



Consultation Council / Strategic Planning Committee 2013-2014

Administration:

Dr. Marlon Hall
Dave Clausen
Dr. Tammy Robinson
Patrick Walton

Classified:

Jeff Lang
Carol Montgomery
Kim Clain
ASB
Jonathan Herring

Faculty:

Cheryl Aschenbach
Carie Camacho
Sue Mouck
Robert Schofield
Alison Somerville
Ross Stevenson

Management:

Terry Bartley
Dave Corley (ITP)
Vickie Ramsey (HRMP)
Greg Collins (FMP)
Aeron Zentner (OIE)

Those present indicated in **bold**.

Guests: Betsy Elam, Denise Stevenson, Lisa Gardiner, Ceceilia Frohrib,, KC Meshloh, Robin Padgett, Adam Runyan, , Espie Plasencia, Janet Butcher, Wendy Donohue

Minutes for May 20, 2014
1:00 pm in CD-119

Consultation Council

1. Approval of Consultation Council minutes for May 15, 2014 (Consultation)
By consensus, Consultation Council approved the minutes for May 15, 2014.
2. Summer Meeting Schedule for Consultation Council (Consultation)
Cheryl Aschenbach suggested and the group agreed by consensus to meet the first Tuesday of each month (June 3, July 1, Aug 5) at 1:00 pm.
3. Recommendations from Evaluation of Governance and Planning to be Forwarded to the Academic Senate for Consideration (Consultation)
 - a. Proposal to shorten timeframe for development of planning documents
 - b. Proposal to add an Institutional Effectiveness Master Plan and Institutional Effectiveness Planning Committee to develop the plan
 - c. Proposal to form a committee comprised of planning committee chairs*By consensus, Consultation Council forwarded these three items to the Academic Senate for consideration in revising the planning and governance process. The Senate will review the recommendations, then representatives from Senate and Consultation Council will meet to finalize revisions to planning and budgeting processes.*

Strategic Planning

1. Acceptance and Recommendation to forward to the Governing Board the 2013-2014 Action Plan Evaluation Matrix (Consultation)
Cheryl Aschenbach reminded the group that the matrix is presented to Consultation Council several times each year and then to the Governing Board at their June meeting. Carol Montgomery asked when the Classified Handbook



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had been presented to Consultation Council. Since no one could remember seeing the handbook, the statement was removed from the matrix.

2. Presentation of 2014-2015 Preliminary Budget (Information)
David Clausen presented the tentative budget for 2014-2015 to date. The budget is based on an estimated 1650 FTEs. In response to a question as to where the additional FTEs for next year are expected to come from, he answered the re-instated nursing program and expanded allied health courses. Due to anticipated reduced revenue for next year, the tentative budget expenditures needed to be reduced by around \$400,000. The presented tentative budget is still approximately \$80,000 short of that goal. At the request of the audience the group moved to the next item on the agenda, Institutional Re-organization.

3. Institutional Re-organization (Information)
The administration distributed revised institutional organization charts. Changes to the organization were highlighted.
 - a. Administration page
 - i. *Adds a grant funded Coordinator of Special Grants currently being hired who reports to the president*
 - ii. *Basic Skills is moving under instruction*
 - iii. *Associate Dean of Instruction/Institutional Effectiveness replaces the Dean of Instructional Services and Director of Institutional Effectiveness*
 - b. Academic Services page
 - i. *Library and Learning Center are combined under a full-time faculty position titled Learning Resources/Basic Skills Director (Ross Stevenson suggested the position title should include Librarian) The new position would supervise three classified positions two existing and one additional instructional support specialist I.*
 - ii. *The assistant athletic director pilot position is eliminated*
 - c. Administrative Services page
 - i. *Director of Auxiliary Services position is eliminated*
 - ii. *One position in financial aid outreach added*
 - iii. *One position in information technology eliminated and one IT Specialist upgraded from II to III*
 - d. Student Services page
 - i. *Child Development Center closed and staff eliminated*
 - ii. *EOP&S and Cal WORKs are combined under one Director*
 - iii. *Addition of one general counselor*



