



Consultation Council / Strategic Planning Committee 2013-2014

Administration:

Dr. Marlon Hall
Dave Clausen
Dr. Tammy Robinson
Patrick Walton

Classified:

Jeff Lang
Carol Montgomery
Kim Clain
ASB
Jonathan Herring

Faculty:

Cheryl Aschenbach
Carie Camacho
Sue Mouck
Robert Schofield
Alison Somerville
Ross Stevenson

Management:

Terry Bartley
Dave Corley (ITP)
Vickie Ramsey (HRMP)
Greg Collins (FMP)
Aeron Zentner (OIE)

All those present indicated in **bold**.

Guests: Colleen Baker, Lori Pearce, Shelly Baxter

Minutes for March 20, 2014
3:00 pm in CD-119

Consultation Council

1. Approval of Consultation Council minutes for March 11, 2014 (Consultation)
By consensus, Consultation Council approved the minutes for March 11, 2014.
2. Acceptance of AP 4104– Contract Education (Consultation)
The administrative procedure was returned to the Academic Senate for further discussion at the request of Dr. Robinson.
3. Updated 2014-2015 Academic Calendar (Information)
Cheryl Aschenbach advised the group that as a consequence of an error in the date for Easter in 2015, the academic calendar for next year has been modified. The spring semester will now begin on Thursday, January 8, 2015 (pending Board approval) although it's recognized that this isn't ideal for some classes and some faculty. However, the spring break will now correspond with other schools in the area.
4. Prop 39 Update (information)
Greg Collins advised Consultation Council that the college has been approved for approximately \$50,000 to be used for an assessment in the area of energy efficiency. The assessment report will be presented to the Facilities Master Planning Committee.

Strategic Planning

1. Acceptance of 2014 Human Resource Master Plan and 2014 Professional Development Master Plan (Consultation)
Vickie Ramsey commended the hard work of the Human Resource Planning Committee. By consensus, Consultation Council accepted the 2014 Draft Human Resources Master Plan and Draft Professional Development Master Plans.

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2. Institutional Budget Prioritization (Consultation)

The prioritization of the list of on-going requests proceeded. The two requests for Moodle support were combined and identified as priority number one (\$30,000). The licensing request for existing courses in Business (\$3,000) was priority number two. The five-year technology refresh plan request was reduced to \$100,000 to fund the continuation of the lease agreement at priority number 3. Priority number four was purchase of a student database to be shared across areas not just support Work Experience, making the request. Priority five, the upgrades for the dorm, specifically new beds was discussed along with other needs in the dorm such as shower upgrades. Support for intramural activities was discussed and prioritized as number six. The Art request for live models was reduced to \$1,000 and ranked number seven. The need for increased funding for instructional supply (\$4,300) was discussed and the requested money for career technical education programs is to be added to the instructional office supply budget as priority number eight. The last prioritized item was matching funds for maintenance and operations. The amount was reduced from \$100,000 to \$30,000 annually.

Line Item #	Strategic Goal	Area	Identify Budgetary Needs/Reductions and provide Justification/Impact- Program Review and Institutional Planning Document Locator (e.g. Section, Page Number)	Total Cost	Unit Level	Area Level	College Level	Subject Area
1	2	I	On-Going Moodle Support (2010 distance Education NIPR recommendation)	30,000.00		2	1	Inst Support
2		I	Purchase licensing for application software used in existing courses. (2012 Business IPR)	3,000.00		4	2	Business
3		IT	5 Year Technology Refresh Plan.	100,000.00		2	3	IT
4		I	Purchase CSO (Internet based Student Internship/Employment database) (2013 Work experience IPR)	2,300.00		3	4	Work Experience
5		F	Upgrades for the Dorm [beds, furniture, etc...] [SSMP 2013]	10,000.00			5	Student Life
6		SS	Supply budget for intramurals [SSMP 2013]	500.00		2	6	Residential Life
7		I	Live models for Art 3 & 18	1,000.00		1	7	Art
8	2	I	Increase funds for vocational areas instructional supplies (2011 AJ/CORS IPR) (2012 ART IPR) (2013 DG IPR) (2013 FS IPR) (2009 Welding IPR)	14,300.00		5	8	AJ/CORS/ART/DG/FS/WT
9	2	F	Establish a \$100,000.00 match fund account to be used as the District match for the Scheduled Maintenance Program Architectural Barrier Removal Program, Capital Outlay Construction program, and other available grants requiring matching funds. [2008- Maintenance and Operations NIPR Budget Priority #6] -	30,000.00			9	Maintenance and Operations

