



# Consultation Council / Strategic Planning Committee 2013-2014

Administration:

**Dr. Marlon Hall**  
Dave Clausen  
**Dr. Tammy Robinson**  
Patrick Walton

Classified:

**Jeff Lang**  
Carol Montgomery  
**Kim Clain**  
ASB  
**Jonathan Herring**

Faculty:

**Cheryl Aschenbach**  
Carie Camacho  
**Sue Mouck**  
Robert Schofield  
Alison Somerville  
**Ross Stevenson**

Management:

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

Those present indicated in **bold**.

Guests: Cory McClellan

Minutes for April 24, 2014  
3:00 pm in HU-206

## Consultation Council

1. Approval of Consultation Council minutes for April 3, 2014 (Consultation) – Cheryl Aschenbach  
**Consultation Council minutes adopted by consensus.**
2. Consultation Council Evaluation of Governance and Planning (Consultation) – Cheryl Aschenbach  
*Committee evaluation of planning and budgeting processes was conducted; committee input is attached. The evaluation form will be reviewed again and accepted at the next meeting.*

## Other:

*Dr. Hall reported that the college is a recipient of a 1-year AB 86 grant. There is a need for a coordinator that will be paid completely out of grant funds. A special grant coordinator position is being flown to facilitate AB 86 as well as apply for and manage future grants.*

*Dr. Hall also shared that we received a \$267,000 1-year Industry-Driven Regional Collaborative for Economically Distressed Areas (IDRC) Grant that will also be coordinated by the special grant coordinator.*

*Dr. Robinson reported that we're trying to decide if we are going to apply for another grant that would facilitate expansion of some programs. She'll first need to determine if it's feasible and of benefit to us.*

*Dr. Hall also reported that as of July 1, Dr. Robinson will serve as the interim VP of Academic Services. Next week he'll bring discussion about an academic dean to Consultation Council.*

Adjourned 4:15pm

## Future Meetings:

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.



# Consultation Council / Strategic Planning Committee 2013-2014

Thursday, May 1, 2014

Thursday, May 15, 2014

## Future Agendas:

1. Acceptance of the 2014-2019 Comprehensive Institutional Master Plan (Consultation) – Sue Mouck & Aeron Zentner (May 1, 2014)
2. Acceptance of the following 2014 NIPR Annual Updates (Information) – Aeron Zentner (May 1, 2014)
  - a. Admissions and Records
  - b. Assessment, Counseling, Student Success and Transfer
  - c. Auxiliary Services
  - d. CalWORKs
  - e. Child Development Center
  - f. EOP&S/CARE
  - g. Financial Aid
  - h. Independent Living Program
  - i. Institutional Effectiveness
  - j. Kinship
  - k. Learning Center
  - l. Library
  - m. Maintenance and Operations
  - n. Student Life
3. Institutional Set Standards (Consultation) - Aeron Zentner (May 1, 2014)
4. Discussion of process for background checks for faculty and administrative positions (Consultation) – Ross Stevenson
5. Acceptance of AP 3550– Drug Free Environment and Drug Prevention Program (Consultation) – Vickie Ramsey
6. Presentation of 2013 Welding Technology IPR (Information) - Cheryl Aschenbach
7. Presentation of 2013 Human Services IPR (Information) - Cheryl Aschenbach
8. Presentation of 2014 Natural Science/Mathematics IPR (Information) - Cheryl Aschenbach (May 1, 2014)
9. Presentation of 2014 Child Development IPR (Information) - Cheryl Aschenbach
10. Discussion of the results of the planning and governance evaluation (Consultation) - Cheryl Aschenbach (May 15, 2014)
11. Appointment of representatives to the subcommittee to update the Institutional Planning and Budget Development Process Handbook (Consultation) - Cheryl Aschenbach (May 22, 2014)
12. Discussion on the 2014-2015 Strategic Plan (Consultation) - Cheryl Aschenbach (May 15, 2014)
13. Summer Meeting Schedule for Consultation Council (Consultation) - Cheryl Aschenbach (May 22, 2014)



# Consultation Council / Strategic Planning Committee 2013-2014

## Lassen Community College Planning, Budgeting and Governance Process Review Planning Committee Survey

Consultation Council/Strategic Planning  
April 24, 2014

### Members Present:

Administration: Dr. Hall, Patrick Walton, Dr. Robinson  
Classified: Jeff Lang, Kim Clain  
Faculty: Cheryl Aschenbach, Sue Mouck, Ross Stevenson  
Management: Terry Bartley, Aeron Zentner, Greg Collins  
Students: Jon Herring

### Members Absent:

### Guests Present:

Cory McClellan

### Planning Section

When answering these questions consider the “planning process” the process used to create the Comprehensive Institutional Master Plan; including but not limited to the work of planning committees (Institutional Technology Plan, Facility Master Plan, Student Services Plan, Educational Master Plan, etc) as well as the recommendations from IPR and NIPRs.

