



# 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  
**Robert Schofield**  
**Alison Somerville**  
**Ross Stevenson**

## Management:

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

Those present indicated in bold

Guests: Wendy Donohue, Janet Butcher, Esperanza Foster, Betsy Elam, Brenda Hoffman, Robin Padgett, Denise Stevenson, Lisa Gardiner, Sue Mouck, Matt Levine, Cecelia Frohrib

Minutes for June 3, 2014  
1:00 pm in CD-119

## Consultation Council

1. Approval of Consultation Council minutes for May 20, 2014 (Consultation) – Cheryl Aschenbach  
*Minutes were approved by consensus.*
2. Review of the June 10, 2014 Governing Board agenda (Information) – Dr. Hall
  - *The draft Board agenda was distributed via email just prior to the meeting, so many of those in attendance had not seen it yet. Patrick projected it and scrolled through it.*
  - *Dr. Hall informed the committee that at this time the District is not eliminating the Child Development Center, but it will be reorganized so that the budget does not encroach on the general fund.*
  - *Ross asked why the EMT Clinical Director is set to earn \$2,981.16 prorated when in the past the position was \$500 per semester. Dave said he'd follow up on it and thought it was probably a typo or mistake. Carol asked about the classification for a classified employee, and Dave said he'd look into it.*
  - *Cheryl pointed out that the faculty evaluation item was incorrect; she'll get the correct document to Julie.*

## Strategic Planning

1. Presentation of 2014-2015 Preliminary Budget (Information) – David Clausen  
*Administration worked on the preliminary budget given additional information they received. The CDC will be reorganized to not encroach on the general fund. An IT-III was not included in the budget. Out of state and foreign student tuition was estimated based on 90 students (12 units 1<sup>st</sup> semester, 6 units second semester for a total of \$325,000 for revenue). This is less than the nearly \$550,000. Dave shared that the current projection for this year's FTES is 1550. He is uncomfortable with some software reporting issues, and those are being worked on. The tentative budget is still dependent on a number of*

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*different factors, and the final budget approved in September may be different. The budget is based on 1650, and this is the area that Dave is least comfortable with; if we aren't on track for 1650, significant budget adjustments will need to be made. One question that has been raised is how we are going to pay for proposed moves; the answer is through grant money, savings, and unfilled positions. Plus, moving costs will be kept to a minimum. Administration walked campus and determined that the old war room and half of the photo lab in Creative Arts could be a potential home for vocational nursing. The target to move the nursing program is January, but any other Allied Health curriculum proposed for fall would necessitate changes by fall. Administration is leaning toward combining the Library and Learning Center together in the Library space although there is still discussion about this. In response to a question, the rental agreement for Public Safety Training Center is included in contracts. Dave shared that Scott Lay (CCLC) will be here next week and Chancellor Harris will be here at Convocation; in both cases, Dave and Dr. Hall plan to talk with them to push for forgiveness of our outstanding debt to the Chancellor's Office (\$162,000/year). If it can't be forgiven, then we'd at least like the opportunity to apply the funds to physical plant or maintenance. As a point of clarification, fund balance appears to be 3.5 million dollars, but only 1.8 million is cash. We did not use a TRAN this year, so we saved \$40,000 in interest. The biggest concern is FTES; Dave struggles with 1550 because it doesn't cover the essential salaries. One goal is to limit exposure on the general fund by auxiliary programs; Dave wants to have bookstore, cafeteria, dorms and Child Development Center break even. Ross discussed the fact that in times past, the Instructional Office had separate line items for overload, summer, etc and the budget was managed with the schedule to maximize efficiency of sections offered; Dave agreed that it would help with budgeting to be able to look at sections offered and adjunct salaries against a budget line.*

### 2. Proposed Institutional Re-organization (Information) – Dr. Hall

*Not many changes have been captured on the charts yet, but a few of the changes include: Associate Dean of Institutional Effectiveness instead of Associate Dean of Instruction, title for Library/Learning Skills/Basic Skills (title still TBA), reduction of IT by one person will be delayed until after moves, Childcare Center staffing returned to org chart, CalWORKS/EOPS Director percentages haven't been determined yet (but will need to be for the categorical budgets). Dr. Hall will be working with Patrick to get org charts updated and distributed to campus via email. As far as physical moves, A&R, Counseling, and Financial Aid will not be moving. Categoricals will be moving, but it will be dependent on the Credence lease. We're trying to get two more years at Credence, but it's dependent on*



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*pool developments, ownership of the property, and renegotiated costs for our lease.*

3. Presentation of 2014 Fiscal Services NIPR (Information) – Dave Clausen  
*The 2014 Fiscal Services NIPR was presented and there were no comments.*
4. Presentation of 2014 Outreach NIPR (Information) – Patrick Walton-  
*Already presented at May 20, 2014 Consultation Council meeting.*

#### Other:

- *Patrick Walton thanked everyone for efforts and contributions to commencement. It takes a lot to pull the event off, and it went very well. He also congratulated our student graduates.*
- *Dr. Hall shared that we got a confirmation letter that we won't have any sanctions taken for our loan cohort, but we will be taking actions to prevent any future sanctions.*
- *Dave Clausen shared that the Fire Science placement rate was outstanding: 14-16 full-time job placements, and some students had multiple offers. This has actually made it difficult to field an OC Crew this year because so many good students have found employment. The Fire Science Guild also did a tremendous job cleaning the college's forest property, and the Gunsmithing Guild cleaned the Hwy 139 gun range.*

#### Future Meetings:

Tuesday, July 1, 2014 at 1pm  
Tuesday, August 5, 2014 at 1pm

#### Future Agendas:

1. Review of the July 8, 2014 Governing Board agenda (Information) – Dr. Hall (July 1, 2014)
2. Selection of 2014-2015 Chair of Consultation Council (Consultation) (July 1, 2014)
3. Presentation of 2014 Human Resources NIPR (Information) – Vickie Ramsey
4. Presentation of 2014 Distance Education/Correspondence NIPR (Information) – Tammy Robinson
5. Presentation of 2014 Community Services NIPR (Information) – Tammy Robinson
6. Presentation of the following 2014 NIPR Annual Updates (Information)
  - a. Assessment, Counseling, Student Success and Transfer
  - b. Auxiliary Services
  - c. CalWORKs
  - d. Child Development Center
  - e. EOP&S/CARE
  - f. Independent Living Program

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- g. Kinship
  - h. Library
  - i. Student Life
7. Adoption of 2014-2015 Budget Prioritization Criteria (Consultation) (July 1, 2014)
  8. Governing Board Planning Retreat on July 22, 2014 (Consultation) (July 1, 2014)
  9. Discussion of process for background checks for faculty and administrative positions (Consultation) – Ross Stevenson
  10. Acceptance of AP 3550– Drug Free Environment and Drug Prevention Program (Consultation) – Vickie Ramsey
  11. Presentation of 2013 Welding Technology IPR (Information) - Cheryl Aschenbach
  12. Presentation of 2013 Human Services IPR (Information) - Cheryl Aschenbach
  13. Presentation of 2014 Automotive Technology IPR (Information) - Cheryl Aschenbach (July 1, 2014)
  14. Presentation of 2014 Business IPR (Information) - Cheryl Aschenbach (July 1, 2014)
  15. Adoption of 2015-2016 Institutional Planning and Budget Development Process Handbook (Consultation) (August 5, 2014)
  16. Adoption of 2014-2015 Shared Governance Handbook (Consultation) (August 5, 2014)
  17. Presentation of Planning Recommendations Spreadsheet (Information) (August)