



Consultation Council / Strategic Planning Committee 2014-2015

Administration:

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

Classified:

Jeff Lang
Carol Montgomery
Kim Clain

ASB

Glenn Razzano

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)

Those present indicated in bold

Guests: Cecelia Frohrib, Matt Montgomery

Minutes for October 23, 2014
3:00 pm in CD-119

Consultation Council

1. Approval of Consultation Council minutes for October 16, 2014
(Consultation)
By consensus, Consultation Council approved the minutes for October 16, 2014.
2. Acceptance of Health and Safety Committee Charge (Consultation)
Dave Clausen provided a copy of suggested changes to the charge provided by Philip Clark. The suggestions were provided last year, but according to Matt Montgomery did not make their way to the committee for consideration. Cheryl Acschenbach indicated that the senate would be willing to appoint faculty the committee at their next meeting. Consultation Council accepted the new campus committee with the proposed charge (attached) by consensus with the understanding that the committee will review the suggestions from Philip Clark for possible revision in the future.

Strategic Planning

1. Discussion of Potential Campus Moves Relating to Returning PSTF programs back to Campus (Consultation)
Dave Clausen indicated that there was a small group negotiation meeting including a high school board member this week. The current proposal from the high school is to charge us \$1,000.00 per month and the college pays for all utilities and maintenance. The cost of utilities and maintenance is unclear since previous bills such as electric do not show Credence separated from the remained of the high school. Conversations were reported as very collegial. Dave reiterated that we need the programs back on campus. He is looking at a one-year lease with a possibility of a one-year extension. Cheryl Aschenbach asked for an update on plans to return the programs to the campus. Greg Collins indicated that the first step is completion of the library renovation. Greg identified that he has met with the architect, who was already on-campus for the roof replacement on the dorm. He took the architect on a "walk

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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through” to discuss some of the options being considered. They are looking at both gunsmithing and fire technology to see if the programs can fit into the proposed space in the old Voc-Tech building. He is suggesting a review of the organizational charts looking at the expected staffing needs for the next five years. In response to a question from Kim Clain about whether the direction currently being considered is to return the entire Voc-Tech to instruction and move all of student services. Greg indicated that generally student services activities tend to be at the front of campuses. Even if all services are not in the same building there should be reasonable connections for students. The intent is to allow time for considerable conversation prior into making moves. The amount of time for conversation depends on whether the program must return to campus in June 2015 or at a later date.

2. Academic Services Update (information) – Tammy Robinson

a. Spring Class Schedule

Brian Murphy indicated that the spring schedule should be viewable on Monday. Fran Oberg is trying to get it printed schedule for tomorrow. Priority registration begins November 3, 2014.

b. Educational Master Plan

Academic Planning Committee has met and the EMP should be coming forward soon.

Other:

- 1. Dave Clausen indicated, that the FTE recalculation is due soon. The summer FTEs was 160. Including summer last year's FTEs are at 1590. His suggestion is to slide the summer forward in an attempt to maximize FTEs in 2014-2015, because 14-15 is the last year of our three-year restoration. Sliding the summer forward means we would report 1430 FTEs for 2013-2014. A decision will be made by executive cabinet next week.*
- 2. Alison Somerville identified that many other campuses are not charging special admit fees. She indicated that Lassen College may lose students to other colleges if we continue to charge fees.*
- 3. Dr. Hall indicated that he will bring the Tobacco Usage BP to the next meeting.*
- 4. Dave Clausen indicated that there about ten out of twenty copy machines on campus, which need to be replaced. He is checking on cost. The plan is to lease replacement machines.*

Future Meetings:

Thursday, October 30, 2014

Thursday, November 6, 2014



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Future Agendas:

1. Accreditation March 15, 2015 Follow-up Report Update (Information) – Sue Mouck
Presentation of draft EMP (Consultation) – Dr. Robinson – October 23, 2014
2. Chapter 3 Board Policies and Administrative Procedures (Consultation)
 - a. BP 3050 Institutional Code of Ethics and AP 3050 Institutional Code of Ethics
 - b. BP 3570 Smoking on Campus and AP 3570 Smoking on Campus
 - c. BP 3715 Intellectual Property and AP 3715 Intellectual Property
3. Presentation of 2014 Community Services NIPR (Information) – Tammy Robinson
4. Presentation of 2013 Welding Technology IPR (Information) - Cheryl Aschenbach
5. Presentation of 2014 Automotive Technology IPR (Information) - Cheryl Aschenbach
6. Presentation of 2014 Athletics IPR (Information) - Cheryl Aschenbach
7. Presentation of 2014 Distance Education NIPR (Information) – Dr. Robinson
8. Presentation of the following 2014 Student Life NIPR Annual Updates (Information)
– Patrick Walton



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Health and Safety Committee

Open and uses voting by majority decision-making processes

Charge:

- Study, review, advise and recommend regulations and procedures relating to the safety and security of persons and of district facilities.
- Review safety, health and environmental issues that affect the campus.
- Advise the Director of Facilities on safety issues
- Make recommendations regarding campus emergency procedures and training
- Make recommendations regarding parking and traffic control.
- Make recommendations regarding hazardous waste management.
- Make recommendations regarding equipment and other issues affecting classroom safety.
- Assist and support college planning process as needed or requested.
- Receive reports about unsafe conditions and direct them to the appropriate department along with any recommendations.
- Review student accident reports, police statistical reports for the campus, and staff accident reports in order to help identify unsafe work practices and/or campus conditions and suggest possible remedies to the appropriate department(s).
- Make recommendations regarding campus emergency procedures.
- Encourage input and feedback from all individuals with regard to campus safety related ideas, problems, and solutions.

Structure:

- 1 administrator
- 3 faculty representatives appointed by the Academic Senate
- 2 confidential/management representatives appointed by the management group
- 2 classified representatives appointed by CSEA
- 1 student representative appointed by ASB

Quorum:

- A quorum, consisting of one member from each of three of the five constituencies (administration, classified, faculty, management, student), shall be required to conduct business.

Chair:

Elected by the committee at the first meeting in the fall semester.

Reporting: Reports to the Consultation Council/Strategic Planning Committee.
Approved by Consultation Council