

Consultation Council/Strategic Planning Committee Minutes
February 24, 2011

Present

Cheryl Aschenbach (AS-faculty)	Noelle Eckley (Div Chair -faculty)
Sandy Beckwith (Lead Counselor –faculty)	Toni Gomez (ASB)
Terry Bartley (management)	Phil Horner (classified)
David Burris (Exec Director-HR)	Dr. Doug Houston (President)
Carie Camacho (Div Chair -faculty)	Jeff Lang (classified)
Kayleigh Carabajal (Exec Director-IR)	Sue Mouck (Accreditation Liaison -faculty)
Dave Clausen (Exec Director –Fiscal Services)	Cary Templeton (Dean of Student Services)

Absent

Shelly Baxter (management)	Logan Merchant (Chair/IT Planning)
Dr. Irving Berkowitz (Dean of Instruction)	Carol Montgomery (classified)
Monica Cochran (Public Relations)	Eric Rulofson (Chair/ Facilities Planning)
	Brian Wolf (Div Chair –faculty)

Guest

Suzanne Garcia Trujillo (ASB)

With a quorum present, the meeting began at 1:30 pm.

Consultation Council:

1. Review of March 8, 2011 Governing Board Agenda (Information)

At the request of Dr. Houston this item was delayed until the end of the agenda.

- 2. Acceptance of Accreditation Midterm-Report due March 15, 2011 - (Consultation) - Sue Mouck**
Consultation Council accepted by consensus the Accreditation Midterm-Report due March 15, 2011 for forwarding to the Governing Board for adoption. Dr. Houston took the opportunity to respond to the memo received from LCFA and forwarded by the Academic Senate to Consultation Council at the last meeting. Dr. Houston identified that he has spoken with Garrett Taylor, president of LCFA, and will respond to in writing to the faculty union with a copy to the Academic Senate concerning the content of the memo. Dr. Houston indicated that two points raised in the memo are inaccurate. In the memo, the faculty union asserted that the preparation of student learning outcome assessment plans and the results of assessment of student learning outcomes remains outside of the LCFA contract provisions and are currently on the bargaining table. Dr. Houston stated that these items are not currently under negotiations and moreover that the consequence of the withdrawal of the PERB complaint by CTA in April 2010 resolves any question of whether faculty participation in the assessment of student learning outcomes at Lassen College is a subject of collective bargaining. The assessment of student learning outcomes may be negotiable at other community colleges, but the dismissal of the complaint by PERB resolved that this is not a subject of collective bargaining at Lassen College. Dr. Houston went on to state that the language found in Accreditation Standard III.A.3 concerning inclusion of “effectiveness in producing student learning outcomes” “as a component of their (faculty) evaluation” has been controversial since prior to the adoption of the standards in 2002. The standard implies that faculty should be evaluated on their effectiveness in producing student learning. Dr. Houston identified that he has previously and continues to personally ascribe to the interpretation that faculty be evaluated on their *participation* (emphasis added) in the assessment process and the use of those assessment results to inform course and program improvement, and not that they will be held accountable for the actual student outcomes. He described that, as the chair of a recent accreditation visit to another community college, the Accrediting Commission accepted his team’s evaluation of this interpretation in response that institution’s comprehensive evaluation. So he is confident that this position meets the spirit of the accreditation standards. Moreover he reiterated the validity of the mid-term report’s evaluation that Lassen College faculty are evaluated on their participation in various professional responsibilities including participation in program review which includes, as a component, the assessment of student learning. He plans to utilize Convocation as an opportunity to clarify his position for the entire faculty.

3. BP 3530 and AP 3530 Weapons on Campus (Consultation)

The BP 3530 and AP 3530 Weapons on Campus is being provided at this time for consideration by the various constituent groups prior to forwarding the BP to the Governing Board and adoption of the AP for implementation. Noelle Eckley asked for clarification on what is meant by a less lethal weapon. Would keys used in self-defense qualify? Dr. Houston answered “no”. Jeff Lang asked if possession of a Concealed Weapons Permit exempted an individual from the procedure. Dr. Houston responded that by Penal Code active and retired law enforcement officers would be able to carry concealed weapons without authorization by the Superintendent/President. Everyone else would require prior authorization. The BP and AP will be on the next Consultation Council agenda for action.

4. Consultation Council Meeting Day and Time (Consultation)

Discussion concerning possible alternate meeting times ensued. The group agreed to move the meeting time and day of Consultation Council to 9:30 am on Tuesday effective two weeks from this meeting unless individual’s not in attendance indicated a strong objection to the day and time. The next Consultation Council meeting will occur at 4:00 pm on Thursday, March 3 in order to allow time for the administration to move the Cabinet meeting currently scheduled for Tuesday mornings. The request was made to not change the meeting day or time again this semester after this move.

