



# 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 in **bold**.

Guests present: Sandy Beckwith, Jon Herring, Brian Wolf, Shelly Baxter, KC Mesloh, Cecilia Frohrib

Minutes for January 28, 2013  
1:30 pm in CD-119

## Consultation Council

To start the meeting, Sandy Beckwith, ASB Advisor, announced that effective February 1, 2012 Robert Lopez will be serving as ASB President.

1. Herlong Agri-business Opportunity (Information) – Dr. Hall

*A proposal has been brought to the institution and presented to the Board twice. The proposal involves multiple agencies using land owned by Herlong Public Utilities District and using effluent water to irrigate alfalfa that could be sold to campus and other entities. The proposal also involves a discussion to expand the amount of land owned. At this point, the Board has expressed philosophical support for the project but has not made any financial commitment. The next step might be development of an MOU to clarify roles of the college and other participants. This hasn't happened yet. Brian Wolf added that the utility district wants to fund the project to get it off the ground with the intention of being repaid by sales of alfalfa, but their board wants some education involved. The goal is not to compete against established local ranches but instead to train students for employment on ranches in the area and surrounding communities. There may also be an opportunity for students to pair the relevant ag-related classes with correspondence and online general education courses. Current acreage is 160 acres with a potential for up to 400 more acres. Brian also suggested that LCC take the lead so we can control what happens educationally and ensure the project stays education-related and isn't a private business. He doesn't recommend we become a major shareholder beyond our educational role. Entire project would be new construction, so we could be training students as the project is set up. Ross inquired whether soil samples have been examined yet for viability for alfalfa growth. That step has not been taken yet. Ross is concerned that the college is venturing into a scenario similar to the co-gen plant because it's been fragmented discussion without involving all parts of the college, and as a college we're not set up or staffed for a large commercial enterprise. Jeff questioned how many pivot points are being discussed and also pointed out that amount of alfalfa grown and the amounts the college is entitled to would need to be established. Brian said that in order to move forward or consider moving forward, the college needs to identify a lead person and invest in soil samples and exploration. **This was an information and discussion item only, so no Consultation Council action to support or reject the project was taken.***



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2. Personnel Update (Information) – Vickie Ramsey  
*Vickie was not present, so no specific personnel update was provided. Terry shared that she participated in a NEOGOV training with Vickie this morning to learn more about the system and its capabilities, and there are a lot of functions within NEOGOV that we're not currently using but could benefit from. In regards to hiring committees, Sandy asked that we make sure ASB is included in position announcements so students can participate on hiring committees.*
3. Budget Update (Information) – Terry Bartley  
*Dave reported that budget spreadsheets are being prepared and may be ready for next Consultation Council meeting. Our cash flow status has not changed.*
4. Approve Chapter 7 APs (Consultation) – Sue Mouck/Cheryl Aschenbach  
*Item tabled until an updated copy based on input from constituent groups is provided by HR.*
5. Draft Convocation Agenda (Information) – Sue Mouck  
*In regards to the Convocation agenda, Sue shared that Student Services suggested that we have a potluck luncheon soon, so the idea was expanded to coincide with Convocation for this one time. A potluck could have an international theme to meet the day's theme of diversity. The advantage is that food service staff could participate in convocation activities rather than preparing lunch for everyone. A sign-up sheet could be used to help with coordination. Lunch would be held in the Cafeteria. There is only money for food at convocation, and this year we're spending the money on a speaker, so we either have to find other funds or give the potluck a try. It was suggested that lunch be scheduled for longer than the one hour currently planned. Sandy also suggested that everyone include a little note or card to indicate what the dish is with some background.*

## Strategic Planning

1. Establish new date for presentation of Institutional Technology Master Plan (Information) – Logan Merchant  
*Draft is tentatively completed and awaiting committee approval. The ITMP will be available for discussion at the February 4 Consultation Council meeting.*
2. Administrative Reorganization: Job Descriptions and Organizational Chart (Information) – Administration  
*Sue pointed out that items in red are new or moved from another area. Blue was used to indicate a proposed position that is currently unfunded.*
  - *On the administrative level, it was pointed out that Athletics is being moved out of the President's Office to Instructional Services and DSPS is being moved from Student Services to Instructional Services. Sandy suggested that DSPS remain in some way under Student Services because it aligns that way at institutions throughout the state.*



