

# SHARED GOVERNANCE COUNCIL MEETING

Minutes – August 12, 2009

Board Room      1:00 – 3:00 p.m.

## Members Present

**Minority Coalition:** Kevin Anderson  
**Faculty:** Christine Ducoing  
**Administration:** Shirley Lewis, Erin Vines  
**Classified:** Cynthia Simon, Ralph Meyer  
**Students:** Lillian Nelson, Tara Norman  
**Interim Supt/Pres:** Dr. Jowel Laguerre  
**Resource Persons:** Jay Field, VP-TL&R; Robin Steinback, VP-AA; Lisa Waits, VP-SS; Susan Rinne, Int DFS; Ross Beck, Dir PR; and Nora O'Neill, Exec Coord

## Members Absent

Faculty—Jeff Lamb

## Guests

Judy Spencer; Tom Grube arrived at 2:25 p.m.

### 1. (a) Call to Order

Superintendent/President Jowel Laguerre called the meeting to order at 1:08 p.m.

### (b) Approval of Agenda

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

### (c) Approval of Minutes

It was moved by Kevin Anderson and seconded by Lillian Nelson to approve the Minutes of the July 8, 2009, SGC Meeting as amended. The motion carried, with one abstention (Tara Norman).

It was moved by Shirley Lewis and seconded by Kevin Anderson to approve the Minutes of the July 22, 2009, SGC Meeting. The motion carried, with one abstention (Tara Norman).

### 2. Policy 4000-Series

Shirley Lewis explained that the purpose for this subject being on this agenda was to clarify the interpretation of whether or not “Confidential” employees are considered “Management” employees in Policy 4000, Employment Selection Procedures. Interim Director of Human Resources Trudy Largent commented that the policy and procedures contain conflicting descriptions with regard to committee composition. She offered to review them and rewrite them, as needed, to ensure their content is legal, complete, and concise. Cynthia Simon suggested Trudy look at all of the hiring policies and procedures, stating there are inconsistencies in the other policies and procedures as well. It was agreed that Trudy would review all of the hiring policies and procedures and process the corrected/updated versions in accordance with the College’s policy and procedures update practice; i.e., (1) obtain EC approval, (2) obtain SGC approval, and (3) obtain GB approval. In answer to the question of what the practice will be if a situation develops that a hiring committee needs to be created or changed in any way during the time preceding the approval of the updated policies and procedures, Dr. Laguerre advised that he would work with the committee chair and make a decision to address the matter. He also stated that, at this time, he is not going to change the membership of any hiring committees that currently exist at the College.

### **3. Board Agendas – Hardcopy vs. Electronic**

Judy Spencer distributed the “New Board Agenda Distribution” list, indicating, as a result of the recent SGC analysis of the need for hardcopy versions of Governing Board meeting agendas, the number of hardcopy versions of those agendas that are sent out is now 87, instead of previous distribution of 170. This new distribution will go into effect with the dissemination of the September 3, 2009, Governing Board meeting agenda.

### **4. Reorganization Due to Impact of Budget Reductions**

Dr. Laguerre asked Robin Steinback to update the SGC on the status of the Reorganization. Robin advised that the Governing Board has received the Reorganization as information, and it will be up for action by the Governing Board at their next meeting.

Dr. Laguerre advised that Trudy Largent is working on the Director of Fiscal Services job description and the Bond Accountant job description. He stated that the Bond Accountant position will be a categorical position paid for by the Measure G Bond funds.

Shirley Lewis asked for clarification of the two reorganization plans. Robin Steinback explained that the first reorganization that was planned back in May of this year was done as a result of the impact of the budget reductions by the State, and it is referred to as the “Reorganization Due to Impact of Budget Reductions.” At that time it was not known that Dr. Laguerre would be implementing a second reorganization in connection with the executive level positions. This second reorganization is referred to as the “Transitional Reorganization.”

Dr. Laguerre inquired as to whether or not job descriptions need to be brought to SGC. Cynthia Simon stated CSEA does not want job descriptions to go to SGC for approval because it slows down the hiring process; and, often, good candidates are lost to other employers because the SCC process takes so long. It was agreed that new job descriptions or significant changes in job descriptions would be provided to SGC as information. If changes are made to the job description after SGC reviews it, the job description should, again, be provided to SGC as information. Dr. Laguerre said that the job descriptions covering the positions of Director of Research and Planning and Executive Coordinator—Special Projects will be emailed to the SGC members as information.

### **5. Budget 2009/10**

Dr. Laguerre stated Open Forums about the budget had been held at the Fairfield Campus and the Vallejo Campus and advised that an additional forum will be held at the Fairfield Campus and one forum will be held at the Vacaville Campus. Dr. Laguerre and ASSC President Tara Norman will also schedule a Budget Forum for the Students. Dr. Laguerre informed SGC that the Categorical cuts this year are considerable and reminded everyone that there will be no “Stimulus” money in 2010/2011.

### **6. Accreditation**

Robin Steinback distributed the “Accreditation Timeline for Special Report with Visit” and the “Accreditation—Special Report with Visit, Work Groups” list and commented that some Work Groups have already begun working on their responses. She advised that campus forums about the Accreditation report will be held on August 24 and 25, 2009.

Robin stressed that the report needs the entire campus to be involved and encouraged SGC members to support their constituents in participating in the preparation of the document.

Robin also explained that, after the October 15, 2009, deadline for this next report, the College will continue to work on this Accreditation report in anticipation of Dr. Laguerre’s presentation to the Commission, at their January 2010 meeting, providing updated information on the continued progress the College is making on the April 2009 Visiting Team’s recommendations. SGC was reminded to provide examples of how decisions are made because the College needs to provide evidence that proves decisions are evidence based.

