

SHARED CONSULTATION COUNCIL / SCC MEETING
STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION
Wednesday, October 19, 2011, 3:00 – 5:00 pm Room: L238S

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

4 Academic Senate Representatives:	1 Confidential Representative	7 Planning Representatives
<i>Victoria Lopez</i>	<i>Patti Blevins</i>	<i>AOC: Mink Stavenga</i>
<i>Janelle Williams</i>	4 CSEA Representatives:	<i>FSC: John Brown</i>
<i>Eric Maag</i>	<i>Bruce MacNintch</i>	<i>IPRC: Linda Hensley</i>
<i>Chris Hayashi</i>	<i>Michele Fenlon</i>	<i>ITC: Paul Norris</i>
4 SCCDAA Representatives:	<i>Heather MacNintch</i>	<i>OIE: Diana Kelly</i>
<i>Aaron Starck</i>	<i>Deborah Peckenpaugh</i>	<i>EP/EMC: Mia McClellan</i>
<i>Patti Larkin</i>	4 Associated Student Representatives:	<i>ISLO: Rebecca Wolniemycz</i>
<i>Debbie Trujillo</i>	<i>Clandia Duran</i>	Non-Voting Resource Staff
<i>Silvia Cornejo-Darcy</i>	<i>Alix Lopez</i>	<i>Angélica Suárez, VPSA</i>
	<i>Candy Arias</i>	<i>Kathy Tyner, Acting VPAA</i>
	<i>Angel Castro</i>	<i>Linda Gilstrap, Dean, OIE</i>
<i>Rosalva Garcia (Recorder)</i>	1 SCEA Representative	<i>Ben Seaberry, IT Director</i>
<i>Valerie Goodwin-Colbert (Facilitator)</i>	<i>Janet Mazzarella for Andy MacNeill</i>	<i>Randy Beach, AS President-Elect</i>
Guest(s):		<i>Robert Temple, Acting VPBFA</i>

10 + 1 Mutual Agreement Items:

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.

REVISED A G E N D A

AGENDA ITEM	PRESENTER/S	DECISION
1. Call to Order / Approval of Agenda	Stuart	
2. Approval of the Minutes: October 5, 2011	Stuart	
3. Ground Rules for Civility - Reminder	Whittaker/Stuart	(handout)
I. Strategic Planning (75 Minutes)		
4. Strategic Planning Update: <ul style="list-style-type: none"> Presentation: External & Internal Environmental Scan Vision Statement Task Team Report Summary of Strategic Planning Input Strategic Planning Workbook 	Gilstrap	
5. Prioritization: Update	Whittaker	(handouts)
6. Budget Update & Recommendations: <ul style="list-style-type: none"> President's Contingency Fund Travel Protocols Deliberate Slowdown of Travel Business Related Expenses 	Whittaker Temple/MacNeill	(handout)
II. Policy/Procedures Development		
7. Policy & Procedures: Constituency signatures	Stuart	
8. Shared Consultation Request & Tracking Form Revised	Beach/Stuart	(handout)
9. Smoking Policy Report & Update	Whittaker Sanchez/McClellan	

III. Issue Management		
10. Reorganization Input needed: • BTPE & Soc Sci/Humanities	Co-Chair Whittaker	
11. Health Fee Increase	Suarez/McClellan	
12. VPAA Salary Schedule – Update	Whittaker	
13. VP Salary Options	Whittaker	
14. Parking Task Team Update	Temple/Brown	
15. Naming of Corner Lot (Constituent Feedback)	Whittaker	
16. Hiring Updates: • Superintendent/President • VPAA (Acting/Permanent) • VPBFA • VPHR & Interim Director of HR • PIO	Whittaker	
IV. Campus Communication		
17. Emergency Response Team Update	Temple	
18. Course Repetition & Withdrawal Issue	Tyner/ /Stuart Suárez/ McClellan	(handout)
19. CAPED Administrator of the Year: Angelica Suárez! Riverside, Oct. 17th	Whittaker	
20. 50 th Retiree Reunion Luncheon: Tba - December 8-16	Whittaker	
V. Standing Committee Reports to be sent via email		
VI. IBB Process Check		
• Meeting Feedback	Co-Chairs: Whittaker/Stuart	
<u>Future Agenda Items</u> • Think Tank Task Force • Sustainability Task Force • Mass Communication System Update • Shared Decision Making/Planning Manual Update • Fraud Policy		

