



Consultation Council / Strategic Planning Committee 2014-2015

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)
(OIE)

Those present indicated in bold

Guests: Adam Runyan, Paige Broglio, Brenda Hoffman

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

Consultation Council

1. Approval of Consultation Council minutes for June 3, 2014 (Consultation) –
By consensus, Consultation Council approved the minutes for June 3, 2014.
2. Review of the July 8, 2014 Governing Board agenda (Information)
Dr. Hall identified that the Dean of Student Services position had been previously approved and would be removed from the agenda. The hiring of full-time counselors as temporary counselors for the summer was questioned. It was clarified that the full-time counselors are eleven-month employees and this items allows the counselors to work over their regular 199 days similar to an instructional faculty overload. Ross Steven questioned whether the appropriate division chair had been informed of the resignation of the full-time English instructor. Dr. Hall indicated that he had emailed Robert Schofield concerning the resignation. Kim Clain questioned whether the CalWorks manager had been notified of the layoff. Patrick Walton indicated that notification would occur following action by the Governing Board but also indicated that the affected individual was aware of the pending action. Ross Stevenson asked about the effective date of the Director of Child Development resignation. He was informed that the date was June 30, 2014, so the position is currently vacant. He expressed the concern that the replacement individual be receptive to the need for childcare to extend into the afternoon so that students may take the Elementary Algebra classes offered. David Corley asked if the class could be offered online? Ross responded that students enrolled in the class tend to be need one-on-one face-to-face contact with instructor available through the traditional classroom delivery of instruction. Dave Clause indicated that the CSEA sunshine proposal will be added to the agenda and the additional personnel consent items will also be added.
3. Selection of 2014-2015 Chair of Consultation Council/Strategic Planning Committee (Consultation)
Ross Stevenson suggested that Cheryl Aschenbach and Sue Mouck continue as co-chairs for the next academic year. Dr. Hall nominated Ross Stevenson.

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Ross declined the nomination. By consensus, Consultation Council accepted Cheryl Aschenbach and Sue Mouck as co-chairs of Consultation Council/Strategic Planning Committee for the 2014-2015 academic year.

Strategic Planning

1. Presentation of 2013 Human Services IPR (Information)
The 2013 Human Services IPR was presented and there were no comments.

2. Presentation of 2014 Human Resources NIPR (Information)
The 2014 Human Resources NIPR was presented. Ross Stevenson commented that although he had not read the program review, he was concerned that the document failed to address the concern that the selection process be flexible enough to assure that individuals are fully evaluated by the process. He indicated that in his opinion both the interview process and background check should ascertain any previous negative history with the institution. He did not feel that limiting the committee and supervisor to standardized questions would reach that objective. Terry Bartley suggested that the hiring manual be revisited and clarifying language be incorporated as appropriate. Jeff Lang questioned the \$60,000 HR position proposed in the program review. Dave Clausen informed Jeff that this was the same administrative assistant position proposed each of the last several years. The consensus in the budget allocation process has been that HR needs another position, but the funds have not been available

3. 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 - pulled
 - f. Independent Living Program
 - g. Kinship
 - h. Library
 - i. Student Life - pulled

Jeff Lang indicated the need for addendums or footnotes on some of the program reviews in order to provide historical context. Additionally staffing changes following the writing of the annual updates such as occurred with Auxiliary Services, should be noted. Jeff further asked why Coppervale and the Dorm are not covered in the Auxiliary Services NIPR. Patrick Walton informed him that the Dorm would be included in the Student Life NIPR update, which is



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one reason that the update was pulled from the agenda. Dave Clausen indicated that Coppervale would be done as a separate annual update. Terry Bartley questioned where the Fiscal Services NIPR was in the process? She was reminded that the Fiscal Services NIPR was presented to Consultation Council at the June meeting and should be on the July 8, 2014 Governing Board agenda.

