



Consultation Council / Strategic Planning Committee 2016-2017

Administration:

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

Classified:

Jeff Long
Carol Montgomery
Kim Clain

ASB:

Jelena Gore

Faculty:

Cheryl Aschenbasi
Colleen Baker
Carie Camacho
Kory Konkol
Alissa Somerville
Ross Stevenson

Management:

Terry Bartley
Eric Imrie
Dave Corley (ITP)
Vickie Ramsey (HRMP)
Greg Collins (BMP)

Guests: Karissa Morehouse, Amy Langslet, Glen Yonan

Agenda for December 7, 2016
3:00 pm in CD-119

Call to order: 3:00pm

Consultation Council

1. Accept minutes from November 16, 2016 meeting (Governance)
Approved by consensus
2. Interim Athletic Director Update (Information) – Dr. Hall
Tabled, pending legal review
3. Administrative Services Update (Information) – Dave Clausen
 - *Terry Bartley – Audit Update: The audit is going to the board next Tuesday. There were no audit findings. The concern regarding the auxiliary funds drawing from the general fund has been corrected a new report will return to Consultation. Terry is working on closing the budget records, meaning no one will have access to Datatel for 2016 unless you run a report. Dave thanked and congratulated his department for all of their hard work. Dave added that the audit is a positive reflection on the entire campus because all offices and practices relative to finances are examined for state compliance. This is also positive because it communicates to the Chancellor's Office and other externals that we have sound financial controls.*
 - *Greg Collins - Dorm Update: We have a mid-January deadline and are ordering kitchen pieces, changing out electrical, and working on the plumbing. The new sprinkler system, lobby and lounge will be completed later.*
 - *Greg Collins - Nursing Area Update: Working on finishing items. Work is also being done to make the classroom a synchronous learning site using Distance Education Grant funds.*
 - *David Corley-IT Update: Working on the software and implementation of the security cameras. The provider has started to build our website. Pictures were taken recently of each department. Each department will be asked to preview the photos and determine which ones they will use for their own page. The "Go Live" date was originally January but will may be February depending on content upload and page development..*

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.



Consultation Council / Strategic Planning Committee 2016-2017

- *Cheryl Aschenbach - Title III Update: Our five-year Title III grant ended September 30, so all accounts will be closed out. There is \$80,000 remaining from unmatched endowment funds that were encumbered. Cheryl will look into whether we can use the funds for a scholarship without the match. The Title III Annual Report is due February 1, so Cheryl is starting to work on it. Regarding future Title III grant applications, administration needs to connect with Mike Gaudette, our Title III grant consultant, to determine a timeline for planning for a new grant.*

Strategic Planning

1. Present 2015 Information Technology NIPR (Information) – David Corley
NIPR was presented with no comments or questions.
2. Present 2016 Correspondence NIPR (Information) – Dr. Armstrong
NIPR was presented with no comments or questions.
3. Present 2016 Academic Resource Center NIPR Annual Update (Information) – Dr. Armstrong
NIPR was presented with no comments or questions.
4. Present 2016 Distance Education NIPR (Information) – Dr. Armstrong
NIPR was presented with no comments or questions.
5. Accept draft 2017-2022 Educational Master Plan (Governance) – Dr. Armstrong
It was mentioned as a reminder that there needs to be “costs” associated with all items. There was consensus of the group that all items from the IPR’s be placed in EMP and prioritized but not removed. Dave suggested taking this concern to Dr. Armstrong for re-consideration. Reminder that there may be duplication in other master plans, if appropriate. District wide recommendations from the planning process last year include master planning committees providing responses to IPR/NIPR requests to close the loop.

Cabinet will be talking about the Governor’s projected budget in January, losing a set of funding (sales tax expired) and how those factors affect our budget.

Accreditation Steering

1. Accreditation Midterm Report – Initial Draft (Information) – Aschenbach/Somerville



Consultation Council / Strategic Planning Committee 2016-2017

A draft will be distributed and all employees are encouraged to provide input. Please make sure all constituent groups have meetings scheduled in January to provide feedback.

2. Accreditation Midterm Report timeline (Information) –
Aschenbach/Somerville
Reviewed with no questions or concerns

Other (Information Only – No Action)

1. *IEPI monies: Dr. Hall will send potential retreat dates to Cheryl. He is looking at some time February–April.*
2. *Everyone is invited to Dr. Hall's Christmas party on Dec 17 at 5pm. Please bring a main dish or dessert.*
3. *OER (Online Educational Resources) grant: The grant will be submitted tomorrow. We are piloting with Fire Science, Administration of Justice and Business the use of OER textbooks (online textbooks). These textbooks are free. This could affect the bookstore and EOPS but duplication services/print on demand could be an alternate service. The planning grant, which we are applying for, is \$35,000. Implementation grants are available as well.*

Requests for Future Agenda Items

Adjourn: 3:45pm

Future Meetings:

Wednesday, December 21, 2016 at 3pm in CD-119

Wednesday, January 18, 2017 at 3pm in CD-119

Future Agendas:

1. Accept draft Student Services Master Plan (Governance) – Patrick Walton
2. Approve and forward BP 3715 Intellectual Property to the Board; approve AP 3715 Intellectual Property (Consultation) – Cheryl Aschenbach
3. Presentation of 2014 Community Services NIPR (Information)