SHARED CONSULTATION COUNCIL / SCC MEETING
STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION
Wednesday, March 21, 2012   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:	4 CSEA Representatives:	7 Planning Representatives
Victoria Lopez	*Bruce MacNintch*	*AOC: Mink Stavenga*
Janelle Williams	*Michele Fenlon*	*FSC: John Brown*
Eric Maag	*Heather MacNintch*	*IPRC: Linda Hensley*
Chris Hayashi	*Deborah Peckenpaugh*	*ITC: Paul Norris*
4 SCCDAA Representatives:		*OIE: Diana Kelly*
Aaron Starck	**4 Associated Student Representatives:**	*EP/EMC: Mia McClellan*
Patti Larkin	*Claudia Duran*	*ISLO: Rebecca Wolniewicz*
Debbie Trujillo	*Candy Arias*	**Non-Voting Resource Staff**
Silvia Cornejo-Darcy	*Angel Castro*	*C.M. Brahmbhatt, Interim VPBFA*
1 Confidential Representative	*Miriam Hernandez*	*Linda Gilstrap, Dean, OIE/FED*
Patti Blevins		*Joseph Quarles, Interim VPHR*
	1 SCEA Representative	*Ben Seaberry, IT Director*
Valerie Goodwin-Colbert (Facilitator)	*Andy MacNeill*	*Angélica Suárez, VPSA*
Rosalva Garcia (Recorder)		*Kathy Tyner, Interim VPAA*
Guest(s):		*Randy Beach, AS President-Elect*
		Susan Brenner, VPAS

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.

A G E N D A

AGENDA ITEM	PRESENTER/S	ITEM TYPE	SUG. TIME	DECISION
1. Call to Order / Approval of Agenda	Nish/Stuart	Action	2 min	
2. Approval of Minutes: March 7, 2012	Nish/Stuart	Action	3 min	
I. Strategic Planning				
3. Organizational Structure & Hiring Proposals	Nish/CM/Quarles	Info	10 min	
4. SLO Data Sheet (Enclosure)	Gilstrap/Wolniewicz	Info	15 min	
II. Policy & Procedures & Benchmark Proposal				
5. Hiring Policy 7120 Procedures with Revision Update – Recommendation	Stuart/Unger	Action	10 min	
6. Fraud Policy - 2nd reading (Enclosure)	Brahmbhatt/Yanda	Action	10 min	

III. Issue Management				
7. Protocol for Governing Board Contacts		Info	5 min	
8. Hiring Committee Confidentiality & Process	Nish	Info		
9. Hiring of Non-Academic Hourlies	Quarles/Unger	Info		
IV. Campus Communication – No Items				
10. GB Defrief	Nish	Info		
V. Meeting Summary (5 min) - Nish				
VI. Standing Committee Reports - to be sent via email - Nish				
VII. IBB Process Check – (5 min)				
11. Meeting Feedback	Co-Chairs: Nish/Stuart	Info	5 min	
12. Future Agenda Items: • Task Force Updates (Electronically) • Revision SPDM Handbook	Stuart Gilstrap			

Next SCC Meeting: Wednesday, April 11, 2012

Location: L244 - LRC Computer Lab

MN:aes:rg

SHARED CONSULTATION COUNCIL / SCC MEETING
STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION
Wednesday, March 7, 2012   3:00 – 5:00 pm Room: L238S

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Members

	4 Academic Senate Representatives:		4 CSEA Representatives:		7 Planning Representatives
x	*Victoria Lopez*	x	*Bruce MacNintch*	x	*AOC: Mink Stavenga*
x	*Janelle Williams*	x	*Michele Fenlon*	x	*FSC: John Brown*
x	*Eric Maag*	x	*Heather MacNintch*	x	*IPRC: Linda Hensley*
	Chris Hayashi	x	*Deborah Peckenpaugh*	x	*ITC: Paul Norris*
	4 SCCDAA Representatives:			x	*OIE: Diana Kelly*
x	*Aaron Starck*		**4 Associated Student Representatives:**	x	*EP/EMC: Mia McClellan*
x	*Patti Larkin*	x	*Claudia Duran*	x	*ISLO: Rebecca Wolniewicz*
x	*Debbie Trujillo*	x	*Miriam Hernandez*		**Non-Voting Resource Staff**
x	*Silvia Cornejo-Darcy*	x	*Candy Arias*	x	*C.M. Brahmbhatt, Interim VPBFA*
	1 Confidential Representative	x	*Angel Castro*	x	*Linda Gilstrap, Dean, OIE/FED*
x	*Patti Blevins*			x	*Joseph Quarles, Interim VPHR*
			1 SCEA Representative		*Ben Seaberry, IT Director*
	Valerie Goodwin-Colbert (Facilitator)	x	*Andy MacNeill*	x	*Angélica Suárez, VPSA*
	Rosalva Garcia (Recorder)				*Kathy Tyner, Interim VPAA*
	Guest(s): Valerie Goodwin, Rob Unger, Nick Serrano			x	*Randy Beach, AS President-Elect*
				x	*Susan Brenner, VPAS*

