EXECUTIVE COUNCIL MINUTES
Sacramento City College
September 21, 2009  RN 273  1:00 – 3:00 PM

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

Council Members: K. Jeffery, C. Zuercher
Resource Ex Officio Staff: M. Buechner, T. Greene, B. Martinelli, M. Poindexter, J. Ruden, A. Hamilton
Absent: P. Geary, S. Macias

I. INFORMATION ITEMS
A. Academic Senate Update................................................................................... C. Zuercher
   • Tomorrow the senate will be offering the third orientation for senators and others who want to attend.
   • B. Martinelli will attend the orientation to discuss college strategic planning to increase understanding.
   • Held a new senator orientation, as well as an orientation on hiring. Final orientation will be on September 29 to discuss accreditation.
   • R. Clem and J. Ruden attended one senate meeting to talk about textbook shipping and returns.
   • At the next senate meeting: C. Fites will attend to discuss the issue of sharing student information; H. Piscapo will recruit people for the Cultural Democracy Advisory Committee; hiring considerations and class cancellation policy will also be discussed.

B. Classified Senate Update.........................................................................................K. Irwin
   • No update.

C. Associated Student Government Update............................................................. L. Daniels
   • No update.

D. Senior Leadership Team Update .......................................................................... T. Greene
   • August meeting was devoted to an equity training for all of the managers.
   • Preparation for planning has been discussed, and a demonstration of a draft template for the unit plans was given.
   • There have been regular accreditation updates and items related to preparation for the College Strategic Planning Committee.
   • Managers discussed the course schedule and course cancellation policy.
   • Regular updates from the District and managers have been included in all meetings.

E. President’s Cabinet........................................................................................ M. Poindexter
   • See Executive Staff Update.

F. Executive Staff Update.................................................................................. M. Poindexter
   • The campus building and construction projects are on schedule.
   • The Chancellor handed out information for transfer to the Executive Staff Members. Also discussed the adoption of the state budget on Wednesday (which was later adopted).
• The Chancellor met with CSUS to bring back guaranteed transfer. At the Board meeting he had already spoken to Sierra and Yuba Community Colleges (they will allow a certain number of students for the spring semester).
• The Chancellor would like for us to continue to send a letter to Mike Wiley at RT to identify the expectations of lines running to our colleges.
• An article appeared in the Washington Monthly regarding community colleges, featuring SCC. The article will be given to each constituency group representative to share with their respective groups.
• T. Tena’s memo regarding the deferment of funds was distributed.
• The accreditation chart was distributed, which identifies all of the documents from the District Office so far.
• The Chancellor encouraged all Los Rios Colleges to make repairs to make the grounds most presentable.
• “Jeans and Strings” will not be a continued program. Programs will be grouped across colleges as much as possible to increase effectiveness.
• Board Member A. Blackwell resigned at the last Board meeting. She will be residing in Washington D.C. as a health lobbyist. Her position will be filled by appointment in October or November.

G. Chancellor’s Cabinet .............................................................. M. Poindexter
• See Executive Staff Update

H. Accreditation .................................................................................. All
• This morning the accreditation sub-group met to discuss the technical aspects of accreditation (set-up for meeting rooms, hotel arrangements, support for the visiting team).
• Team members will have passwords to access internal documents online and in our electronic filing systems.

II. OLD BUSINESS
A. Campus Smoking Issue Update ............................................. M. Buechner
• Reviewed charges agreed upon from the issue as it was discussed.
• Campus Safety Committee responded at the February meeting with recommendations to promote and emphasize established rules for smoking. Recommended using the Express as a tool for marketing the education campaign smoking cessation. Health Services proposed to hand out smoking cessation cards, post signage, create a nicotine help group, partner with nicotine anonymous groups and other community groups to provide current literature on the issue and on second hand smoke.
• M. Buechner reviewed other education campaigns about smoking prevention education and it aligns with our Health Service’s awareness campaign proposal. Health Services contacted a representative from Ohlone college to find out if their strategy was successful and found that the success of the campaign has moderated over the last few years.
• When student groups are involved these campaigns are more successful.
• Health Services attended an ASG meeting with mixed responses about support for a smoking education campaign. Health Services is going to move forward with their education campaign, though student support was not fully obtained.
• C. Zuercher offered to speak with campus issue originator Paul Frank and see if he wants to pursue the issue, and invite J. Christian from Health Services to the Academic Senate to speak on the issue.
K. Jeffery – J. Christian will visit each constituency group meeting and share the Health Services education plan with them as well as the Ohlone model.

