



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
Robert Lopez

Faculty:

Cheryl Aschenbach
Colleen Baker
Carie Camacho
Ross Stevenson

Management:

Terry Bartley
Vickie Ramsey (HRMP)

Planning Committees

Eric Rulofson (FMP)

Those present indicated in **bold**

Guests: John Herring

Agenda for February 4, 2013

1:30 pm in CD-119

Called to order 1:33pm

Consultation Council

1. Draft Board Agenda (Information) – Administration
Questions about Counseling & Cafeteria positions were answered.
2. AP 7211 Faculty Service Areas, Minimum Qualifications and Equivalencies (Consultation) – Cheryl Aschenbach
Accepted by Consultation Council by consensus.
3. Personnel Update (Information) – Vickie Ramsey
None since last week.
4. Budget Update (Information) – Terry Bartley
No new update

Strategic Planning

1. 2012-2013 Action Plan Evaluation Matrix – January Update (Information) – Cheryl Aschenbach
This document is presented to Consultation Council quarterly, and then it is presented to the Board in May. If anyone is aware of progress made on any item in the action plan that isn't already noted, please send information to Sue Mouck.
2. ITMP Draft (Information) – Logan Merchant
No questions or comments. Draft ITMP was accepted by consensus. Please submit any comments to Dave Clausen.
3. 2013 Annual IPR Updates (Information) – Cheryl Aschenbach
Cheryl explained that the annual IPR updates are a new part of the IPR/NIPR process. They replace the separate budget enhancement request that fed into the budget process while giving faculty and staff an opportunity to reprioritize recommendations within programs. Annual IPR updates were accepted by consensus. Newly prioritized recommendations in the updates will now be included in the planning and budgeting process.



Consultation Council / Strategic Planning Committee 2012-2013

4. Proposed Positions Update (Information) – Dave Clausen

- *A few of the job descriptions were updated and resent to the committee. The question was asked why the Outreach Coordinator was being paid \$10,000 less than the proposed Director of Athletic Operations. Dave responded that it would be looked at. Administration confirmed that the Director of Athletic Operations is scheduled for the listed salary grade, but the position wouldn't be flown until the new budget year to ensure we had the budget. Given the question about the Outreach salary, salaries for both positions would be reviewed.*
- *It was asked whether it is the intent of the administration to keep the existing Administrative Assistant II Eligibility Specialist, and the response was yes. The reporting structure would need to be clarified to indicate whether the AAI Eligibility would report to the Director of Athletic Operations or Dean of Instructional Services.*
- *With regard to the Outreach Coordinator, it was asked whether someone on staff has been selected, and the answer was no. When asked whether anyone on staff had been talked to about the position, the response was that a number of people have been spoken to about it. When asked about whether it was the administration's position that anyone already employed by the college as a coach would also serve as the Outreach Coordinator, the response was that it could happen since another coach also holds a management position on campus. But, Dave assured Consultation Council that no one currently employed by Lassen College as a coach has been selected for the Outreach Coordinator position, nor does the District anticipate hiring anyone currently employed by Lassen College as a coach to serve as Outreach Coordinator.*
- *Next steps: Counselor right away, Outreach Coordinator right away, Director of Athletic Director to be flown later in spring for a July 1 start date.*
- *Dave distributed a budget breakdown to indicate non-resident tuition and fees collected with proposed budget for the Outreach Coordinator and Academic Counselor. Currently, non-resident tuition collected is deposited into the general fund as non-budgeted revenue; it has not been spent yet. All but about \$10,000 has been collected from students. There is concern that these two positions would be funded by a single revenue stream, so we should be able to see the non-resident fees from the last few years. Dave reminded Consultation Council that these are one-year temporary positions, and he will not allow them to become permanent unless there is a sustainable revenue stream to pay for the positions.*
- *It was asked whether the regular hiring process would be followed for these three positions, and the response was no, it wouldn't be because these are one-year temporary positions. There was definite concern that the regular hiring process was not going to be followed.*
- *Dave reminded the committee that there have been a lot of problems with international students and their assimilation as Lassen College students.*



Consultation Council / Strategic Planning Committee 2012-2013

The Outreach position is intended to meet this need and help us better serve international and out-of-state students by having one contact person and a consistent source of information. The position is definitely not intended to serve solely as an athletic department recruiter.

- *Jeff made a point that on the proposed organizational chart, safety or security perhaps is more appropriate reporting to a dean or vice president rather than maintenance. Dave said right now the Security Guard position was only included to initiate discussion and begin to determine our safety and security needs. We are not moving forward with the position at this point.*

Accreditation Steering

1. Content Review: Standard I

No comments were made or suggestions offered. Next meeting we'll be looking at Standard II.A.

Other: None

Adjourned 2:12pm

Next Meetings:

Monday, February 11, 2013 at 1:30pm in CD-119

Monday, February 25, 2013 at 1:30pm in CD-119

Future Agendas:

1. AP 3420 Equal Employment Opportunity (Consultation) – Vickie Ramsey (January 2013)
2. Ch. 7 APs (following HR revision given constituent group input)
3. Facilities Master Plan: February (Feb. 13, 2013)
4. Human Resources Master Plan: March (Mar. 13, 2013)
5. 2011 Gunsmithing IPR (Information) – Cheryl Aschenbach
6. 2011 Social Science IPR (Information) – Cheryl Aschenbach
7. 2012 Agriculture IPR (Information) – Cheryl Aschenbach
8. 2012 Business IPR (Information) – Cheryl Aschenbach
9. 2012 Enrollment Services NIPR (Information) –
10. 2012 Auxiliary Services – Food Service/Bookstore/Book Rental/Loan Program NIPR(Information) – Dave Clausen
11. Report on Boiler Project Repayment Progress – August 2013