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.

M I N U T E S

AGENDA ITEM	DECISION
1. Call to Order/Approval of Agenda	Approved by consensus
2. Approval of Minutes: 2/15/12 & 2/22 2012	Approved by consensus
I. Presentation: Prop R – A New Look 3.	C. M. shared that the college is deviating from its original Prop R Project and that the Prop R will be taking a new direction. After his presentation, the SCC unanimously endorsed the Prop R New Look 2025, which will be going for formal vote to the Governing Board on March 14, 2012. With the Superintendent/President's encouragement and approval, the Academic Senate, which has not had a chance to review, will report its decision to the Governing Board on Prop R New Look. The college will be taking a new direction C. M. also shared that the college will not be able to show immediate improvements to show the community see their tax dollars at work because the planning to prepare groundbreaking should take at least 18 months. The following recommendations were made in order to improve Prop R and to keep the community informed:

MN:aes:rg

II. Presentation: Prop R – A New Look (Cotinued)	C. M. shared that the college is deviating from its original Prop R Project and that the Prop R will be taking a new direction. After his presentation, the SCC unanimously endorsed the Prop R New Look 2025, which will be going for formal vote to the Governing Board on March 14, 2012. With the Superintendent/President's encouragement and approval, the Academic Senate, which has not had a chance to review, will report its decision to the Governing Board on Prop R New Look. The college will be taking a new direction C. M. also shared that the college will not be able to show immediate improvements to show the community see their tax dollars at work because the planning to prepare groundbreaking should take at least 18 months. The following recommendations were made in order to improve Prop R and to keep the community informed: • To renew confidence with the community, the college will take a new direction starting with a communication campaign to inform the community • Leverage: the project needs to stay connected with the State Chancellor's Office and the Facilities Master Plan needs to be updated to show which buildings need to be remodeled • The need for external public relations and also internal marketing to keep everyone informed. C.M. asked for volunteers to assist him with the Prop R New Look Presentation to the Governing Board on March 14. The following SCC members volunteered: ▪ Candy Arias ▪ Rebecca Wolniewicz ▪ Claudia Duran ▪ Aaron Starck ▪ Michele Fenlon ▪ Angie Stuart ▪ Chris Hayashi ▪ Angelica Suarez ▪ Andy MacNeill ▪ Janelle Williams ▪ Bruce MacNintch
III. Strategic Planning:	
Distance Education	The Accreditation Oversight Committee (AOC) sought approval of the SCC to establish a Distance Education (DE) Task Force to address the ACCJC requirements. The SCC approved by consensus the AOC recommendation to establish a DE Task force as part of the SCC.
4. FTES Report from EPPT	Beach provided an FTES Report from the Enrollment Priorities & Planning Task Force (EPPT).
5. Organizational Structure & Proposed Benchmarks	Co-Chair Nish and Joseph Quarles talked about an organizational structure and proposed benchmarks. Co-Chair Nish shared that she will continue working on a Priority Hiring Proposal with HR and that C. M. will continue working on proposed organizational benchmarks. C. M. and Quarles shared that it would be wise to do a comparison with seven other community colleges with the same components as SWC (Cerritos, Glendale, Palomar, San Joaquin Delta, Santa Barbara, Santa Clarita, and Sierra) Quarles added that this is not an uncommon practice to have a comparability study on salary, structure and organizational charts, with a group of community colleges with the consistency of size and number of FTEs, to learn their management structure and how they use their budget Co-Chair Nish mentioned that mini-reorganization is much needed and that

