

## SHARED CONSULTATION COUNCIL

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

**Wednesday, July 27, 2011, 2:00 – 5:00 pm; 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

x	Co-Chair, Interim Sup./President – *Denise Whittaker	x	ASO President – Claudia Duran
x	Co-Chair, Academic Senate President – Angelina Stuart,	x	ASO Rep. – Tameika Guerrero
x	VP for SA & IVP of AA – Angelica Suarez	x	ASO Rep. – Candy Arias
x	IVP for Business & Financial Affairs – Robert Temple	x	ASO Rep. – Angel Castro
x	IVP for Human Resources – Joseph Quarles	x	CSEA Rep. – Bruce MacNinch,
x	IT Director – *Ben Seaberry	x	CSEA Rep. – Michele Fenlon,
x	Presiding Chair – Council of Chairs – Victoria Lopez	x	CSEA Rep – Heatber MacNinch,
x	Centers Rep., (HEC, SY, OM, NC) – (tba)	x	CSEA Rep. – Deborah Peckenpaugh
x	Arts & Communications – Eric Maag,	x	SCEA Rep. – Andy MacNeill
x	Bus., Professional & Tech. – Ed.Gary Creason,	x	Confidentials Rep. – Patti Blevins,
x	CEE&WD. – Diane Edwards- LiPera,	x	IPRC Co-Chair /AOC Co-Chair – Mink Stavenga,
x	Counseling & Personal Development – Scott Finn,	x	IPRC Co-chair – Linda Hensley,
x	Health, Exercise Science & Athletics – Valerie Goodwin ,	x	AOC Co-Chair – Ron Vess,
x	Language & Literature – Leslie Yoder	x	Director of IR, G&P Planning – *Linda Gilstrap,
x	Instructional Support Services – Diane Gustafson,	x	ISLO Coordinator – Rebecca Wolniemicz,
x	MSE – Lukas Buehler	x	SCCDAA Rep. – Aaron Starck,
x	Social Sciences & Humanities – Chris Hayashi,	x	SCCDAA Rep. – Debbie Trujillo
x	Recorder: Rosalva Garcia	x	SCCDAA Rep. – Bea Zamora-Aguilar
	Guest(s): Chris Bender, Janet Mazzarella, Mia McClellan, Veronica Burton, Arlie Ricasa	x	SCCDAA Rep. – Patti larkin

\*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, including self-study annual reports.
3. Grading policies.	9. Policies for faculty professional development activities.
4. Educational program development.	10. Processes for program review.
5. Standards of policies regarding student preparation/ success.	+ 1 Other academic and professional matters as mutually agreed between the Gov. Board & the Academic Senate.
6. District and college governance structures, as related to faculty roles.	

AGENDA ITEM	PRESENTER/S	DECISION
1. Call to Order / Approval of Agenda	Co-Chair: Stuart	Approved.
2. Approval of the Minutes: 7/20/11	Co-Chairs: Whittaker/Stuart	Approved.

### BUSINESS ITEMS (\*10 + 1 items)

I. Strategic Planning	
<ul style="list-style-type: none"> <li>• Construction Update</li> </ul>	<p>John Brown presented a summarized overview on Prop R providing the following construction updates:</p> <ul style="list-style-type: none"> <li>▪ Formalize Campus Design Standards</li> <li>▪ Campus Sustainability Policy</li> <li>▪ Establish Project and Program Contingencies</li> <li>▪ Align Project Budgets and Scope</li> <li>▪ Prop R funds are currently \$17 million short</li> <li>▪ Possibly eliminate bookstore &amp; cafeteria from plans for corner lot</li> <li>▪ Groundbreaking for stadium possibly on May 2012</li> </ul>

Approved by Co-Chairs: August 15, 2011

Approved by SCC:

