

Consultation Council/Strategic Planning Committee Minutes
July 28, 2011

Present

Cheryl Aschenbach (AS/Div Chair-faculty)	Phil Horner (classified)
Colleen Baker (Div Chair-faculty)	Jeff Lang (classified)
Shelly Baxter (management)	Sue Mouck (Accreditation Liaison -faculty)
Sandy Beckwith (Lead Counselor – faculty)	Eric Rulofson (Chair/ Facilities Planning)
Kayleigh Carabajal (Dean of Academic Services)	Ross Stevenson (Div Chair-faculty)
Dave Clausen (Dean of Admin Services)	Cary Templeton (Dean of Student Services)
Marshel Couso (management)	

Absent

ASB Representative	Logan Merchant (Chair/IT Planning)
Carie Camacho (Div Chair -faculty)	Carol Montgomery (classified)
Terry Bartley (management)	Bill Studt (Interim President)

Guests

Mary Hasselwander (classified)	Garrett Taylor (faculty)
Matt Levine (management)	

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

Consultation Council:

1. Review of August 9, 2011 Governing Board Agenda (Information)

Dr. Kayleigh Carabajal offered to answer any questions relating to the board agenda. Dave Clausen provided several corrections to the Personnel Consent agenda. The employment of Tom Rogers as the EOPS& S Counselor should indicate a second year contract. The hire of the indicated coaches is dependent on review by the instructional dean. There will be corrections to the specifics of the lateral transfer to Financial Aid Outreach Facilitator. Additionally, it is expected that the academic counselor and full-time temporary faculty in mathematics positions will be added prior to the board meeting.

2. 2011-2012 Consultation Council/Strategic Planning Committee Membership (Consultation)

The membership for Consultation Council for 2011-2012 has been confirmed as the individuals listed above as either present or absent. Strategic Planning may be modified if any of the planning committees elect a chair different from last years chair.

3. 2011-2012 Consultation Council/Strategic Planning Committee Meeting Schedule (Consultation)

Members indicated a desire to minimize conflicts with instructional faculty teaching schedules and attempt to end meetings prior to 4:00 pm in the afternoon, which would require overtime compensation for classified staff. **After considerable discussion, it was agreed to tentatively meet on Friday at 1:00 pm, with the first meeting scheduled for August 26.** Sandy Beckwith will work to move the ASB meeting, which met on Friday at 1:00 pm last year. Dr. Carabajal will distribute a survey instrument to all members of Consultation Council in order to determine if there is a possible better meeting time. Dr. Carabajal indicated that, the board policies and administrative procedures for Chapter 3 will be ready to come to Consultation Council soon. Ms. Mouck indicated that board policies and administrative procedure require two readings to allow sufficient time for constituent group review. The policies and procedures will be distributed electronically in order to expedite the process while not requiring an additional meeting. Dr. Carabajal also indicated that the fall agenda for Consultation Council will be very ambitious. The intent is to complete the review of all board policies and administrative procedures prior to the end of fall semester. In addition, all master plans (Educational Master Plan, Student Services Master Plan, Facilities Master Plan, Institutional Technology Master Plan and Human Resource Master Plan) should be adopted by the end of the fall semester.

4. Election of 2011-2012 Consultation Council/Strategic Planning Committee Chairperson (Consultation)

Sue Mouck was nominated and accepted the position of the chair of this body for another year. Dr. Kayleigh Carabajal extended the committee's appreciation for Sue's previous work on behalf the institution.

5. Personnel Update (Information)

In addition to the previously mentioned expected additions to the personnel consent agenda for the August 9, 2011 board meeting, Dave Clausen indicated that the administration had determined that the finalists forwarded by the screening committee for the Admissions and Records position were not a good fit for the institution. Mr. Clausen indicated that he had been in contact with the chair of the committee and all members of the committee had been informed of the decision to rework the job description for this position before it is re-flown. Mr. Clausen extended his appreciation for the time and efforts of the individuals who participated in the hiring process. He indicated that in his opinion the hiring process is working better. He also acknowledged that a great deal of time and money was spent on the screening process, but indicated that it even more money and time would be lost if the wrong person was hired. In response to a question on the committee, a desire to have the same committee reconvened to participate in the screening process after the job description is rewritten and the position re-flown was expressed.

Strategic Planning:

1. Report from July 26, 2011 Governing Board Planning Retreat Agenda (Information)

Dr. Kayleigh Carabajal identified that rich dialogue had occurred during the governing board retreat. She had presented the annual Fact Book (which is in the process of being converted to a PDF file so that it can be found on the website). The Fact Book tells the story of a growing institution (headcount growing from 3374 in 2007-2008 to 6337 in 2011-2011), with a stable staff and faculty (average of 11.4 years of service), which is financially secure. Dr. Carabajal provided copies of handouts that she had also provided to the governing board. The handouts (attached) indicate Unduplicated Headcount, BOG Recipients, Demographics – Enrollment Status, Section Offerings: Number by Day/Evening, Section Offerings: Number by Modality, Student Outcomes: Course Success by Modality, Student Outcomes: Number of Awards Awarded by Level, and Educational Attainment and Weekly Earnings (2010). It was agreed by others in attendance at the planning retreat that the meeting had been extremely positive. The discussions were open and the board members were receptive to suggestions. The reoccurring concern expressed by the board members about service to our outreach area seemed to focus on the need for better communication and marketing of the opportunities available through Lassen College.

Other:

Sandy Beckwith indicated that more seniors from Lassen High School have enrolled than in previous years. She also indicated that the maximum for special admits has been reach (has not happened in the past). In response to a question she indicated that the number of special admits are determined by the high school and each school is calculated independently of other high schools.

Marshel Couso, and others agreed, that the changes occurring in the Cafeteria are very exciting. Eric Rulofson and his staff were complemented on their work and the flexibility that they have exhibited in pursuing all of the various re-modeling projects occurring on campus.

The meeting adjourned at 1:10 pm

Future Agendas:

- 1. Adoption of Shared Governance Handbook (Consultation)– August 2011**
- 2. Revised KPI's for 2001-2012 (Consultation) -- August 2011- Dr. Kayleigh Carabajal**
- 3. Adoption of Institutional Planning and Budget Development Handbook (Consultation)– August 2011 – Cheryl Aschenbach**
- 4. Plan for Work Study Allocation for 2011-2012 (Information)– Cary Templeton**
- 5. Administrative Services (Duplicating, Purchasing, Logistics, Fiscal Services) NIPR (Information) – September 2011– Dave Clausen**
- 6. Contract Education NIPR (Information) – September 2011– Dr. Kayleigh Carabajal**
- 7. Instructional Services (Learning Center) NIPR (Information) – September 2011**
- 8. Information Technology NIPR (Information) – September 2011– Dr. Kayleigh Carabajal**
- 9. Social Science IPR (Information) – September 2011– Cheryl Aschenbach**
- 10. Automotive Technology IPR (Information) – unknown– Cheryl Aschenbach**
- 11. Fire Technology IPR (Information) – September 2011– Cheryl Aschenbach**
- 12. Gunsmithing IPR (Information) – September 2011– Cheryl Aschenbach**
- 13. Human Services IPR (Information) – unknown– Cheryl Aschenbach**
- 14. Journalism IPR (Information) – September 2011– Cheryl Aschenbach**
- 15. Vocational Nursing IPR (Information) – September 2011– Cheryl Aschenbach**
- 16. Welding Technology IPR (Information) – September 2011– Cheryl Aschenbach**
- 17. Selection and Hiring Manual – September 2011**