Next SCC Meeting: [Wednesday, November 2, 2011](#)

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x Victoria Lopez	x Kim Rader for Patti Blevins	x AOC: Mink Stavenga
x Janelle Williams	4 CSEA Representatives:	ex FSC: John Brown
x Eric Maag	x Bruce MacNinch	x IPRC: Linda Hensley
x Chris Hayashi	x Michele Fenlon	ex ITC: Paul Norris
4 SCCDAA Representatives:	x Heather MacNinch	x OIE: Diana Kelly
x Aaron Starck	x Deborah Peckenpaugh	x EP/EMC: Mia McClellan
x Silvia Cornejo-Darcy	4 Associated Student Representatives:	x ISLO: Rebecca Wolniwicz
x Patti Larkin	x Claudia Duran	Non-Voting Resource Staff
x Debbie Trujillo	ex Alix Lopez	x Angélica Suárez, VP/SA
x Valerie Goodwin-Colbert (Facilitator)	x Candy Arias	Kathy Tyner, Interim VP/AA
x Rosalva García (Recorder)	x Angel Castro	x Linda Gilstrap, Dean, OIE
	1 SCEA Representative	x Ben Seaberry, IT Director
Guest(s): Jaime Salazar, Kathy Tyner	x Janet Mazzarella for Andy MacNeill	x Randy Beach, ASPE
		ex Robert Temple, consultant/ Acting VP/BFA
		x Joseph Quarles, Acting VP/BFA

10 + 1 Mutual Agreement Items:

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

AGENDA ITEM	
1. Call to Order / Approval of Agenda	Approved by Consensus
2. Approval of the Minutes: Sept. 21, 2011	Approved by Consensus
3. Facilities Committee: purpose & membership (draft)	Tabled for next meeting on 10/17.
I. Strategic Planning 45 Minutes	
4. Strategic Planning Update: (handout) <ul style="list-style-type: none"> Vision Statement Task Team Report Planning Forum – Update ARCC – Gender/Ethnicity Breakdown Other trend data Transfer Committee Proposal (handout) 	<p>Linda Gilstrap provided a report on the Strategic Planning session that was held over the weekend. A summary of goal concepts that had been developed was distributed. Good work is being done on that front. Gilstrap reinforced that SWC is everyone's goal (supervisors/managers).</p> <p>Linda announced that workshops will be taking place on October 11 and 12th. The vice presidents will follow up with a note to encourage supervisors to allow their employees participation. It is important to call and R.S.V.P. to be counted for lunch and continental breakfast. Gilstrap volunteered to provide one-on-one instruction for departments who are unable to participate. The SCC is aware that the process is going too fast, but it is necessary to meet the cycle for budget development and the accreditation timelines. The SCC has been carefully crafted to be able to fulfill its main mission with institutional planning.</p> <p>Denise spoke about the importance of maintaining the consultation process and going through the strategic plan to maintain sustainability and integrity. She understands that this is not a perfect process for strategic planning, but</p>

