EXECUTIVE COUNCIL MINUTES
Sacramento City College
March 2, 2009  ▶  RN 273  ◀  1:00 – 3:00 PM

Note: Executive Council Members, please bring your agenda & attachments to the meeting.

Council Members:  C. Zuercher, L. Daniels, K. Jeffery, K. Irwin
Resource Ex Officio Staff:  M. Poindexter, A. Hamilton, D. Luff, D. Travis, B. Martinelli, M. Buechner

I. INFORMATION ITEMS

A. Academic Senate Update .................................................................................. C. Zuercher
   • Will finish up the faculty and campus police procedures.
   • L. Gunderson is working on a proposal that will look into how to get summaries of student evaluations so that instructors might use the information more effectively.
   • B. Martinelli will be attending the next meeting to give an update on the state budget and its effect on our campus.

B. Classified Senate Update ................................................................................. K. Irwin
   • Feedback has been gathered via survey method about the mentor program for classified staff.
   • The senate is looking to possibly hold a FLEX activity to discuss the mentor program and its future.
   • Working on planning for the retreat.
   • Elections will be held at the end of April. This month K. Irwin will send out nomination forms to the staff to begin the process.

C. Associated Student Government Update ......................................................... L. Daniels
   • On February 4 held a successful lobby day at the state Capital, 9 students from SCC came (a total of 40 students attended). Met with Senator office representatives.
   • L. Daniels will attend the ASAC conference in Washington, D.C., to lobby regarding financial aid issues with Matsui, Feinstein, Sec. of Education (a rep) and possibly Boxer and Pelosi.
   • ASG elections will be held in April.
   • Student Affairs is planning an issue-related event (an event related to a legislative issue).
   • Humanitarian Awards luncheon will be held on the 26 to honor recipients.

D. Senior Leadership Team Update ..................................................................... D. Luff
   • Continues to meet monthly.
   • Budget and accreditation have been on the agenda consistently.
   • Last month, V. Cox presented the crime stats for 2008.
   • Last month, were briefed about the upcoming budget hearings for the Budget Committee.
   • Meet again on the 9. An hour of the agenda has been dedicated to grant information (S. Kirschman will attend).

E. President’s Cabinet .......................................................................................... K. Jeffery
• See Chancellor’s Cabinet.

F. Executive Staff Update ........................................................................................................... K. Jeffery
• N/A

G. Chancellor’s Cabinet ........................................................................................................... K. Jeffery
• Budget remains the highest priority and topic of discussion.
• We have fared much better, though not as well as we would like, in the budget picture.

H. Other announcements .......................................................................................................... All
• K. Jeffery attended Mayor Kevin Johnson’s “Volunteer Sacramento” breakfast this morning. Reverend Jesse Jackson was in attendance, along with local and national legislators and community organizations. K. Jeffery was the only educational institution representative/leader in attendance.
• More information is forthcoming about future projects SCC will be involved with to link with area high schools.
• K. Jeffery was awarded the “Women of Inspiration” award.
• SCC was recognized by Bell Helicopter to acknowledge the partnership. “We are leading the way in the vertical lift industry.” A wonderful recognition of our partnership with Bell Helicopter.
• Practices with Promise 2008 Award (Mexican American Legal Defense and Education Fund) was given to SCC for our nursing program partnership with Sutter (has to do with reducing the attrition rate for Associate Degree in Nursing students) from the college opportunity program.
• USA Today will feature one of our students as a 2009 Coca-Cola Bronze scholar. In addition to the medallion, certificate and feature in USA Today, will also receive a $1,000 check. (April 6).
• In conjunction with the Air Traffic Collegiate Training Initiative, we have been working to negotiate to move the aeronautics program to McClellan Park. Next step will be to meet with architects to design the layout for the hangar where the aeronautics program will be housed (to be ready for use by spring 2010).
• The new West Sacramento Center location and the Fine Arts building will be complete, in spring 2010.
• Panther Pause will open next Monday, March 9.

