



# 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: Shelly Baxter

Minutes for April 15, 2013  
1:30 pm in CD- 119

Called to order: 1:32pm

## Consultation Council

1. Diversity Events and Calendar (Consultation) – Dr. Hall  
*Dr. Hall wants to have a diversity list events calendar. Then, if someone is passionate about a diversity event, that person or group can take over planning for an event. Sue asked that an item be included in the HRMP to have a goal of four diversity-related events in 2013-2014. Sue suggested that we plan to have a luncheon or event for four events along with an email announcement or campus information item that provides background information about the given day. Cultural heritage months may be a place to start because they are pretty broad: African American (February), Hispanic (September), Native American (November), and Asian and Pacific Islanders (May?). There is still concern being expressed that diversity should be fully incorporated into a culture rather than being something that is celebrated for a day and put away. Also, each event or activity needs to have people interested in organizing an event step forward to take the lead for an event. There may also need to be consideration for events that are being championed that don't fit into our planned calendar for heritage events. What do we do with those, and how do we capture them? We also have to plan to evaluate events at the end of the year. It was also mentioned that the library should be made aware of the heritage months to ensure that there is a display for the selected months. There also needs to be a budget identified to help cover the costs of the four heritage events. **Consultation Council agreed to have a campus goal of four heritage events a year (two fall and two spring).** Additional discussion will be held as the need arises.*
2. Academic Services Update (Information) – Sue Mouck  
*To better communicate what is happening in the different administrative areas, Sue thought it would be good to provide monthly updates in each area. Academic Services is first and shared the development of the schedule.*



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*Correspondence sections continue to be reduced and online sections increased consistent with the EMP. There is a much greater diversity of summer and fall online sections than ever before. We are still offering appropriate correspondence sections for the Associate in Arts in Social Science especially to serve incarcerated students. Campus head count has dropped this year, so the overall number of face-to-face sections has been decreased and a number of sections are being held as pending; these will be activated as needed. The effort is to fill courses more completely. Sue also explained that the catalog is being finalized. We will print some hard copies, but there won't be as many as in the past. Other institutions have moved to only a catalog online, and we may consider doing the same in the future.*

3. Human Resources Update (Information) – Vickie Ramsey  
*Auxiliary services manager position interviews are on Friday. Dean of Instructional Services position has been offered and accepted and is now waiting for Board approval in May. The Programmer/Systems Analyst position has been redesigned and is now being flown as the Director of Information Technology. Recruitment is open through May 9. Director of Institutional Effectiveness applicants have been re-screened and a new interview date is set for April 25. We continue to fly the Director of Nursing and Allied Health position but currently do not have any applicants. Interviews for Executive VP of Academic Services are April 22 & 23. Human Resources Technician position is flying and closes April 30. The Library Technician position closed 4/15; the committee is being put together now. Maintenance Specialist II is open until April 24. Meal Coordinator – Child Development has closed; the committee is being put together. Outreach Coordinator interviews are scheduled for April 18. Rodeo and women's volleyball coach positions are open through May 9.*
  
4. Chapter 7 Administrative Procedures (Consultation) – Vickie Ramsey  
*Changes were made to Ch. 7 APs based on constituent group input. These should be reviewed again by groups. Classified is looking at them, faculty (Senate) will look at them on 4/23, and management will look at them soon. **These will be brought back to Consultation Council by mid-May.** There are still some inconsistencies with titles, probationary periods, references to policies that are old or we don't have or conflict with other policies throughout the Chapter 7 APs. Vickie questioned AP 7400 Travel in Chapter 7. It seems to her that it belongs in Chapter 6 Business and Finance. Cabinet will look at AP 7400 before bringing it back to Consultation Council with a recommendation.*



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Strategic Planning

1. None

Accreditation Steering

1. Review Draft of Accreditation Standard IV (Information) – Sue Mouck  
*The Standard IV draft has been distributed for input, and Sue will collect input and return it to the standard sub-committee just as she's done with previous section drafts. Sue reminded us that yellow highlights are used to draw attention to areas that still need input, verification or follow-up. Consultation Council has now seen drafts of all standards with the exception of II.C., III.A. and III.D.*

Other:

*Patrick reported that Reg-to-Go was on Saturday. We had about 60 high school seniors present (55 who had already done assessments). Patrick credits Alison Somerville with coordination of the event along with the assistance of many.*

*Sue shared that on Friday 4/12 Patrick Walton, Sue Mouck, Cheryl Aschenbach and Robert Schofield were at Butte for an ACCJC workshop on Student Learning Outcome assessment. It seems like it's one of the most important aspects of the self-evaluation process right now. The workshop included presentations about SLOs as well as breakouts with multiple colleges represented. It gave us a chance to see how other colleges are measuring SLOs, recording the data and utilizing the data with planning.*

*Terry and Vickie will be attending a SISC meeting on Tuesday 4/23 to learn more about insurance and the Affordable Care Act. They'll be able to share more with campus afterwards.*

Meeting adjourned: 2:34pm

Remaining Spring 2013 Meetings:

- Monday, April 22, 2013 at 1:30pm in CD-119
- Monday, April 29, 2013 at 1:30pm in CD-119
- Monday, May 6, 2013 at 1:30pm in CD-119
- Monday, May 13, 2013 at 1:30pm in CD-119
- Monday, May 20, 2013 at 1:30pm in CD-119

Future Agendas:

1. HR Master Plan –April 22
2. Logo versus Seal and Graphics Manual – April 22
3. Comprehensive Institutional Master Plan – April 29



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4. Discussion- evaluation process for shared governance and strategic planning – April 22
5. Strategic Plan discussion – May 6
6. Review evaluation reports & establish budget & planning process revision subcommittee (May 13)
7. Acceptance of Chapter 7 Administrative Procedures (May)
8. AP 3420 Equal Employment Opportunity (Consultation) – Vickie Ramsey
9. 2012 Agriculture IPR (Information) – Cheryl Aschenbach
10. 2012 Business IPR (Information) – Cheryl Aschenbach
11. 2012 Enrollment Services NIPR (Information) –
12. 2012 Auxiliary Services – Food Service/Bookstore/Book Rental/Loan Program NIPR(Information) – Dave Clausen
13. Report on Boiler Project Repayment Progress – August 2013