EXECUTIVE COUNCIL MINUTES
Sacramento City College
November 16, 2009  ◀ RN 273  ▶ 1:00 – 3:00 PM

Resource Ex Officio Staff: M. Buechner, A. Garcia, B. Martinelli, M. Poindexter, J. Ruden, C. Stofle
Absent: S. Macias, P. Geary

I. INFORMATION ITEMS
A. Academic Senate Update................................................................................... C. Zuercher
   • Recently attended the Statewide Plenary; event was interesting and well-attended; members of ARC, FLC and CRC also in attendance.
   • Senate will be meeting tomorrow (November 19).
     o Will discuss service animals, a district-wide issue; among several questions on the topic: What is the status of companion animals?
     o SCC Nurse Wendy Gomez will talk about H1N1 and prevention methods.
     o Will discuss class cancelations and the need to find solutions to help students who need a particular canceled class in order to graduate.
     o Greg Rose will report on RT.
     o Karen Kunimura will talk about CRD; the state will create a new database for these courses.
     o Troy Meyers will talk about Distance Education.

B. Classified Senate Update........................................................................................ P. Geary
   • Absent

C. Associated Student Government Update.............................................................. S. Macias
   • Absent

D. Senior Leadership Team Update .......................................................................... T. Greene
   • Short meeting.
   • B. Martinelli provided an update on budget.
   • B. Martinelli also discussed the facilities projects, the need to prioritize the new West Sac Center — which is to be occupied by January 2010 — and swing space.
   • Changes to the technology refresh; computers to be replaced every 5 years, with a rollover based on need.
   • H1N1 was also discussed at the District level.
     o C. Zuercher brought up the need for guidelines for faculty as far as dealing with absences and late homework.
     o T. Greene added the issue of what should a faculty do if a student is sick? Where should he or she be directed?
     o J. Ruden pointed out the need to encourage everyone to take proper care of themselves.
     o K. Jeffery said we must be proactive in the way we distribute information.
     o M. Buechner brought up the need for everyone to know that people are most contagious at the beginning of the disease. That’s when staying home would matter the most.
   • The mandatory training for Sexual Harassment was also brought up.
   • The managers also discussed the Impressions groups.
K. Jeffery and J. Ruden said it will be important to encourage participation.

E. President’s Cabinet ........................................................................................................ K. Jeffery
   • The construction activities were discussed, as well as the need to make a presentation to faculty.
     o J. Ruden suggested including also faculty who may not be directly affected by the move.
     o B. Martinelli to make a presentation.

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

G. Chancellor’s Cabinet .................................................................................................. K. Jeffery
   • Did not meet last week, but will meet tomorrow; will talk about the budget, and appoint the future Board of Trustees interim member.

H. Community College League of California Conference ............................................. K. Jeffery
   • Dr. Jeffery will attend the conference in Burlingame on November 19.
     o All community college presidents attend.
     o Good opportunity to feel the state pulse.
     o Community college presidents only meet twice a year.

II. OLD BUSINESS
A. VPI Impressions Groups .......................................................................................... K. Jeffery
   • Will meet with each candidate individually on the morning of the Impressions Groups interviews.
   • The decision will come after the reviews have been taken in consideration and with input from the community and the members of the Executive Council and of the President’s Cabinet.

III. NEW BUSINESS
A. Winter Moves/ Projects (handout) ................................................................. R. Martinelli
   • K. Jeffery reminded that the Board of Trustees’ January meeting will be held at the new West Sacramento Center, a week after the dedication; Dr. Adrienne King will be presenting the results of her sabbatical/study leave; there will also be a presentation on Basic Skills.
   • B. Martinelli gave a presentation on the multiple construction projects and the upcoming move; the move, he said, will affect everyone: some will have to move, others will have to share their office, etc.
     o West Sacramento: Move to begin on December 28, for a Spring 2010 opening; installation of Audio/Video equipment in progress; the old Downtown and West Sac centers will be vacated at the end of December; the 3rd floor will be adapted to house the Administration of Justice program.
     o Fine Arts: The move-in process will begin in Fall 2010; everything is going well; good use of swing space and portable buildings.
     o Child Development Center: Obtained funding for roof replacement; work will begin December 21.
     o Operation will be doing a lot of moving over the break; see handout for additional details (note: on handout ISWR: Information Services Work Request/telephone and computer moves or changes).
• K. Jeffery mentioned that the McClellan move will be very challenging and will have to enlist the help of special movers for some of the equipment; thanked B. Martinelli for his continued thoroughness.

IV. OTHER
A. ASG................................................................................................................................... All
• K. Jeffery noted that the ASG would like to instate another president; the recall results were in favor of a new president, but a technicality made these results invalid; S. Macias is addressing several news outlets concerning the recall; unfortunately, much of the details have been misinterpreted; we must attempt to make it understood that the administrators have no part in the recall election, which was actually initiated by the student body.
• M. Buechner mentioned that S. Macias stopped by her office with a list of appointments of student members for committees.

B. Financial Aid Article in The Express..................................................................... T. Greene
• T. Greene mentioned that an article that came out in The Express concerning Financial Aid was full of erroneous information; a letter will be written to the editor; concerns that the journalists make too many last-minute requests.
  ▪ M. Buechner added that some journalists were more thorough than others.

C. Food Service Advisory Group........................................................................... B. Martinelli
• Meets once a semester; Dec. 3, at 3:00 p.m., in RN 258.
• Each constituency should appoint a member.
• Sacramento City College had the highest participation to the Aramark food services survey.

D. Campus-wide issue/Smoking on campus................................................................. All
• M. Buechner said that ideally, students would take the lead on the issue; the former issue was closed, with a decision to enforce the current policy; no additional input from the ASG on issue.
• K. Jeffery suggested we restart the issue.
• M. Buechner said a student club, the ASG and Health Services could take the lead; Instructor Paul Frank was interested in creating a taskforce.
• B. Martinelli noted, however, that smoking is a working condition and that the matter may need to go through a union.

E. Facilities Master Plan......................................................................................... B. Martinelli
• The plan is under revision, with the architect; the campus development committee is there to help keep the constituencies informed.

F. Awards/Nomination............................................................................................. K. Jeffery
• SCC should nominate instructors for top teaching awards.
• T. Greene also mentioned the NISOD awards.
• K. Jeffery noted that there is no real nomination process, that, typically, we use the people who have been nominated for the Celebration of Excellence Award.
• C. Zuercher said she discussed the matter with Staff Development and that they want to look at the NISOD criteria more closely and forward the Celebration of Excellence more appropriately.
• K. Jeffery said it would be a nice recognition; we should make sure to nominate a representative sample of SCC’s diverse population.

G. Approval of Executive Council Minutes from November 2, 2009. .........................C. Stofle (attachment-1)
• Approved

H. Standing committee minutes ........................................................................................... All (attachments-1)
• Approved

V. **FUTURE AGENDA ITEMS**
• N/A

Adjourned at 2:30 PM

| Next Meeting: December 7 |

| cc: K. Beyrer |
| M. Allred |