

Consultation Council/Strategic Planning Committee Minutes
May 3, 2011

Present

Cheryl Aschenbach (AS-faculty)	Noelle Eckley (Div Chair -faculty)
Terry Bartley (management)	Shawn Hubbard (ASB)
Sandy Beckwith (Lead Counselor – faculty)	Logan Merchant (Chair/IT Planning)
Shelly Baxter (management)	Carol Montgomery (classified)
Carie Camacho (Div Chair -faculty)	Sue Mouck (Accreditation Liaison -faculty)
Kayleigh Carabajal (Exec Director-IR)	Eric Rulofson (Chair/ Facilities Planning)
Dave Clausen (Exec Director –Fiscal Services)	Cary Templeton (Dean of Student Services)
Marshel Couso (management)	Brian Wolf (Div Chair –faculty)

Absent

Dr. Irving Berkowitz (Dean of Instruction)	Dr. Doug Houston (President)
David Burris (Exec Director-HR)	Phil Horner (classified)
Monica Cochran (Public Relations)	Jeff Lang (classified)
Toni Gomez (ASB)	

Guest

Matt Levine (management)	Janna Sandahl (classified)
Robin Pagdett (management)	Ross Stevenson (faculty)
	Tami Wattenburg (classified)

With a quorum present, the meeting began at 9:34 am.

Consultation Council:

1. Final Review of May 10, 2011 Governing Board Agenda (Information)

Dr. Berkowitz offered to answer any questions concerning the board agenda. The rationale for determining the salary for the short term IT assistant was requested. The answer was not available and Dr. Carabajal offered to provide the information to the inquirer later.

Strategic Planning:

1. Review of COM.P.ACT Strategies for Draft 2011-2016 Human Resources Master – Staffing Plan (Consultation)

Dave Clausen provided updated budget information to Consultation Council. He informed the group that due to the fact that state tax revenues had come in higher than expected the state deficit is expected to fall within the 10-11 billion dollar range. The improved economic forecast has lead the administration to change the worst case scenario for planning from and expected 14.3% (\$1.7 million) reduction in funding to a 10% (\$1.2 million) expected reduction in revenue for the college. The improved economic forecast and resistance by the community (on-campus and/or off-campus) and to closing the dorm for one year led Mr. Clausen to suggest that Consultation Council might want to reconsider it previous recommendation to not offer residence facilities to students on-campus for the next academic year. By offering reduced services in the residence hall for from fifty to sixty students next fall and spring, the college could still realize some savings in personnel costs. Consistent with existing procedures, students would be placed in the dorm on a first-come first-served basis. An appropriate increase in dorm rate is being determined by the administration for Governing Board consideration at their May meeting. The current administrative suggestion is to move forward with the consolidation of the bookstore and cafeteria and not offer full meal plans to dorm residents. Concern was expressed about the cost and opportunity for repairs to the residence hall prior to the start of the fall semester. Eric Rulofson suggested that summer residents could be housed in the second floor rooms, while the first floor rooms were being prepared for fall residents. It was identified that with small numbers of residents not all of the required maintenance would need to be completed, although the roof replacement is a priority. Individuals expressed concern about the on-going liability and the number of serious problems, which have occurred in the dorm. The reduced numbers of students might reduce the number of serious incidents. Cheryl Aschenbach expressed her support for keeping the dorm available to students at least in a reduced capacity. She articulated that the institution's intent to move away from correspondence delivery and focus on traditional classroom delivery appeared inconsistent with the dorm closure. She identified that conversations with other faculty subsequent to

the adoption of the recommendation on dorm closure by Consultation Council had lead her to change her opinion. She also identified that as a coach recruiting student-athletes, her experiences have shown that once confidence in such issues as availability of on-campus housing facilities is lost by potential athletes and their parents it is very difficult to re-establish that confidence.

