

Consultation Council/Strategic Planning Committee Minutes
May 10, 2011

Present

Cheryl Aschenbach (AS-faculty)	Noelle Eckley (Div Chair -faculty)
Terry Bartley (management)	Dr. Doug Houston (President)
Sandy Beckwith (Lead Counselor – faculty)	Phil Horner (classified)
Dr. Irving Berkowitz (Dean of Instruction)	Jeff Lang (classified)
David Burris (Exec Director-HR)	Logan Merchant (Chair/IT Planning)
Kayleigh Carabajal (Exec Director-IR)	Carol Montgomery (classified)
Dave Clausen (Exec Director –Fiscal Services)	Sue Mouck (Accreditation Liaison -faculty)
Monica Cochran (Public Relations)	Eric Rulofson (Chair/ Facilities Planning)
Marshel Couso (management)	Cary Templeton (Dean of Student Services)

Absent

Shelly Baxter (management)	Brian Wolf (Div Chair –faculty)
Carie Camacho (Div Chair -faculty)	ASB Representative

Guest

Brenda Hoffman (classified)	Robin Padgett (management)
Matt Levine (management)	

With a quorum present, the meeting began at 9:38 am.

Strategic Planning:

1. Prioritized Budget Requests from Administrative Areas (Information)

Tabled to a later meeting.

2. Prioritization of One-time Expenditure Strategies from COM.P.ACT (Consultation)

Sue Mouck presented the budget criteria adopted last fall for consideration in the prioritization process. The committee members were asked to advocate for specific items on the list for one-time expenditures for 2011-2012. As a result of discussion and sometimes, lively debate, a prioritized list was developed.

Priority #1 – Staffing for Surplus Inventory Sales (\$31,000.00 – expected revenue should cover the cost)

Priority #2 – Remodel, Furniture and Technology to develop a Computer Lab in the Math- Science building (\$50,000.00 plus a portion of \$175,000.00 identified for classroom technology)

Priority #3 – Classroom Technology (Remainder of \$175,000.00 not used above)

Priority #4 – Center for Excellence in Learning and Teaching Technology (\$50,000.00)

Priority #5 – Conversion of Cafeteria to Bookstore, Café and Boardroom (\$50,000.00)

Priority #6 – Basic Skill Learning Space and Technology (\$50,000.00)

Priority #7 – Various Student Services Moves (\$20,000.00)

Priority #8 – Remodel, Furniture and Technology to develop a Computer Lab in the Voc-Tech building (\$50,000.00)

Priority #9 – Furnishing for Student Center (\$50,000.00)

Priority #10 – Human Resources Technician for 6 months (\$36,535.00 to support administrative reorganization)

Priority #11 – Human Resources Professional Expert for 3 months (\$31,000.00 to support administrative reorganization)

Priority #12 – Expand Graphic Design Laboratory (\$25,000.00 – Graphic Design program yet not approved by Chancellor's Office)

It was articulated that several of the items could be funded through grants (i.e. Title III grant), which would provide money to fund items further down the list. It was also noted that the amounts listed were not necessarily accurate and would change as a result of the bid process. The committee was concerned conserving resources whenever possible, but recognized that purchasing quality products are preferable to purchasing the least expensive product. **Consultation Council adopted the prioritized list through consensus.**

Consultation Council:

1. Consultation Council Annual Evaluation of the Shared Governance and Planning Structure and Procedures (Governance)

Consultation Council/Strategic Planning Committee completed the annual evaluation instrument. The draft instrument will return to Consultation Council for adoption at the next meeting (attached).

2. Board Policies – Chapter 7 (Consultation)

The following board policies were presented for consideration by the various constituent groups: BP 7000 - Personnel Matters, BP 7100 - Commitment to Diversity, BP 7110 - Delegation of Authority, BP 7120 – Recruitment and Hiring, BP 7130 – Compensation, BP 7135 – Health and Welfare Benefits (Administrators, Managers, and Confidential Employees), BP 7140 - Collective Bargaining, BP 7150 – Evaluation, BP 7210 – Academic Employees, BP 7230 – Classified Employees, BP 7240 - Confidential Employees, BP 7250 - Educational Administrators, BP 7260 – Classified Supervisors and Managers, BP 7310 – Nepotism, BP 7330 – Communicable Disease, BP 7340 – Leaves, BP 7345 – Catastrophic Leave Program, BP 7350 – Resignations, BP 7360 - Discipline & Dismissal (Academic Employees), BP 7365 – Discipline & Dismissal (Classified Employees), BP 7370- Political Activity, BP 7380 – Retiree Health Benefits: Academic Employees, BP 7385 – Salary Deductions, BP 7400 – Travel, BP 7510 – Domestic Partners, BP 7700 – Whistleblower Protection. The board policies resulted from the efforts of a consultant hired in 2009 to separate board policies from administrative procedures and update existing board policies with legal changes in effect at the time. The policies will return to Consultation Council at the May 24, 2011 meeting for consideration to forward to the Governing Board.

3. Personnel Update (Information) – Administration

David Burris advised the committee members that interviews for the Distance Learning Coordinator are scheduled for Friday, May 13.

Other:

1. Dave Clausen advised the attendees that the mid-year TRAN for 1.6 million dollars has been approved.
2. Dr. Carabajal advised the attendees that the Data Center Refresh is expected to be completed this week.

