



Consultation Council / Strategic Planning Committee 2017-2018

Administration:

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

Karissa Morehouse

Classified:

Jeff Long
Carol Montgomery
Kim Clain

ASB:

Jacob Hibbits

Faculty:

Cheryl Aschenbach
Barbara Boston
Carie Gamache
Kory Konkol
Alison Somerville
Garrett Taylor

Management:

Terry Bartley
Eric Imrie
Dave Corley (FMP)
Vickie Ramsey (HRMP)
Greg Collins (FMP)

Guests: Codi Martel, Brian Wolf, Andy Runley, Glen Yonan

Minutes for September 20, 2017
3:00 pm in CD-119

Call to order

Meeting called to order at 3:04pm

Accept Agenda for September 20, 2017

Consultation Council

1. Approve Previous Meeting Minutes for September 2, 2017
Approved by consensus.
2. Need for Shared Governance Training- Patrick Walton
 - Patrick discussed using IEPI monies to bring in someone to train on Shared Governance. He asked if the body was interested in doing this training apart from a consultation training. Dr. Hall expressed that we should. Buckley inquired regarding our anticipated outcome from the training. Alison said that it might be good for new people in this position – to show them the process of shared governance on our campus. It might be helpful to get an outside perspective as previously it has always been internal. Dr. Hall said it is suggested to do this training periodically.
Approved by consensus
3. Elect Consultation Council Chair(s) for 2017-2018 (Consultation)
 - No volunteers. Tabled to the next meeting.
4. Administrative Services Update – Dave Clausen
 - Dave Clausen expressed they are busy on the facility side. David Corley has been working a lot on computer issues and the computer labs. They are trying to get laptops distributed to faculty. They are working on the camera project replacing them where they were located before (dorms, cafeteria and child care), and adding some new ones. Dave said he will bring back information and a BP/AP regarding camera usage

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and issues with privacy. Any new cameras he will bring up in a discussion to follow to insure everything is legal and right. David is waiting to hear back from vendors regarding a fiber project but it should be done by end of Oct. Dave said they plan to put a hub on the outside of the cafeteria to provide really good Wi-Fi for students in the new fire pit area.

- Terry has a new budget uploaded. Board approved the budget but they are aware that some of the amounts might be fluid.
- Vickie hired a new assistant and new consultant. The consultant is advising her where to advertise to get better pools. HR is also working on a new hiring manual.
- At the Café/bookstore they are serving about 24 dinners a night right now which is low. Dave expressed they would like to have 40-50 but this does add extra staffing requirements. They are looking to fly a position to help at the register.
- The water bill was \$10,500 for the month of August - 650,000 gal of water. They are doing testing stations for the water system and getting supplies in for that. It is a critical point to move forward with our permit. Once those are in place the state regulator will be informed. Having the Sleepy Hollow hydrant alleviates a lot of safety issues in that area. Previously there was no fire suppression down there. The new water system will let us rotate the water and flush the tanks/energize the campus. This reduces the risk of bacteria.
- A big area of concern is work-study students. They are very shorthanded. Cafeteria could use 8-10 and they have 3. The athletics dept. is also struggling. This is possibly because students are very behind on FAFSAs this year. Patrick clarified this isn't on our end and we currently have a 5 day turn around for FAFSAs. Dave said when students come in at the beginning of the year they come up with excuses for why they can't pay. It is suggested that they might be able to do payment plans for the meal plan. There is discussion on how to adapt the meal plan to work better for students. It's hard to keep grill open at night because of staffing. Students say there isn't much incentive because of the "use it or lose it" nine meals a week. Perhaps these meals could rollover? Glen Yonan talked to dorm kids about the meal plan and they expressed that it's not a meal plan it's a debit card and they are paying for meals they may or may not eat. They expressed that they would rather buy meals separately. Dave says we need 40-50 students on the meal plan to really keep it going.

