



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
Jackie Douglas
Jonathan Herring

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, KC Mesloh

Minutes for May 13, 2013
1:30 pm in CD- 119

Called to order at 1:31pm

Consultation Council

1. Acceptance of BP 4023 – Syllabus (Consultation) –
*The recommendation for the board policy on the syllabus, overlooked in the board policy re-write during the last several years, was forwarded by the Academic Senate. **Consultation Council agreed by consensus to recommend adoption of Board Policy 4023- Syllabus to the Governing Board.***
2. Adoption of AP 4023 – Syllabus (Consultation)
Consultation Council agreed by consensus to adopted Administrative Procedure 4023 – Syllabus contingent on Governing Board adoption of Board Policy 4023- Syllabus
3. Academic Services Update (Information) – Sue Mouck
Sue reported that the three individuals to be hired at tomorrow's board meeting have been in contact and are eager to get started. Aeron Zentner – Director of Institutional Effectives will begin June 3, Dr. Beatriz Vasquez – Executive Vice-President of Academic Services will start June 10 and Dr. Tammy Robinson – Dean of Instructional Services will start on June 17.
4. College Logo and Seal (Consultation) – Lori Collier
Lori Collier asked for clarification of the appropriate use of the college logo and seal. She reported that last year it was determined that the seal would be limited to use by the District in official documents, while the college logo would be in more general use by the departments. The Digital Graphic Design program is in the process of updating the handbook and needed accurate language to insert. The need for consistent letterhead made available to all users was articulated. Lori will review the three different versions currently in use. Following selection of one standard the letterhead will be distributed in both electronic and hard copy to users. Considerable discussion on the need for matching envelopes with the correct logo



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occurred. A large quantity of envelopes with the seal still exists and need to be used up. As the need for more envelopes arises envelopes with the logo matching the letterhead should be ordered. Reservations about the use of the logo were expressed. The need for discretion by administrators in determining whether the logo or seal was more appropriate in some of their correspondence was recognized. Consultation Council agreed by consensus to adopt the use of the college logo for department and college use, retaining the college seal for official use by the district to include the president, governing board and official documents such as transcripts).

Strategic Planning

1. Review of evaluation reports (Consultation)- Sue Mouck
Sue informed the group that not all of the evaluation forms had been received. It is hoped that the missing forms (Classified Constituent Group, Human Resource Planning, Student Services Planning) will be available by the next meeting. Considerable discussion on the evaluation forms followed. Ross asked whether the groups completing the forms could be asked for clarification and whether all comments on the forms would be made public. Ross took exception to several comments on the form completed by the administration.
 1. *The administration commented that the process would improved through "improved the timeliness of the responses from constituents groups" The administrators in attendance assured Ross that the comment included the administration as well as other constituent groups and was not meant as a criticism so much as an observation that lack of timely response slows the process.*
 2. *The administration suggested "Provide orientation to the governance an planning process/structure at the beginning of each academic year and Provide expectations for etiquette (conduct of meetings) during the orientation. Ross questioned the sources of material for the orientations. Sue reminded the group that an orientation derived from the collegial consultation handbook adopted by the group had been conducted two years ago, but not last year. The administration suggested that the orientation had been beneficial and should occur again.*
 3. *The administration suggested "Shift the focus of discussions away from operational issues towards institutional strategic issues such as student success" Ross made it clear that he took offense at this comment. The administration attempted to clarify their perceived need to shift from spending so much time on operational issues that little time was left for important big issues such as FTE generation and student success. Both Ross and Jeff emphasized the institutional need to solve operational problems.*



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Terry articulated and others seemed to agree that the individuals completing the forms should determine the content of the forms. It is the responsibility of Consultation Council to determine which suggestions from the individual forms are supported and moved forward as recommendations by the entire Council.

Four recommendations from various groups were articulated as warranting considerations in improving the structure and process for next year.

- a. *The need for research data to better inform planning decisions*
 - b. *The need to continue to improve communication*
 - c. *The addition of the Direction of Institutional Effectiveness to Consultation Council/Strategic Planning Committee*
 - d. *The need to include the written evaluation process for planning and governance into the Institutional Planning and Collegial Consultation handbooks*
2. Establishment of budget & planning process revision subcommittee appointments (Consultation) – Sue Mouck
Following a brief discussion Consultation Council agreed by consensus to appoint Terry Bartley, Dave Clausen, Carol Montgomery and Sue Mouck as consultation council representatives to the subcommittee.

Accreditation Steering

1. Accreditation Self-Evaluation Survey (Information) – Sue Mouck
Sue reminded everyone of the importance of participating in the accreditation self-evaluation survey.
2. Draft Responses to 2008 ACCJC Recommendations (Consultation) – Sue Mouck
Sue reminded everyone that the self-evaluation included more than just the standards. Last week Consultation Council reviewed the eligibility requirement section. The week the group is provided with an opportunity to review the responses to the recommendations from the 2008 visiting team. She asked for suggestions for improvement.

Other:

Dave congratulated the Rulofsons on the birth of their grandchild on Mother's Day.

Dave advised the group that of the budget challenge affecting the institution. The projected FTEs for 2012-2013 currently stands at 1550, down approximately 300 FTEs from last year. 300 FTEs equates to about 1.5 million dollars in revenue. Stabilization means the college will not need to return any money allocated this year and



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restoration allows the college to return to the current 1847 FTEs anytime in the next three years. The revenues for next year will be based on the 1700 FTE projected in the last enrollment report to the Chancellor's Office. The lower projected will result in cash flow challenges next year even if the FTEs rebound. Dave continued to indicated that the reduction in FTEs is partially a result of planned reduction in incarcerated correspondence students, but more significant is a reduction of 400 FTEs in face-to-face classes over the last two years. There are significantly fewer students on campus. The number of children in the local schools is declining impacting enrollments at the college. Discussion focused on possible ways to increase FTEs. Colleen expresses frustration that several suggestions had been presented to Division Chairs since October and no one was moving those suggestions forward. Patrick identified that progress on the potential of enrolling more online students is occurring. There is a meeting on Friday to view a demonstration of online Ed Plans a needed prerequisite to enrolling online students from a distance. He further identified that a point person for the suggestion to pursue providing continuing education for correctional officers has been identified. Ross suggested that the college needs to revisit the potential of bringing students to the campus from Asia and the Pacific Rim. Dave emphasized the importance of retention. Ross identified a significant potential for FTEs in the existing language in both the classified and faculty contracts providing for the District to pay the registration fees for classified and faculty to enroll in classes.

Meeting adjourned at 4:07pm

Spring and Summer 2013 Meetings:

Monday, May 20, 2013 at 1:30pm in CD-119

Monday, June 10, 2013 at 1:30pm

Monday, July 1, 2013 at 1:30pm

Monday, August 5, 2013 at 1:30pm

Future Agendas:

1. Review evaluation reports – May 20
2. Annual Action Plan Evaluation Matrix – May 20
3. Consultation Council Orientation – May 20
4. AP 3420 Equal Employment Opportunity (Consultation) – Vickie Ramsey
5. 2012 Agriculture IPR (Information) – Cheryl Aschenbach - (May 20)
6. 2012 Enrollment Services NIPR (Information) – Patrick Walton
7. 2012 Auxiliary Services – Food Service/Bookstore/Book Rental/Loan Program NIPR(Information) – Dave Clausen
8. Report on Boiler Project Repayment Progress – August 2013