

Consultation Council/Strategic Planning Committee Minutes
January 13, 2011

Present

Dr. Irving Berkowitz (Dean of Instruction)	Monica Cochran (Public Relations)
David Burris (Exec Director-HR)	Phil Horner (classified)
Kayleigh Carabajal (Exec Director-IR)	Sue Mouck (Accreditation Liaison -faculty)
Dave Clausen (Exec Director –Fiscal Services)	Cary Templeton (Dean of Student Services)

Absent

Cheryl Aschenbach (AS-faculty)	Dr. Doug Houston (President)
Terry Bartley (management)	Jeff Lang (classified)
Shelly Baxter (management)	Logan Merchant (Chair/IT Planning)
Sandy Beckwith (Lead Counselor –faculty)	Carol Montgomery (classified)
Carie Camacho (Div Chair -faculty)	Eric Rulofson (Chair/ Facilities Planning)
Toni Gomez (ASB)	Brian Wolf (Div Chair –faculty)

Guest

Matt Levine (management)	Ross Stevenson (faculty)
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In the absence of a quorum, the informational meeting began at 2:50 pm.

Strategic Planning:

1. State and College Financial Status Update (Information) –

David Clausen provided an overview of the proposed state budget and impact on Lassen College. The Governor's budget released on January 10, 2011 proposes a 400 million dollar (6.4%) cut in apportionment funding for community colleges in the 2011-2012 year. The 400 million dollar cut is contingent upon the voters approving an extension of current taxes for the next five years in a special election to be held in June 2011. If the election is not held or the voters do not approve the extension then community colleges can expect an additional cut of 500 million dollars or another 5-7% cut to the Lassen College budget. The budget proposal also includes an increase in enrollment fees from \$26 per unit to \$36 per unit. In the first case scenario, the 5% cut used in developing the 200-2011 budget for Lassen College has positioned the institution well to deal with the proposed 6.4% reduction. In the event of a 12-13% overall reduction, significant cost cutting measures will need to be implemented. Additional issues in the proposed budget include a potential deficit coefficient, which would decrease the amount of money received by community college for each FTE. In 2003-2004, the apportionment per FTE was \$4,948.00. Apportionment per FTE has risen to \$5391.00 in 2010-2011. A return to the apportionment level in 2003-2004 is being considered. Information on the deficit coefficient should be available in mid-February. There is also discussion about changing the census date, which would be detrimental to community colleges. Recently the expected property tax revenues have been over estimated and the estimated tax revenues are withheld from the apportionment payments. There has not been any backfill of the difference. The budget also includes an additional deferral, which will contribute to cash flow issues. It is expected that the economic crisis will result in upwards of 350,000 unserved students at community colleges in California. Lassen College is currently utilizing 1807 FTEs for planning purposes. This number includes actual FTEs from last year plus an addition 15 FTEs in restoration and 35 FTEs in growth.

Consultation Council:

1. Spring Enrollment Update (Information)

Kayleigh Carabajal provided an update on enrollments for Spring 2011. As of January 10, 2011 (eight days prior to the start of the semester), there are 6990 total enrollments from a headcount of 2262 students. The enrollment process for incarcerated students was changed this semester so that the majority of incarcerated students have already been enrolled (1099 students). Over the last three spring semesters the number of incarcerated correspondence students has increased (2009 – 367, 2010-965, 2011 – 1099) while the number of non-correspondence (traditional and online) students has decreased.

2. Non-Resident Tuition (Information)

David Clausen identified that the non-resident fee needs to be approved by the Governing Board prior to February 1 each year. Usually the fee is set each January after the statewide data from the Chancellor's Office arrives. In the future discussions will occur in December for Governing Board approval in January. Historically, the fees at Lassen College have been based on remaining competitive with regional colleges hence waiting for statewide data is not required. The administration is recommending keeping the non-resident fees at \$199.00, the same as last year. The analysis (attached) shows that last year Feather River charged \$220, Shasta charged \$193 and Siskiyou charged the same as Lassen \$199.00.

3. Personnel Update (Information)

David Burris advised the group that the hiring process for the positions for Library Director and Accounting Technician II are moving forward. All other positions are under review in light of the current state budget situation. Letters advising applicants of the review are being sent out from the Office of Human Resources. Mr. Stevenson suggested that the language in the letters should more accurately convey the current situation. Identifying that the positions are currently under review did not clearly communicate that the applicants should be looking elsewhere for employment.

