

SHARED CONSULTATION COUNCIL

STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION

Wednesday, June 1, 2011, 2:00 – 4:00 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

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

*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:

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| 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: 5/18/11 | Co-Chairs: Whittaker/Stuart | |
| BUSINESS ITEMS (* 10 + 1 items) | | |
| 3. SCC Ground Rules and Civility Task Force | Goodwin | |
| 4. SCC Membership | Co-Chairs: Whittaker/Stuart | |
| Constituency Feedback requested: 1 st reading | Co-Chairs: Whittaker/Stuart | |
| 5. SCC Organizational Chart | | |
| I. Strategic Planning | | |
| 6. Strategic Planning Report <ul style="list-style-type: none"> Environmental Scan Updated Timeline | Gilstrap/Stuart | |
| 7. SWC Governing Board Goals | Co-Chair: Whittaker | |

Approved by Co-Chairs: June 1, 2011

Approved by SCC: June 1, 2011

DW:AES:RG

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| 8. Prioritization <ul style="list-style-type: none"> Phase I: The List Phase II: Categoricals/Unit Needs | | |
| 9. Proposition R - Update – June 15 | Temple/Brown | |
| 10. ARCC Report | Meadows/Gilstrap | |
| II. Policy/Procedures Development | | |
| 11. Constituency Feedback requested: 1st reading Policy & Procedure Flowchart – Chart – June 15 | Co-Chairs: Whittaker/Stuart Kerns/Blevins | |
| 12. Naming Procedures of Electronic Files | Kerns/Blevins | |
| III. Issue Management | | |
| 13. Collegial Consultation (Policy & Procedure #4500) | Co-Chair: Whittaker | |
| IV. Campus Communication | | |
| 14. Reorganization | Co-Chair: Whittaker | |
| 15. VP Salaries | Co-Chair: Whittaker | |
| 16. School of Social Sciences & Humanities Possible Merger | Co-Chair: Whittaker | |
| 17. SWC Website Update | Whittaker/Larkin/Bender | |
| 18. SCC Global Emails (Feedback) | Co-Chair: Whittaker | |
| 19. Governmental Relations Update | Bender | |
| 20. College Police Status | Co-Chair: Whittaker | |
| 21. Naming of Buildings – meeting on June 23 | Co-Chair: Whittaker | |
| V. Standing Committee Reports | | |
| 22. Accreditation Oversight Committee (AOC) | Stavenga/Vess | |
| 23. Enrollment Management Committee (EMC) | Stavenga/V. Lopez | |
| 24. IPRC/SLO (Inst. Program Review Committee & Student Learning Outcomes) | Hensley & Tyner/Wolniewitz | |
| 25. Institutional Technology Committee (ITC) | Larkin/Stuart | |
| 26. Human Resources Committee (HRC) <ul style="list-style-type: none"> Committee on Committees Retirement Recognition Task Team | Kerns | |
| 27. Budget Committee (BC) | Temple/MacNeill | |
| VI. TQM Debriefing | | |
| <ul style="list-style-type: none"> Other items? Any comments? Items for future agendas? | Co-Chairs: Whittaker/Stuart | |
| Pending / Follow – Up Items | | |
| <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> ✓ Pantry/Food Bank ✓ Emergency Scholarship Project | | |

Summary/Adjournment

Governing Board Institutional Goals as finalized at the April 7, 2011 Study Session

- GOAL 1: Ensure restoration of full accreditation status and continue to use accreditation standards to guide strategic planning and operations.
- GOAL 2: Continue development of integrated data systems that provide information for measurable student success that support college operations, and institutional decision-making. Build a culture of evidence.
- GOAL 3: Ensure that the College District budget effectively addresses the current fiscal crisis and provides fiscal stability to maintain instructional, student support, and operational integrity.
- GOAL 4: Ensure a state-of-the-art teaching, learning, and work environment, including but not limited to technological advancements.
- GOAL 5: Taking into consideration anticipated severe budget reductions, develop a plan to prioritize the SCCD focused Mission for the determination of resource allocation.
- GOAL 6: Optimize resources and generate revenue for and through programs, partnerships, and grants.

