

SHARED GOVERNANCE COUNCIL MEETING

Minutes – November 12, 2008

Board Room 2:30 – 4:00 p.m.

Members Present:

Academic Senate–Jeffrey Lamb

CSEA–Cynthia Simon

Management–Shirley Lewis, Esq.; Erin Vines

Resource Persons–Don Mourton;

Charles Shatzer, Ph.D.; and Nora O’Neill

ASSC–Lillian Nelson, David Brannen

Local 39–Jeffery Lehfeldt

Interim Supt./President– Lisa Waits, Ed.D.

Members Absent:

Minority Coalition–Kevin Anderson, Sal Alcala

CCA/CTA/NEA–Tom Grube

Resource Persons–Mazie Brewington; Jay Field; Rich Christensen, Ed.D.; and Robin Steinback, Ph.D.

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

Interim Superintendent/President Lisa Waits called the meeting to order at 2:37 p.m.

(b) **Approval of Agenda**

It was moved by David Brannen and seconded by Lillian Nelson to approve the Agenda for this meeting. The motion carried unanimously. David Brannen informed the SGC that he had a subject he wanted to discuss under Agenda Item 7, Other.

(c) **Approval of Minutes**

It was moved by David Brannen and seconded by Lillian Nelson to approve the Minutes of the October 22, 2008, SGC Meeting as amended. The motion carried unanimously.

2. **Follow up on the Strategic Proposals from the Enrollment Management and Retention Task Force**

Dr. Waits distributed an outline of the recommendations from the SGC subcommittee, the Strategic Proposal Rating Form, and a list of questions to use in reviewing the strategic proposals.

Charles Shatzer asked how Union issues will be handled. Erin Vines stated that, as soon as it was discovered there was a union issue, the process would stop and the matter would be referred to the union. IS/P Waits advised that anyone can submit a proposal; however, if the review group did not back the proposal, it would probably end with the review group’s negative decision. Jeff Lamb inquired if there was a way to develop an executive summary once the review group had vetted the proposal in order to limit the amount of times an employee who sits on various committees would need to hear the presentations. He said that he felt the Unions would want to have representation and pointed out to the SGC members that constituent groups merely having a representative of their group at a meeting does not qualify any matters discussed as being approved by that constituent group at SGC. Jeff Lamb stated that he felt the SGC would want to know what the Academic Senate thinks about the proposals.

IS/P Waits stated that she felt the process should not be too onerous but added that when a proposal reaches SGC, a constituent group could request more time to research the proposal. Jeff Lamb advised that he wanted to have more time to think about the course of action and discuss it with the Academic Senate. David Brannen inquired as to whether or not all constituent groups signed off on the process, and Shirley Lewis advised that the constituent groups signed off on the process in Fall 2007.

The timeline for the strategic proposal process was discussed, and Erin Vines said that the timeline provides time for a proposal to go back to the originators for appropriate changes. He stated that he felt all groups should review the procedure – not just the Academic Senate. Charles Shatzer informed the SGC that, prior to the Internet and Intranet, communication on the campus was very poor. However, now, with the availability of the Internet and Intranet, campus-wide communication is not a problem and may be avenues to use in getting the Strategic Proposals information out to the campus as needed.

Jeff Lamb inquired as to whether the Academic Senate should be informed before or after the Proposals go to the SGC. IS/P Waits stated that the proposals would go to the Academic Senate after the review groups have reviewed them but before they go to the SGC. She also pointed out that SGC members need enough time to review the proposals with their constituent groups. She said that, when a proposal is approved by SGC, the S/P would have a good idea of the campus position on the proposal.

Jeff Lehfeldt advised that Local 39 has a Union meeting once each month, and he uses several processes to get information to the members between meetings. He pointed out that the Local 39 staff looks at the maintenance side of the proposals; e.g., is mowing involved, is the electricity set up, etc.

Jeff Lamb asked whether or not the SGC could decline a proposal, and several SGC members told him yes it could. He then confirmed that a proposal declined by SGC would go back to the review group with the rationale as to why SGC declined the proposal.

IS/P Waits recapped the two major concerns of the discussion – (1) the timeline for the proposals needs to allow more time for SGC review in order that all SGC members have time to get back to their constituents; and (2) it must be clarified that the SGC can return any unsupported proposals. She asked SGC if it was realistic for the SGC members to use the proposal form, as amended, and complete their ratings before the next SGC meeting on December 10, 2008, and stated that she would electronically send the draft forms to all SGC members.

Charles Shatzer suggested that it should be considered as to whether or not all proposals are forwarded to SGC for approval or just the top five.

Jeff Lamb stated that he wants the process for next year to be improved to address the concerns expressed at this SGC meeting. IS/P Waits pointed out that this spring (spring 2009) proposals will be prepared for the 2010/2011 year. Jeff Lamb mentioned a hypothetical situation where 15-20 proposals are to be considered in a given year and inquired as to how that many presentations could be made to all of the groups. He suggested that SGC members read each proposal on their own; and, if there are questions, then they should request a presentation.

David Brannen informed SGC that the ASSC practice is to bring a proposal forward as information at one meeting and then action at the following meeting. Lillian Nelson stated that, when proposals are submitted to ASSC, the proposal has to stand on its own.

It was moved by David Brannen and seconded by Lillian Nelson that the SGC members follow the current process and use the current form, as amended, to rank this year’s proposals prior to the December 10, 2008, SGC meeting. The motion carried unanimously.