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Organizational Structure & Proposed Benchmarks (Continued)	there is a dire need to hire a risk management position because is creating liability for workman's compensation. After a question was raised regarding the number of administrators on campus, Co-Chair Nish recommended to have Human Resources conduct a Fall Employee Census report and have it shared annually campus-wide. The SCC enthusiastically supported Co-Chair Nish's recommendation.
IV. Policy & Procedures	
6. VP Hiring Update	Co-Chair Nish shared that that the closing date for VPHR and VPBFA has been extended to close on March 30th. SWC has been struggling to obtain qualified pools of applicants for vice presidents' vacancies due to the low salary as compared with other community colleges. SWC is only attracting applicants with mini qualifications and she has been told that SWC's vps salaries $20K under the average. She's working on raising the vps salaries for recruitment and retention. If the new salary for vps is approved by the Governing Board on March 14. Current vice presidents, permanent or interim, will not receive any increase in compensation.
7. Hiring Policy 7120 Procedures with Revision Update	There was much discussion regarding second level interviews. Though the SCC previously approved a slightly modified procedure from the current 7120 procedures, which approved the practice of a larger second level committee, the SCC supported the Superintendent/President's request to pilot a slightly different model for the Chief PIO interviews, as follows: • Superintendent/President or Designee • First Level Screening Committee Chair • Administrator with experience in specific position • HCO The 7120 Committee will continue working to bring a revised policy and procedures to the SCC as soon as possible.
8. Fraud Policy - 1st reading	The SCC discussed and agreed to approve 1st reading of the new Fraud Policy and Procedure. Due to lack of time, please refer any questions to Wayne Yanda, Fiscal Affairs.
9. Policy & Procedures 4225 Course Repetition & Course Withdrawal – 2nd Reading	The SCC discussed and approved by consensus the Policy & Procedures 4225 Course Repetition & Course Withdrawal with a few recommended changes which were highlighted.
IV. Issue Management – No Items	
V. Campus Communication – No Items	
VI. Meeting Summary (5 min) – Nish	
VII. Standing Committee Reports - to be sent via email - Nish	
VIII. IBB Process Check – (5 min)	
• Meeting Feedback	
10. Future Agenda Items: • Task Force Updates (Electronically) • Revision SPDM Handbook • Hiring of Classified Hourly Employees • Org. Structure & Hiring	

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F R A U D

Reference:

I.   GENERAL

A.   Southwestern College is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of Southwestern Community College District to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the District and, when appropriate, to pursue legal remedies available under the law.

Office of Primary Responsibility: Vice President for Business and Financial Affairs

Date Approved:

<u>F R A U D</u>

<u>Reference:</u>

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A.　　Southwestern College is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of Southwestern Community College District to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the District and, when appropriate, to pursue legal remedies available under the law.

B.　　DEFINITIONS

　　1.　　<u>Fraud</u> – Fraud and other similar irregularities include, but are not limited to:

　　　　a.　　Claim for reimbursement of expenses that are not job-related or authorized.

　　　　b.　　Forgery or unauthorized alteration of documents (checks, promissory notes, time sheets, independent contractor agreements, purchase orders, etc.).

　　　　c.　　Misappropriation of District assets (funds, securities, supplies, furniture, equipment, etc.).

　　　　d.　　Improprieties in handling or reporting money transactions.

　　　　e.　　Authorizing or receiving payment for goods not received or services not performed.

　　　　f.　　Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of District-owned software.

　　　　g.　　Misrepresentation of information on documents.

　　　　h.　　Any apparent violation of Federal, State, or Local laws related to dishonest activities or fraud.

　　　　i.　　Seeking or accepting anything of material value from those doing business with the District including vendors, consultants, contractors, lessees, applicants, and grantees.

2. <u>Employee</u> – In this context, employee refers to any individual or group of individuals who receive compensation, either full- or part-time, from Southwestern College. The term also includes any volunteer who provides services to the District through an official arrangement with the District or a District organization.

3. <u>Management</u> – In this context, management refers to any Administrator, Vice President for Business and Financial Affairs, Director of Finance, Supervisor, or other individual who manages or supervises funds or other resources, including human resources.

C. It is the District's intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, and length of service or relationship with the District of any party who might be or become involved in or becomes the subject of such investigation.

