

**SHARED CONSULTATION COUNCIL / SCC MEETING**

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

Wednesday, September 7, 2011, 3:00 – 5:00 pm Room: 214

**SWC Mission Statement**

*Southwestern Community College District promotes student learning and success by committing to continuous improvement that includes planning, implementation and evaluation. We serve a diverse community of students by providing a wide range of dynamic and high quality academic programs and comprehensive student services*

**Funding Priorities**

*Preserve Jobs (Employment Integrity); Preserve Classes (Instructional Integrity); Preserve Support to Students (Student Services Integrity); Preserve Safety (Environmental/Security Integrity)*

**Members**

<b>4 Academic Senate Representatives:</b>		<b>4 Classified Employee Representatives:</b>		<b>Non-Voting Resource Staff</b>	
x	<i>Victoria Lopez, Chair-of-Chairs</i>	x	<i>Bruce MacNintch, CSEA President</i>	ex	<i>Angélica Suárez, VPSA</i>
x	<i>Scott Finn</i>	x	<i>Michele Fenlon</i>	x	<i>Linda Gilstrap, Dean, OIE</i>
x	<i>Eric Maag</i>	x	<i>Heather MacNintch</i>	x	<i>Ben Seaberry, IT Director</i>
x	<i>Gary Creason</i>	x	<i>Deborah Peckenpaugh</i>	x	<i>Randy Beach, President-Elect</i>
				x	<i>Budget Committee Rep: Randy Beach</i>
<b>4 Administrator Representatives:</b>		<b>4 Associated Student Representatives:</b>			
x	<i>Aaron Starck, SCCDAA President</i>	x	<i>Claudia Duran, ASO President</i>	ex	<i>Angélica Suárez, Acting VPAA</i>
x	<i>Patti Larkin</i>	ex	<i>Tameika Guerrero</i>	ex	<i>Robert Temple, Acting VPBFA</i>
ex	<i>Debbie Trujillo</i>	x	<i>Candy Arias</i>	ex	<i>Joseph Quarles, Interim VPHR</i>
x	<i>Bea Zamora-Aguilar</i>	x	<i>Angel Castro</i>		
		<b>7 Planning Representatives</b>		x	<i>Valerie Goodwin-Colbert (Facilitator)</i>
		x	<i>AOC Rep: Mink Stavenga</i>		
		x	<i>EP/EMC Rep: Victoria López (interim)</i>	x	<i>Rosalva Garcia (Recorder)</i>
ex	<i>Andy MacNeill, SCEA President</i>	ex	<i>FSC: John Brown (interim)</i>		
		x	<i>IPRC Rep: Linda Hensley (interim)</i>		<i>Guest(s): Chris Hayashi, Robert Sanchez</i>
		x	<i>ITC Rep: Paul Norris</i>		<i>The Bodines</i>
<b>1 SCEA Representative</b>		x	<i>OIE: Diana Kelly</i>		
		x	<i>ISLO Rep: Rebecca Wolniewicz</i>		

**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.

**\* MINUTES \***

<b>AGENDA ITEM</b>	<b>DECISION</b>
1. Call to Order / Approval of Agenda	<b>Approved by consensus.</b>
Added items to the agenda:	Faculty Emeritus: Reviewed Information item as per the 10 + 1 Agreement; item is rely primarily on the judgment of the Academic Senate. No need for SCC approval; amend the document to say "Presented to the SCC on 9/7/11." and include the Senate approval date for posting. Roll Call Vote for SCC Membership; Facilitator Chart for Interest-Based (Collaborative)
2. Approval Minutes: 8/3; 8/24; 8/31	The minutes of 8/3, 8/24, and 8/31 were all <b>Approved by consensus.</b>
3. SCC Meeting Frequency Proposal /Calendar	The SCC voted to approve SCC meetings to take place on the first and third Wednesday of every month. <b>Approved by consensus.</b>
4. SCC Operating Principles -Revised (handout)	Consensus to approve the SCC Operating Principles with all suggested changes. <b>Approved by consensus.</b> The Principles are posted on the SWC website under "About SWC" and under "Faculty/Staff" and also in public folders under "Shared Consultation Council."
5. Org Chart -Revised (handout)	The SCC Org. Chart will be revised and sent to the SCC Membership. The chart is also posted on the SWC Website under, "About SWC" and under "Faculty/Staff" and also in public folders under "Shared Consultation Council."
6. Facilities Committee: purpose & membership	Item postponed.
7. Constituent routing process – Cover Draft	Item postponed.
<b>I. Strategic Planning</b>	

