



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: Lori Pearce

Minutes for May 1, 2014
3:00 pm in CD-119

1. Approval of Consultation Council minutes for April 24, 2014 (Consultation)
By consensus, Consultation Council approved the minutes for April 24, 2014.
2. Acceptance of Consultation Council Evaluation of Governance and Planning (Consultation)
By consensus, Consultation Council adopted the 2014 Annual Evaluation of Governance and Planning for the Consultation Council/Strategic Planning Committee (attached)
3. Administrative Services –Human Resources Update (Information)
Vickie Ramsey informed the group that there are ten applicants for the Special Grant position. There are currently no applicants for the full-time English instructor position; the position was just flown. The interviews have been completed for Financial Aid Technician I and a final decision is pending. The interviews of the three applicants for the Gunsmithing instructor position are scheduled for May 16. There are five applicants for the ISS-I Learning Center position and the interviews are May 15. Men's Soccer Coach position has been offered but not yet accepted.

Patrick Walton notified the group, that additional funds have been made available from funds for Student Success (old matriculation funds). He is planning to use the funds for a one-year temporary counselor. The funds are categorical meaning that they are separate from the 50% calculation and do not draw from general funds. Cheryl asked if the counselor will be charged with any special projects tied to Student Success, but Patrick isn't sure yet. The college is returning \$30,000 this year from Financial Aid money. The same amount was returned last year. The college needs to spend this money rather than return it, so the money may be used to support the outreach position.

Strategic Planning

1. Administrative Reorganization (information)–

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Last meeting, Dr. Hall announced that Dr. Robinson would be assuming the responsibilities of the Executive Vice President of Academic Services as an interim effective July 1, 2014. The question was raised last week as to what assistance she would be receiving. The plan is to hire an Associate Dean of Instruction/Institutional Effectiveness for next year. Cheryl asked about the possibility of finding an individual qualified to fill both positions. The administration indicated that depending upon the applicant pool, the position may be filled either as an interim or permanent position. The position will save money, because the position will replace the current Dean of Instructional Services and will also incorporate job duties of the current Director of Institutional Effectiveness.

Acceptance of the 2014-2019 Comprehensive Institutional Master Plan
(Consultation)

Cheryl identified that the CIMP is the compilation of all of the other master plans developed over the year.

By consensus, Consultation Council adopted the 2014-2019 Comprehensive Institutional Master Plan

2. Presentation of 2014 Natural Science/Mathematics IPR (Information)
Cheryl Aschenbach presented the 2014 Natural Science/Mathematics IPR accepted by the Academic Senate on April 29, 2014. Aeron Zentner expressed appreciation for the Natural Science/Mathematics IPR setting the bar high for other program reviews. Jeff Lang suggested that needs for changes in the physical facility, such as sinks in the science labs which are not appropriate for the classes current offered, be included in program review.
3. Institutional Set Standards (Consultation) - Aeron Zentner
Institutional Set Standards were a new requirement from ACCJC beginning last year. As with other college LCC's first efforts were goals not standards. The goals are been re-established as standards. Institutional set standards include completion, success, retention, job placement, wage tracker, and license exams. Document needed for next meeting.
4. Presentation of the draft Business Office Procedures Manual (Information)
Dave Clausen identified that the manual is being brought for information. If there are any concerns, please contact Terry Bartley
5. Presentation of the following 2014 NIPR Annual Updates (Information) –
Aeron Zentner
 - a. Auxiliary Services
 - b. CalWORKs (removed)

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- c. Child Development Center (removed)
- d. EOP&S/CARE (removed)
- e. Financial Aid
- f. Institutional Effectiveness
- g. Maintenance and Operations

Comments on the Institutional Effectiveness: Jeff Lang asked for clarification on one cost, which was explained as the cost for the Noel-Levitz student satisfactory survey. Consultation Council suggested removing the cost for the upgrade of the director to an associate dean. Pull The Auxiliary Services Annual update to add information on Coppervale and the Dorm. Maintenance & Operation was pulled pending completed review by participants. Comments on Financial Aid: Additional individuals have been added to the list of participants.

Other:

Dr. Robinson identified that the college has 150 tons of manure. A company is willing to pay us \$1.00 a ton to remove the manure. Jeff Lang identified that the college has historically composted the manure. There is plenty of manure for composting and removal. Jeff Lang identified that while a portion of the manure has been used for compost for campus landscape much of the manure has been used as backfill in and around the rodeo arena area and has been stockpiling to a point where it would be considered a point source of pollution by the EPA or Fish and Game.

Patrick Walton:

- 1. Asian /Pacific Island Celebration is next Tuesday, May 6. The luncheon begins at 11:30.*
- 2. The Awards Banquet is tonight in the Student Union at 6:00 pm.*
- 3. Reg-to-Go last Saturday – a great event with sixty-five students participating. Patrick thanked specifically Alison Somerville in addition to thanks to A & R, the Cafeteria, IT, FA, Custodial services*

Dr. Hall – announced that he is sending a personal letter to all of the graduating high school seniors

Aeron Zentner identified that the KPI's have been assessed. They will be brought to the body at the next meeting.

Future Meetings:

Thursday, May 8, 2014 – no meeting

Thursday, May 15, 2014



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Future Agendas:

1. Acceptance of the following 2014 NIPR Annual Updates (Information) – Aeron Zentner
 - a. Admissions and Records
 - b. Assessment, Counseling, Student Success and Transfer
 - c. EOP&S/CARE
 - d. Independent Living Program
 - e. Kinship
 - f. Learning Center
 - g. Library
 - h. Student Life
2. Discussion of process for background checks for faculty and administrative positions (Consultation) – Ross Stevenson
3. Acceptance of AP 3550– Drug Free Environment and Drug Prevention Program (Consultation) – Vickie Ramsey
4. Presentation of 2013 Welding Technology IPR (Information) - Cheryl Aschenbach
5. Presentation of 2013 Human Services IPR (Information) - Cheryl Aschenbach (May 15, 2014)
6. Presentation of 2014 Child Development IPR (Information) - Cheryl Aschenbach (May 15, 2014)
7. Presentation of 2014 Administration of Justice/Correctional Science IPR (Information) - Cheryl Aschenbach (May 15, 2014)
8. Presentation of 2014 Outreach NIPR (Information) – Patrick Walton (May 15, 2014)
9. Discussion of the results of the planning and governance evaluation (Consultation) - Cheryl Aschenbach (May 15, 2014)
10. Appointment of representatives to the subcommittee to update the Institutional Planning and Budget Development Process Handbook (Consultation) - Cheryl Aschenbach (May 22, 2014)
11. Discussion on the 2014-2015 Strategic Plan (Consultation) - Cheryl Aschenbach (May 15, 2014)
12. Summer Meeting Schedule for Consultation Council (Consultation) - Cheryl Aschenbach (May 22, 2014)



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

Consultation Council/Strategic Planning
May 1, 2014

Members Present:

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

Members Absent:

Guests Present:

Cory McClellan, Lori Pearce

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?

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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.*
 - *Address the need to occasionally purchase items or hire people outside the planning process because of external grant needs. Perhaps better*

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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.*
 - *Consider adjusting the timeline for receipt of annual update and program review to September so that information is immediately input into the planning process*
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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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.