

SHARED CONSULTATION COUNCIL
 STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION
Wednesday, July 18, 2012 2:00 – 4:00 p.m. Room 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 Randy Beach			
4 Academic Senate Representatives:	4 CSEA Representatives:		7 Planning Representatives
<i>ex</i> Chris Hayashi	<i>x</i> Bruce MacNintch	<i>x</i>	AOC: Mink Stavenga
<i>ex</i> Victoria Lopez	<i>x</i> Michele Fenlon	<i>x</i>	FSC: John Brown
<i>ex</i> Janelle Williams	<i>x</i> Heather MacNintch	<i>x</i>	IPRC: Linda Hensley
	<i>x</i> Deborah Peckenpaugh	<i>ex</i>	ITC: Paul Norris
4 SCCDAA Representatives:		<i>x</i>	OIE: Diana Kelly
<i>x</i> Silvia Cornejo-Darcy	4 ASO Representatives:	<i>x</i>	EP/EMC: Mia McClellan
<i>ex</i> Malia Flood	<i>x</i> Juan Luis Espinoza	<i>ex</i>	ISLO: Rebecca Wolniewicz
<i>x</i> Omar Oribuela / Patti Larkin	<i>x</i> Edward Gutierrez		Non-Voting Resource Staff
<i>x</i> Bea Zamora-Aguilara		<i>x</i>	Susan Brenner, VPAS
1 Confidential Representative		<i>x</i>	Steven Crow, VPBFA
<i>x</i> Patti Blevins		<i>x</i>	Linda Gilstrap, Dean, OIE/FED
	1 SCEA Representative	<i>x</i>	Albert Román, VPHR
<i>Rosalva Garcia (Recorder)</i>	<i>x</i> Eric Maag	<i>x</i>	Ben Seaberry, IT Director
Guest(s):		<i>x</i>	Angélica Suárez, VPSA
		<i>x</i>	Kathy Tyner, VPAA

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	PRESENTER/S	ITEM TYPE	TIME	DECISION
1. Call to Order/Approval of Agenda Approval of Minutes (Enclosures)				The Agenda was approved after the following agenda item was added: 2b. Strategic Planning Bulletin The SCC minutes were approved as presented.
I. Strategic Planning				
2a. SPDM Handbook				The SPDM was created as a structure in place for accreditation to demonstrate that the College campus has a role and input in the shared planning and decision making. Randy Beach and Linda Gilstrap as leads of the SPDM Handbook revision project presented the following: <ul style="list-style-type: none"> Intend to request for Office Support Services to provide assistance to the Office of Institutional Effectiveness in data collection and word processing Intend to request for the PIO's office to support the revision process with graphic design elements SCC is responsible to review annually the mission SCC will assign parts of the handbook to the appropriate committees for review and revision OIE will review organizational charts SCC Co-Chairs will review and revise introductory materials to the handbook

	SCC members agreed by consensus to support the revision project as presented. There was also approval of the SCC to revise the SPDMM handbook to follow the accreditation cycle (end of Spring 2013, end of Spring 2015, and end of Spring 2018.) The regular schedule will be once every three years to coincide with the midterm and self-study cycle.
2b. Strategic Planning Bulletin	There was also approval to grant the SPDMM leads the authority to fix grammatical changes and misspelled words without having to bring back to the SCC for approval. Significant language change would be vetted by the appropriate committees or leaders.
II. Policy & Procedure	
3. Policy No. 6210: General Fund Reserve 2 nd Reading (Enclosure)	Policy No 6210 was approved with the proposed changes.
4. Procedure 6303: Fraud 2 nd Reading (Enclosure)	Procedure 6303 was approved with changes.
5. Policy 7310: Nepotism (1 st reading)	Policy 7310 will be back as an action item for approval at the next regular SCC meeting.
6. Procedure 7120: Recruitment & Hiring (Enclosure)	Robert Ungar provided an update on Policy 7120. Policy 7120 will be back as an action item for approval at the next regular SCC meeting.
III. Issue Management	
7. Prop R New Look 2025 - RFP Process for Educational and Facilities Master Plan (Enclosure)	Discussion took place regarding the scope and selection process for the Educational and Facilities Master Plans – RFP 134. The process of developing the RFP, reviewing proposals, and selecting the contracting firm was presented and discussed. Via this process, Cambridge West Partnership was recommended to be awarded the contract for EMP and FMP development. It was noted that the Governing Board approved this recommendation during their regular meeting on July 11, 2012. The SCC members agreed that the next communication regarding the EMP/FMP selection process should come from the selection team to ensure that information regarding the process is shared with the college community and highlights the rigor and quality of the process as well as announcing the next steps.
IV. Campus Communication (Information Only)	
8. Org. Charts (Enclosure)	This item was tabled due to lack of time. This item will be agendaized for the next regular meeting on September 5, 2012.
V. Meeting Summary – Nish (5 min)	
A brief summary was provided by Dr. Nish.	
VI. IBB Process Check – Nish (5 Min)	
Meeting Feedback	Nish/Beach
Task Force Updates: <ul style="list-style-type: none"> ✓ Reorganization Task Force ✓ Smoking Policy Task Force ✓ Parking Issues ✓ SPDMM Handbook Revision Task Force 	