



# Consultation Council / Strategic Planning Committee 2012-2013

Administration:  
**Dr. Marlon Hall**  
Dave Clausen  
Sue Mouck  
Patrick Walton

Classified:  
Jeff Lang  
Carol Montgomery  
Tami Wattenburg  
ASB  
**Robert Lopez**

Faculty:  
**Cheryl Aschenbach**  
Colleen Baker  
Carie Camacho  
Ross Stevenson

Management:  
Terry Bartley  
Vickie Ramsey (HRMP)  
Planning Committees  
**Eric Rulofson (FMP)**

Those present indicated in **bold**.  
Guests: Jonathon Herring

Minutes for April 29, 2013  
1:30 pm in CD- 119

Call to order at 1:33pm

## Consultation Council

1. Student Services Update (Information) – Patrick Walton  
*Patrick shared that administration is considering the National Student Clearinghouse. We use them for some things, but they also do enrollment verify and degree verify for us to consider. NSC provides a means for employers to verify student information, and a means for students to reach potential employees. They also have a student tracker that could give us data about our students once they finish with us. Additional NSC services does not cost us anything, we just need to authorize NSC to use our submitted data in additional ways. We are also looking into degree audit to track the data that we need to reduce A & R and Counseling loads, do better prerequisite checks, and monitor student progress toward completion. Patrick has been discussing potential degree audit vendors with other colleges. In regards to hiring, outreach coordinator will be offered soon. This is a one-year pilot position that will work exclusively under student services. The office will be in the dorms between ASB and CalWorks.*
2. Approve Chapter 6 Administrative Procedures – Vickie Ramsey  
*Classified pointed out a few concerns with APs: AP 6530 (concerning district vehicles), AP 6460 (concerning use of general versus gas credit cards), and AP 6325 Payroll (may need clarification between payroll advances versus travel advances plus may also conflict with an AP in Ch. 7), AP 6770 Civic Center (mention of no tobacco on campus inconsistent with having smoking areas, mention of community services courses). Carol also inquired about bulk purchasing on campus again through bookstore, but Dave found that supplies were more expensive when purchased through bookstore rather than directly from vendors. He'll look at it again (AP 6330 Purchasing).  
*Consultation Council referred the following procedures to Dave Clausen for continued revision:*  
*AP 6325 Payroll*  
*AP 6330 Purchasing*  
*AP 6460 District Credit Cards*  
*AP 6530 District Vehicles*  
*AP 6700 Civic Center and Other Facilities Use**



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*Consultation Council approved the following APs by consensus:*

*AP 6100 Delegation of Authority  
AP 6150 Designation of Authorized Signatures  
AP 6200 Budget Preparation  
AP 6250 Budget Management  
AP 6300 Fiscal Management  
AP 6305 Reserves  
AP 6310 Accounting  
AP 6320 Investments  
AP 6322 Employee Indemnity Bonds  
AP 6340 Bids and Contracts  
AP 6350 Contracts – Construction  
AP 6360 Contracts – Electronic Systems and Materials  
AP 6365 Contracts – Accessibility of Information Technology  
AP 6370 Contracts – Personal Services  
AP 6380 Vendors  
AP 6400 Audits  
AP 6450 Wireless or Cellular Telephone Use  
AP 6500 Property Management  
AP 6520 Security for District Property  
AP 6535 Use of District Equipment  
AP 6540 Insurance  
AP 6550 Disposal of District Property  
AP 6600 Capital Construction  
AP 6740 Citizens' Bond Oversight Committee  
AP 6750 Parking  
AP 6800 Safety  
AP 6850 Hazardous Materials  
AP 6910 Housing*

3. Approve AP 5012 International Students (Consultation) – Cheryl Aschenbach

*The Senate is forwarding AP 5012 International Students. One significant revision addressed minimum TOEFL scores accepted for international students. Previously, our minimum level placed students at ESL level, but between the fact that we don't have an ESL program and an international student needing ESL development is looking to be at Lassen at least three years rather than two, the Senate approved increasing the minimum acceptable TOEFL score to align with other colleges. The minimum now allows student to enter directly into an academic program, and placement in English and reading will be then made based on assessment scores. The Senate recommends that Consultation Council agree to adopt the change in minimum TOEFL score so we can better serve our students and bring them in at a level they are more likely to be successful with. **Consultation Council approved AP 5012 International Students by consensus.***



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4. Complete Strategic Planning Committee's Annual Evaluation of Shared Governance, Budget and Planning (Consultation) – Cheryl Aschenbach  
*Consultation Council completed and accepted the committee's annual evaluation of shared governance, budget and planning (attached).*

## Strategic Planning

1. Approve Comprehensive Institutional Master Plan (Consultation) – Sue Mouck  
*Consultation Council agreed by consensus to approve the CIMP.*
2. Presentation of 2013 Child Development Annual Update (Information) – Cheryl Aschenbach  
*The 2013 Child Development Annual Update has been approved by Academic Senate and is on the Board agenda for May 7. Additional IPRs and annual updates will be coming soon.*

## Accreditation Steering

1. Review ACCJC Certification of Compliance with Eligibility Requirements (Information) – Sue Mouck  
*Sue shared the eligibility requirements draft in a condensed form. She reminded everyone that separate from the standards, an institution must always prove that it is meeting the eligibility requirements. Shelly is preparing the accreditation survey link and will have it distributed on campus today.*

