

**SHARED GOVERNANCE COUNCIL MEETING**  
**Minutes – April 8, 2009**

Board Room          2:30 – 4:00 p.m.

**Members Present:**

**Academic Senate**–Jeffrey Lamb

**Management**–Shirley Lewis, Esq., Erin Vines

**SCFA**-Melissa Reeve

**Minority Coalition**- Kevin Anderson, Sal Alcala

**CSEA**-Sheryl Scott

**ASSC**-Lillian Nelson, David Brannen

**Local 39** – Jeff Lehfeltd

**Resource Persons** – Dr. Robert Jensen, ISP; Rich Christensen, Ed.D.; Jay Field; Charles Shatzer, Ph.D.; Robin Steinback, Ph.D.; Lisa Waits, Ed.D.; Judy Anderson

**Members Absent:**    **Resource Persons** - Ross Beck, Nora O’Neill

**Guest:**                    Judy Anderson-Recorder

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

Dr. Charles Shatzer called the meeting to order at 2:35 p.m. Dr. Robert Jensen arrived shortly thereafter and thanked Dr. Shatzer for starting the meeting.

**(b) Approval of Agenda**

It was moved by Lillian Nelson and seconded by Jeff Lehfeltd to approve the agenda for this meeting. The motion carried unanimously.

**(c) Approval of Minutes**

It was moved by Lillian Nelson and seconded by Jeff Lehfeltd to approve the minutes of the March 25, 2009, SGC Meeting with the following from Lillian Nelson: under 1(c) David Brannen’s name is misspelled. The motion carried unanimously.

**2. Budget 2009-10:**

The Chair asked Dr. Lisa Waits to report on the latest revisions to the People & Things Budget List. Dr. Waits distributed Draft #5 of the proposed budget reductions. Included are suggestions from last week’s FABPAC meeting. Items added include exploring in-house legal counsel, negotiate new utilities contract, savings on shift differential to custodians, and solar panels for the swimming pool. Also, some items on the list were better defined.

Sal Alcala asked what will happen to the Foundation when Dr. Shatzer returns to the classroom? Dr. Jensen recommends the Foundation report to the Supt/President, he met with some Foundation members, and has an interim proposal for a part-time individual to assist with the Foundation.

Lillian Nelson distributed a handout from ASSC. At its recent meeting the students brainstormed on ideas relative to positions, programs, and services. Dr. Jensen asked Judy Anderson to place ASSC Budget Suggestions on the next FABPAC agenda and for Ms. Nelson to present it. Dr. Jensen thanked Ms. Nelson for sharing the budget message with ASSC, and that all constituent groups should be informed, involved, and empower their respective representatives at the meetings.

Discussion followed on various positions and who will do analysis on contracting out. Dr. Jensen said he recommends the ad hoc group approach and should be done as soon as possible. A question was asked about consultants and savings generated. This is noted on the “Deficit Timeline” document. The Banner Recovery costs will be through December, 2009, so we need to show that it won’t carry over into 2010-11. Dr. Jensen will ask Susan Rinne to prepare a list of consultants all on one sheet, note when their contract ends, and the ongoing ones (like Tom Rich-Health Benefits).

The Chair announced that he was contacted by PG&E who informed him that we started “green” project last year, and PG&E wants to pick up where it’s been left off due to staff turnover. It’s a lighting retrofit project that will result in monetary savings & energy efficiency. Dr. Jensen emphasized that when we talk savings, we need real numbers and not dollars on “soft issues,” like indicating “we project electrical savings of \$200,000,” when we are not 100% certain because conditions change.

A question was asked about legal fees and can a cap be placed? Dr. Jensen said we should take the last few years’ worth of legal fees, put them into categories (i.e. negotiations, grievances) and forecast future expenses. We do an expenditure average over a period of time—would apply to other expenses, too. We could do a survey of other comparable colleges with in-house counsel and benchmark it. He explained the trouble with in-house counsel is they aren’t specialists in certain matters—and the college could wind up spending more for specialists.

Dr. Jensen explained that EC met and agreed the \$1.8 million deficit must not go any higher, and we’re trying to get the number down. The budget problem could be solved in a matter of weeks if the decision is to cut enrollment, for example, from 12,000 to 6,000. We can benchmark with a college that has 6,000 students and model Solano after it—number of staff, services, and so on. We don’t want to do that.

He’s recommending to Tom Henry, Special Trustee, to take two years to address the deficit problem. We’re in talks with the State to see if our FTES problem will be reconciled and adjusted.

VP Waits underscored the importance of summer enrollment and Dr. Jensen echoed the comment that we have to grow our way out of the budget problem.

