



# Consultation Council / Strategic Planning Committee 2016-2017

## Administration:

Dr. Terri Armstrong  
Dave Clausen  
Dr. Marlon Hat  
Brian Murphy  
Patrick Walton

## Classified:

Jeff Lang  
Carol Montgomery  
Kim Clain

ASB:  
TBD

## Faculty:

Cheryl Aschenbach  
Colleen Baker  
Carie Camacho  
Kory Konkol  
Alison Somerville  
Rose Steverson

## Management:

Terry Bertles  
Eric Imrie  
Dave Corley (ITP)  
Vickie Ramsey (HRMP)  
Greg Collins (FMP)

Guests: Michell Williams, Matt Levine

Agenda for September 21, 2016

3:00 pm in CD-119

Called to order 3:03pm

## Consultation Council

1. Accept minutes from September 7, 2016 meeting (Governance) – Cheryl Aschenbach  
**Accepted by consensus**
2. Approve and forward BP 3715 Intellectual Property to the Board; approve AP 3715 Intellectual Property (Consultation) – Cheryl Aschenbach  
*The district requested to remove this item from the agenda. Per an email sent to Cheryl before the meeting, the district did not agree that Academic Senate is the correct body to review and revise these policies. Cheryl reminded everyone that Academic Senate has purview with any issues related to academic or professional matter. Academic Senate can make recommendations regarding Board Policy issues directly to the Board, bypassing Consultation, and has the ability to recommend changes to the Administrative Policies, especially when they concern academic and professional matters. However, Cheryl would like to work with the district before taking the position of bypassing the conversations at Consultation.*  
**While the support was not unanimous and after much discussion, by consensus members approved a request to table both the BP and AP until Academic Senate and the District come to an agreement and then return the items to Consultation.**

## Strategic Planning

1. Present Budget and Planning Process Handbook (Information) – Cheryl Aschenbach  
*After reviewing the feedback recommendations from last year, there was little need to make major changes to the budget or planning process. A few minor changes were made, but none affecting the process. There will be minor changes to the handbook primarily more user-friendly charts and an emergent and emergency budget form and process, but those will be brought through Senate and added to the Handbook after development and vetting.*

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 2016-2017

2. Planning Committee Schedules (Information)
  - a. HR-2<sup>nd</sup> Wednesday of the month at 1pm with the Flex Committee to follow in the Business Conference room
  - b. Facilities- 4<sup>th</sup> Wednesday of the month at 3pm in Business Conference room
  - c. IT - 3<sup>rd</sup> Friday of the month at 11am in TECC
  - d. EMP- 3<sup>rd</sup> Monday of the month at 2:30pm in the Admin Conference room
  - e. Intuitional Effectiveness - 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of month at 11am in either the TECC or the Business Conference room
  - f. Student Services - 3<sup>rd</sup> Tuesday at 3pm in VT 101
  - g. Safety Committee- undetermined at the Consultation Council, but since determined to be 3<sup>rd</sup> Fridays at 3pm in MS-125

## Accreditation Steering

1. Accept timeline for 2017 Midterm Report (Governance) – Cheryl Aschenbach/Alison Somerville  
*Approved by consensus with correction to January through February dates to reflect a change from 2016 to 2017*

## Other (Information Only – No Action)

1. Enrollment Report
  - a. 2015-2016 FTES totaled 1480, including late summer '15 and early summer '16
  - b. Down 75 compared to last fall at the same time, still have some late start classes
  - c. A report will be run of those students who have not logged into their online classes so they can be dropped.
2. LCC was awarded a 3 year USDA Distance Education Grant for \$ 319,000 for a \$400,000 project. It is the intention that the remaining funds will be covered with AEBG monies. The funds will be used to retrofit rooms for synchronous online education (similar to ITV delivery) and serve Herlong, Westwood, Modoc, Big Valley and Surprise Valley areas. MOU's will need to be developed with partner sites regarding space, supervision responsibilities, if on a high school site during school hours the legalities with adults, etc. Division Chairs will need to determine the courses to be offered and then outlines submitted to Curriculum to identify a new modality. Concerns were expressed that last time we had ITV outreach sites, the sites expected LCC to staff the sites and rent the space.



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3. Requests for Future Agenda Items  
None

Adjournment: 3:43pm

#### Future Meetings:

Wednesday, October 5, 2016 at 3pm in CD-119  
Wednesday, October 19, 2016 at 3pm in CD-119  
Wednesday, November 2, 2016 at 3pm in CD-119  
Wednesday, November 16, 2016 at 3pm in CD-119  
Wednesday, December 7, 2016 at 3pm in CD-119  
Wednesday, December 21, 2016 at 3pm in CD-119

#### Future Agendas:

1. Adopt Shared Governance and Consultation Council Handbook (Governance) – Cheryl Aschenbach (September 21, 2016)
2. Presentation of 2014 Community Services NIPR (Information)
3. Presentation of 2014 Distance Education NIPR (Information)

Draft