



# Consultation Council / Strategic Planning Committee 2016-2017

## Administration:

Dr. Terri Armstrong  
Dave Clausen  
Dr. Marlon Hall  
Brian Murphy  
Patrick Walton

Karissa Morehouse

Guests: Jon Herring, KC Mesloh, Glen Yonan, Michell Williams, Amy Langslet

## Classified:

Jeff Lang  
Carol Montgomery  
Kim Clain

## ASB:

Jacob Hibbits

## Faculty:

Cheryl Aschenbach  
Colleen Baker  
Carie Camacho  
Cory Kouko  
Alison Somerville  
Rose Steverson

## Management:

Terry Bertles  
Eric Imrie  
Dave Corley (HRP)  
Vickie Ramsey (HRMP)  
Greg Collins (BMB)

Agenda for February 8, 2017  
3:00 pm in CD-119

Call to order: 3:04pm

## Consultation Council

1. Accept minutes from January 18, 2017 meeting (Governance)  
*Acceptance by consensus*
2. Academic Services Update (Information) – Dr. Terri Armstrong  
*Finalizing Accreditation mid-term report with feedback received from all areas on campus*
3. Update on new funding for new athletic director position (Information) – Dr. Hall/Dave Clausen  
*The district has hired an Interim Director of Athletics but it would need to be included in the EMP and prioritized into the budget process to make it a permanent position. The position is currently being funded from budget savings in Academic Services.*
4. Review of February 14, 2017 Board agenda (Information) – Dr. Hall  
*No questions or comments*
5. Adjust budget allocation for vacant Institutional Research Analyst from 90% categorical/10% general fund to 50% categorical/50% general fund (Governance) – Brian Murphy  
*Brian would like to propose this adjustment to the analyst position so the person would not be limited primarily to categorical duties. Budget savings from this year can cover the position temporarily but needs to go through budget process to become permanent. Agreement by consensus*

## Strategic Planning

1. Accept updated draft Educational Master Plan (Governance) – Dr. Terri Armstrong  
*Some positions were moved in the priority order. Growth in health occupations and Fire Science moved their items up. The Librarian position (replacement) was added to the staffing list. Intention of some of the faculty positions is to consider both prison and on campus resulting in full time positions. The faculty positions listed in the EMP as originating from the Humanities IPR are*

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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*inconsistent – the Humanities IPR included a full-time English instructor for on-campus, not incarcerated education, and only included a part-time foreign language instructor, not full-time. Should there be a separate program review for the incarcerated face-to-face program? The response was “no”, but more communication with the departments that can be affected by the prison program should be encouraged. There is a disconnect with incarcerated program and campus. There needs to be better communication with the rest of campus regarding this program. Suggesting to move coordinator position paid by grant (which end in May) to director full time position to general fund and to serve all prison programs. Federal prison (Herlong) and jail will be included in the director position. We need to purchase books for incarcerated population, as we do not serve students on campus in the same way. We do offer free books through our EOPS program and lending library for our on campus students, but those services are only available to students who are eligible under specific categorical criteria.*

*There were also questions about the need to replace wrestling mats since that was done during summer two years ago without going through the budget process. Apparently those were competition mats, and now the practice mats need replacement. We have always only had one set of mats and would like a second set for practice.*

*There was consensus that items in EMP will go into prioritization next week.*

2. Accept HR NIPR Annual Update (Information) – Vickie Ramsey  
*Presented and no questions*
3. Budget update (Information) – Dave Clausen  
*January budget: The state is in trouble, potentially millions behind. Wait for the May revise. We are going to budget with caution due to this issue.*
  - a. *1.84 COLA*
  - b. *DSPS, EOPS, CalWorks raise funding,*
  - c. *growth for next year (if at cap increase over cap, you can go up 1.34%) we are not liking be in a growth mode,*
  - d. *23.6 million base increase that goes to our general fund,*
  - e. *\$70-100,000 increase for us, make up for lag in COLA in the past, making up for retirement increase, increase cost for Canvas, one time money for online cloud, Facilities one time equipment program- we will get some money*
  - f. *Additional prop 39 one time funds*

*Our “right sizing” seems to be 1500 to 1550 FTE but we were built for 1700. We are setting our new FTE calculation. We are down \$157,000 but we have*



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*new things happening (i.e. inmate education, nursing, etc.) If we hold at 1500, it would hurt us and cuts would need to be made.*

*Contingency rollover hurt us because we did not have a plan. As a result, the 1.7 million is included in the fund balance. Actual 22-24% reserve range without the contingency funds included. The state asks for a 5% reserve. The district likes to have a 15% reserve. The CPA says 4 months of salary and wages is adequate.*

*Dave will send an updated monthly report out to everyone, just needs to confirm correct copy.*

4. Overview of budget prioritization process (Information) – Cheryl Aschenbach

*Prioritization spreadsheet will be updated for next meeting. Please keep in mind the institutional needs and not our own. The goal is to get the spreadsheet completed early, distributed for each member to review and prioritize prior to meeting. We used contingency funds last year to cover some positions so we will need to revisit those items and determine if they should be carried over and how. We can also update the fixed costs. The state is looking at adjusting the PERS rate. We were aware that of this upcoming issue and have set aside funds. Terry might need help to think of all fixed costs (i.e. increase in Datatel, Title 3 to use SSSP funds?, etc.)*

## Accreditation Steering

1. Approve Accreditation Midterm Report and forward it to the Board for submission to ACCJC (Governance) – Aschenbach/Somerville  
*Narrative is 99% done and there might be just a few additions. We will review for grammar, formatting, etc. Hyperlinking will be done later.*  
*Approved by consensus*

## Other (Information Only – No Action)

- *Karissa and Brian completed The Promise Grant application. This grant could help us create a more “college going” culture in Lassen and Modoc County. \$15 million has been allocated for that program. It is a very competitive grant. We have a tremendous need but we are small. We should be notified by Friday if we have received the grant. It is a 26-month grant and pairs well with the TRIO grant that we applied for as well. We will receive notification this spring if we were selected.*
- *Kory: Concerned with nursing facilities not being done on time. Design has been changed three times, other items on campus have pulled staff away from the project, and could not contract out without architectural plans. Fell short of*



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*budget to hire the other positions they planned for last year. We need to work together to provide solid student programs.*

Requests for Future Agenda Items

Adjourn: 4:29pm

Future Meetings:

Wednesday, February 15, 2017 at 3pm in CD-119

Wednesday, March 1, 2017 at 3pm in CD-119

Future Agendas:

1. Potential policies regarding camera and video use on campus.
2. Enrollment update and broad discussion about potential enrollment opportunities.
3. Accept draft Institutional Effectiveness Master Plan (Governance) – Brian Murphy
4. Accept draft Facilities Master Plan (Governance) – Greg Collins
5. Accept draft Human Resource Master Plan (Governance) – Vickie Ramsey
6. Approve and forward BP 3715 Intellectual Property to the Board; approve AP 3715 Intellectual Property (Consultation) – Cheryl Aschenbach