



Consultation Council / Strategic Planning Committee 2017-2018

Administration:

Dr. Larry Buckley
Dave Clausen
Dr. Marlon Hall
Patrick Walton
Karissa Morehouse

Classified:

Jeff Lang
Carol Montgomery
Matt Montgomery

ASB:

Jacob Hibbs

Faculty:

Cheryl Aschenbach
Barbara Baston
Carie Camacho
Kory Konkol
Alison Somerville
Garrett Taylor

Management:

Terry Bertles
Eric Imrie
Dave Corley (PT)
Vickie Ramsey (HRMP)
Greg Collins (PMT)

Visiting: Carrie Nyman, Andy Rapley, Shar Murphy

Minutes for November 1, 2017
3:00 pm in CD-119

Call to order

Meeting called to order at 3:01pm.

Accept Agenda for November 1, 2017.

Consultation Council

1. Approve Previous Meeting Minutes for October 17, 2017
Approved by consensus.
2. Elect Consultation Council Chair(s) for 2017-2018 (Consultation)
 - a. Patrick clarified that someone has applied to be the Accreditation Chair, which does not automatically make them the chair for Consultation Council. However, in the past they have served on both.
 - b. There were no other volunteers - tabled for next meeting.
3. Update on Budget Prioritization Criteria- Dave Clausen
 - a. Dave brought a list of changes that were made by the committee to be approved by the council. It was explained why Statutory Mandates must remain in the #1 position and Regulatory Mandates must be #2. Often Regulatory Mandates are not made known until the last minute and they require documentation to validate that it is regulatory.
 - b. Health & Safety –Dave explained that we have a lot of trip and falls on campus. It is our number one workman’s comp claim. Is it an emergency? Probably not – but it goes to the Health and Safety Committee to prioritize. In some cases, there are emergencies that must be prioritized. Terry pointed out that we need to start making sure that a lack of planning isn’t then rewarded by turning it into an emergency and having it prioritized.
 - c. Dave said these items are not ready for adoption. The committee will be meeting again on the 7th if anyone has things they would like to add.
4. Update on Grant Funded Account Tech III – Karissa Morehouse
 - a. Karissa is asking to prioritize this position. As of right now we have over 1.5 million in grant funding that we are managing, not including

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.



Consultation Council / Strategic Planning Committee 2017-2018

AEBG and USDA. We are looking at 2-3 million dollars that we are trying to manage. She would like request a discussion about prioritizing the Account Tech III position and moving it up in the list. It is essential in order to properly manage and ensure we are in compliance in regards to grant funds. She explained that 2% of the salary would be out of the general fund, thus allowing this person to work on the needs of the department. The other 98% would be from grant funding.

- i. She explained that they would divvy up the 98% into different grants as follows:
 1. AEBG about 50%
 2. SSSP about 25%
 3. The remaining 25% - Equity, USDA, IEPI, BSI, other and 2% general fund. These will likely change yearly or more frequently, but will be replaced by other grants coming down the pipeline (example: HIS, Title 3, Guided pathways, etc).
- b. Dave asked if there are other positions that have been brought forth from those grants that this would be in competition with? Is it bumping any of the positions from integrated planning? Patrick explained that we have other grant funded positions but this does not compete with those. Dave stated then it would just be a matter of looking at the institutional effectiveness.
- c. Andy expressed concerns if the Account Tech III is working more than the 2% paid by general fund. Dr. Hall said the supervisor would need to closely monitor how the position is spending their time and ensure it is in accordance with those percentages. It is pointed out that these hours will be looked at during audits.
- d. Terry asked what will happen if the grant money runs out? Will it be absorbed by the general fund eventually? It is explained that there is no anticipation in the next 5yrs that our grant funding will change that drastically. Karissa explained that using these percentages is the most effective way to keep the position sustainable while moving forward. This way it is much easier for the position to be absorbed into other grants and not lose the position.
- e. Having this position will allow us to continue to pursue more grant funding. Currently we're at a standstill until we are able to manage the grants.
- f. Dave explained that we have room in the budget to cover the 2% from the two months we didn't have the payroll position filled.

