



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 indicated in **bold**.
Guests: Shelly Baxter, Matt Levine

Agenda for January 9, 2013
1:30 pm in CD-119

Consultation Council

1. Safety Committee Update (Information)
*Only one person has volunteered and been appointed by a constituent group: Shelly Baxter for management. **Constituent leaders will again seek participants and bring recommendations to Consultation Council.***
2. Personnel Update (Information) – Vickie Ramsey
*Advertising Exec. VP for Academic Services – closes March 1.
Four tenure-track faculty positions close Feb. 1.
Director of Nursing & Allied Health – still advertising. A tenure-track nursing instructor has been hired and is starting now.
Food Service Coordinator decision is in progress.*
3. Budget Update (Information) – Terry Bartley
Cash flow update: at end of December we gained a little and are only \$55,000 in the hole with cash flow. We're still waiting to find out when our apportionment numbers will be updated. An \$829,000 shortfall for LCC is being posted by the Chancellor's Office, but we don't know much about it yet (all colleges are showing a shortfall). Colleges are frustrated that Prop. 30 passed to prevent a workload reduction, but now colleges seem to be hit with a deficit coefficient. Answers from Chancellor's Office aren't coming yet. TRAN will go to market in late March. Other state agencies are experiencing sudden budget shortfalls right now, too. We are still in a spending freeze and promoting a culture of fiscal conservation. Next week will be the first glimpse at the Governor's budget proposal for 2013-2014.
4. Accreditation Update (Information) - Sue Mouck
Sue received many preliminary drafts from standards groups. Drafts were compiled and returned back to standard groups for initial review. Missing pieces: one section of Standard 3 and part of Standard 4. Sue reminded everyone that the standards are only about 1/3-1/2 of the entire document.



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We are ahead of where we've been in the past, but we still have a lot of work to do. Sue's intention is to broaden dialog on standards by bringing drafts to President's Cabinet and Consultation Council for review and input on content and information. Those recommendations will then be sent back to the teams for further review. By May, except for summer updates, the standards draft will be finished. The final draft must be approved by the Board at the November Board meeting. Sue also reminded everyone that the Consultation Council/Strategic Planning Committee is also the Accreditation Steering Committee.

Spring Meeting Schedule

In December the committee agreed to move meetings to the first and third weeks of each month, and Mondays were chosen for spring meetings. Because of multiple Monday holidays, the schedule for January and February was a little tricky. Consultation agreed to the following schedule with the recognition that additional meetings may be necessary:

(All meetings at 1:30pm in CD-119)

Monday, January 28 (5th Monday)

Monday, February 4 (1st Monday)

Monday, February 11 (2nd Monday)

Monday, February 25 (4th Monday)

Monday, March 4 (1st Monday)

Monday, March 18 (3rd Monday)

Monday, April 1 (1st Monday)

Monday, April 15 (3rd Monday)

Monday, May 6 (1st Monday)

Monday, May 20 (3rd Monday)

Strategic Planning

1. Discussion about Mechanism to Document Payback of Boiler Project to District (Consultation) – Terry Bartley

The difficulty in documenting the payback is that there is no promissory note being generated. Terry suggests we keep it as a future agenda item for review and update at the end of the year; the savings and payback amounts will be documented in CC minutes. Eric added that there are a couple of challenges in tracking: one is that Creative Arts building was converted from propane to natural gas and the MNO buildings were taken offline, and the second is that Eric expects a faster payback because of the collective savings of projects across campus, and the collective savings will be applied to the boiler payback at the end of the year. Ross suggested that it needs to be clear where the savings will



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go – what account will savings be placed into? Sue suggested that the project be updated in budget prioritization process via the budget planning spreadsheets. Consultation Council agreed to use the future CC agenda item and future discussion as an update as well as including deficit amounts in the budget development spreadsheets.

On a side note, Jeff Lang continued to express concern that the entire project was a unilateral decision and is concerned about the integrity of the planning process.

2. Present Institutional Technology Master Plan (Information) – Logan Merchant
Logan was not present and there is concern that the ITMP is not ready for approval. Move to February 4.

3. Present Administrative Reorganization (Information) – Administration
Dr. Hall reminded everyone that the handouts provided are proposed drafts of organization charts that are dependent on the budget process. In order to fund the positions, we must have funds and they positions must go through the budget process. On the draft org charts, the recommended changes are in red. In regards to the International Student Advisor, Sandy has asked that we see success rates of international students in order to discuss the need for an international student advisor. It was agreed that all positions need to come back to Consultation Council for review, additional discussion, and prioritization. Administration will bring this information to the next meeting. Consultation Council consensus was to move forward to hire a Dean of Academic Services, Dean of Student Services, Director of Institutional Effectiveness and Title III-funded Programmer. Sue will forward draft job descriptions to those interested in reviewing them. Cabinet will finish their discussion about salary range for the Institutional Effectiveness position.

Other:

Boiler Project Update – project on-going and sitting at \$152,000. Start-up expected in next two weeks. Eric reports that we still have some internal work to do on our end, but it should be completed in next two weeks. The hot water heater cannot be started until the flue is in. Should be next week.

Work Study Update – Matt Levine reported that we had \$232,855 budgeted for the year, and we used too much of it in the fall (\$139,509). Only \$93,345 is left for the spring semester not including new or additional requests. Employers need to better budget to have money available in both semesters. No new requests are being considered because there isn't money to accommodate additional requests. In the



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past, we borrowed from the next year in order to accommodate additional requests, and we won't be doing that this year. Matt clarified that just because a student has an award doesn't mean that they'll be able to earn that entire award. We "award" 1.5 million, but only have \$232,000 to actually spend.

Eric reported that we had a freeze up over break in the Sports Complex during winter break. Although it was caught early, there was again damage to the gym floor and the heat exchanger. The damages will be covered by insurance.

Eric and his staff just discovered as many as 700 gallons of used oil in the bus pit below the old bus lift in the maintenance shop. It has been there more than 20 years. The oil will be collected by a company from Reno for free. All the oil is contained in the pit and does not appear to pose an environmental hazard.

Eric also reported that delivery of the remaining card locks has been put off another two weeks; full implementation in the Sports Center will not occur until the remaining locks are installed.

Next Meetings:

January 28, 2013 at 1:30pm in CD-119

Future Agendas:

1. AP 3420 Equal Employment Opportunity (Consultation) – Vickie Ramsey (January 2013)
2. Facilities Master Plan: February (Feb. 13, 2013)
3. Human Resources Master Plan: March (Mar. 13, 2013)
4. 2011 Gunsmithing IPR (Information) – Cheryl Aschenbach
5. 2011 Social Science IPR (Information) – Cheryl Aschenbach
6. 2012 Agriculture IPR (Information) – Cheryl Aschenbach
7. 2012 Business IPR (Information) – Cheryl Aschenbach
8. 2012 Enrollment Services NIPR (Information) –
9. 2012 Auxiliary Services – Food Service/Bookstore/Book Rental/Loan Program NIPR(Information) – Dave Clausen
10. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies
11. Report on Boiler Project Repayment Progress – August 2013