



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: Codi Mortell

Minutes for November 20, 2014
3:00 pm in CD-119

Consultation Council

1. Approval of Consultation Council minutes for November 6, 2014
(Consultation) *By consensus, Consultation Council approved the minutes for November 6, 2014.*
2. BP 3570 Smoking on Campus and AP 3570 Smoking on Campus
(Consultation)
Robert Schofield asked who would enforce the policy. Dave Clausen articulated that Consultation Council previously had indicated that enforcement is everyone's responsibility. Cheryl Aschenbach stated that compliance will never be one hundred percent. Jeff Lang indicated that often on other community college campuses tobacco products are banned or very limited smoking (tobacco products) areas are established. No smoking (tobacco products) or designated areas are easier to enforce. Consultation Council members were encouraged to take the BP back to offices and governance groups and make sure people are aware of it. It will be on a future agenda, and people are encouraged to come share concerns or support for it.
3. Website Update (Information)
David Corley indicated that the Portal is up and running. Students are contacting IT for password information. The hope is that student email will be used more. The opportunity for training was questioned. Suggestions included training in the Learning Center or tutorial on the website. Identification of who has posting authority has occurred. There was also discussion about how the portal can be used to share information and announcements in lieu of email.
4. Document Imaging Update (Information)
David Corley identified that "Document Imaging" has been in discussion for a long time. With the launch of the portal, he will have more time to work on "Document Imaging." Currently, various vendors are being investigated. Dave Clausen identified that agreement has been reached to lease (5 year) eleven new copy machines. The machines have imaging and scantron capacity. The

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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machines can apply barcodes to exams for tracking performance. The machines should arrive in about two weeks. Possibilities include ability to scan to thumb drives and the "Cloud." Cheryl Aschenbach asked if there is still institutional support to use Title III money to support the "Document Imaging." Consultation Council was in agreement.

5. Facilities Planning Update (Information)

Greg Collins updated Consultation Council on the Library remodel. The project is planned for two stages. He is working on budget. The first phase is to get the space useable (carpeting, furniture, bringing upstairs railing to code). The second phase will be to fix the environment, lighting, temperature and air flow. Greg thanked Jeff Lang for the great job he has done on repairing the walkway in front of the library. Speed controls will be added to the gymnasium parking lot during spring or summer. Dave Clausen identified that there are ongoing problems with facility use particularly the gymnasium. Many outside groups have high expectations for use of the facility and groups do not want to pay for the cost of repairs and maintenance of the facility. He stated that there will undoubtedly be complaints heard from some of these groups. Greg Collins identified that there has been a lot of late night use of the gymnasium. They are looking at ways to protect the facility. One area will be changing the key codes to block or better track usage. Dave Clausen extended his appreciation to Codi Mortell for her efforts working with facilities use. Dave Clausen indicated that he has received another proposed lease agreement for the Public Safety Training Facility. The high school has stated that the college needs to sign the lease or leave the facility by June 2015. The lease date start of January 2015 is unacceptable, so we are trying to get the date changed to June when the current lease ends. The new lease proposal is for \$1,000/month plus all utilities (separated from the high school) for one additional year (2015-2016).

Strategic Planning

1. Draft 2015-2020 Student Services Master Plan (Information)

Patrick Walton presented the SSMP draft with the recognition that it is a draft. The committee will still be working on including some language about SSSP and Student Equity Plan funds and how they are being used.

2. Draft 2015-2020 Institutional Effectiveness Master Plan Update – Brian Murphy

In Brian's absence, Terry shared that the committee has been meeting and developing the plan. The committee is scheduled to meet again on December 2 after which time the plan will be brought to Consultation Council.



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Other:

Terry Bartley asked whether anyone had seen the Chancellor's Office announcement of schools interested in offering BA degrees. There was some concern that we hadn't put Lassen on the list. Even though there are good reasons why we didn't right now, it may be something we begin talking about now so that if a second round of applications is possible in the future we might be positioned to apply.

Adjourned at 4:13pm

Future Meetings:

Thursday, December 4, 2014

No meeting - Thursday, December 11, 2014

Future Agendas:

1. Discussion of Potential Campus Moves Relating to Returning PSTF programs back to Campus (Consultation) – Dave Clausen
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 3715 Intellectual Property and AP 3715 Intellectual Property
3. Presentation of 2014 Community Services NIPR (Information) – Tammy Robinson
4. Presentation of 2014 Athletics IPR (Information) - Cheryl Aschenbach
5. Presentation of 2014 Distance Education NIPR (Information) – Dr. Robinson
6. Presentation of the following 2014 Student Life NIPR Annual Updates (Information) – Patrick Walton