VP Robin Steinback presented an analysis comparing summer 2008 to projected summer 2009 using a number of indicators. Two measures of productivity: WSCH to FTEF and FTES to FTEF. She reported we’ve added more sections to Vallejo and Vacaville. Magic number is 525—to get there we need over 95% fill rate in classes. Our goal of 525 assumes that each instructor teaches 15 hours/week, 35 students per class—it’s a college-wide average.

Dr. Jensen emphasized that we don’t have to reinvent the wheel because a study by a task force in 2003, “Recommendations from the President’s Task Force on Scheduling Effectiveness,” (handout distributed) outlined several recommendations on increasing enrollment, load, and thus enabling the college to reach the 525 goal. He indicated some of this is bargainable, but can be done. He’s met with the union.

Dr. Steinback will bring a list of definitions when she brings the Fall Enrollment Trend Data. This is a good discussion because the seats, class size, etc. all translate into dollars. A concern expressed was about our class schedule production timeline that has narrowed considerably and it's a challenge. The Chair restated that we should look at other colleges and benchmark—there are others in the same predicament.

### **3. Accreditation:**

VP Steinback announced that a team of five will visit the campus on Monday, April 27, for one day only. The team is lead by Dr. John Nixon, Supt/President of Mt. San Antonio College.

Mr. Jeff Lamb added that he received comments from several faculty that a wrong version of the Show Cause Report was submitted. This is false—the correct version went to the ACCJC. The Campus Closure Plan had minor typographical corrections and a correct version of that went to the ACCJC as well. Jeff announced that this Friday, April 10 will be a Show Cause “Post-Mortem” meeting.

### **4. New Job Description for Vice President, Administrative & Business Services:**

Dr. Christensen distributed a draft revised job description for all to review. Dr. Jensen reported that the goal is get it out so the new Supt/President will be selecting the new VP of Business Services. Rich Christensen explained that the main change to the job description is that it's more tailored to someone who is a CPA, an accounting background. It was modeled after a couple of other colleges. Special Trustee Tom Henry has looked at it. It's ready to be forwarded to the Board.

Discussion ensued on whether the position is an educational administrator position. Concerns were expressed that several years ago there was an “agreement” that when the position becomes vacant again, it would revert back to a classified manager position. Apparently, this wasn't done in 2006 when the current VP was hired. The VP is on a two-year contract, along with other ed. administrators, and governed by the terms and conditions in Board Policy 4800. Dr. Christensen will look into it. Jeff Lamb suggested calling this a “revised” job description, as opposed to “new.”

Dr. Christensen will make the suggested edits from members, send the revised copy to everyone, and get it placed on the Board Agenda. As soon the Board approves it, the Committee Chair will be selected and it will move forward.

### **5. Board Policy 4005 Procedures Update:**

Dr. Christensen distributed a copy of the revised BP 4005. He reported there are no substantive changes—only titles and grammar. So that everyone gets a chance to review it, Dr. Jensen requested this return to the next meeting for action.

### **6. Other:**

Concerning the Recommendations from the President's Task Force on Scheduling Effectiveness, done in December 2003, Dr. Jensen informed the members that this has been vetted and through all “sausage machines” and we need to spend our energy on this. Most of the people who worked on it are still here. We'll talk about it at the next meeting.

### **7. College Area Reports/Announcements:**

Superintendent/President: Dr. Jensen reported that he met with the SCFA and Academic Senate concerning an issue relative to accreditation. Jeff Lamb reported there was a letter from the state-level CTA to the ACCJC that caused controversy related to Solano and its accreditation issues, with

the CTA's legal counsel taking issue with Dr. Barbara Beno's comments at a college-wide forum in February, and had undertones of impending litigation. The state CTA's letter alluded that Solano faculty were active participants to the letter and they were not. Rather, they were unaware this was going on and were being misrepresented. Tom Grube personally wrote a letter to Dr. Beno expressing that SCC faculty favors and works to support accreditation—the state CTA does not mirror its views. The local SCFA sent a letter to the state CTA about this.

ASSC: On behalf of the student body, David Brannen thanked Sal Alcalá for his years of service to the students. There was a round of applause for him, and Dr. Jensen thanked him for his service to students. Shirley Lewis announced commencement is May 22 and guest speaker is Lt. Governor John Garamendi. Lillian Nelson shared cards printed saying the college is open, accredited, and registration is open.

Academic Affairs: none

CCA/CTA: none

CSEA: Sheryl Scott announced that Classified Employees' Week is scheduled for third week in May.

Local 39: none

Management: none

Minority Coalition: none

Student Services: none

Human Resources: none

Academic Senate: There will be a tenure reception.

Technology & Learning Resources: none

Workforce & Community Development/Foundation: 2009 payroll deduction for the Foundation will be going out on April 20.

Administrative & Business Services/FABPAC: none

In honor of Sal Alcalá's retirement, the meeting was adjourned at 4:27 p.m.

RJ/ja