

**SHARED CONSULTATION COUNCIL
SCC MEETING**

STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION
Wednesday, August 24, 2011, 3:00 – 5:00 pm

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.*

Members

4 Academic Senate Representatives:		4 Classified Employee Representatives:		7 Planning Representatives	
x	Randy Beach	x	Bruce MacNintch, CSEA Rep.	x	AOC Rep: Mink Stavenga
x	Scott Finn	x	Michele Fenlon, CSEA Rep.	x	EP/EMC Rep: Victoria López (interim)
x	Eric Maag	x	Heather MacNintch, CSEA Rep.	x	FSC: John Brown (interim)
x	Gary Creason	e x	Deborah Peckenpaugh, CSEA Rep.	x	IPRC Rep: Linda Hensley (interim)
4 Administrator Representatives:		4 Associated Student Representatives:		e x	IITC Rep: Paul Norris
x	Aaron Starck, SCCDAA President	x	Claudia Duran, ASO President	e x	OIE: Diana Kelly
x	Patti Larkin	x	Tameika Guerrero, ASO Rep.	x	ISLO Rep: Rebecca Wolniencz
x	Debbie Trujillo	x	Candy Arias, ASO Rep.		BC Rep: Randy Beach
x	Bea Zamora-Aguilar	x	Angel Castro, ASO Rep.	Non-Voting Resource Staff	
1 Confidential Representative		1 SCEA Representative		x	Angélica Suárez, Acting VP Academic Affairs
x	Patti Blevins, Confidential Employees Rep.	x	Andy MacNeill, SCEA Rep.	x	Robert Temple, consultant/ Acting VP, Business & Financial Affairs
	Valerie Goodwin-Colbert (Facilitator) (non-voting)			e x	Joseph Quarles, Interim VP for Human Resources
x			Guest(s): Neil & Joanne Bodine; Kathy Tyner;		Angélica Suárez, VP Student Affairs
			Mia McClellan; Chris Hayashi	x	Linda Gilstrap, Dean, OIE
	Rosalva Garcia (Recorder)			e x	Ben Seaberry, IT Director

10 + 1 Mutual Agreement

9. District and college governance structures, as related to faculty roles.
10. Processes for institutional planning and budget development including self-study and annual reports.
11. + 1 Other academic and professional matters as mutually agreed between the Gov. Board & the Academic Senate.

AGENDA ITEM	DECISION
1. Call to Order / Approval of Agenda	There was a suggestion to move items 4-10 to the last hour of the meeting today. Approved with full consensus.
2. Approval of the Minutes: <ul style="list-style-type: none"> • July 27, 2011 • Retreat 8/3/11 	July 27 Minutes were Approved with full consensus ; the minutes for the Retreat will be sent out for the next SCC meeting, Sept. 7 th .
3. Student Drawing	Linda Hensley conducted a public drawing of the 800 students who signed up to the survey last semester. The following students were selected as the winners following through the raffle: Congratulations one & all! iPod2: J. M. Pilar iTunes cards: Eduardo Gonzalez, Michelle Williams, Robert Arveson, Rong Zaomszhas
4. Membership / Org Chart -Revised (handout)	The SCC Organizational Chart was approved with full consensus after adding, "Presiding Chair of Chairs" to the non-voting resource members.
5. SCC Operating Principles -Revised (handout)	This item was held over to the next SCC meeting, Sept. 7.
6. Facilities Committee: purpose & membership	This item was held over to the next SCC meeting, Sept. 7.
7. Shared Decision Making/Planning Manual Update	This item was held over to the next SCC meeting, Sept. 7.
I. Strategic Planning	
8. Strategic Planning Update: (handouts) <ul style="list-style-type: none"> • Office of OIE Update • Mission, Vision & Values 	
9. Campus Climate Survey	The survey results were handed out but discussion on this item was held over to the next SCC meeting, Sept. 7 due to a lack of time.
10. Prioritization: Update	This item was held over to the next SCC meeting, Sept. 7.
II. Policy/Procedures Development	
11. Policy & Procedures: Closing the Loop	Co-chair Stuart explained that P. Blevins and she had discovered that some