	<p>is a critical piece, which ties in with the budget. Once this is completed it has profound meaning and reward because this is a living document.</p> <p>Gilstrap was asked to please email the following document disseminated at the meeting:</p> <ul style="list-style-type: none"> ✓ Shared consultation calendar ✓ Integrated Planning Process ✓ Integrated Planning Annual Cycle
<ul style="list-style-type: none"> • Transfer Committee Proposal (handout) 	<p>Jaime Salazar made a presentation to the SCC on behalf of the Transfer Task Force. He also distributed a handout on Latino College Completion in California. Their goal is to increase student transfer rates. It was suggested that the focus of the task force be slightly broader to also include students who are focusing on career options vs. transfer. SCC members suggested holding majors events so that students with like majors can come together and meet with counselors and faculty to discuss advanced career opportunities, transfer options and advanced career opportunities for vocational/technical careers. The task force was referred to the Educational Planning Enrollment Management Committee which is the official standing committee, under SCC, and also addresses these issues.</p> <p>Dr. Stavenga invited the task force to attend one of their meetings.</p>
5. Report from Regional Research Meeting: Aligning College Data to MIS Data	<p>Stuart and Hensley attended a Regional Research Meeting focused on aligning college data to MIS data.</p>
6. Prioritization: Update (handouts)	<p>Whittaker reviewed the end results of the Institution's One-Time and On-Going Prioritization Lists (for funding) that were based on Program Review efforts last year. The Budget Committee identified funding as follows:</p> <ul style="list-style-type: none"> ✓ \$250,000 for Institutional Technology priorities ✓ \$520,000 for SCC One-Time priorities ✓ \$320,000 for 7 FHP new faculty hires commencing spring 2012 <p>Purchases (P.O.s) for the funding priorities should be generated by the appropriate manager (the appropriate manager will complete a budget transfer from the holding account established in the budget for SCC prioritization funding and then can issue a PO). There are more requests than dollars available, but there's hope that once budget savings are identified over the year, some of the savings could be diverted to meet unfunded priority needs.</p> <p>Whittaker congratulated the IPRC and SCC on a job well done in following Accreditation Standards so that program review results were guiding the decision-making on funding budget priorities.</p>
II. Policy/Procedures Development	
7. Policy & Procedures: Clean-up	The clean up for policy and procedures continue.
8. Consultation Form – Draft/ revision	Will be back for approval at the next meeting.
9. Policy & Procedure Flowchart – Revised 2 nd reading	Revised and approved by consensus. The ownership of this flowchart is Human Resources, Human Resources Compliance Coordinator.
III. Issue Management	
10. Reorganization: (10+ 1) <ul style="list-style-type: none"> • Task Force to Address Reorganizations: appointments requested from constituent leaders 	<p>The two deans doing double duty had previously reported to Whittaker that the schools were okay with things as they are now, and that they would re-evaluate it at the end of the year. Whittaker heard the contrary from other sources; therefore, she is following up with the deans on how assessment was made. In the future, there might be a need to establish a task force to address reorganizations.</p>
Hiring Updates: VPAA, VPBFA VPHR	<p>Whittaker reported that the VPHR position will be opened immediately with an external search. The VPBFA Committee will get together to review applications that have come in since the last review to determine if the position needs to be re-advertised. The VPAA position will be opened</p>

	externally for recruitment November through January with the target of an April Board recommendation and a July start date. The Director of HR is currently open for internal recruitment; Jackie Osborne has approximately 300 hours remaining to help train the successful candidate. Chief of Police position is now open externally. Whittaker is currently investigating to determine if the PIO position search would be fruitful if limited to internal applicants or if there's a need to widen the search externally. Cabinet is recommending that HR recommending to the board that the VPBFA will reconvene its committee adding Bob Temple to join the committee for review. VPFA to close on or about February 15 to be ahead of other community colleges.
IV. Campus Communication	
Emergency Response Team Report	Tabled.
50th Anniversary Year End Event	Tabled due to lack of time.
California Community Colleges Task Force on Student Success Draft Recommendations – (handout)	Whittaker shared a document on CCC Task Force on Student Success Draft Recommendations and conveyed the importance of learning the recommendations. The due date is in two to three weeks to submit to the Chancellor's office during the consultation process. Suarez will bring a group together to include representation from the Academic Senate to generate a list of concerns and kudos. Please send all recommendations to Suarez.
Naming Committee Report - (handout)	<p>The Naming Committee met last June and recommended the following:</p> <ul style="list-style-type: none"> ✓ Name the Cafeteria Grill after Raul Haro. ✓ Internal betting for the new corner lot administration building. ✓ Name the new corner lot administration building after SWC founding father Joe Rindone. It might be appropriate because of the 50th anniversary. The SCC taking request to constituent groups. ✓ No action was taken on the request to name the Library/LRC for John Newhouse.
MDA Fundraising Event - (handout)	An announcement for MDA Fundraising Event was distributed.
V. Standing Committee Reports to be sent via email	
VI. IBB Process Check	
Meeting Feedback	
Future Agenda Items VP Salary Options Fraud Policy Smoking Procedures Parking Task Team Update Emergency Plan Update Mass Communication System Update Shared Decision Making/Planning Manual Update	



Suggestions regarding SWC Vision:
From Vision Task Force
October 11, 2011

VISION

The Task Force reviewed several vision statements from other institutions & corporations as well as documents that help define what a vision statement is. It became evident to the group that our vision statement needed to be forward-looking, easily memorable and significant.