5. Academic Service Follow-Up from September 6th meeting- Dr. Buckley

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- Dr. Buckley discussed the reorganization of the office of Associate Dean of Institutional Effectiveness and Research. Last meeting it was discussed what they would be doing to replace Brian. Dr. Hall and Dr. Buckley recommended that in the interim we are looking for two people, an associate dean and a manager/data research analyst who would report to the associate dean. They are looking to hire an associate dean and then contract within the state for a researcher while looking for someone permanent. They interviewed an individual for associate dean but she declined. They also spoke to a professional management company about finding an interim. Perhaps short term they will need to find someone who could take the entire workload. Dr. Hall explained that he set the two year interim rather than one for stability purposes as Dr. Buckley will be leaving in June. Accreditation is coming up in 2020 so we need stability. He said the best interest of the institution is moving in this direction. Research is very important and having the correct data at the time we need it is crucial. Dr. Buckley said we want to see someone in this position as quickly as possible. We have program reviews coming up and will need access to that data. He expressed that when you are filling a position like this it is time sensitive. We want to be transparent but if someone is found that would like to take on this position we need to jump on it.

6. ASB Update- Jacob Hibbits

- The year is off to a good start – the secretary/treasurer and executive officer positions are filled. They have a new communications officer – a new position that was added to their constitution.
- They are trying a new meeting time and date to find a better time for students. They will start doing recruitment for students to bring student voices in, even if they can't be involved in ASB. Regionally, the ASB is trying to alter the constitution to be able to have the option of teleconferencing. The thought is this would help with participation in a rural area, allowing students to attend despite weather.
- LCC ASB cosponsored two resolutions this year: one for DACA students and one for replacement on academic calendars, replacing Columbus Day with indigenous people day.
- ASB plans to do surveys asking students what things or changes they want. They plan on using the website to let students share thoughts and these would be used in Public Comment at meetings. Some ideas ASB has this year: more events (forums, lunches, etc.), ASB keeping students informed about groups and opportunities, civic mindedness, advocacy, clarity on meal plan, being aware of mental health issues on



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campus. A big issue is textbook affordability and keeping our lending library strong and OER more available. They will be posting meeting agendas, advocacies with SSCCC, etc. on a board in the Creative Arts Building.

- ASB wants to get involved with local businesses to get student discounts.
- They also want to work on getting registered voters on campus and teaching people how to canvas. The Board would have stats on the surveys taken. Joe's café has offered to give out samples as incentives for doing surveys – fresh fruit, etc.
- ASB is also hoping to do a free speech wall. The idea is still in the works but they would like to utilize an area where students hang out.
- Patrick asked that the planning committee chairs get tentative schedule of meetings to Patrick so ASB can be involved in meetings.

7. Convocation Recap – Patrick Walton

- Patrick expressed that we got a lot more responses by doing anonymous evals. Everyone liked the breakout groups. Next Convocation will be February 6th, 2018.

8. Planning/Budget Development Calendar – Patrick Walton

- Patrick said we made some changes to the calendar as to when things were due. IPRs/NIPRs are due in October and then EMP follows in November based on those. He asked that everyone please have them turned in on time. Patrick will go back and look at minutes to confirm actual due dates. Dave states that when it comes down to the end of the budget, there are too many duplicates. The committee chairs should come together and figure out what plans these things are on to avoid this. Patrick suggested using a live spreadsheet. This might save a lot of time and hassle and provide transparency. Alison wanted to make sure we don't slip through the cracks which is why she sent out the calendar. She stated we all need to work together to do this and move forward in the same direction. Now is also the time to take a look at the committee charge in your master planning committee meetings to see if any changes are necessary.

Strategic Planning

Nothing at this time.

Other (Information Only – No Action)

- Patrick stated that he and Karissa will try to get meeting agendas out a week in advance. However, he pointed out he only had one comment

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last week about agenda items. The agenda should come from the body and not made by the chair. He asked that people please make suggestions to the agenda.

- Jacob brought up that some would like to add to the Cougar Cupboard contraceptives, feminine hygiene products and sex education information.

Requests for Future Agenda Items:
None at this time.

Adjourn:

Meeting adjourned at 3:59.

Future Meetings:

Next meeting will be in two weeks.

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. – Dave Clausen and David Corley
3. Enrollment update and broad discussion about potential enrollment opportunities.
4. Budget Prioritization Criteria – Dave Clausen
5. Shared Governance Handbook – Consultation Council
6. Budget and Planning Handbook- Consultation Council