Governing Board Performance Goals as finalized at the April 7, 2011 Study Session:

- The Board identified the following goals to enhance its own performance as a board. These goals will be included as criteria in the next board self-evaluation.
- Monitor progress on the board goals for the institution, including establishing objectives and a timeline in conjunction with the Interim Superintendent/President.
- Implement a study session schedule for board education and monitoring.
- Continue review and updating of board policies.
- Expect board members to be visible and involved in the community, including with business, industry, education, labor and civic organizations.
- Conduct a search for a permanent Superintendent/President and hire an outstanding candidate.
- Review the board self-evaluation process and criteria prior to the next cycle and implement changes as appropriate.

| 2011-2012 PRIORITIZATION MASTER LIST | Total Score | Priority |
|---|--------------------|-----------------|
| Item | | |
| 1. Network Analyst | 251 | 1 |
| 1. Fire Science | 310 | 2 |
| 1. BLDG 570 | 328 | 3 |
| 2. Chart of Accounts | 416 | 4 |
| 2. Administration of Justice | 488 | 5 |
| 1. Datatel / Training / Research | 496 | 6 |
| 3. Software License Renewal (District-wide) | 498 | 7 |
| 2. Coordinator: Research/Planning/Grants/Foundation | 521 | 8 |
| 4. Institutional (District-wide) Wireless Capability | 572 | 9 |
| 1. ART-710 Building (AC) | 701 | 10 |
| 1. Stability anchors for shelving in Bookstore | 703 | 11 |
| 2. Software: Maintenance, Replacement, Training | 716 | 12 |
| 1. Computer Chairs/Tables – Reading Center Classrooms | 722 | 13 |
| 5. Bandwidth Upgrade(IT) (NC) | 732 | 14 |
| 3. Visual Arts/Photography | 755 | 15 |
| 3. Clerk III: International Education / Articulation | 859 | 16 |
| 1. Center Supervisor - NC | 867 | 17 |
| 6. Install and implement Financial Aid (F/A) Link | 876 | 18 |
| 4. Exercise Science | 877 | 19 |
| 2. Bldg. 400 renovation including bathrooms(LL) | 885 | 20 |
| 2. Center Supervisor - SYC | 901 | 21 |
| 5. Mathematics (BSI) | 937 | 22 |
| 2. Photogenic Portable Lighting Strobe (4) | 951 | 23 |
| 2. Bleachers and Curtains (Dance) | 953 | 24 |
| 4. Clerical Assistant: Staff Dev | 1005 | 25 |
| 6. Reading | 1015 | 26 |
| 7. Redundant Network Switches for the Core | 1048 | 27 |
| 3. Systems / Programming Supervisor | 1082 | 28 |

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| 7. English (General Composition) | 1089 | 29 |
| 3. -80 Freezer (MSE) | 1090 | 30 |
| 3. DI Water system in 330 Building (MSE) | 1094 | 31 |
| 5. Grant Writer | 1114 | 32 |
| 3. Membership in national and state research and grant publications | 1167 | 33 |
| 4. Student ID Card System (Hardware & Software)(Admin) | 1213 | 34 |
| 8. Projectors to replace those over 8 years old (8 classrooms/labs) (MSE) | 1242 | 35 |
| 4. Forensic Crime (BPTE) | 1245 | 36 |
| 8. Culinary Arts | 1309 | 37 |
| 6. Secretarial Support to the Office of Institutional RPG | 1334 | 38 |
| 4. Academic Administrator EMT / Paramedic / Fire Science Programs | 1441 | 39 |
| 4. Navy Program Office Supplies | 1441 | 40 |
| 3. Math Dept Final Testing Data Analysis | 1445 | 41 |
| 9. Scanner (NC) | 1455 | 42 |
| 9. Biology | 1470 | 43 |
| 5. Operating Room Tables (2) | 1475 | 44 |
| 10. Install redundant system for internet connectivity - CENIC system. | 1527 | 45 |
| 5. New Wellness Center for Health Services and Personal Wellness | 1541 | 46 |
| 7. DBA Administrator | 1553 | 47 |
| 5. Presentation Cart for Academic Success Center | 1620 | 48 |
| 6. Update 4 High Fidelity Manikins OM | 1620 | 49 |
| 11. UPS Electrical Backup | 1673 | 50 |
| 6. Relocate Server Cabinet away from human proximity (LL) | 1690 | 51 |
| 7. Purchase of a Hematology analyzer | 1743 | 52 |
| 12. Adobe Master Suite Site License | 1821 | 53 |
| 5. Executive Director or the Foundation and for Center for Entrepreneurial Development | 1840 | 54 |
| 6. Laptops/portable projectors --- Outreach | 1879 | 55 |
| 10. Fire Science | 1899 | 56 |
| 13. ETRAN | 1957 | 57 |
| 7. ART-750 Building (Rm 751 AV Renovation-projector, sound system, screen)(AC) | 1981 | 58 |

