

SHARED GOVERNANCE COUNCIL MEETING

Minutes – May 27, 2009

Board Room 1:00 – 4:00 p.m.

Members Present

Minority Coalition: Kevin Anderson
Faculty: Jeff Lamb & Terri Pearson-Bloom
Administration: Shirley Lewis & Erin Vines
Classified: Cynthia Simon
Students: Lillian Nelson & David Brannen
Interim Supt/Pres: Robert Jensen
Resource Persons: Jay Field, VP, T&LR; Lisa Waits, VP-SS; Rich Christensen, Dir-HR; Charles Shatzer, AVP; Ross Beck, Dir of PR; Nora O'Neill, Exec Coord

Members Absent

Classified: Jeff Lehfeldt
Resource Persons: Robin Steinback, VP-AA

Guests

Robert Johnson, Dean of Career Tech Education
Philip Andreini, Dean of Humanities
Ralph Meyer, Maintenance & Operations

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

Interim Superintendent/President Robert Jensen called the meeting to order at 1:00 p.m.

(b) **Approval of Agenda**

It was moved by Lillian Nelson and seconded by David Brannen to approve the Agenda for this meeting. The motion carried unanimously.

(c) **Approval of Minutes**

It was moved by Lillian Nelson and seconded by David Brannen to approve the Minutes of the May 6, 2009, and May 13, 2009, SGC Meetings. The motion carried unanimously.

2. **Reorganization Due to Impact of Budget Reductions**

Dr. Jensen asked the Executive Council members in attendance if there were any changes made to the Reorganization Plan of May 12, 2009. Dr. Waits advised that some details were still being worked out in the Student Services Department, stating these details were nothing substantially different. Bob Johnson, Dean of Career Tech Education, advised that, in order to encompass all career programs, he has requested the department name of "Business and Technology" be changed to "Business and Career Technology Education." Dr. Jensen asked Bob Johnson to inform Dr. Laguerre that this was discussed for his consideration. Lillian Nelson inquired about the new Director positions in Student Services. Lisa Waits advised that the new Director positions were a shift in Student Services, and they do not affect the bottom line.

Dr. Jensen explained each department. Shirley Lewis pointed out that she hopes her position will be an 11-month position instead of a 12-month position.

Kevin Anderson asked if the director positions in Student Services are new positions. Dr. Jensen explained that they are not new positions but, rather, a change in title; i.e., the dean positions will become directors. Kevin inquired as to whether or not the positions were currently staffed. Dr. Jensen clarified that currently one position has an interim person in it and the other person has a go-to person.

Terri Pearson-Bloom asked if there will be a formal hiring process for each new title, and Rich Christensen confirmed there would be a formal hiring process for each new title. Dr. Jensen asked for clarification as to whether or not the College would be limiting applications internally first. Rich Christensen stated that would be done with the Classified positions. Lisa Waits and Ross Beck both said the positions would be offered to inside candidates first.

David Brannen asked whether or not Shirley Lewis would have to reapply for her position. Dr. Jensen advised that her position is a reclassification, and she would not have to apply for it. He stated that his sense about this reorganization is that it is an interim plan and pointed out that Dr. Laguerre may want to make some additional changes.

Lillian Nelson inquired as to whether or not a person currently held the Reprographics Systems Tech position. Rich Christensen confirmed that there is a person in that position now.

3. Budget 2009/10

In connection with the current State of California budget situation, Dr. Jensen advised that the bottom line is significant cuts will need to be made, which will have a dramatic impact at Solano Community College, noting that SCC is in the same position as other institutions. Dr. Jensen outlined the following expectations:

- Categorical programs in Student Services are probably the first area to be affected by the cuts.
 - I. There is a pronouncement that CalWorks will go to \$0
 - II. EOPS and DSPS Categorical support programs will be cut 50-100%

Dr. Jensen stated that the College cannot absorb these costs and will lose people as there are no General Fund dollars to back into those programs. He said he did know how soon this will happen but felt that around July 1, 2009, we will know. Dr. Jensen advised that Classified and Certificated employees will be affected – if their funds are going, their position is gone; however, those employees will have bumping rights. He said he hoped it would not happen but guesses that it will happen, stating maybe it will only be 25%. He also reminded everyone that SCC is cutting “things” first and then people. Dr. Jensen stated that the cuts are the same for every College that has these Categorical programs and suggested employees in Categorical programs should be considering this.