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- It could be placed under the VP of Academic Services since that position oversees both instruction and student services.*
- *On the Administrative Services chart, the Programmer/System Analyst position will be funded by Title III and slowly carried by the district as we become less reliant on the consulting posse. The Security Guard position was questioned because we haven't seen a larger plan for security. Dave pointed out that it's on the chart as a need, and the solution to the need will be informed and developed over time. It was asked how many are being considered, what is the expectation for the type of security and coverage, whether a security service has been considered, whether guards would be armed, and what positions and time shifts guards would work. Shelly commented that she'd rather have physical barriers and enhancements for security than a person as guard. Eric has spoken to local PD who also has ideas that may include hosting an officer on campus. He also shared that Dr. Hall's original idea was for a weapon carrying person available to respond to any situation on campus. The question was asked "What are we worried about?" and what have the greatest incidents on campus been? Those questions can guide what it is we need in response to a realistic threat to LCC. Perhaps training and assistance to address mental health concerns would be more useful. It's understandable that we're feeling vulnerable because of recent shootings at other campuses.*
  - *On the Student Services chart, administration feels that we need four counselors, so a fourth could be funded as a one-year pilot paid for by international student revenue. It was pointed out that we want to see the current revenues to prove the availability of funds for a position like this. It was questioned why this appears to be directed at international athletes when this person will also serve all international and non-resident students. In looking at the job description, there were concerns about the Outreach Coordinator being geared too specifically to out-of-state and international students when some of the services aren't specifically provided to California students. There was also concern that this position isn't originating in any planning document and instead may be geared toward employing one specific individual already employed in another capacity on campus; this has posed problems in the past and could pose problems in the future. When the administrators present were asked if the position was indeed intended for one specific individual, no response to affirm or deny the possibility was expressed. Sue explained that this position is intended to address the concerns and problems encountered with international students earlier this year. An international student coordinator has been in the EMP since 11-12. Ross expressed concern that an outreach coordinator cannot be doing the duties of a counselor and asked that faculty-related duties be removed from the job description. KC pointed out that it is important that someone needs to communicate with students on behalf of the college besides the coaches. Despite the number of concerns expressed, there was support for providing assistance to international students to prevent some of the past year's problems.*
  - *On the Instructional Services chart, Sue pointed out that we continue to struggle with the staffing of the nursing program and continue to fly the nursing director position. The Board has been notified of this difficulty. Ross questioned when Patrick assumed*



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*the Basic Skills Coordinator position; it was figured out that the Learning Assistance Coordinator isn't on the chart and should be a faculty position.. It was pointed out that the Assistant Athletic Director needs to report to an Athletic Director, so that should be indicated on the organizational chart. Suggestions were made to improve the job description for the Assistant Athletic Director.*

3. Present IPR Annual Updates (Information) – Cheryl Aschenbach  
*Due to the length of the meeting, the IPR Annual Updates will be presented at the meeting on February 4.*

### **Accreditation Steering**

1. Accreditation Update  
*Due to the length of the meeting, this item will be presented at the meeting on February 4.*
2. Review Standard I  
*Due to the length of the meeting, this item will be presented at the meeting on February 4.*

Other:  
None

Next Meetings (all meetings at 1:30pm in CD-119):

Monday, February 4, 2013  
Monday, February 11, 2013  
Monday, February 25, 2013  
Monday, March 4, 2013  
Monday, March 18, 2013  
Monday, April 1, 2013  
Monday, April 15, 2013  
Monday, May 6, 2013  
Monday, May 20, 2013

Additional meetings will be scheduled as needed.

Future Agendas:

1. Safety Committee Update (Information)
2. AP 3420 Equal Employment Opportunity (Consultation) – Vickie Ramsey (January 2013)
3. Facilities Master Plan: February (Feb. 13, 2013)
4. Human Resources Master Plan: March (Mar. 13, 2013)
5. 2011 Gunsmithing IPR (Information) – Cheryl Aschenbach
6. 2011 Social Science IPR (Information) – Cheryl Aschenbach
7. 2012 Agriculture IPR (Information) – Cheryl Aschenbach
8. 2012 Business IPR (Information) – Cheryl Aschenbach
9. 2012 Enrollment Services NIPR (Information) –



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10. 2012 Auxiliary Services – Food Service/Bookstore/Book Rental/Loan Program  
NIPR(Information) – Dave Clausen
11. Report on Boiler Project Repayment Progress – August 2013