SHARED CONSULTATION COUNCIL
STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION
Wednesday, April 18, 2012 3:00 – 5:00   L238 N & S

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

SCC Co-Chairs: Melinda Nish and Angelina Stuart		
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*		*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	Time		DECISION
1. Call to Order /Approval of Agenda Approval of Minutes	Co-Chairs Nish/Stuart	Action	5 min	
2. SCC Summer Schedule	Co-Chairs Nish/Stuart	Action	5 min	
3. SCC Retreat	Co-Chairs Nish/Beach	Action	5 min	
I. Strategic Planning				
4. Prioritization Review & Debrief 5. SCC Consultation Model	Co-Chairs Nish/Stuart Seaberry/Tyner Hensley/Brenner	Info	20 min	
II. Issue Management				
6. Update & Discussion of One-Year Contract Faculty Hires	Co Chair Nish/ Brahmbhatt/ Quarles	Action	20 min	
7. Reorganization Forums Update	Gilstrap/Suarez Stuart/Tyner	Info	5 min	
8. Prop R Phase I Cost on Technology	Brahmbhatt/ Seaberry	Info	5 min	

III. Campus Communication				
9. Protocol for Governing Board Contacts	Nish/Stavenga	Info	5 min	
10. Hiring Committee Confidentiality & Process	Nish/Quarles	Info	5 min	
11. Hiring of Non-Academic Hourlies	Quarles/Unger	Info	5 min	
12. Travel Limitations Recommendation (Enclosure)	Nish Suarez/Tyner	Info	5 min	
13. IFC Membership	Beach/Brown	Action	2 min	
IV. Meeting Summary – Nish (5 min)				
V. IBB Process Check – Nish (5 Min)				
Meeting Feedback	Co-Chairs Nish/Stuart			
<u>Task Force Updates:</u> ✓ Reorganization Task Force ✓ Policy 7120 Task Force ✓ Smoking Policy Task Force ✓ SPDM Handbook Revision Task Force				

Next SCC Meeting: Wednesday, May 2, 2012
Location: L238 N & S

Approved by Co-Chairs:
Approved by SCC on
MN:AES:RG

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SHARED CONSULTATION COUNCIL / SCC MEETING
STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION
Wednesday, March 28, 2012   3:00 – 4:30 pm Room: BR 214

SWC Mission Statement
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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*
X	*Chris Hayashi*	X	*Deborah Peckenpaugh*	X	*ITC: Paul Norris*
4 SCCDAA Representatives:					*OIE: Diana Kelly*
X	*Aaron Starck*	**4 Associated Student Representatives:**			*EP/EMC: Mia McClellan*
X	*Patti Larkin*	X	*Claudia Duran*	X	*ISLO: Rebecca Wolniewicz*
X	*Debbie Trujillo*		*Candy Arias*		**Non-Voting Resource Staff**
X	*Silvia Cornejo-Darcy*		*Angel Castro*	X	*C.M. Brahmbhatt, Interim VPBFA*
1 Confidential Representative			*Miriam Hernandez*	X	*Linda Gilstrap, Dean, OIE/FED*
X	*Patti Blevins*			X	*Joseph Quarles, Interim VPHR*
		1 SCEA Representative		X	*Ben Seaberry, IT Director*
X	*Valerie Goodwin-Colbert (Facilitator)*	X	*Andy MacNeill*	X	*Angélica Suárez, VPSA*
X	*(Recorder) Gail Brown*			X	*Kathy Tyner, Interim VPAA*
X	**Guest(s):** *Randy Beach; Mark Meadows; Omar Orihuela, Rob Unger*			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	PRESENTER/S	ITEM TYPE	SUG. TIME	DECISION
1. Call to Order / Approval of Agenda	The meeting was called to order at 3:02 p.m.			
2. Approval of Minutes: March 21, 2012	Approved by consensus.			
I. Strategic Planning				
3. Prioritization Planning	After much discussion, consensus was obtained on a recommendation to let all the individuals listed on the agenda participate in the prioritization process, then obtain data on the results and ask Ben Seaberry to do analysis of the data. SCC agreed to be able to see individual responses and look at how each constituency group voted. After doing that, the SCC will determine if there was a significant problem in representation with prioritization and then go forward with only 4+4+4+1+1 representatives input. Seaberry indicated that he wanted to compare 2 groups: the whole SCC big group and 4+4+4+1+1 group. This was accepted by the maker of			

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<tr><td></td><td>the motion, Aaron Stark. There was consensus (unanimous) support for Starck's proposal. Randy Beach and Nish indicated that guests could participate in prioritization without being included in the average.