After two meetings and several hours of discussion, the Vision Task Force finally was able to boil all the input provided into two viable choices for the SCC to review:

Option 1:

SWC seeks to build an exceptional community of learners and leaders who will promote social, educational and economic advancement.

Option 2:

SWC leads the community by promoting social, educational and economic advancement.

Previous SWC Vision Statement from the last Strategic Plan:

“Southwestern College (SWC) serves as a hallmark institution of higher education preparing students to be engaged global citizens and to possess the necessary skills to effectively work within international settings. In order to continuously advance its premier status as a trans-national educational bridge, SWC stewards partnerships and economic/business relationships with community-based organizations, business/industry, governmental entities, and sister educational institutions, to prepare generations of students for meaningful education and technical/vocational/professional career experiences. Most importantly, Southwestern College’s programs and services, renowned for their academic excellence and innovative technologies, are accessible to all learners and serve diverse communities and learners through on-campus courses, distant education, on-line information, and community-based education centers.

Recognizing that collaboration and interdependence creates the most innovative and sustainable learning laboratories, SWC partners with other vital community resources and contributes to the rich fabric of the region by being a leader of higher education and a driver of economic well being.”

2011-2012 PRIORITIZATION - ONE-TIME ITEMS STATUS MONITORING SUMMARY – 10/10/11

FUNDS FROM PROP R			\$250,000 FUNDS ALLOCATED TO INSTITUTIONAL TECHNOLOGY			\$520,000 SCC PRIORITIES NON-IT ITEMS		
PRIORITY		COST	PRIORITY		COST	PRIORITY		COST
	• Mass Communication System	TBD	2	Chart of Accounts	\$33,000	1	COMPLETED BLDG 570 (photo)	\$270K
	• Blue Light Emergency Parking Lot Phone System	TBD	6	Software: Maintenance, Replacement, Training	TBD	5	Stability anchors for shelving in Bookstore	\$15,000
	• Other Safety and infrastructure needs	TBD	9	Install and implement Financial Aid (F/A) Link	\$19,000	7	Computer Chairs/Tables – Reading Center Classrooms*	\$20,334
3	Institutional (District-wide) Wireless Capability	\$200,000	16	Student ID Card System (Hardware & Software)(Admin)	TBD	11	Photogenic Portable Lighting Strobe (4)	\$4,800
8	Bandwidth Upgrade(IT) (NC)	\$15,000	17	Projectors to replace those over 8 years old (8 classrooms/labs) (MSE)	\$40,000	12	Bleachers and Curtains (Dance)	\$55,000
13	Redundant Network Switches for the Core	\$172,000	21	Scanner (NC)	\$15,000	14	-80 Freezer (MSE)	\$8,000
27	UPS Electrical Backup	\$250,000	23	Install redundant system for internet connectivity - CENIC system.*	\$10,000	15	DI Water system in 330 Building (MSE)	TBD
	SUB TOTAL	\$637,000	30	Laptops/portable projectors - -- Outreach	\$5,400	18	Forensic Crime (BPTE)	\$60,000
			31	ETRAN	\$1,000	19	Navy Program Office Supplies (Included on the On-Going List)	\$500
			32	ART-750 Building (Rm 751 AV Renovation-projector, sound system, screen)(AC)	\$50,000	20	Math Dept Final Testing Data Analysis	\$15,000
			35	Position Control	TBD	22	Operating Room Tables (2)	\$12,000
			38	SARS Hardware & Software	\$4,500	25	Presentation Cart for Academic Success Center	\$700
			41	HEC/OM Printers for Signature Programs	\$4,000	26	Update 4 High Fidelity Manikins OM	\$25,000
			45	Telemedia Server Network	\$12,500	28	Relocate Server Cabinet away from human proximity (LL)	TBD

