



Consultation Council / Strategic Planning Committee 2014-2015

Administration:

Dr. Marlon Hall
Dave Clausen
Dr. Tammy Robinson
Patrick Walton
Brian Murphy

Classified:

Jeff Lang
Carol Montgomery
Kim Clain

ASB

Glenn Razzano

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)

Those present indicated in bold

Guests: Mary Hasselwander, Cecelia Frohrib, Bobbie Theesfeld

Minutes for December 18, 2014
3:00 pm in CD-119

Accreditation

1. Draft of March 15, 2015 Follow-up Report (Consultation)
*Sue Mouck presented the revised draft of the follow-up report. She identified that edits from several individuals had been incorporated into the new draft. **By consensus, Consultation Council accepted the draft March 15, 2015 Accreditation Follow-up Report for distribution to constituent groups for comments. Comments are requested by January 15 for a final draft to be approved on January 22, 2015.***

Consultation Council

1. Approval of Consultation Council minutes for December 4, 2014 (Consultation) ***By consensus, Consultation Council approved the minutes for December 4, 2014.***
2. Review of the January 13, 2015 Governing Board agenda (Information)
Dr. Hall identified that the agenda is a draft and still contains several holes. Ross Stevenson asked if those holes included any full-time positions. He was informed that there were three classified assistant positions - one for the dorm, one in the bookstore, and one in Childcare - and one substitute administrative assistant for the Public Safety Training Facility.
3. Curriculum/Academic Standards Committee Actions (information)
Cheryl Aschenbach informed the committee of the actions of the Curriculum/Academic Standards Committee on December 16, 2014 to approve four new transfer degrees in Agricultural Animal Science, Agricultural Business, Child and Adolescent Development and Economics. She further advised the group of the adoption of a new subcommittee of the Curriculum/Academic Standards Committee, the Distance Education Peer Review Committee. Distance Education Peer Review Committee comprised of six experience faculty will begin review and start making recommendations for improvement in both online and correspondence courses starting Spring 2015. The committee will be evaluating instructional strategies with respect to the

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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standards established by the Academic Senate. Cheryl acknowledged that the workload will be extremely heavy initially because of the large number of courses being offered via distance education particularly correspondence, but the Curriculum/Academic Standards committee agrees that the review is necessary to ensure high quality delivery of distance education and, ultimately, greater student learning and success.

Strategic Planning

1. Draft 2015-2020 Institutional Technology Master Plan Update (Information)
David Corley presented the draft 2015-2020 Institutional Technology Master Plan. He identified that the plan includes minor modifications to the introduction. The main focus is on necessary upgrades to network equipment - switches (including core switch) at an estimated cost about \$40,000 annually. Request from student services for desktops is incorporated into the general refresh. In response to a question, David responded that with the refresh the campus will move to Windows 8. Ross Stevenson asked if Retention Alert required faculty participation, and David responded that counselors would be involved. Ross asked that the minutes reflect that faculty involvement in early alert is in negotiations.
2. Discussion of Potential Campus Moves Relating to Returning PSTF programs back to Campus (Consultation)
Dr. Hall restated that the contract deadline for PSTF was December 15, 2014. Dr. Hall informed the high school that the contract was acceptable as long as the agreed start date was July 1, 2015 and the utilities were separate from LHS and controlled at PSTF. Ross Stevenson asked about the cost of the maintenance, custodial, and utilities. The response was that the monetary specifics of the contract are still in discussion. A big issue is the segregation of the utilities, so that the college is only paying for the facility not the entire high school. Dave Clausen identified that the contract is for one year with an option for one additional year. Dave indicated that there is no intention to extend the contract for the additional year. In response to a question, the drop dead deadline for a decision to move back to campus if negotiations on the lease are not resolved was identified as the end of January. There would not be an increase in insurance costs to cover the facility..

Other:

1. *Dave Clausen advised the group that with board approval he has sent two options to modify the repayment plan to the Chancellor's Office. Any annual savings is to be spent on infrastructure.*



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2. *Ross Stevenson inquired about the timeline and budget for the library upgrade. Greg's estimate is about \$500,000 although a budget hasn't been developed yet. Dave indicated that there is about that much available.*
3. *Terry Bartley informed the group that Patrick Clancy has brought the idea to purchase folding tables (cost \$61.00/each). The cost for 15 tables will be less than \$1000.*
4. *Terry Bartley informed the group that the Post Office is going to a new system which will require us to get a new postal labeling system. She has a quote for \$10,000. The \$10,000 will fund a system that will print labels for mail, FedEx, or UPS. Deadline for conversion is January 24, 2015. Bobbie Theesfeld suggested that students who change their address should be charged for correspondence packets that are resent. Cheryl suggested that alternatives to postal delivery should be considered partially because of the up front cost of the new machine but, more importantly, because it sounds like all labels will have to be individually created rather than batch processed. Dr. Robinson volunteered to work with Terry Bartley and Bobbie Theesfeld to work on this issue.*
5. *Jeff Lang read an announcement about an approved bond issue from Cuesta College. He suggests that with appropriate planning a bond issue might be successful for Lassen College. Dave Clausen suggested that the cost of a bond issue is very high and any attempt needs to be well planned and coordinated.*

Future Meetings:

No meeting – Thursday, January 8, 2015

Thursday, January 15, 2015

Future Agendas:

1. Chapter 3 Board Policies and Administrative Procedures (Consultation)
 - a. BP 3050 Institutional Code of Ethics and AP 3050 Institutional Code of Ethics
 - b. BP 3715 Intellectual Property and AP 3715 Intellectual Property
2. Presentation of 2014 Community Services NIPR (Information) – Tammy Robinson
3. Presentation of 2014 Athletics IPR (Information) - Cheryl Aschenbach
4. Presentation of 2014 Distance Education NIPR (Information) – Dr. Robinson
5. Presentation of the following 2014 Student Life NIPR Annual Updates (Information) – Patrick Walton