Dr. Nish expressed concern that the cycle is off regarding faculty prioritization and indicated that the District needs to begin to consider what to do in terms of employment next year. She indicated that she is not suggesting that the faculty prioritization process or cycle be changed at this time; however, an unintended consequence of the SERP is that the District is not sure where the Faculty Obligation Number is going to end up being.

Discussion was held regarding the possibility of hiring 20 faculty members with one-year contracts versus the money that might be expended in penalties. Stuart expressed a concern that if you hire a person for one-year, then the Education Code prohibits the same person from being given an additional one-year contract, thus not allowing the District to hire back excellent faculty.   Nish countered the concern by stating that bringing back the same employee for the second year would not be a problem as they would no longer have a one-year contract but would be on tenure track. There was consensus that this item be investigated by the VPHR. She noted that once we see the Governor's budget in January and if the tax initiative passes, we can move forward with the data available.</td></tr>
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II. **Policy & Procedures & Benchmark Proposal**	
4. Fraud Procedures Clarification (Enclosure)	Consensus was obtained to work with HR to modify the draft with a clearer definition of what is of material value (in excess of $50), add exceptions and bring back to SCC for review and a determination of where to place the definition.

III. **Issue Management**	
5. Asst. Director of Facilities and Operations	C.M. discussed the recommendation to hire an Assistant Director of Facilities & Operations to resolve workload issues since John Brown has taken over all Prop R projects in addition to responsibility for the day-to-day operations of the college.

In light of dialogue held at two separate meetings, there was consensus that this item will be placed on the 4/11/12 GB agenda to establish this classified administrator position. |
6. Protocol for Governing Board Contacts	Item tabled to take place at the SCC meeting on 4/18/12
7. Hiring Committee Confidentiality & Process	Item tabled to take place at the SCC meeting on 4/18/12
8. Hiring of Non-Academic Hourlies	Item tabled to take place at the SCC meeting on 4/18/12

IV. **Campus Communication**	
9. SWC Employee Snapshot as of March 20, 2012 (Enclosure)	Item tabled to take place at the SCC meeting on 4/18/12
10. Travel Limitations Recommendation	Item tabled to take place at the SCC meeting on 4/18/12

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(Enclosure)	
11. GB Debrief	Item tabled to take place at the SCC meeting on 4/18/12

V. Meeting Summary (5 min) - Nish				

VI. Standing Committee Reports - to be sent via email - Nish				

VII. IBB Process Check – (5 min)				

12. Meeting Feedback	N/A			

13. Future Agenda Items:
 	
  • Task Force Updates
  • Revision of SPDM Handbook
	(Electronically)
	
	Gilstrap			

Next SCC Meeting: **Prioritization Day -**Wednesday, April 11, 2012

Location: **L244** - LRC Computer Lab

MN:aes:gb

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SHARED CONSULTATION COUNCIL
STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION
Wednesday, April 11, 2012 3:00 – 5:00pm   L244 - LRC Computer Lab

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x	*Janelle Williams*	ex	*Michele Fenlon*	ex	*FSC: John Brown*
x	*Eric Maag*	x	*Heather MacNintch*	x	*IPRC: Linda Hensley*
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		x	*Andy MacNeill*	x	*Angélica Suárez, VPSA*
	Rosalva Garcia (Recorder)			x	*Kathy Tyner, Interim VPAA*
	Guest(s): Robert Ungar, Sam Shuey			x	*Susan Brenner, VPAS*
	Randy Beach, AS President-Elect				

