

Consultation Council/Strategic Planning Committee Minutes
March 3, 2011

Present

Sandy Beckwith (Lead Counselor –faculty)	Shawn Hubbard (ASB)
Terry Bartley (management)	Dr. Doug Houston (President)
David Burris (Exec Director-HR)	Jeff Lang (classified)
Carie Camacho (Div Chair -faculty)	Sue Mouck (Accreditation Liaison -faculty)
Kayleigh Carabajal (Exec Director-IR)	Carol Montgomery (classified)
Monica Cochran (Public Relations)	Eric Rulofson (Chair/ Facilities Planning)
Noelle Eckley (Div Chair -faculty)	Cary Templeton (Dean of Student Services)
Phil Horner (classified)	

Absent

Cheryl Aschenbach (AS-faculty)	Marshel Couso (management)
Shelly Baxter (management)	Logan Merchant (Chair/IT Planning)
Dr. Irving Berkowitz (Dean of Instruction)	Toni Gomez (ASB)
Dave Clausen (Exec Director –Fiscal Services)	Brian Wolf (Div Chair –faculty)

Guest

Suzanne Garcia Trujillo (ASB)

With a quorum present, the meeting began at 4:00 pm.

Strategic Planning:

2011-2012 Budget Planning Proposal – process for discussion and decisions on budget and implementation of plan- COM.P.ACT (Consultation)

Dr. Houston reviewed the history of Consultation Council commissioning the development of a budget reduction proposal by Cabinet last year. The proposal was ultimately presented at several all-campus forums then discussed and accepted by Consultation Council. Consultation Council agreed to a similar process this year to deal with budget reductions necessary to meet the state economic crisis. The Cabinet has been working during the month of February to develop what is being called COM.P.ACT (Comprehensive Plan of Action). An overview of the plan was presented yesterday at Convocation. The plan proposes twenty-nine strategies included in four areas of emphases: Strengthening Academic Support, Leveraging Technology, Consolidation and Reduction and Leveraging Existing Resources. The proposed timeline is to conduct open forums focusing on specific areas of interest during the month of March leading to discussion and decisions by Consultation Council during April. As decisions are made implementation plans will be developed and implementation begun. The proposed implementation timeline is twelve to eighteen months for initiation of all adopted strategies. Dr. Houston proposed, if acceptable with the membership, that the focus of this meeting be the scheduling and staffing of the March forums. No one expressed any objections to the proposal. The discussion centered around the grouping of topics, timing of forums and availability of Consultation Council members at each forum to facilitate. The need for administrative participation with data to address questions was raised. It was identified that the questions raised during the forums may require additional research in order to provided answers. It was agreed that notes from each forum would be compiled and if necessary subsequent answers provided. There was concern that a mixed message is being sent to the campus: develop a budget which provides a savings of at least 12% while at the same time move the campus into the 21st century. Dr. Houston agreed that the proposal is intended to meet both of those objectives. It was affirmed that all are invited to attend the forums including students. The concern was expressed that students would not have the context provided by participation at Convocation. Dr. Houston agreed to provide a contextual summary handout to be distributed at the beginning of each forum. The resulting schedule of forums is provided in the attachment. Dr. Houston directed each of the administrators to release staff in order to allow them to participate in the forums in which they are interested particularly the forum on staffing scheduled for the Flex Day (March 15). **In light of the participation of Consultation Council member at the forums during the next two weeks, the decision to cancel the next two regularly scheduled Consultation Council meetings was reached. The next meeting will be held at 9:30 am on Tuesday, March 22.**

Consultation Council:

Adoption of BP 3530 and AP 3530 Weapons on Campus (attached) (Consultation)

Consultation Council accepted the BP 3530 and AP 3530 Weapons on Campus with two typographical corrections (correct the spelling of Lassen and provide the complete title prior to the first use to the acronym) by consensus. (attached)

Other:

1. Dr. Houston stated that the only March 15 notices being considered at next Tuesday's board meeting relate directly to the administrative reorganization. In response to a question, he reiterated that there will be no March 15 notices for faculty.
2. Jeff Lang suggested that the campus do more to educate students on the hazards of smoking and consider development of a long-term strategy leading to a nonsmoking campus. Considerable discussion followed. The discussion identified that a very vocal group of students are requesting that ASB pursue the development of designated smoking structures. Individuals identify that other than the need to clean up after smokers there have not been any other complaints about smoking since the actions taken last year. The suggestion was made that the institution needs to focus on other issues (i.e. budget crisis) at this time and return to other topics at a later date.

