



Consultation Council / Strategic Planning Committee 2014-2015

Administration:

Dr. Marlon Hall
Dave Clausen
Dr. Tammy Robinson
Patrick Walton
Brian Murphy

Classified:

Jeff Lang
Carol Montgomery
Kim Clain

ASB

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)

Those present indicated in bold

Guests: None

Minutes for August 5, 2014
1:00 pm in MS-121

Accreditation Steering Committee

1. PSTF Substantive Change Proposal Site Visit (Information)

Sue Mouck advised the group that the mandated site visit for our Public Safety Training Facility Substantive Change Proposal will occur next Monday, August 11, 2014 between 10 am and 2 pm. Ross Stevenson asked whether the lease for the facility has been extended. Dr. Hall informed him that a request for an extension has been submitted. Mr. Stevenson further asked about the plan to move the programs back to the main campus at the end of the lease. Dr. Hal reminded Mr. Stevenson that the discussion had occurred at the Governing Board Planning Retreat. Mr. Stevenson took exception to the statement on Page 14:

"PSTF faculty and staff are hired, regularly evaluated, and receive professional development in similar manner as the personnel at the main campus. All board and policies are followed as well as the agreements between the district and the bargaining units."

Mr. Stevenson alleged that the PSTF Director did not follow LCFA contract and/or board policy. Mr. Stevenson also took exception to the assignment of all FTEs generated by Administration of Justice classes to the PSTF. He stated that only one AJ class has been taught at the facility. Dr. Tammy Robinson questioned the ability to separate the data for one course from the other courses. Mr. Stevenson stated that surely the new associate dean would be able to segregate the data. Ross Stevenson repeated his opinion that the table on page 15 of the substantive change proposal was a misrepresentation of facts. Mr. Stevenson asked for a future agenda discussion on the revenue-expenditure balance for the facility. He indicated his position that the facility is losing money for the college. He asked for the budget from which the sign was purchased. He was informed that the sign was donated. He then asked for the board agenda item when the donation was accepted. There was no comment.

2. Process for Preparation of the March 15, 2015 Follow-up Report (Consultation) *By consensus, the Accreditation Steering Committee accepted the proposal that the Accreditation Chair provide regular updates to the*

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Accreditation Steering Committee on administrative progress addressing the recommendations. The Accreditation Chair will also prepare a draft follow-up report to share with the Accreditation Steering Committee late fall or early spring.

Consultation Council

Dr. Hall introduced Brian Murphy as the interim Associate Dean of Institutional Effectiveness and Research who comes to LCC from Feather River College.

1. Approval of Consultation Council minutes for July 1, 2014 (Consultation) –
By consensus, Consultation Council approved the minutes for July 1, 2014.
2. Review of the August 12, 2014 Governing Board agenda (Information)
Ross Stevenson, as union president, would like to commend the administration on the correctness of the faculty stipends. There were no other comments on the agenda.
3. Selection of Meeting Day and Time for Fall 2014 (Consultation)
By consensus, Consultation Council agreed to meet on Thursday's at 3:00 pm except for the second Thursday in CD-119.
4. Adoption of 2014-2015 Shared Governance Handbook (Consultation) -
Cheryl Achenbach identified that the college has had an adhoc Safety Committee for several years. The future of the committee did not come up during the evaluation process. The Safety Committee recommends that the Health and Safety Committee be included in the governance structure. Ross Stevenson indicated that from his past experience, Safety Committees consisted of trained individuals. He emphasized the liability issue for untrained members. Dr. Robinson emphasized the need for discussion and awareness of issues. Dave Clausen suggested the utilization of the Facilities Planning Committee. Cheryl suggested that the Facilities Committee review their charge for possible revision to incorporate some of the Safety Committee's charge. By consensus, Consultation Council accepted the 2014-2015 Shared Governance Handbook.
5. Chapter 3 Board Policies and Administrative Procedures (Consultation) -
The various constituent groups will review and Chapter 3 will return to Consultation Council in September.
6. Email Transition Update (Information) – David Corley



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The change to bring email back to campus will occur tomorrow. All past data (emails) will be exported, which will take several days. The transition will save the District approximately \$6,000 previously paid to the county. Cheryl Aschenbach asked about the process for accessing emails. Dave Corley stated that he will only access emails or change passwords following authorization by a senior administrator supported by legal justification.

7. Wadhvani Foundation RTAJ Training Partnership Agreement (Information)
Dr. Robinson stated that she has received contact from Wadhvani Foundation to partnership with our medical assistant program. Goal is to expedite students through the program. We agree to use their software with our students. There is no exchange of monies.

