

Consultation Council/Strategic Planning Committee Minutes
December 22, 2011

Present

Shelly Baxter (management) Sue Mouck (Accreditation Liaison -faculty)
Kayleigh Carabajal (Dean of Academic Services) Ross Stevenson (Div Chair -faculty)
Jeff Lang (classified)

Absent

Cheryl Aschenbach (AS/Div Chair-faculty) Dave Clausen (Dean of Admin Services)
Colleen Baker (Div Chair-faculty) Shawn Hubbard (ASB)
Terry Bartley (management) Logan Merchant (Chair/IT Planning)
Sandy Beckwith (Lead Counselor – faculty) Carol Montgomery (classified)
Jennifer Bird (classified) Eric Rulofson (Chair/ Facilities Planning)
Carie Camacho (Div Chair -faculty) Bill Studt (Interim President)
Cary Templeton (Dean of Student Services)

Guests

None

With a quorum present, the meeting began at 1:06 pm.

Consultation Council:

1. Review of January 10, 2012 Governing Board Agenda (Information)

Mr. Stevenson asked about the item on the personnel consent agenda for the bookstore manager. He was informed that the bookstore manager is on medical leave and this position was part of the coverage for that position.

2. Recommendation to forward Chapter 5 Board Policies to the Governing Board and adopt Administrative Procedures for Chapter 5 (Consultation)

The policies and procedures were pulled from the agenda for further review.

3. Recommendation to Adopt Administrative Procedures for Chapter 3 (Consultation) – Dr. Carabajal

The administrative procedures were pulled from the agenda for further review.

4. Personnel Update (Information)

None

Strategic Planning:

1. 2011 Welding IPR (Information)

Jeff Lang raised the concern that facilities modifications are being made without the proper understanding of the impact on structure, electrical, plumbing and other engineering factors. His primary concern is the lack of an engineer stamp on an approved set of plans that have been reviewed by the State Fire Marshal for occupancy or structural change as is required by the Uniform Building Code for each project. He questioned the lack of process within the current planning structure to assure adherence to all legal codes and regulations. It was suggested that language be incorporated into an administrative procedure providing guidelines for modification of facilities. Dr. Carabajal volunteered to identify the appropriate board policy and administrative procedure if one currently exists and Ross Stevenson volunteered to draft the technical language to be included within the administrative procedure. Further concern was expressed that the facilities planning committee be involved in the discussions concerning facilities modifications. Concern was also expressed about recent facilities modifications, such as the student services building, bookstore, and previous construction trades classroom and whether future problems will materialize due to changes in airflow or room capacity.

The administrative procedure with modified language will be returned to Consultation Council for consideration in the future.

By consensus, Consultation Council forwarded the document to the Governing Board and accepted the document for consideration in future planning efforts.

Other:

None

The meeting adjourned at 1:30 pm

Future Agendas:

1. **2010 Administrative Services (Duplicating, Purchasing, Logistics, Fiscal Services) NIPR (Information) -- Dave Clausen**
2. **Revised KPI's for 2011-2012 (Consultation) --- Dr. Kayleigh Carabajal**
3. **2011 Social Science IPR (Information) – January 2011– Cheryl Aschenbach**
4. **2011 Gunsmithing IPR (Information) – January 2011– Cheryl Aschenbach**
5. **2011 Journalism IPR (Information) – January 2011– Cheryl Aschenbach**
6. **Selection and Hiring Manual – January 2011**
7. **2011 Instructional Services (Learning Center) NIPR (Information) – January 2011 - Colleen Baker**

Welding
2011 Instructional Program Review
Executive Summary and Prioritized Recommendations

In the following paragraphs I'm going to take the recipient of this summary on a tour of the highlights and accomplishments of the Welding Technology Program.

At the start of the Spring 2011 semester I began to gather information and prepare for my first advisory board meeting and IPR. The information gathered came from student surveys, enrollment numbers/patterns, and general observations from working in the shop on a day-to-day basis. Additional ideas came from a trip to Butte College while visiting their welding program. Some of those things that came to light from the information gathered are listed below.

- To become an AWS accredited testing facility by meeting the requirements outlined in an on-site audit.
- Improve ventilation and lighting in the welding booths and over the cutting table.
- The need to improve/cleanup the welding surfaces in the booths.
- The need for a larger and user-friendlier classroom that is ADA compliant.
- Maximize floor space in the shop to maintain a steady workflow.
- Offer new curriculum in the areas of rigging, measuring practical/applied trigonometry, pipefitting, metallurgy, and welding for gunsmiths.
- Develop the space in the former woodshop to accommodate welding classes for gunsmiths.
- The need to inventory/organize welding equipment and supplies.

Next, I will provide a summary of the above items that have been accomplished.

- Modifications to improve ventilation in aisles three and four have been completed along with new fluorescent lighting and cleaned tabletops.
- A new classroom has been created downstairs from an existing tool room. The room is ADA compliant and offers vastly improved lighting.
- Floor space has been maximized by relocating a metal rack to the new production shop (former wood shop) and by removing unnecessary clutter.
- Currently, equipment and supplies are being relocated upstairs and organized.

Last, are those remaining items that still need to be addressed.

- Start the process in becoming an accredited testing facility.
- Complete ventilation and lighting upgrades in remaining aisles.
- Develop new curriculum
- Develop space for gunsmith/welding classes and purchase GTAW welders.

Prioritized Recommendations from Welding IPR Sections 1-6

Below is a list of recommendations in order of priority followed by the estimated resources needed.

1. Application to become an AWS Accredited Testing Facility (Sections 4A, 5A & 5B)
 - Estimated costs \$2,300 plus auditors travel expenses. (See appendix: J)
 - Additional costs to meet the requirements of an on-site audit
Estimated only - \$15,000 - \$20,000
 - Set-up and equipment maintenance schedule (per requirements) Estimated costs \$1,500 per year

2. Improve/modify shop ventilation and ducting. (Sections 3C & 5A)
 - Estimated costs \$15,000 - \$20,000

3. Develop curriculum in conjunction with the Gunsmithing instructors. The purpose is to move the current course offerings from the gunsmithing program to the welding department. (Section 2C)

Modify facilities and purchase eight GTAW units to accommodate gunsmithing/welders. (Sections 2A, 5A & 5B)
 - Estimated costs \$20,000

4. Attend FABTECH/AWS seminars to maintain credentials as a CWI and CWE (Certified Welding Inspector and Certified Welding Educator). Expiration 2013 (Section 4B)
 - Estimated costs \$3,500

5. Install new doors in the classroom with windows (3) and install exhaust fan for ventilation. (Section 5A)
 - Estimated costs \$3,000 - \$5,000

6. Develop new curriculum for the Welding Technology Program and make current lectures available online through Moodle. (Section 2A & 2E)

7. Purchasing of our own cylinders to avoid paying rental fees. (Section 5B)
 - Estimated costs \$4,500

8. Develop articulation agreements (2+2) with the local High Schools in the area. (Section 2D)

9. Continue with our current advertising in the Lassen Times and develop other avenues. (Section 1)