



# Consultation Council / Strategic Planning Committee 2012-2013

Administration:

Dr. Marlon Hall  
**Dave Clausen**  
**Sue Mouck**  
**Patrick Walton**

Classified:

**Jeff Lang**  
Carol Montgomery  
**Tami Wattenburg**  
ASB  
Robert Lopez

Faculty:

**Cheryl Aschenbach**  
**Colleen Baker**  
**Carie Camacho**  
Ross Stevenson

Management:

**Terry Bartley**  
Vickie Ramsey (HRMP)

Planning Committees

**Eric Rulofson (FMP)**

Those present in bold.

Guests: Shelly Baxter, KC Mesloh (for Carol Montgomery)

Minutes for March 18, 2013

1:30 pm in CD-119

Meeting called to order at 1:31pm

## Consultation Council

1. Nursing Program Update (Information) – Sue Mouck

*Sue informed Consultation Council that discussions have been held with the Board about the struggles with the LVN program. We have not been able to recruit or hire a director. The position has been flown for at least two years. Monna Walters is currently the director, but she originally agreed to do it on a temporary basis years ago. Although we recently hired a nursing instructor, we only had two applicants and one withdrew at the close of the process. With 24 students currently in the program, we have had problems keeping it staffed with enough faculty (PT and FT). At this point, unless we can hire more adjunct instructors and hire a director, Sue is advising the Board that we cannot continue the program once the current class finishes. Additional challenges include facility costs, equipment costs, quality of education, and overall cost of the program (for 20-40 FTES benefit). On the positive side, we currently have twelve people enrolled in ED1 Tools for Teaching which is a requirement for all nursing instructors; this could be a sign that we could have more adjunct LVN faculty in the future. But, none of the twelve have submitted an application, and if they don't then we don't have adequate staff for the summer LVN schedule. It was suggested that if we cannot continue the program, then we need to very proactively market the fact that we have the prerequisites for programs, a CNA program, EMT and other HO-related courses.*

2. Human Resources Update (Information) – Dave Clausen

*Interviews pending for Academic Counselor (3/20), Dean of Instructional Services (4/2), and Director of Institutional Effectiveness (4/10). Admin assistant II – Counseling has been decided and hiring is proceeding. We've hired the English and Reading/Basic Writing full-time tenure track positions (Eric Neuenfeldt and Jessica Green approved by Board 3/12). Executive VP applications are being scored. Child Development meal coordinator, auxiliary services manager, outreach coordinator and*



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*programmer positions are closing or just closed. HR Technician resigned, so that position will be posted soon.*

## Strategic Planning

1. Update on Budget Development for 2013-2014 (Information) – Dave Clausen

*Dave distributed financials that were given to the Board as of the end of February. Dave says we're in good shape right now as far as budget goes because we've been saving money. Terry and Dave are working on budget for next year, but it will remain an active draft while costs for next year are determined (especially personnel-related costs). Dave spoke to the Board last week and requested that they consider releasing \$200,000 from reserves because we're ahead of the 15% reserve we have in policy. He asked for this because last year we added \$200,000 to fund balance. It can be used for one-time accreditation and facility maintenance costs.*

*Dave just came back from a NCCCSIA meeting (our insurer). He's concerned that our costs for worker compensation costs are very high compared to other member schools because of our past history. One idea was that we have more of a problem with slip and fall because of winter ice. The safety committee will begin meeting soon, and part of their charge will be to determine ways to increase a culture of safety on campus.*

*One additional item of concern for next year is health insurance. Although there are caps, it is unclear what effect the new medical insurance plans will have on the campus and individuals. There may be additional taxes because of the types of plans we offer.*

2. Budget Request Prioritization for 2013-2014 (Consultation) – Dave Clausen

*One-time items prioritized. Many items are likely to be paid using VTEA funds, but many other items are Maintenance & Operations and will need to be district funded. We need to realize that M&O budgets have been reduced significantly over the five years or more, and M&O has managed to maintain the campus on a shoestring budget. We will need to plan to spend some extra money on our campus in the future.*

## Accreditation Steering

1. Accreditation Update (Information) – Sue Mouck

*Sue suggested that campus has forgotten about accreditation because no one has been giving comments back except Shelly Baxter. Some groups*



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*have not reported back to Sue and submitted a draft for their assigned section. Sue encouraged groups to meet soon and get the accreditation sections finished. Our accreditation visit is in one year – March 2014 – and final drafts need to be submitted ASAP.*

2. Draft ACCJC 2013 Annual Report (Information) – Sue Mouck  
*Sue handed out drafts of the ACCJC Annual Report. This is submitted annually, although it is turned in at different times. Some items still need to be filled in. Institutional standards for completion, retention, and transfer will need to be established and will be further discussed by division chairs before recommendations are brought back to Consultation Council.*

*One item that was discussed was the impact of face-to-face students taking correspondence classes because they count on the correspondence side of unduplicated headcount. There may be ways we can incentivize online and face-to-face enrollments (free books at a point, small Foundation scholarship for students staying in online & F2F classes, etc). These ideas are worth discussing further.*

3. Institutional Internal Quality Assurance and SLO Assessment Workshop (Information) – Sue Mouck  
*ACCJC Regional Workshop @ Butte College on April 12, 2013  
We can take seven people. Sue has four slots filled, but if someone else would like to participate just let Sue know.*

Other:

*Patrick shared that eighth graders are visiting this week. There were 22 today, and more will be here daily.*

Meeting adjourned 3:13pm

Next Meetings:

Monday, April 1, 2013

Monday, April 8, 2013

Monday, April 15, 2013

Future Agendas:

1. AP 3420 Equal Employment Opportunity (Consultation) – Vickie Ramsey (January 2013)
2. Ch. 7 APs (following HR revision given constituent group input)
3. Human Resources Master Plan: March (March 2013)
4. 2011 Gunsmithing IPR (Information) – Cheryl Aschenbach



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5. 2011 Social Science IPR (Information) – Cheryl Aschenbach
6. 2012 Agriculture IPR (Information) – Cheryl Aschenbach
7. 2012 Business IPR (Information) – Cheryl Aschenbach
8. 2012 Enrollment Services NIPR (Information) –
9. 2012 Auxiliary Services – Food Service/Bookstore/Book Rental/Loan Program  
NIPR(Information) – Dave Clausen
10. Report on Boiler Project Repayment Progress – August 2013