

# Consultation Council/Strategic Planning Committee Minutes

## September 2, 2010

### Present

Terry Bartley (management)  
Shelly Baxter (management)  
Sandy Beckwith (Div Chair –faculty)  
Tina Bishop (Lead Counselor - faculty)  
Kayleigh Carabajal (Exec Director-IR)  
Carie Camacho (Div Chair -faculty)  
Dave Clausen (Exec Director –Fiscal Services)

Monica Cochran (Public Relations)  
Phil Horner (classified)  
Dr. Doug Houston (President)  
Sue Mouck (Accreditation Liaison -faculty)  
Eric Rulofson (Chair/ Facilities Planning)  
Cary Templeton (Dean of Student Services)  
Amber Williams (Associated Student Body)

### Absent

Cheryl Aschenbach (AS-faculty)  
Dr. Irving Berkowitz (Dean of Instruction)  
David Burris (Exec Director-HR)  
Jeff Lang (classified)

Logan Merchant (Chair/IT Planning)  
Carol Montgomery (classified)  
Brian Wolf (Div Chair –faculty)

### Guest

Shawn Hubbard (ASB)  
Suzanne Garcia Trujillo (ASB)

With a quorum present, the meeting began at 2:46 pm.

#### **1. Review of September 14, 2010 Governing Board Agenda (Information)**

Dr. Houston reviewed the Governing Board Agenda for September 14, 2010. He pointed out the hiring of a tenure track nursing instructor, Thomas Jeffries, employment of the Nursing Director, Monna Walters, employment of several temporary, part-time positions and the employment of the administrative assistant III in the Office of Instruction, Fran Oberg. The Board will reaffirm the Strategic Plan and authorize sale of surplus materials from the Co-Gen Plant. The Board will also approve Foundation Board Membership Committee recommendations.

#### **2. Evaluation of Consultation Council/Strategic Planning Committee Orientation (Consultation)**

Kayleigh Carabajal distributed an evaluation instrument to be returned to her via interoffice mail prior to the next meeting. She reminded the committee that the orientation had involved three components: overview of the areas of responsibility for Consultation Council and Strategic Planning, processes for effective meetings, and processes for decision-making. Individuals who missed portions of the orientation should note which portions their evaluation form is referencing on the form.

### **Strategic Planning:**

#### **1. Request for Progress on Annual Action Plan 2010-2011 (Consultation)**

Kayleigh Carabajal provided additional copies of the 2010-2011 Annual Action Plan for the college. Progress on the various strategies should be reported by the originating planning committee. A status report on each strategy should be made by the chairs of the planning committees (Dr. Berkowitz- Educational Master Plan, Cary Templeton- Student Services Plan, Logan Merchant- Institutional Technology Master Plan, Eric Rulofson- Facilities Master Plan and David Burris – Human Resources Master Plan) at the October 7, 2010 Consultation Council Meeting. Kayleigh was complimented on the professional and attractive Action Plan.

#### **2. Update on Key Performance Indicators 2009-2010 (Consultation)**

Kayleigh Carabajal provided the one page overview of status on the key performance indicators identified last year. She identified that there had not been much change between the preliminary report last December and the report to the Governing Board in July. The committee should expect a greater change at the next report this December when several of the studies in progress should be completed.

#### **3. Status of Budget Reduction Initiatives from Spring 2010 (Information)**

Dave Clausen reported that the cash flow problem will persist until the State adopts a budget or some other emergency measure. With the TRAN for 2.4 million, which was approved last July, the district has enough cash to make payroll through October. He will send out a memo next week re-enforcing the necessity of carefully watching all expenditures. The adoption of the final budget by the Governing Board has been delayed until October and Dave identified that he

should have the final budget ready by the third week in September. He identified several items from the Budget Reduction Initiatives, which will provide additional savings (i.e. vacant associate dean position). He will bring back a more complete accounting of actions on the initiatives at the third meeting in September.