II. OLD BUSINESS
A. Campus Issue Form – Name Change of Art to Art and Art History ..................................... D. Travis
• SLT supports the name change, feedback from Classified Senate was distributed (but no major objections were raised). There was no other opposition expressed.
• The name change is supported by the Council and will move forward for a President’s Response to the campus.

B. Accreditation .......................................................................................................................... All
• Going to ASG on Wednesday to discuss the upcoming forums and what is coming next.
• Currently waiting for the approval to send the drafts to the District.
• Finalized forum dates and locations, which are: March 10, in RN 258 at noon, 1pm – 2pm Tri-chair and team lead meeting will follow in the same location; open forum on March 13, in LR 105 at 11am – 12:30; March 17, RN 258 3:30 – 5; March 25, RN 258
from 11am – 12:30pm. Documents will be available on the Web site about how to provide feedback (including forums, a drop-off location for hard copies and a blog)

- Revisions have been made to Standard I and IV.
- Convenience and availability for faculty to attend the forums was discussed. D. Travis recommended that adjustments or allowances for more broad participation be made for outreach center faculty and staff as well.

III. NEW BUSINESS

A. The Usage of Acronyms (Travel) ........................................................................ K. Jeffery
- On the covers for travel requests, employees must state clearly the complete, full title of the event. Whenever possible, please spell out the complete title or name of events, individuals, events and other potential acronyms.
- A glossary of acronym accreditation may be a useful tool.

B. Budget Update for Next Year......................................................................... R. Martinelli
- A two-part update was distributed at the meeting, the first being the mid-year funds review for 2008-2009.
- We have received three Program Discretionary Fund (PDF) schedules, but all three have been pulled back. We recently received a new PDF schedule that should be final so that we can move forward with budget planning for the next year.
- We believe we have stabilized now so that we can get approval from the Board to move forward with the schedule for the year. We will be able to sustain all baseline budgets for the divisions and meet our “above the line” commitments to the college, with about $400,000 left over for the budget committee to allocate for other requests at the hearings.
- How do we recapture staff requests/position requests that may have been lost in the changes made to the budget and planning? As they move forward, people in the units may still believe the positions will remain on the list though they may not. It will be important to notify those involved in hiring and position requests.

C. Textbook Task Force............................................................................................ D. Travis
- In 2007-08 there was a District-wide textbook task force that looked at best practices and recommendations. The final document of recommendations went forward to the Board of Trustees in order to mitigate the rising costs of textbooks.
- Many of the recommendations that went to the board and that have been subsequently confirmed by the District academic senate are already in place and being implemented at SCC (i.e., book reserves, costs of textbooks in class schedules, etc.).
- There are a few who requested having the college community come together to decide how to best implement the recommendations and/or find new ways to mitigate textbook costs.
- With that background, K. Jeffery and C. Zuercher have suggested forming a cross-constituency group (12 members appointed by constituency leaders) to for a Textbook Cost Advisory Group to suggest and implement additional textbook cost mitigation strategies across the college. It will be established in March 2009.
- Council members should have feedback to M. Buechner by Wednesday, March 11.

D. AT-CTI Proposal (to request constituency support letters)............................... D. Travis
- We are in the process of finalizing the proposal. The application will go in on March 20. We would like to ask that support letters from constituencies be submitted, if you are
so willing as constituency leader representatives. Our consultants have encouraged this, as well as from Jan Sherry and other community member and industry partners. We would appreciate your willingness to write the letters of support, should you be so inclined. A draft/suggested letter will be provided by D. Travis as a template for the letters.

- A team of folks started early on this proposal, D. Travis and B. Martinelli, Donnetta, Phil, Rick Ida, Tami Conger have been instrumental (as well as consultants).

IV. OTHER
A. Approval of Executive Council Minutes from February 2, 2009.
   (attachment)
   - Approved with amendments to fourth bullet item

B. Standing committee minutes
   (attachments – 3)
   - For review.

V. FUTURE AGENDA ITEMS
UPDATE ON CAMPUS ISSUE REGARDING THE NON-SMOKING POLICY REQUEST.

Adjourned at 2:00 PM

Next Meeting: March 2, 2009

cc: K. Beyrer
    M. Allred