



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.

APRIL 20, 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	

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: April 6, 2016	Action	Nish/Flores-Charter	Action	3 mins
3.	Standing Committee Full Reports: EP/EMC	Campus Communication	Hayashi	Information	5 mins
4.	Standing Committee 1-Minute Reports: <ul style="list-style-type: none"> ▪ IFC ▪ ITC ▪ SOAR ▪ IPRC ▪ EDIC ▪ HRC ▪ AOC ▪ PBC 	Campus Communication		Information	8 mins
5.	AOC/Program Review Update	Campus Communication	Gilstrap/Beach	Information	10 mins
6.	EEO (Equal Employment Opportunity) Plan	Policy & Procedure	Flores-Charter/Blevins	2 nd read	10 mins
7.	BP 3810: Claims Against the District AP 3810: Claims Against the District	Policy & Procedure	Flood	2 nd read	5 mins
8.	Reaffirmation: BP 6100: Delegation of Authority BP 6320: Investments	Policy & Procedure	Flood	Reaffirm	5 mins
9.	AP 6310: Accounting AP 6315: Warrants AP 6322: Employee Indemnity Bonds AP 6360: Contracts – Electronic Systems & Materials AP 6370: Contracts – Personal Services BP 6400: Financial Audits AP 6400: Financial Audits BP 6500: Property Management AP 6500: Property Management BP 6550: Disposal of Property AP 6550: Disposal of Property BP 6740: Citizens’ Oversight Committee AP 6740: Citizens’ Oversight Committee AP 6810: Control of Non-Service Animals	Policy & Procedure	Flood	1 st read	30 mins
10.	Cooperative Work Experience Education (CWEE) Plan		Flood / Robertson	1 st read	10 mins
11.	Position Update: Chemistry Lab Coordinator>Chemistry Lab Tech	Campus Communication	Tyner	Information	5 mins
12.	SCC Meeting Schedule / Block Schedule Discussion	Campus Communication	Nish/Flores-Charter	Information	10 mins
13.	Summary	Campus Communication	Nish/Flores-Charter	Information	5 mins

	TOPIC	AREA	PRESENTER	ITEM TYPE	TIME ALLOTTED
14.	Adjournment		Nish/Flores-Charter		

Miscellaneous Information: Next SCC Meeting: Wednesday, May 4, 2016 (Communication) in L244



Shared Consultation Council (SCC) Minutes

DATE: APRIL 20, 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	Vickie Kimbrough Patricia Torres Lillian Leopold	Caree Lesh Andrew Rempt Chris Hayashi
QUORUM = 9	Priscilla Morales	Tammy Ray	Patti Larkin	Janelle Williams
	CONFIDENTIAL Kari Kelly for Patti Blevins	SCEA Frank Post		
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	
GUESTS	Michael Odu	Jim Spillers	Brett Robertson	

1. Call to Order/Approval of Agenda

NISH/FLORES-CHARTER

ACTION	The meeting was called to order by Patti Flores-Charter. S/P Nish introduced and welcomed Karl Sparks, Interim Vice President of Human Resources. The agenda was reviewed and changes made. The 2 nd reading of the EEO Plan will be removed and an IPRC update was added. The agenda was approved with the changes.
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2. Approval of Minutes

ACTION	The minutes from April 16, 2016 were reviewed and approved as presented.
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3. Standing Committee Full Report – EP/EMC

HAYASHI

INFORMATION	Chris Hayashi provided a full report from EP/EMC.
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4. Standing Committee 1 Minute Reports

INFORMATION	<p>IFC: The committee has been working on prioritization planning and at the meeting discussed rankings and the ties and the list of 30 has been turned in to Randy Beach.</p> <p>ITC: The committee met and continued to work on BP/AP 3720: Computer and Network Use and they are hoping to bring those to SCC soon. They are working on prioritization and went through what issues may arise and removed duplicates. They are continuing to work on minor equipment and the HR list to bring to cabinet. Dan Borges will also look in to a cyber bullying policy.</p> <p>HRC: The next meeting is tomorrow. The committee is continuing to work on the EEO Plan and they are close to having it completed. Policies that are ready to come to SCC for reaffirmation were sent out to the committee for review and they will be talking about those at the meeting.</p> <p>EDIC: No report</p> <p>PBC: The committee is busy looking at AP & BPs. They also looked at draft responses to accreditation recommendations on the different financial items; the committee is reviewing and editing those.</p>
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5. AOC Update

