

SHARED GOVERNANCE COUNCIL MEETING

Minutes – August 26, 2009

Board Room 1:00 – 3:00 p.m.

Members Present

Minority Coalition: Kevin Anderson, Shirley Lewis

Faculty: Jeff Lamb, Tom Grube

Administration: Erin Vines

Classified: Sheryl Scott, Jeff Lehfeldt

Students: Lillian Nelson

Resource Persons: Robin Steinback, VP-AA; Lisa Waits, VP-SS; Ross Beck, Dir PR;
and Nora O'Neill, Exec Coord

Members Absent

Classified—Cynthia Simon, Ralph Meyer

Students—Tara Norman

Resource Persons—Dr. Laguerre, Jay Field, Susan Rinne

1. (a) **Call to Order**

In Dr. Laguerre's absence, Robin Steinback called the meeting to order at 1:07 p.m.

(b) **Approval of Agenda**

It was moved by Jeff Lamb and seconded by Sheryl Scott to approve the Agenda for this meeting. The motion carried unanimously.

(c) **Approval of Minutes**

It was moved by Shirley Lewis and seconded by Lillian Nelson to approve the Minutes of the August 12, 2009, SGC Meeting as amended. The motion carried, with two abstentions (Jeff Lamb and Jeff Lehfeldt).

2. **Job Descriptions for Director of Fiscal Services and Bond Accountant**

Trudy Largent, Interim Director of Human Resources, distributed both the original/current job description (JD) and the proposed job description for the *Director—Fiscal Services* (D-FS) position and the new job description for the *Accounting Specialist II (General Obligation Bond Fund)* (aka Bond Accountant) position.

The discussion concerning the D-FS position centered around how specific the duties contained in the job description need to be; e.g., should bond experience be a preferred qualification or not included at all. Trudy pointed out that this JD was created to be a generic, all-encompassing JD. It was agreed that SGC members would email their suggestions to Trudy, and she would incorporate them into a new version, which she would email back to the members.

With regard to the Bond Accountant position, Trudy stated that it mirrored the current *Accounting Specialist II* JD with the bond duties added. Robin advised that Dr. Laguerre told her the College is currently paying Kitchell for managing the Bond accounting. Trudy pointed out that a definitive decision to hire someone has not been made; however, Dr. Laguerre wants to have the JD in place for when it might be needed. Trudy said she would also email the revised Bond Accountant JD to the SGC members.

Jeff Lamb stated it would be helpful to have job descriptions, such as these, ahead of the actual meeting where they would be discussed in order to provide members sufficient time to review them.

3. **SGC Membership Update**

Robin Steinback informed the SGC that Shirley Lewis is no longer representing Administration at SGC but will now be representing the Minority Coalition. Erin Vines stated that the second Administration representative would be appointed before the next SGC meeting.

4. **SGC Meeting Schedule**

It was agreed that SGC meetings will be held from 2:00 p.m. to 4:00 p.m. on the second and fourth Wednesdays of each month, with the exception of the September 16 and September 23 SGC meetings, which will be held from 2:00 p.m. to 5:00 p.m. Those two meetings will be joint meetings with the Academic Senate to review and finalize the Accreditation Report.

With regard to the November, 2009, meetings, because both meeting dates fall on holidays, Robin Steinback will ask FABPAC to release one of their November, 2009, meeting dates so SGC can meet on that day. Also, it was agreed that there would not be an SGC meeting on May 26, 2010, because it falls in the week of finals and graduation.

Finally, in connection with the question of whether or not SGC should meet during the summer of 2010, Erin Vines stated that he did not feel SGC could afford to not have meetings over the summer. Robin Steinback advised that Dr. Laguerre wanted to have the summer meetings on an as-needed basis. Kevin Anderson commented that the SGC meetings held this past summer were very helpful in keeping apprised of things and being informed when school started in the fall. He pointed out that the summer meetings were held for the good of the school. Jeff Leheldt stated that, given the current accreditation status of the school, he felt it was important to have the SGC meetings in the summer. It was agreed that the Meeting Schedule for the SGC would return to the September 9, 2009, SGC meeting for final approval.

5. Budget 2009/10

In Susan Rinne's absence, Robin Steinback said the Budget Forums have been successful, and many good ideas were brought forth at the forums.

6. Accreditation

Robin Steinback reminded the SGC members that Open Forums to discuss the Accreditation Report were scheduled for August 24, and 26, 2009, and stated that the Working Groups are up and running. She will be sending a \$ALL email to encourage all employees to participate in the creation of the Report. The first draft will be available September 2, 2009.

7. Reorganization Discussions

Robin Steinback advised that Dr. Laguerre is meeting with various groups on campus to discuss his vision for restructuring the executive level of the College Administration.

8. Governing Board Agenda for September 2, 2009

Robin Steinback distributed the draft of the September 2, 2009, Governing Board Agenda. Jeff Lamb expressed concern in connection with Item 10 (b), entitled "1000 Series of Board Policies, Policy No. 1070, Board Self-Evaluation (Revised)," and Item 10 (c), entitled "2000 Series of Board Policies, Policy No. 2035, Evaluation of Superintendent/President Procedures (New)," on the September 2, 2009, Governing Board Agenda, stating those items have not been reviewed or approved by SGC. After some discussion, it was moved by Jeff Lamb and seconded by Lillian Nelson to request Dr. Laguerre deliver the following statement to the Governing Board:

"The Shared Governance Council of Solano Community College respectfully requests that Governing Board Item 10 (b), entitled "1000 Series of Board Policies, Policy No. 1070, Board Self-Evaluation (Revised)," and Item 10 (c), entitled "2000 Series of Board Policies, Policy No. 2035, Evaluation of Superintendent/President Procedures (New)," be removed from the September 2, 2009, Governing Board Agenda in order that the Shared Governance Council might review and discuss these policy changes in accordance with the long-standing practice of the Shared Governance Council review of policies before they are presented to the Governing Board as outlined in Board Policy 2005, covering the Shared Governance Council."

The motion carried unanimously. Robin Steinback stated she would advise Dr. Laguerre of this request.

9. College Area Reports/Announcements

None.

The meeting was adjourned at 3:12 p.m.

RS/no