<ul style="list-style-type: none"> <li>• Planning Forum – October 1</li> <li>• ARCC – data results &amp; impact on student success:</li> </ul>	<p>Gilstrap announced that there will be a Community Forum on October 1 (Part 1) and a Strategic Planning Workshop on Tuesday, Oct. 11 (part 2). Everyone is urged to participate; the invitation will be going out soon both internally and externally to community members.</p> <p>Whittaker informed the SCC that the ARCC Report statistics indicate the following.</p> <ul style="list-style-type: none"> <li>• Gender: Women have higher success rates than males</li> <li>• Ethnicity/Gender: less Hispanics and African American male are less likely to succeed in education. And suggested that we discuss in the future how we can use this data to address student needs.</li> </ul> <p>This item will be added to the next agenda.</p>
<p>8. Strategic Planning Update: (handout)</p> <ul style="list-style-type: none"> <li>• Office of OIE Update</li> </ul>	<p>Gilstrap provided an update on the Office of Institutional Effectiveness. The 2011-12 Strategic Plan has been completed, including the updated Mission Statement per Accreditation standards. She asked for volunteers to work on a task force to come up with a new college vision statement for the 2012-15 Strategic Plan. They include the following members:</p> <p style="text-align: center;">Linda Gilstrap                      Rebecca Wolniewicz Angelina Stuart                      Diana Kelly Chris Hayashi</p>
<ul style="list-style-type: none"> <li>• Environmental Scan Update</li> </ul>	<p>Gilstrap announced that an Environmental Scan is underway and will be used at the Planning Forum on Saturday, October 1, 2011 to refine the 2012-15 Educational and Facilities Master Plan. Interaction with both internal and external contacts to develop the environmental scan which should be available to the SCC prior to the October 1 Planning Forum.</p>
<p>9. Campus Climate Survey: Discussion</p>	<p>The Results of the Campus Climate Survey have been posted in public folders under Accreditation, Campus Climate Survey.</p>
<p>10. Prioritization: Update</p>	<p>Tabled to next meeting</p>
<p><b>II. Policy/Procedures Development</b></p>	
<p>11. Policy &amp; Procedures: Clean-up folder</p>	<p>Stuart explained the need to gather signatures and passed around a folder with Policy &amp; Procedures consultation forms for constituency leaders to sign.</p>
<p>12. Final: Constituency Feedback requested: <b>2<sup>nd</sup> reading</b> Policy &amp; Procedure Flowchart – Chart Revision (handout)</p>	<p>Item postponed.</p>
<p>13. Final: Policy/Procedure #4060 Delineation of Function <b>2<sup>nd</sup> reading</b> (handouts)</p>	<p>M/S/C <b>Approved.</b></p>
<p>14. Final: Policy &amp; Procedure 3300 Public Records, <b>2<sup>nd</sup> reading</b> (handouts)</p>	<p>Stuart requested that this item be postponed so that the Academic Senate has time for input. This was approved by the SCC and will be carried over to our next meeting.</p>
<p>15. Fraud Policy &amp; Procedures: <b>1<sup>st</sup> Reading</b> (handouts)</p>	<p>Item was referred back to Financial Affairs to separate out the policy language from the procedural language.</p>
<p>16. Use of Cafeteria Procedure (handout) –</p>	<p>The following people volunteered or were recommended for a task team to come up with Student Union East usage in order to address the needs of students and faculty:</p> <ul style="list-style-type: none"> <li>• Joe Fighera</li> <li>• Bea Zamora-Aguilar</li> <li>• Gary Creason</li> <li>• Claudia Duran</li> <li>• Ursula Morris</li> <li>• Diane Whittaker</li> <li>• Angelina Stuart</li> <li>• A Cafeteria employee</li> </ul>
<p><b>III. Issue Management</b></p>	
<p>17. Reorganization: (10+ 1)</p>	<p>Appointments to serve on a reorganization task force will be made from</p>

<ul style="list-style-type: none"> <li>• Task Force to Address Reorganizations:</li>   <li>• <i>VPAA Update</i> <ul style="list-style-type: none"> <li>○ <i>Acting</i></li> <li>○ <i>Permanent</i></li> </ul> </li> </ul>	<p>constituent leaders.</p> <p>Status of School Reorganizations: The current Dean and Acting Deans for Language &amp; Literature / Social Science &amp; Humanities and HESA / Business, Professional &amp; Technical Education have met with their respective faculties and the recommendation is to evaluate the effectiveness of the current structures at the end of the fall semester before addressing possible alternative School structures.</p> <p>M/S/C and <b>approved</b> (all thumbs up, except for two sideways) to advertise the VPAA job internally. Once the position is filled move Suarez back to VPSA. The position should be advertised for two weeks. The whole process should be finished in approximately three weeks. M/S/C to approve Whittaker's recommendation. <b>approved</b></p>
<p>18. Shared Planning &amp; Decision-Making (SPDM) Handbook Update :</p> <ul style="list-style-type: none"> <li>• Process &amp; home?</li> <li>• Volunteers needed for update</li> </ul>	<p>Randy Beach volunteered to work on the SPDM handbook to update it for the next accreditation. Angie Stuart will also help in this endeavor.</p>
<p>19. Web Presence – need volunteers to update</p>	<p>Need volunteers:</p>
<p><b>V. Standing Committee Reports to be sent via email - w/be sent email.</b></p>	
<p><b>VI. IBB Process Check</b></p>	
<ul style="list-style-type: none"> <li>• Meeting Feedback</li> </ul>	<p>The SCC felt that everyone's interests were being heard and that while this was new to the SCC, it was a good beginning/process which will build better communication and understanding.</p>
<p><b>Future/Pending Agenda Items</b></p> <ul style="list-style-type: none"> <li>• Smoking Procedures</li> <li>• Parking Task Team Update</li> <li>• Emergency Plan Update</li> <li>• Mass Communication System Update</li> <li>• Constituent Routing Process – Cover draft</li> <li>• Policy &amp; Procedure Consultation Form</li> </ul>	

[Adjourned: 5:05 p.m.](#)