



# 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 in **Bold**  
Guests: **Shelly Baxter**

Minutes for November 28, 2012  
1:30 pm in CD-119

Call to Order at 1:34pm

## Consultation Council

1. 2012 LCC ARCC Report (Information) – Sue Mouck  
*ARCC is Accountability Report for California Community Colleges. This report comes out at the end of every May and includes college level indicators along with statewide measures. ARCC reports have been produced for the last six years to give colleges and the public an idea of how colleges are achieving. The ARCC report will need to be presented to the Governing Board at some point during the year. Traditionally our Board has seen it late in the academic year, but this year Sue intends to take it to the Board in February. The next ARCC report draft will be available for review and input later in spring 2013 semester. In some areas, particularly vocational completion, we are doing extremely well. Other areas, such as persistence rate, we are not doing as well as we'd like. Low persistence rates may be caused by the high turnover of incarcerated correspondence students.*
2. Personnel Update (Information) – Dave Clausen  
*All four faculty positions are now flying. Food Service Coordinator and Correspondence Tech positions are in process; committees are meeting.*
3. Budget Update (Information) – Dave Clausen  
*Dave is still waiting for information from the Chancellor's Office about cash flow. There is a conference call for mid-year TRAN kickoff next week. The funding is planned in March; this is later than we need. Dave is speaking to the League and the Chancellor's Office and is aware other colleges want the TRANs to be funded sooner, but no movement yet. Also, we're wrapping up the audit. It will be presented to the Board in December on schedule.*
4. Accreditation Update (Information) - Sue Mouck  
*Sue is going to ALO workshop on Friday. She's primarily interested in learning more about the SLO report that is due in March. Self evaluation information is being submitted. Standard I has been received; several sections of Standard II.A. have also been received. Sue is trying to keep website up to date, so let her know if there is information that is missing or if there is anything new to add. Sue would like to have minutes from standards committees to put online. We received notice*



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*from Susan Clifford at ACCJC that our substantive change has been approved, but we will need to submit an addendum with more information about library and tutoring services.*

## Strategic Planning

1. Presentation of the Library NIPR (Information) – Sue Mouck  
*Sue thanks and commends Marita Diamond for taking care of this as an adjunct employee.*
2. Presentation of the Human Services IPR (Information) – Cheryl Aschenbach  
*At its meeting on November 27, the Senate conditionally approved the HUS IPR with the condition that an addendum will be submitted by the end of spring semester to address shortcomings in the IPR.*
3. SB 1440 Progress (Information) – Sue Mouck  
PDF attached: “Meeting Compliance but Missing the Mark”  
*Colleges were mandated by SB 1440 to develop two associate degrees for transfer. Lassen has eight approved degrees for transfer and is in the middle group (missing the top performing group of colleges by one transfer degree). The fact that we have eight degrees is commendable considering we are such a small college. Additionally, we have four additional degrees for transfer we are working on and plan to submit this year: English, Kinesiology, Psychology and Anthropology. Model curriculum for additional degrees is being developed, so we will add to our list of degrees as time goes on. It was expressed that we should share this information with the Board in light of the fact that much larger colleges have not accomplished as much as we have. It was also suggested that an article in the local paper be considered in January.*
4. NIPR Addendum: Independent Living Program (Information) and NIPR Addendum: Child Development Center (Information) – Patrick Walton  
*The Student Services Master Plan is being worked on, and it was discovered that some updates needed to occur to NIPRs to accurately inform the SSMP especially in regards to staffing. Patrick requested his staff submit addendums to ensure that our planning process utilizes recommendations from IPRs and NIPRs. Both the Independent Living Program and the Childcare Center submitted NIPR addendums that have been accepted by Cabinet.*
5. Student Services Reorganization (Information) – Patrick Walton  
*Some reorganization within Student Services is necessary because of staff moving out of Student Services. With Sandy Beckwith moving to instruction, DSPS Coordinator duties will be handled as part of Cindy Howe’s load. Directorship of ILP and Kinship will be combined. There will still be a 50% coordinator for Kinship and a 50% administrative assistant will likely be added; both will work under the coordinator. MAA (Medical Administrative Activities) coordination will be handled by the Child Development Director; we should be able to recoup some costs (could be up to*



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*(\$250,000-\$300,000) already being incurred by the district utilizing MAA without incurring any additional costs.*

## Other:

*Sandy addressed Consultation Council regarding student clubs. Terry Bartley previously sent Sandy a list of inactive clubs that still have money sitting in the bank. Students would like to see the money go back to students in some way, perhaps as scholarships or to restart clubs or start new clubs. ASB wants to know what the process is for reallocating the funds. Patrick is going to work on a proposal for an AP that clarifies criteria for considering a club inactive and for how to handle the remaining funds; he will include ASB input. Also, according to Sandy, everything she has found indicates that club advisors must be faculty rather than classified.*

*Jeff mentioned that there may be uncertainty about whether or not marijuana is legal in California and on campus. It is not. If anyone suspects that there is marijuana or other illegal drugs anywhere on campus, they should call the police or administration rather than placing another employee, especially a classified employee, at risk. As a drug and alcohol free campus, we need to also be reminding students of this. Cabinet will talk about the issue to determine how to communicate procedures to students and personnel.*

*Shelly shared that a local sorority will be putting together a \$1000 scholarship in honor of Bob Paulson's mother for a local high school student to attend LCC. Bob Paulson was a former IT employee at Lassen College.*

Adjourned 2:29pm

## Next Meetings:

Wednesday, December 12, 2012 at 1:30pm

## Future Agendas:

1. Math/Science Boiler Project Update (Dec. 12, 2012)
2. Chapter 7 APs (Consultation) – Sue Mouck/Cheryl Aschenbach (Dec. 12, 2012)  
Student Services Master Plan: mid-November to December (Dec. 12, 2012)
3. Institutional Technology Master Plan: January (Jan. 9, 2013)
4. Facilities Master Plan: February (Feb. 13, 2013)
5. Human Resources Master Plan: March (Mar. 13, 2013)
6. 2011 Gunsmithing IPR (Information) – Cheryl Aschenbach
7. 2011 Social Science IPR (Information) – Cheryl Aschenbach
8. 2011 Journalism IPR (Information) – Cheryl Aschenbach
9. 2012 Agriculture IPR (Information) – Cheryl Aschenbach
10. 2012 Business IPR (Information) – Cheryl Aschenbach
11. 2012 Enrollment Services NIPR (Information) –
12. 2012 Auxiliary Services – Food Service/Bookstore/Book Rental/Loan Program  
NIPR(Information) – Dave Clausen