EXECUTIVE COUNCIL MINUTES
Sacramento City College
October 1, 2007   RN 273   1:00 – 3:00 PM

Council Members:          A. Hill, K. Irwin, D. Luff, D. Travis, L. Stroh
Resource Ex Officio Staff:  A. Hamilton, A. Garcia, N. Moffett, R. Martinelli, M. Poindexter
Absent: none

I. INFORMATION ITEMS
A. Academic Senate Update .............................................................................................. L. Stroh
   • On September 25, 2007 held first annual workshop faculty hiring prioritization process.
   • Discussed hiring process, voting and accreditation.

B. Classified Senate Update ............................................................................................ K. Irwin
   • Held first meeting for the semester already; next meeting is on September 18, 2007.
   • Senate received an update on hiring prioritization from last spring by both the President and Vice President of Administrative Services.
   • Working on updating subcommittees and membership.
   • Specific areas of staff are having issues keeping up with workload because of enrollment surge.
   • Bringing prioritization process and master plan framework applicable items to next senate meeting on October 19, 2007.

C. Associated Student Government Update ..................................................................... A. Hill
   • Looking into legislation like CCI and Dream Act (allowing undocumented students to receive financial aid) other legislative pieces on textbooks. Also working on a possible District-wide lobby day in February 2008.
   • Discussed bringing cultural diversity training and work groups for students, similar to Beyond Diversity for staff.
   • Working to get additional supplies.
   • Developing possible proposals for District policies for how students get to the Washington D. C. trip to lobby.
   • Have received complaints with financial aid.

D. Senior Leadership Team Update .................................................................................. D. Luff
   • Focused on strategic planning and unit planning process.
   • October 10, 2007 meeting will focus on 2008-09 goals and include a presentation from District legal counsel regarding policies on employees returning to work after injury.

E. President's Cabinet ........................................................................................................ D. Travis
   • Planning has been continuously discussed.
   • Discussed basic skills initiative.
   • Annual fund request was put forward.
F. Executive Staff Update ........................................................................................................... D. Travis
- Reviewed accreditation and rubric that has been shared.
- Discussed enrollments and how we are doing (how do we make sure we can retain students and that they get financial aid).
- Discussed the Board retreat and components within the retreat for Friday through Saturday, including accreditation training for board, center development and college updates/announcements.
- Participated in emergency training NIMS and SIMS; training sessions will be done locally in the next few months.

G. Chancellor’s Cabinet........................................................................................................... D. Travis
- First meeting was held on September 18, 2007.
- Did policies and regulations review on discrimination and retaliation policies.
- Updated on CCI.

II. OLD BUSINESS
A. Campus Issue #06-07-10: Homecoming Committee ....................................................... N. Moffett
- Discussed the alternative that ASG request senates make appointments to their committee.
- Discussed a notification email to encourage participation, or encouraging by Deans for involvement.
- L. Stroh invited A. Hill to senate meeting at noon on October 2, 2007 to invite faculty participation; other constituency leaders extend invites to attend SLT, Classified Senate, etc. to garner faculty/staff participation.
- Response: ASG as part of communication process will attend constituency meetings and solicit for participation.

B. Campus Issue #06-08-01: Staff Parking ................................................................. N. Moffett (attachment)
- Point of clarification that the behavior described in the form is typical behavior of our students, especially.
- Initiator concern could be addressed by other solutions, such as safety precautions via a campus escort to the lot during evening hours.
- Discussed possibly monitoring the area at certain times of concern to gather data for appropriate response to concerns of this nature.
- Response: there are designated drop off locations; concerns are appreciated about safety; identify components of safety for staff and students. Student codes of conduct brochures, posters, or education pieces are being evaluated and pursued. We are communicating this information to campus police so they are aware (will be on the next police update).

C. Campus Issue #07-08-01: Pedestrians on Panther Parkway................................. N. Moffett
- Operations is putting together a plan on signage or other options for regulating pedestrian traffic on Panther Parkway.
- Hill presented photos showing lack of walkway in the referenced area. ASG would like to see a crosswalk with a straighter path to the north side of campus. Pedestrian bridge a suggestion in the long term from the garage down to the walkway.
- Traffic controls were suggested. A. Hill will meet with ops to collaborate on planning efforts in conjunction with campus development and will bring proposed plan back to Executive Council.
D. ACCJC Site Visit Team Recommendations and Status………………………N. Moffett
(attachment)

- Recommendation one: EC reviewed each component of this recommendation and assessed that we have made significant progress, which reflects the conclusions drawn by the pre-accreditation group. Planning groups have contributed to this as well as other planning efforts from administration and constituencies.
- Recommendation two: Reviewed each component of this recommendation and discussed center development with funding, operational and service-oriented pieces.
- Recommendation three: VPSS reported assessment of documentation and evidence with C. Ing as well as rubric for program review. Continuous work on this recommendation is in progress in several areas. Self-studies are in the process of being developed, to be completed by late November. This is a work in progress. Student Services institutional plan will include much of this planning piece.
- Recommendation four: We will bring a report back on the progress made and revisit next meeting.
- Report will be updated twice a year in March and October.

E. Philosophy and Purpose Recommendation from PRIE ................................. D. Travis

- Marilyn Perry will work with PRIE on new wording for philosophy and purpose, or values and vision.

III. NEW BUSINESS
A. College Mission and Values Referred for Review........................................ D. Travis

- Executive Council will delegate this review to PRIE, for review and updating. They will get something back by end of the fall 2007 and present to the Council by the first meeting in January.
- Accreditation visit and other dates to be charted out by N. Moffett to ensure accurate scheduling of reviews and output of work.

B. Accreditation Self-Study Structure and Process .................................................. D. Travis

- Will have more information about structure and process in terms of timeline at the next meeting.
- This is in reference to the ten standards we had in the past.
- Pre-accreditation task force is addressing if we need to restructure committees based on new standards and will make recommendations.
- We need to have a structure that enables us to interact with the District, who needs to be involved just on-campus in discussions, and the standards or sub-standards if we choose to do that.

C. Accreditation Readiness Checklists..................................................................... D. Travis

- The purpose of a review is to make sure committee structure is in line with the Strategic Planning and accreditation standards.
- PRIE will come back to Executive Council by the first meeting in November with a review of committee charges and structure.

D. Process for Improving the Strategic Planning Framework..............................K. Irwin

- There is a need to educate staff and faculty on how planning works and also point out revision dates.
- Discussed an FAQ sheet for strategic planning processes.
- Representation for CSPC might be broadened.
- Will include a section in each plan listing the office of responsibility and steering group for that plan as the appropriate places to insert feedback into planning process.
IV. **OTHER**

A. **Posting SCC e-News on the Web**
   
   - N. Moffett will look into options for password protected access to online e-News.

B. **Executive Council Minutes**
   (Attachments-5/2, 5/16, 9/17)
   
   - May 16, 2007 and October 1, 2007 minutes approved with amendments.
   - May 2, 2007 minutes need additional Faculty Senate updates before approving.

C. **Standing Committee Minutes**
   (attachments – 5)
   
   - Reviewed.
   - Identified that some are missing.

V. **FUTURE AGENDA ITEMS**

**Meeting adjourned at 3:00 pm**

**Next Meeting: October 15, 2007**

cc: K. Beyrer
    G. Gessford
    C. Zuercher