2013-14 Activities and Accomplishments

- Sent letters of appreciation to former SSEC members
- Formally adopted SSEC Charter
- Formally adopted SSEC Bylaws, including:
  o Appointing replacements to fill vacancies originates with the Committee and approved by the Chancellor
  o Asserting the Committee’s authority to decide which other campus committees are attended by SSEC members
- Developed Standard Operating Procedures (SOPs), document templates, and a Google Drive location to archive documents
- Determined staggered terms to ensure continuity
- Filled three vacant seats prior to beginning of Academic Year 2013-14
- Established a meeting schedule for entire Academic Year 2013-14 in advance to facilitate attendance
- Sent memorandum on 8/01/13 to Administration to investigate ITS help desk services and maintenance requests through eFacilities, and report its findings and action plans to SSEC.
  o Interim VCAS Furuto and Interim CIO Mike Meyer provided information to Committee on 10/09/13
  o GLPI information communicated to staff on 10/10/13
- Sent memorandum on 8/01/13 to Administration to update status of Business Office vacancies at Fall 2013 General College Meeting. Received update from Human Resources 10/08/13
- Executed a Memorandum of Agreement (MOA) with the Chancellor and an internal MOA with the Chair to create a schedule of additional compensation for SSEC service.
- Sponsored and organized campus HSI/WILD day staff event (“Indoor Drive-In”) to foster camaraderie and build momentum towards new staff development body and future activities. Survey of staff (attendees and non-attendees) and assessment of the event by key organizers/facilitators.
- Approved Campus Council for Institutional Effectiveness (CCIE) in meeting of 3/19/14.
- Surveyed SSEC reps on effectiveness of committee and future direction of the committee.
- Surveyed all staff on effectiveness of SSEC representation
- Sent memorandum on recommendations for improving the budget process to the Planning Council (5/9/14)

Recommendations for 2014-15

- Based on the results of the SSEC Effectiveness Survey, there appears to be a need to continue institutionalizing SSEC’s role in the College, increasing awareness of SSEC, and strengthening communication channels between SSEC representatives and staff.
Experience with the recent SSEC election has made it clear that the nomination process must ensure individuals on the ballot have confirmed their interest in serving. Although it was an appealing idea to include all eligible staff who didn’t decline, there were too many unresolved practical issues for that to be effective. In addition, with the relatively low voting turnout, other ways of increasing staff voting were contemplated, including tie-ins to staff functions. The 2013-14 Committee had insufficient opportunity to clearly define the entire election process from nomination to selection, but that should be a priority for the 2014-2015 SSEC leadership.

Based on the results of the SSEC Member Survey and SSEC Effectiveness Survey, the creation of a formalized staff development entity is an identified priority.