



# Consultation Council / Strategic Planning Committee 2014-2015

Administration:

**Dr. Marlon Hall**  
**Dave Clausen**  
**Dr. Tammy Robinson**  
**Patrick Walton**  
**Brian Murphy**

Classified:

**Jeff Lang**  
**Carol Montgomery**  
**Kim Clain**

ASB

**Glenn Razzano**

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)**

Those present indicated in bold

Guests: Cecelia Frohrib

Minutes for September 18, 2014  
3:00 pm in CD-119

## Consultation Council

1. Approval of Consultation Council minutes for September 4, 2014 (Consultation)  
*By consensus, Consultation Council approved the minutes for September 4, 2014.*

## Strategic Planning:

1. Presentation of 2014 Business IPR (Information)  
*Cheryl Aschenbach presented the 2014 Business IPR approved by the Academic Senate on September 9, 2014.*
2. Presentation of 2014 Distance Education/Correspondence NIPR (Information) – *tabled*
3. Presentation of the following 2014 EOP&S/CARE NIPR Annual Updates (Information)  
*Patrick Walton presented the 2014 EOP&S/CARE NIPR Annual Update. Cheryl Aschenbach asked if the use of “Kindles” had been evaluated. Carol Montgomery answered that the older students are reluctant to use the “Kindles”. Many books do not yet have the technology.*

## Other:

1. *Dr. Hall provided a copy of the job description for the Resource Development Coordinator, a Title III grant funded position.*
2. *Dr. Hall presented a copy of the resolution adopted by the Governing Board requesting the Chancellor to authorize utilization of the resolution agreement repayment to upgrade infrastructure. He asked whether the Consultation Council would like to support the resolution, by assisting with the development of a list of potential items to be funded by re-directed funds. Sue Mouck suggested that big-ticket items might be more likely to receive positive consideration. The administrators identified that during*

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.



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*their private meeting it became clear that the Chancellor did not realize that Tom Henry, the special trustee, had previously authorize re-directing repayment funds. Following that clarification, he requested that the District provide in writing a proposal for redirecting the funds. Cheryl suggested review of the existing budget prioritization list and consider some of the more expensive items for inclusion.*

- 3. Dave Clausen announced that \$179,000 of authorized scholarships has been allocated. Of that amount \$52,000 was allocated this semester. Only five students did not show up to accept scholarships. A much lower number than in previous years. He further informed the group that there is currently \$99,000 of student debt. This number is down from approximately \$300,000 prior to the start of the semester. In past years the final student debt has been under \$25,000*
- 4. Brian Murphy informed the group that he, Dr. Robinson, and Sue Mouck met had met following Convocation to discuss the student learning outcome assessment implementation. There is an enormous amount of information that needs to be entered into WEAVE. The suggestion from the discussion was to hire a temporary employee to enter data and catch the institution up to the point that it was at last spring prior to the resignation of the previous Director of Institutional Effectiveness. Dr. Robinson added that from an accreditation perspective, it is very important that the institution does not fall behind in the assessment cycle. In response to a question, Dr. Robinson stated that the existing staff in Academic Services will assist, but that assistance is needed. The temporary part-time administrative assistant would work no than 28 hours per week. As the position updates information in WEAVE, a permanent solution to the on-going implementation of WEAVE will be determined. Cheryl Aschenbach expressed concern that the integrity of prioritization process be maintained. She expressed the concern that other areas of the campus had followed the process and were waiting for their need to be addressed. Sue Mouck suggested that there might be un-expended accreditation funds which could be utilized to fund the temporary position. Carol Montgomery suggested that once a quarter CC should see an update on prioritization list. **It was suggested that the updated prioritization list and an item to consider the position in light of the list be added to next week's agenda. Others agreed.***
- 5. Jeff Lang questioned the expenditure of \$90,000 for a classified employee (more than \$9,000 overtime and \$20,000 of other activities) as indicated on the website that he mentioned last meeting.*
- 6. Carol Montgomery asked that a discussion of the Safety Committee added back onto the agenda. She identified that the proposed committee had been*



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*derived from the resolution of a classified grievance. She further stated that the committee had hardly met during its initial year and that the committee chair was unaware that the committee had been dissolved. Dave Clausen identified that a Safety Committee is needed based on the current safety record at the college. Previously, Consultation Council had suggested that the Facilities Planning Committee assume the additional responsibilities of the Safety Committee. Cheryl Aschenbach in response to a question identified that the Academic Senate had tentatively approved the committee's charge for inclusion in the Shared Governance Handbook contingent upon adoption by Consultation Council. Greg Collins indicated a need to acquire additional information prior to making a recommendation. **The membership agreed to add the time to the Consultation Council agenda in two weeks.***

- 7. Alison Somerville indicated that she was unclear as to the adopted procedures articulated in board policies and administrative procedures. asked about procedures. It was suggested that it might be time to revisit emergency operations manual.*
- 8. Patrick Walton reminded the group that College Day is scheduled for Thursday, September 25, 2014 between 9am-noon in the Sports Complex.*

### Future Meetings:

Thursday, September 25, 2014

### Future Agendas:

1. Chapter 3 Board Polices and Administrative Procedures (Consultation)
  - a. BP 3050 Institutional Code of Ethics and AP 3050 Institutional Code of Ethics
  - b. BP 3570 Smoking on Campus and AP 3570 Smoking on Campus
  - c. BP 3715 Intellectual Property and AP 3715 Intellectual Property
2. Presentation of 2014 Community Services NIPR (Information) – Tammy Robinson
3. Presentation of 2013 Welding Technology IPR (Information) - Cheryl Aschenbach
4. Presentation of 2014 Automotive Technology IPR (Information) - Cheryl Aschenbach
5. Presentation of 2014 Athletics IPR (Information) - Cheryl Aschenbach
6. Presentation of the following 2014 Student Life NIPR Annual Updates (Information) – Patrick Walton
7. Safety Committee Discussion (Consultation) – October 2, 2014