

Consultation Council/Strategic Planning Committee Minutes  
March 22, 2011

Present

Cheryl Aschenbach (AS-faculty)	Noelle Eckley (Div Chair -faculty)
Sandy Beckwith (Lead Counselor –faculty)	Phil Horner (classified)
Shelly Baxter (management)	Shawn Hubbard (ASB)
Dr. Irving Berkowitz (Dean of Instruction)	Dr. Doug Houston (President)
David Burris (Exec Director-HR)	Jeff Lang (classified)
Carie Camacho (Div Chair -faculty)	Sue Mouck (Accreditation Liaison -faculty)
Kayleigh Carabajal (Exec Director-IR)	Carol Montgomery (classified)
Dave Clausen (Exec Director –Fiscal Services)	Cary Templeton (Dean of Student Services)
Monica Cochran (Public Relations)	

Absent

Terry Bartley (management)	Eric Rulofson (Chair/ Facilities Planning)
Marshel Couso (management)	Logan Merchant (Chair/IT Planning)
Toni Gomez (ASB)	Brian Wolf (Div Chair –faculty)

Guest

Tom Henry (Special Trustee)	Ross Stevenson (faculty)
Katelyn Johnston (student)	Garrett Taylor (faculty)
Robin Padgett (management)	Suzanne Garcia Trujillo (ASB)
	Tami Wattenburg (classified)

With a quorum present, the meeting began at 9:35 am.

**Strategic Planning:**

**2011-2012 Budget Planning Proposal – discussion from forums and decisions on budget and implementation of plan - COM.P.ACT (Consultation)**

Dr. Houston introduced Tom Henry (Special Trustee) to the membership. He reminded the membership that Mr. Henry had been a regular visitor to campus prior to the removal of the college from accreditation sanctions January 2010. He has returned to campus to advise the Governing Board on the steps to be taken to replace the college president should those steps become necessary.

Dr. Houston provided a Power Point presentation (portions attached). He began the presentation by placing the COM.P.ACT Proposal developed and presented by Cabinet into the context of the budget development process utilized during the last two years. During the budget development process last year, the need to reduce the overall budget by 5% was identified. In light of the fact that the adopted budget development process addresses budget enhancements but does not address the mechanisms for identifying budget reductions, Consultation Council requested that Cabinet develop a preliminary proposal which was subsequently presented, discussed, modified and recommended by Consultation Council. Again this year Consultation Council commissioned Cabinet to develop a budget reduction proposal for consideration by the membership. Consultation Council was reminded that the opportunity to evaluate the process utilized this year and make recommendations for change would occur during the annual evaluation in May. In response to the statement that Consultation Council had not wanted to address personnel discussion that would potentially lead to layoffs, Carol Montgomery suggested that there is a big difference between discussions of “the who” and discussions about programs and areas. Dr. Houston agreed with the statement and indicated that very productive discussions had occurred over the last two weeks during the open forums and more significantly during discussion within administrative areas.

Dr. Houston reviewed the three pressures currently driving the budget reduction proposal: 1) accountability pressures to demonstrate improvement in student success, 2) economic constraints imposed by the state, and 3) the legislative directive to focus the community college mission in three areas- basic skills, general education/transfer and career/technical preparation. The implications of the state budget continue to drive the budget reduction proposal at Lassen College. In the “best case scenario”, which includes the passage of the tax extension initiative (unlikely), the college would experience a reduction of

\$631,000 (5.2% workload reduction). In the “better case scenario” where Prop 98 is protected, the college would experience a reduction of \$1,10,000 (9.1% workload reduction). In the current “worse case scenario” where Prop 98 is suspended, the college would experience a reduction of \$1,752,000 (14.3% workload reduction). Even the “worse case scenario” is making certain assumptions about the support for community colleges, which may prove to be invalid. The COM.P.ACT Proposal is based on planning for the “worst case scenario” with development of the fall class schedule aimed at the “better case scenario” providing time during fall, spring and next summer to implement necessary adjustments to the schedule. The proposed solutions so far include the 5% reduction built into this year’s budget amounting to \$660,000, additional reductions in instructional office staffing through the reduction in class offerings primarily taught by part-time instructors amounting to between \$362,267 and \$234,256, reductions in Student Services due to reorganization amounting in between \$297,813 and \$163,799 and the administrative reorganization being considered by the Governing Board this afternoon amounting to \$268,000, and the proposed closure of the dorm and reduction in food services to be discussed shortly amounting to \$255,000.

