

SHARED CONSULTATION COUNCIL
 STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION
Wednesday, February 16, 2011
3:00 – 4:00pm Room L238N

Members

X	<i>Denise Whittaker, Co-Chair, Interim Sup./President</i>		<i>Vacant, Continuing Ed., Economic & Workforce Dev.</i>
X	<i>Angelina Stuart, Co-Chair, Academic Senate President</i>	X	<i>Scott Finn, Counseling & Personal Development</i>
X	<i>Mark Meadows, VP for Academic Affairs</i>	<i>ex</i>	<i>Jennifer Harper, Health, Exercise & Athletics</i>
	<i>Vacant, VP for Business & Financial Affairs</i>	X	<i>Randy Beach (for Leslie Yoder), Language & Literature</i>
X	<i>Michael Kerns, VP for Human Resources</i>	<i>ex</i>	<i>Lukas Buehler, Mathematics, Science & Engineering</i>
X	<i>Angelica Suarez, VP for Student Affairs</i>		<i>Vacant, Social Sciences & Humanities</i>
X	<i>Manuel Lopez, ASO President</i>	X	<i>Diane Gustafson, Instructional Support Services</i>
<i>ex</i>	<i>Victoria Lopez*, Presiding Chair, Council of Chairs</i>	X	<i>Terry Davis, SCCDAA Rep.</i>
X	<i>Trish Axsom, Academic Affairs at Large</i>	X	<i>Andy MacNeill, SCEA Rep.</i>
X	<i>Irma Alvarez, Center Rep., (HEC, SY, OM, NC)</i>	X	<i>Bruce MacNintch, CSEA Rep.</i>
X	<i>Bea Zamora-Aguilar, Student Services at Large</i>	X	<i>Patti Blevins, Confidential Rep.</i>
X	<i>Mark Sisson, Arts & Communications</i>	X	<i>Debbie Trujillo, Classified Administrator Rep.</i>
X	<i>Mink Stavenga, IPRC Co-Chair / AOC Co-Chair</i>	X	<i>Linda Gilstrap*, Director Office/ Research & Planning</i>
X	<i>Linda Hensley, IPRC Co-chair</i>	X	<i>Patricia Flores-Charter,</i>
X	<i>Ron Vess, AOC Co-Chair</i>	X	<i>Mary Wylie, Strategic Planning Consultant</i>
X	<i>Corey Breininger, Bus., Professional & Tech. Ed.</i>		
	<i>Guests: Chris Bender, Nick Serrano, ASO,</i>		<i>Recorder: Rosalva Garcia</i>

* non voting members

MINUTES

AGENDA ITEM	DECISION
1. Call to Order /Approval of Agenda	3:02 p.m.
2. Approval of the Minutes, 2/9/11	
3. BUSINESS ITEMS (* = 10 + 1 items)	
4. Accreditation Update from Summit 4a – Survey Results	Dr. Stavenga provided an update from the SCC/AOC Summit, which took place on 2/10/11. As a result of the positive feedback and hard work from Summit I, Summit II is scheduled for March 3.
5. Budget Committee Update - Budget Process - SCC to Prioritize Requests	After many positive comments regarding the last Budget Committee meeting, Denise shared that the budget committee should receive priorities from the SCC so that, according to WASC, the budget process is a priority-driven process. The committee is presently working on identifying budget assumptions, budget priorities, and trend data. Three budget scenarios were presented and discussed; Scenario I (reducing \$3,961,000; Scenario II (reducing \$6,966, 000); and Scenario III (reducing \$10,790,000). The committee is hoping not to get to level II or III. For further clarification a PowerPoint handout which was recently presented to the Governing Board was disseminated. It was added that various decisions will need to be made, such as funding classes strategically or cutting classes across the board, defining Enrollment Management priorities and determining how FTEs offered at the Centers come into play. Ultimately, all budget recommendations will come back to the SCC for approval. The SCC would make the decision on budget priorities.