DW:AES:RG

	<ul style="list-style-type: none"> <li>▪ Mayan Hall renovation start Summer/Fall 2012</li> <li>▪ Remodeled Snack Bar should reopen late September 2011</li> <li>▪ The City of Chula Vista is redoing the street on Otay Lakes Road. Once finished there will no longer be entrance to the college across from Jack in the Box. The other entrances will be widened to accommodate traffic. The college is trying to save Jacaranda trees, but it was stated that is cheaper to replace the trees.</li> </ul> <p>It was recommended to compose a user group to save the campus trees and provide alternatives; however it was stated that it would be cheaper to replace them Heather MacNintch volunteered to be in this committee.</p>
<ul style="list-style-type: none"> <li>• Parking Task Team – Update</li> </ul>	<p>Brown announced that there is a Parking Policy and Procedures posted under public folders. He indicated that the Parking Task Team has not been able to meet. It was recommended that that this committee deal with the remaining of the citation fees, set up protocol for parking issues for this fall and deal with the following issues:</p> <ul style="list-style-type: none"> <li>• Purpose of Parking Management</li> <li>• Fees &amp; Structure</li> <li>• Citations</li> <li>• Development of Parking Policy</li> </ul>
1. SCC Operating Principles ( <a href="#">handout</a> )	<p>Strategic Planning Report: Whittaker Presented a Draft of the 2011-12 Prioritization (One Time Items Budget Allocation &amp; Distribution of Funds Based on Priority) report. She shared that there might be some mid-year dollars bubbling up.</p> <p>M/S/C to accept the underlined paragraph from the operating principles that dealt with consensus language. Approved with one opposition.</p>
2. Membership / Org Chart ( <a href="#">handout</a> )	<p>M/S/C to postpone the membership agenda item until after current membership attends a training session on interest-based decision-making. Co-chairs will work on scheduling the training for the retreat taking place on August 3 with Bodines. Approved. M/S/C to only allow current membership to vote. Approved.</p>
Prioritization: Update	
<b>II. Policy/Procedures Development</b>	
3. <a href="#">Constituency Feedback requested: 1<sup>st</sup> reading Policy &amp; Procedure Flowchart – (handout)</a>	M/S/C to approve the current policy and procedure flowchart knowing that it will continue to be improved. Approved.
4. Policy/Procedure #4060 Delineation of Function ( <a href="#">handouts</a> )	On hold
5. Naming of Electronic Files	<p>There was a suggestion and agreement in the naming of electronic files, specifically policy and procedures as follows: Policy: # BP Procedure: #AP</p>
6. Fraud Policy & Procedures ( <a href="#">handouts</a> )	On hold
7. Policy & Procedure 3300 Public Records ( <a href="#">handouts</a> )	1 <sup>st</sup> reading/constituent review
<b>III. Issue Management</b>	
8. Naming Committee Report	No action
9. Reorganization Update / Personnel Hires	No action
10. Administrative Transfers/Assignments (Kirkwood)	Personnel items are not consultative. Has made transfers at the employees request. The other piece is that Denise asked Angelica to serve in a dual capacity as Vice President of Student Affairs and Academic Affairs. Her concern is that of continuity. Can we maintain the academic & student service integrity.
11. Establish College Song: Branscomb's <i>Phoenix</i>	No action
12. Update – Food Pantry Project/Food Bank	No action
<b>IV. Campus Communication</b>	

13. 50 <sup>th</sup> Anniversary Fall Event	No action
14. From SF Weekly – Community College Students Discouraged from Repeating Classes	Co-Chair Whittaker disseminated this handout for information.
15. SCC Global Emails (Feedback on Options)	No action
16. Comprehensive Emergency Management Program Development: Update	Co-Chair Whittaker will provide report in writing.
17. SWC Website Update	Co-Chair Whittaker will provide report in writing.
<b>V. Standing Committee Reports</b>	
18. Accreditation Oversight Committee (AOC) <ul style="list-style-type: none"> <li>• Campus Climate Survey Results</li> </ul>	Co-Chair Whittaker will provide report in writing.
19. Enrollment Management Committee (EMC) <ul style="list-style-type: none"> <li>• Enrollment Projections</li> </ul>	Co-Chair Whittaker will provide report in writing.
20. Institutional Program Review Committee & Student Learning Outcomes <ul style="list-style-type: none"> <li>• IPRC</li> <li>• SLO</li> </ul>	Co-Chair Whittaker will provide report in writing.
21. Institutional Technology Committee (ITC)	Co-Chair Whittaker will provide report in writing.
22. Human Resources Committee (HRC) <ul style="list-style-type: none"> <li>• Committee on Committees</li> <li>• Retirement Recognition Task Team</li> </ul>	Report postponed for next meeting.
23. Budget Committee (BC) <ul style="list-style-type: none"> <li>• Governmental Relations Update</li> </ul>	Co-Chair Whittaker will provide report in writing
<b>VI. TQM Debriefing</b>	
<ul style="list-style-type: none"> <li>• Meeting Feedback</li> <li>• Items for future agendas</li> </ul>	
<b>Follow – Up Log</b>	

[SCC Retreat Reminder:](#)

August 3, 12 – 4 p.m., L238 N & S; Lunch will be provided