3. Budget Open Forum – March 28, 2014, noon, Middleton Hall

It was agreed that Friday, March 21 was too soon for the open forum. The date was moved to next Friday, March 28, 2014 at noon in Middleton Hall.

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Accreditation Steering

Accreditation Visit Recap (Information)

Sue Mouck indicated that the time was being provided for discussion surrounding the visit ending today. Dave Clausen identified that individuals on the team had been impressed with the report, one indicating that it was one of the best self-evaluations they had seen. Dave further indicated that the team had arrived with very low expectations and that within the first day the tone of the visit had changed significantly. Dr. Hall stated that his exit meeting with the chair had been very positive. The overall impression by all who had met with team members was that the visit had gone very well. The team had been impressed with how quickly evidence was made available upon request. Aeron thanked Sue for all of her hard work on accreditation and the entire committee expressed their appreciation for her efforts.

Other:

Dave Clausen reported that there had been a shooting threat on Tuesday. A student left a voicemail message for Matt Levine's threatening to come to campus with a gun. Once called the police quickly responded, coming both to the campus and to the student's house where he was arrested. The student never came to campus. Dave identified the absence of planning and practice for confusion during such a threat and for delays in a campus response. The campus has practiced for shooter on campus scenario, but not for a threat, so there are definitely questions about what the appropriate college response should be. Dave also indicated that there was too much of a delay in contacting 911. Carol Montgomery expressed concern about the handling of this issue as well as several other recent incidences. An angry parent a few days earlier yelling had concerned employees who were unsure of what they should do. How and who do employees notify that they need help? Shelly Baxter expressed the concerns of child-care parents that between the phone call and the arrest children were still on the playground. Colleen Baker expressed her anger that she was allowed to walk uninformed into the building with two administrators who did not indicate that there might be a potential threat. Jeff Lang expressed the need for practice with drills. Kim Clain asked to know what the college intention is for the next threat and suggested immediate lock down. She did not want to repeat the experience of being afraid and not knowing what was going on. The staff was not officially told of the incident or the resolution, but were left uninformed to speculate and fear the worst. Sue Mouck suggested the police be invited to attend the open forum next Friday for further discussion. Dave Corley will expand phone access to emergency announcement system to administrators not just Greg Collins to better facilitate an immediate lockdown message should a future threat occur. How to respond in a threat will definitely be a topic of future discussion and training since staff and student safety is critical.



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Future Meetings:

Thursday, March 27, 2014

Thursday, April 3, 2014

Future Agendas:

1. Academic Services Update – Athletics (Information) - Dr. Robinson (March 27)
2. Discussion of Institutional Section for CIMP (Consultation) – Aeron Zentner
3. Acceptance of the following 2014 NIPR Annual Updates (Consultation) – Aeron Zentner (March 27, 2014)
 - a. Admissions and Records
 - b. Assessment, Counseling, Student Success and Transfer
 - c. Auxiliary Services
 - d. CalWORKs
 - e. Child Development Center
 - f. EOP&S/CARE
 - g. Financial Aid
 - h. Independent Living Program
 - i. Institutional Effectiveness
 - j. Kinship
 - k. Learning Center
 - l. Library
 - m. Maintenance and Operations
 - n. Student Life
4. Discussion of process for background checks for faculty and administrative positions (Consultation) – Ross Stevenson
5. Acceptance of AP 3550– Drug Free Environment and Drug Prevention Program (Consultation) – Vickie Ramsey
6. Presentation of 2013 Welding Technology IPR (Information) - Cheryl Aschenbach
7. Presentation of 2013 Human Services IPR (Information) - Cheryl Aschenbach
8. Presentation of 2013 Gunsmithing IPR (Information) - Cheryl Aschenbach