Dr. Carabajal presented the revised twenty-eight strategies resulting from the open forum and administrative area discussions currently being proposed. The intent to shift resources where ever possible from administrative areas to academic support was reaffirmed. Dr. Carabajal indicated a revised planning timeline accelerating the planning process to allow for the adoption of the Comprehensive Institutional Master Plan by the Governing Board at their June meeting. The following discussion schedule for Consultation Council was proposed:

March 29 – Educational Master Plan

- a. (1) Additional Basic Skills Learning Spaces
- b. (3) Classroom Instructional Technology
- c. (5) Expansion of ISS Staff
- d. (6) Create Center for Excellence in Learning and Teaching
- e. (7) Academic Portfolio
  - i. Academic Programs enhancement/Elimination
  - ii. Community Service Transition
- f. (9) Technology –Mediated Instruction (video-streaming, podcasts)
- g. (14) Virtual/Paperless Library
- h. (27) Targeted Grant Development
- i. (28) Space Utilization and Reductions

April 5 – Facilities Master Plan

- a. (2) Computer Lab Restoration
- b. (4) Expand Graphic Design Facility
- c. (16) Technology Upgrades
- d. (17) Food Services
- e. (18) Bookstore
- f. (21) Residence Hall
- g. (24) Portable Buildings
- h. (25) Surplus Inventory
- i. (26) CoGen Plant
- j. (28) Space Utilization and Reductions

April 12 – Instructional Technology Master Plan

- a. (2) Computer Lab Restoration
- b. (3) Classroom Instructional Technology
- c. (6) Create Center for Excellence in Learning and Teaching
- d. (10) Enrollment Services
- e. (11) HR Services
- f. (12) Business Office
- g. (13) Data center Refresh
- h. (15) Paperless Offices
- i. (28) Space Utilization and Reductions

April 19 – Student Services and Human Resources Master Plans

- a. (8) Counseling Portfolio
- b. (10) Enrollment Services
- c. (18) Bookstore – Book Loan/Rental Program

- d. (20) Fee Payment Contracts
- e. (28) Space Utilization and Reductions
- f. Training Components for all strategies

Dr. Carabajal reminded the membership that the proposal is to accelerate the implementation of strategies and that the COM.P.ACT will become a two-year action plan. Consultation Council will resume the quarterly monitoring of progress on the various strategies following adoption.

The discussion moved to the consideration of the proposal to close the dorm and reduce food services. Cary Templeton provided a revised handout of the financial cost of operating the dorm and food services in addition to a list of problems associated with the residence hall, which constitute risk to the District. It was identified that the college currently has fifty-one “Good Neighbor Students” from Nevada (over the one hundred student CAP) for which the college is not receiving apportionment or out-of-state tuition. Many “Good Neighbor Students” reside in the dorm. For Spring 2011, fifty-eight students are living in the dorm. The dorm and food services has been operating at a loss for many years. Dave Clausen emphasized the fiscal risk of continuing to operate an aging facility. Jeff Lang re-enforced the need for significant money to repair and upgrade the facility. Mr. Lang identified that the maintenance personnel have tried to keep up with necessary repairs, but many jobs require the services of contractors and building permits. **Consultation Council agreed to forward the recommendation not to provide residence facilities for students for Fall 2011 by consensus with one dissention (Phil Horner – expressed the concern that not enough effort has been made to operate the dorm in the black). Individuals in attendance including Mr. Horner indicated that they could support the recommendation.**

The discussion moved to consideration of the proposal to repurpose food services. The original proposal to eliminate food services is being reconsidered in light of recent discussions at forums and among staff and students. The possibilities of providing a more limited menus and combining food services, bookstore and student gathering space have been proposed. Tami Wattenburg expressed concern that EOP&S student currently receive meal cards as rewards and that particular reward would no longer be available. She was informed that the possibility for gift cards exist. Ms. Wattenburg asked whether catering options would still exist. The response was that decisions have not been made. Dr. Houston thought that with advanced notice smaller catering would still be possible, but with reductions in staff larger catered events might no longer be an option. **Consultation Council by consensus agreed to forward the recommendation to proceed with the repurposing of food services.**

**Consultation Council:**

**Personnel Update (Information) – Administration**

Delayed until next meeting due to time constraints.