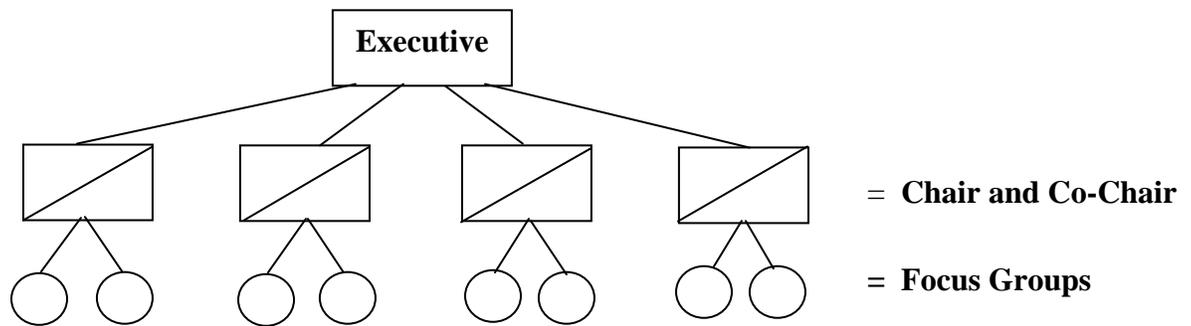
3. Accreditation Steering Committee

IS/P Waits distributed a draft of her notes concerning regarding a College Accreditation Standing committee to serve as a steering committee for Accreditation.

Jeff Lehfeltdt expressed concern about appointing another Local 39 member to a standing committee that meets monthly or quarterly as it pulls from the resource of labor. He said that the SGC meeting held at the Rockville Inn in September of this year worked well and perhaps that could be the model to implement. Cynthia Simon pointed out that there are seven standards that must be addressed in the Accreditation reports and stated that she felt the meeting at the Rockville Inn was reactionary and should not be a standard practice.

David Brannen suggested that the SGC set aside time to address Accreditation; e.g., meet 3-4 times during the year to focus on Accreditation topics only. Lillian Nelson pointed out that occasionally a month has five Wednesdays (SGC meeting day) and suggested using the fifth Wednesdays as an SGC meeting time to address Accreditation only. David Brannen also suggested the possibility of extending the time of the regular SGC meetings to discuss Accreditation at each meeting.

Jeff Lamb suggested the following example as a model that could be used for ongoing campus-wide Accreditation review.



In this model, the Chair advises the SGC; and, the committees consist of individuals who work with and are concerned about each specific standard. Jeff pointed out that the Chair and Co-Chair of each Accreditation Standard will be putting in a significant amount of time, and they will need to be compensated in some way.

IS/P Waits stated that we want to live up to the best standards to support student learning and student success and said that this is something we should live every day – living and embracing the standards. She then asked the SGC if they wanted to form a standing committee to be responsible for the Accreditation reports or did the SGC want to serve as the Accreditation Committee.

David Brannen said that creating a committee would be a great thing as long as there are good people assigned to it. Cynthia Simon reiterated Jeff Lamb’s comments that participants would need to be paid or receive release time and also pointed out that the writer of the document would have to be paid. Jeff Lehfeltdt again pointed out that it is hard to stretch the personnel to spend more time on committees.

IS/P Waits stated that, from the discussion at this meeting, she felt the SGC did not want a standing committee but preferred to focus 2-3 SGC meetings each year on the topic of Accreditation. It was moved by David Brannen and seconded by Lillian Nelson to schedule 2-3 SGC meetings each year to only discuss Accreditation. All participants voted Yes, with the exception of Jeff Lamb, who stated he wanted to think about it more. He does not feel that he has a clear understanding of the whole picture and wants to get input from the Academic Senate.

IS/P Waits advised that she would plan a focus meeting on Accreditation, alone, and make sure Dr. Steinback is present at that meeting to give everyone a chance to really talk about the matter.

At this point in the meeting, it was 4:00 p.m., and IS/P Waits asked the SGC how they wanted to handle the rest of the items on the agenda. It was moved by David Brannen and seconded by Lillian Nelson to postpone Items 4 through 6 of the agenda until the next SGC meeting on December 10, 2008. All participants voted Yes, with the exception of Shirley Lewis, who opposed the motion.

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| 4. Budget Information | Postponed to December 10, 2008, SGC meeting. |
| 5. Review of Governing Board Agenda | Postponed to December 10, 2008, SGC meeting. |
| 6. College Area Reports/Announcements: | Postponed to December 10, 2008, SGC meeting. |
| 7. Other | |

David Brannen brought up the subject of the problems with the schedule for Finals and prefaced his statement by saying that he understood that the problems are being addressed and corrected. However, he said he had one concern about the situation that he wanted to mention at this SGC meeting. David stated that the Student Leadership was completely out of the loop on this situation and only found out about it when they were approached by students, who were approached by faculty about it. He asked that ASSC Leadership be advised as soon as possible when this type of problem exists at SCC, so they are aware of it before the students hear about it.

IS/P Waits advised the SGC that the College is close to an agreement with the City of Fairfield that would have a water easement run along the south side of the campus by the road. In return for this easement, the City of Fairfield will redo the four lanes of road on that side of the campus and pave the road in front of the College. This work will be done after graduation in May 2008 and before the Fall session begins. The City will also build an asphalt footpath from the sidewalk into the campus, up to Building 400, so pedestrians can safely reach the campus. In addition, the City will also put in conduit that will allow the College to install lights along the path. IS/P Waits thanked Jeff Lehfeldt and Stan Dobbs, who negotiated the matter for the College and were able to obtain more benefits for the College in the final contract than had originally been planned.

The meeting adjourned at 4:00 p.m.