The meeting adjourned at 5:15 pm

Future Agendas:

1. **Campus Emergency Notification System (Consultation) - Dr. Kayleigh Carabajal/Eric Rulofson**
2. **Prioritized Budget Requests from Administrative Areas (Consultation) - March 8, 2011- Dave Clausen**
3. **Fiscal Operations NIPR (Information) – March 8, 2011- Dave Clausen**
4. **Auxiliary Services (Bookstore) NIPR (Information) – March 8, 2011– Dave Clausen**
5. **Human Resource NIPR (Information) – March 8, 2011- David Burris**
6. **AP concerning vehicles parking on sidewalks (denying access to handicapped individuals) – March 8, 2011- Sandy Beckwith**
7. **Environmental Stewardship - Noxious Weed Discussion – March 8, 2011 – Jeff Lang**
8. **Third Quarterly Update on Progress on Annual Action Plans 2010-2011 (Information)- March 22, 2011- Dr. Kayleigh Carabajal**
9. **Updated Draft 2011-2016 Educational Master Plan (Consultation) March 15, 2011- Planning Committee Chairs**
10. **Review of April 12, 2011 Governing Board Agenda (Information) – March 29, 2011-Dr. Houston**
11. **Review of Draft 2011-2016 Facilities, Technology, Student Services and Human Resources Master Plans (Consultation) April 5, 2011 - Planning Committee Chairs**
12. **Review of First Draft of the 2012-2016 CIMP (Consultation) – April 5, 2011 - Dr. Kayleigh Carabajal**
13. **Plan for Work Study Allocation for 2011-2012 (Information) April 5, 2011 – Cary Templeton**

**Consultation Council COM.P.ACT
March Forum Schedule**

Date and Time	Topics	Room
Thursday, March 10 3:00-4:00 PM	I. Consolidation and Reduction <ul style="list-style-type: none"> • Food Service • Bookstore • Residence Hall 	VT101
Friday, March 11 2:00-3:00 PM	I. Consolidation and Reduction <ul style="list-style-type: none"> • Food Service • Bookstore • Residence Hall 	VT101
Tuesday, March 15 10:00-11:00 AM	II. Space Utilization <ul style="list-style-type: none"> • Computer Lab Restoration • Consolidate Art Labs • Expand Graphic Design Facility • Center for Excellence in Learning and Teaching (CELT) • Food Service • Bookstore • Residence Hall • Modular Buildings 	VT101
Tuesday, March 15 2:00-3:00 PM	II. Space Utilization <ul style="list-style-type: none"> • Computer Lab Restoration • Consolidate Art Labs • Expand Graphic Design Facility • Center for Excellence in Learning and Teaching (CELT) • Food Service • Bookstore • Residence Hall • Modular Buildings 	VT101
Thursday, March 17 3:00-4:00 PM	III. Technology <ul style="list-style-type: none"> • Classroom Instructional Technology • HR Services • Business Office • Data Center Refresh • Printers/Copiers • Virtual Library • Document management and Imaging • VoIP 	CA127
Friday, March 18 2:00-3:00 PM	III. Technology <ul style="list-style-type: none"> • Classroom Instructional Technology • HR Services • Business Office • Data Center Refresh • Printers/Copiers • Virtual Library 	VT101

	<ul style="list-style-type: none">• Document management and Imaging• VoIP	
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BP 3530 WEAPONS ON CAMPUS

References:

Penal Code Sections 626.9 and 626.10

Firearms or other weapons shall be prohibited on any college or center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

General Institution

AP 3530 WEAPONS ON CAMPUS

I. SCOPE

Lassen Community College District (LCCD) is committed to insuring a safe learning and working environment and to compliance with state and federal laws related to the possession of firearms and other weapons on college campuses. It is considered a felony for anyone to bring or possess firearms on LCCD property without the written permission of the College President, his/her designee, or equivalent authority (California Penal Code Sections 626.9(h) and 626.9(i)).

