

SHARED GOVERNANCE COUNCIL MEETING

Minutes – June 24, 2009

Board Room 1:00 – 4:00 p.m.

Members Present

Minority Coalition: Kevin Anderson
Faculty: Jeff Lamb & Tom Grube
Administration: Shirley Lewis
Classified: Cynthia Simon & Ralph Meyer
Students: Lillian Nelson & Tara Norman
Interim Supt/Pres: Robert Jensen
Resource Persons: Robin Steinback, VP-AA; Lisa Waits, VP-SS; Rich Christensen, Dir-HR;
Charles Shatzer, AVP; Ross Beck, Dir of PR; Nora O'Neill, Exec Coord

Members Absent

Erin Vines, Administration
Jay Field, VP, T&LR;

Guests

Dr. Jowel Laguerre, Incoming Superintendent/President

1. (a) Call to Order

Interim Superintendent/President Robert Jensen called the meeting to order at 1:00 p.m. Because the Agenda for this meeting was not distributed in sufficient time to meet Brown Act guidelines, no action was taken at this meeting.

2. Reorganization Due to Impact of Budget Reductions

Dr. Jensen stated there will be a memo coming out from the President's office advising that the new transitional organization will go into effect July 1, 2009. There are some physical rearrangements that will occur sometime during the Month of July.

Rich Christensen advised that there were 3 parts to the reorganization – No. 1 had to do with codifying that the reorganization was in place, No. 2 dealt with the reporting structures of supervision, and No. 3 had to do with the physical release. He stated that the memo is currently in draft form with Dr. Laguerre and advised that the Executive Council, in their June, 23, 2009, meeting, determined that the Vice President in charge of each position, along with the HR Director, would be meeting with the individuals.

3. Budget 2009/10

Dr. Jensen advised that the budget would be brought forth to the Governing Board tonight with, basically, little or no changes. He reminded everyone that the College had 3 trigger dates – July 1, September 1, & December 1. Susan Rinne is responsible for bringing them forth. He stated that some recommendations should be forthcoming in July as the revenue picture becomes clear. Dr. Jensen discussed the fact that the College has to return the property in Vacaville that the Fire Technology Program used back to the State in the same condition as, allegedly, we found it. SCC is responsible for what is there now and has to clean the dirt. Core samples

have been taken, and the project does not appear to be as bad as was anticipated. The clean-up (which could entail removing the dirt, tilling the dirt, or putting it on sun trays and letting Mother Nature do her trick) will be expensive. The College is researching all options available to mitigate this situation, with the hope of avoiding exorbitant costs. There are techniques that provide for leaving the dirt on the site and treating it certain ways so, over time, Mother Nature will clean it. That would have the potential of a savings of approximately \$500,000 to \$600,000. We are currently out for bids on removal of the dirt.

Regarding the 09/10 budget, Dr. Jensen advised there have been a few changes since the last report:

(1) Tuition is going to go up – the question is how much. It will still be a good buy, but it is problematic for the College because some students have already registered. We now have to go back to them to get the additional fee costs. Also, students who have applied for financial aid received their packages based on certain costs. The College is anticipating these problems and gearing up for them.

(2) The second problem is with the Categorical Programs. There will be cuts in Categorical, but they will be mitigated in this year by around 50% of the initial cut because the State is using stimulus dollars to mitigate part of the cuts in the Categorical areas. So, this year, instead of a 40% cut in EOPS or DSPS, there will only be a 20% cut. However, the stimulus dollars will be gone one year from now; so, the College needs to gear up for probably 40% in cuts next year. We are identifying everyone in each affected department – EOPS, DSPS, what is under the matriculation banner, what is under basic skills, what is under technology, what is under nursing, etc. – and planning accordingly. Dr. Jensen has asked each of the Vice Presidents to identify these specific concerns.

(3) Additionally, when the State is cutting the Categorical programs, they are also telling the Colleges that they are removing the State mandates – they are saying that Colleges have the right to put all of the Categorical dollars back into one “big bucket” and prioritize their categorical programs to fund them in such a way as to offset cuts. For instance, instead of doing 5 things at a C- level, why don’t we do a few things well. The College can mix Categorical dollars. You can take EOPS dollars and put them into DSPS or vice-versa. Dr. Jensen stated that the SCC governance groups should be discussing this now and not waiting until they know how much the cut will be, because the cuts will be big enough that the College will have to cut people.

Tom Grube asked if the “big bucket” refers to the General Fund or just taking down the partitions in the Categorical Funds. Dr. Jensen confirmed that it meant taking down the partitions in the Categorical Funds. The funds cannot be put into the General Fund, but the College can blend them in the Categorical Funds. Cynthia Simon stated that she attended a Regional EOPS Committee meeting and was told the Categorical programs are getting a 16% cut *without* flexibility, and the other cut is 32% *without* flexibility. So, EOPS, CARE, Basic Skills, DSP, the nursing programs, and funds for student success are *without* flexibility. Dr. Jensen stated this would be a detriment to the students and pointed out that, up to this date, the College has been able to avoid layoffs; however, this will not continue. He said we are really looking at 2-year budget cuts; i.e., 20% in 08/09 and another 20% in 09/10, which equals a 40% cut.