			47	Replace Computers for 2010-2011	\$800,000	29	Purchase of a Hematology analyzer	\$8,000
				SUB TOTAL without other estimates	\$994,400	33	Instructional & Office Supplies for Staff Development Program *	\$5,000
						34	DSS Chairs for High Tech Center	\$1,400
						36	CAD Chairs	\$7,800
						39	Community & Media Relations Promotions	TBD
						40	Forensic Light Room Stn Steel Countertop, Sink and Fixture (BPTE)	\$9,505
						42	Police Patrol Vehicle (1), RCS Police Vehicle Radios (1)	\$46,000
						43	Epilog Laser "12.24" 40W (Architecture, BPTE)	\$12,495
						44	Incubator (NC)	\$3,000
						46	Incubators (8) MSE	\$40,000
						48	Kiln (Art)	\$7,000
						49	COMMUNICATION-Vid-Oral booth overhaul	\$20,000
						50	ART – Conveyer Dryer, Washer Booth	\$4,645
						52	Digital Assistant for OLC (should be on On-Going list)	\$60,000
						53	Electrical Outlets on wall for reading classrooms (427, 428, 429)(LL)	TTBD
							SUB TOTAL without other estimates	\$380,679
#	Future Prop R or Future Additional Space Needs to be Identified:							
4	ART-710 Building (AC) [Future Prop R]				\$175,000			
10	Bldg. 400 renovation including bathrooms(LL) [Future Prop R]							
24	New Wellness Center for Health Services and Personal Wellness							
37	ART-750 Building(AC) [future Prop R Phase]				\$175,000			
51	New conference room/meeting for ASO etc.							

**2011-2012 PRIORITIZATION
ON-GOING ITEMS STATUS MONITORING SUMMARY – 10/10/11**

FUNDED - FHP FACULTY		FUNDED - OTHER		PREVIOUSLY FUNDED* These positions should not have been included in the Prioritization process because they were already on the vacant funded list or approved for funding.	
PRIORITY		PRIORITY	NONE FUNDED AT THIS TIME	PRIORITY	
2	FIRE SCIENCE	4	Datatel/training/ research	1	Network Analyst
3	ADMIN OF JUSTICE	5	Software License Renewal (District-wide)	10	NC Center Supervisor
8	VISUAL ARTS/ PHOTO	6	Coordinator: Research/Planning/Grants/Foundation	12	SY Center Supervisor
11	EXERCISE SCIENCE	7	Software: Maintenance, Replacement, Training	16	IT systems programmer supervisor [substituted for previously funded vacant it position]
13	BSI MATH	9	Clerk III – International Education / Articulation (1@100% or 2@50%)	18	1.5 Grant writers
15	READING			21	OIE admin sec II
17	ENGLISH	14	Clerical Asst. (II or III ?) Staff Development	26	Database administrator - [substituted for previously funded vacant it position]
19	FORENSIC CRIME (BPTE)	20	Membership in national and state research and grant publications	35	Student Services Tech (Eliminated)
21	CULINARY ARTS	22	Academic Administrator: EMT/Paramedic/Fire Sci	39	Instructional Assistant II– Microcomputer (.5 FTE) (SY)
25	BIOLOGY	23	Navy Program Office Supplies		
29	FIRE SCIENCE	24	Math Dept Final Testing Data Analysis		
31	MATHEMATICS	27	Adobe Master Suite Site License		
34	NURSING SIMULATION	28	Executive Director or the Foundation and for Center for Entrepreneurial Development		
36	COUNSELOR	30	Instructional & Office Supplies for Staff Development Program		
40	DENTAL HYGIENE	32	Aquatic Equipment Technician (partial contract – 10 hours per week) (CCAC) (NC)		
43	VISUAL ARTS/ ART HISTORY	33	Community & Media Relations Promotions		
44	COMMUNICATION / JOURNALISM	37	Director - Transfer Center		
		38	Campus License for READ/WRITE Purchased in 2010-2011		
		41	Professional Org Membership Dues		
		42	Clerical Asst. (FT) to assist Admissions and Outreach Departments with office duties		
		52*	Digital Asst OLC		

* Transferred from One-Time List



Office of the Superintendent/President
M E M O R A N D U M

TO: SCC Members

FROM: Denise Whittaker, Interim Superintendent/President

SUBJECT: Travel Limitations Recommendation

October 7, 2011

The Budget Committee recognizes the importance of attending professional conferences and workshops but in these difficult budget times, we are making critical savings decisions to thwart having to ultimately go to salary or job reductions. Our Budget Funding Values continue to be: Preserve Jobs; Preserve Classes; Preserve Student Support; Preserve Safety & Security.

