Social Science IPR (Information) – Cheryl Aschenbach
6. 2012 Agriculture IPR (Information) – Cheryl Aschenbach
7. 2012 Business IPR (Information) – Cheryl Aschenbach



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8. 2012 Enrollment Services NIPR (Information) –
9. 2012 Auxiliary Services – Food Service/Bookstore/Book Rental/Loan Program
NIPR(Information) – Dave Clausen