### **Consultation Council:**

#### **1. Campus Landscaping (reduction in resource intensity) (Consultation)**

It was identified that the discussion on campus landscaping would be the first opportunity to put some of the discussion skills presented during the orientation into practice.

Dr. Houston informed the group that the Governing Board is interested in reducing the resource intensity of the existing lawns (water, human resources, equipment). The group agreed that reduction in lawns would serve to reduce resource utilization in addition to providing a good role model for the community. However, it was also agreed that the appearance of the campus is extremely important in how the community and visitors view the campus. The attractive well-kept campus provides the perception of a well-run campus. The desirability of keeping large expanses of green lawn particularly in front of the dorm where students engage in activities was also identified. Representatives from maintenance identified that the equipment used for mowing the lawns is also used for clearing the sidewalks of snow. Reducing the lawns would not eliminate the need for the equipment. They also identified that the equipment is way past the expected replacement cycle. There is no money in the budget for replacements or even major repairs. Maintaining the existing lawns is less expensive than replacement with different landscaping. Eric Rulfoson identified that the maintenance budget has been reduced to point where there is very little money for supplies and replacement parts. Currently, maintenance is rapidly depleting the stock of supplies that had been built up over a number of years, by spring there will be very little left for maintenance staff to use to keep the campus operational. It was suggested that Susan Vacher, who teaches Principles of Landscaping Design for us, be contact to suggest using a portion of campus as a class project. It was also suggested that small incremental steps to modify the existing landscaping be considered, perhaps beginning the planting of a stand of trees in a drainage problem area in the front of the campus. The discussion included where to go from here. Dr. Carabajal stated that the group had engaged in a rich discussion with examples of reflective, objective and integrative. **She would compile a list of examples to report back at the next meeting. Dr. Houston volunteered to contact Susan Vacher about possible participation. The Facilities Master Committee was identified as the likely place to forward suggestions and /or recommendations concerning future direction in campus landscaping.**

#### **2. Personnel Update (Information) - Administration**

No update

### **Information:**

- 1. Reminder: Consultation Council/Strategic Planning Committee does not meet next week.**
- 2. Dr. Clifford from ACCJC will visit the campus on Monday, October 4, 2010 to validate resources for the AJ/CORS Correspondence Program**

### **Other:**

None

The meeting adjourned at 3:51 pm

### **Future Agendas:**

- 1. Status of Budget Reduction Initiatives from Spring 2010 (Information) – September 23, 2010- Dave Clausen**
- 2. Distance Education NIPR (Information) – September 30, 2010 – Dr. Berkowitz**
- 3. Community Services NIPR (Information) - September 30, 2010 – Dr. Berkowitz**
- 4. Human Resource NIPR (Information) – September 30, 2010 – David Burris**
- 5. Marketing/Community Relations NIPR (Information) – September 30, 2010 – Monica Cochran**
- 6. Fiscal Operations NIPR (Information) - – September 30, 2010 - Dave Clausen**
- 7. Auxiliary Services (Food Services and Bookstore NIPR (Information) – September 30, 2010 – Dave Clausen**
- 4. Update on Progress on Annual Action Plans 2010-2011 (Consultation) – October 7, 2010 - Kayleigh Carabajal**
- 8. Acceptance of draft 2011-2016 Educational Master Plan (Consultation) –October 14, 2010 – Dr. Berkowitz**
- 9. Physical Education/Athletics IPR (Information) – October 2010 - Cheryl Aschenbach/PE Faculty**
- 10. Administration of Justice/Correctional Science IPR (Information) – October 2010 – Cheryl Aschenbach/ Nancy Bengoa-Beterbide & Mark Nareau**
- 11. Agriculture IPR (Information) - October 2010 – Cheryl Aschenbach/ Brian Wolf**
- 12. Automotive Technology (Information) - October 2010**
- 13. Business IPR (Information) - October 2010 – Cheryl Aschenbach/ Garrett Taylor & Kam Vento**
- 14. Child Development IPR (Information) - October 2010 – Cheryl Aschenbach/ Betsy Elam**
- 15. Human Services IPR (Information) – October 2010**



