



Shared Consultation Council (SCC) Agenda – Business

STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION

SWC Mission Statement

Southwestern Community College District promotes student learning and success by committing to continuous improvement that includes planning, implementation and evaluation. We serve a diverse community of students by providing a wide range of dynamic and high quality academic programs and comprehensive student services.

MAY 18, 2016

2:00 p.m. – 4:00 p.m.

L238 N&S

CO-CHAIRS	Melinda Nish and Patricia Flores-Charter			
MEMBERSHIP	ASO Melissa Rodriguez Lauren Snyder Virginia Perez-Gonzalez	CSEA Silvia Lugo Andre Harris Al Garrett	SCCDAA Vickie Kimbrough Patricia Torres Lillian Leopold	ACADEMIC SENATE Caree Lesh Andrew Rempt Chris Hayashi
QUORUM = 9	Priscilla Morales CONFIDENTIAL Patti Blevins	Tammy Ray SCEA Frank Post	Patti Larkin	Janelle Williams
STANDING COMMITTEE	Randy Beach Charlotte Zolezzi	Linda Hensley	Mia McClellan	Marvin Castillo
RESOURCE MEMBERS	Linda Gilstrap Angelica Suarez	Dan Borges Kathy Tyner	Tim Flood	Karl Sparks

Advocate for student achievement centered decision making and promote district success initiatives.

Agenda Items

	TOPIC	AREA	PRESENTER	ITEM TYPE	TIME ALLOTTED
1.	Call to Order / Approval of Agenda	Action	Nish/Flores-Charter	Action	2 mins
2.	Approval of Minutes: May 4, 2016	Action	Nish/Flores-Charter	Action	3 mins
3.	Standing Committee Full Reports: 1. AOC 2. EDI 3. IPRC	Campus Communication		Information	15 mins
4.	Standing Committee 1-Minute Reports: ▪ IFC ▪ HRC ▪ ITC ▪ EP/EMC ▪ SOAR ▪ PBC	Campus Communication		Information	7 mins
5.	1. BP 6520: Security for District Property AP 6520: Security for District Property 2. BP 6530: District Vehicles AP 6530: District Vehicles 3. BP 6750: Parking AP 6750: Parking 4. BP 6800: Safety AP 6800: Safety 5. AP 6850: Hazardous Materials 6. AP 6350: Contracts – Construction	Policy & Procedure	Flood	1 st read	10 mins
6.	BP 3720: Computer and Network Use AP 3720: Computer and Network Use	Policy & Procedure	Borges	1 st Read	10 mins
7.	BP 7215: Employment of Temporary (Full-Time) Faculty & Adjunct (Temporary Part-Time) Faculty	Policy & Procedure	Castillo	1 st Read	5 mins
8.	1. BP 7257: Academic Administrator Retreat Rights 2. BP 7345: Catastrophic Leave AP 7345: Catastrophic Leave for Faculty Bargaining Unit Members	Policy & Procedure	Castillo	Reaffirm	5 mins
9.	SCC Prioritiation List	Strategic Planning	Beach/Hensley	Action	15 mins
10.	Cooperative Work Experience Education (CWEE) Plan		M. Flood / Robertson	2 nd read	5 mins
11.	Standing Committee Monthly Calendar Draft	Campus Communication	Flores-Charter	Information	10 mins
12.	HR Hiring Update	Campus Communication	Castillo	Information	5 mins
13.	Summary	Campus Communication	Nish/Flores-Charter	Information	5 mins
14.	Adjournment		Nish/Flores-Charter		

Miscellaneous Information: Next SCC Meeting: Wednesday, June 15, 2016 (Business/Communication) in L238 N&S



Shared Consultation Council (SCC) Minutes

DATE: MAY 18, 2016

TIME: 2:00 – 4:00 PM

LOCATION: L238 N & S

CO-CHAIRS	Melinda Nish and Patricia Flores-Charter			
MEMBERSHIP	ASO	CSEA	SCCDAA	ACADEMIC SENATE
	Melissa Rodriguez Lauren Snyder Virginia Perez-Gonzalez	Silvia Lugo Andre Harris Al Garrett	Wekie Kimbrough Patricia Torres Lillian Leopold	Caree Lesh Andrew Rempt Chris Hayashi
QUORUM = 9	Priscilla Morales CONFIDENTIAL Patti Blevins	Tammy Ray SCEA Frank Post	Patti Larkin	Janelle Williams
STANDING COMMITTEE	Randy Beach	Linda Hensley	Mia McClellan	Marvin Castillo
	Charlotte Zolezzi			
RESOURCE MEMBERS	Linda Gilstrap	Karl Sparks	Tim Flood	Dan Borges
	Angelica Suarez	Kathy Tyner	Karl Sparks	Guadalupe Corona
GUESTS	Michael Odu	Jim Spillers	Brett Robertson	Malia Flood

1. Call to Order/Approval of Agenda

NISH/FLORES-CHARTER

ACTION	The meeting was called to order by Patti Flores-Charter. One item was added to the agenda: Family Studies discipline name change as an information item. The agenda was approved with the addition.
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2. Approval of Minutes

ACTION	The minutes from May 4, 2016 were reviewed and approved as presented.
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3. Standing Committee Full Reports –