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Betsy Elam commented that she would have like to have had advanced warning about the proposal to cut the Child Development Center. As a former director of the center, she was surprised to hear just this morning of this intention. She further stated that she thought all decisions were based on program review. She asked "How did the institution reach this decision?" Betsy objected to the false sense of security given to the Child Development Center personnel after last year's district back filling of the budget. She questioned where the money for the many changes relating to security in the center had come from. Dave Clausen answered that the changes had been funded with district money. Betsy further asked "How much over budget is the Child Development Center?" Dave Clausen responded that the contract is \$10,000 short. He further stated that the budget is exceeded by \$230,000 not counting utilities. Betsy suggested cutting the Director's job to half time, which would save \$40,000 each year. She also asked "What happens to students whose children are cared for in the center." Mr. Clausen responded that the total FTEs for students served by the center is 12 FTE or \$60,000. Betsy suggested reduction in the administrative assistant position. She advised the group of SB 837, new pending legislation providing an addendum to transitional kindergarten with proposed implementation in 2015. The universal preschool curriculum has already been adopted. Betsy ended with a plea to keep the jobs the dedicated employees of the center and continue to serve the children who are the future.

Espie Plasencia informed the group that Shelly Baxter applied for a grant, which would allow for services to increase in toddlers and infants, therefore increasing revenue.

Dave Clausen clarified sources of some of the money to balance the budget including the savings from not replacing one administrator, savings from not paying TRAN interest, the difference between budgeted and actual nonresident tuition.

Ross Stevenson asked if the ending general fund balance of 3.4 million included accounts receivable (dorm, child development center, etc.). The answer is yes. The actual cash at the end of April was 1.2 million. Terry Bartley reminded the group that payroll is \$800,000 per month. Ross further inquired whether the proposed associate dean was going to evaluate adjunct faculty? The answer was again yes. Cheryl Aschenbach suggested that on the organizational charts credit instruction be referred to only as instruction. Ross stated that the organizational charts should better reflect reporting lines. Jeff Lang stated



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that there has been no consultation. Jeff also requested help in tracking the savings.

Patrick Walton identified that categorical funding was being used to shift money back to the District. An example is using Student Success program additional funding to add the general counselor.

Dave Clausen informed the group that there is a lawsuit surrounding Credence where the college has a lease until June 2015. The Fire Technology program housed there generates about 200 FTEs and the Nursing also located at that site should generate 50-75 FTEs. These programs are financially extremely important to the District. Plans need to be made to bring the programs back onto the campus. The problem with the integrated planning process is that program review and budget allocation looks at budget enhancements, but not reductions. In prior years Consultation Council did not want to deal with cuts. Consultation Council asked the administration to bring a proposal for budget cuts. The administration is bringing a proposal for cuts. The tentative budget goes to the board in June, so there is still time for discussion and alternate proposals. There have been discussions of housing the Fire technology Program in the Voc-Tech building and moving Student Services back to the old Student Services building.

Betsy Elam reminded the current administration that the building currently housing the correspondence office as well as the Child Development Center were funded by grants specifically for child development.

Dave Clausen stated that, the administration needs to hear about alternatives, and suggestions should be brought to Patrick Walton or Consultation Council.

Tammy Robinson stated that it is very important that she know about all grants. Today was the first that she had heard of the child development grant. Grants need to be signed off by an administrator, for often there are implementation costs that need to be considered.

Janet Butcher asked whether Shelly know about the proposal to close the center. Patrick Walton stated that no she had not known about the proposal although he had been asking her to seek grant funding for the center for the last year.

4. Presentation of 2014 Outreach NIPR (Information)

Lassen Community College provides outstanding programs for all pursuing higher education goals. The core programs offer a wide range of educational opportunities including transfer degrees and certificates, economic and workforce development, and basic skills instruction. The college serves students, both on campus and in outreach areas, in its effort to build intellectual growth, human perspective and economic potential.



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Cabinet adopted the 2014 Outreach NIPR this morning. Patrick Walton pointed out two revisions since the documented was distributed. Jeff Lang suggested consistent language for the compliance section of each NIPR.

