



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 Hibbits

Faculty:

Cheryl Aschenbach
Barbara Boston
Carie Camacho
Kory Koukol
Allison Somerville
Garrett Taylor

Management:

Terry Bartles
Eric Inrie
Dave Corley (FMP)
Vickie Ramsey (HRMP)
Greg Collins (FMP)

Guest: Tara Bias (minutes), KC Mesloh, Glen Yonan, Melissa Hill for Vickie Ramsey, Bridget Gowin

Minutes for April 18, 2018
3:00 pm in CD-119

Call to order
At 3:02 pm

Consultation Council

1. Approve Meeting Minutes for April 11, 2018 (Consultation)
*Minutes approved with one revision; they'll be presented as an information item at the next meeting. **Approved by consensus***
2. Approve Annual Evaluation Surveys (Consultation)
Cheryl explained that annual evaluation surveys go out to constituent group leaders, planning committee chairs, and to individuals. The three surveys are all due by May 11, 2018. **The 2018 budget & planning process evaluation surveys were approved by consensus**

Strategic Planning

1. FMP-revised (Information) – Greg Collins
Since the FMP wasn't previously in the proper format, updates were made and items were listed so they are easier to read.
2. Budget prioritization (Consultation)– Cheryl Aschenbach & Karissa Morehouse
You will be able to view Master Plans live on portal under "My Team" soon. Karissa has a question about the status "to be completed", what does that mean? David C. says that it means they need to be completed this year (2017-2018). We need to check on items that say, "to be completed" to see where they are in the process. Should annual NATEF certification renewal continue to need approval via budget request since we already agreed to pursue NATEF certification? No. Now it will be listed as a fixed cost and not have to be negotiated any longer. Secure record storage has been on here maybe three years, what is the status with it? David Corley said that he thinks it is limited because of document imaging. Greg mentioned some items might have to have a paper copy for a certain number of years.

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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*The first sheet being prioritized is one time funds. Column L shows priority number. First priority item is to replace and remodel the CDC playground equipment and area. The next three items are all together because they are related. If we have the completion of the dorms in this year's budget (line 7), why is it on next year's budget? Because dorm funds roll over and the work on the dorms will happen past this June. The \$129,000 for the dorms is only for the items listed on this form to be fixed (Dorm- Completion of Recreation Room/Public Restroom/Main Entry/Stairs). The USDA Classroom (line 8) needs to have the budget added. David C. Said the budget amount to add is \$20,000. This list is only prioritized through priority number 8. Question on the M&N remodel (line 9)... This year and last year's budgets are different. The \$20,000 is a soft cost to pay for engineering and designing, not actual construction. Looking at staffing priority, line item number 2 (FT nursing instructor) is part of part of line item 3 (faculty position carryover). They are not separate. Academics will have to make the call on if we are adding another biology position. Should these positions be documented in the EMP for prioritization? Yes. Any questions on the positions that are on here? Yes, Human Service position is not listed on there. For the item to Convert 1 Information Tech Specialist II to an Information Technology Specialist III (line 10), is the \$1,500 annually correct? HR will double check the numbers but they do believe it is correct. It is the difference between ITS II being payed out of class compared to an ITS III. It is mandated from the state, so does it need to be moved higher than 7 in priority to get it done quickly? A&R might also have the same issue and it is not on here. If it is effective July 1, 2018, should we get in touch with A&R? No; it is not going to effect the budget. Cheryl is concerned with the mental health coordinator having such a low priority on the list. She feels it should be a higher priority. We have \$40,000 AEBG funds for 2017-2018. All positions that are grant funded should say they are grant funded and the position is contingent on the grant. Alison agrees with Cheryl that it needs to go to a higher priority. Line 6 and 8 are on the table to be swapped in priority. So Human resource tech and mental health coordinator swap priority positions. Are there any objections to the swap? **No objections to the swap by consensus.** Are we able to serve the students we have on campus well now with our academic counseling? If not, should the Counselor- additional Incarcerated Counselor position (line 13) be a priority over the Additional Outreach Coordinator (line 12)? We need to take the strategic enrollment plan and expand on it. We need to add the staffing requirements and "what it looks like for Lassen College"? Does it meet our goals, mission and vision? Where does it point us? Where are we going as a college? These plans need to be mapped. Can we have some of these richer conversations at these other meetings? The Marketing position (line 9) might help relieve the task of the current outreach coordinator, so it justifies moving the additional outreach coordinator position*



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*to a lower on the priority list and putting the additional Incarcerated Counselor higher in priority. Do we move the Incarcerated Counselor position up higher on the priority list and bump the Webmaster position (line 7) to a lower priority? Suggested that Webmaster position and Marketing PIO position both become a priority 6 and look into seeing how these jobs overlap if only hiring one position and offering more training to our current webmaster. Incarcerated Counselor will become #4 in priority and everything else will stay the same. **Agreed by consensus.** Matt M. stated that back in 2011-2012 Jennifer Tupper was hired as an ISS 1. When Mary retired, Jennifer applied and was hired for her position ISS 3. We never covered the ISS 1 position and we are needing another library tech. We need to look at this because it is a problem and needs attention quickly. Matt and Dr. Hall feel that this needs to be a priority. Line 19 needs to be switched to ARC and not library.*

Accreditation
None

Other (Information Only – No Action)

Next Wednesday is the Governance-Collegiality in Action meeting. Please encourage everyone to come especially your newer employees. Please fill out the survey. Contact Tara Bias if you will be attending so she can order enough food.

Requests for Future Agenda Items

Adjourn

Meeting adjourned at 4:26 pm

Future Meetings:

Wednesday April 25 Governance Visit 1:00-3:00 (lunch 12:00-1:00)

Wednesday May 2 next Consultation Council

Future Agendas:

1. College marketing – conversation regarding needs, possible approaches, expected outcomes, potential costs, and more (Consultation) – Dr. Hall
2. Enrollment update and broad discussion about potential enrollment opportunities (Consultation) – Dr. Buckley