GILSTRAP

INFORMATION	Linda Gilstrap provided an update from the AOC. She is happy to announce that Angie Stewart accepted the co-chair position of the AOC. The SCC reviewed the ACCJC Recommendations: Completion Status handout showing the 15 ACCJC recommendations and the completion status of each of the recommendations. Recommendation twelve was turned in to Linda Gilstrap yesterday. An important thing to remember is that April 25 is deadline to show how the recommendations have been addressed and what evidence shows movement in the area. Eight of the fifteen recommendations have been completed. A rough draft will be available for an intense review at the end of June. In August the review will continue with group meetings so everyone will have a chance
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to read and provide input. A final draft will be completed in December and ready to go to the Governing Board in January. It is due to the commission in March. The return visit is anticipated to be in April 2017.

6. IPRC - Program Review Update

HENSLEY

INFORMATION

Linda Hensley updated the SCC on Program Review and moving to an electronic program review model. As reported to SCC previously we are moving with eLumen and over the last month or so, eLumen has not delivered what they promised. Version 6.5 was scheduled to be ready in February but it is not yet ready. We are hesitant to move forward and IPRC is meeting next week to discuss eLumen. The upcoming eLumen trainings that are scheduled have been canceled as eLumen is not confident completing the training in the old version when the new version with major changes is coming out. The training may be rescheduled in August. Linda will have an additional update at the next SCC meeting.
Also, once Randy Beach's time as IPROC ends, the position will be changing. At this point she is not sure who will be leading program review and outcomes.

**7. BP 3810: Claims Against the District
AP 3810: Claims Against the District**

POLICY & PROCEDURE

2 ND READ	PERSON RESPONSIBLE	DEADLINE
BP & AP 3810 were brought back for a 2 nd attempt at 2 nd read/vote with changes shown from 1 st read. The language will be replaced to mirror the language referenced in the code. Approved pending clarification of the language.	Flood	

**8. Reaffirmation: BP 6100: Delegation of Authority
BP 6320: Investments**

POLICY & PROCEDURE

REAFFIRM	PERSON RESPONSIBLE	DEADLINE
BP 6100: Delegation of Authority and BP 6320: Investments were presented for reaffirmation. None opposed, policies will be reaffirmed.	Flood	

**9. AP 6310: Accounting
AP 6315: Warrants
AP 6322: Employee Indemnity Bonds
AP 6360: Contracts – Electronic Systems & Materials
AP 6370: Contracts – Personal Services
BP/AP 6400: Financial Audits
BP/AP 6500: Property Management
BP/AP 6550: Disposal of Property
BP/AP 6740: Citizens' Oversight Committee
AP 6810: Control of Non-Service Animals**

POLICY & PROCEDURE

1 ST READ	PERSON RESPONSIBLE	DEADLINE
Language clarification was requested on AP 6740: Citizens' Oversight Committee and edits will be made and shown during 2 nd read. These will all be presented for 2 nd read/vote at the next SCC meeting.	Flood	

10. Cooperative Work Experience Education (CWEE) Plan

APPROVAL	PERSON RESPONSIBLE	DEADLINE
The document is a work plan for the Cooperative Work Experience Education. These are the 290 courses that are currently offered in 13 different departments. They are work experience courses taught as an independent study where there is a contractual agreement with faculty member, student doing the internship and the employer at the worksite. The student earns credit for the amount of hours they do, paid or unpaid over the course of the semester. Every district must have this plan on file with the Chancellor's Office. Our plan was very old and outdated. Updates have been made to the plan and it will go to the Governing Board for approval.	Robertson	

**11. Position Update: Chemistry Lab
Coordinator>Chemistry Lab Tech**

TYNER



INFORMATION

VP Tyner was not in attendance. A brief synopsis of the position will be sent out to the SCC with more information.

12. SCC Meeting Schedule/Block Schedule Discussion

NISH/FLORES-CHARTER

INFORMATION

We received a request from the students asking that we look at the SCC meeting schedule and the meeting schedules of the standing committees of the SCC and work to get them to fit more in to the block schedule we have adopted with the compressed calendar. Academic Senate President Patti Flores-Charter will be meeting with the ASO President so we can give recommendations to committees on the most popular blocks students are using so that we have a better idea of how we may schedule our time.

13. Summary

NISH/FLORES-CHARTER

INFORMATION

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

14. Adjournment

NISH/FLORES-CHARTER

INFORMATION

The meeting adjourned at 3:55 pm