



# Consultation Council / Strategic Planning Committee 2012-2013

Administration:

**Dr. Marlon Hall**  
**Dave Clausen**  
**Sue Mouck**  
**Patrick Walton**

Classified:

Jeff Lang  
Carol Montgomery  
Tami Wattenburg  
ASB  
**Marcus Murakami**

Faculty:

**Cheryl Aschenbach**  
**Colleen Baker**  
Sandy Beckwith  
**Carie Camacho**  
Ross Stevenson

Management:

**Terry Bartley**  
Vickie Ramsey (HRMP)  
Planning Committees  
**Eric Rulofson (FMP)**

Those present in bold

Guests: **Shelly Baxter, Bobbie Theesfeld**

Minutes for October 10, 2012

Called to order at 1:30pm

## Consultation Council

1. Ethics Statements: Administration, Board, Classified, Faculty and Management (Information) – Cheryl Aschenbach  
*Management, administration and board are all current. Senate reaffirmed faculty statement on 10/9/12. Classified will look at theirs on Thursday, 10/11/12. ASB is looking into having a student code of ethics separate from existing codes.*
2. Bus Passes (Consultation) – Marcus Murakami  
*ASB currently handles job of processing student bus passes. The card is also being used as a library card with the addition of a library sticker. Over 300 cards have been created. Additionally, cards have been created for VN and CNA students. There is concern about having enough cards and ink for spring semester. It seems our machine is old and parts are not available to repair it. ASB cannot afford to pay for supplies. Patrick Walton reports that supplies are supposed to come out of a Student Services account. In years past, processing of ID cards was done by a paid LCC staff member (classified at one point and management at another). It was also recommended that the swipe cards that will be utilized for door access in the future be multi-purposed for use as bus and library pass as well. Problem has been identified; administration will consider solutions are report back.*
3. Bus Stop (Consultation) – Marcus Murakami  
*Students are asking about having an updated bus stop that can be used during the snow season. Marcus is aware that there has been previous discussion about the bus stop. The bus stop is the property of the bus company not of the college. Eric reported that there was previous discussion with the bus company that included a larger shelter that would be re-oriented to minimize snow build-up and facilitate clearing snow out*



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*more easily. The person at the bus company who was working with Eric a year or so ago left, and the progress was halted. Eric will report back to Consultation Council once he gets an update from the bus company.*

4. Safety Committee (Consultation) – Dave Clausen  
*Dave shared that we are taking a close look at safety on campus. Efforts include working closely with our insurance company to identify potential risks to safety and to initiate safety-related trainings online (similar to the Child Abuse training recently completed by employees). Eric reports that the most effective safety committees elsewhere are made up of a mix of constituent groups. Sue suggests we consider having this as a working committee that operates as a sub-committee of Facilities Master Planning Committee. As such, Consultation Council would need a proposed charge and recommendations for constituent group make-up. There are some OSHA requirements for the committee, but those can be expanded upon within the charge. Eric will report back to the committee on the 24<sup>th</sup>.*
5. Release time for athletic events (Information) – Dr. Hall  
*Dr. Hall's intention is that if an employee attends athletic events during the day we'd be increasing school spirit as well as encouraging our student-athletes through our presence. If an employee wants to take a lunch to see an event, they can do so on their break time. For afternoon events, an employee could go to the event after the regular work day. If an event fits into an employees schedule, they are encouraged to attend but it must be on their own time, not on college time.*
6. TECC Training Schedule (Information) – Cheryl Aschenbach  
*Elaine recently published TECC's October training schedule. All groups are encouraged to attend training, and because some comments from classified have reported that they haven't been allowed by managers, management is encouraged to facilitate training of staff as feasible and appropriate. Also, all staff are encouraged to communicate training needs with Elaine and keep in mind that TECC can be used for office or department trainings as well; not all trainings have to be TECC facilitated. Sandy mentioned that student leadership wasn't satisfied with the decision to restrict TECC use to faculty, staff, management and administration. She also pointed out that some students are active within shared governance, so trainings could provide skills that can be utilized within their representational roles. One concern express when students inquired about participation was that we didn't want to create a wide open opportunity for all students to start utilizing TECC; Sandy assured Consultation Council that only selected students would be identified for selected trainings. Cheryl reported that the*