(4) Apportionment is being reduced by the amount P.E. was offered. Dr. Jensen advised that the reduction will be different for every college; however, at this time, he does not know what formula will be used to calculate these cuts. Dr. Jensen stated that the College needs to decide if it is going to spread that cut across the whole curriculum or implement the cuts where they came from and, thus, reduce P. E. For example, can the College offer classes such as golf, yoga, and pilates through Community Services, where the fee will cover the cost of the class? Can the College afford to take a cut in Basic Skills for

P.E.? Dr. Jensen stated the College needs to get after this now and pointed out that, when the stimulus money is gone, there will be more cuts in 10/11.

Finally, Dr. Jensen shared that he has had inquiries, from both inside and outside of the College, asking if he felt that the College can afford the 4-year settlement that it agreed to with all four bargaining groups. He said his reply is always “yes” and added that he felt the settlements were modest for the College’s groups.

4. Accreditation

Dr. Jensen advised that the ACCJC letters are being prepared, and the College should have its letter on Monday or Tuesday of next week. Dr. Jensen has shared with Dr. Laguerre and Dr. Beno that Solano should meet with the staff at the Commission immediately after the letter arrives because, in our normal cycle, SCC is up for a comprehensive self-study. He said he does not believe that it will serve the College well if the College is trying to address simultaneously Show Cause and the comprehensive self-study – it is too tough to do, and something has to happen because the College is running out of time. The 6-year cycle is coming, and there will have to be some kind of temporary extension because the College is trying to address Show Cause. Dr. Jensen stated SCC will be doing reports to the Commission probably every year for about four years and noted that once the Show Cause issue is settled, the College will be back on cycle for the comprehensive self-study.

Dr. Jensen reminded everyone that the Nursing Program is currently preparing its Self-Study for March 2010 as part of its regular cycle. In addition, the College is doing some searches for a Business Manager, an HR director, a Director of Financial Aid, and 4 faculty.

Jeff Lamb advised that he and Robin Steinback met this week to begin developing the plan to address whatever is coming next from the Commission. Dr. Jensen suggested it would be good for the SGC to review what worked well and what did not work well in preparing the recent Show Cause Report.

5. Policy 6000-Series Updates

Robin Steinback began this discussion by addressing a question that was brought up at the last SGC meeting concerning these updates; i.e., had these updates been reviewed with the Academic Senate. She confirmed that the policies were reviewed with the Senate, and she met with the Senate in May, 2009. She also stated that most of the updates are in line with revisions to Title 5.

6. Board Agendas – Hard Copy vs. Electronic Copy

It was agreed that the following should receive hard copies of the Board Agendas, and that this information will be given to Judy Spencer:

ASSC – 2	Student Development – 1	EC Members – 6	Faculty – 19*
CSEA – 1	Local 39 – 2	Vacaville Center – 1	Vallejo Center – 1
Libraries – 3 (1 at each campus)		Copies for the Public at Meetings -- ?	

* - Faculty hard copies include the following: (Senate President, Vice President & Secretary; CTA President & Chief Negotiator; 7 Division Offices; 7 Mail Rooms)

7. Policy 2005 Shared Governance

Dr. Jensen stated that it would be wise for the Shared Governance Council members to review Policy 2005 Shared Governance vis-à-vis who are actual members, who are resources, what are the specific responsibilities

of SGC, etc. He thought that the Shared Governance Council is a little inconsistent and should confirm exactly what it is charged to do. Also, he stated that the relationship between SGC and FABPAC is somewhat confusing with regard to membership, order of the flow of information, and the Integrated Planning Process. Dr. Jensen said that when he asks participants of SGC and FABPAC to describe their specific duties, he gets five different answers. He also pointed out that he sees the same people at all of the meetings and felt that it is not healthy for the College to have such limited campus representation in these two organizations.

Lisa Waits suggested that, while SGC is looking at Policy 2005, it should also look at the standing committees and clean up any problems in that area; i.e., identify what needs to be changed, updated, eliminated or left the same.

8. Job Description Changes

Rich Christensen distributed new job descriptions for the Director of Financial Aid position and the Director of Admissions and Records position. Lisa Waits explained that the Director of Financial Aid position replaces the Dean of Financial Aid position, and the Director of Admissions and Records position replaces the Dean of Admissions and Records position. This represents the reclassification of two Dean positions from Educational Administrators to Classified Management positions.

Cynthia Simon pointed out that the Director of Financial Aid job description did not contain any language referencing the need for supervising experience.

Some discussion centered around whether or not it was necessary to put any reference about Banner knowledge into the job description. It was agreed that such a reference to Banner was not necessary in the job description and that the Hiring Committee should advise candidates that SCC is a Banner shop.

Lisa Waits will incorporate the recommended changes into the job descriptions and forward them to Nora O'Neill, who will email them to the Shared Governance Council members. Dr. Jensen pointed out that approval of job descriptions is not a Shared Governance Council responsibility.

9. College Area Reports/Announcements

Kevin Anderson advised that the Minority Coalition will be holding its next meeting in August of this year.

Robin Steinback advised that enrollments are very healthy for summer and fall. The strategy to offer Intersession at the Vallejo and Vacaville Centers was very successfully. She also thanked Dr. Charles Shatzer for his service as the VP of Workforce and Community Development and Dr. Jensen for his service as Interim Superintendent/President at SCC for the past four months.

Jeff Lamb advised that a committee will be working throughout the summer to organize for the next Accreditation report. He said they are also working on providing training on Accreditation as well. Jeff explained that it is likely that SCC will have another Accreditation report due this October, and Dr. Steinback advised that the College's Self-Study is coming up as well.

Lillian Nelson also thanked Dr. Jensen for his serving as Interim Superintendent/President at SCC.

The meeting was adjourned at 2:30 p.m.

RJ/no