The meeting adjourned at 11:05 am

Future Agendas:

1. **Consultation Council Summer Meeting Schedule (Consultation)– May 17, 2011**
2. **2011-2012 Tentative Budget (Information) – May 17, 2011 – Dave Clausen**
3. **Plan for Work Study Allocation for 2011-2012 (Information)– Cary Templeton**
4. **Human Resource NIPR (Information) –May 17, 2011 - David Burris**
5. **Draft 2011-2016 Facilities Master Plan (Consultation) - May 17, 2011– Eric Rulofson**
6. **Draft 2011-2016 Institutional Technology Master Plan (Consultation) -May 17, 2011– Logan Merchant**
7. **Draft 2011-2016 Student Services Master Plan (Consultation) -May 17, 2011– Cary Templeton**
8. **Draft 2011-2016 Human Resources Master Plan (Consultation) -May 17, 2011– David Burris**
9. **Initial Review of June 14, 2011 Governing Board Agenda (Information) –May 24, 2011 - Dr. Houston**
10. **Adoption of the 2012-2016 CIMP (Consultation) – May 24, 2011 - Dr. Kayleigh Carabajal**
11. **Acceptance of Final Quarterly Update on Progress on Annual Action Plans 2010-2011 (Information)- May 24, 2011- Dr. Kayleigh Carabajal**

**Lassen Community College Planning, Budgeting and
Governance Process Review
Planning Committee Survey**

Committee Name: Consultation Council/Strategic Planning Committee

Date: May 10, 2011

Members Present: Cheryl Aschenbach, Terry Bartley, Sandy [redacted] with, Irving Berkowitz, David Burris, Doug Houston Phil Horner, Jeff Lang, Logan [redacted], Carol Montgomery, Sue Mouck, Eric Rulofson, Cary Templeton

Members Absent: Shelly Baxter, Carie Camacho, [redacted] Wolf, Student Representative

Planning Section

When answering these questions consider the “planning process” the process used to create the Comprehensive Institutional Master Plan; including but not limited to the work of planning committees (Institutional Technology Plan, Facility Master Plan, Student Services Plan, Educational Master Plan, etc) as well as the recommendations from IPR and NIPRs.

1. What worked in the planning process used during 2010-2011 at Lassen College from the perspective of your planning committee?
The planning process worked well this year. The development of the COM.P.ACT help the committee to reach a goal. The two year planning horizon in the COM.P.ACT for budget prioritization worked better than one-year. Conducting open forums as part of the planning process in addition to the budget development process was an improvement. Communication between the Strategic Planning Committee and the various master planning committees worked better this year.
2. What did not work in the planning process used during 2010-2011 at Lassen College from the perspective of your planning committee?
The planning process guidelines need to be consistently followed. Rumors and negative reports on the discussion and consensus reached during meeting have had a negative impact on the process. The need for accurate and effective communication continues to be an issue.
3. What changes would your committee recommend in the process to improve efficiency and effectiveness?
Efforts to provide effective communication must continue and be improved, providing executive summaries along with entire documents was suggested. Individuals wanting the short version could read the executive summaries and those more interested in the background and details could read the longer version. Clear follow-up on the recommendations forwarded by the committee needs to occur. The utilization of technology during committee meetings was suggested.

4. What additional resources (human, research data, additional information, etc) does your committee need to perform your assigned tasks?
It was suggested that providing a clerical support pool for the various planning committees would improve efficiency.
5. Does your committee feel your committee's contribution to the planning process is valued?
"YES"
6. Does your committee feel additional planning committees necessary in order for the process to work?
The consideration of a budget advisory committee, which would function as a subcommittee of the strategic planning committee to develop draft budget proposals (serve the role filled by Cabinet this year) was suggested to address some of the concerns about transparency raised about this year's budget development process.
7. Did the Budget Development Process take appropriate notice of institutional planning?
"YES"
The integration between planning and budget development occurred better this year, due at least in part to the planning occurring prior to the budget development instead of at the same time as in previous years.

Governance Section

1. Did your committee perform during the preceding year as identified in the committee's charge?
"YES"
2. Identify results (products) of committee activities?
Committee activities are clearly published in the minutes, but include: prioritized list for one-time expenditure, Comprehensive Institutional Master Plan, COM.P.ACT strategies recommendations, recommendations on board policies, adoption of administrative procedures, and forwarded program reviews to governing board and planning committees. In addition the committee provided good examples of the consultative process and upheld the institutional values.
3. Provide suggestions to change or modify the committee charge.
The increase use of subcommittees was suggested.
4. Was the committee membership appropriate to implement its charge? If not what changes are needed?
The large size of the committee was noted, but it was agreed that the consensus model has worked well and no changes were suggested.
5. Provide an analysis of the participation of the membership. Identify any individual or constituent group representation not in attendance more than fifty percent of the meetings.
All groups were represented at least fifty percent of the time. Informational meetings were held on the few occasions when a quorum was not in attendance. No meetings were cancelled for lack of participation.

6. How could communication between committees and others be improved with regards to governance?
The utilization of executive summaries was again suggested. Orientation/training for members of this and other committees on the consultative process should continue. Scheduled presentations of information from Consultation Council on constituent group and planning committee agendas.

Is there anything you would like to add to the evaluation of either planning or governance?
None