5. Presentation of 2014 Marketing and Public Information NIPR (Information)
Cabinet adopted the 2014 Marketing and Public Information NIPR this morning. There were no comments on Marketing NIPR.
6. Presentation of 2014 Community Services NIPR (Information)
Cheryl Aschenbach requested that the Community Service NIPR be tabled to the next meeting on June 3 to allow missing information to be added.
7. Presentation of 2014 Fiscal Services NIPR (Information)
The Fiscal Services NIPR be tabled because the document had not been included with the agenda.
8. Presentation of 2014 Distance Education/Correspondence NIPR (Information)
The Distance Education/Correspondence NIPR was tabled to the next meeting on June 3 to allow for further information on correspondence to be added.

Other:

1. *Dave Clausen provided an update on HireOne (Lassen Cougar Card). On December 4, 2013 of a potential 1,168, 452 cards or 28% were activated with a total disbursement of \$1,009,563.31.*
2. *Dr. Hall advised the committee that the college has received a letter from ACCJC advising us that the substantive change proposal for the PSTF was approved. A visit is still required to complete the process.*
3. *Kim Clain asked to be informed who is going where if office moves are going to be made. Terry Bartley reminded her that moves are one year out and are a consequence of the loss of the lease of Credence. It would be best to have all programs on campus. Cheryl Aschenbach asked if the replacement of M & N building as sites for the Nursing and Fire Technology programs is being considered.*
4. *David Corley informed of the plan to meet the college document imaging needs with "Image Now" to be funded through Title III funds. There is a need for the potential users of the system to provide input before the acquisition. The administration will follow-up with the individuals needed.*
5. *Tammy Robinson stated that Chancellor's Office sponsored legislature is moving forward. AB 1451 - Concurrent Enrollment will waive the "open" course requirement at high schools, which would provide us with the ability to collect apportionment for teaching classes at the high school. SB 1391*



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would affect the funding for inmate education. SB 965 – Funding for CCSF provides 3 year stabilization for City College of SF.

6. *Terry Bartley announced that in the May budget revise there is the projection to balance STRS in 30 years. The plan will require increased employer and individual contributions over the next several years.*
7. *Patrick Walton reminded everyone that commencement is on Friday. Around fifty students will be walking. Additionally, this year the largest group of incarcerated students so far is graduating.*
8. *Dr. Hall reminded everyone that this is Classified Employees Week, so a celebration is planned for this Thursday.*

Future Meetings:

Tuesday, June 3, 2014 at 1pm

Tuesday, July 1, 2014 at 1pm

Tuesday, August 5, 2014 at 1pm

Future Agendas:

1. Presentation of the following 2014 NIPR Annual Updates (Information) – Aeron Zentner
 - a. Assessment, Counseling, Student Success and Transfer
 - a. Auxiliary Services
 - b. CalWORKs
 - c. Child Development Center
 - d. EOP&S/CARE
 - e. Independent Living Program
 - f. Kinship
 - g. Library
 - h. Student Life
2. Discussion of process for background checks for faculty and administrative positions (Consultation) – Ross Stevenson
3. Acceptance of AP 3550- Drug Free Environment and Drug Prevention Program (Consultation) – Vickie Ramsey
4. Presentation of 2013 Welding Technology IPR (Information) - Cheryl Aschenbach
5. Presentation of 2013 Human Services IPR (Information) - Cheryl Aschenbach
6. Presentation of 2014 Automotive Technology IPR (Information) - Cheryl Aschenbach (July 1, 2014)
7. Presentation of 2014 Business IPR (Information) - Cheryl Aschenbach (July 1, 2014)
8. Presentation of the 2014-2015 Tentative Budget (Information) – Dave Clausen (June 3, 2014)
9. Presentation of 2014 Distance Education/Correspondence NIPR (Information) – Tammy Robinson (June 3, 2014)
10. Presentation of 2014 Community Service NIPR (Information) – Tammy Robinson (June 3, 2014)
11. Presentation of 2014 Fiscal Services NIPR (Information) – Dave Clausen (June 3, 2014)

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