



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 October 2, 2014
3:00 pm in CD-119

Consultation Council

1. Approval of Consultation Council minutes for September 18, 2014 (Consultation)
By consensus, Consultation Council approved the minutes for September 18, 2014.
2. Review of the October 14, 2014 Governing Board agenda (Information) – Dr. Hall
In response to a question by Ross Stevenson, Dave Clausen responded that the final budget will go to the Board at the October meeting. In response to a further question asking “How many FTEs the budget was based on?” Mr. Clausen responded 1650 FTEs. Mr. Stevenson further inquired as to “Where had that number been agreed to?” Mr. Clausen indicated that the budget based on 1650 FTEs had been discussed in both Cabinet and Consultation Council.

Strategic Planning:

1. Update on the 2014-2015 Budget Prioritization List (Consultation) – Dave Clausen

*Dave Clausen went through the Budget Prioritization List developed by Consultation Council last spring and gave an update on the status of each of the items that had been prioritized. On the spreadsheet of positions, the Outreach Coordinator (#1), English Instructor (#2), additional Counselor (*7), Reclassification of Director of Institutional Effectiveness (#10) have all been completed. The reclassification of the IT Specialist (#3) and hiring of a POST/NRA Coordinator (#5) are in progress. Progress has not been made on the replacement of the Physical Science/Biology instructor (#6) or the Human Resource Technician (#9). The Maintenance/Custodian position (#11) is being reconsidered as a management Custodial/Security position. The status of one-time purchases was unclear specifically as it came to CTE programs and purchases using VTEA funds. The upgrades (new beds) for the residence hall and increased budget for intramurals have occurred, as*

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did all of the required fixed cost increases in the budget. Ross Stevenson asked the current amount of the savings for vacant positions such Nursing Instructor, Nursing Director, and NRA Coordinator in the budget. Terry Bartley indicated that the amount can be provided.

2. Proposal to hire a temporary administrative assistant to update WEAVE (Consultation) – Dr. Robinson

Brian Murphy distributed a handout indicating the need for administrative support for updating information in WEAVE. With the resignation of the previous Director of Institutional Effectiveness last June, spring and summer assessment data had not been entered. Additionally, the action plan results from the Convocation activity needs to be entered. Mr. Murphy indicated that he could enter the data, but that a more cost effective approach would be to hire a temporary administrative assistant to focus on entry, while he utilized his skills in other capacities.

*Ross Stevenson was concerned that the temporary position be truly temporary and able to operate independently with no resulting in extra work for the Curriculum technician. Mr. Stevenson further inquired whether the existing staff would be able to maintain WEAVE once the updating has been completed. Mr. Stevenson expressed his objection to the statement on the handout that one of the alternatives to hiring a temporary support individual was for the faculty to input data. In light of the impasse between the faculty union and the District, he felt that any reference to additional work by the faculty by an administrator of the District was inappropriate. With further discussion, it was determined that the required tasks should not take more than three months. **By consensus Consultation Council agreed that Academic Services should hire a temporary administrative assistant for not more than three months with a total compensation not to exceed \$2,600 including payroll tax to be paid out of unexpended salaries such as the unfilled vocational nursing position.***

Other:

1. Ross wants an update on the revamping of library. Dave Clausen indicated that the library update would be covered in his "other."
2. Dave Clausen reported that the Facilities planning committee is meeting next week.
3. Dave Clausen stated that last year there had been complaints that the administration brought information to Consultation Council too late. With that in mind, he provided an update on the status of negotiations with high school concerning Credence. During a recent meeting the high school



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requested an addition \$12,000 on top of the current annual rent of \$35,000 retroactive to July 1, 2014. Additionally, responsibility for maintenance and custodial services at Credence would belong to the college. Currently, the high school is handling maintenance and custodial services. Mr. Clausen does not feel that the negotiations will be successful leading to the expectation that programs (primarily Fire Technology, but also Allied Health) at Credence (Public Safety Training Facility) will return to campus at the end of the current lease agreement, June 2015. Ross Stevenson and Cheryl Aschenbach both indicated optimism that the task can be accomplished. Mr. Clausen indicated that a timely move would require completion of the renovation of the Library space with the Library and Learning Center moving into that space, a possible move of categorical programs to the Learning Center Space, a possible move of Student Services back to the old Student Services building and return of all of the VT building to instruction. Discussion centered on the benefits of moving Fire Technology back to campus (increased number of students on-campus, eating in the cafeteria, building efficiency, etc.). That time is available for determining a location for the LVN program was stated. The need for further discussion on this topic at the next Consultation Council meeting was stated. The need to move forward quickly with a possible timeline and revised floor plan ready for the December board meeting, Ross Stevenson thanked the administration for bring this item forward for discussion early in the discussion stage.

4. *Concern about the state of campus copiers was raised. Several copiers receiving heavy instructional use (Humanities, Creative Arts and Math-Science) are in almost continuous states of needing repairs. The question of whether the college should buy or lease copiers was raised. The faculty position was that functional copiers are needed and the disruption of instruction for a day or two while aging copiers are repaired or parts are procured is not acceptable.*
5. *Terry Bartley reminded everyone that the auditors will be on campus next week.*

Future Meetings:

Thursday, October 16, 2014

Future Agendas:

1. Chapter 3 Board Policies 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

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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 16, 2014

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