SCC STRUCTURE FOR CAMPUS COLLEGIAL CONSULTATION & DECISION-MAKING	
A. Constituent Feedback: SCC Purpose & Charge (4 priorities)	There was a motion and a second to approve the SCC purpose and charge with the following 4 priorities: 1) Strategic Planning; 2) Policy & Procedure approval; 3) Issue Management, and; 4) Campus Communication. The motion was approved. Stuart indicated that the Academic Senate had also approved this purpose and charge.
B. Flow Charts for Strategic Planning and Collegial Consultation -Integrated Strategic Planning - SCC - Program Review/Budget Cycles - Transition Cycles - SLO	Flow charts indicating cycles, SLO, recommending that the AOC pull together the concept of a pie and laying other charts of pie and put together what represents for inclusion on the March report. It was shared that the AOC had just approved the concept of the charts so that these could be made into a layered website, on which you click on an item to move further into the process. There was a motion and a second to approve the concept of the charts. A Charts Task Force Team was composed with the following membership: Patti Flores-Charter, Linda Gilstrap, Linda Hensley, Angelina Stuart, and Kathy Tyner. The team will draft the charts and bring them to the next meeting.
C. Institutional Program Review Program Review Annual Snapshot	Linda Hensley provided a quick update on Institutional Program Review indicating that that 2010-2011 is an Institutional Program Review Transition Cycle and adding that the IPRC documents are living documents that will be reviewed and updated yearly. She disseminated the 2010-11 Action Plan Progress Report. The annual report needs to be completed by March 15, 2011. <i>There was a motion and a second to extend the meeting to 4:15 p.m. The motion was approved.</i> Hensley stated that the IPRC has been working diligently to complete the annual snapshots. The forms will available on the college web site and the campus community will receive an email communiqué when they are up and available. On the first page, the snapshot asks for action plans, which are connected to strategic priorities. On the next page, are the SLO/AUO Assessments and updates. There are also Technology Resources, equipment, Supplies/minor equipment (Less than \$5,000) updates required so that these can be included into the budgeting cycle. The snapshot forms were devised from the old APR forms in an effort to simplify the process and make it easier to enter the information.
D. Membership	Handout: Shared Governance Committee List – postponed to next week
E. Constituent Feedback: Committee Structure: 1. Steering Committees vs. Standing Committees 2. Operational Committees	Handout: Definitions – postponed to next week
F. Constituent Feedback: Meeting Frequency	The SCC temporarily-approved 2/9/11; continued input welcomed
G. Constituent Feedback: FORM	postponed to next week

Strategic Planning Update	Mary Wylie provided an update on the Strategic Planning Progress Report, which needs to be completed by May. There was a motion and a second to formally request a renewal of the current Strategic Plan and to include a seventh strategic priority, teaching & learning. Motion approved. There was also a request to do a comprehensive data analysis and to have two co-chairs for this committee. Motion made and approved also.
B. Planning Update: Recommendation for amending current Strategic Plan to include “Teaching & Learning”	Handout: P-I-E graph
II. Policy / Procedures Development	
III. Issue Management	
A. Interim Replacements 1) Interim Dean Social Science 2) Interim VPBFA	Denise Whittaker shared the following Interim replacements: 1) The position for Dean of Social Sciences & Humanities will be filled with an external rent-a-dean. The same screening committee who participated in previous interviews will be charged to interview. 2) VPB&FA: Denise sought approval from the SCC to have lenience and obtain authority to appoint an interim to fill this position without constituency feedback because time is of the essence. There was a motion and a second to bestow authority upon Denise to fill the VPB&FA and it was approved. Michael Kerns will ask the Chancellor’s Office for a waiver to fill the VPB&FA with an interim.
B. Office of Institutional Effectiveness goes to March 9 for Governing Board approval	Denise reiterated that the Office of Institutional Effectiveness will be placed for approval on the March 9 Governing Board Agenda.
C. Early Retirement/Resignation Discussions	Denise shared that while this was not official yet, there had been discussion at the Budget Committee of the possibility of such a discussion. She shared that she would share this with the Governing Board as well.
D. Motto, Logo, Seal Task Team (Governing Board Member Aguilar request)	Chris Bender presented the concept of the logo, motto, seal, and mascot. He sought approval of the SCC for the 50 th logo. There was a motion, a second and the SCC approved the 1 st version of the SWC logo and the 50 th Anniversary. The motto, seal and mascot will be reviewed by a task force and will report back to the SCC with recommendations.
E. Campus Climate: update	Discussion of handout provided on 2/9/11 Stavenga disseminated a Summary of 2010 Campus Climate Survey Results. Results are also provided in public folders. After some discussion, it was agreed that a “mini follow-up survey” would be sent out in the next couple of weeks so that WASC would be able to see the difference in our campus climate. Results expected by the end of the spring semester to see the improvement over time.
F. Smoking in No Smoking areas	– postponed to next week
G. Establish College Song: Branscomb’s <i>Phoenix</i>	– postponed to next week
H. Other Items for Future Agenda • • •	
V: TQM Debriefing	

<u>Future Agenda items</u>	
<u>Other?</u>	
<u>Pending Items</u> <ul style="list-style-type: none"> • Naming of the Library – hold until after March 15 due to Accreditation demands • Status of Rifle Request / Emergency Plan Efforts • Parking Fines & Issues to be dealt with after task force meets 	

Summary/Adjournment

The meeting adjourned at 4:19 p.m.

Next SCC meeting: February 23, 2011