



# Consultation Council / Strategic Planning Committee 2015-2016

## Administration:

Dr. Terri Armstrong  
Dave Clausen  
Dr. Marlon Hall  
Brian Murphy  
Patrick Walton

## Classified:

Jeff Lang  
Carol Montgomery  
Kim Clain

ASB

## Faculty:

Cheryl Aschenbach  
Carie Camacho  
Robert Schofield  
Alison Somerville  
Ross Stevenson

## Management:

Bobbie Theesfeld  
John Larrivée  
Dave Corley (ITP)  
Vickie Ramsey (HRMP)  
Greg Collins (FMP)

Members present are highlighted.

Guests: Terry Bartley, Eric Imrie, Amy Langslet, Matt Montgomery, Brenda Hoffman,

Agenda for February 25, 2016  
3:00 pm in CD-119 3:05pm called to order

## Consultation Council

1. Accept minutes from February 4 and February 18, 2016 meetings  
(Consultation) – Cheryl Aschenbach  
*Approved by consensus with the following adjustment noted for Feb 18 minutes:  
Include under the budget prioritization discussion that someone in maintenance  
is performing the duties of the proposed operations manager.*
2. Accept BP and AP 4023 Syllabi as recommended by Academic Senate  
(Consultation) – Cheryl Aschenbach  
*Committee reviewed suggested changes and provided further discussion on the  
following items:*
  - *Online instructors are required to meet additional standards for accreditation.*
  - *Important dates should be included on syllabus, especially since they can be  
different dates (i.e. late start courses).*
  - *Are adjunct required to provide office hours? No*
  - *Suggested to remove course content/objectives*
  - *Textbook requirements in EOPS can only purchase Curriculum approved  
required textbooks (not required the additional readings)*
  - *Section number is required to be on the syllabus and include all sections of the  
same course on the single syllabus*
  - *Instructor contact information needs to be included (i.e. company phone  
number and/or email)*  
*Ross Stevenson requested this be pulled; it was agreed by consensus to pull this  
item from agenda and take it back to Senate for revision before bringing back  
to Consultation Council.*

## Strategic Planning

1. Present 2016 Counseling NIPR Annual Update (Information) – Patrick  
Walton/Alison Somerville  
*Jeff shared that the partitions installed up to the ceiling to provide privacy are*

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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*going to cause a code compliance issue. As a health and safety concern, this issue should float to the top of the FMP.*

*NIPR stated installation of heating/cooling was “in progress.” It will be re-written to reflect discussions are in progress.*

*Brian thanked the counseling department for creating a well-written document.*

2. Continue budget prioritization: staffing (Consultation) – Cheryl Aschenbach  
*See prioritization spreadsheet for complete list.*
  - *With review of the organizational charts and the budget prioritization spreadsheet, the following items were discussed:*
  - *Committee members were reminded the priorities on left hand side were a compiled list in no specific order and referencing the mission statement/ strategical goals when prioritizing is encouraged.*
  - *AD 6 Operations Manager: Dr. Hall is in support of the current facilities director and does not support an operations manager. This position was not in FMP list to be prioritized. It was removed from the list at his direction.*
  - *AD2 Maintenance III muti trade: LCC does not have this position with this title. Multi trade should be range 4. Salary should be verified.*
  - *AD4 Administrative Assist for Facilities: The concern was brought forward that this is written as a proposed position but heard people were told in a maintenance meeting that the position was approved and will be hired. The position was approved last year but was not filled so the process is starting over again. Greg reports the position is needed due to the increase in mandated paperwork.*
  - *AC1 Child Development Instructor: This position has returned to the list since it was removed last year. Identified as #1 priority.*
  - *SS1Dean of SS increase to GF budget: 20% of Dean of Student Service’s salary is categorically funded. When the Associate Dean of Categoryals is hired, the Dean of Student Services will absorb 20% of the GF.*
  - *PR1 Resource Development Coordinator increase general fund 75% of salary (Foundation position): prioritized as #2 in order to institutionalize a position originally supported primarily by Title III funds.*
  - *AD1 Purchasing Tech from 75% to 100%: There is a lot of travel related to correspondence for this position that was not taken into account when it was first flown. There is a real need to increase this position to full time. Priority #4*