Discussion focused for a while on the procedural issue of whether the failure of the adoption of a recommendation by Consultation Council should elicit a reconsideration of the recommendation. It was stated that the Governing Board has not yet taken action of the recommendation and that the request for reconsideration presented by Dave Clausen was not because the recommendation had been rejected but rather because the data (namely state economic situation and the amount of money needed to be cut from the budget), which had lead to the recommendation has changed. Concern that recommending the retention of reduced services in the dorm would result in additional individuals loosing their jobs was expressed. Polling of the membership indicated split opinion with approximately one-third in favor of revising the recommendation in support of reduced services in the dorm next year and two-thirds in favor of no action to change the previous recommendation. Following further discussion, a compromise was suggested. **Consultation Council agreed by consensus to recommend providing reduced services in the residence hall next year as long as the expected revenue reduction remains at 10% but to revisit the issue of residence facilities if the expected revenue reduction increases and potentially full-time positions are in jeopardy.**

Dave Clausen distributed a second handout identifying staffing suggestions for next year by area.

Instruction:

Increase Gunsmithing ISS to full-time at a cost of **\$30,000.00**
Hire a full-time English Instructor at a cost of **\$68,000.00**
Eliminate the Library Director position for a savings of \$85,000.00
Add a Basic Skills ISS at a cost of **\$50,000.00**
Add a Math/Science /Computer ISS at a cost of **\$50,000.00**
Total additional cost \$113,000.00

Student Services:

Eliminate A & R Assistant mid-year for a savings of \$29,971.00
Reduce Admin Asst II for a savings of \$20,696.00
Eliminate Dean's Assistant for a savings of \$63,802.00
Hire Assistant Registrar at a cost of **\$63,802.00**
Reduce Director of Career Services to Job Placement Specialist for a savings of \$8,459.00
Reduce Director of enrollment Services to Director of FA for a savings of \$11,484.00
Reduce Director of Auxiliary Services to Director of Child Development for a savings of \$1,524.00
Reassign Counselor from 20% Instructor to 100% Counseling at a cost to Student Services of **\$28,250.00**
Reduce part-time counselors for a savings of \$25,795.00
Eliminate ILP Admin for a savings of \$20,972.00 (Fund 12)
Eliminate Counseling position (retiree last year) for a savings of \$76,905.00
Upgrade Financial Aid Tech II to Financial Aid Tech III at a cost of **\$6,000.00**
Total savings \$161,556.00

Administration:

Eliminate Athletic Director for a savings of \$104,290.00
Eliminate Executive Director of Human & Support Services for a savings of \$121,238.00
Eliminate Human Resource Tech for a savings of \$74,278.00
Eliminate Director of Foundation and Grants for a savings of \$49,721.00
Reassign Admin Asst to 505 District/50% Foundation for a savings of \$29,500.00
Move Executive Director of Fiscal & Auxiliary Services to Dean of Administrative Services at a cost of **\$21,219.00**
Move Executive Director of Institutional Research and Informational Services to Dean of Academic Services at a cost of **\$10,541.00**
Move Staff Accountant to Comptroller at a cost of **\$7,951.00**
Reassign Admin asst to Human Resource Manager at a cost of **\$20,363.00**
Assign foundation duties to Executive Assistant at a cost of **\$2,500.00**
Transfer Acct Tech I from District to Auxiliary for a savings of \$63,406.00
Total savings \$379,859.00

Information Technology:

Reassign Information Technology Specialist II to CELT IT Support /ISS at a cost of **\$15,000.00**

Replace Information Technology Specialist II with a Information Technology Specialist I at a cost of **\$55,000.00**

Eliminate Enterprise Systems Developer/Researcher for a savings of \$101,193.00

Additional duties to Information Technology Specialist II at a cost of **155,000.00**

Total savings \$16,193.00

Child Development:

Eliminate Child Development Associate Teacher for a savings of \$38,781.00

Eliminate Child Development Associate Teacher for a savings of \$35,335.00

Reassign Coordinator of Child Development back to Child Development Associate Teacher for a savings of \$5,000.00

