A G E N D A

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

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

* 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:

1. Curriculum.	7. Processes for institutional planning and budget development 8. Faculty roles and involvement in accreditation processes,
2. Degree and certificate requirements.	
3. Grading policies.	
4. Educational program development.	including self-study and annual reports.
5. Standards of policies regarding student preparation/ success.	9. Policies for faculty professional development activities.
	10. Processes for program review.
6. District and college governance structures, as related to faculty roles.	+ 1 Other academic and professional matters as mutually agreed between the Gov.Board & the Academic Senate.

AGENDA ITEM	PRESENTER/S	DECISION
1. Call to Order /Approval of Agenda	Co-Chair Stuart	
2. Approval of the Minutes, 04/06/11	Co-Chairs: Whittaker/ Stuart	
3. SCC Ground Rules and Civility	Co-Chairs Whittaker/Stuart	
BUSINESS ITEMS (* = 10 + 1 items)		
I. Strategic Planning Update		
A. Constituency Feedback: **Strategic Planning or Program Review** • 2010-11 Strategic Planning Action Plans • Satisfaction Survey	Co-Chairs Whittaker/Stuart Hensley	

• Office of Institutional Effectiveness Org. Chart		
• Internal & External Data - ARCC Report	Meadows/Gilstrap	
B. Prioritization Process: **April 27, 2011** update& information	Co-Chairs Whittaker/Stuart	

C. SCC Organizational Chart
   • SCC Membership
   • Safety Representative on SCC
	Co-Chairs Whittaker/Stuart	

D. Budget Committee Update: • Budget Update	Budget Co-Chairs Temple/ MacNeill	
• State & Federal Budget Update		
• Early Retirement Program (SERP)		
• Community & College Forums		
E. SWC Website Update	Whittaker/Larkin/ Bender	
II. Policy/Procedures Development		
A. Constituency Feedback: - 2nd Reading **Student News Media & Journalism Publications Policy & Procedures (2nd reading)**	Co-Chair Stuart	Replaces Policy 6063: Academic Senate approved Policy needs to go to GB Procedures require SCC approval.
B. Policy & Procedure Procedures: • Naming Procedures of Electronic Files	Co-Chairs Whittaker/Stuart	

C. Constituency Feedback requested: - 1st Reading
   • **Seeking approval of policy & procedure development flowchart** – Enclosure/Chart
   • **Policy & procedure 3300 Public records** (3 enclosures – consultation form, policy and procedure)
	Kerns	

III. Issue Management		
A. Comprehensive Emergency Management Program Development	Temple	
B. Constituency Feedback: Safety on Campus Rifles Request: Purchase of Rifles	Co-Chair Whittaker	
C. Human Resources Report	Kerns	
D. Campus Climate Issues	Co-Chairs Whittaker/Stuart	
E. Smoking in No Smoking Areas	Co-Chairs Whittaker/ Stuart	
IV. Campus Communication		

A. Accreditation: Update
   • April 11 – Visit debriefing
   • AOC WorkGroups update
	Stavenga & Co-Chairs Whittaker/Stuart	

B. Scabies	Co-Chair Whittaker	
C. Student Threat Update	Co-Chair Whittaker	
D. Governmental Relations Update	Chris Bender	
V. TQM Debriefing		
• Any comments? • Items for future agendas?	Co-Chairs Whittaker/ Stuart	

Approved by Co-Chairs: 4-12-11
Approved by SCC on 4-13-11
DW:AES:RG

Pending Items	Co-Chairs	
• April 27 - Prioritization	Whittaker/ Stuart	
• Establish College Song: Branscomb's *Phoenix*		
• Naming of the Library		
Student Success Needs	L. Thrower	
• SCC Response	A. Stark	
• Pantry/Food Bank		
• Emergency Scholarship Project		
Parking Issues Report	Bob Temple	
	John Brown	

Summary/Adjournment

Next SCC meeting: **Wednesday, April 27, 2011**

Framework for Civility
Southwestern College

"Today our talk is course and rude, our entertainment is vulgar and violent, our music is hard and loud, our institutions are weakened, our values are superficial, egoism has replaced altruism and cynicism pervades".

Final Report of the Committee on Civility
Seventh Federal Judicial Circuit, June, 1992

No set of rules or policies can wholly govern human conduct. Civility is a fragile construct that each of us must cherish and preserve. Most importantly, civility serves as the nucleus of organizational health from which effective and meaningful work is born and sustained. The SWC family must dedicate itself to creating an environment where individuals can succeed because each person is important. When any one of our members is prevented from doing his or her best, the entire community is diminished. As an institution of higher learning our ethic compels us to foster the best possible environment for doing our work as educators, learners, and supporters of the educational process.