Accordingly, the Budget Committee is submitting to SCC the recommendation to implement “near” suspension of all General Fund travel (non-mandatory meeting, conference, or workshops) unless absolutely necessary. Most colleges have already suspended all but mandated attendance at a conference or meeting due to the severe budget cuts. When the College is making severe cuts elsewhere in the budget, although we value professional development, at this time it is difficult to justify non-mandated General Fund travel in the scheme of things, especially when we have areas where funding is still desperately needed.

RECOMMENDATIONS:

1. Effective immediately, no General Fund budget transfers will be approved from travel budgets.
2. **GOVERNING BOARD APPROVAL REQUIRED:** As required for insurance coverage and reimbursement, all conference /workshop travel, regardless of funding source, needs to be approved by the Governing Board BEFORE the travel occurs. Although this is a standard process throughout the community college system statewide, this is a new process for SWC and something that we should have been doing all along because finance and auditing protocols presume that travel reimbursement does not occur unless the Board has pre-approved the conference/workshop. Also, there are insurance issues if the travel has not been pre-approved. IF there are extenuating circumstances where a last-minute mandated attendance is required, an exception may be made by the area Vice President and the Superintendent/President for submittal as a ratification (after the fact) to the Board.
3. **MEETINGS, CONFERENCES, WORKSHOPS:**
 - a. **Meetings:**
 - 1) ***Do not require Board Approval.***
 - 2) ***Mandatory or regulated meeting travel*** (for accreditation, program certification, safety, required state or federal, safety, etc.), regardless of the funding source, will continue to be approved as required. Optional meetings will be reviewed and approved based on program integrity or necessity.
 - b. **Conference/Workshop travel:**
 - 1) ***Requires Board Approval prior to the travel.***
 - 2) ***Mandatory or regulated conference travel***, regardless of the funding source, will continue to be approved as required. Suspension of all optional conferences, workshops, or meetings is recommended to save budget dollars but in unusual circumstances, may be approved

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by the area Vice President and the Superintendent/ President upon justification for maintaining program integrity.

- c. Federal, State, and agency-mandated or required travel for accreditation, program certification will be approved but must be submitted prior to the travel for Board approval.
- d. Out-of-state and out-of-country travel, if required, must be approved prior to the travel by the vice president, superintendent/president, and Governing Board.
- e. Employees who wish to conference/workshop travel at no cost to the District still need to complete the travel request form and obtain prior Board approval to authorize the time away from the job and to provide insurance coverage if needed.
- f. Exceptions for General Fund paid travel may be submitted to the respective Dean, Vice President, and Superintendent/President with a justification for the extenuating circumstances justifying the exception.

DRAFT

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Southwestern Community College District Shared Consultation Council (SCC)

Request for Consultation Form

(All items for consultation will be submitted to the SCC for first consultation on an SCC agenda)

Title and Description			
STEP 1	Date of First SCC Consultation:	Consultation Start Date:	
STEP 2	Name of Originator(s):	Sponsoring Constituency Group:	
STEP 3	Phone extension:	Email:	
STEP 4	Timeline determined by SCC	<input type="checkbox"/> Normal (14-21 Calendar Days)	<input type="checkbox"/> Urgent (5-7 Calendar Days) Must provide a rationale:
STEP 5			
SCC Constituency Group Representative (if not checked consultation not needed)	Print Name	Initials	Method of Consultation (e.g. e-mail, meeting, etc..)
<input type="checkbox"/> Academic Senate President			
<input type="checkbox"/> ASO President			
<input type="checkbox"/> Classified Senate President			
<input type="checkbox"/> CSEA President			
<input type="checkbox"/> Confidentials Representative			
<input type="checkbox"/> SCEA President			
<input type="checkbox"/> SCCDAA President			
Additional Groups for Consultation	<input type="checkbox"/> Dean's Council <input type="checkbox"/> Other <hr/> <hr/>		
STEP 6			
Results of SCC Action			
Date:	<input type="checkbox"/> Item Approved	<input type="checkbox"/> Item Not Approved	<input type="checkbox"/> Item Tabled <input type="checkbox"/> Item Postponed / No Action

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



October 12, 2011

To: Chief Student Services Officers
Chief Instructional Officers
Academic Senate Officers
Chief Business Officers
Chief Information Systems Officers
Admissions and Records Officers

