



# Consultation Council / Strategic Planning Committee 2013-2014

Administration:

**Dr. Marlon Hall**  
**Dave Clausen**  
**Dr. Tammy Robinson**  
**Dr. Beatriz Vasquez**  
Patrick Walton

Classified:

Jeff Lang  
Carol Montgomery  
Tami Wattenburg  
ASB  
Jonathan Herring  
**-Mike McDonald (sub)**

Faculty:

**Cheryl Aschenbach**  
**Sandy Beckwith**  
Carie Camacho  
**Sue Mouck**  
**Ross Stevenson**

Management:

**Terry Bartley**  
Vickie Ramsey (HRMP)  
TBA (FMP)  
**Aeron Zentner (OIE)**

Those present indicated in **bold**.

Guests present: Denise Stevenson, Adam Runyon, Matt Levine, Alison Somerville

Minutes for August 5, 2013

Called to order at 1:31pm

*A quorum was established despite the intentional absence of any member of classified group.*

## Consultation Council

1. Review of the August 13, 2013 Governing Board agenda (Information) – Dr. Marlon Hall
2. Academic Services Update – Institutional Effectiveness (Information) – Aeron Zentner  
*Aeron shared that OIE has done many research studies in the last two months. He is working on two research models. One is STEPS which aligns high school data with college data to see what affects high school student attendance and success at the college. One factor is high school math. Another model is predicting on six levels of failure using five years' data to predict success at Lassen as well as to identify areas/services that could contribute to increasing student success. While working on another study, Aeron found that non-credit classes don't seem to have grades (P, NP) entered in Datatel. This could negatively affect our success rate. Currently, Aeron is putting data into a self-built database in order to extract the courses that don't have grades assigned.*
3. Acceptance of AP 7100 – Commitment to Diversity (Consultation) – Vickie Ramsey  
*Accepted by Consultation Council by consensus.*

Acceptance of AP 7235– Probationary Period: Classified Employees (Consultation) – Vickie Ramsey  
*Accepted by Consultation Council by consensus.*



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Acceptance of AP 3505– Emergency Response Plan (Consultation) –  
Vickie Ramsey

*Accepted by Consultation Council by consensus.*

4. New Item: Acceptance of AP 3550 – Drug Free Environment and Drug Prevention Program (Consultation) – Vickie Ramsey  
*Two problems were identified and will be addressed before the AP is brought back to Consultation Council for acceptance.*
5. Acceptance of AP 3560– Alcoholic Beverages (Consultation) – Vickie Ramsey  
*Accepted by Consultation Council by consensus with a minor revision.*
6. Acceptance of AP 3420 – Equal Employment Opportunity (Consultation) – Vickie Ramsey  
*Accepted by Consultation Council by consensus.*
7. Recommendation to forward Equal Employment Opportunity Plan to the Governing Board for acceptance (Consultation) – Vickie Ramsey  
*Recommended to Board by Consultation Council consensus.*
8. Acceptance of 2013-2014 Shared Governance and Consultation Handbook (Consultation) – Sue Mouck  
*Sue shared that the few changes that were included were either personnel changes, title changes, and committee composition changes as the result of the evaluation process. Accepted by Consultation Council by consensus.*
9. Presentation of Institutional Planning and Budget Development Process Handbook (Information) – Cheryl Aschenbach  
*Cheryl presented the Handbook that had been approved by the Senate on July 23. All revisions were a direct result of the evaluation process completed in May. Primary revision included the addition of evaluation process, timeline and documents. While we all knew the process has been evaluated for at least the last five years, the documents and process were held separately. The evaluation documents are now in the Handbook for more clear integration with the processes.*
10. Report on Boiler Project Repayment Progress (Information) – Dave Clausen  
*Dave shared that Terry is finishing up the 2013 financials. As those are finished, final expense and savings totals will be brought to Consultation Council. This item will be continued on August 22.*



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## Strategic Planning

1. Report on Governing Board Planning Retreat – July 23, 2013  
(Information) – Marlon Hall  
*Reports were given by Aeron Zentner on Research and Institutional Effectiveness including an updated Fact Book, Sue Mouck on Shared Governance and Accreditation, and Cheryl Aschenbach on Budget and Planning Process. The Board also had questions about the Herlong Agriculture Project. In response to this item, Ross Stevenson expressed concerns that the MOU is very unclear about who is responsible for financial obligations and liabilities; the general fund must be protected. Dr. Hall shared that currently our contribution will only be to offer classes.*
2. Presentation of 2012 Financial Aid NIPR (Information) – Dave Clausen  
Matt Levine was in attendance to present the Financial Aid NIPR. A comment was made in appreciation of the data that was included in the NIPR to illustrate department responsibilities and support recommendations.  
  