The risks of taking a passive stance toward bad behavior in the workplace are too high. Negative behavior can pervade the work day and can impact productivity and respectful working relationships.

Incivility
Incivility in the workplace creates an unpleasant work environment where people stop doing their best. Relationships among employees begin to unravel, management doesn't know how to address the problem, absenteeism is higher than usual and productivity decreases. Listed below are ways in which incivility can influence the morale and productivity of an organization:

- Absenteeism and/or tardiness;
- Turnover;
- Health disorders;
- Recriminations;
- Work rage or violence;
- Harassment;
- Fear;
- Negative publicity;
- Lawsuits

Examples of Incivility
- Not returning phone calls, voice mails, or e-mails;
- Shouting at someone, regardless of status;
- Berating staff in public;
- Removing someone's area of responsibility without consulting him or her;
- Belittling people who are different or think differently from you;
- Habitually interrupting others;
- Acting as though only your opinions count;
- Setting impossible deadlines for your subordinates to meet;
- Not recognizing everyone's strength in a group project
- Failing to acknowledge colleagues in the hallway;
- Not keeping appointments;

Civility
Civility is respect for others and their feelings. Fostering a culture that is civil, respectful and considerate requires a vigilant campus dialogue that creates an open and effective work environment for a diverse workforce in which organizational policies and procedures are inspired by respect for all employees.

It is essential that people within organizations are a part of the solution by taking responsibility for being civil and modeling personal civility. Building a professional atmosphere where employees treat people with dignity and respect is vital to the success of civility. Employees must be accountable for their actions, behaviors, and moods. When civility is the hallmark of organizational culture, the following values and outcomes are evident:

- Employee retention;
- Improved productivity;
- Ethics;
- Integrity;
- Increased harmony and tolerance;
- Quality;
- Customer happiness and satisfaction;
- Employee inspiration;
- Employee commitment

Examples of a culture of civility
- Training staff on how to manage stress, resolve conflict, and find non-threatening ways to vent anger;
- Training managers on how to recognize signs of violence, hostility, and incivility and how to prevent these problems from escalating;
- Creating a workplace violence policy and having a formal mechanism though which employees can report violence and aggression to their supervisors;
- Enforcing (not only embracing) proper etiquette.
- Developing a statement of values and goals;
- Drafting ground rules for dialogue (oral, written, and electronic)
- Demonstrating courteousness, respectfulness, and honesty to all colleagues and co-workers;
- Being prepared and punctual for meetings;
- Honoring colleagues' right to opinions
- Refraining from and discouraging conduct that reflects prejudice on the basis of gender, age, race, ethnicity, national origin, religion, sexual orientation or socioeconomic status;
- Conducting discussions and dialogue that follow norms of decency and effective communication;
- Tolerating no personal attacks...disagree only on ideas;

Next Steps
Create systemic change by:
- Implementing a civility policy for the workplace (this policy should have job performance consequences associated with it);
- Create a Code of Conduct for all SWC employees to abide by;
- Create an on-going educational series which addresses leadership, diversity, ethics, civility, conflict management, listening skills, time management, workplace protocols/etiquette.

Framework for Respect
Southwestern College

No set of rules or policies can wholly govern human conduct. Civility is a fragile construct that each of us must cherish and preserve. Most importantly, civility serves as the nucleus of organizational health from which effective and meaningful work is born and sustained. The SWC family must dedicate itself to creating an environment where individuals can succeed because each person is important. When any one of our members is prevented from doing his or her best, the entire community is diminished. As an institution of higher learning our ethic compels us to foster the best possible environment for doing our work as educators, learners, and supporters of the educational process.

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Next Steps
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- ✔ Implementing a civility policy for the workplace (this policy should have job performance consequences associated with it);
- ✔ Create a Code of Conduct for all SWC employees to abide by;
- ✔ Create an on-going educational series which addresses leadership, diversity, ethics, civility, conflict management, listening skills, time management, workplace protocols/etiquette.

WORKING COLLABORATIVELY IN GROUPS: CREATING GROUND RULES

In a small group where trust is high and controversy low, you may not need any formal ground rules to work well together. But in a larger group, if issues are charged, or if conflict is emerging, ground rules are a very helpful tool for groups to use to maintain a respectful and productive meeting environment and to work through difficult issues together. Ideally you would have a conversation about ground rules before you really need them, as they can be a useful preventative, but it's never too late for a group to create and use this useful tool! Here are some steps to use to create guidelines for your group.

