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Consultation Council/Strategic Planning Committee Minutes
June 27, 2012

Present

Shelly Baxter (management)
Dave Clausen (Dean of Admin Services)
Jeff Lang (classified)
Carol Montgomery (classified)

Sue Mouck (Accreditation Liaison -faculty)
Ross Stevenson (Div Chair -faculty)
Patrick Walton (classified)

Absent

Cheryl Aschenbach (AS/Div Chair-faculty)
Colleen Baker (Div Chair-faculty)
Terry Bartley (management)
Sandy Beckwith (Lead Counselor – faculty)

Carie Camacho (Div Chair -faculty)
Marcus Murakami (ASB)
Eric Rulofson (Chair/ Facilities Planning)
Cary Templeton (Dean of Student Services)

Guests

Karen Clancy (classified)
Mary Hasselwander (classified)
Matt Levine (management)

KC Mesloh (classified)
Robin Padgett (management)
Bobbie Teesfeld (management)
Tami Wattenburg (classified)

With a quorum present, the meeting began at 1:03 pm.

Consultation Council:

1. Review of July 10, 2012 Governing Board Agenda (Information)

Sue Mouck presented the preliminary draft Governing Board Agenda for July 10, 2012. There were no questions.

2. AP 3518 - Child Abuse Reporting (Consultation)

The AP 3518 - Child Abuse Reporting companion to the previously approved board policy was presented. The absence of the definition of child and mandated reporter was noted. It was identified that the administrative procedure is the first step towards mandated training for all employees. In response to a question, Shelly Baxter indicated that “yes” training was required for student workers. Carol Montgomery questioned the liability to the District of underage students residing the Residence Hall. Ms. Baxter assured the members that underage students usually seventeen and turning eighteen in a few months are given special attention. All underage students and their parents sign a waiver prior to moving into the Residence Hall. **Following the discussion the group accepted AP 3518 - Child Abuse Reporting by consensus.**

3. Budget Advisory Team Update (Information)

Dave Clausen informed the group that since the last meeting the deficit coefficient for this year budget had fallen from the expected \$580,000 to \$290,000. Next years budget will be determined by the passage or failure of the tax measure in November. If the tax measure passes no cuts in the budget are expected and there is the possibility of growth. If the tax measure does not pass, with a workload reduction of approximately 131 FTEs the reduction would be approximately \$475,000, which is already built into the tentative budget. The primary problem facing the college next year is the issue of cash flow. The majority of the apportionment will be sent to the college at the end of the academic year. Saving money at the beginning of the year by delaying spending is necessary. Mr. Clausen is investigating a variety of options to improve the availability of cash as needed.

4. Accreditation Update (Information)

Sue Mouck advised the members, that the majority of documentation for the initial steps of the self-evaluation is now on the website. She asked that anyone identifying missing evidence let her know so that it can be added. In response to a question on the location of the information she responded under About LCC – Accreditation or About LCC – Planning and Governance.

5. Personnel Update (Information) – Administration

The draft Administrative Reorganization provided by Dr. Hall was provided. As previously announced in the memo from Dr. Hall, Ms. Mouck identified that she had accepted the interim position of Vice-President of Academic Services and Patrick Walton has accepted the interim position of Associate Dean of Student Services. She indicated that Consultation Council would need to select a new chair at the next meeting. She indicated that philosophically she did not think that it was appropriate for an administrator to chair Consultation Council. Several questions/issues were raised about the proposed Organizational Chart:

- a. What is the intent of placing grant development under each of the administrators?
- b. Where is the budget for marketing? Dave Clausen responded that the budget currently split between the executive assistant to the president and student services would be consolidated in one place under the executive assistant.
- c. Why was Basic Skills moved from instruction to student services? The majority of expenditures of Basic Skills money are in instruction and confusion resulted previously when responsibility was under Student Services. The response that Basic Skills was categorical money and all categorical money was under the Assistant Dean of Student Services was provided.
- d. Why was Accreditation not shown as reporting to the president, since it is an institutional responsibility/
- e. The opinion that the chart should be limited to organization relationships and chain of command rather than mixing positions and responsibilities. It was suggested that two separate charts one for positions and the other for functions would be clearer.
- f. The lack of the athletic director and the unusually arrangement of athletics reporting directly to the president instead of through instruction was noted.
- g. The need for institutional discussion on grants to include approaches, long-range planning opportunities (facilities) and the logistics of grant development was voiced.

Sue Mouck indicated that she would share these concerns with Dr. Hall. It was suggested that an additional opportunity to comment on the organizational chart with Dr. Hall in attendance would be appreciated.

Strategic Planning:

1. Draft 2012-2013 Strategic Plan – Governing Board Planning Retreat July 24, 2012 (Consultation)

The draft Strategic Plan derived from discussions during the last several meetings was provided. There were no suggestions for improvement.

Other:

Carol Montgomery thanked Patrick Walton for his service on Consultation Council and informed the membership that Tami Wattenburg would be a classified representative in the future.