5. Personnel Update (Information) - Administration

David Burris reiterated that a number of positions are on hold. The Distance Education Coordinator position job description is being rewritten and will be re-advertised. The Accounting Technician II position has been filled and the individual will begin working on March 14, 2011. In response to a question, Mr. Burris responded that the applicants for the positions currently on hold have been notified that the position for which they applied are being reconsidered.

Strategic Planning:

1. Timeline for Development and Adoption of Budget for 2011-2012 (Consultation)

Dave Clausen identified that the proposal for reducing spending next year that Consultation Council previously requested the Cabinet is moving forward. The COMPACT (Comprehensive Plan for Action) strategies will be presented to the campus during Convocation. Additional details will be provided to Consultation Council at the meeting on March 3. Consultation Council will then consider the process for review and adoption of the various components of the proposal. The suggestion is to schedule “Open Forums” during March and April with the goal of having a final recommendation prepared for review by the Governing Board in May and adoption of the tentative budget in June.

2. Convocation – Wednesday March 2, 2011 (Information)

Convocation will focus the state of the college, state of the State and the administrative proposal for dealing with the economic situation next year in the morning with facilitated focus groups in the afternoon. The agenda should be available by Friday.

Consultation Council:

1. Review of March 8, 2011 Governing Board Agenda (Information)

Dr. Houston presented the agenda, items include: bills and warrants, personnel consent agenda recommendations for faculty emeritus from the Academic Senate, and contracts for probationary faculty. There will also be the recommendation to grant tenure to one full-time faculty member. A reception and cake will be provided to celebrate. The Board will consider revisions to policies including an adjustment to the level of budget reserves. The Board will also consider a resolution to endorse the ballot measure to extend taxes relating to the state budget with the addition of a statement on the expectation of accountability.

Dr. Houston identified that the closed session item concerns an administrative reorganization, which would save the district money, is part of the administrative proposal (COMPACT) and if approved would become effective July1, 2011. Dr. Houston further noted his name on the list resulted from his change of heart about applying for vacant CEO positions. He wanted to personally inform the campus of his intention to apply for positions at Sierra, Butte, and Shasta College. He assured that group that his decision was personal and should not indicate any dissatisfaction with Lassen College. He has made this decision with mixed emotions and feels very strongly about the potential at Lassen. His success as an applicant is not assured and he emphasized that he has not resigned and does not intend to do so until a successful contract is negotiated at another college. He is committed to the success of

Lassen for as long as he remains here. He informed the Board of his decision on Tuesday and they have already been in contact with the Special Trustee just in case his services are needed to assist in finding a replacement. Dr. Houston has informed the Accrediting Commission and the Chancellor's Office to assure them that things at Lassen are moving forward and his decision is not related to any concerns about the future of this college. Quite the contrary, he feels that Lassen is very well positioned to deal with the challenges of the next few years.

The meeting adjourned at 2:45 pm

Other:

1. Jeff Lang asked that a discussion item on the college role in environmental stewardship specifically as it relates to noxious weed control be placed onto the future agenda.
2. Sandy Beckwith identified that she has now had personal experience of what her disabled students have been telling her for a long time. Campus vehicles parked on sidewalks and blocking doorways make it impossible for handicapped individuals to enter and exit classrooms. She asked that a discussion item on the policy for parking on sidewalks be addressed at a future meeting.

Future Agendas:

1. **Campus Emergency Notification System (Consultation) - Dr. Kayleigh Carabajal/Eric Rulofson**
2. **Fiscal Operations NIPR (Information) – March 3, 2011- Dave Clausen**
3. **Auxiliary Services (Bookstore) NIPR (Information) – March 3, 2011– Dave Clausen**
4. **Human Resource NIPR (Information) – March 3, 2011- David Burris**
5. **2011-2012 Budget Planning Proposal – process for discussion and decisions on budget and implementation of plan (Consultation) – March 3, 2011- Dr. Houston**
6. **Institutional Prioritization of Budget Requests (Consultation) – March 3, 2011- Dave Clausen**
7. **Third Quarterly Update on Progress on Annual Action Plans 2010-2011 (Information)- March 24, 2011- Dr. Kayleigh Carabajal**
8. **Updated Draft 2011-2016 Educational Master Plan (Consultation) March 17, 2011- Planning Committee Chairs**

BP 3530 WEAPONS ON CAMPUS

References:

Penal Code Sections 626.9 and 626.10

Firearms or other weapons shall be prohibited on any college or center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

General Institution

AP 3530 WEAPONS ON CAMPUS

I. SCOPE

Lassen Community College District (LCCD) is committed to insuring a safe learning and working environment and to compliance with state and federal laws related to the possession of firearms and other weapons on college campuses. It is considered a felony for anyone to bring or possess firearms on LCCD property without the written permission of the College President, his/her designee, or equivalent authority (California Penal Code Sections 626.9(h) and 626.9(i)).

