



Consultation Council / Strategic Planning Committee 2013-2014

Administration:

Dr. Marlon Hall
Dave Clausen
Dr. Tammy Robinson
Dr. Beatriz Vasquez
Patrick Walton

Those present in bold

Guests: None

Classified:

Jeff Lang
Carol Montgomery
Tami Wattenburg
ASB
Jonathan Herring

Faculty:

Cheryl Aschenbach
Robert Schofield
Carie Camacho
Sue Mouck
Ross Stevenson

Management:

Terry Bartley
Dave Corley (ITP)
Vickie Ramsey (HRMP)
(FMP)
Aeron Zentner (OIE)

Minutes for November 21, 2013

3:00 pm in CD-119

Called to order at 3:00 pm

Consultation Council

1. Administrative Services –Information Technology Update (Information) –
David Corley reported that letters went out to students yesterday announcing student email. The student email will now be used to communicate with students. Eventually staff emails will be in the same system. Naming convention is WebAdvisor login @cougar.lassencollege.edu. Higher One is being tested. The first dispersal of funds using Higher One will go out January 10, 2013. Information will be provided to ASB at their next meeting to dispel some of the misunderstanding concerning cost. The wireless access points are being tested and additional points are being added. The previous attempt to hide the access points is being abandoned. The exposed access points should work much better. Next board meeting will include contract to purchase additional components for Datatel including Degree-Audit and the Portal.
2. Updated 2 + 2 Form (AP 4235) (Consultation)
*Cheryl Aschenbach reported that the Academic Senate took action in the spring to change the AP 4235, but did not update the form. The revisions are consistent with the AP changes. **The committee accepted the revised form by consensus.***
3. Recommendation to inactivate BP 4110 Honorary Degrees (Consultation)
*Cheryl Aschenbach identified that the Academic Senate is recommending that BP 4110 Honorary Degrees be inactivated. The proposed policy was included when the League policy proposals were brought through the process. It was not thought that the policy is necessary. **The committee recommends that the Superintendent consider presenting the proposal to inactivate this policy to the Governing Board Policy subcommittee.***
4. Periodic Minor Updates of Board Policies (Information)

Lassen Community College provides outstanding programs for all pursuing higher education goals. The core programs offer a wide range of educational opportunities including transfer degrees and certificates, economic and workforce development, and basic skills instruction. The college serves students, both on campus and in outreach areas, in its effort to build intellectual growth, human perspective and economic potential.



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Dr. Beatriz Vasquez presented the administrative suggestion that regular minor changes as forwarded by the League not go through the entire board policy revision process. Instead that board policies would be updated and noted with administrative or clerical update date on BoardDocs. An annual review of board policies by chapter needs to be initiated, which would capture the changes in the normal review process at least once a year.

Strategic Planning

Presentation of draft Student Services Master Plan (Information)

Patrick Walton presented the draft Student Services Master Plan. He noted that there are minor changes in language. The major change was the inclusion of the prioritizations for areas in addition to staffing. The priorities are in two lists ongoing and one time. Patrick also identified that a separate list for categorical funds had been included because those funds do not generally participate in the budget allocation process. All of the prioritizations are color-coded consistent with the colors previously used in the CIMP. Student Services Action Plan changed significantly from last year due to the completion of a number of strategies. Dave Clausen and David Corley shared that the SSMP had been reviewed by the ITPC. The committee had identified that a couple of the colors used were difficult to distinguish. Additionally, they had identified a redundancy and suggested that small expenditures, less than \$500, be purchased from existing funds and not be included in the prioritization process. Patrick Walton indicated that the various budgets in Student Services have been cut to such an extent over the years that those budgets need to be increased in order to cover such small expenditures.

Accreditation Steering

Accreditation Update (Information)

Sue Mouck advised the group that the 2014 Self-Evaluation Report of Educational Quality and Institutional Effectiveness Support for Reaffirmation of Accreditation is currently being printed. She reported that she has all of the evidence with two exceptions and has begun adding the documents to the college website.

Other:

Terry Bartley missed the meeting when Consultation Council discussed need to utilize any available extra money to address the safety issues from the priority list last spring. The two issues were rubber floor for the gym, which should cost approximately \$ 4,000 and the windows and locks for Child Development Center, which are expected to cost approximately \$ 8,000. Terry expressed



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concern that Consultation Council be aware that the District has already expended approximately \$20,000 in unexpected costs and money is tight.

Meeting Adjourned at 3:55 pm

Future Meetings:

Thursday November 28, 2013 – no meeting

Thursday, December 5, 2013

Future Agendas:

1. Acceptance of AP 3550– Drug Free Environment and Drug Prevention Program (Consultation) – Vickie Ramsey
2. Presentation of 2013 Welding Technology IPR (Information) - Cheryl Aschenbach
3. Presentation of 2013 Human Services IPR (Information) - Cheryl Aschenbach
4. Presentation of 2013 Gunsmithing IPR (Information) - Cheryl Aschenbach