From: Linda Michalowski, Vice Chancellor of Student Services
Dr. Barry Russell, Vice Chancellor of Academic Affairs
Dan Troy, Vice Chancellor of College Finance and Facilities Planning

Subject: Follow-up Advisory Regarding New Title 5 Apportionment Limits for Credit Course Enrollment, Repetition and Withdrawal

As a follow-up to our memorandum of September 12, 2011, we are writing to you to provide additional guidance concerning the new title 5 regulations on apportionment limits for credit course enrollment, repetition, and withdrawals, which become effective Wednesday, October 12, 2011. The additional guidance will specifically focus on the effect that the new credit course enrollment limits, and related apportionment eligibility criteria, may have on attendance accounting and reporting for apportionment purposes. The full regulations that were filed with the Secretary of State can be viewed at:

<http://www.cccco.edu/chancellorsoffice/divisions/legal/regulationsnotices/tabid/411/default.aspx>

Please note that the guidance regarding the new limitations on enrollments detailed below do not apply to enrollment in credit courses identified as "repeatable," such as PE and performing arts, in accordance with title 5, section 55041, subdivision (c), but does apply to enrollments in all other credit courses. The Chancellor's Office is working with the System Advisory Committee on Curriculum to review current policy on repeatable courses and intends to bring forward additional regulatory proposals to establish appropriate enrollment limits. Until this occurs, the enrollment limits pertaining to repeatable courses remain the same (see new title 5, section 58161(d)).

As previously noted, on July 11, 2011, the Board of Governors adopted regulations that limit apportionment for enrollment in a single credit course to three enrollments, with specific exemptions. For purposes of enrollment limits, title 5, section 58161 indicates that an “enrollment occurs when a student receives [emphasis added] an evaluative or nonevaluative symbol pursuant to section 55023.” Considering the definition of what constitutes an enrollment, it has been determined that the apportionment eligibility for certain credit course enrollments has been eliminated. Specifically, under the new apportionment limit for enrollment in credit courses, students that are determined to be actively enrolled as of the census point for purposes of claiming apportionment in Weekly or Daily Census courses, but that end up dropping the course prior to the point where they would be assigned a “W” withdrawal (typically between the 20 and 30 percent point of the course for colleges that start their withdrawal with a “W” period at 30 percent of a term), will no longer be eligible to be claimed for apportionment because there would be no notation (“W” or other) recorded for those particular students per title 5, section 55024(a)(3). Credit courses on the positive attendance accounting procedure would be similarly affected. In other words, districts will no longer be able to claim FTES for students who were not in the class long enough to require them to be assigned an evaluative or nonevaluative symbol.

Thus, to mitigate the potential apportionment impact from this type of course drops, the district may wish to review its deadlines for “W” withdrawals as permitted by title 5, section 55024(a)(3). Unrelated to this regulation change, several colleges have already established a period of time shorter than the first four weeks or 30 percent of a term, during which no notation will be made.

From an academic and student success perspective, we believe that starting the withdrawal period at an earlier date in the term will encourage students to commit to a course much sooner and thus, increase the potential for successful completion. For students who decide that dropping a course is their only option, an earlier decision may actually permit wait-listed students to take their place in the class. This change is consistent with the overall goal of increasing student success.

As districts consider this issue, please be aware that adopting an earlier withdrawal date has some effect on students receiving federal financial aid, and for district obligations under the [Return of Title IV](#) federal financial aid repayment requirements. Consultation with those responsible for financial aid satisfactory academic progress policies and for business office operations is recommended so those potential impacts can be taken into consideration.

As noted above, the new enrollment limit regulations become effective Wednesday, October 12, 2011. However, a district will not be considered to be out of compliance with a regulatory requirement solely because its written district policies or procedure have not been revised by the effective date, provided that it conforms such policies or procedures to the regulatory requirement within 180 days of the effective date of such regulations and, at the first available opportunity, incorporates necessary changes into its catalogs and class schedules.

Given the foregoing, we expect districts/colleges would comply with appropriate policy changes and notice to the public in time for summer session 2012. Colleges are required to include this information in their next scheduled catalog update. Apportionment claims for student repetition and withdrawal can continue under the previous applicable regulations until the new enrollment limit regulations are implemented at the district, which again, must occur by summer session 2012 or earlier.