Bringing or possessing any dirk, dagger, ice pick or knife having a fixed blade longer than 2 ½ inches upon the grounds is forbidden, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by **the Superintendent/President or designee** ~~a District employee~~ to have the knife, or is a duly appointed peace officer, who is engaged in the performance of his/her duties (California Penal Code Sections 626.10(b) and 626.10(c)). Possession of a Concealed Weapons Permit does not preclude the person from the requirement of first obtaining permission from the College President to bring a firearm on LCCD property.

II. PURPOSE

The purpose of this procedure is to provide a process for authorizing individuals to possess or store firearms and other weapons on property owned and operated by LCCD for District activities and instructional programs. It is further intended to provide the procedure for storing District owned firearms and the granting of permission to employees of the District to discharge firearms on LCCD property.

III. AUTHORITY

The LCCD Superintendent/President or designee has the authority to grant permission for possession, discharge and storage of firearms and other weapons on property owned or managed by LCCD.

Failure by an individual to comply with this procedure, program level policies or guidelines or unsafe handling practices will result in an immediate withdrawal of authorization to possess, discharge or store firearms and other weapons on LCCD property, as well as possible dismissal from Lassen Community College in addition to any penalties imposed in the California Penal Code.

IV. DEFINITIONS

- Ammunition: Any bullet, cartridge, or projectile capable of being fired from a firearm or other weapon. This includes but is not limited to: loaded or reloaded cartridges, components such as primers, primed brass, propellant or gun powder. (reference: California Penal Code Section 12316(b)(2))
- Dirk or Dagger: A knife or other instrument with or without a handguard that is capable of ready use as a stabbing weapon that may inflict great bodily injury or death. (reference: California Penal Code Section 626.10)

- Firearm: Any device, designed to be used as a weapon, from which is expelled through a barrel, a projectile by the force of any explosion or other form of combustion, CO₂ or compressed air, vacuum or elastic force. This includes but is not limited to: Rifles, Shotguns, Handguns, Pellet and BB guns.
(reference: California Penal Code Section 12001(b), Susanville Municipal Code 9.04.050)
- Individual: Any person authorized to possess, discharge or store firearms on LCCD property, or duly sworn peace officers or equivalent.
- Less Lethal Weapon: Any device that is designed to or that has been converted to expel or propel less lethal ammunition for the purpose of incapacitating, immobilizing or stunning a human being through the infliction of any less than lethal impairment of physical condition, function or senses, including physical pain and discomfort.
(reference: California Penal Code Section 12601(a))
- Loaded Firearm: The condition in which there is an unexpended cartridge or shell, consisting of a case that holds a charge of powder and a bullet or shot, in or attached in any manner to the firearm. This includes, but is not limited to, cartridges in the chamber, magazine, or clip thereof attached to the firearm. A muzzleloader firearm shall be deemed to be loaded when it is capped or primed and has a powder charge and a ball or shot in the barrel or cylinder.
(reference: California Penal Code Section 626.9(j))
- Period of Authorization: This is the specific period of time that the authorization is granted for the bringing or possession of firearms or other weapons on the LCCD property.

V. PERMISSION FOR POSSESSION/DISCHARGE/STORAGE

Prior to bringing any type of firearm, less lethal weapon, dirk or dagger, ammunition, or other weapon on LCCD property an individual must obtain the permission of the Superintendent/President.

1. The process for obtaining approval for possession and storage is as follows:
 - A. For the purpose of possession or storage in conjunction with a Lassen Community College course of instruction:
 - Upon registration in a course of study requiring firearms, ammunition, knives or other weapons a statement will be automatically generated and printed upon the individuals semester schedule stating the following:

“In compliance with California Penal Code Sections 626.9 and 626.10 this individual is hereby granted permission by the Superintendent/President to possess and store firearms, ammunition, knives or other weapons necessary for this course of instruction in the appropriate areas described in LCCD AP 3530 and in compliance with all program level restrictions”
 - The period of authorization shall extend for the duration of the course in which the individual is granted permission. For full time program students,

the period of authorization will extend through the end of each semester of enrollment.