### **7. Integrated Planning Process/PERT**

It was moved by Kevin Anderson and seconded by Christine Ducoing to approve the Integrated Planning Process (IPP) and the Process Evaluation and Review Team (PERT) as presented to SGC by Jeff Lamb and Rob Simas at the two SGC meetings in July 2009. The motion carried unanimously.

## **8. Policy 2005 Shared Governance**

Policy 2005, covering Shared Governance, was reviewed. It was agreed that, if anyone feels changes or updates need to be made to this policy, they will forward them to Nora O'Neill, who will place them on the SGC Agenda.

## **9. U.S. Flag flown at Half Staff when an SCC Employee Dies**

At the request of Local 39, the subject of flying the U.S. Flag at half staff when SCC employees die was placed on this agenda. Dr. Laguerre advised that the U. S. Flag Code does not permit it. He suggested the College might consider creating its own flag, which could be flown at half staff when an employee dies.

## **10. Other**

Dr. Laguerre distributed the latest version of the draft of the Governing Board Agenda for the August 19, 2009, as information.

## **11. College Area Reports/Announcements**

- ASSC—Tara Norman**

On August 18, 2009, as part of the Flex Cal activities, the ASSC will hold two workshops featuring a discussion panel of student leaders who serve on the ASSC Student Government. They will provide perspectives on a variety of topics relevant to students. The first one will be from 1:30 to 3:00 p.m., and the second one from 3:00 to 4:30 p.m., in Room 704. Also, “Preview Day” will be held on Thursday, August 13, 2009.

- CSEA—Cynthia Simon**

The CSEA Flex Cal luncheon is planned for Friday, August 14, 2009, from 12:00 Noon to 1:30 p.m. Dr. Laguerre will be speaking at this event, providing updates on the Reorganization and the Budget. Kathy Rollins, the new Labor Representative for CSEA, will be in attendance.

- Local 39—Ralph Meyer**

The air conditioning in Building 400 is working again. Ralph advised that the type of pumps that were used when installing the air conditioning equipment were the wrong type of pump; consequently, they will continue to fail periodically. At some point in the future, the correct pumps will be installed; and, this problem will no longer occur.

- Management—Erin Vines and Shirley Lewis**

Erin Vines informed the SGC that Arthur Lopez, the Interim Dean of Financial Aid, has commenced employment.

Shirley Lewis advised that Dr. Laguerre convened a meeting of the Administrative Leadership Group (ALG). The discussion centered around the purpose of ALG and possibly changing the name of ALG to a name that reflects a more management-team purpose. Dr. Laguerre shared his view for ALG and suggested considering broadening the purpose of the group.

- Minority Coalition—Kevin Anderson**

The Minority Coalition will be meeting this month for the first time in over one year and may be selecting new representatives for the Shared Governance Council. He also thanked Dr. Robin Steinback for making a course happen that was not in the original schedule—the course is 80% full.

- Student Services—Lisa Waits**

In late spring 2009 over 600 students registered for classes and completed their assessment testing. Financial Aid was closed last week to allow staff to catch up on their workload, and Student Services will be cutting some service hours due to the cuts in Categorical funding. They will strive to provide quality service and be selective about the times they are open, while also working on the Banner Recovery Plan.

EOPS counselor Dolores Curiel passed away recently. She will be missed in the Student Services Department as well as throughout the College.

A consultant was on campus to help with student accounts receivables that have resulted in connection with the additional \$6.00 per-unit fee that is due from students who registered for classes prior to the increase becoming effective. Lisa Waits advised that the College will not drop students for not paying on time; however, if they still owe the money when they register for spring classes, they will not be able to register for those classes until the balance due on their account is paid.

Shirley Lewis informed the SGC that, at the recommendation of the CDC, the Superintendent/President's Cabinet has asked Student Services to implement an H1N1 flu virus awareness campaign on all SCC campuses. In this connection, signs providing information about symptoms and prevention will be placed around all SCC campuses.

- **Human Resources—Trudy Largent**

Trudy thanked everyone for the warm welcome she has received at SCC and advised that she welcomes "fireside chats."

- **Technology & Learning Resources—Jay Field**

The remodel work in Building 100 is moving forward very rapidly. It is anticipated that the Reading/Writing/ESL Lab will be up and running in time for the first day of the fall semester. The faculty offices are being redone as well.

The Banner Recovery Program is in full swing, and staff is getting the necessary training.

IT staff is currently involved in assessing the technology needs of the new Vacaville Center as well as installing Banner 8. Beginning in September 2010, Banner 7 will no longer be supported.

- **Workforce & Community Development/Foundation/Community Services—Jowel Laguerre, Robin Steinback, and Lillian Nelson**

Dr. Laguerre advised that the Foundation Board met on August 11, 2009. Lillian stated that the online auction will be running again this year through the whole month of November, and the Foundation is asking for help with the auction from the College organizations who benefit from it. She also advised that the Foundation recently received \$5,000 from the Chinese American Association of Solano County and \$5,000 from Yin McDonald's for the ASSC "Students Helping Students" program.

Robin Steinback advised that Deborah Mann, Dave Redfield, John Urrutia, and Maire Morinec are working with the Workforce Investment Board (WIB) aggressively pursuing Stimulus money through the WIB. She also attended the Vacaville Major Employers' meeting with Dr. Laguerre, and the group was very supportive of the College.

The meeting was adjourned at 3:00 p.m.

JCL/no