B. Budget Memo Update ........................................................................................................ B. Martinelli
   • B. Martinelli distributed an updated budget memo to the Council.
   • K. Jeffery - The memo is the president’s response to the budget committee’s recommendations in conjunction with the VPA. The recommendations were adopted and/or modified and those recommendations are included in the memo. SLT has seen the memo already, but other constituents need to see it still.
   • Last year the college followed typical procedures for crafting the 09-10 budget. That work was done late due to the State’s late passing of the budget (in February).
   • March 2 was when the first budget memo came out. Then in May, the revise from the Governor resulted in over 25 million short for the District. We had to then revise our plan.
   • The Budget Committee worked over the summer and responded to the president’s July 27 memo. Expenditures were reduced by $800,000.
   • The committee and VPA will continue to update the budget as appropriate. Carryover from the end of last year was estimated at $100,000 and were better than first thought. However, talk of mid-year cuts for the State may affect us again.
   • Management team worked over the summer to assist areas with attention to travel and part time help expenditures. By mid-September those expenditures were successfully reduced in all areas. The summer effort was effective.
   • Categorical fund allocations are still not finalized.
   • Program managers are doing their best, keeping in mind there may be a significant change in the spring semester.
   • We were able to allocate further down the list for various areas in their requests. For example, Phi Theta Kappa was allocated funding, whereas before it was not.
   • K. Jeffery – the budget committee worked well to understand and be responsive to what was happening in the state, local and college environment.

III. NEW BUSINESS
A. Campus-Wide Issues (handouts) ....................................................................................... M. Buechner
   • 08-09-05 Mac Lab Name Change
      ▪ This issue came in last May (but after the last Council meeting). C. Seddon proposed the name be changed to Advanced Technology Design lab. The issue will go to the constituents for their feedback and will report back their responses at the October 19 meeting.
   • 09-10-01 President’s Parking
      ▪ A. Carroll proposed a designated parking place for the president.
      ▪ The Council discussed the option of putting this issue forward to the campus, versus withholding it due to possible controversy.
      ▪ The council decided that issue will go to the constituents for their feedback and will report back their responses at the October 19 Council meeting.

B. CSPC Update .................................................................................................................. M. Buechner
   • The CSPC has been meeting and have worked in groups to go through the goals and see what changes are necessary and what metrics might be useful.
   • The suggestions so far have been to change the goals for clarity, not content.
The next meeting will address timelines and processes, mostly. CSPC is currently on schedule for our planning process.

The meetings have been very productive.

C. Blue Book Revisions

- The guide to participatory decision-making is the Blue Book. It needs to be updated because: material on Inside SCC website is not captured in the book; a variety of information needs to be widely and readily available.
- One issue about standing committee structure is still outstanding.
- Also, the accreditation self-study has a planning agenda item that the PRIE dean needs to redo the survey that is standardized for use over a number of years.
- M. Buechner made additions and basic changes for clarity and accuracy to the Blue Book (for example, “Inside SCC” instead of references to “public folders”).
- M. Poindexter – many people did not know what the Blue Book was. Some education may be needed for the campus regarding this document in the upcoming weeks.
- B. Martinelli – when we built the new strategic planning system, the CSPC mission overlapped with the PRIE committee. It makes sense now to have a revised charge written for the PRIE committee (within the charge of the open issue to review all committee charges).
- The CSPC is the strategic planning group, while the PRIE is the tactical planning group.
- The Council decided that the open issue will be revisited so that each committee will review their proposed charge as described in the existing open issue.

IV. OTHER

A. Minutes from April 20, 2009 Executive Council Meeting

- Approved.

B. Standing committee minutes

- For review.

V. FUTURE AGENDA ITEMS

Adjourned at 3pm.

Next Meeting: October 5, 2009 from 2:30pm – 4:30pm

cc: K. Beyrer; L. Weathers-Miguel
    D. Styer