Other:

Mr. Stevenson ask about the status of the agenda item on the over expenditure of Cougar Works, previously listed under future agenda item. Ms. Mouck informed him that the item had been rescheduled for February 3, 2011 and had inadvertently fallen off the future agenda list. It was also identified that there will be no Cougar Works funding for student employment during the Spring semester although Federal and CalWorks funding is still available. Mr. Templeton stated that the Cougar Works program will be evaluated during the spring semester now that the initial semester has been completed.

The meeting adjourned at 3:30pm

Future Agendas:

1. **Consultation Council/Strategic Planning Meeting Schedule (Consultation)– Spring 2011- January 20, 2011**
2. **Draft Accreditation Midterm-Report due March 15, 2011 - (Consultation) - January 20, 2011- Sue Mouck**
3. **Acceptance of Draft 2011-2016 Educational Master Plan (Consultation) - January 20, 2011– Dr. Berkowitz**
4. **Human Resource NIPR (Information) – January 20, 2011– David Burris**
5. **Community Services NIPR (Information) - January 20, 2011-Drs. Irving Berkowitz & Kayleigh Carabajal**
6. **Fiscal Operations NIPR (Information) – January 20, 2011- Dave Clausen**
7. **Auxiliary Services (Bookstore) NIPR (Information) – January 20, 2011– Dave Clausen**
8. **Civility – Students and Staff (Consultation) – January 20, 2011- Dr. Houston**
9. **Second Quarterly Update on Progress on Annual Action Plans 2010-2011 – January 20, 2011- Planning Committee Chairs**
10. **Campus Emergency Notification System (Consultation) - January 20, 2011- Dr. Kayleigh Carabajal/Eric Rulofson**
11. **Review of February 8, 2011 Governing Board Agenda (Information) - January 27, 2011Dr. Houston**
12. **Student Work Study Allocation (Information) – February 3, 2011- Dave Clausen/Cary Templeton**
13. **Prioritized Lists of Budget Requests due from each Area Dean/Director (Consultation) – February 3, 2011**
14. **Acceptance of Accreditation Midterm-Report due March 15, 2011 - (Consultation) – February 24, 2011- Sue Mouck**
15. **Review of March 8, 2011 Governing Board Agenda (Information) - February 24, 2011- Dr. Houston**

<u>COLLEGES:</u>	<u>Expense of Education 06-07</u>	<u>FTES*</u>	<u>Expense per FTES</u>	<u>Actual Cost</u>	<u>Nonresident fee 08-09**</u>
Lassen	\$12,551,537	1,538.00	\$8,161	\$284	\$183

<u>COLLEGES:</u>	<u>Expense of Education 07-08</u>	<u>FTES*</u>	<u>Expense per FTES</u>	<u>Actual Cost</u>	<u>Nonresident fee 09-10**</u>
Lassen	\$12,626,310	1,363.30	\$9,262	\$322	\$190
FRC	\$11,534,435	1,657.84	\$6,958	\$242	\$194
Shasta	\$42,935,867	7,719.53	\$5,562	\$193	\$193
Siskiyou	\$17,488,391	2,571.30	\$6,801	\$236	\$199
Statewide Average	\$6,735,730,877	1,233,810.00	\$5,688	\$190	

<u>COLLEGES:</u>	<u>Expense of Education 08-09</u>	<u>FTES*</u>	<u>Expense per FTES</u>	<u>Actual Cost</u>	<u>Nonresident fee 10-11**</u>
Lassen	\$12,312,994	1,614.87	\$7,625	\$265	\$199
FRC	\$13,704,146	1,933.30	\$7,088	\$246	\$220
Shasta	\$43,384,447	8,103.24	\$5,354	\$186	\$193
Siskiyou	\$17,423,643	2,828.82	\$6,159	\$214	\$199
Statewide Average	\$6,903,979,351	1,313,192.01	\$5,257.00	\$183	

<u>COLLEGES:</u>	<u>Expense of Education 09-10</u>	<u>FTES*</u>	<u>Expense per FTES</u>	<u>Actual Cost</u>	<u>Nonresident fee 11-12**</u>
Lassen	\$12,891,148	1781.98	\$7,234	\$254	\$199
FRC	\$13,133,224	1797.2	\$7,308	\$257	
Shasta	\$41,848,549	8238.02	\$4,983	\$175	
Siskiyou	\$17,786,246	2603.09	\$6,432	\$226	
Statewide Average	\$6,572,810,163	1,309,138	\$5,287	\$176	

* Includes FTES for resident, nonresident, credit, noncredit and apprenticeship.

** Does not include a \$26 state tuition fee.