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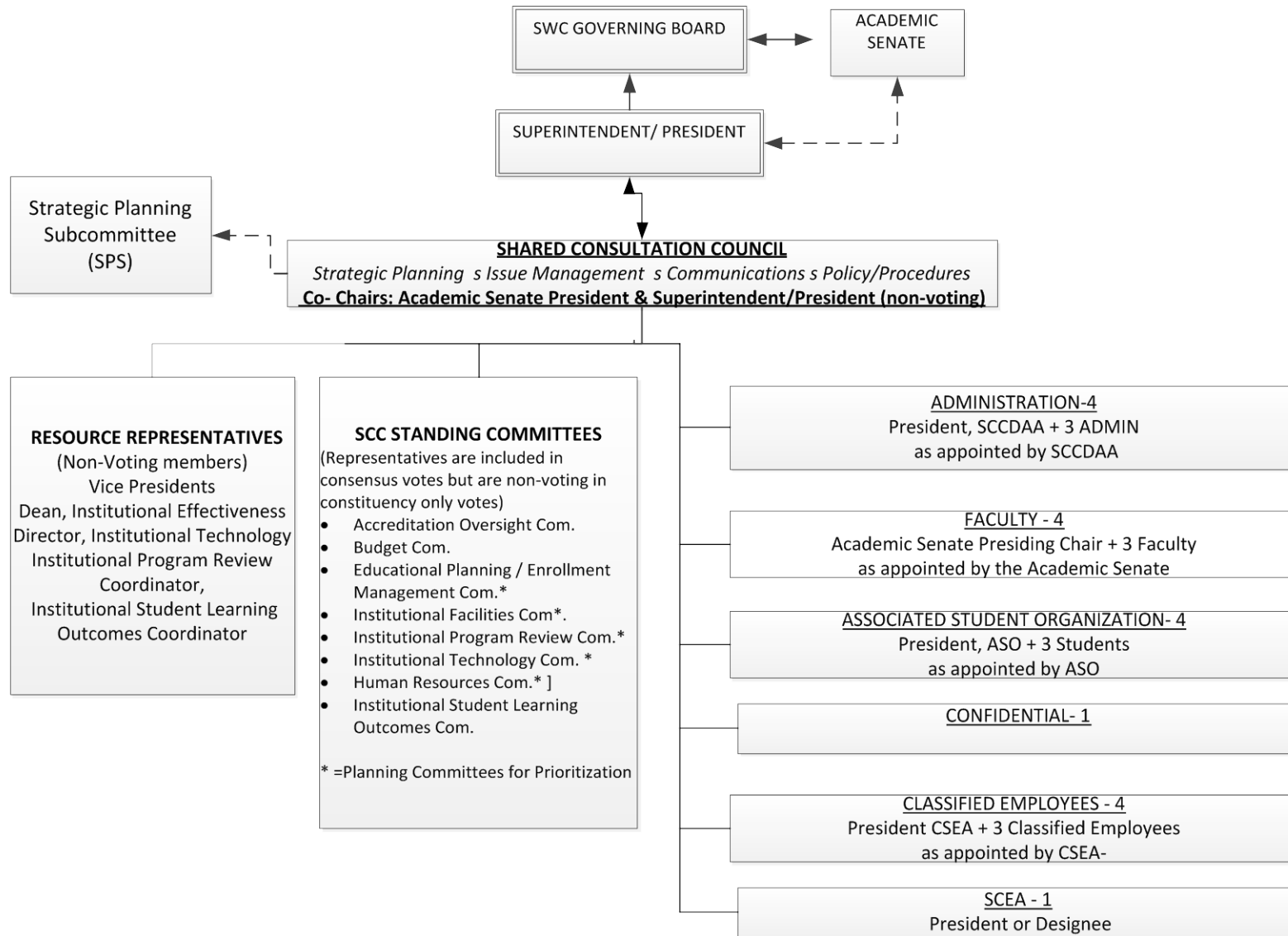
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M I N U T E S

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AGENDA ITEM	DECISION
1. Call to Order /Approval of Agenda	The SCC Special Meeting Agenda was approved by consensus. Co-Chair Nish asked to add another item to today's agenda. There was consensus from the SCC to add the agenda item, "Update & Discussion of One-Year Contract Faculty Hires."
I. Strategic Planning	
2. Prioritization Process • Overview & Instruction • Prioritization	Susan Brenner, Angelina Stuart, Ben Seaberry, Angelica Suarez and Kathy Tyner provided a brief overview of the prioritization process and instructions for logging on to the survey monkey. All SCC members were provided an O.D.E. (Outcome Data & Evidence) Sheet, which contained information about IPIs, ISLOs and ARCC data, as well as Piecharts with completion scores. This is a pilot of the new SLO sections that will be utilized next Fall in the new Program Review snapshot. In addition, SCC members were provided with 2012-2015 Strategic Plan Priorities, Institutional goals and Objectives and a hard copy of all 8 lists of the Top 20 ranked items for the SCC Standing Committees. Due to the ease of working with the newly developed database from the survey monkey, results of this year's Prioritization process were shared with the SCC immediately