**Other:**

Ross Stevenson asked if a job description for the proposed Dean of Academic Services position and a revised job description for the Dean of Instructional Services position along with an organizational chart showing reporting relationships were available. Dr. Houston responded that the organizational chart was available but not the job descriptions. Due to the lateness of the time, the chair requested that the meeting be adjourned so that faculty could get to their classes. Dr. Houston agreed to remain to answer any additional questions.

The meeting adjourned at 10:55 am

**Future Agendas:**

1. **Review of April 12, 2011 Governing Board Agenda (Information) – March 29, 2011-Dr. Houston**
2. **Accreditation: What Next? (Consultation) – March 29, 2011- Sue Mouck**
3. **Human Resource NIPR (Information) - March 29, 2011- David Burris**
4. **Updated Draft 2011-2016 Educational Master Plan (Consultation) – March 29, 2011- Dr. Berkowitz**
5. **Prioritized Budget Requests from Administrative Areas (Consultation) -March 29, 2011- Dave Clausen**
6. **Fiscal Operations NIPR (Information) – March 29, 2011- Dave Clausen**
7. **Auxiliary Services (Bookstore) NIPR (Information) – March 29, 2011– Dave Clausen**

# The Lassen College COM.P.ACT

Driving Pressures

*Student Success*

*Economic Constraints*

COM.P.ACT

*Mission Focus*

*GE/Transfer*

*Career/Tech*

*Basic Skills*

## Budget Implications

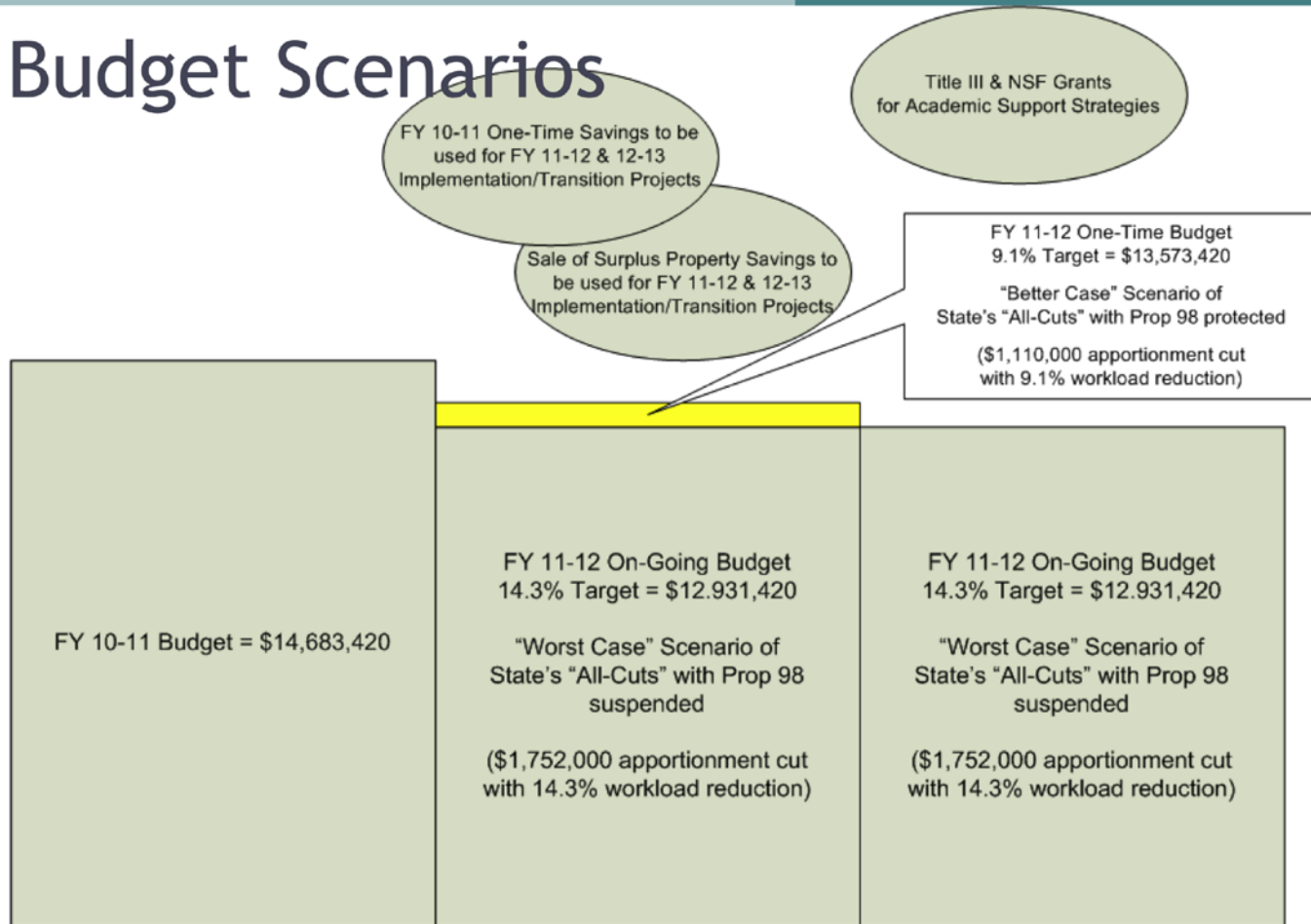
- “Best Case” (Tax Extension Initiative)
  - -\$631,000 (4.9% GF Unrestricted)
  - 5.2% Workload Reduction
- “Worst Case” (Prop 98 Protected)
  - - \$1,110,000 (8.5% GF Unrestricted)
  - 9.1% Workload Reduction
- “Worst Case” (Prop 98 Suspended)
  - -\$1,752,000 (13.5% GF Unrestricted)
  - 14.3% Workload Reduction