Bringing or possessing any dirk, dagger, ice pick or knife having a fixed blade longer than 2 ½ inches upon the grounds is forbidden, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by the Superintendent/President or designee to have the knife, or is a duly appointed peace officer, who is engaged in the performance of his/her duties (California Penal Code Sections 626.10(b) and 626.10(c)). Possession of a Concealed Weapons Permit does not preclude the person from the requirement of first obtaining permission from the College President to bring a firearm on LCCD property.

II. PURPOSE

The purpose of this procedure is to provide a process for authorizing individuals to possess or store firearms and other weapons on property owned and operated by LCCD for District activities and instructional programs. It is further intended to provide the procedure for storing District owned firearms and the granting of permission to employees of the District to discharge firearms on LCCD property.

III. AUTHORITY

The LCCD Superintendent/President or designee has the authority to grant permission for possession, discharge and storage of firearms and other weapons on property owned or managed by LCCD.

Failure by an individual to comply with this procedure, program level policies or guidelines or unsafe handling practices will result in an immediate withdrawal of authorization to possess, discharge or store firearms and other weapons on LCCD property, as well as possible dismissal from Lassen Community College in addition to any penalties imposed in the California Penal Code.

IV. DEFINITIONS

- Ammunition: Any bullet, cartridge, or projectile capable of being fired from a firearm or other weapon. This includes but is not limited to: loaded or reloaded cartridges, components such as primers, primed brass, propellant or gun powder. (reference: California Penal Code Section 12316(b)(2))
- Dirk or Dagger: A knife or other instrument with or without a hand guard that is capable of ready use as a stabbing weapon that may inflict great bodily injury or death. (reference: California Penal Code Section 626.10)

- Firearm: Any device, designed to be used as a weapon, from which is expelled through a barrel, a projectile by the force of any explosion or other form of combustion, CO₂ or compressed air, vacuum or elastic force. This includes but is not limited to: Rifles, Shotguns, Handguns, Pellet and BB guns.
(reference: California Penal Code Section 12001(b), Susanville Municipal Code 9.04.050)
- Individual: Any person authorized to possess, discharge or store firearms on LCCD property, or duly sworn peace officers or equivalent.
- Less Lethal Weapon: Any device that is designed to or that has been converted to expel or propel less lethal ammunition for the purpose of incapacitating, immobilizing or stunning a human being through the infliction of any less than lethal impairment of physical condition, function or senses, including physical pain and discomfort.
(reference: California Penal Code Section 12601(a))
- Loaded Firearm: The condition in which there is an unexpended cartridge or shell, consisting of a case that holds a charge of powder and a bullet or shot, in or attached in any manner to the firearm. This includes, but is not limited to, cartridges in the chamber, magazine, or clip thereof attached to the firearm. A muzzleloader firearm shall be deemed to be loaded when it is capped or primed and has a powder charge and a ball or shot in the barrel or cylinder.
(reference: California Penal Code Section 626.9(j))
- Period of Authorization: This is the specific period of time that the authorization is granted for the bringing or possession of firearms or other weapons on the LCCD property.

V. PERMISSION FOR POSSESSION/DISCHARGE/STORAGE

Prior to bringing any type of firearm, less lethal weapon, dirk or dagger, ammunition, or other weapon on LCCD property an individual must obtain the permission of the Superintendent/President.

1. The process for obtaining approval for possession and storage is as follows:
 - A. For the purpose of possession or storage in conjunction with a Lassen Community College course of instruction:
 - Upon registration in a course of study requiring firearms, ammunition, knives or other weapons a statement will be automatically generated and printed upon the individuals semester schedule stating the following:

“In compliance with California Penal Code Sections 626.9 and 626.10 this individual is hereby granted permission by the Superintendent/President to possess and store firearms, ammunition, knives or other weapons necessary for this course of instruction in the appropriate areas described in LCCD AP 3530 and in compliance with all program level restrictions”
 - The period of authorization shall extend for the duration of the course in which the individual is granted permission. For full time program students,

the period of authorization will extend through the end of each semester of enrollment.

