



Consultation Council / Strategic Planning Committee 2013-2014

Administration:

Dr. Marlon Hall
Dave Clausen
Dr. Tammy Robinson
Dr. Beatriz Vasquez
Patrick Walton

Classified:

Jeff Lang
Carol Montgomery
Tami Wattenburg
ASB
Jonathon Herring

Faculty:

Cheryl Aschenbach
Sandy Beckwith
Carie Camacho
Sue Mouck
Ross Stevenson

Management:

Terry Bartley
Vickie Ramsey (HRMP)
Eric Rulofson (FMP)
Aeron Zentner (OIE)

Guests present: Glen Yonan, Adam Runyon

Minutes for July 8, 2013

Meeting called to order at 1:32pm

Consultation Council

1. Introduction of new Dean of Instructional Services - Dr. Tammy Robinson (Information) – Dr. Beatriz Vasquez
Dr. Vasquez introduced and welcomed Dean of Instructional Services Dr. Tammy Robinson. Patrick Walton also introduced Adam Runyon as our new Outreach Coordinator.
2. Elect 2013-2014 Consultation Council Chairperson (Consultation) – Cheryl Aschenbach
By consensus, it was agreed that Sue Mouck and Cheryl Aschenbach will be co-chairs for 2013-2014.
3. Establish Meeting Day and Time for 2013-2014 (Consultation) – Cheryl Aschenbach
Consultation Council agreed by consensus that meetings will be held Thursdays at 3pm except for the second Thursday of the month when CSEA meets. Our first Thursday meeting will be August 22.
4. Review of the July 9, 2013 Governing Board agenda (Information) – Dr. Marlon Hall
Dr. Hall shared the Board agenda which included personnel items as well as the Credence facility contract. We'll be moving our public safety programs over to Credence. Dr. Hall will be attending the regional transportation meeting to discuss the potential for bus transportation between LCC and Credence.
5. Academic Services Update (Information) – Dr. Beatriz Vasquez
Dr. Vasquez shared that Academic Services has been very busy, and she appreciates the staff as well as Sue – everyone has been a tremendous resource during transition. She is looking at ways to increase FTES.



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- a. Athletic Department Update (Information) – Dr. Tammy Robinson
Tammy has been working with Glen Yonan on a number of athletic department projects. Contracts have been finished for soccer and rodeo. There will be an orientation/meeting for all coaches on July 23. Progress reports will be instituted quarterly for all athletes. Study hall will also be implemented. An athletics orientation will be held Saturday, August 17 for all athletes, and will have a number of community officials present to speak with students. Assistant Athletic Director Glen Yonan also added that he's been told by Dr. Hall to better integrate athletics into the rest of campus. He's been meeting with people on campus to explain what's being done and why as well as what plans are being established for the future. Glen also shared that he is remodeling for the softball field. Most of the funds were fundraised, and some expenses are being covered by the LCC Foundation. Some hourly (320 hours) expenses will need to be covered by the general fund, so this needs to be discussed soon.
 - b. *Dr. Robinson reported that she has also worked on hiring a temporary gunsmithing instructor and is getting information about POST and NRA.*
 - c. *Dr. Vasquez and Dr. Robinson announced that the adjunct faculty orientation will be August 15.*
 - d. Public Safety Training Center Update (Information) – Dr. Beatriz Vasquez
Credence will now be called our Public Safety Training Center. We are leasing the Credence facilities, and Fire Science, LVN, EMT, CNA and POST will be coordinated from the PSTC. We are exploring equipment storage on site. There is room for classrooms and offices for each program. It is an older building, but the facilities are in good shape. There is work being done to allow phone service at that facility, and there will no longer be a need to use cell phones at that site. In the future, it would be ideal to develop our own public safety facility; Patrick asked everyone to be on the lookout for grants that could help with this endeavor.
6. Marketing and Recruitment Plan (Consultation) – Dr. Marlon Hall
Dr. Hall shared an updated marketing and recruitment plan intended to help us plan to increase FTES. He sees a need to increase the number of local feeder students as part of overall FTES growth. We also need to link our academic and recruitment programs as well as strengthen overall outreach. Dr. Hall wants us to have a “can do” attitude rather than a “can’t do” attitude.