INFORMATION	<p>AOC: The committee provided a report on the recommendations and status report. There will be a meeting on Friday regarding the IEPI team visit. A draft plan will be completed by the end of the week. This will be placed on the Governing Board agenda.</p> <p>Patricia Flores-Charter provided an update for opening day.</p> <p>EDI: The committee provided an overview of the roles and responsibilities of the committee as it relates to making recommendations to the Equal Employment Opportunity plan and the Actionable Improvement Plan.</p> <p>IPRC: Randy Beach provided an update regarding the change in structure to Level 1.</p>
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4. Standing Committee 1 Minute Reports

INFORMATION	<p>IFC: The committee discussed the approval of the prioritization list. They are currently reviewing the definition of what qualifies as a large piece of Capital Equipment.</p> <p>ITC: The committee talked about the tech plan, and they will update the plan one last time. The committee spoke to Graig Harris about the website task team and they discussed a PR timeline and data.</p> <p>HRC: The committee will be meeting tomorrow afternoon which will be the last meeting of the semester. The committee is currently working on reviewing the policies.</p> <p>PBC: The committee gave a preview of the budget workshop and reviewed the accreditation responses.</p> <p>EP/EMC: The committee met today, regarding a visit from the IEPI and they brought their findings to the committee. They discussed establishing the committee's goals. It was announced that Cynthia MacGregor will be the new co-chair of EP/EMC.</p> <p>SOAR: The committee advised that a final draft of the SOAR report will be available and uploaded. The committee is also looking at revamping the SOAR report. Their last meeting will be tomorrow afternoon until Fall.</p>
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5. 6000's Policies & Procedures

POLICY & PROCEDURE

1 ST READ	PERSON RESPONSIBLE	DEADLINE
BP/AP 6520: Security for District Property BP/AP 6530: District Vehicles BP/AP 6750: Parking BP/AP 6800: Safety AP 6850: Hazardous Materials AP 6350: Contracts – Construction Questions will be addressed, corrections/clarifications made and these will be brought back for 2 nd read/vote at the next SCC meeting.	Flood	

6. BP 3720: Computer and Network Use AP 3720: Computer and Network Use

POLICY & PROCEDURE

1 ST READ	PERSON RESPONSIBLE	DEADLINE
BP/AP 3720: Computer and Network Use has been a project occurring in Institutional Technology for eight months. The procedure will go back out to be considered in conjunction with our bullying procedure as well as with our harassment procedure. The committee will look at both the Ed Code and Title V so that these three procedures are aligned.	Borges	

7. BP 7215: Employment of Temporary (Full-Time) Faculty & Adjunct (Temporary Part-Time) Faculty

POLICY & PROCEDURE

1 ST READ	PERSON RESPONSIBLE	DEADLINE
BP 7215: Employment of Temporary (Full-Time) Faculty & Adjunct (Temporary Part-Time) Faculty. Required by law, defines how we can employ faculty that do not go through a regular recruitment. Marvin Castillo will make corrections to this procedure and will be bringing it back for second 2 nd read.	Castillo	

8. BP 7257: Academic Administrator Retreat Rights BP 7345: Catastrophic Leave AP 7345: Catastrophic Leave for Faculty Bargaining Unit Members

REAFFIRM	PERSON RESPONSIBLE	DEADLINE
BP 7257: Academic Administrator Retreat Rights for re-affirmation. This procedure is being referred to the Academic Senate Executive Committee for review. BP/AP 7345: Catastrophic Leave for Faculty Bargaining Unit Members will need to be updated and will be brought back for reaffirmation.	Castillo	

9. SCC Prioritization List

APPROVAL	PERSON RESPONSIBLE	DEADLINE
The SCC Prioritization List was voted on and approved the Major Equipment List and HR List. The list can be found on SharePoint. The SCC will now be looking at identifying funding sources and working with budget managers so that the proper personnel can be notified as to what projects are going to be funded and how the items will be purchased.	Beach	

10. Cooperative Work Experience Education (CWEE) Plan

2 ND READ	PERSON RESPONSIBLE	DEADLINE



The CWEE plan was presented for 2 nd read/vote. It was Approved with no opposition. It will be submitted for Board Approval and then moved on to the Chancellor's Office.	Robertson	June 14, 2016
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11. Standing Committee Monthly Calendar Draft

FLORES-CHARTER

INFORMATION	The Standing Committee Monthly Calendar is a master calendar that identifies the meeting days, times, the cycle, of all of the standing committees, which includes the Shared Council standing committees as well as the Academic Senate standing committees. The meeting times have been aligned with the blocked schedule and the compressed calendar. The calendar will be forwarded to the current ASO President and the Director of Student Activities so that the incoming ASO Officers and Senators can identify which committees they would like to participate on in the coming year.
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12. HR Hiring Update

CASTILLO

INFORMATION	Marvin Castillo provided an HR hiring update. There are currently 22 Faculty; one Academic Administrator; two Confidentials; and nine Classified Bargaining Unit positions in active recruitment.
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13. Family Studies

NISH/FLORES-CHARTER

INFORMATION	The Child Development Department will be changing the Top Code to Family Studies. More information to be provided on what the impact will be with the Top code and Department Name change.
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14. Summary

NISH/FLORES-CHARTER

INFORMATION	A video summary provided by Melinda Nish and Patricia Flores-Charter will be sent to all staff via email.
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15. Adjournment

NISH/FLORES-CHARTER

INFORMATION	The meeting adjourned at 4:09 pm.
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