



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)

Minutes for October 24, 2012
1:30 pm in CD-119

Called to order at 1:30pm

Consultation Council

1. Safety Committee (Consultation) – Dave Clausen
Dave Clausen distributed a draft of ideas for the mission, function and make-up of a safety committee as a pilot program. He'd like it up and running December 1 or earlier. He has met with Jeff Lang and Carol Montgomery as CSEA representatives about the constituent group make-up of the committee. Students need to be added. There is concern about avoiding conflicts of interest: participation by those that are affiliated with Maintenance & Operations as classified, management and administration is discouraged. The committee would be tasked with establishing a history of safety concerns, setting priorities and budget for safety needs, identifying training needs, and conducting safety reviews. The committee will also receive safety concerns from campus and help identify safety risks. Keenan is willing to send a representative to attend our training meetings. Safety is important to us, and it's important to Keenan. Dave recommends that we take the draft back to constituent groups for review. Jeff Lang expressed appreciation for the formation of a safety committee. Ross Stevenson expressed concern that people who are appointed to the committee won't have the expertise needed to evaluate safety risks. Sandy Beckwith reminded everyone that we just don't need to look at facility risks but also workstation ergonomics, chemicals, trip & fall risks and more. It's agreed that having a safety committee is a collegial approach plus it establishes an institutional history of safety concerns.
2. Recruitment Brochure (Information) – Patrick Walton
Patrick Walton has noticed as he's been doing outreach that we need a concise brochure with college information. Lori Collier worked on this, and Patrick shared the current draft. Suggestions were offered and will be taken back to Lori. It was agreed that a single brochure is a big improvement over the individual program sheets that have been handed out in the past.



Consultation Council / Strategic Planning Committee 2012-2013

3. LCC 2013-2014 and 2014-2015 Academic Calendars (Information)
Calendars were presented. These were negotiated with LCFA and LCCD with the District communicating with Child Development Center staff, Financial Aid staff, and CSEA to ensure needs were addressed.
4. Personnel Update (Information) – Dave Clausen, Sue Mouck
Many positions are in process for hiring. Associate Dean will not be hired right now; it will be flown again for hiring during a normal cycle in the spring. Math/Physics will also be withdrawn and flown again for spring hire; we need the position, but we currently have few qualified applicants and can meet needs for the spring semester by using another adjunct instructor.
5. Budget Update (Information) – Terry Bartley
Auditors will be here November 6-15 to complete the audit. Right now Terry doesn't know what follow-ups they will have while here, but people may be contacted by auditors for follow-up.
6. Accreditation Update (Information) - Sue Mouck
People continue to ask questions, seek out information, and work on drafts. The Board spoke about it at the Board retreat yesterday; they wondered whether they should be participating. Board members decided they may just want to drop by when standards committees meet rather than participating on a committee.

Strategic Planning

1. Action Plan Evaluation Matrix October update (Information) – Sue Mouck
This document tracks the college's progress relative to planning recommendations. It is usually updated by administration. Updates will continue quarterly until acceptance by the Board in June along with the CIMP.
2. Acceptance of EMP (Information) – October 24, 2012 – Sue Mouck
The EMP is the first of the master plans that is being submitted based on the submission timeline changes resulting from evaluation in May. Each plan remains a draft subject to revision based on submission of the other master plans. All master plans should have the same format.
3. Presentation of Art/Humanities IPR (Information) – Cheryl Aschenbach
The Fine Arts/Humanities IPR was already presented at the October 10, 2012



Consultation Council / Strategic Planning Committee 2012-2013

Consultation Council meeting. It will be going to the November 13 Board meeting for final acceptance.

Other:

1. Next meeting:

It was agreed that we could wait and stay with our 2nd and 4th Wednesday meeting schedule even though we will not have a meeting to review the Board agenda before the next Board meeting. Julie will send out the tentative Board agenda with the note to make any comments to Cheryl as Consultation Council Committee Chair. If there are concerns or questions that cannot be addressed via email, then a meeting can be called.

2. Title III

Terry Bartley pointed out that our Title III evaluator was on site today to gather information for our year one evaluation. Cheryl thanked all who met with Mike Gaudette: Dr. Hall, Sue Mouck, Dave Clausen, Terry Bartley, and Elaine Theobald.

Next Meetings:

Wednesday, November 14, 2012 at 1:30pm

Wednesday, November 28, 2012 at 1:30pm

Wednesday, December 12, 2012 at 1:30pm

Future Agendas:

1. Student Services Master Plan: mid-November to December (Dec. 12, 2012)
2. Institutional Technology Master Plan: January (Jan. 9, 2013)
3. Facilities Master Plan: February (Feb. 13, 2013)
4. Human Resources Master Plan: March (Mar. 13, 2013)
5. 2011 Gunsmithing IPR (Information) – Cheryl Aschenbach
6. 2011 Social Science IPR (Information) – Cheryl Aschenbach
7. 2011 Journalism IPR (Information) – Cheryl Aschenbach
8. 2009/2011 Human Services IPR (Information) –October 2012– Cheryl Aschenbach
9. 2012 Agriculture IPR (Information) – Cheryl Aschenbach
10. 2012 Business IPR (Information) – Cheryl Aschenbach
11. 2012 Enrollment Services NIPR (Information) –
12. 2012 Instructional Support Services –Library NIPR (Information)
13. 2012 Auxiliary Services – Food Service/Bookstore/Book Rental/Loan Program NIPR(Information) – Dave Clausen