- III. There is talk about a change in the Apportionment on Physical Education as they are not going to fund it at the same rate.

IV. Non-credit instructors will not be paid the same as credit instructors.

Terri Pearson-Bloom asked Dr. Jensen for an example of classes that fall into this category. Dr. Jensen replied that there is a State list that includes programs such as Basic Skills, Bridge Programs, etc. He advised that ESL will not be at Solano.

Dr. Jensen told the SGC members that SCC has to grow by spending less money while continuing to grow. He said that the money is currently in the adjunct line, and that is where the savings are. Dr. Jensen pointed out that SCC will have to handle the same number of students, and this will have to be done by increasing workloads. He said that SCC has to be able to give the faculty what they need to do their jobs.

Dr. Jensen advised that the current analysis includes a 1% salary decrease, furloughs, job cuts, or a blend of two options.

Philip Andreini stated that it is important to look at what areas the College can bounce back from quickly when things turn around. Dr. Jensen responded by saying there are subtleties in how this will be done and confirmed that it will be done.

Dr. Jensen pointed out that the Vallejo and Vacaville Centers are low cost because of 500 FTE and said each center needs to carry its own weight. He stated that the students at the centers, the administrators, and the faculty costs, etc., will have to be covered by each center, pointing out that the centers are where the College's growth is.

Apportioning assignments needs to take place at SCC. Dr. Jensen gave an example that if half of our students are enrolled in day classes and the other half are enrolled in night classes, the College should assign counselors' working hours in accordance with that ratio. He further pointed out that SCC does not have an even distribution of the workload across the campus, providing the example of our switchboard operator. Dr. Jensen said it is assumed the switchboard is open during the hours of operation; however, SCC's switchboard is not staffed all of the hours that the College is open. He said SCC is in a competitive business because our students can go elsewhere. Dr. Jensen advised that he does not receive complaints about parking or food but does get complaints about phones not being answered.

Dr. Jensen distributed the "Budget Reduction Information for 09/10" spreadsheet, which outlines various options for budget cuts. He cited freezing Step and Column as an example of what options need to be considered in this process and cautioned everyone to be sure they are comparing apples to apples when evaluating SCC against other schools. For instance, Dr. Jensen pointed to SCC's nursing program, which cannot be increased because of State standards. He also noted that not all colleges have lab assistants. He suggested that a review of the class mixes between Online classes, which each have 50-60 students, and On-campus classes, which only have 30 students, be done.

The following “Planning Assumptions” were presented by Dr. Jensen, who told the SGC members that they should be spending time on these assumptions:

1. **Less dollars long term**
2. **Stabilize income and enrollments**
3. **Lower your costs per FTES**
For every student, your goal should be to lower the cost over what you are doing it for now.
4. **Leverage technology but still have high touch for services and instruction**
5. **Define the basics for setting priorities**
What is essential vs. what is desirable. These should relate to the Mission of SCC. Dr. Jensen provided the example of buying a car. The wheels would be essential; however, the radio and air conditioning would be desirable items.
6. **Less specialization and more multi-tasking of employees**
No more “That’s not my job” or “That’s not in my job description.”
7. **More accountability and assessment of what works and meets stated goals**
Is what we are doing really making a difference?
8. **Increase workloads for all segments**
Everybody is going to work harder than they have worked before.
9. **Create planning assumptions for your budgets**
Dr. Jensen said everyone should be discussing this at their upcoming meetings.

