

## S U M M A R Y

**All SCC members are expected to share the following action, information and approvals with their constituent groups:**

*Strategic Planning/ Shared Planning and Decision Making Handbook (SPDM)*

1. Randy Beach and Linda Gilstrap as leads of the SPDM Handbook revision project presented the following:
  - 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 SPDM 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.

*Policy and Procedures*

2. The SCC approved the following policy and procedure:
  - Policy No. 6210: General Fund Reserve
  - Procedure 6303: Fraud
3. The following policies and procedures will be back for second reading at the next regular SCC Meeting:
  - Policy 7310: Nepotism
  - Procedure 7120: Recruitment & Hiring

*Issue Management/ Prop R New Look/ Educational Master Plan & Facilities Master Plan (EMP/FMP)*

4. 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.