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7. Organizational Chart (Information) - Dr. Beatriz Vasquez
The organizational charts are a work in progress, and there have been additional changes since drafts were emailed on Friday. The draft distributed is the organization that currently exists (and as of 7/9/13 Board meeting). In the future there may be adjustments based on programmatic and institutional decision needs and decision-making.

Strategic Planning

1. Consultation Council Representation at July Governing Board Planning Retreat (Consultation) – Cheryl Aschenbach
By consensus, Consultation Council selected Sue Mouck, Cheryl Aschenbach, Jeff Lang and Aeron Zentner to represent Consultation Council at the July Board Planning Retreat.
2. Budget Principles, Priorities, and Criteria (Consultation) – Dave Clausen
*The budget process starts at this time annually by identifying the budget principles, priorities and criteria and then, in August, acceptance of the Budget and Planning Handbook. It was suggested that recommendations for level of reserves be made consistent with Board Policy 6200, which states 15%. Also, the items under Implementation of Strategic Goals should be noted as unranked and changed to bullets rather than letters. **With these changes, Consultation Council/Strategic Planning adopts the Budget Principles, Priorities and Criteria for 2013-2014.** These will be included in the updated handbook.*

Accreditation Steering

1. Accreditation Survey Results (Information) – Sue Mouck
Sue provided a summary of accreditation survey results as tabulated by Aeron Zentner. The results have varied slightly over the three-year period noted with no substantial differences. Qualitative comments will be included in the accreditation evaluation. It was suggested that if we aren't going to publish comments, then we should not collect comments. For consistency, the survey has been used for three years, but next year we need to improve upon the old survey by clarifying questions, calls for comments (if included). Perhaps a sub-committee can meet soon to discuss the effectiveness of the survey.
2. Accreditation Update (Information) – Sue Mouck
Sue is working on the self-evaluation. She has draft sections for all but one standard sub-section. She is integrating feedback from Consultation Council as well as from standards committees. She is also working on our responses



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to the 2008 recommendations. She will soon be sending out updated drafts of the complete document for campus review and continued input.

3. Substantive Change Proposal – Public Safety Training Center - Sue Mouck
Sue is working on the substantive change proposal for the planned public safety training center as an outreach location because more than 50% of the classes in identified programs will be taught at the outreach location. Dr. Susan Clifford at ACCJC confirmed for Sue that a substantive change proposal will need to be completed. Sue would like to have our proposal to the committee by October 14 for the November meeting even though it can't be considered during the six months prior to an accreditation visit.

Other:

Dr. Hall reported that ACCJC announced that City College of San Francisco will no longer be accredited effective July 2014. There is an appeals process that will be followed. In the meantime, a special trustee will be appointed. Dr. Robinson asked about whether or not we are poised to offer more distant education sections (including instructor certification) to serve CCSF students. She'll follow up with division chairs and Title III project director Cheryl Aschenbach.

Dave Clausen reported that our 320 submission will be around 1500 FTES including summer students from June census. This is \$1.5 million less of cash flow than last year if this number is considered by the Chancellor's Office for advanced apportionment rather than the P2 submitted in February. There will be an opportunity to restore, and it is in our best interest to restore FTES quickly. Prop 30 money will be split up into four payments this year rather than one lump sum as we received last year which may actually give us additional cash flow temporarily at the end of the year. In the meantime, we need to be very careful with cash flow. Deferral money was finally received and will be posted today. The RDA deficit coefficient funds (\$500,000) will be received later this year.

Terry Bartley shared that we are speaking with a company called Higher One about converting to electronic student financial aid which will also open up options for FA debit cards, paper checks, or direct deposit. This could eliminate the need for LCC to cut student financial aid checks. A meeting is scheduled for next week.

Meeting adjourned at 3:03pm

Future Meetings:

Monday, August 5, 2013 at 1:30pm

Thursday, August 22, 2013 at 3:00pm



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Future Agendas:

1. 2012 Auxiliary Services (Food Service/Bookstore/Book Rental/Loan Program) NIPR (Information)
2. 2013 Kinship Care NIPR (Information)
3. Graphics Manual
4. Consultation Council Orientation - August
5. AP 3420 Equal Employment Opportunity (Consultation) - Vickie Ramsey
6. Presentation of Institutional Planning and Budget Development Process Handbook (Information) - Cheryl Aschenbach - August 2013
7. Shared Governance and Consultation Handbook (Consultation) - August 2013
8. Report on Boiler Project Repayment Progress (Information) - August 2013