As previously advised, colleges should understand that the limits set forth in the new regulations will affect students based on their prior course enrollments. Under the new regulations, all credit course repeats and withdrawals in a student's enrollment record are counted towards the new limits. The decision by students to repeat or withdraw from a class with a "W" has many more implications under the new regulations. Colleges should make every effort to provide clear guidance to students on this issue so that they can make informed choices as they register for classes in the future. Therefore, we recommend that you begin now to provide direction to all counseling staff and others who work with students so that they can explain the changes to students as they consider withdrawing from courses they are currently taking and begin to register for the spring term and beyond. In addition, there are likely programming changes that need to occur within your campus management information systems to reflect the apportionment limits.

Should you have any questions about the proposed regulations or the implementation timeline, please contact Dr. Barry Russell at (916) 322-6888 or via e-mail at brussell@cccco.edu or Sonia Ortiz-Mercado at (916) 322-6817 or via e-mail at sortiz@cccco.edu. For questions concerning attendance accounting and reporting for apportionment purposes, please contact Elias Regalado at (916) 445-1165 or via e-mail at eregalad@cccco.edu.

cc: Sonia Ortiz-Mercado, Dean, Student Service
Sally Montemayor-Lenz, Interim Dean, Curriculum and Instruction
Elias Regalado, Specialist, Fiscal Services Unit

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



September 12, 2011

To: Chief Student Services Officers
Chief Instructional Officers
Academic Senate Presidents
Chief Business Officers
Admissions and Records Officers

From: Linda Michalowski, Vice Chancellor Student Services
Dr. Barry Russell, Vice Chancellor, Academic Affairs

Subject: Advisory Regarding Title 5 Repetition and Withdrawal from Credit Courses

The purpose of this memorandum is to advise districts about the effective date of the new title 5 regulations on credit course repeats and withdrawals and to provide guidance on what actions districts should take in the interim. On July 11, 2011, the Board of Governors (BOG) adopted regulations limiting the number of times a community college district could receive apportionment for a student who has enrolled in the same credit course up to three times, with certain, limited exceptions. Details regarding this change can be found at: <http://www.cccco.edu/ChancellorsOffice/Divisions/Legal/RegulationNotices/tabid/411/Default.aspx>. This regulatory change was prompted in response to the reduced system capacity and increased enrollment demand faced by the California Community Colleges and the need to re-examine state policies to ensure that as many students as possible are provided the opportunity to access a postsecondary education.

The regulations have been approved by the Department of Finance and will be filed next week with the Secretary of State. The regulations are effective thirty days after filing with the Secretary of State and all community college districts are required to comply with all effective regulations. However, a district will not be considered to be out of compliance with a regulatory requirement solely because its written district policies or procedures have not been revised by the effective date, provided that it conforms with such policies or procedures to the regulatory requirement within 180 days after the effective date of such regulations and, at the first available opportunity, incorporates necessary changes into its catalog and class schedules. The anticipated effective date of the new regulations is October 12, 2011. Given the foregoing, *we expect colleges would conform with appropriate policy changes and notice to the public in time for summer session 2012. Colleges are required to include this information in their next scheduled catalog update.*

Action

Colleges should understand that the limits set forth in the revised regulations will affect students based on their prior course enrollments. From the effective date of the new regulations, all credit course repeats and withdrawals in a student's enrollment record are counted towards the new limit. The decision by students to repeat or withdraw from a class with a "W" has many more implications under the new regulations. Colleges should make every effort to provide clear guidance to students on this issue so that they can make informed choices as they register for classes in the future. Therefore, we recommend that you begin now to provide direction to all counseling staff and others who work with students so that they can explain the changes to students as they consider withdrawing from courses they are currently taking and begin to register for the spring term and beyond. In addition, there are most likely programming changes that need to occur within your campus management information systems to reflect the apportionment limits.

Should you have any questions about the proposed regulations or the implementation timeline, please contact Dr. Barry Russell at (916) 322-6888 or brussell@cccco.edu or Sonia Ortiz-Mercado at (916) 322-6817 or via email at sortiz@cccco.edu.

cc Sonia Ortiz-Mercado, Dean, Student Services
Sally Montemayor-Lenz, Interim Dean, Curriculum and Instruction