

Consultation Council/Strategic Planning Committee Minutes
May 3, 2012

Present

Cheryl Aschenbach (AS/Div Chair-faculty)	Jeff Lang (classified)
Colleen Baker (Div Chair-faculty)	Carol Montgomery (classified)
Terry Bartley (management)	Sue Mouck (Accreditation Liaison -faculty)
Shelly Baxter (management)	Eric Rulofson (Chair/ Facilities Planning)
Sandy Beckwith (Lead Counselor – faculty)	Ross Stevenson (Div Chair -faculty)
Dave Clausen (Dean of Admin Services)	Bill Studt (Interim President)
Kayleigh Carabajal (Dean of Academic Services)	Cary Templeton (Dean of Student Services)

Absent

Jennifer Bird (classified)	Katelyn Johnston (ASB)
Carie Camacho (Div Chair -faculty)	Logan Merchant (Chair/IT Planning)

Guests

None

With a quorum present, the meeting began at 1:03 pm.

Consultation Council:

1. Consultation Council/Strategic Planning Committee Evaluation of the Planning and Governance Process (Consultation)

Sue Mouck led the group in the completion of the evaluation form (attached).

2. Selection and Hiring Manual (Consultation) – Consultation) — Bill Studt

Cheryl Aschenbach identified that the draft manual had been developed last year. The Academic Senate has reviewed the document and made a few minor changes. Carol Montgomery asked about the review of the document by the shared governance committee charged with its development, which she indicated has not met this year namely the Human Resource Planning Committee. Sue Mouck indicated that she would follow up with the committee meeting and asked the various constituent groups, management and classified, to review the document and forward recommendations to their appointees to Human Resource Planning Committee.

3. Personnel Update (Information) – Administration

There was no personnel update. However, in response to the question on the status of full-time faculty hires asked by Ross Stevenson. Kayleigh Carabajal responded that all positions with the exception of the president are currently on hold pending resolution of the budget situation to be discussed in the next agenda item. When questioned specifically about the Nursing position, she responded that several necessary positions are moving forward. Sue Mouck asked the administration to provide a more comprehensive update next week.

Strategic Planning:

1. Institutional Prioritization of Budget Requests from Administrative Areas (Consultation)

Dave Clausen presented the prioritized budget enhance requests from each of the administrative areas (academic services, student services, administrative services). He identified that the institution had a deficit coefficient of \$422,180 applied to the 2011-2012 District Funded Budget reducing the budget to \$11,924,977. The institution built this year's structural budget with a \$500,000 contingency fund, which is covering the shortfall. The District's current FTES is 1,807 due to the aggressive scheduling actions of the division chairs and Dr. Carabajal during the spring semester. The college had cut back the fall schedule in anticipation of a workload reduction this year. That workload reduction did not occur. The institution is facing a 6% workload reduction amounting approximately \$500,000 in next years budget if the tax initiatives do not pass in

November. The institution has cut supply and travel budgets over last few years to try and preserve jobs. There is nowhere left to cut except personnel. Mr. Clausen has approach several campus leaders to participate on a budget advisory team this summer to assist him in formulating recommendations. He indicated that their institutional and historical perspectives would be invaluable in reaching informed decisions. The tentative budget taken to the Governing Board in June will be a flat budget, the same as this year. The budget advisory team will meet with Mr. Clausen over the summer to assist in the development of the final budget. In response to a question about the place of this committee in the college planning structure, it was clarified that this group is an operational advisory group. Recommendations will still be brought back to Consultation Council consistent with the adopted budget development process.

Other:

Information:

Next Meetings: May 10, 2012 & May 17, 2012

The meeting adjourned at 2:00 pm

Future Agendas:

1. **2012-2017 Human Resources Master Plan (Consultation) – May 10, 2012- Bill Studt**
 2. **2012-2017 Comprehensive Institutional Master Plan (Consultation) – May 10, 2012- Sue Mouck**
 3. **2011-2013 Action Plan Evaluation Matrix – Final Status May 2012 (Information) –May 17, 2012 - Dr. Kayleigh Carabajal**
 4. **Revised KPI's for 2011-2012 (Consultation) – unknown -- Dr. Kayleigh Carabajal**
 5. **2012 Automotive Technology (Information) –May 2012– Cheryl Aschenbach**
 6. **2011 Social Science IPR (Information) –unknown– Cheryl Aschenbach**
 7. **2011 Gunsmithing IPR (Information) – unknown – Cheryl Aschenbach**
 8. **2011 Journalism IPR (Information) – unknown– Cheryl Aschenbach**
 9. **2012 Administration of Justice (Information) – September 2012– Cheryl Aschenbach**
 10. **2009/11 Human Services IPR (Information) –October 2012– Cheryl Aschenbach**
 11. **2012 Agriculture (Information) – unknown– Cheryl Aschenbach**
 12. **2012 Business (Information) – unknown– Cheryl Aschenbach**
 13. **2012 Fine Arts/Humanities (Information) – unknown– Cheryl Aschenbach**
 14. **2012 Enrollment Services (Information) – unknown– Cary Templeton**
 15. **2012 Research and Planning (Information) – unknown– Kayleigh Carabajal**
 16. **2012 Instructional Support Services –Library -- unknown– Kayleigh Carabajal**
 17. **2012 Auxiliary Services – Bookstore/Book Rental/Loan Program – unknown – Dave Clausen**
 18. **2012 Student Life (including Residential Life) (Information) – unknown– Cary Templeton**
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