



Consultation Council / Strategic Planning Committee 2013-2014

Administration:

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

Classified:

Jeff Lang
Carol Montgomery
Kim Clain
ASB
Jonathan Herring

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)
Aeron Zentner (OIE)

Those present in **bold**.

Guests: Michael Giampaoli, Codi Mortell,, Sandy Beckwith

Agenda for February 27, 2014
3:00 pm in CD-119

Consultation Council

1. Approval of Consultation Council minutes for February 20, 2014 (Consultation) *By consensus Consultation Council approved the minutes presented for February 20, 2014.*
2. Academic Services -Student Services –Update (Information) – Patrick Walton
Upcoming student services-related events:
 - *March 31-April 4 8th graders visit. Adam Runyan is coordinating it. Sixty to seventy-five 8th graders will be on campus 9am-1pm each day except Monday when they'll be here 10am-2pm.*
 - *Reg to Go is April 26. We're expecting our biggest year: 70 students.*
 - *Degree Audit update: process has started to input catalog information. Should be completed by mid-April. Student planning should be live by June. Goal is to give it a test run in summer so it's completely implemented for fall. We hope this will allow us to focus on enrollment management because we'll better know what degrees students are working on and what classes are needed for those degrees.*
 - *A smartboard will be installed in the dorm common room to allow for instruction and workshops with dorm students and dorm orientation.*
 - *Greg shared that there is more damage in the dorm than initially thought, so there may be a few adjustments to the initial plans for repair.*
3. Safety Committee (Consultation) – Dave Clausen
*Safety committee has not worked well, so we should revisit it. One issue is that we didn't allow any maintenance personnel to serve on the committee, yet having maintenance personnel would allow for more follow through and communication. **By consensus Consultation Council agreed that maintenance personnel (classified or management) would be allowed to serve and mid-year changes can be made dependent on the appointments of***

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constituent leaders.

In regards to safety, Jeff Lang expressed his concern that there are people on campus who don't seem bothered about the importance of safety on campus and that our progress on safety hasn't been responsive enough. Greg Collins added that safety and security are multi-faceted and include many of the things that we do on campus. Safety also has to be implemented and prioritized by everyone. There may be holes in our safety policies and procedures that should be filled in the future.

Strategic Planning

1. Presentation of draft FMP (Information) – Greg Collins
The FMP committee prioritized concerns based on the budget prioritization list (in the Handbook) and have received some comments including the need to streamline some aspects of facility improvement. There are also some older items that may warrant being removed from the list if they haven't been resubmitted through newer program reviews. As with the other planning documents, this is a draft until the Comprehensive Institutional Master Plan is completed in May. There were a couple of questions about specific items in the priority list. Greg will gather some more information about how some items were included on the list. A comment was also made that documentation is lacking to support the need for some of the prioritized projects and the potential outcome or savings for some of the projects is not included.
2. Student Success/Student Services Master Planning Committee (Consultation) – Patrick Walton
*Patrick shared that a committee is required to oversee the Student Success Act implementation. Rather than a new committee, Patrick is suggesting that we add the charges related to Student Success Act to the current Student Services Master Planning committee. It was suggested that it is inappropriate to charge a committee with educational planning as is the case in Fiscal Year 2013-2014; that is the sole purview of the faculty. **It was agreed by consensus that the SSMP committee can pick up the Student Services Act-related committee responsibilities, but they need to be formally added into the Shared Governance Handbook through the evaluation process in April and May.***
3. Right sizing Lassen College (Consultation) – Dave Clausen
Based on current staffing and current budget, Dave suggests that 1600-

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1650 is our minimum FTES. To go lower would potentially require employee restructuring. We are not able to adequately serve students at our current level of approximately 1400 FTES, nor can we sustain a budget at this FTES level with the current staffing. It was pointed out that staffing is a critical discussion and that adjustments may be necessary. We also need to consider where positions are funded from; we have to realize that many positions especially in student services are categorically funded. It was also pointed out that even if we determine our "right size," there is a need to have more income in order to maintain our aging facility and address increasing utility costs. Dr. Zentner suggested reviewing historical FTES data from the Chancellor's Office alongside historical staffing levels for equivalent points in time. He will get information together for Consultation Council to review and to continue this conversation.

4. Budget Prioritization

- a. Budget Prioritization Rubric (Information) – Aeron Zentner
The prioritization rubric was revised by Aeron to better incorporate all of the existing prioritization areas. Cheryl reminded everyone that use of the rubric was intended only as a pilot this year because the budget process had already been approved by Senate and Consultation. Cheryl then expressed concerns that the Senate has sole responsibility for making changes to the process, and the Senate has not had an opportunity to evaluate the use of the rubric even as a pilot. Additionally, concerns were expressed that although the rubric is intended to provide an objective ranking of items, without more clarification of how values will be assigned and who will be assigning them, it appears there is still a lot of potential for subjectivity. There are also more categories for prioritization than the committee previously agreed to. It was also pointed out that there may be too wide a range of values and categories to produce effective results. While Consultation Council appreciates Aeron's push to make data-driven decisions, Consultation Council and the Senate need to better understand how the rubric will be applied, including how values will be assigned to individual items, before it is put into practice. Consultation Council agreed that the rubric would not be used for prioritization given the process already approved for this year, but it was suggested that the rubric be used afterwards to help everyone better understand how it works and to compare rubric prioritization with the committee prioritization; with a better understanding of how it works, the rubric can be introduced as a possibility for next year's budget process during the evaluation



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process in April and May.

- b. Initial Institutional Prioritization (Consultation)
Dave pointed out a couple of problems with the lists that were presented for prioritization. For one, there are items that don't have complete cost data. This makes it difficult to effectively compare items. All items must have complete cost data to remain on the list next week. Also, there are some smaller supply-type items that perhaps should be included in larger increases rather than single items like a computer. Sue pointed out that administrative unit administrators should see where items can be combined with other items. Right now the list doesn't include fixed cost increases including salary adjustments, but it will. There have been concerns expressed within multiple constituencies that there have been administrative salary increases within the last year that were not budgeted nor discussed for prioritization in Consultation Council. Dave assured us that any expected increases are included in the prioritization lists.

Accreditation Steering

Accreditation Update (Information) - Sue Mouck

Accreditation March 17-20, 2014 Visit Q & A's – TECC

Friday, February 28, 2014 – 11:00 am

Other:

Given the local information in the news about Credence facility, the question was asked whether we're paying rent to the correct entity. Dr. Hall and Dave Clausen reported that we have a lease regardless of who owns the facility, and we don't have a problem unless we are no longer allowed to use the facility. Administrators assured everyone that there is a lot of communication between LCC, LUHSD, and SSD to formulate a solution that allows for both a pool and our use of the Credence facility into the future.

Future Meetings:

Thursday, March 6, 2014

Thursday, March 13, 2014 – No meeting

Future Agendas:

1. Discussion of process for background checks for faculty and administrative positions (Consultation) – Ross Stevenson
2. Acceptance of AP 3550– Drug Free Environment and Drug Prevention Program (Consultation) – Vickie Ramsey
3. Presentation of 2013 Welding Technology IPR (Information) - Cheryl Aschenbach

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4. Presentation of 2013 Human Services IPR (Information) - Cheryl Aschenbach
5. Presentation of 2013 Gunsmithing IPR (Information) - Cheryl Aschenbach

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