Reassign Food Service Worker 40% Child Dev/60% Cafeteria at a cost of **\$14,044.00**

Reassign Director of Auxiliary Services back to Coordinator of Child Development at a cost of **\$24,120.00**

Total savings \$40,952.00

Auxiliary Services:

Increase Food Service Worker to 12 months at a cost of **\$3,896.00**

Reassign Food Service Worker 40% Child Dev/60% Cafeteria for a savings of \$21,066.00

Eliminate Food Service Worker for a savings of \$63,406.00

Transfer Acct Tech I from District to Auxiliary at a cost of **\$63,406.00**

Eliminate Director of Auxiliary Services for a savings of \$29,069.00

Eliminate Book Loan & Rental for a savings of \$15,567.00

Eliminate Dorm Mentors/Managers for a savings of \$38,012.00

Total savings \$71,675.00

Total General Fund Savings \$443,908.00

Total Auxiliary Fund Savings \$112,627.00

Total Labor Savings \$556,535.00

2. Prioritized Budget Requests from Administrative Areas (Information) -- Dave Clausen

Tabled to a later meeting.

Consultation Council:

1. Timeline and Instruments for the Annual Evaluation of the Shared Governance and Planning Structure and Procedures (Governance)

2. Initial Staff & Faculty and Student Survey Timeline and Instruments for the 2014 Accreditation Self-Study (Consultation)

Sue Mouck informed the group that the subcommittee had met and reviewed the forms utilized in both the last evaluation and last accreditation self-study. The subcommittee suggested no changes to the constituent group and planning committee surveys. The subcommittee modified student survey and combined the staff and faculty surveys for evaluation and accreditation into one survey. The items for evaluation of the planning and governance process are indicated in bold on the survey. Dr. Carabajal indicated that the surveys are available on survey monkey and the timeline for completion is May 19 so that Consultation Council can consider the results of the evaluation surveys at the May 24 meeting. Sandy Beckwith inquired whether or not a different approach from last spring's ASB survey for obtaining survey results from students could be utilized, since numbers last spring had been poor. It was suggested that student surveys be conducted in classes with high enrollment where the instructor was in agreement. The faculty members of Consultation Council agreed that their classes could be used to obtain improved student survey participation. Shawn Hubbard asked faculty to let ASB know which classes and ASB members would distribute and collect the surveys.

3. Personnel Update (Information) – Administration

The position of Bookstore Manager has been filled. The position of Distance Education Coordinator is in the hands of the screening committee. Sandy Beckwith (ASB Advisor) informed the group that the Associated Student Body is very interested in participating on screening committees, but breakdowns in communication have prevented student participation on committees recently.

Other:

Dave Clausen advised the attendees that approval of the mid-year TRAN for 1.6 million dollars is expected in the next day or two.

Carol Montgomery (CSEA President) reminded the attendees that the staffing proposal presented earlier was just that “a proposal”. None of the suggestions contained in the proposal have be discussed or negotiated with the classified union. The presentation of staffing suggestion that require discussion and negotiations with the union is a challenge for the shared governance process. She reminded everyone that to convey the impression to others on campus that these recommendations have been agreed to and will be implemented would premature and inappropriate.

The meeting adjourned at 10:45 am

Future Agendas:

1. Prioritization of One-time Expenditure Strategies from COM.P.ACT (Consultation) – May 10, 2011 – Dave Clausen
2. Consultation Council Annual Evaluation of the Shared Governance and Planning Structure and Procedures (Governance) – May 10, 2011- Dr. Kayleigh Carabajal
3. Draft 2011-2016 Facilities Master Plan (Consultation) - May 17, 2011– Eric Rulofson
4. Draft 2011-2016 Institutional Technology Master Plan (Consultation) -May 17, 2011– Logan Merchant