<ul style="list-style-type: none"> • Consultation Form (handout) • Posting of Policies/Procedures 	<p>policies and procedures that had been approved had not been posted yet on Public Folders or that the procedures were not posted with GB approved policies. To remedy the situation, a “clean up folder” will be brought in and passed around next time for constituency leaders to sign off on. It’s important to have the signatures because doing so is part of our on-going accreditation efforts and documentation of shared planning and decision-making. There was full consensus on having a clean up folder.</p> <p>It was suggested that the consultation form be worked on to make this process smoother. Patti, Randy and Angie will meet to work on the form and bring it back in the near future.</p>
<p>12. Constituency Feedback requested: 2nd reading Policy & Procedure Flowchart – Chart (handout)</p>	<p>There was discussion and a motion to accept the Policy & Procedures Flowchart with the following change: close the loop on step 7.</p>
<p>13. Policy/Procedure #4060 Delineation of Function 2nd reading (handouts)</p>	<p>There was discussion on a Policy & Procedures 4060 (new). There was full consensus to approve Policy & Procedures #4060.</p>
<p>14. Policy & Procedures 3900: Freedom of Expression (Policy already approved – needs ratification; Procedures require consultation) 1st reading (3 handouts: Policy, Procedures & Chronology)</p>	<p>Co-Chair Stuart explained that because of the change in administration between Nov. 2010, the new GB in December of 2010 and new interim Sup/Pres in January, a couple of policies were not submitted to the GBAPPRC as was the procedure previously. The constituencies approved full of the Policy and it was forwarded to the GB for final approval, which it received but there is no documentation of the approval of this sensitive Policy by the constituencies, unfortunately. It was suggested that the SCC, which now approved policies & Procedures, ratify Policy 3900, which was adopted by the Governing Board in March 2011.</p> <p>There was a motion to do so and full consensus to ratify Policy 3900 Freedom of Expression. Approved & ratified by the SCC.</p> <p>There was also full consensus to send procedures 3900 out for consultation .</p>
<p>15. Fraud Policy & Procedures, 1st reading (handouts)</p>	<p>Withdrawn and referred back to fiscal to separate policy from procedures.</p>
<p>16. Policy & Procedure 4050 Articulation, 1st reading (handouts)</p>	<p>Policy 4050 was worked on over the summer by the SWC Articulation Officer and the Dean of Counseling as there was a need to update this policy & Procedures. There consultation. Will come back to the SCC for approval.</p>
<p>17. Policy & Procedure 3300 Public Records, 2nd reading (handouts)</p>	<p>There was full consensus to split the approval of Policy & Procedure 3300. Procedures 3300 will be sent out to constituent groups for input and will come back for approval at the next meeting on September 7. Motion to approve Policy 3300, with a friendly amendment to add the words “Federal” on the first page. There was full consensus for approval of Policy 3300. The policy will now go to the Governing Board for first reading on September 14.</p>
<p>18. Smoking Policy & Compliance—need procedures (handouts)</p>	<p>The Smoking Policy was adopted in 2009; however, procedures for this policy have not yet been adopted. They exist only in draft form but are needed in order to enforce the policy. Procedures should address designated smoking areas. Co-Chair Whittaker suggested that the policy and procedures be referred back to the Safety Committee for re-drafting because some of the language in the policy is contradictory and required clarification. There was full consensus to referring it back to the Safety Committee for re-drafting.</p>
<p>III. Issue Management</p>	
<p>19. Reorganization: <ul style="list-style-type: none"> • Task Force to Address Reorganizations: appointments requested from constituent </p>	<p>Co-Chair Whittaker provided a three minute update on the VPAA appointment. This item will continue discussion at an SCC Special meeting on August 31.</p>

<ul style="list-style-type: none"> leaders • VPAA appointment: Recommendations from Academic Senate <ul style="list-style-type: none"> ○ Acting ○ Permanent • VPBFA Update • VPHR Update 	
20. Creation of Think Tank Group : for Innovative Instructional Planning & Revenue Generating Planning	Denise will provide a report to members electronically.
21. Creation of Sustainability Task Team : for Recycling & Utilities	Denise will provide a report to members electronically.
IV. Campus Communication	
22. VP Salary Schedule Proposal (2 handouts)	This item will be brought back for further discussion at the next meeting on September 7. In the meantime, constituent groups can proceed and obtain feedback from their constituencies.
V. Standing Committee Reports	
23. Accreditation Oversight Committee (AOC)	Co-Chair Whittaker asked those SCC Members in-charge of providing the standing reports to email her any information they wanted her to include on her written report to the SCC.
24. Enrollment Management Committee (EP/EM) <ul style="list-style-type: none"> • Enrollment Projections 	
25. Facilities & Safety Committee (FSC)	
26. Institutional Program Review Committee (IPRC)	
27. Institutional Technology Committee (ITC)	
28. Organizational Effectiveness Committee (OEC) <ul style="list-style-type: none"> • Committee on Committees • Retirement Recognition Task Team 	
29. Budget Committee (BC) <ul style="list-style-type: none"> • Governmental Relations Update 	
30. Items for future agendas	
VI. IBB Process Check	
<ul style="list-style-type: none"> • Meeting Feedback 	The Bodines provided excellent feedback on the use of interest-based-problem solving and provided some suggestions for making it work better.
Follow – Up Log	

Adjournment: 4:20 p.m.

Next Regular SCC meeting: [September 7, 2011](#)