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*decision would be revisited and Consultation Council would be notified of the final decision.*

## Strategic Planning

1. **Presentation of Fine Arts & Humanities IPR** (Consultation) – Cheryl Aschenbach
2. Schedule of Master Plan Submissions (Information) – Cheryl Aschenbach  
Student Services Master Plan: mid-November to December (Dec. 12, 2012)  
Institutional Technology Master Plan: January (Jan. 9, 2013)  
Facilities Master Plan: February (Feb. 13, 2013)  
Human Resources Master Plan: March (Mar. 13, 2013)
3. Personnel Update (Information) – Vickie Ramsey
4. Budget Update (Information) – Terry Bartley  
*Terry shared with Cabinet on Tuesday that we're on track with conserving cash flow and where we expected to be. We are currently spending more than our income affords us because we're not getting our normal apportionments. Dave is working on a mid-year TRAN to help us past February. Our fund balance at the end of 11-12 was in the positive. This is a good sign. Prop 30 is polling better than Prop 38; this is good for us since they're competing bills. It's been reported that in larger markets "No on Prop 30" ads are predominant and people are being bombarded with messages against Prop 30 which is so critical to us. It's important for people to vote on this and other issues.*
5. Accreditation Update (Information) - Sue Mouck  
Campus is busy working on standards. Questions are being asked and preliminary drafts are being passed around. Substantive change for more than 50% online courses in particular degrees has been submitted and will be reviewed by commission on November 15.

## Other:

*Dave reports that former president Bill Studt stopped by; he is doing well.*

*Sandy had a comment about clubs and advisors for clubs on campus. Is there anything in board policy about club advisors only being faculty? There isn't anything in campus documents or Ed Code that limits to faculty; it's being looked for. If anybody knows of any restrictions, please pass it along to Sandy or Consultation Council. Sandy will provide a list of clubs needing advisors.*



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*Eric shared that earlier this semester he was approached by a student who had almost been hit in her car at the 3-way stop entering campus. She designed signs that could be posted at the four points of the intersection. It's an idea that would be installed on a temporary basis at the beginning of the semester.*

*Dave has been working with IT on our website and the amount of time it takes to get information online. We're purchasing software that will allow us to have contributors for sections, editors to overview content, and final approval by IT. This will be purchased soon, trainings held. We can also do RSS feeds. This will improve overall content management.*

Adjourned at 2:20pm

#### Next Meetings:

Wednesday, October 24, 2012 at 1:30pm

Wednesday, November 13, 2012 at 1:30pm

Wednesday, November 27, 2012 at 1:30pm

#### Future Agendas:

1. 2011 Gunsmithing IPR (Information) – Cheryl Aschenbach
2. 2011 Social Science IPR (Information) – Cheryl Aschenbach
3. 2011 Journalism IPR (Information) – Cheryl Aschenbach
4. 2009/2011 Human Services IPR (Information) –October 2012– Cheryl Aschenbach
5. 2012 Agriculture IPR (Information) – Cheryl Aschenbach
6. 2012 Business IPR (Information) – Cheryl Aschenbach
7. 2012 Enrollment Services NIPR (Information) –
8. 2012 Instructional Support Services –Library NIPR (Information)
9. 2012 Auxiliary Services – Food Service/Bookstore/Book Rental/Loan Program NIPR(Information) – Dave Clausen
10. Action Plan Evaluation Matrix update – October 2012
11. Acceptance of EMP – October 24, 2012
12. Review of October Board meeting agenda – October 24, 2012
13. Safety Committee – October 24, 2012 (Eric Rulofson)