

SHARED GOVERNANCE COUNCIL MEETING

Minutes – January 28, 2009

Board Room 2:30 – 4:00 p.m.

Members Present:

Academic Senate–Jeffrey Lamb

CCA/CTA/NEA–Melissa Reeve

Minority Coalition–Sal Alcalá, Kevin Anderson

CSEA–Cynthia Simon

ASSC–Lillian Nelson, Michel LaRiviere

Local 39–Jeff Lehfeldt

Management–Shirley Lewis, Esq.;

Erin Vines

Resource Persons–Ross Beck,

Rich Christensen, Ed.D., Jay Field;

Robin Steinback, Ph.D.;

Charles Shatzer, Ph.D.; and Judy Anderson

Interim Supt./President– Lisa Waits,

Ed.D.

Members Absent: **Resource Persons**–Don Mourton, Nora O’Neill

Guest: **Judy Anderson**, who took the Minutes of this meeting in Nora O’Neill’s absence

1. (a) Call to Order

Interim Superintendent/President Lisa Waits called the meeting to order at 2:39 p.m.

(b) Approval of Agenda

It was moved by Cynthia Simon and seconded by Lillian Nelson to approve the Agenda for this meeting. The motion carried unanimously.

(c) Approval of Minutes

It was moved by Cynthia Simon and seconded by Charles Shatzer to approve the Minutes of the December 10, 2008, SGC Meeting. The motion carried unanimously.

2. Strategic Proposals Ranking

IS/P Lisa Waits reported that the Strategic Plan sub-group met and developed a ranking form that Nora O’Neill distributed to SGC members in December. Discussion followed on specifically what the Strategic Plan Priorities should contain and what, if any, other District plans it replaces. Dr. Waits commented that with only a few members completing the exercise, it appears this will delay FABPAC from reviewing it in accordance with its Budget Development Calendar timeline.

Charles Shatzer asked if this replaces the Three-Year Plan? Dr. Waits replied the proposals would be funded by identified monies above and beyond operational needs. Jay Field said that this is to rank new spending opportunities and gets forwarded to FABPAC to determine if the dollars are available. However, staff should not plan around the money available, but plan broadly around District goals and priorities—it’s one list. The Three-Year Plan is now considered internal to divisions only—we’re not doing this campus-wide any longer.

Rich Christensen reminded members that the concept came from Andrea Serban's visit two years ago in developing how to set priorities within the strategic plan and the process for it. Dr. Waits noted SGC discussed the distinction between operational budgets and strategic initiatives. And Jay added that regardless of what money is there, the planning work still needs to be done.

Dr. Waits stated that this why the District is still on warning status from ACCJC—it shows the problem. She will redistribute the flow chart & rankings again to members. Dr. Waits stated that SGC agreed: the strategic proposals would go through the review group; groups such as Enrollment Management and Basic Skills, among others looked at it (that process happened); SGC read & heard the proposals; and a group created a ranking sheet. Now, SGC needs to rank them and forward to FABPAC. And, this process is in addition to the District's budget development process. Erin Vines said his understanding is that this process replaces all others and used campus-wide so anyone can initiate a proposal.

Jeff Lamb said that we still have an issue with how to address software, equipment, and other material needs. Dr. Waits indicated that FABPAC had discussions on this and a subcommittee has met to develop a process. Cynthia Simon pointed out that we need a definitive answer—we've had several meetings about this. How can we get the campus to understand if SGC members don't have clear understanding. IS/P Waits noted there's general agreement that it's strategic in nature and we're doing this for 2009-10. The item will return to the next SGC meeting. The seven proposals will be sent to SGC and each member will rank the proposals. In addition, the "strategic goals, measures and targets" document will go out to members to assist them. Jeff Lamb stated the college needs to show ACCJC that we have a process that's followed and carried out. Erin added that hopefully we get to a point where this will be the process for the institution. Dr. Waits will have Nora send: all 7 proposals, the process chart, and "Strategy Objectives, Measures, & Targets," and we'll have a flip chart next time to write down the rankings. Jay Field will post all relevant documents onto the Intranet in the Shared Governance Folder. Dr. Waits instructed all members to bring their ranked proposals to the next meeting.

3. Governing Board Code of Conduct

Dr. Waits distributed the draft Governing Board Code of Conduct. The Code was developed with assistance from the consultant at the Board's January 10 workshop. It will go to the February 4 Board meeting for approval. Jeff Lamb pointed out that, along with the "self-study checklist," the Board recognizes there is a problem and is having an identity shift. Jeff stressed it's important that now the Board recognizes their issues (self-awareness) and is working to correct them, college employees no longer can vent to ACCJC and someone like Tom Henry because everybody should be committed to improving and doing its own self-awareness. He believes the Code of Conduct should be shared with all constituents.

