



# Cabinet Meeting Agenda/Minutes

Tuesday October 15, 2013  
10:00 AM TECC Room

## Fall 2013 Cabinet

**Dr. Marlon Hall**  
Superintendent/President

**Beatriz Vasquez**  
Exec. VP of Academic Services

**Dave Clausen**  
VP of Administrative Services

**Tammy Robinson**  
Dean of Instructional Services

**Patrick Walton**  
Dean of Student Services

**Sue Mouck**  
Accreditation Liaison Officer

**Julie Johnston**  
Executive Assistant to the President

**Terry Bartley**  
Comptroller

**Vickie Ramsey**  
Human Resources Manager

**Vacant**  
Director Maintenance & Operations

**Aeron Zenter**  
Director Institutional Effectiveness

### *LCC Vision: To be*

- the Academic Leader by ensuring quality and student success
- the Educational Leader by expanding outreach and student access
- a Trusted Steward by providing capable leadership and accountability
- the Economic and Workforce Development Leader for the community
- the Cultural Leader in the community
- the Civic and Social Leader in the community
- Be the Model of a highly efficient self-sustaining rural community college

### *LCC Mission:*

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.

Agenda Item	Time	Discussion/ <b>Decision</b>	Next Steps/ Responsible Party
1. Draft Workshop agenda for 10/22/13		Dr. Hall: - discussed to change name of Self Study to Self Evaluation on agenda prior to launch.	
2. Auxiliary Services NIPR (final acceptance)		Dave: Made some changes – took budget doc out per input from Dr. Vasquez and changed AUO's (added). Sue requested that prioritization be numbers rather than letters to keep in style with other NIPRs. Would like all planning docs to be in standardized format. Accepted by Cabinet. Dave to forward to Sue for CC.	
3. Student Success & Equity Report		Aeron: Patrick and Aeron put together report. Annual updated report. 4 areas – access, retention, completion & transfer. Numbers have gone slightly down. Gets submitted to Chancellor's Office. Adopt together – send to Sue for CC. Then to Board in November.	
4. HR Update		Vickie: Working on contract – Sue has CSEA. Changes to LCFA. Vickie working on. Hope to be done today so approved. Dave advised he wished to thank Vickie for her hard work on contracts.  Committee meeting together today for Facilities. Bookstore Tech committee met last week.	
5. Executive Cabinet Task Log		Dr. Hall – attached.	

6. Other		Patrick – thought the Student Town Hall Meeting today may be a good time to discuss Higher One and do PR with students attending. Will ask David Corley to attend and discuss.	
7. Items for Next Week's Agenda		M&O NIPR Action Plan Evaluation Matrix BoardDocs backup training	
Next Meeting Date and Time: <b>Tuesday, October 22, 2013</b>	Adjourn Time: <b>11:30 a.m.</b>		