



# Consultation Council / Strategic Planning Committee 2012-2013

Administration:

**Dr. Marlon Hall**  
Dave Clausen  
**Sue Mouck**  
**Patrick Walton**

Classified:

Jeff Lang  
Carol Montgomery  
**Tami Wattenburg**  
ASB  
**Marcus Murakami**

Faculty:

**Cheryl Aschenbach**  
**Colleen Baker**  
Sandy Beckwith  
**Carie Camacho**  
**Ross Stevenson**

Management:

**Terry Bartley**  
**Vickie Ramsey (HRMP)**  
Planning Committees  
**Eric Rulofson (FMP)**

Those present are in **bold**

Guests: **Matt Montgomery, Bobbie Theesfeld**

Agenda for September 5, 2012

1:30 pm in CD-119

Called to order at 1:32pm

## Consultation Council

1. Review of September 11 Board agenda (Information) - Dr. Hall  
*Dr. Hall pointed out the personnel consent agenda, approval of warrants and financial reports, ratification of contracts related to correspondence program, Residential Life NIPR, and child development services agreements on the Board agenda. Ross Stevenson asked whether the hiring of the athletic director is going to the Board; it doesn't currently show on the personnel consent agenda. Vickie will make sure it's included on the personnel consent agenda that goes to the Board. Bobbie Theesfeld commented that the amount of the contract for the correspondence courier is half of the actual cost and will follow up with Sue Mouck.*
2. **Reaffirmation of 2012-2013 Shared Governance Handbook** (Consultation)  
*Cheryl Aschenbach presented the Shared Governance Handbook. The document had only minor revisions following receipt of May evaluations because no major revisions were identified as necessary. It was approved by the Academic Senate on August 30, 2012.*
3. **Revisions to AP 4400 Community Service adopted** (Consultation)  
*Cheryl Aschenbach requested that Consultation Council accept the recommendation of the Senate and adopt revisions to AP 4400 based on the efforts by Academic Senate and the Senate to make the document easier to follow and to include all the information necessary for decisions to approve a proposal. Codi Mortell in Academic Services was recognized for redoing the forms to make them more user friendly. Vickie Ramsey whether forms can be put online to make them available. It's possible to have them online in addition to being online as part of the AP; this will be considered. Vickie also mentioned that student insurance does not cover community service courses, so additional fees must be charged. The additional fee is included in the budget planning page in the community service packet. Also, Vickie shared that when investigating insurance for community service this summer, there are some activities that our insurance company will not cover, one of which is soccer. Vickie is going to find out what other activities are not covered in order to further update the form and clearly inform people*



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*interested in offering a community service course. Ross Stevenson asked about facility use fees; the fees will be charged for everyone unless they are waived.*

4. Personnel Update (Information)

*Vickie Ramsey reported on the personnel update. Admin Assistant Resource Development II has been increased to full-time position that will have 25% supported by Foundation. It will again be flown in-house before being advertised more broadly. Associate Dean of Instructional Services will have initial meeting on Friday morning. Director of Nursing and Nursing Instructor positions are being revamped and re-flown to try to increase the applicant pool. Some FT tenure-track positions are being revamped including Biology instructor, Math/Physics, Business and Psychology. Financial Aid Tech II and ISS Basic Skills have committees forming, and Maintenance Custodian has one in-house application.*

5. Budget Update (Information)

*Terry Bartley said we are still watching cash flow. At end of July we had about \$287,000 in the bank. At the end of August, we are in the hole \$40,000 which means we're using some of our TRAN. In August we regularly have a number of big ticket items that come due: workers compensation, property and liability insurance and Datatel support. Right now we're overspending every month because of the limited apportionment that is being received.*

	Revenue Received	Actual Expense	Cash (Over) Short
	-\$244,988.49		
July	-\$1,302,066.54	\$1,259,153.60	-\$287,901.43
August	-\$1,531,327.49	\$1,858,360.39	\$39,131.47

6. Fall Convocation Wrap-up and Comments (Consultation)

*Tami couldn't attend but heard that the games were fun and the day was awesome. Eric pointed out that the creative approach to dry material helped quite a bit with retention. Patrick and Colleen were recognized for their efforts putting games together.*

7. Accreditation Update (Information)

*Standards meetings were held at Convocation. We're ready to go, and schedules are being given to Sue.*

8. Computer Technical Support (Information)

*Matt Montgomery previously sent out an email about remote technical support software called BOMGAR and now demonstrated its use for us. It is secure enough that it is approved by the federal government and is currently used by Lassen County Office of Education. If you have a technical problem, visit <http://support.lassencollege.edu>. Remote support can be provided to PCs and Macs now and iPads in the future. The Support can be given from a PC, Mac, iPad*



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*or even an android phone (although the phone screen is small). Support services are available 7am-4:30pm. We can also use BOMGAR to give presentations.*

## Strategic Planning:

1. **Presentation of 2013-2014 Institutional Planning and Budget Development Handbook** (Information)

*Cheryl Aschenbach shared that the handbook was revised based on results of May evaluations and Senate changes to the IPR documents and process. Budget process falls under the purview of the Senate, so the Senate is presenting this as an information item. Ross has asked that the 2013-2014 VTEA grant process be more transparent and inclusive of all interested parties.*

## Other:

1. *Marcus would like to paint the Co-Gen plant to write "Cougar Pride" on the side of it, and he wants to know who to talk to about making it happen and how to make sure it's legal. In addition to "Cougar Pride," is it possible to solicit advertising from local businesses to raise revenue? Eric pointed out that there would be fixed costs associated with maintaining the painting, including paint and manpower to repaint it every other year. One concern expressed is how use of the co-gen plant for advertising will be received by community members and leaders. Also, there is a concern that businesses will hesitate to participate after already being solicited for donations for individual LCC athletic teams. ASB is looking at advertising on Channel 19 since it is free in order to get more community involvement on campus.*

2. *Patrick Walton offered a reminder that facility use requests go to Codi Mortell first and to Sue Mouck in Academic Services; Patrick's name is not on the facility request form, so he doesn't need to see them. Also, five days are required to process a facility request.*

3. *Patrick Walton also reminded everyone that all flyers must be submitted and approved by him. ASB handles the exterior free-standing bulletin boards, but everything posted indoors must be approved by Patrick.*

Meeting adjourned at 2:30pm

Next Meeting: Wednesday, September 12, 2012 at 1:30pm in CD-119

## Future Agendas:

1. 2012 Administration of Justice (Information) – September 19, 2012– Cheryl Aschenbach
2. Review of Board agenda – October 3, 2012
3. 2012 Fine Arts/Humanities (Information) - Cheryl Aschenbach – Oct 3, 2012
4. Action Plan Evaluation Matrix update – October 2012
5. Acceptance of EMP – October 2012
6. 2009/2011 Human Services IPR (Information) –October 2012– Cheryl Aschenbach
7. 2011 Social Science IPR (Information) – Cheryl Aschenbach
8. 2011 Gunsmithing IPR (Information) – Cheryl Aschenbach
9. 2011 Journalism IPR (Information) – Cheryl Aschenbach
10. 2012 Agriculture IPR (Information) – Cheryl Aschenbach



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11. 2012 Business IPR (Information) – Cheryl Aschenbach
12. 2012 Enrollment Services NIPR (Information) –
13. 2012 Instructional Support Services –Library NIPR(Information) –
14. 2012 Auxiliary Services – Food Service/Bookstore/Book Rental/Loan Program  
NIPR(Information) – Dave Clausen