

SHARED CONSULTATION COUNCIL
 STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION
Wednesday, May 18, 2011, 3:00 – 4:30 pm
Room L238S

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

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

1. Curriculum.	7. Processes for institutional planning and budget development
2. Degree and certificate requirements.	8. Faculty roles and involvement in accreditation processes,
3. Grading policies.	including self-study and annual reports.
4. Educational program development.	9. Policies for faculty professional development activities.
5. Standards of policies regarding student preparation/success.	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: 5/11/11	Co-Chairs: Whittaker/Stuart	
3. BSI Presentation	Zamora-Aguilar/ Tyner/Goodwin	
BUSINESS ITEMS (* 10 + 1 items)		
4. SCC Ground Rules and Civility Task Force	Goodwin	
5. Meeting Schedule (Fall/Summer) (Handout)	Co-Chairs: Whittaker/Stuart	
I. Strategic Planning Update		
6. Safety Committee Update	Safety Committee	
7. ARCC Report	Meadows/Gilstrap	
8. Accreditation:	Stavenga/Vess/Beach	

<ul style="list-style-type: none"> Staff Development #4 Section 		
9. Retirement Recognition Task Team: A Recommendation	Co-Chair: Whittaker	
10. Budget Committee Update:	Budget Co-Chairs: Temple/MacNeill	
11. SWC Website Update	Whittaker/Larkin/Bender	
II. Policy/Procedures Development		
12. Constituency Feedback requested: 1st reading Policy & Procedure Flowchart – Chart	Co-Chairs: Whittaker/Stuart Kerns/Blevins	
13. Constituency Feedback Policy & Procedures from Academic Senate <ul style="list-style-type: none"> 5311 Faculty Recognition Policy & Procedures (2nd reading) 4350 – SLO Assessment Policy & Procedure (2nd reading) 	Co-Chair: Stuart	
14. Constituency Feedback Policy and Procedures: <ul style="list-style-type: none"> Policy & Procedures 5075 (2nd reading) Procedure 5070 (2nd reading) 	Suarez/McClellan	
15. Constituency Feedback Policy & Procedures 7160 Professional Development (2 nd reading)	Beach	
16. Constituency Feedback Policy & Procedure: Student Services <ul style="list-style-type: none"> Policy & Procedures 5075 Course Add and Drop (2nd reading) Procedure 5070 Attendance Counting (2nd reading) 	Suarez/McClellan	
17. Naming Procedures of Electronic Files	Kerns/Blevins	
III. Issue Management		
18. Collegial Consultation (Policy & Procedure #4500)	Co-Chair: Whittaker	
19. SWC Governing Board Goals	Co-Chair: Whittaker	
20. Human Resources Report	Kerns/Co-Chair: Whittaker	
IV. Campus Communication		
21. School of Social Sciences & Humanities Possible Merger	Co-Chair: Whittaker	
22. ASO Report	Nick Serrano	
23. SCC Global Emails	Co-Chair: Whittaker	
24. Governmental Relations Update	Bender	
25. Naming of Buildings	Co-Chair: Whittaker	
V. TQM Debriefing		
<ul style="list-style-type: none"> Any comments? Items for future agendas? 	Co-Chairs: Whittaker/Stuart	
Pending / Follow – Up Items		
<ul style="list-style-type: none"> Committee on Committees Task Force Comprehensive Emergency Management Program Development: Update (Temple) Policy & Procedure 3300 Public Records (3 enclosures – consultation form, policy and procedure) (Whittaker) Establish College Song: Branscomb's <i>Phoenix</i> Parking Issues Report Student Success Needs: SCC Response 		

✓ Pantry/Food Bank		
✓ Emergency Scholarship Project		

Summary/Adjournment

2011 – 2012 SCC Meeting Schedule

SUMMER 2011	
Location: L238 N or S	
June 1	July 6
June 22	July 20

FALL 2011	
SCC Retreat August 4, 2011 12:00 – 4:00 p.m.; L238 N & S	
August 15 - 1st day of classes	October 19
August 24	October 26
August 31	
	November 2
September 7	November 9
September 14	November 16
September 21	November 23 <i>Thanksgiving Day 11/24</i>
September 28	November 30
October 5	December 7
October 12	
Finals week December 10 - 16, 2011	



TO: GOVERNING BOARD MEMBERS May 11, 2011

FROM: DENISE WHITTAKER, INTERIM SUPERINTENDENT/PRESIDENT

SUBJ: SALARY COMPARATIVE DATA FOR REVIEW – SUPERINTENDENT/PRESIDENT

SOURCE: ACCCA SALARY SURVEY REPORT - 2010

In recruiting for Superintendent/President position, I wanted the Governing Board to have this comparative salary information as I anticipate that the salary will come into play when trying to attract an experienced candidate. Below is a summary of the Association of California Community College Administrators (ACCCA) annual Salary Comparisons for Superintendent/Presidents for single college districts.

SINGLE COLLEGE DISTRICT - Chief Executive Officer

District	Title	Min. Salary	Max. Salary
El Camino CC	Superintendent/President	\$276,905	\$276,905
Mira Costa CCD	Superintendent/President	\$275,348	\$280,274
Chaffey College	Superintendent/President	\$233,448	\$233,448
Riverside CCD	Chancellor	\$226,936	\$226,936
Palomar College	Superintendent/President	\$222,761	\$222,761
Cerritos College	Superintendent/President	\$220,000	\$220,000
Desert CCD (College of the Desert)	President	\$219,375	\$219,375
Rio Hondo College	Superintendent/President	\$215,000	\$215,000
Southwestern College	Superintendent/President	\$204,000	\$204,000
Average =		\$232,641	

Note: SWCCD is 13% less than the average.