B. For members of the community wishing to have firearms repaired by students in the students course of study:

- Members of the community must contact the Gunsmithing Department at Lassen Community College and make prior arrangements with an instructor or instructional assistant to bring the firearms to the College Gunshop, at which time the instructor or instructional assistant will complete a Firearms Repair Request (see Attachments). The Firearms Repair Request constitutes written permission from the Superintendent/President for the transportation of the firearm to the LCC Gunshop. The only persons allowed to issue Firearms Repair Requests in the Gunsmithing Program are Full and Part-Time Faculty, Instructional Assistants, or program volunteers possessing knowledge and experience with respect to maintaining acquisition/disposition records as required by BATFE Regulations and with prior approval of the Superintendent/President.
- The period of authorization shall be determined at the time of completion of the Firearms Repair Request, as deemed appropriate by the instructor or instructional assistant, not to exceed 60 days. If necessary, a request may be resubmitted to extend the period of authorization after the initial 60 days.

C. For firearms owned by the College:

- All firearms owned by the LCCD are to be maintained in an unloaded condition and stored in the locked Gunsmithing Armory. Firearms will be cataloged in an Acquisition/Disposition Log in accordance with regulations set forth by the Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) regarding Federal Firearms License holders.
- College owned firearms can be checked out of the Armory by students for the purpose of instruction with permission of a Gunsmithing Program Instructor or Instructional Assistant. All college owned firearms are to remain in the Gunshop/Gunsmithing Program classroom at all times.

D. THERE ARE NO OTHER AUTHORIZED REASONS FOR POSSESSION OF WEAPONS ON CAMPUS. All personal weapons not being utilized for the authorized use within a course of study must be stored and secured off campus.

2. The process for obtaining permission for the discharge of firearms is as follows:

A. For Gunsmithing Program Faculty and Instructional Assistants:

- The Superintendent/President of the College will sign a statement authorizing the individual faculty member or instructional assistant to perform test firing activities in compliance with Susanville Municipal Code 9.04.050.

B. STUDENTS ARE NOT ALLOWED TO TEST FIRE OR OTHERWISE DISCHARGE FIREARMS ON THE LCCD PROPERTIES.

3. Activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the Superintendent/President before taking place.
4. Any person who believes that he/she may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify the Superintendent/President.

VI. APPROVED LOCATIONS FOR WEAPONS ON CAMPUS

1. Firearms and other weapons are allowed in the following locations only with permission:
 - A. College Gunshop, rooms GS 101 and GS 102.
 - B. Gunsmithing Classroom, any classroom while actively being used by the Gunsmithing or NRA Program for the purpose of instruction. This includes VT 104, VT 101 or other rooms when being used for GSS courses.
 - C. Gunsmithing Department Armory, room VT 102.
 - D. Securely locked within a private vehicle.
 - E. Locations for firearms/weapons courses to be held by the Administration of Justice or Peace Officer Standards of Training (POST) Program will be determined by the Superintendent/President upon program restoration.
2. Students enrolled in the Gunsmithing Program may be provided with a securable locker for firearm storage. It is the students responsibility to ensure that the locker is in a secure condition with his/her personal lock. **THE DISTRICT IS NOT RESPONSIBLE FOR ITEMS STORED, LOST, DAMAGED OR STOLEN.**
3. Ammunition must be kept separate from firearms while transporting to the College Gunshop. All Ammunition must be immediately taken to an Instructor or Instructional Assistant for secure storage upon entering the Gunshop or Classroom.
4. **FIREARMS, AMMUNITION, LESS LETHAL WEAPONS, DIRKS, DAGGERS OR ANY OTHER WEAPONS ARE NOT ALLOWED IN OR ON ANY OTHER COLLEGE PROPERTY. THIS INCLUDES, BUT IS NOT LIMITED TO, THE COLLEGE DORMITORY, CAFETERIA, OTHER COLLEGE BUILDINGS OR AREAS.**

VII. DISTRIBUTION OF PROCEDURES

1. Copies of these procedures will be provided to all students enrolled in firearms/weapons related courses.
2. Additional copies will be available in the Gunsmithing Department Office, VT110.
3. The Procedures will be available on the Lassen College website, www.lassencollege.edu.
4. Signs shall be placed at the entry location of the LCC Campus stating:

“Under California Penal Code Sections 626.9(h) and 626.9(i) and in compliance with Lassen College BP 3530 it is considered a felony to possess firearms, loaded or unloaded, on College property unless written permission is granted by the Superintendent/ President.”

VIII. REFERENCES

1. California Penal Code Sections 626.9, 626.10, 12001, 12316, 12601
2. Susanville Municipal Code 9.04.050

Approved: Academic Senate 01/2010

Approved: Consultation Council 02/04/2010 Revised: