I. **ACTION ITEMS**
   A. Enrollment Management Activity
      - Information gathering and compiling to create strategies and action plan. All constituency groups are involved and responses are being identified according to constituency group.
      - SLT members were given two questions to answer (handout): 1) What do we know that would make a difference in students being successful? 2) What are the barriers that stop us? Responses were gathered and will be added to the responses that have already been received by the EMC.
      - K. Goff’s memo to Instructional Deans was distributed and embedded questions were reviewed. Goal is to find ways to better serve our students and promote enrollment and retention.
      - Student Services recently did a presentation to Board on Financial Aid. Of note, SCC’s rank in scholarships is the highest in the district. We ranked 3rd in total aid in the Federal Work Study program (06/07). SLT members are encouraged to look to this program to hire student help. Also available is CalWORKS. Job descriptions are being developed; orientation and training students was suggested.
      
      Action: P. Maga will be invited to give a presentation on the Federal Work Study program/Student Help: funding, hiring and training.

   B. Discipline Process at SCC
      - Action: Pat Maga was unable to attend meeting. Item will be carried over to next agenda.

   C. Resource Planning for Unit Plans
      - Template for developing financial/facility/IT resource data tied to Unit Plans was distributed and reviewed by Stephanie Smith, M. Turner and R. Martinelli. He stressed that this is part of the new planning system.
      - Questions/answers and general discussion ensued. SLT members to follow Unit Plan timeline outlined and sent from PRIE. Of note, Budget Committee will begin hearings in March 2008.

II. **DISCUSSION ITEMS**
   A. Update on Basic Skills Initiative
      - The presentation, “Basic Skills Initiative 101,” facilitated by J. Jolly and M. Poindexter in October was reviewed.
      - Funding allocation to support programs in Basic Skills (Reading, Writing, ESL) and student retention/competency.
      - Course and student developmental education for Fall 2006 was reviewed.
● Looking at what we have done and what we need to do, i.e., support in the classrooms, tutors in Math, reconfigured labs, and support of the RISE program. Impact will be reviewed at end of Spring 2008.

B. Information Technology Update .............................................................................................. E. Ader
● A. Garcia reported that the main comments received regarding the IT organization were, i.e., concerns about staffing; request for clear understanding of what is considered an emergency or priority. Of note, there was no request made to stop the IT organization from commencing.
● D. Travis reported she had discussed with constituency presidents and it was well received.
● Next steps include a meeting with the union representatives and impacted staff to review the potential organizational changes at an agreed upon time. E. Ader assured SLT members that an observation period will take place and communication will be ongoing.
● Information Technology updates will be an ongoing item on the SLT agendas.

III. INFORMATION
A. Executive Staff/Chancellor’s Cabinet Updates ..............................................................D. Travis
● There was no Chancellor’s Cabinet meeting; next one will be held on 12/17.
● Agenda items for the Executive Staff meeting included but not limited to center facilities, the bond, college climate and the ARCC report.
● A general discussion was held regarding the ARCC report. Comments were invited. N. Moffett will send report to SLT members on the data developed for D. Travis.
● D. Travis distributed article that was published in the Business Journal on Center development. D. Palm and D. Luff participated in interview. Bravo!
● D. Travis announced that A. Licciardi has accepted the appointment as the management tri-chair for the Accreditation Self Study; Cathy Chen-Campbell is the tri-chair for the faculty, and Kelly Irwin is the tri-chair for classified. Celina Ing will attend the next Executive Council meeting to present the Pre-Accreditation Task Group report.

B. Vice Presidents Updates ...................................................................................................... A. Garcia/R. Martinelli/M. Poindexter
● A. Garcia announced the unit plan objective prioritization process at the instructional level will be completed before the winter break; area level after the break.
● The list of faculty hires for 2008 is completed; need date for posting for prioritized hires.
● R. Clem reported book orders are coming in; 12/17 will begin book buy-back, and is ready for sale of books.
● G. Hayman gave a brief report on some of the winter break projects scheduled; will send list of projects to N. Moffett to include in e-News.
● R. Martinelli reported parking lots will be reviewed in accordance with TAP. G lot will be remodeled; no timeline yet.
Performing Arts Center (auditorium) remodel plans underway. Remodel will seat 675 on main floor; upper area will house lecture halls.

Monument sign with LED function will be raised on the corner of Freeport & Sutterville; providing avenue to advertise campus events/special announcements.

M. Poindexter announced Thomas Greene, the new AVP of Student Services will join the SCC family as of 12/10/07; office will be in A-1. A welcome announcement is forthcoming.

L. Dun announced the Counselors Conference scheduled for 12/7 is sold out; up from 40 when event first held to 250. SLT members are invited to stop by for a meet and greet. Kudos to L. Dun and his staff.

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C. Announcements (LRMA, ACCCA, Upcoming Events, etc.)...........................................................All

Suggested changes to the Mission Statement can be found in e-News. SLT members need to get their comments to D. Luff. This item will be placed on the Executive Council agenda for discussion after the winter break.

V. Cox previewed the decals that will be distributed to all classrooms and offices showing the telephone numbers for emergency and campus police.

S. Short announced the next Leadership Workshop will be held on 11/30 from 2:30-4:00 PM at the district. SLT members are invited to send her suggested topics of interest for Spring semester, and comments on day/time for workshops – turnout is low.

C. Iwata announced the annual art sale that will be held the week of December 5-7.

D. Travis announced the Classified Appreciation event that will be held 11/30 from 2:30-4:00 PM in RN 258. SLT members invited to stop by and to encourage classified to attend.

IV. OTHER
A. Minutes from November 14, 2007.

V. FUTURE AGENDA ITEMS
A. CAHSEE Grant Update............................................................................................................ L. Dun
B. Accreditation Panel: ........................................................................................................... A. Licciardi, D. Palm, N. Moffett
Reflections after participation on Team Visits this Fall
C. Capital Campaign........................................................................................................... M. Leland
D. “Hidden City”................................................................................................................ R. Rios-Kravitz
E. Library Registration Cards.............................................................................................. R. Rios-Kravitz

Meeting was adjourned at 11:15 AM.

Note: Julia Jolly will be out as of 12/11 for surgery. We wish her a speedy and complete recovery.

Absent: Cohen, Comins, Leland, Maga

Guest: S. Smith

Through the Shared Governance Task Group recommendations, the Senior Leadership Team was formed to:

♦ Review and discuss District and College issues and proposals;
♦ Create an opportunity for management to develop positions on issues;
♦ Facilitate management in making recommendations to the President.