## Strategies (28) \*

- **Strengthening/Academic Support (aimed at Student Success)**
  1. Additional Basic Skills learning spaces
  2. Computer lab restoration
  3. Classroom instructional technology
  4. Expand graphics design facility
  5. Expand ISS staff
  6. Create Center for Learning and Teaching
  7. Academic Portfolio
    1. Academic Program enhancement/  
Elimination
    2. Community service transition
  8. Counseling Portfolio
  9. Technology-mediated Instruction (ITV, video-streaming, podcasts)
- **Leveraging Technology**
  10. Enrollment Services
  11. HR services
  12. Business Office
  13. Data Center refresh
  14. Virtual/paperless library
  15. Paperless offices/Document mgmnt & imaging
  16. Technology Upgrades-VOIP phone system, etc.
- **Consolidation and Reduction**
  17. Food Service
  18. Bookstore-Book Loan and Rental
  19. Vehicle fleet
  20. Fee payment contracts
  21. Residence hall
  22. Coppervale
  23. Administrative reorganization
- **Leveraging Existing Resources**
  24. Portable buildings
  25. Surplus inventory
  26. CoGen plant
  27. Targeted grant development
  28. Space Utilization and Relocations

\* Based on forum and other solicited campus input.

# Budget Scenarios



## Proposed Solutions - thus far

CURRENT ESTIMATED SAVINGS	14.3% Target	9.1% Target
2010-2011 Budget Reduction	-\$660,000	-\$660,000
Office of Instruction Staffing	-\$319,276	-\$234,256
Office of Instruction Operational	\$14,200	\$74,200
Administrative Services	\$68,517	\$68,517
Student Services	-\$297,813	-\$163,799
Other Budget Increases/(Decreases)	-\$517,389	-\$457,889
Total Estimated Savings	-\$1,754,752	-\$1,373,227



## Fast Track Decisions

- Admin Reorganization  
net savings = \$268K \*
- Close Dorms / Reduce Food Services  
net savings = \$255K \*

\* *Includes associated reorganization of HR & Business Services*