8. PTSF Staffing (Information)
Dr. Robinson stated that staffing at PTSF has changed. With Jennifer Bird's approved leave of absence for one year, there is a need to fill the position with more than a substitute. Dr. Robinson would like to create an additional identical position. The additional position would be filled for one year and would disappear at the return or resignation of Jennifer Bird. The job description for a NRA/POST Coordinator position (80% NRA and 20% POST) reporting to Vice-President of Academic Service has been developed by Ross Stevenson and Dr. Robinson. The manager position is assigned to grade 24. The position has been recommended in the last several Gunsmithing IPRs. The part-time NRA Coordinator position would be replaced by this position. The funding would come partially from the existing positions. The position is number two on the 2014-2015 position budget priority list.

Strategic Planning

1. Adoption of 2014-2015 Budget Prioritization Criteria – page 14 of planning handbook (Consultation)

By consensus, Consultation Council accepted the 2014-2015 Budget Prioritization Criteria:

1. *Health and Safety*
2. *Implementation of Strategic Goals*
 - *Mandates*
 - *Enhances Student Learning*
 - *Potential for Long-Term Sustainable FTES*
 - *Program Maintenance*
 - *Recommendations from IPR/NIPRs*
 - *Infrastructure*
 - *Support Multiple Programs*

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- 3. *High Benefit/Cost Ratio*
- 4. *Capture Program Growth*

2. Health and Safety Committee (Consultation)
Discussed with the Shared Governance Handbook above.
3. Presentation of 2015-2016 Institutional Planning and Budget Development Process Handbook (Information)
The Academic Senate adopted the 2015-2016 Institutional Planning and Budget Development Process Handbook on July 30, 2014. The adopted planning and budget handbook is provided as information prior to distribution to the planning committees.
4. Report on Governing Board Planning Retreat on July 22, 2014 (Information)
Dr. Hall presented a list of the items discussed during the Governing Board Planning Retreat on July 22, 2014:
 - a. *Accreditation update presented by Sue Mouck*
 - b. *The Governing Board endorsed the reaffirmation of the Strategic Plan by Consultation Council.*
 - c. *Draft Convocation agenda*
 - d. *Board attendance at Campus Events*
 - e. *LCC 90th Anniversary*
 - f. *Letter to Assemblyman Brian Dahle*
 - g. *Catherine Bird, a representative from Ted Gaines office will be on campus August 18 at 2:30*
 - h. *Dr. Hall met with Will McCabe the new Superintendent of the Lassen Union High School District*
 - i. *Campus Projects*
 - j. *Dr. Hall's Whistle-Stop Tour*
 - k. *Accreditation Celebration planned for the evening of September 17, 2014*
5. Presentation of Planning Recommendations Spreadsheet (Information)
Sue Mouck presented the initial spreadsheet including all of the recommendations derived from the programs reviews and annual updates submitted May 2014 and accepted by the Governing Board. The spreadsheet will be provided to all of the planning committees. Cheryl Aschenbach asked if there was still an opportunity for inclusion of additional recommendations. Sue Mouck indicated, the need for a cutoff date prior to the development of the Educational Master Plan. The suggestion was that recommendations from any



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program reviews accepted by the Governing Board up to the September board meeting be included.

Other:

- 1. Ross Stevenson requested that item 4 from the future agenda be placed onto the next agenda for discussion.*
- 2. Dave Clausen reported that he and Greg Collins attended the "Active Shooter" training at the high school yesterday, included 250 law enforcement personnel. We will do something similar with fewer people at some time.*
- 3. Patrick Walton announced that the dorm is full. The applications have exceeded the number of beds. There is a plan to allow student access to the kitchen every night for cooking and the bookstore will provide additional frozen options.*

Future Meetings:

Thursday, August 21, 2014 at 3 pm in CD-119

Future Agendas:

1. Presentation of the following 2014 NIPR Annual Updates (Information) – Patrick Walton
 - a. EOP&S/CARE
 - b. Student Life
2. Presentation of 2014 Distance Education/Correspondence NIPR (Information) – Tammy Robinson
3. Presentation of 2014 Community Services NIPR (Information) – Tammy Robinson
4. Discussion of process for background checks for faculty and administrative positions (Consultation) – Ross Stevenson
5. Acceptance of AP 3550– Drug Free Environment and Drug Prevention Program (Consultation) – Vickie Ramsey
6. Presentation of 2013 Welding Technology IPR (Information) - Cheryl Aschenbach
7. Presentation of 2014 Automotive Technology IPR (Information) - Cheryl Aschenbach
8. Presentation of 2014 Business IPR (Information) - Cheryl Aschenbach