## Other:

*Carol Montgomery reported that there hasn't been a safety committee meeting yet and encouraged administration to get the meeting scheduled soon given that there was such a push to get constituents appointed.*

*Shelly Baxter reported that Lassen County had its first annual fatherhood conference this past weekend. Thirty-five people showed up. It was a good event that she hopes will be an on-going annual event.*

*Eric Rulofson went to the Lassen Transportation Service Authority meeting with the intention of finding out how to make route changes (i.e. add a route at night or service from LHS to LCC). He learned that the LTSA is governed by a six-person board that decides what the bus schedule is going to be. He learned that to change the route/times, an advocate is needed to promote the requested changes. This is true for the bus shelter also. Dave Clausen added that LCC pays \$20,000 annually for bus service and learned LCC students used \$22,000 worth of bus rides. We can say that*



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*there is value in the \$20,000 expense if students continue to use the bus service at a rate beyond what we pay.*

## Remaining Spring 2013 Meetings:

Monday, May 6, 2013 at 1:30pm in CD-119

Monday, May 13, 2013 at 1:30pm in CD-119

Monday, May 20, 2013 at 1:30pm in CD-119

## Future Agendas:

1. Logo versus Seal and Graphics Manual
2. Strategic Plan discussion – May 6
3. Presentation of 2012 Business IPR (May 6) – Cheryl Aschenbach
4. Review evaluation reports & establish budget & planning process revision subcommittee (May 13)
5. Acceptance of Chapter 7 Administrative Procedures - May 6
6. Annual Action Plan Evaluation Matrix – May 20
7. Summer Meeting Schedule – May 13
8. AP 3420 Equal Employment Opportunity (Consultation) – Vickie Ramsey
9. 2012 Agriculture IPR (Information) – Cheryl Aschenbach
10. 2012 Enrollment Services NIPR (Information) –
11. 2012 Auxiliary Services – Food Service/Bookstore/Book Rental/Loan Program NIPR(Information) – Dave Clausen
12. Report on Boiler Project Repayment Progress – August 2013



# Consultation Council / Strategic Planning Committee 2012-2013

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

Strategic Planning Committee/Consultation Council  
April 29, 2013

## Members Present:

Administration: Dr. Hall, Sue Mouck, Patrick Walton, Dave Clausen,  
Classified: Carol Montgomery  
Faculty: Cheryl Aschenbach, Carie Camacho, Colleen Baker,  
Management: Terry Bartley, Eric Rulofson, Vickie Ramsey  
Students: Robert Lopez

## Members Absent:

Jeff Lang, Tami Wattenburg, Ross Stevenson

## 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 College?  
*The sequence of the submission of the plans worked well this year. We also adhered to the timeline process better than ever. We continue to better disseminate more information relative to planning, and are having more timely dialogue about planning. Campus personnel are better understanding that IPR/NIPR recommendations are integrated into planning documents.*
2. What doesn't work in the planning process at Lassen College?  
*The ASB did not feel very involved in the planning process, and students don't feel that they were even invited into the planning process. If an ASB student did not attend a first meeting of a planning committee, it didn't seem that there were follow-up invitations to subsequent meetings.*
3. What changes would you make in the process to improve efficiency and effectiveness?  
*Ensure that ASB receives invitations to make appointments to planning committees even during transitions between ASB leaders. Student email can*



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*help facilitate communication between ASB and student participants. Consider less frequent meetings and more communication between committee members between meetings for increased efficiency.*

4. What additional resources (human, research data, additional information, etc) does your committee need to perform your assigned tasks?  
*Add Wi-fi in the CD-119 classroom where Consultation Council/Strategic Meeting meets. Ensure that campus meetings are all on the LCC calendar online, and link the agendas and minutes to the meetings on the calendar rather than or in addition to sending out mass LCC Everyone emails. Explore group editing software so each group can edit a document together rather than circulating multiple drafts.*
5. Do you feel your contribution to the planning process is necessary?  
*Yes. We must have a strategic plan to have an effective institution. This committee is central to the entire planning process.*
6. Do you feel your contribution to the planning process is valued?  
*Absolutely.*
7. Do you feel additional planning committees are necessary for the process to work?  
*No. We do need to get all the committees we have now to work as they should with as much participation as possible.*

## Governance Section

1. Did the committee perform during the preceding year as identified in the committee's charge?  
*Yes.*
2. Identify results (products) of committee activities?  
*Accomplishments: Strategic plan, budget allocation spreadsheet, APs, BPs, CIMP, acceptance of IPRs, NPRs, and annual updates. Plus, meetings and interactions with all constituent group leaders have helped to build relationships and eliminate silos.*
3. Provide suggestions to change or modify the committee charge.  
*No.*
4. Was the committee membership appropriate to implement its charge? If not what changes are needed?



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*If not currently in the committee structure, include the Director of Institutional Effectiveness.*

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.

*The committee rarely lacked a quorum. Participation was good from all groups.*

6. How could communication between committees and others be improved with regards to governance?

*Restructure email communications to reference website support, periodic announcements/summaries of all committee minutes. Because we are communicating more effectively than in the past, the amount of email being received has become burdensome and alternate options could be explored to facilitate more effective communication.*