Dr. Waits said she will send a \$all memo when the ACCJC letter is received (it should come in by the end of the week). She noted the letter will say our deadline is January, 2010; however, in reality it's actually less than a year and we have a lot work to do.

Jeff proposed a code of conduct for all employees—if the board is taking this step, we need to also. The employees should abide by a set of standards and behavior, i.e. not contacting a board member whenever he/she has a problem, respect the chain of command, act civil to one another, etc. Lillian Nelson said that, while she agrees this is a good thing, there needs to be a way to address issues for those who really need to talk to the board—some avenue to get issues resolved, like mediation. She

hasn't seen it happen here. Dr. Waits pointed out that there's a difference between not being heard versus getting a resolution they didn't like.

Jeff indicated the Board's primary responsibility is to set policies and ensure District fiscal solvency, and not address individual grievances. Ross Beck noted the EdMAC Report indicated the District has good policies, but employees are either not aware or there isn't procedures to understand and follow.

After discussion, Jeff made a motion for SGC to create a code of conduct for interaction with the board, second by Shirley Lewis, that SGC will develop a code of conduct after the Board adopts theirs. Motion passed with one abstention.

4. Accreditation

Jeff Lamb reported that after he attended the accreditation institute, he sent the handouts to SGC. The ACCJC points out that it's most critical to address our budget and planning process.

Robin Steinback announced that she also attended the accreditation institute and was thankful for the opportunity to interact with other colleagues facing similar district issues. She learned that the same top three problems exist that placed other districts in sanction: board governance, leadership instability, and lack of integrated planning showing student success & effectively using resources. Colleges don't show enough what it does well, what can we tweak, and what we do that isn't documented. And, Dr. Steinback is taking a cue from a sentence from President Obama's inauguration when he said, "We must pick ourselves up, dust ourselves off, and today, begin anew to rebuild (Solano College)."

IS/P Waits said that although our timeline is short, she feels strongly the college can exceed expectations—our students need us. Ross Beck commented that the public's timeline is shorter. He's now getting multiple phone calls daily. To help address the media's questions, the college will have a "Media Day" next Wednesday, February 4. The Executive Council and Special Trustee Tom Henry will answer questions regarding the District and resultant ACCJC letter. The entire campus and students will be informed via email. Kevin Anderson pointed out that campus constituent groups should have been part of those discussions in setting up the media event.

Dr. Waits asked Ross to arrange a meeting with Kevin and other constituent leaders to craft an institutional message to the media. Cynthia Simon said she's sending a message to CSEA members reminding them that we're all stakeholders, to step up and help resolve problems. Ross Beck also added this is to build press relationships. In light of all the events, Dr. Waits said we can't lose sight of the good things we do.

5. Budget Information/New Position Review

IS/P Waits indicated she sent a \$all message reporting the Board action taken in closed session at its last meeting to not renew the contract of the Vice President, Administrative & Business Services.

Dr. Waits reported that fiscal services, human resources and payroll areas are being reviewed in how it works with Banner. Those areas will be restructured. There's a new job description being created. She said Executive Council previously met early in the week to line up for SGC and Board meetings, but now meets on Thursdays and the work is not yet public.

6. Review of Governing Board Agenda

Charles Shatzer asked about the Facilities Director recruitment, and IS/P Waits replied that second interviews were done with two finalists. She needs to look over the reference checks and make a determination.

Cynthia Simon announced that her boss (Sal Alcalá) is leaving. Jeff Lehfeldt reported that Lurlean Robinson, custodian, is retiring after 21 years.

Jeff Lamb wished to announce the work of the Suisun Valley Review and Michael Wyly. Dr. Waits said she can make the announcement under the Superintendent/President's Report.

7. College Area Reports/Announcements

Superintendent/President: none

ASSC: none

Academic Affairs: none

CCA/CTA: none

CSEA: Cynthia Simon announced that the CSEA Executive Board had its installation dinner and Dr. Waits attended. She & CSEA enjoyed spending time with her away from the college.

Local 39: none

Management: Erin Vines attended the inauguration of President Obama.

Minority Coalition: Kevin Anderson said the Martin Luther King, Jr. event was very good and well attended. He encouraged any one who hasn't been to come next time, they won't be disappointed.

Student Services: none

Human Resources: none

Academic Senate: none

Technology & Learning Resources: Jay Field announced that "gmail" is successfully implemented. It's complete gmail service that's only accessible through the My Solano portal, but works anywhere. It's also used for e-college and is very student-oriented.

Workforce & Community Development/Foundation: Charles Shatzer announced that there is an increased presence of SCC retirees on campus working on the Bldg. 1400 patio dedication—they have 70 RSVPs so far.

Administrative & Business Services/FABPAC: none

The meeting was adjourned at 4:16 p.m.

LW/ja