*Patrick Walton shared that there is a clearer process for NIPRs: Cabinet receives NIPRs and shares them with the campus via email for a week, comments are to be made to the administrator in charge, the administrator discusses comments and feedback with writers, and the item is revised as appropriate before final submission to Cabinet for approval. There was concern that there wasn't enough of a public opportunity for feedback. Aeron highlighted that the inclusion of AUOs in the IPR will facilitate better opportunities for feedback given that surveys that will be used. Suggestions were made that an administrative or campus comment page be considered for the IPR and NIPR process when the IPR process is reviewed by the Academic Senate in 2014. Aeron also suggested that to increase effectiveness of processing of feedback, an email be sent out with a survey link for feedback that is collected and then made available to the administrator for review rather than relying on individual email responses.*
3. Presentation of 2013 Kinship Care NIPR (Information) – Patrick Walton  
*Patrick expressed appreciate for Denise Stevenson's hard work on the Kinship NIPR. Terry Bartley shared that it's good to have a fresh perspective on a program.*
4. Presentation of 2013 Counseling NIPR (Information) – Patrick Walton  
*Patrick stressed that length of the NIPR is reflective of the number of distinct responsibilities covered within counseling. All counseling staff*



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*participated with Alison Somerville taking the lead. Dr. Vasquez expressed some concern with the number of recommendations while recognizing the broad scope of counseling services and responsibilities.*

5. Presentation of 2013 Fire Technology IPR (Information) - Cheryl Aschenbach  
*Cheryl shared with Consultation Council that although we now know that we have a Public Safety Training Center, the IPR references the need for one because it was written for completion in May. We expect to see an addendum identifying any new or revised recommendations now that Fire Technology has moved to the Public Safety Training Center.*

## Accreditation Steering

1. Accreditation Update (Information) – Sue Mouck
  - a. Updated Standard Teams  
*Sue has been working on the self-evaluation draft and realized that we have had some employee turnover, so she removed all employees that have left and replaced them with the people that replaced them or assigned new positions to the most appropriate standard. New employees are highlighted in green on the page that was distributed. If any employees have been missed or if someone belongs on a different standard team, please bring it to Sue's attention. This final listing of teams will go into the self-evaluation document, plus Sue will be contacting standard chairs to schedule meetings with standards and sub-standards to review the document and assigned sections. Sue implores everyone to participate in the standard meetings because of the importance of this process and document to us as an institution and to our future.*
  - b. Self-evaluation timeline  
*Final draft goes to constituent groups in October, which means that Consultation Council will approve that final draft at the end of September. Standards committees need to meet and provide input by the first or second week of September.*
  - c. Effectiveness Team  
*With Aeron's background with WEAVEonline, we can now start work on better integrating SLO/AUO assessment documentation into budgeting and planning. With the Senate's approval, Aeron would like to implement an Effectiveness Task Force/Workgroup to work with Aeron to work to expand our digital collection archiving while respecting existing IPR and NIPR processes.*

Other:



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*Dave Clausen provided a fiscal update. FTES were turned in at 1513 for 2012-2013, which is a significant hit to our budget. It was offset a little bit by our P2 submission of approximately 1700, which influences our apportionment payment and is better than what we would earn at 1513 FTES. Dave and Terry are unsure whether the apportionment payment will be adjusted for our lower FTES or not. Cash flow should also be assisted by regular quarterly payment of our Prop 30 funds. Also, we're getting Instructional Block Grant funds (\$110,000) and Deferred Maintenance funds (\$110,000). We haven't seen these funds since 2007-2008. This money trickles in and will be spent based on the collective budget prioritization that was established for 2013-2014. Dave also commented that deferred maintenance funds will be held until we can be sure there wasn't any underground plumbing damage due to the spring earthquakes. A comment was made about the size of the institution, to which Ross inquired which group on campus should be discussing what our appropriate size should be. Dave felt that it's an on-going discussion across campus. Sue suggested that Consultation Council is an appropriate place for that discussion. This discussion will be a future agenda item.*

*Patrick shared that Saturday, August 10<sup>th</sup> at 3:30pm in the gym is the nursing graduation. Everyone is encouraged to attend.*

Meeting adjourned at 3:02pm

#### Future Meetings:

Thursday, August 22, 2013 at 3:00pm

Thursday, August 29, 2013 at 3:00pm

#### Future Agendas:

1. Boiler Project Repayment – August 22
2. Graphics Manual – August 22
3. Consultation Council Orientation – August 22
4. Institutional Size (ideal FTES generation)
5. Presentation of 2012 Auxiliary Services (Food Service/Bookstore/Book Rental/Loan Program) NIPR (Information) – Dave Clausen
6. Presentation of 2013 CalWORKs NIPR (Information) – Patrick Walton
7. Presentation of 2013 Basic Skills IPR (Information) - Cheryl Aschenbach
6. Presentation of 2013 Welding Technology IPR (Information) - Cheryl Aschenbach
7. Presentation of 2013 Gunsmithing IPR (Information) - Cheryl Aschenbach
8. Presentation of 2013 Maintenance and Operation of Plant NIPR (Information) – Dave Clausen