Next Meeting: Wednesday, July 11, 2012

The meeting adjourned at 3:00 pm

Future Agendas:

1. **Governing Board Planning Retreat July 24, 2012 (Consultation) – July 11, 2012**
2. **2012 Research and Planning NIPR (Information) – July 11, 2012 - Sue Mouck**
3. **2012 Fine Arts/Humanities (Information) - Cheryl Aschenbach**
4. **2011 Social Science IPR (Information) – Cheryl Aschenbach**
5. **2011 Gunsmithing IPR (Information) – Cheryl Aschenbach**
6. **2011 Journalism IPR (Information) – Cheryl Aschenbach**
7. **2012 Administration of Justice (Information) – September 2012– Cheryl Aschenbach**
8. **2009/2011 Human Services IPR (Information) –October 2012– Cheryl Aschenbach**
9. **2012 Agriculture IPR (Information) – Cheryl Aschenbach**
10. **2012 Business IPR (Information) – Cheryl Aschenbach**
11. **2012 Enrollment Services NIPR (Information) –**
12. **2012 Instructional Support Services –Library NIPR –**
13. **2012 Auxiliary Services – Bookstore/Book Rental/Loan Program NIPR – Dave Clausen**
14. **2012 Student Life (including Residential Life) NIPR (Information) –**

**General Institution
DRAFT as of 8/22/11
Accepted by Consultation Council 6/27/12**

AP 3518 CHILD ABUSE REPORTING

References:

Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;
Welfare and Institutions Code Sections 300, 318, and 601;
Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

The District recognizes the responsibility of its employees to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred. Mandated reporters include faculty, educational administrators and classified staff. Volunteers are not mandated reporters, but are encouraged to report suspected abuse or neglect of a child.

Child abuse is defined as physical abuse, neglect, sexual abuse and/or emotional maltreatment. This procedure addresses the sexual assault, sexual exploitation, and/or sexual abuse of a child; the willful cruelty or unjustifiable punishment of a child; incidents of corporal punishment or injury against a child; abuse in out-of-home care; and the severe and/or general neglect of a child (definitions contained in Penal Code Section 11165).

“Reasonable suspicion” occurs when “it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position drawing when appropriate on his or her training and experience, to suspect child abuse” (Penal Code Section 11166(a)).

A child protective agency is a police or sheriff’s department, a county probation department, or a county welfare department. School district police or security departments are not child protective agencies (Penal Code Section 11165.9).

Any person not mandated by law to report suspected child abuse has immunity unless the report is proven to be false and the person reporting knows it is false, or the report is made with reckless disregard of the truth or falsity of the incident (Penal Code Section 11172(a)). Reporting is an individual responsibility. An employee making a report cannot be required to disclose his or her identity to the employer (Penal Code Section 11166(h)). However, a person who fails to make a required report is guilty of a

misdemeanor punishable by up to six (6) months in jail and/or up to a \$1,000 fine (Penal Code Section 11172(e)).

Mandated reporters must report immediately any reasonable suspicion of child abuse to a local child protective agency and follow up with a written report within 36 hours. **Child Protective Services and the Susanville Police Department**. The written report may be mailed or submitted by facsimile or electronic transmission.

Child abuse reporting forms are available in **[the Child Development Center]**.

No mandated reporter who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the Penal Code. Any person other than a child care custodian reporting a known or suspected instance of child abuse shall not incur any liability as a result of making any report of child abuse, unless it can be proven that a false report was made and the person knew that the report was false. (Penal Code Section 11172a)

When **[the Chief Student Service Officer, his designee, or any appropriate administrator]** releases a minor pupil to a peace officer for the purpose of removing the minor from the campus, the District official shall take immediate steps to notify the parent or guardian regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken (Education Code Section 87044), except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Penal Code Section 11165 or pursuant to Welfare and Institutions Code Section 305. In those cases, the official shall provide the peace officer with the address and telephone number of the minor's parent or guardian.

Non-accidental physical injury is considered to be a health and safety emergency, and parental consent is not required for release of student information under the Family Education Rights and Privacy Act, or the California Student Records Act (Education Code Sections 76200 et seq.).

Information relevant to the incident of child abuse may be given to an investigator from a child protective agency who is investigating the known or suspected cause of child abuse (Penal Code Section 11167b).

The District shall provide a mandated reporter with a statement informing the employee that he/she is a mandated reporter and inform the employee of his/her reporting/obligations under Penal Code Section 11166 and of his/her confidentiality rights under subdivision (d) of Penal Code Section 11167. The District shall provide a copy of Penal Code Sections 11165.7, 11166, and 11167 to the employee. Prior to commencing his/her employment and as a prerequisite to that employment, employee shall sign and return the statement to the District. The signed statements shall be retained by the District (Penal Code Section 11166.5).

The District will distribute this procedure to all employees.

Office of Primary Responsibility: _____

NOTE: This procedure is **legally advised**. The **red ink** is language recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue ink** is language to consider including.

Date Approved:

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