

**SHARED CONSULTATION COUNCIL**  
 STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION  
**Wednesday, April 6, 2011 3:00 – 4:30pm Room L238S**

**MINUTES**

**SWC Mission Statement**

*Southwestern Community College District serves a diverse community of students  
 by providing a wide range of dynamic and high quality educational programs and comprehensive student services.*

**Membership**

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

\* non voting members

Quorum = \_\_\_\_

**AB 1725 Authority**

AB 1725 assigns a major role to the Academic Senate in the development of policies and procedures dealing with academic and professional matters. Applicable to SCC, the areas required for consultation are:

<ol style="list-style-type: none"> <li>1. Curriculum.</li> <li>2. Degree and certificate requirements.</li> <li>3. Grading policies.</li> <li>4. Educational program development.</li> <li>5. Standards of policies regarding student preparation/ success.</li> <li>6. District and college governance structures, as related to faculty roles.</li> </ol>	<ol style="list-style-type: none"> <li>7. Processes for institutional planning and budget development</li> <li>8. Faculty roles and involvement in accreditation processes, including self-study and annual reports.</li> <li>9. Policies for faculty professional development activities.</li> <li>10. Processes for program review.</li> </ol> <p>+ 1 Other academic and professional matters as mutually agreed between the Gov. Board &amp; the Academic Senate.</p>
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**BUSINESS ITEMS** (\* = 10 + 1 items)

**I. Strategic Planning Update**

AGENDA ITEM	DECISION
1. Call to Order /Approval of Agenda	
2. Approval of the Minutes, 03/30/11	
3. SCC Ground Rules and Civility	Denise shared two documents about framework and civility. She indicated that the SCC should establish ground rules of respect and collegiality.
4. Allow Substitutes to Attend SCC Meetings	M/S/C to allow substitutes to attend SCC Meetings. Approved. M/S/C friendly amendment to have substitutes as voting members. Approved.
5. SCC Summer Meeting Schedule	M/S/C to meet twice a month in June and July. Approved
6. 2011-2012 SCC Regular Meeting Schedule	M/S/C to meet Fall semester for 1-1/2 hours every week. Approved.

<p><b>A. Constituency Feedback:</b>  <b>Strategic Planning:</b></p> <ul style="list-style-type: none"> <li>• 2010-2011 Strategic Planning Action Plans(revised)  <b>2<sup>nd</sup> Reading</b></li> <li>• Strategic Plan Master Calendar (Enclosure)</li> <li>• Office of Institutional Effectiveness Org. Chart</li> </ul>	<p>M/S/C to accept the 2010-2011 Strategic Action Plans. Approved.</p> <p>Wylie shared a corrected format of the approved Strategic Plan Master Calendar (see handout).</p> <p>M/S/C to approve the Organization Chart of the Office of Institutional Effectiveness as submitted. Will be redistributed to the SCC after corrections are made. Approved.</p> <p>Nick Serrano suggested the hiring of student workers.</p>
<ul style="list-style-type: none"> <li>• Internal &amp; External Data - ARCC Report</li> </ul>	<p>No discussion took place due to lack of time.</p>
<p><b>B. Prioritization Process (Discussion)</b>  <b>The proposed planning committee membership is shown below.</b></p> <ul style="list-style-type: none"> <li>• <u>Human Resources Committee:</u>  Chairs:  Michael Kerns, VP HR or designee  Bruce MacNitch, CSEA or designee  Faculty  Diane Edwards-LiPera  Andy MacNeill (or designee)  Angie Stuart (or designee)  Administrators  Mia McClellan  Terry Davis  Chris Perri  Classified (pending)</li> <li>• <u>Educational Planning Committee:</u>  Chairs:  Mark Meadows, VP AA or designee  Victoria Lopez, Presiding Chair  Faculty  Cecelia Cabico  Linda Jones  Sandra Corona  Administrators  Angelica Suarez  Donna Arnold  Patti Larkin  Classified (pending)</li> <li>• <u>Facilities and Technology Committee:</u>  Chairs:  Robert Temple, VPBFA or designee  Angie Stuart, ASP or designee  Faculty  Janelle Williams  Corey Breininger  Eric Maag</li> </ul>	<p>M/S/C to approve the proposed planning committee membership with the recommendation that next fall two faculty be appointed by the SCEA and two by the Academic Senate for each of the committees. Approved.</p> <p>M/S/C to have up to three representatives on each committee from the ASO, based on how many show up to the 1<sup>st</sup> meeting. Approved.</p> <p>Hensley shared that she tried to make sure that every school is represented and the majority of the members on the planning committees have experience in the area appointed and that they are also familiar with the issues.</p> <p>She shared that there are training sessions with all committees scheduled on April 8 and April 15.</p>

Administrators Bea Zamora Trish Axsom John Brown Classified (pending)	
<b>C. SCC Organizational Chart</b> <ul style="list-style-type: none"> <li>• SCC Membership</li> <li>• Safety Representative on SCC</li> </ul>	No discussion took place due to lack of time.
<b>D. Student Success Needs</b> <ul style="list-style-type: none"> <li>• SCC Response</li> <li>• Pantry/Food Bank</li> <li>• Emergency Scholarships Project</li> </ul>	No discussion took place due to lack of time.
<b>E. Enrollment Planning and Priorities Recommendation #4-5% FTES Reduction</b>	M/S/C/ to accept the recommendation of the Enrollment Management Committee to reduce the number of FTES scheduled district-wide for 2011-2012 to 5% of the 15,907 base growth number. Approved.
<b>F. Budget Committee Update: Early Retirement Program (SERP)</b>	Budget committee reports that the results based on the short campus wide survey state the following values: <ul style="list-style-type: none"> <li>• Preserving jobs – Employment</li> <li>• Preserving classes</li> <li>• Student services</li> <li>• Generating income</li> <li>• Safety</li> </ul>
<b>G. SWC Website Update</b>	No discussion took place due to lack of time.
<b>II. Policy/Procedures Development</b>	
<b>A. Constituency Feedback: - 2<sup>nd</sup> Reading Student News Media &amp; Journalism Publications Policy &amp; Procedures (2<sup>nd</sup> reading)</b>	Denise pulled this agenda item to submit to legal counsel for review. The item will be brought back to SCC next week for final approval.
<b>B. Policy &amp; Procedure Procedures: (Chart)</b> <ul style="list-style-type: none"> <li>• Naming Procedures of Electronic Files</li> </ul>	No discussion took place due to lack of time.
<b>C. Constituency Feedback requested: - 1<sup>st</sup> Reading</b> <ul style="list-style-type: none"> <li>• Seeking approval of policy &amp; procedure development flowchart - Enclosure</li> <li>• For constituent review – Policy &amp; procedure 3300 Public records (3 enclosures – consultation form, policy and procedure)</li> </ul>	The Policy & Procedures Development Flowchart used by the now defunct GBAP&PRC have been revised and are being sent out for constituency input.  The College District has not had a public records policy or procedures. These are being sent out for constituency input and will be brought back to the SCC next week. The GB is interested in having this policy, but is there a way of having a non-complicated records request.
<b>A. Comprehensive Emergency Management Program Development</b>	No discussion took place due to lack of time.
<b>B. Human Resources Report</b>	No discussion took place due to lack of time.
<b>C. Campus Climate Issues</b>	No discussion took place due to lack of time.
<b>D. Smoking in No Smoking Areas</b>	No discussion took place due to lack of time.
<b>E. Parking Issues</b> Parking Issues Task Team: Three - ASO Members Three - Faculty Members (as requested) Classified Staff – Veronica Howard Academic Dean	M/S/C to accept the task force structure as is. Approved.  For the record and per Bob Temple (Interim VPBFA), campus police will not be issuing tickets when there are special events on campus.

HEC Dean Chief of Police Director of Fiscal Services Director of Purchasing & Scheduling Director of Facilities Operations & Planning	
<b>H. Constituency Feedback:</b> Establish College Song: Branscomb's <i>Phoenix</i>	No discussion took place due to lack of time.
<b>A. Accreditation: Update</b> <ul style="list-style-type: none"> <li>April 11 – Visit</li> </ul>	Accreditation update – WASC site visit on Monday 4/11. The visiting team will concentrate on Recommendations 1-2-3 (Integrated planning, Strategic Plan & the District Mission). More information will go out to campus on Thursday, April 7. <i>At 4:30 M/S/C to extend the meeting by 5 minutes. Approved.</i>
<b>B. Honorary Degree - from Academic Senate</b>	The Academic Senate is happy to announce that this year's Honorary Degree is going to SWC's own Trustee Nick Aguilar!
<b>C. Bill Clinton letter: Hands Across California</b>	Andy MacNeill sought approval of the SCC for SWC to officially participate on "Hands Across California." M/S/C for the SCC to take the leadership and to designate Andy MacNeill as the contact for Hands Across America. Approved. Andy volunteered to be the contact person to provide information for those interested in attending. The Office of Community & Media Relations will email information campus wide.  Nick Serrano shared that the ASO is aware of the event and decided not to participate as an organization because of time and resources. However, they are handing out post cards to encourage all students to attend.
<ul style="list-style-type: none"> <li>Any comments?</li> <li>Items for future agendas?</li> </ul>	
<b><u>Pending Items</u></b> <ul style="list-style-type: none"> <li>April 27 - Prioritization</li> <li>Status of Rifle Request / Emergency Plan Efforts</li> <li>Naming of the Library</li> </ul>	

**Summary/Adjournment**

Next SCC meeting: **Wednesday, April 13, 2011**

The meeting adjourned at 4:45 p.m.