



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
ASB
Jonathan Herring

Faculty:

Cheryl Aschenbach
Carie Camacho
Sue Mouck
Robert Schofield
Alison Somerville
Ross Stevenson

Management:

Terry Bartley
Dave Corley (ITP)
Vickie Ramsey (HRMP)
Greg Collins (FMP)
Aeron Zentner (OIE)

Those present are indicated in bold.

Guests: None

Minutes for January 23, 2014
3:00 pm in CD-119

Consultation Council

Cheryl Aschenbach asked for an introduction of the new member. Dave Clausen introduced Greg Collins, who began work this week as the new Director of Facilities/Operations. The members of Consultation Council introduced themselves to Mr. Collins

Approval of Consultation Council minutes for January 16, 2014
(Consultation)

*Cheryl Aschenbach indicated that the minutes of the previous meeting would be presented for approval at the begin of each meeting as agreed at the last meeting. **By consensus Consultation Council approved the minutes presented for January 16, 2014.***

Strategic Planning

1. Review of Budget Development Process and Timeline (Information) –
Cheryl Aschenbach asked Sue Mouck to review the planning/budget development process for the committee. Ms. Mouck indicated that the planning process was proceeding extremely well this year. The draft Educational Master Plan, draft Student Services Master Plan and draft Institutional Technology Master Plan have already been presented to the Strategic Planning Committee/Consultation Council. The next plan due in February is the Facilities Master Plan. Despite the late arrival of the new Director of Facilities/Operations, Dave Clausen indicated that the plan will arrive on schedule. Ms. Mouck drew the attention of the member to the flowchart page of the Institutional Planning and Budget Development Process Handbook. She indicated that the institutional prioritization of budget requests is scheduled to occur in February. She reviewed the process of unit and area level prioritization leading up to the institutional level prioritization. In response to a question, she clarified that for the instructional area units would be the division, for student services areas units would be counseling, admissions and records, etc. and for administrative services unit would be

Lassen Community College provides outstanding programs for all pursuing higher education goals. The core programs offer a wide range of educational opportunities including transfer degrees and certificates, economic and workforce development, and basic skills instruction. The college serves students, both on campus and in outreach areas, in its effort to build intellectual growth, human perspective and economic potential.



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*maintenance, financial aid, etc. She indicated that all prioritized lists should come forward on the excel spreadsheet as used in previous years. She further stated that forums are supposed to occur in January and March. The need for the January forum may have been eliminated with the formalization of the budget development process which has occurred over the last few years, but asked about the need for a forum in March to provide and opportunity for discussion following the institutional prioritization of budget requests in February. **By consensus Consultation Council agreed to schedule an open forum on Friday, March 14, 2014 at noon to provide for campus discussion. The group further agreed to begin the institutional prioritization process at the February 20, 2014 Strategic Planning/Consultation Council meeting. Beginning on that date, this will allow three meetings for the process prior to the open forum.***

2. Proposed Budget Prioritization Rubric (Consultation)

*Sue Mouck presented the rubric proposed by Aeron Zentner last fall and asked for feedback on the use of such an instrument during the budget prioritization process. The general discussion was that the rubric was a good idea. Individuals did not want to lose the qualitative discussions during the process. It was articulated that the use of the rubric could be piloted and then recommendations for the addition of the rubric to the process could be included during the evaluation in May. **By consensus Consultation Council agreed to pilot the use of a rubric as a mechanism to complement the previously utilized qualitative discussions for prioritizing budget requests. The group further agreed to review the proposed rubric and bring back suggestions to the next Consultation Council meeting.** It was suggested that the numerical values would change annually depending upon institutional needs.*

Accreditation Steering

Accreditation Update (Information)

Sue Mouck reported that the college was notified as to the membership of the visiting evaluation team. Six members in addition to the previously identified chair have been appointed. An additional three appointees may be included. The discussion identified that the appointed individuals are from larger urban schools, which could be a concern. Ms. Mouck indicated that the self-evaluation packets will be mailed to the identified individuals tomorrow. Sue asked the membership to identify any campus areas needing attention. We need to identify areas needing attention now so that sufficient time is available for changes prior to the visit. Dr. Hall indicated that he had already identified the need for banners, which he plans to purchase out of his budget.



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Other:

1. *Dave Clausen identified that the Foundation has expressed an interest in replacing the large concrete sign in front of the campus. He expressed the concern that the sign should be an institutional decision. Discussion moved to the advantage of a heavy concrete sign and the preference for a digital sign. Most individuals indicated a preference for a combination of both.*
2. *Dave Clausen indicated that he, Greg Collins and Dave Trussell will visit the Go-Gen Plant tomorrow to again consider options for removal or repurposing. Mr. Collins indicated a need for an understanding of the history and vision for campus facilities to better develop the Facility Master Plan. He articulated the expectation that the Facility Master Plan be based on educational planning.*

Future Meetings:

Thursday, January 30, 2014

Thursday, February 6, 2014

Future Agendas:

1. Discussion of process for background checks for faculty and administrative positions (Consultation) – Ross Stevenson
2. Acceptance of AP 3550– Drug Free Environment and Drug Prevention Program (Consultation) – Vickie Ramsey
3. Presentation of 2013 Welding Technology IPR (Information) - Cheryl Aschenbach
4. Presentation of 2013 Human Services IPR (Information) - Cheryl Aschenbach
5. Presentation of 2013 Gunsmithing IPR (Information) - Cheryl Aschenbach
6. Presentation of the 2014 Digital Graphic Design IPR (Information) – Cheryl Aschenbach