1. What Kind Of Atmosphere Do You Want To Create?

The first step is to think about what kind of environment the group is aiming for and to make a list. Some of the kinds of things that many groups include are:

- Respectful
- Non-blaming
- Honest
- Open
- Trusting
- Keeping the big picture/greater whole in mind
- Tolerant
- Respectful and welcoming of different perspectives
- Creative

2. What Can Get In The Way?

The second step is to think about what kinds of behaviors have you seen get in the way of productive meetings in the past? Some of the kinds of things that groups often think of are:

- Name-calling and put-downs.
- Side conversations.
- Interrupting (verbally and/or with body language, e.g. sighs, eye rolling).
- Attacking, blaming.
- Bringing up unrelated issues.
- Making assumptions.
- Withholding important information or concerns.
- Talking behind people's backs.
- A few people dominating the conversation, other people remaining silent.

3. What Ground Rules Will Help?

The third step is to create a list of Ground Rules that the group agrees to adhere to during meetings. Look at the atmosphere that you want to create, and think of how to get there. Then look at the list of undesired behaviors and make sure that your ground rules address them. Every group is different and needs to create its own guidelines based on its particular needs, dynamics, goals, participants, and cultural norms. Some ground rules that groups often include are as follows, but each group needs to create a list in its own words, that works for them.

Sample Ground Rules
- Respect each person's right to their values, beliefs, and perspective.
- Listen to each other with a spirit of learning, curiosity, and openness.
- One person speak at a time.
- Use "I" statements, speak for yourself and not for others.
- Check out assumptions before reacting, assume that everyone's trying their best.
- Be open – bring up issues and concerns that are important to you, and share all relevant information.
- No put downs of self or others.
- Be specific and give examples.
- Stick to the topic at hand.
- Share air time.
- No cross-talking or side conversations.
- Keep the big picture and group goal in mind; think about what's best for the group and not just you individually.
- Be flexible and open to alternative viewpoints and solutions.

4. Use The Ground Rules! Once you've agreed on your ground rules as a group, write the m up on a large poster and post them so they're visible at every meeting. Use the poster as a visual reminder to help each other stick to the ground rules if people are forgetting. Practice using them for less charged issues so that they're easier to fol low in more challenging moments.

Is Your Group At An Impasse?
If your group is stuck, experiencing conflict, or communication has broken down, consider engaging the assistance of an outside neutral third party mediator/facilitator. The Dispute Resolution Center can help groups to resolve difficult issues, improve communication, and positively handle conflict. We provide skilled and effective mediation and facilitation for conflicts between individuals, within a group, or between groups. We also offer highly rated conflict resolution skills training for groups and individuals.

Contact Community Outreach Coordinator Vivien Sharples at 206 -443-9603 ext. 108 or vsharples@kcdrc.org for more information, or visit our website at www.kcdrc.org.

Sample Team Meeting Ground Rules

Participants attend meetings
Team members are expected to attend and participate in scheduled project team meetings (or notify the project leader in advance of schedule conflicts)

Meetings start and end on time
Meetings will begin promptly at the specified time, whether or not all team members are present. Meetings will conclude as scheduled

Participants are punctual
Team members will arrive promptly at the appointed time and place of the meeting.

Meetings are uninterrupted
Team members will make arrangements as necessary to avoid being interrupted during the meetings. Emergency interruptions due to unavoidable reasons are acceptable.

Participants engage in active listening
Team members will pay attention to what is being discussed so they can participant actively in the team discussions

Participants don't take part in one-to-one meetings or sidebars
All team members will participate in the same meeting and will discuss items being handled by the team. Questions, ideas, and thoughts are shared with the whole team.

Everyone participates actively
Each team member will bear individual responsibility for contributing actively to a constructive group process that supports the team efforts to complete specified tasks and/or achieve agreed upon goals.

Participants show a willingness to reach consensus on decision issues
Team members will agree with the team's decisions and/or will support the decisions made by the team. When the team cannot reach consensus, an agreed upon alternative method for reaching a final agreement is implemented.

Revised: March 29, 2002

Sample Team Meeting Ground Rules

|	
Participants respect the agenda	All meetings will have an agenda. The agenda and any additional materials to be discussed at the meeting should be distributed to team members ahead of the meeting.
	The agenda, as developed by the meeting leader, will be followed unless/until the approach outlined on the agenda for addressing an issue doesn't work.
Participants are free to check process and ground rules	Each team member shares responsibility for keeping the meeting on track, and should not hesitate to call for a process check or a review of the ground rules.
Meetings will take place when an appropriate number and representation of team members are present at the meeting	Meetings will be canceled if there is not the appropriate number and representation of team members available for the meeting.
Breaks will be included in meetings	Breaks will be included in all meetings that run longer than one hour and a half in length.

