



# Consultation Council / Strategic Planning Committee 2015-2016

Administration:  
**Dr. Terri Armstrong**  
**Dave Clausen**  
Dr. Marlon Hall  
**Brian Murphy**  
**Patrick Walton**

Classified:  
Jeff Lang  
Carol Montgomery  
**Kim Clain**  
  
ASB

Faculty:  
**Cheryl Aschenbach**  
**Carie Camacho**  
**Robert Schofield**  
**Alison Somerville**  
**Ross Stevenson**

Management:  
**Terry Bartley**  
**Dave Corley (ITP)**  
Vickie Ramsey (HRMP)  
**Greg Collins (FMP)**

Those present in **bold**.

Guests: John Taylor, Brenda Hoffman (CSEA for Jeff Lang), Matt Montgomery, Glen Yonan, John Larrivee

Minutes for July 7, 2015  
1:00 pm in MS-121

## Consultation Council

1. Approval of Consultation Council minutes for June 2, 2015 (Consultation) – Cheryl Aschenbach  
*Minutes for June 2, 2015 were approved by consensus.*
2. Review of the proposed items for the July 14, 2015 Governing Board agenda (Information) – Dr. Hall  
*Ross asked about the hourly counselors on the personnel consent agenda. He inquired who was monitoring counselor contracts for 199 days versus additional hours and was told counselor work days were monitored by the Lead Counselor.*
3. Selection of 2015-2016 Consultation Council/Strategic Planning Chair  
*By consensus, Alison Somerville and Cheryl Aschenbach were selected as co-chairs for Consultation Council/Strategic Planning for 2015-2016.*
4. Accept BP 3050 Institutional Code of Ethics and AP 3050 Institutional Code of Ethics; Forward BP to the Board (Consultation) – Cheryl Aschenbach  
*The BP and AP were approved by consensus. The BP is being forwarded to the Governing Board for final action.*
5. \*Accept Safety Committee's Illness and Injury Prevention Plan (Consultation) – Matt Montgomery  
*Matt presented the proposed Illness and Injury Prevention Plan created by the Safety Committee in consultation with our insurers. No action was taken, but a number of revisions or clarifications were recommended:*
  - *Clarify use of the word "department" because different constituent groups use the word differently; we need to better understand what the unit "department" includes. Perhaps it applies to areas or locations (buildings).*
  - *When the word "program" is used, it should refer to the "safety program".*

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.



## Consultation Council / Strategic Planning Committee 2015-2016

- *One form has room to check whether everyone's personnel file has all the required training documentation; this is a great deal of work for someone, probably HR, and it wasn't clear who would be reviewing the personnel files since very few people should have access to employee personnel files. Dave Clausen said that an HR person would be responsible for monitoring and documenting trainings whether it's using the form or electronic.*
- *Division chairs are listed as responsible for following up on suggestions, but that is not currently part of the division chair duties as agreed upon; this should be removed.*
- *Some concern was raised about the appearance of cut and paste from other documents; we should make sure the language is consistent and applicable to Lassen College (especially position references). Matt explained the committee did try to make a document provided by Phil Clark from Keenan & Associates fit our college, but more work may need to be done.*
- *Patrick inquired whether this is for employees only or whether it applies to students as well; if it covers students, we need to have a mechanism for students to report. Dave and Matt explained that it is intended for employees only, so the suggestion is to add "employees" to the end of the title.*
- *Ross also asked whether we should have a reference to illness that includes drug or alcohol illnesses since that may be included in Board policy and covered by insurance but there isn't any reference in the document. Matt and Dave felt it's not the intent of the document, but we should make sure this document dovetails with the Board policy. Dave also mentioned that in the future we may want to implement a policy to drug test after any injuries.*
- *Position titles should be used without specific reference to individual names; Matt will check but thought that Phil expected individual names. If names are expected, the suggestion was to put a single page within the document with staff names rather than maintaining names throughout the document. The same page could also include a listing of department or areas.*

*Matt will make revisions and present it to Consultation Council again for approval in August.*

### Strategic Planning

1. July 28, 2015 Governing Board Planning Retreat  
*Cheryl reminded everyone that the Board's planning retreat is being held July*

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.



# Consultation Council / Strategic Planning Committee 2015-2016

*28 at noon at Lassen Steaks. Consultation Council representatives were selected at the last meeting.*

## Accreditation

1. Notice of ACCJC Action on March 15, 2015 follow-up report.  
*Sue Mouck, outgoing Accreditation Chair, explained that our follow-up report was accepted by ACCJC as having met the requirements. The next activity is the standard mid-term report in March 2017.*

## Other:

Document Imaging (Consultation) - Dave Clausen/David Corley  
*Dave explained the background research done on Document Imaging but wants Consultation Council to have the conversation about whether this is the best use of \$400,000. Consultation Council discussed the pros and cons of implementing document imaging, but no one wants to make a final decision until more feedback from schools using it is available. David Corley will try to get this additional information to share with Consultation Council at its August meeting.*

Athletic Dept. Update (Consultation) - Dr. Armstrong/Glen Yonan  
*Dr. Armstrong introduced Glen as the 2015-2016 Assistant Athletic Director. Glen reported that a new wrestling mat was purchased for \$12,000 and meets all current regulations and standards. Dave reported it was paid for by the general fund. Also, scoreboards in the gymnasium need to be updated because of requirements for time to hundreds of a second. Also, lights on the backboard must be linked to the scoreboard. These were already bought for \$13,000. Neither purchase went through the budgeting process in spring 2015, so there is frustration that excess general funds were spent without following the budget process. As part of the discussion, Carol pointed out that perhaps next year Consultation Council needs to meet mid- to late-June to discuss items like this out of respect for the process.*

## Inmate Education Grant

*Brian announced that we were one of four schools awarded a \$400,000 inmate education grant by the Chancellor's Office. It is to bring face-to-face instruction and student services to the population at HDSP in the next 20 months. One in four people in our district are incarcerated. Nearly 50% of our students served in the last year were incarcerated at some point in the last year. We are looking at hiring three people: a coordinator to be paid for by grant funds, a full-time business instructor teaching at HDSP to be funded by apportionment, and an analyst position partially funded by this grant and equity funds. This is a pilot program that we hope will be self-sustaining; that is the goal of the state. If it is not self-sustaining then we wouldn't continue it. Dave asked how we make sure that the process is followed for hiring staff*

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.



## **Consultation Council / Strategic Planning Committee 2015-2016**

*with general fund. Sue and Ross suggested that since the EMP staffing plan was developed by the Academic Master Plan committee, that committee would redo their staffing plan to include the recommendation for a business instructor.*

*Greg Collins shared a potential phased project to handle the new gunsmithing shooting barrel needs as well as storage. It involves 2-3 containers for storage. It has not been budgeted yet but will involve power, concrete, retaining wall, and more. More information will be brought back to Consultation at a later date.*

*John Taylor shared that there will be 100% funding available for the first 4 years of OEI Canvas use for the first 90 schools interested.*

*Dave mentioned that we were targeting mid-1700s for FTES, and we'll get to 1750 which will be our new cap.*

### **Future Meetings:**

Tuesday, August 4, 2015 at 1 pm in MS -121

### **Future Agendas:**

1. BP 3715 Intellectual Property and AP 3715 Intellectual Property (Consultation)
2. Presentation of 2014 Community Services NIPR (Information)
3. Presentation of 2014 Distance Education NIPR (Information)