	after completion of the process. The Master List will be posted in public folders.
• Prioritization (Continued)	The Institutional Technology staff member, Sam Shuey and Director Ben Seaberry, were commended on the efficient automated process that was used for the prioritization process this year. It is a vast improvement over last year's process!
3. Update & Discussion of One-Year Contract Faculty Hires	The SCC discussed briefly what to do with One-Year Contract Faculty Hires. The following suggestions were made on hiring faculty for the Fall semester: • Be prudent and hire faculty for a one-year contract only. SWC has made a commitment of preserving jobs and it would not be fair to lay off faculty. • The SCC should make a decision soon to have Human Resources move quickly on advertising and hiring • SWC faculty should be aware that there is a need to serve on screening committees to hire 20 faculty (using the FHP List) by the beginning of the fall semester. • Hire a few tenure-track positions since there are three faculty positions at the top of the Prioritization List. Superintendent/President Nish will have further discussion with the vice presidents and bring back more information to the next meeting, April 18, 2012. At that time Different scenarios with options will be presented.
4. Reorganization Forums Update	The SCC Reorganization Task Force provided a brief update on the status of a possible reorganization of Academic Affairs. The Task Force (Linda Gilstrap, Angelina Stuart, Kathy Tyner and Angélica Suárez) has been holding forums and will also email a campus survey for the campus community to participate. This item will be agendized for the next SCC meeting, April 18, 2012.

SOUTHWESTERN COLLEGE SHARED CONSULTATION MODEL – 4/18/12

SWC GOVERNING BOARD

ACADEMIC SENATE

SUPERINTENDENT/ PRESIDENT

Strategic Planning Subcommittee (SPS)

SHARED CONSULTATION COUNCIL
Strategic Planning s Issue Management s Communications s Policy/Procedures
Co- Chairs: Academic Senate President & Superintendent/President (non-voting)

RESOURCE REPRESENTATIVES
(Non-Voting members)
Vice Presidents
Dean, Institutional Effectiveness
Director, Institutional Technology
Institutional Program Review Coordinator,
Institutional Student Learning Outcomes Coordinator

SCC STANDING COMMITTEES
(Representatives are included in consensus votes but are non-voting in constituency only votes)
- Accreditation Oversight Com.
- Budget Com.
- Educational Planning / Enrollment Management Com.*
- Institutional Facilities Com*.
- Institutional Program Review Com.*
- Institutional Technology Com. *
- Human Resources Com.*]
- Institutional Student Learning Outcomes Com.

* =Planning Committees for Prioritization

ADMINISTRATION-4
President, SCCDAA + 3 ADMIN
as appointed by SCCDAA

FACULTY - 4
Academic Senate Presiding Chair + 3 Faculty
as appointed by the Academic Senate

ASSOCIATED STUDENT ORGANIZATION- 4
President, ASO + 3 Students
as appointed by ASO

CONFIDENTIAL- 1

CLASSIFIED EMPLOYEES - 4
President CSEA + 3 Classified Employees
as appointed by CSEA-

SCEA - 1
President or Designee

NOTE: The SCC votes by consensus. If there is no consensus after two attempts, a 2/3 vote is required to pass an item.

Travel Limitations Recommendation

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

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.   Grant-funded travel is exempt from these limitations. Most colleges have already suspended all but mandated attendance at a conference or meeting due to the severe budget cuts, although we value professional development, when the College is making severe cuts elsewhere in the budget, 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. Of the nearly $500,000 in travel budgeted last year, we spent approximately $200,000.   We are hoping to save even more this year.

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. This will require significant advance planning to ensure you submit the required travel requests through the approval process prior to the request being submitted to the Governing Board for final approval. 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 Division Vice President and the Superintendent/President for submittal as ratification (after the fact) to the Board.

3. Meetings, Conferences, Workshops:

    a. ***Local Area Meetings: Defined as travel within 200 miles and less than $150.***
        1) ***Does not require Board Approval (continue to follow current approval process <u>prior</u> to attendance).***
        2) ***Mandatory or regular meeting travel*** (for accreditation, program certification/requirements, 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.

Adopted by the SCC, December 7, 2011

b. ***Conference/Workshop travel: Defined as travel over 200 miles and greater than $150.***
   1) ***Requires Board Approval prior to the travel.***
   2) ***Mandatory or regular meeting 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 by the area Vice President and the Superintendent/ President upon justification for maintaining program integrity or for grant-funded projects.

c. Federal, State, and agency-mandated or required travel for accreditation, program certification will be approved through the current approval process but must be submitted prior to the travel for Governing Board approval.

d. Out-of-state and out-of-country travel, if required, must be approved prior to the travel by the Supervisor, Dean, Division 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 Governing 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 Supervisor, Dean, Vice President, and Superintendent/President with a valid documented rationale for the extenuating circumstances justifying the exception.