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- *Associate Dean Position: Almost 1 million extra categorical funding with Equity/SSSP, which lends to pairing this up with Dean increase in GF. Priority #3*
- *AC 10 Athletic Trainer from 60% to 100%: An athletic trainer is required on campus at all times for all games. In need of a job description noting the increase in workload from 60% to 100%. Will hold this item for additional information.*
- *P1 reporting came in at 1550 FTE's. Enrollment will increase or stabilize with these positions. The suggestion was made that we move items such as AC6 Business/IEMP instructor and AC3 Instructional Curriculum Designer from ongoing list to one-time funds and committee agreed.*
- *AC3 Instructional Curriculum Designer: This position is necessary to assist instructors moving to Canvas, providing support to get online courses up to state and federal standards, and for accreditation. Title 3 can pay until Sept. Suggested to move to one time list and then measure improvements-done. FSA for this position is instructional design or instructional technology and will be advertised as a tenure position.*
- *Important to keep in mind to fund positions that can contribute to FTES, fund future position and provide stability:*
  - *i.e. IEMP/Business – can be FTE generating*
- *Utilization of space is at 60% but the specific definition is not clear (what areas are included or not)*
- *AC6 Business/IEMP Instructor: Moved to one time fund list. It was reported that we are seeing success but this will give us the time to evaluate the level of success.*
- *AC4 Math/Science instructor: Priority #5*
- *AC2 ISS Math- Priority #6*
- *AD4 Admin Assistant Facilities- Priority #7*
- *Where is the HR Generalist position? It has been funded and it was just not filled this year.*
- *AD2 Maintenance IV Multi trade: Priority #8*
- *AD3 Maintenance Custodial: Priority #9*
- *Discussed both CD assistants (SS2 and SS3) but will get additional salary info from Terry before making any decision.*

### Other:

- *John Larrivee: Provided a handout sharing what Washoe County is doing to prepare their students as workers for the technological jobs opening in Reno.*
- *IEPI – Dr. Hall reported findings and shared he will be scheduling future visits with the team.*



## **Consultation Council / Strategic Planning Committee 2015-2016**

- *Terry suggested Dr. Armstrong have permission to move forward with PARS for one time positions that we approved.*
- *Patrick: There will be an increase in the dorm monthly fee to \$300 for 2016-2017 to pay for supervision of kitchen. These positions will be paid out of dorm auxiliary funds.*
- *Patrick: Some buttons on our website (i.e. Apply Now, Search for Classes, etc.) have been changed on our website so they are more visible. Thank you David Corley!*
- *Jeff: He and Brennan Holquin attended the AGR 116 course on campus for continuing education to maintain herbicide and pesticide application licensing. We are continuously told that we run the best pesticide spraying program in Lassen County, and this time was no different.*

### **Future Meetings:**

Thursday, March 3, 2016 at 3pm in CD-119

Thursday, March 17, 2016 at 3pm in CD-119

### **Future Agendas:**

1. Acceptance of Consultation Council minutes for February 4, 2016 (Consultation)
2. Accept Draft ITMP (Information) – David Corley
3. Accept Draft SSMP (Information) – Patrick Walton
4. Accept Draft IEMP (Information) – Brian Murphy
5. Accept Draft FMP (Information) – Greg Collins
6. Counseling NIPR (Information)
7. Presentation of 2014 Athletics IPR (Information) – Cheryl Aschenbach
8. BP 3715 Intellectual Property and AP 3715 Intellectual Property
9. Presentation of 2014 Community Services NIPR (Information)
10. Presentation of 2014 Distance Education NIPR (Information)