



Consultation Council / Strategic Planning Committee 2017-2018

Administration:

Dr. Larry Buckley
Dave Clausen
Dr. Marlon Hall
Patrick Walton
Karissa Marchbanks

Classified:

Jeff Lang
Carol Montgomery
Matt Montgomery

ASB:

Jacob Hibbits

Faculty:

Cheryl Aschenbach
Barbara Boston
Carie Camacho
Kory Kouko
Alison Somerville
Garrett Taylor

Management:

Terry Bertles
Eric Imrie
Dave Corley (FPP)
Vickie Ramsey (HRMP)
Greg Collins (FMP)

Guest: KC Mesloh for Carol Montgomery, Codi Mortel, Michell Williams, Meggin Lewman, Dr. Taylor, Glen Yonan,

Minutes for May 2, 2018
3:00 pm in CD-119

Call to order

At 3:05 pm

Consultation Council

1. Approve Meeting Minutes for April 18, 2018 (Consultation) – Cheryl Aschenbach
2. Meeting Minutes for April 11, 2018 (Information) – Cheryl Aschenbach
3. Debrief: Governance/Collegiality in Action visit (Information) - Cheryl Aschenbach
The language was over our heads for a lot of us. Would it help to do back with the basics at convocation? We might be able to do it as part of a more in depth orientation.
4. Accept Textbook Policy (Consultation) – Cheryl Aschenbach
*Senate created our first textbook policy. It has been updated since new options have come available over time. Who decides? It should be at least the full-time but we would hope the part time to have a part in it also. The discussions date place in department meetings. If we do not have a full timer, then we would of course rely on the part timer. We try to keep books 3-5 years. We need to have new books after 5 years. Should all full time faculty members within that discipline have a say so it the new adopted textbook? Yes, all full time should have say so. OER is causing a lot of questions. If two faculty from the same discipline choose to use OER they need to use the same OER book. Are we switching out OER annually? If it is available, we could because the cost is so much lower. When the new text is selected, whoever is teaching it should get the ancillaires (?). Carie Camacho is trying to go to OER, she was speaking to correspondence and they said the GJ1 have already put in their packets. The conversation needs to be had about how this process is going to work with getting all the correspondence . We need a BP and AP on this.
*Will be brought back at the next meeting for approval.**
5. Approve BP & AP Security Cameras on Campus (Consultation) – Cheryl Aschenbach
Only approving AP. Not approved by consensus, one thumbs down.

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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6. Accept revisions to 4105 Distance Education as proposed by Academic Senate (Consultation) – Cheryl Aschenbach
We wanted to be more clear in policy and procedure.
Approved by consensus
7. Accept new AP 4105-1 Regular Substantive Contact in Distance Education as proposed by Academic Senate (Consultation) – Cheryl Aschenbach
Approved by consensus

Strategic Planning

1. Complete Budget & Planning Evaluation Form (Consultation) - Cheryl Aschenbach & Karissa Morehouse
We complete this as the strategic planning committee. Open and participatory. We have a structured process. Multiple and constituent groups and planning committees are in the planning process. Forms are easy to use and not an obstacle, the surveys and budget prioritization spreadsheet forms. Master planning chairs finally met as designated by the process. Planning process works seamlessly with budget and assessment processes on...(?), The Process used is really important and we should use it more. Was the program reviewed process followed. By those who used it. NIPR was done but not IPR. What didn't work? We need a researcher because lack of data makes it harder. Timelines are not being kept. Changes that need to be made? Training for individuals who need it. Everyone keep timelines. Get all groups all on the same constituent schedule. Ensure that the budget prioritization process happens throughout the year. With the new VP coming on, this will be critical. The spreadsheet should be automatically updated from at least the master plan. We still do not have a good mechanism for emergency expenditures. We still need a mentor or support to help shepherd things along, Director of IE. We need to ensure our strategic planning is embedded into the integrated plan and guided pathways with our NIPR and IPR. All Plans should align with our mission and vision of the college and to the budget process through one main plan. #4 What additional resources are needed? Director of IE is critical. How does it get remembered and included in plans things that were budgeted in the fall. How do we know that some of these things were needed ahead of time? We still need someone to support and it will not be a Director of IE who will do it. There were recommended changes to the position that went to CSEA that we do not know if those changes to the position were ever made. Training in the software we have, all people working on these need to attend. There were a number of tools Brian tried to develop, some were embraced, some were not. We need agreed upon forms and processes that meet with collective bargaining approval that everyone will use and follow and resolve disagreements quickly. #5 Do feel our contribution is necessary? Yes we feel it is valued. #6 Do you as a group feel valued? By some. Governance



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section: ON FORM(ask Cheryl for form). Information has been much better this year in communicating with the students but it still needs to get better. We have had a quorum at every meeting or almost every meeting. Do we need to edit our quality evaluation survey?

Accepted by concensus

2. Finish Budget prioritization (Consultation)– Cheryl Aschenbach & Karissa Morehouse
We still need to have conversations about contingent positions. We need to look at past approvals that we approve the ongoing or fixed costs. For example, the cameras, usda classroom that will have hardward and softward support about \$30,000. Have we committed to something new that we have not approved ongoing cost. Take it out of ongoing and leaving on fixed only. The transparency of grants needs to be more transparent. Because we were committed to the USDA grant, we did not all commit to it and the additional \$30,000 a year. We need to revisit the vetting process Brian Murphy created. (Cheryl did you not want this in here or did you tell me not to worry about it because you put it in your notes?) How do we decide what an emergency is? We are still in the process of created a better why of outlining this. Are there any objections to the fixed cost for the live scan. The cost will change each year because it is based on the amount of people. The CDC has tried to run on a budget on \$400 a year. The \$6,000 is necessary. Number 7 will be based on how many people go to the training. This is for the primliminary budget so we can revisit this. We need to have another conversation in august because it will look different in august. It goes to the final budget will be submitted in September.
3. LCC Alumni and Employer Survey (Information) – Karissa Morehouse
Reminder that Chico is coming on May 16, 2018. In this room CDC 119. 12-1 will be lunch. 1-2:30 will be going over data. Then consultation council will be here at 3:00.
4. Strategic Planning Summer Retreat (Information)- Karissa Morehouse
With the survey we are going to send it out again with new dates.

Accreditation

1. Approve accreditation surveys for distribution to students and campus personnel
It is a good item to keep them the same to have consistency.
Approved by concensus.

Other (Information Only – No Action)
Dr. Hall May 21, 2018 free bbq for all
KC Mesloh finished her master degree
Thank you for a great day today

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Sign up for softball game.

Requests for Future Agenda Items

Adjourn

Future Meetings:

Wednesday, May 16 at 12:30pm in CD-119 Center for Economic Development

Review of Alumni & Employer Survey

Wednesday, May 16 at 3:00pm in CD-119

Wednesday, May 23 at 3:00pm in CD-119 (if needed)

Future Agendas:

1. Accept results of evaluation surveys – May 16
2. Appoint representatives for joint Senate-CC budget process subcommittee – May 16
3. Approve recommendations for joint Senate-CC budget process subcommittee – May 16
4. Determine summer meeting schedule – May 16
5. College marketing – conversation regarding needs, possible approaches, expected outcomes, potential costs, and more (Consultation) – Dr. Hall
6. Enrollment update and broad discussion about potential enrollment opportunities (Consultation) – Dr. Buckley