D. Each department of the District is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.

E. Employees will be granted whistle-blower protection when acting in accordance with this policy. When informed of a suspected impropriety, neither the District nor any person acting on behalf of the District shall;

1. Dismiss or threaten to dismiss the employee,

2. Discipline, suspend, or threaten to discipline or suspend the employee,

3. Impose any penalty upon the employee, or

4. Intimidate or coerce the employee.

Violations of the whistle-blower protection will result in discipline up to and including dismissal.

F. Upon conclusion of the investigation, the results will be reported to the Vice President for Business and Financial Affairs.

G. The Vice President for Human Resources and, following review of investigation results, will take appropriate action regarding employee

misconduct. Disciplinary action can include termination, and referral of the case of the District Attorney's Office for possible prosecution.

H.   The District will pursue every reasonable effort, including court ordered restitution, to obtain recovery of District losses from the offender, or other appropriate sources.

Office of Primary Responsibility: Vice President for Business and Financial Affairs

Date Approved:

OUTCOME, DATA AND EVIDENCE SHEET

SLO/AUO EVIDENCE/DATA

*Briefly describe any **pertinent** SLO/AUO findings below. **Information listed below should link directly to needs listed in the Snapshot report**. (Not all SLO/AUO data need be reported. Report only SLO/AUO data that directly link to needs should be listed). Add more lines as necessary.*

Area	Item #	ISLO #	SLO/AUO: Data and explanation:
Example: COMM	S/A 1	1	SLO/AUO: Deliver a speech using appropriate nonverbal communication for a given context. Data and explanation: 30% of all respondents scored below proficiency while only 40% scored above proficiency. In close examination of the data in relation to course section, it was discovered that the majority of students (78%) scoring below proficiency were taught in classrooms that do not contain the Video-Oral System used to record and critique speeches. The discipline faculty recommend holding courses that offer instruction in public speaking only be taught in classrooms containing the Video-Oral System.
Example: ADMIS	S/A1	8	SLO/AUO: Students understand Registration information/directions and can complete the process without one-on-one, face-to-face assistance. Data and explanation: After a comprehensive student survey, it was found that a large number of students (68%) registering for courses for the first time could not do so without direct assistance. In order to assist many students at once, Registration workshops were made available to new incoming students from local high schools. It was found that all students who attended the workshop were able to register for courses successfully without one-on-one assistance. It is recommended that funding be provided 1) to make the workshops available to all students and 2) to create an online workshop, similar to the on-site workshop, to train online students in the process.
	S/A 1		SLO/AUO: Data and explanation:
	S/A 2		SLO/AUO: Data and explanation:
	S/A 3		SLO/AUO: Data and explanation:

SWC INSTITUTIONAL STUDENT LEARNING OUTCOMES (ISLOs)

Communication Skills (Listening, Speaking, Reading, Writing)
1. Listen and speak actively and critically to identify a person's position and then analyze it to determine its quality.
2. Present their ideas in a clear and organized way to others.
3. Analyze and evaluate text in writing.

Thinking and Reasoning (Creative Thinking, Critical Thinking, Quantitative Reasoning)
4. Formulate and share ideas, analyze the ideas of others integrate them into their thinking.
5. Assess and analyze data and information as they investigate issues and solve problems.
6. Use quantitative reasoning to identify, analyze and solve quantitative problems.

Information Competency (Research and Technology)
7. Research topics by identifying, analyzing and assessing the ideas from a variety of sources to conduct research.
8. Students will use print material and technology to identify research needs and develop and evaluate information effectively and responsibly.

Global Awareness (Social, Cultural and Civic Responsibility)
9. Collegially work with diverse groups of people.
10. Identify and examine the cultural values of different ethic groups in a sensitive and respectful manner.
11. Analyze and assess historical, political, economic, scientific and social issues in a way that enables them to participate in their community, nation and world

OTHER SOURCES OF EVIDENCE/DATA

*Briefly describe any other **pertinent** evidence or data beyond SLO/AUO data. **Information listed below should link directly to needs listed in the Snapshot report**. Other sources of evidence or data include surveys, internal scans, Environmental Scan, AARC report, Data Dashboard, and Institutional Performance Indicator (IPI) data including retention rates, success rates, transfer rates, et cetera. Add more lines as necessary*

Area	Item #	Data and explanation:
	O 1	
	O 2	
	O 3	