Council approved to move forward with the Account Tech III.



Consultation Council / Strategic Planning Committee 2017-2018

5. Update on General Fund Account Tech I – Dave Clausen
 - a. Dave explained that there is an employee who is out currently and will be retiring soon. Terry said that they have a substitute now because they are desperate. While the sub is helping Susie, no one is taking over Nancy's duties and doing collections for students. Dave said that they can hire a temp but it would make more sense to hire another full time Tech I. This way there would be an overlap until Nancy retires at the end of 2018, but this way Nancy would have the opportunity to transfer her knowledge to the new Tech I.
 - b. Garrett suggested that to approve this we need something in writing from Nancy stating when she would be retiring. If she doesn't retire, then we have hired a permanent position and it would cause issues.
 - c. Terry stated they will keep the sub until they can have that conversation with Nancy.

Strategic Planning

Other (Information Only – No Action)

- Dr. Buckley wanted to talk about the timing of the Education Master Plan. He discussed program reviews and how they feed into the EMP. Many NIPRs are not done, making it very difficult to make an accurate EMP. The chairs have decided that things that are in past program reviews may still be relevant, however they do not want to reward those who haven't done their program reviews. Therefore, those reviews that are past due, will be considered but secondarily to those that were finished on time. It doesn't mean that those turned in on-time will receive everything, just that they will have some priority. He will be sending out an email to inform everyone. Patrick said they may use the same process with the SSMP. He explained that it is not a punishment, more so a reward for those who get them done on time.
 - Carrie asked if we will do an orientation on NIPRs. She said some people may not have them done because they need guidance and are not good writers.
 - Dr. Hall acknowledged that there had been some issues in the past where the format changed and they were told to transform to the new format, but it didn't get done.
 - Patrick stated that sometimes the reason things are late is because they don't have anyone to write a program review, but other times it is chronic people who are always late
 - Kory brought hiring people who do the NIPRs. All we have to do is give them the information and they enter it into the forms correctly.
 - Dr. Buckley said only a couple institutions don't have annual updates. Most have this as an annual event and they have staffing assistants to



Consultation Council / Strategic Planning Committee 2017-2018

- help with it. He explained the Stanford model where they cut the budget off the top 5% across the board. They decide whether to give it back or award based on your program review
- Karissa explained that from the categorical side, a lot isn't applicable to them and there seems to be a disconnect. Karissa wants to make sure there is data in the NIPR so it can be used as an actual planning document. This could be used to measure where we are and where we want to go.
 - Greg talked about wants vs. needs. The reviews that are coming up this year seem to get priority and those that aren't due now get put on the back burner
 - The issue of lack of incentive when they are not affected by funding was discussed. There needs to be a balance in uniformity and purpose – find equitable not equal forms.
 - Patrick stated that we did bring up hiring someone to help in the past, but we did not prioritize that position. If this continues to happen, maybe it's not as important as we think.
 - Dr. Hall –Governance Training
 - Dr. Hall asked for possible presentation dates and would like suggestions from the council. Andy suggested doing it on a flex day. It was agreed that it would be helpful to know how long the training would be before picking a date. Dr. Hall will find out how long it will take and then ask via email about times and dates that would work for everyone.
 - David Corley said they will be launching the new website mid-November, right around the same time as registration
 - Dave Clausen says that a webmaster was added into the IT master plan.

Requests for Future Agenda Items

Adjourn

Meeting adjourned at 3:54pm.

Future Meetings:

Future Agendas:

1. College marketing – conversation regarding needs, possible approaches, expected outcomes, potential costs, and more (Consultation) – Dr. Hall
2. Potential policies regarding camera and video use on campus.
3. Enrollment update and broad discussion about potential enrollment opportunities.

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.