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| 7. Instructional & Office Supplies for Staff Development Program | 1986 | 59 |
| 8. Purchasing, Contracts, Facilities & Leasing Assistant | 2010 | 60 |
| 11. English As a Second Language | 2014 | 61 |
| 8. DSS Chairs for High Tech Center | 2043 | 62 |
| 14. Position Control | 2101 | 63 |
| 12. Mathematics | 2102 | 64 |
| 9. CAD Chairs | 2172 | 65 |
| 9. Aquatic Equipment Technician (partial contract – 10 hours per week) (CCAC) (NC) | 2188 | 66 |
| 8. ART-750 Building(AC) | 2196 | 67 |
| 15. SARS Hardware & Software | 2206 | 68 |
| 4. Community & Media Relations Promotions | 2217 | 69 |
| 13. Simulation Nursing Faculty | 2230 | 70 |
| 10. Student Services Technician in Student Employment Services (SES) | 2278 | 71 |
| 9. Forensic Light Room Stn Steel Countertop, Sink and Fixture (BPTE) | 2304 | 72 |
| 10. HEC/OM Printers for Signature Programs | 2315 | 73 |
| 14. Counseling | 2344 | 74 |
| 6. Director - Transfer Center | 2353 | 75 |
| 16. Campus License for READ/WRITE | 2360 | 76 |
| 8. Police Patrol Vehicle (1), RCS Police Vehicle Radios (1) | 2373 | 77 |
| 9. Epilog Laser "12.24" 40W (Architecture, BPTE) | 2419 | 78 |
| 11. Incubator (NC) | 2428 | 79 |
| 17. Telemedia Server Network | 2430 | 80 |
| 11. Instructional Assistant II– Microcomputer (.5 FTE) (SY) | 2487 | 81 |
| 10. Incubators (8) MSE | 2525 | 82 |
| 15. Dental Hygiene | 2539 | 83 |
| 18. Replace Computers for 2010-2011 | 2575 | 84 |
| 5. Professional Org Membership Dues | 2586 | 85 |
| 12. Clerical Asst. (FT) to assist Admissions and Outreach Departments with office duties | 2594 | 86 |
| 16. Visual Arts/Art History | 2599 | 87 |
| 17. Communication/Journalism | 2653 | 88 |

| 2011-2012 PRIORITIZATION ON-GOING MASTER LIST | Total Score | Priority |
|---|--------------------|-----------------|
| Item | | |
| 1. Network Analyst | 251 | 1 |
| 1. Fire Science | 310 | 2 |
| 2. Administration of Justice | 488 | 5 |
| 1. Datatel / Training / Research | 496 | 6 |
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| 12. Mathematics | 2102 | 64 |
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| 13. Simulation Nursing Faculty | 2230 | 70 |
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| 14. Counseling | 2344 | 74 |
| 6. Director - Transfer Center | 2353 | 75 |
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| 16. Visual Arts/Art History | 2599 | 87 |
| 17. Communication/Journalism | 2653 | 88 |

| 2011-2012 PRIORITIZATION ONE-TIME MASTER LIST | Total Score | Priority |
|--|--------------------|-----------------|
| Item | | |
| 1. BLDG 570 | 328 | 3 |
| 2. Chart of Accounts | 416 | 4 |
| 4. Institutional (District-wide) Wireless Capability | 572 | 9 |
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