Office of Institutional Effectiveness

YELLOW- Except for the Senior Research Analyst, grant writer and the Foundation Director, all other new positions are recommended to be filled internally as a reorganization. I will be presenting to the Foundation a request to share funding for this position and that this position and the grant writers would be supporting initially as "seed" money for the District with the commitment that within 3-5 years, they have to have acquired sufficient external funds to justify their position. Their continued employment will be based on the success of obtaining external grants, donations or new sources of revenue.
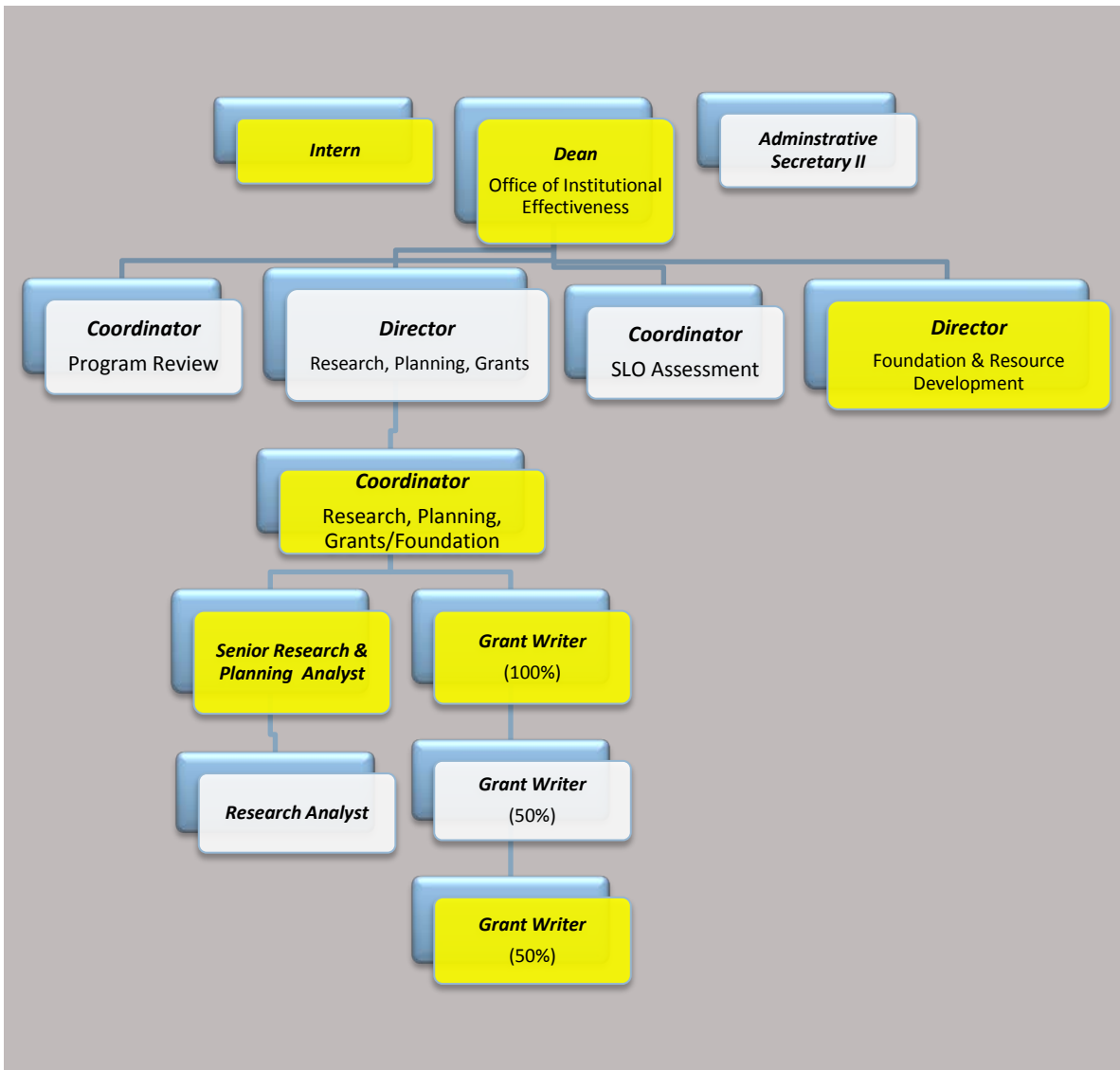
Dean positions for Research and Planning/Institutional Effectiveness: Ohlone College
Los Angeles Valley College
Pierce College
Coastline Community College