B. For members of the community wishing to have firearms repaired by students in the students course of study:

- Members of the community must contact the Gunsmithing Department at Lassen Community College and make prior arrangements with an instructor or instructional assistant to bring the firearms to the College Gunshop, at which time the instructor or instructional assistant will complete a Firearms Repair Request (see Attachments). The Firearms Repair Request constitutes written permission from the Superintendent/President for the transportation of the firearm to the LCC Gunshop. The only persons allowed to issue Firearms Repair Requests in the Gunsmithing Program are Full and Part-Time Faculty, Instructional Assistants, or program volunteers possessing knowledge and experience with respect to maintaining acquisition/disposition records as required by Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) Regulations and with prior approval of the Superintendent/President.
- The period of authorization shall be determined at the time of completion of the Firearms Repair Request, as deemed appropriate by the instructor or instructional assistant, not to exceed 60 days. If necessary, a request may be resubmitted to extend the period of authorization after the initial 60 days.

C. For firearms owned by the College:

- All firearms owned by the LCCD are to be maintained in an unloaded condition and stored in the locked Gunsmithing Armory. Firearms will be cataloged in an Acquisition/Disposition Log in accordance with regulations set forth by the Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) regarding Federal Firearms License holders.
- College owned firearms can be checked out of the Armory by students for the purpose of instruction with permission of a Gunsmithing Program Instructor or Instructional Assistant. All college owned firearms are to remain in the Gunshop/Gunsmithing Program classroom at all times.

D. THERE ARE NO OTHER AUTHORIZED REASONS FOR POSSESSION OF WEAPONS ON CAMPUS. All personal weapons not being utilized for the authorized use within a course of study must be stored and secured off campus.

2. The process for obtaining permission for the discharge of firearms is as follows:

A. For Gunsmithing Program Faculty and Instructional Assistants:

- The Superintendent/President of the College will sign a statement authorizing the individual faculty member or instructional assistant to perform test firing activities in compliance with Susanville Municipal Code 9.04.050.

B. STUDENTS ARE NOT ALLOWED TO TEST FIRE OR OTHERWISE DISCHARGE FIREARMS ON THE LCCD PROPERTIES.

3. Activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the Superintendent/President before taking place.
4. Any person who believes that he/she may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify the Superintendent/President.

VI. APPROVED LOCATIONS FOR WEAPONS ON CAMPUS

1. Firearms and other weapons are allowed in the following locations only with permission:
 - A. College Gunshop, rooms GS 101 and GS 102.
 - B. Gunsmithing Classroom, any classroom while actively being used by the Gunsmithing or NRA Program for the purpose of instruction. This includes VT 104, VT 101 or other rooms when being used for GSS courses.
 - C. Gunsmithing Department Armory, room VT 102.
 - D. Securely locked within a private vehicle.
 - E. Locations for firearms/weapons courses to be held by the Administration of Justice or Peace Officer Standards of Training (POST) Program will be determined by the Superintendent/President upon program restoration.
2. Students enrolled in the Gunsmithing Program may be provided with a securable locker for firearm storage. It is the student's responsibility to ensure that the locker is in a secure condition with his/her personal lock. **THE DISTRICT IS NOT RESPONSIBLE FOR ITEMS STORED, LOST, DAMAGED OR STOLEN.**
3. Ammunition must be kept separate from firearms while transporting to the College Gunshop. All Ammunition must be immediately taken to an Instructor or Instructional Assistant for secure storage upon entering the Gunshop or Classroom.
4. **FIREARMS, AMMUNITION, LESS LETHAL WEAPONS, DIRKS, DAGGERS OR ANY OTHER WEAPONS ARE NOT ALLOWED IN OR ON ANY OTHER COLLEGE PROPERTY. THIS INCLUDES, BUT IS NOT LIMITED TO, THE COLLEGE DORMITORY, CAFETERIA, OTHER COLLEGE BUILDINGS OR AREAS.**

VII. DISTRIBUTION OF PROCEDURES

1. Copies of these procedures will be provided to all students enrolled in firearms/weapons related courses.
2. Additional copies will be available in the Gunsmithing Department Office, VT110.
3. The Procedures will be available on the Lassen College website, www.lassencollege.edu .
4. Signs shall be placed at the entry location of the LCC Campus stating:

“Under California Penal Code Sections 626.9(h) and 626.9(i) and in compliance with Lassen College BP 3530 it is considered a felony to possess firearms, loaded or

unloaded, on College property unless written permission is granted by the Superintendent/ President.”

VIII. REFERENCES

1. California Penal Code Sections 626.9, 626.10, 12001, 12316, 12601
2. Susanville Municipal Code 9.04.050

Approved: Academic Senate 01/2010

Approved: Consultation Council 02/04/2010 Revised: 3/3/11