4. Governing Board Planning Retreat on July 22, 2014 (Consultation)
*Sue Mouck reminded the group that Consultation Council has previously sent representatives to the Governing Board Planning Retreat in July specifically to present the Strategic Planning Committees recommendations concerning the Strategic Plan. She further reminded the group that they had previously agreed that the recommendation not to change the Strategic Plan would be forwarded to the Governing Board. Dr. Hall mentioned that it was important that the board be advised that the accreditation visiting team had given the college high marks for Strategic Plan. The team had been impressed with the concise format of the Strategic Plan. Previously the co-chairs and additional members have attended the planning retreat. **It was agreed by consensus that Cheryl Aschenbach, Sue Mouck and Ross Stevenson would attend.** The group was reminded that the planning retreat is an open board meeting and others could attend.*

Other:

1. Adam Runyan presented a proposal to consider CollegeWeek Live, an online format for College Fairs as a recruitment tool for next year. The hosted site provides opportunities for Web Conferences with student ambassadors as well as college staff. Last year over five hundred schools participated, mostly four-year institutions. The statistics provided by the company indicated that 97,000 domestic hits and 42,000 international hits had indicated interest in community colleges. Only a few community colleges are currently involved. When the potential students click a link the college automatically is informed. The cost is \$20,000 for the complete package (domestic and international) for one year. Ross Stevenson indicated that his questions should not be considered a rejection of the idea, but he was concerned about who would be in charge as well as where was the staff to implement? Patrick Walton indicated that the activity would fall under his area of supervision. Adam will continue in his new position with the recruiting of local high school students. He currently has student workers responding to inquiries. Current budget for students would continue and the students could be utilized as ambassadors. It was pointed out that receiving just four additional FTE generating students will return the entire investment. The company will provide hard data after one year. It was suggested that the filters for LCC should include extracurricular activities (rodeo and other competitive athletics). Adam emphasized that the recruitment efforts of the college must be a team effort. Ross

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agreed, but indicated that there still needs to be division of labor and a clear chain of command. The administration indicated that a work plan of the proposal would be forthcoming.

2. Greg Collins indicated his awareness of previous discussion concerning the removal of a deteriorating sidewalk at the front of campus. Removal of the sidewalk from the circle in front to the administration building will commence soon. The project will be funded through deferred maintenance. Terry Bartley suggested adding more directional signs.

3. Ross Stevenson took the opportunity to mention again the ugly entrance to the campus with all of the signs. He suggested that an enhanced entry to the campus is important. There was further discussion of the appeal of electronic signage.

4. Patrick Walton provided updated organization charts. Ross Stevenson questioned a full-time CNA Director. He was advised that the CNA director is a contract position previously funded at \$500 per semester. Ross Stevenson further questioned the resolution of the EMT Clinical Coordinator compensation questions. The position also receives a \$500 stipend.

5. Sue Mouck advised the group that the college should receive the letter from ACCJC in the next few days advising us of the action taken in June.

6. Patrick Walton requested that staff and faculty sign-up to work the fair. Approximately one half of the time slots have been filled.

7. The next meeting will be in the air-conditioned Math-Science building (MS-121).

Future Meetings:

Tuesday, August 5, 2014 at 1pm

Future Agendas:

1. Presentation of 2014 Distance Education/Correspondence NIPR (Information) – Tammy Robinson
2. Presentation of 2014 Community Services NIPR (Information) – Tammy Robinson
3. Presentation of the following 2014 NIPR Annual Updates (Information)
 - a. EOP&S/CARE
 - b. Student Life
4. Adoption of 2014-2015 Budget Prioritization Criteria (Consultation) (August 5, 2014)
5. Governing Board Planning Retreat on July 22, 2014 (Consultation) (July 1, 2014)
6. Discussion of process for background checks for faculty and administrative positions (Consultation) – Ross Stevenson

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7. Acceptance of AP 3550- Drug Free Environment and Drug Prevention Program (Consultation) – Vickie Ramsey
8. Presentation of 2013 Welding Technology IPR (Information) - Cheryl Aschenbach
9. Presentation of 2014 Automotive Technology IPR (Information) - Cheryl Aschenbach (July 1, 2014)
10. Presentation of 2014 Business IPR (Information) - Cheryl Aschenbach (July 1, 2014)
11. Adoption of 2015-2016 Institutional Planning and Budget Development Process Handbook (Consultation) (August 5, 2014)
12. Adoption of 2014-2015 Shared Governance Handbook (Consultation) (August 5, 2014)
13. Presentation of Planning Recommendations Spreadsheet (Information) (August)