TO: GOVERNING BOARD MEMBERS May 11, 2011

FROM: DENISE WHITTAKER, INTERIM SUPERINTENDENT/PRESIDENT

SUBJ: SALARY COMPARATIVE DATA FOR REVIEW – VICE PRESIDENTS

SOURCE: ACCCA SALARY SURVEY REPORT - 2010

In recruiting for any vacant vice president position, but in particular for the Vice President of Business, Finance, and Administration, I wanted the Governing Board to have this comparative salary information as I anticipate that the salary for the VPBFA will come into play when trying to attract an experienced candidate.

Below is a summary of the Association of California Community College Administrators (ACCCA) annual Salary Comparisons. On the following pages, I have provided you with a breakdown comparison for each Vice President’s position.

As we do for all questions about salary appropriateness, I would ask Johnson and Associates to take a look at the vice president positions for comparability to other colleges. Their recommendation would eventually be presented to the Governing Board for approval. Although we would not generally take a reclassification proposal through the collegial process, in light of the budget, I will be sharing this data with the Shared Consultation Council and Budget Committee so that they are aware that a reclassification review may be taking place at my request.

SINGLE COLLEGE DISTRICT - VICE PRESIDENT SUMMARY

POSITION	SOUTHWESTERN SALARY		AVERAGE SALARY COMPARED TO OTHER NEARBY SINGLE COLLEGE DISTRICTS
	Current Salary Range A, Step 1	Progressive Salary Range A – Step 8	
VP ACADEMIC AFFAIRS	\$122,040	\$150,072	\$173,043
VP FINANCE/BUSINESS/ADMIN	\$122,040	\$150,072	\$171,725
VP HUMAN RESOURCES	\$122,040	\$150,072	\$165,815
VP STUDENT SERVICES	\$122,040	\$150,072	\$176,213
Dean – Range C of Academic Salary Schedule	\$113,652	\$139,812	
Director – Range F, Step 8	\$101,304	\$124,668	
Average =			\$171,699

*Note: Currently, there are Deans and Directors whose salary is higher than the Vice Presidents.

SINGLE COLLEGE DISTRICT - VICE PRESIDENT - Instruction

District	Title	Min. Salary	Max. Salary
Palomar College	VP Instruction	\$217,260	\$217,260
Mira Costa CCD	VP Instructional Services	\$215,719	\$219,563
El Camino CC	VP Academic Affairs	\$188,320	\$188,320
Cerritos College	VP Academic Affairs	\$177,986	\$177,986
Rio Hondo College	VP Academic Affairs	\$175,101	\$175,101
Desert CCD (College of the Desert)	VP Academic Affairs	\$155,122	\$155,122
Riverside CCD	VP Academic Affairs	\$145,538	\$149,176
Chaffey College	VP Instruction	\$135,192	\$188,832
Southwestern College	VP Academic Affairs	\$122,040	\$152,072
Average =		\$170,253	\$180,381

Note: SWCCD is 30% less than the average.

SINGLE COLLEGE DISTRICT - VICE PRESIDENT - Fiscal/Business/Admin. Services

District	Title	Min. Salary	Max. Salary
Palomar College	VP Finance & Administrative	\$217,260	\$217,260
Mira Costa CCD	VP Business & Admin Serv	\$215,719	\$219,578
El Camino CC	VP Administrative Services	\$188,320	\$188,320
Cerritos College	VP Business Services	\$177,986	\$177,986
Rio Hondo College	VP Finance and Business	\$175,101	\$175,101
Desert CCD (College of the Desert)	VP Business Affairs	\$174,153	\$174,153
Riverside CCD	VP Business Services	\$145,538	\$149,176
Chaffey College	VP Business Services	\$135,192	\$188,832
Southwestern College	VP Business & Financial Affairs	\$122,040	\$152,072
Average =		\$172,368	\$182,498

Note: SWCCD is 29% less than the average.

SINGLE COLLEGE DISTRICT - VICE PRESIDENT - Human Resources

District	Title	Min. Salary	Max. Salary
Palomar College	VP Human Resource Serv.	\$217,260	\$217,260
Chaffey College	VP Administrative Services	\$188,832	\$188,832
El Camino CC	VP Human Resources	\$188,320	\$188,320
Riverside CCD	VC Diversity and Human R	\$172,067	\$176,369
Cerritos College	Dir Human Resources	\$158,640	\$158,640
Mira Costa CCD	Dir Human Resources	\$157,184	\$157,184
Rio Hondo College	Dir Human Resources	\$152,257	\$165,565
Desert CCD (College of the Desert)	Exec Dir Human Resources	\$135,732	\$135,732
Southwestern College	VP Human Resources	\$122,040	\$152,072
Average =		\$165,815	\$171,108

Note: SWCCD is 27% less than the average.

SINGLE COLLEGE DISTRICT - Chief Student Services Officer

District	Title	Min. Salary	Max. Salary
Palomar College	VP Student Services	\$217,260	\$217,260
Mira Costa CCD	VP Student Services	\$215,719	\$219,578
Chaffey College	VP Student Services	\$188,832	\$188,832
El Camino CC	VP Student & Community	\$188,320	\$188,320
Cerritos College	VP Student Services	\$177,986	\$177,986
Rio Hondo College	VP Student Services	\$175,101	\$175,101
Desert CCD (College of the Desert)	VP Student Affairs	\$155,122	\$155,122
Riverside CCD	VP Student Services	\$145,538	\$149,176
Southwestern College	VP Student Affairs	\$122,040	\$152,072
Average =		\$176,213	\$180,383

Note: SWCCD is 31% less than the average.