

APPROVED

Staff Senate Minutes

June 19, 2013

10:00 – 11:00 am

The meeting was called to order at 10:02 a.m. by Chair Bob McWilliams.

Members present: Bob McWilliams, Jeanne Archuleta, Karen Emery, Ernestine Jones, Susan Lemke, Susan Johnson, Xubi Wilson, Steve Barela, Peg Johnson, Jennifer Bleyle, Janelle Johnson, Nancy Grabowski, Linda Boyce, Yash Morimoto, Toni Sylvia, Laura Mulry, Margaret Hopkins, Jeff Toliver, Kathy Romero, Linda Two Bulls, Letty Naranjo, Ellen Roth, Teresa Roybal and Dana McArthur

1. **Strategic Plan Update-Yash Morimoto:** The strategic plan coordination group has been working very hard. There was a Board retreat yesterday. Overall the Board liked what the group came up with but want to add one value which is integrity and for vision to take out the nationally recognized leader and just make it leader. President Guzman really wants Staff, Faculty and Student involvement in the development of the strategies. This fall, the campus will be asked to be involved in the strategies. Over 1500 people participated in these activities. The community survey had 340 businesses and members of the community participate. Feedback received indicated that our focus should be on academic support, job training and internships. The results of the survey will be posted on JACK.
2. **Update on work completed by the subcommittee-Xubi Wilson:** The subcommittee is brain storming to decide what type of action needs to be incorporated in the letter to President Guzman to present to Staff Senate for a vote. Another meeting will need to be in approximately 2 weeks from now on the week of July 4, 2013. A motion was made for a special Staff Senate meeting on July 2, 2013. The motion was seconded and the motion carried.
3. **Review and presentation for discussion of Policy 5-3: Facilities Usage-Laura Mulry:** The last revision of this policy was in 2003. The biggest change is the language that states that there is no campaigning at SFCC and the legal team let us know that it is not the case. The draft revision is posted on JACK for review and edits. Please send feedback to Laura Mulry by the end of June, 2013. The format needs to change according to Policy 1-1. This policy will be aligned using Policy 1-1. There was a question regarding the requirement to make a profit on facility usage. Laura will ask Fran Nawrocki as she is responsible for facility use. There is a reference to the VP of Marketing and the President.
4. **Report from Councils:**
 - a. **Technology Council-Bob McWilliams:** The technology council has developed a process to evaluate and prioritize projects.
 - b. **Institutional Effectiveness Council-Letty Naranjo:** This council has not met.
 - c. **Marketing/PR Council-Laura Mulry and Jennifer Bleyle:** Focus has been to create an integrated marketing plan for SFCC. This plan will be in line with the strategic plan and to

support each department and all departments will use the same language. There will be a structure created to make it easier to focus and prioritize. The slide show will be posted on JACK.

A newsletter was launched to help improve communication at SFCC. This council meets the first Wednesday of each month at 1:30 pm.

- d. **Student Success/Academic Affairs Council-Teresa Roybal:** Each group had a different policy to review. Subcommittees will be formed to review and update policies.
- e. **Administrative & College Services-Bob McWilliams:** Various subcommittees are being created. OIT is tracking the usage by user of all the printers on campus. Soon there will be a top 10 users list. This is tracked by person and printers. Some faculty are printing books instead of purchasing them. How we are delivering textbooks. E-books are now available. A new thing the bookstore is doing is rent a book . A lot of our students do not have the technology to use e-books.
The Purchasing subcommittee is looking at the cell phone policy, travel policy and procedures to accompany the policies. The group meets every other Thursday at 9:00 am.
- f. **Institutional Advancement-Letty Naranjo:** Planning the 30th Anniversary activities. The GROW Foundation will be changing their name to the SFCC Foundation. Work to change the by-laws are in process.
- g. **Societal Responsibility –Xubi Wilson:**
 - a. **Sustainable committee:** Working on recycling. A bailer was bought to recycle the cardboard.
 - b. **Building Energy Management Team:** Advanced building control. Composting-Culinary Arts and Cafeteria. Moving toward doing this campus wide. Maps to show where the filtered water is and other things.
 - c. **Safety-C-CERT:** Anne Probst is retiring and waiting to see what will be happening with this piece.
 - d. **Diversity:** Vaune Hegmann is the Chair.

Someone from each council should be here to update Staff Senate.

- 5. **Staff Senate Constitution Review:** A motion to create a subcommittee to review the constitution and propose changes. The motion was seconded and carried.
- 6. **Other Business:** Susan Lemke was nominated to fill the vacancy of Co-Chair. Susan Lemke accepted the nomination. An election will be held July 2, 2013.

The meeting was adjourned at 11:04 am.