1. What works in the planning process at Lassen Community College?
  - *Timing worked very well this year.*
  - *The staggering of plans with specific due dates proved effective.*
  - *We met all due dates.*
  - *Input from all constituent groups is included and respected.*
  - *A forum was held this year after being missed last year, and it was helpful for sharing information and communicating about the planning and budgeting processes; participants could be made more aware of projects in progress.*
2. What doesn't work in the planning process at Lassen Community College?

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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- *Some areas (finance, accreditation, institutional effectiveness, governance, and research) don't integrate with the existing planning process; an absence of institutional areas makes follow through with planning and budgeting recommendations difficult.*
- *IPRs/NIPRs don't usually address program reductions.*
- *Budget prioritization of lower cost items is difficult and increases the number of items being prioritized.*
- *Some items on the prioritization list appeared to be old items that were not reflective of more recent requests.*
- *Administrative decisions were made and budget allocations made external to the planning and budgeting process (hiring additional positions, additional funding to positions).*
- *Student involvement in the planning process is lacking, and it's difficult to capture student input and recommendations in combination with IPR/NIPR recommendations.*
- *Concerns exist about accuracy of information in the prioritization process; "emergency" and "health and safety" in the case of additional purchasing or projects as well as prioritization should be well-defined.*

### 3. What changes would you make in the process to improve efficiency and effectiveness?

Include an additional master plan in the CIMP to capture institutional areas not included in the existing plans.

- *Include an administrative review or evaluation external to the program with each IPR/NIPR to incorporate comments relative to downsizing or reduction when not addressed in the program review. The Institutional Effectiveness Task Force may be interested in assisting with the review of program review to address this.*
- *Prioritize lower cost items at the area level and include only a lump sum item in the prioritization process for each area.*
- *Input prioritization requests directly from spreadsheets in annual updates and IPRs completed within the last year rather than including old information. Old information should not be carried forward. It will be critical for programs to have current IPRs and annual updates for programs to reprioritize requests or confirm requests.*
- *Consider a quantitative rubric or score to initially prioritize budget items, then follow-up with qualitative discussion to determine final order.*
- *Budget requests/priorities must have an estimated cost; it is difficult to prioritize items without knowing the potential cost for the items.*



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- *Address the need to occasionally purchase items or hire people outside the planning process because of external grant needs. Perhaps better communicate updates of this manner through Consultation Council/Strategic Planning Committee.*
  - *Consultation Council expects that all items needing additional funding, including new positions, be brought to CC for discussion or information (as appropriate) and, when necessary, reprioritization of general fund priorities.*
  - *Consider addressing student input via student surveys or student forums while making sure that results are disseminated to planning groups.*
  - *Track follow-up to budget prioritization process to record what has been funded and what the outcome is. Consider a bi-annual report presented at CC.*
4. What additional resources (human, research data, additional information, etc) does your committee need to perform your assigned tasks?
- *Quantitative data is necessary along with qualitative data.*
  - *It needs to be determined who/what position is responsible for incorporating spreadsheets into budget prioritization as well as who is responsible for combining individual master plans into the CIMP.*
5. Do you feel your contribution to the planning process is necessary?  
*YES*
6. Do you feel your contribution to the planning process is valued?  
*Yes. This committee has more voice than others because of the nature of everything funneling through this group, so there is a lot of opportunity for input and involvement.*
7. Do you feel additional planning committees are necessary for the process to work?  
*Probably. If an institutional section of the master plan is determined necessary to capture areas not incorporated in other master plans, then a committee should be structured similar to existing master plan committees.*

### Governance Section

1. Did the committee perform during the preceding year as identified in the committee's charge?  
*Yes.*

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## **Consultation Council / Strategic Planning Committee 2013-2014**

2. Identify results (products) of committee activities?  
*CIMP, budget prioritization, BPs and APs, budget form, accreditation self-evaluation and abstract, minutes of all meetings posted to website.*
3. Provide suggestions to change or modify the committee charge.  
*No suggestions.*
4. Was the committee membership appropriate to implement its charge? If not what changes are needed?  
*None*
5. Provide an analysis of the participation of the membership. Identify any individual or constituent group representation not in attendance more than fifty percent of the meetings.  
*Representation and participation was excellent over the course of the year. It should also be noted that our student rep, Jon Herring, was a regular participant.*
6. How could communication between committees and others be improved with regards to governance?  
*Continue to make efforts to disseminate information out to everyone. Be sure to include information at CC as a means of communicating with the campus. Continue with area updates regularly scheduled on the CC agenda including staffing discussions and decisions.*