



# Consultation Council / Strategic Planning Committee 2013-2014

## Administration:

**Dr. Marlon Hall**  
**Dave Clausen**  
**Dr. Tammy Robinson**  
Patrick Walton

## Classified:

**Jeff Lang**  
Carol Montgomery  
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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 in bold.

Guests: Shelly Baxter, Cory McClellan, Kim Clain, KC Mesloh (for Carol Montgomery)

Minutes for February 20, 2014  
3:00 pm in CD-119

## Consultation Council

1. Approval of Consultation Council minutes for January 30, 2014  
(Consultation) *By consensus Consultation Council approved the minutes presented for January 30, 2014.*
2. Academic Services –Instructional Services –Update from Moodle Meeting (Information) – Dr. Tammy Robinson  
*February 5 was the first Moodle meeting. The effort is to make recommendations to clean up our use of Moodle. One point of discussion was how we authenticate in Moodle. This is a concern in general plus a point of focus for accreditation. Most classes use an enrollment key which requires student contact with an instructor. It was agreed there need to be more Moodle resources and communication for instructors as well as a resource guide. System will be offline June 3 for Moodle updates, and that will be communicated early with instructors and students. One concern right now is math capability within Moodle, so Jackson Ng and David Corley are talking about options.*

## Strategic Planning

1. 2013-2014 Action Plan Evaluation Matrix -January Update (Information)  
– Dr. Aeron Zentner  
*The evaluation matrix is a visual tracking system for progress on planning agendas. Dr. Zentner reports that 58% of planning items have been completed.*
2. Budget Update (Information) – Dave Clausen
  - Report on 2013-2014 Budget Allocation Recommendations  
*Dave shared last year's budget prioritization forms to show what*

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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*items had been paid for and which on-going items had been included in the budget.*

- 2014-2015 Budget Revenue Projections  
*Dave is struggling with the budget revenue projections. He shared a four-year chart that shows a downward trend in enrollments. This has a significant impact on budget, but it necessitates the discussion about how big an institution we really are. Administration is working on initiatives to develop new programs and increase FTES. Some of the efforts will be fruitful in the next fiscal year while others may generate FTES for this academic year. The question needs to be what FTES number we need to plan for next year; the answer needs to be determined through more discussion including a college right-size discussion next week.*

### 3. Budget Prioritization

- Acceptance of Revised Rubric (Consultation) – Aeron Zentner *Approved by consensus.*
- Presentation of Area Recommendations (Information) – area administrators  
*Held for next week due to time.*
- Initial Institutional Prioritization (Consultation)  
*Held for next week due to time.*

### Accreditation Steering

Accreditation Update (Information) - Sue Mouck

Accreditation March 17-20, 2014 Visit Q & A's – TECC

Monday, February 24, 2014 – 9:00 am

Tuesday, February 25, 2014 – 1:00 pm

Wednesday, February 26, 2014 – 10:00 am

Thursday, February 27, 2014 – 2:00 pm

Friday, February 28, 2014 – 11:00 am

### Other:

*Dr. Hall reported that he is meeting with LUHSD today to discuss Credence/Public Safety Training Center. The community swimming pool committee has focused on Credence as one of three sites and is talking about wanting to break ground by May. We currently lease the site from LUHSD, but there are concerns that LUHSD may not actually own the site. Our lease is through 2015. Dr. Hall and Dave Clausen will keep us posted.*

*Black History month celebration is Thursday, February 27. Lunch will be 11-1 in the cafeteria. We may have students delivering spoken word. In the evening there will be*



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*high school students interpreting Langston Hughes poetry, plus Kenny Poulsen and Louis Price will be giving a concert. Doors to open 5:30 and event start at 6pm.*

## **Future Meetings:**

Thursday, February 27, 2014

Thursday, March 6, 2014

## **Future Agendas:**

1. Right size discussion
2. Academic Services -Student Services –Update (Information) – Patrick Walton
3. Discussion of process for background checks for faculty and administrative positions (Consultation) – Ross Stevenson
4. Acceptance of AP 3550– Drug Free Environment and Drug Prevention Program (Consultation) – Vickie Ramsey
5. Presentation of 2013 Welding Technology IPR (Information) - Cheryl Aschenbach
6. Presentation of 2013 Human Services IPR (Information) - Cheryl Aschenbach
7. Presentation of 2013 Gunsmithing IPR (Information) - Cheryl Aschenbach

## Institutional Budget Priority Rubric

Scoring Area	Related Components	Scoring Rubric	Score
<b>Data Support</b>	<ul style="list-style-type: none"> <li>• PSLOs/SLOs/AUOs</li> <li>• External assessments/audit</li> <li>• Research studies</li> <li>• Enrollment trends/demands</li> <li>• Market Assessment</li> </ul>	<u><b>Max Score 125</b></u> 25 25 25 25 25	
<b>IPR/NIPR</b>	<ul style="list-style-type: none"> <li>• Identified in comprehensive program review recommendations</li> </ul>	<u><b>Max Score 100</b></u> 100	
<b>Planning Documents</b>	<ul style="list-style-type: none"> <li>• Human resources staffing plan</li> <li>• Strategic plans (educational, facilities, human resources, student services, technology)</li> </ul>	<u><b>Max Score 100</b></u> 50 50	
<b>Strategic Goals</b>	<ul style="list-style-type: none"> <li>• Institutional Effectiveness</li> <li>• Learning Opportunities</li> <li>• Resource Management</li> <li>• Student Success</li> </ul>	<u><b>Max Score 100</b></u> 25 25 25 25	
<b>Sustainability</b>	<ul style="list-style-type: none"> <li>• Potential for Long-Term Sustainable FTEs</li> <li>• Program Maintenance</li> <li>• Infrastructure</li> <li>• Support Multiple Programs</li> <li>• Capture Program Growth</li> <li>• High Benefit/Cost Ratio</li> </ul>	<u><b>Max Score 150</b></u> 25 25 25 25 25 25	
<b>Recurrent Request</b>	<ul style="list-style-type: none"> <li>• One Year</li> <li>• Two Year</li> <li>• Three Year</li> </ul>	<u><b>Max Score 100</b></u> 25 50 100	
<b>Mandated</b>	<ul style="list-style-type: none"> <li>• Accreditation</li> <li>• Federal/ State</li> <li>• Safety</li> </ul>	<u><b>Max Score 525</b></u> 100 125 300	

Calculation for ranking is the sum of the scores divided by the sum of all MAX SCORES (1200). Priority can be set at highest ratio.