Phil Andreini suggested that everything done at the College should be done in the most efficient manner; e.g., working in Banner.

Dr. Jensen stated that this financial crunch will last 3-5 years, and SCC needs to “circle the wagons” and ante-up. He said SCC must benchmark best practices and pointed out that SCC does not have best practices. Dr. Jensen suggested that SGC members take advantage of this short luxury of time to think about all of this before it becomes a reality, which will have to happen in about one month, and stated that some members of SGC need to take the leadership on this.

4. Accreditation

Dr. Jensen advised that he is writing a letter to the ACCJC outlining what SCC has done since the team visit in April. He stated that the College is making progress and said he and Special Trustee Tom Henry will be testifying before the Commission on June 10, 2009.

5. Policy 4005

Rich Christensen presented updates to Policy 4005. Rich advised SGC that the updates are, basically, clean-up language. David Brannen pointed out that some places in Policy 4005 still refer to “affirmative

action” instead of “staff diversity.” Rich said he would correct those references. Since there were no objections to these updates, Policy 4005 will be taken to the Governing Board for final approval.

6. Policy 4800.2

Rich Christensen presented an update to Policy 4800.2, Administrator Responsibilities, to add the Program Developer Contract Education & Community Services position to the list of Classified Managers in the policy. Shirley Lewis asked why this was being added to the Classified Managers’ list, and Rich Christensen told her that the position was actually a new position at SCC in 2005 but was never added to the policy. There were no objections to this update; consequently, Policy 4800.2 will be taken to the Governing Board for final approval.

7. Policy 5000-Series Updates

Lisa Waits presented her updates to the Policy 5000-Series. She advised that she will also be sharing these policy updates with Student Government as well; consequently, they probably will not go to the Governing Board until Fall, 2009. These policies will be brought back to the SGC on September 23, 2009, after Student Government has reviewed them. Dr. Jensen stated that the Academic Senate will need to look at the updates as well. Lisa advised that most of the changes are minor and will not need to go to the Governing Board.

8. Policy 6000-Series Updates

In Robin Steinback’s absence, Jay Field presented the updates to the Policy 6000-Series. There was a question as to whether or not the Academic Senate has reviewed these updates, and it was agreed that Robin Steinback would decide when the Policy 6000-Series updates should return to SGC for approval.

9. Board Agendas – Hard Copy vs. Electronic Copy

Dr. Jensen stated that SCC should consider cutting back on the number of Hard Copy Board Agendas that are distributed, hopefully cutting the number of Hard Copies by two-thirds. It was clarified that the complete Agenda packet is on the Website. David Brannen advised, per the Brown Act, anyone who asks for a hard copy must receive one – including SCC employees. It was agreed that each constituency group would canvass their constituents and bring the number of hard copy Agendas they need to the next SGC meeting.

10. Other

Dr. Jensen inquired about the procedures for changing SGC members. Because no one knew exactly what the procedure was, it was agreed that Policy 2005, covering the Shared Governance Council, would be brought to the next SGC meeting for review and analysis. Shirley Lewis stated that the CCLC used to send a representative to one of our SGC meetings at the beginning of the Academic Year to train the SGC members on how shared governance works. Terri Pearson-Bloom advised that the Faculty needs flexibility in who attends the SGC meetings. Dr. Jensen said the SGC should have a roster.

Dr. Jensen thanked everyone who is making an effort to get to the SGC meetings during the summer break, especially the Faculty and Students; and, he reminded everyone to start thinking about how they can do reductions.

Before the meeting ended, Cynthia Simon inquired as to why the Switchboard Operator position was not included in the Reorganization Plan. Dr. Jensen stated that they have asked a consultant from Cisco to explain the hierarchy of the College's phone system and explore how the College can improve its use of the Cisco system. There was a brief, yet incomplete, discussion about who would handle the facilities scheduling and switchboard.

11. College Area Reports/Announcements

There were no Reports or Announcements.

The meeting was adjourned at 3:15 p.m.

RJ/no