

**Shared Governance Council
Meeting Notes
November 18, 2009
2:05 – 4:32 p.m., Board Room**

Members Present:

Superintendent/President: Jowel Laguerre
Minority Coalition: Kevin Anderson
Faculty: Jeff Lamb, Ph.D. (Academic Senate), Tom Grube (SCFA)
Classified: Cynthia Simon (CSEA)
Students: Tara Norman (ASSC), Lillian Nelson
Administration: Erin Vines, Nancy Blanc (alternate for Zandra Gilley)

Resource: Robin Steinback, VPAA; Lisa Waits, VPSS; Trudy Largent, Int. Director HR;
Ross Beck, Director PR & Marketing

Guests: Nancy Blanc

Members Absent: Ralph Meyers (Local 39)

1. (a) Call to Order by President Laguerre at 2:05 p.m.
(b) Approval of Agenda: Motion by Dr. Jeff Lamb, second by Ms. Simon to approve the agenda as printed. Motion carried.
(c) Minutes of October 28, 2009: Motion by Tom Grube, second by Dr Kevin Anderson to approve the minutes as printed. Motion carried. Mr. Grube commended Dr. Shirley Lewis on the fine job she did on the minutes she produced for the October 28, 2009 meeting.
2. Revised Policy 6203 – Honorary Degrees – VPAA Robin Steinback reported that the revisions to the policy and administrative procedures for Honorary Degrees Policy will be brought for action to the December 9 meeting of the Shared Governance Council. Academic Senate President Lamb requested that a copy of the policy and procedures be sent to the Academic Senate in advance of their scheduled meeting of November 30 so that the Academic Senate may contribute to the discussion. President Laguerre noted that the revisions to the policy and procedure have been placed on the November 24 agenda of the Superintendent President Cabinet.
3. Strategic Planning – President Laguerre reported that approximately 100 people, including faculty, staff, students, administrators, and community members, have been invited to participate in planning sessions to develop the SCC Strategic Plan 2010 – 2013. The planning sessions will be conducted December 3 and 4, 2009. The college has contracted with Dr. Robert Jensen to facilitate a *charrette* process. The Academic Senate President and Director of Research and Planning will co-host the planning sessions. A packet of documents including the existing mission, vision, core values, and selected pages of the educational master plan, strategic goals and objectives was sent out to meeting participants.
4. Reorganization – President Laguerre gave a presentation detailing his plan for college reorganization. His talk was illustrated with a PowerPoint slide show and identified background

assumptions, concerns expressed by various constituency groups, administrative load of vice presidents, responses to accreditation (stability), current personnel, separation of Library and technology, anticipated effects of reorganization on the students, need for data-based decision making, infrastructure, expansion of membership in Superintendent President Cabinet to include the Academic Senate President, Center Directors, and deans, and a cost analysis and cost comparison of the reorganization developed by three faculty. Over the past two weeks, President Laguerre has shared this Power Point presentation with various groups throughout the college, including students, faculty, staff, and administrators.

Discussion focused on the following areas:

Student Services: In Student Services, there is currently an interim Dean of Financial Aid, Dean of Counseling, and Dean of Outreach. President Laguerre stated that effective July 1, 2011, Dr. Shirley Lewis will be reassigned to the Dean of Enrollment Management. The Director of Admissions & Records and the Director of Financial Aid will report to the Dean of Enrollment Management. During the 18 month transition period, January 2010 – June 2011, an interim Dean of Enrollment Management will be appointed. Tara Norman shared the ASSC has expressed concerns , from a budget point of view, about the source of funding for the new Dean position in Student Services. She also expressed concern about services to students.

SP Laguerre expressed that there is to be no stigma attributed to current personnel and that they remain supported.

Outreach: Tom Grube stated that the Vice President of Student Services and the Vice President of Academic Affairs have been reaching out to the local high schools and created more visibility for Solano College in our communities. VPSS Waits noted that Dr. Lewis has also been working on this issue and has been assigned responsibility for outreach to the high schools and is working through a plan. Tom Grube inquired what Dr. Laguerre’s plan is for outreach given that his current plan reassigns Dr. Lewis and no there is no recruiter.

Commonality & Effectiveness of Combined Model: Tom Grube inquired whether our peer institutions are using the VP of Academic & Student Affairs model. President Laguerre responded that of the 31 peer institutions published in the IPEDS data, one has the VPASA combined model. He also noted that he developed the job description for the VP-ASA from jobs posted at www.highereducation.com . Tara Norman inquired about the evidence for the effectiveness of this combined model. She noted that the ASSC asked that she formally express their concerns for support of students by this combined model. President Laguerre responded that there are successful institutions with this model and that he has been part of them. Lillian Nelson asked if there are any colleges that have gone to the combined model, reconsidered it after experience, and then returned to the multiple Vice President model.

Impact on Accreditation: Dr. Shirley Lewis inquired whether the accreditation site team, Dr. Nixon in particular, made any comments about the reorganization plan. Dr. Laguerre responded that Dr. Nixon said that this is not a standard model and that ACCJC is not concerned with the organizations structure. Lillian Nelson stated that in the past the

ACCJC has been concerned with the number of interims, turnover, and administrative capacity.

Dean of Academic Success: Tom Grube inquired about the impact the model (especially with regard to the Dean of Academic Success) on direct supervision of faculty. He asked whether faculty teaching basic skills or online report would be expected to report to more than one dean and have more than one dean doing their evaluation. President Laguerre responded that details would be worked out by the VP-ASA and that we would follow the evaluation procedures in the faculty contract.

Dr. Jeff Lamb noted that having an administrator within instruction, working with faculty teaching online, is important. We have a great deal of our curricula online and should be attending to evaluation and quality issues.

Cost, Source of Funding, & Impact on Recruitment: Lillian Nelson inquired about how the plan will address the need for more personnel doing the work of the organization, such as in fiscal. How will the need for personnel be addressed? President Laguerre responded that he has presented a reorganization of the executive level and that the vice presidents will be empowered to reorganize their own areas. Lillian Nelson asked, about the source of the funding. President Laguerre responded that he is not going to say where the money is to come from and reiterated that it is, and will be, the responsibility of the vice presidents to organize their areas in ways they feel are best. Vice Presidents are to look at their areas and identify how to do things differently.

President Laguerre noted that he has been challenged about the cost of the reorganization. Currently, the money is not there. He was asked about how the current salary will affect attracting candidates. President Laguerre responded that there are people who are interested in doing this position for the opportunity of doing both positions, he felt that SCC will attract people for the title alone. Interim Human Resources Director Trudy Largent noted that professional people are attracted to positions for a variety of reasons, salary is often not the most important factor, and it is usually the work environment, what they believe they can contribute, opportunity for challenge and personal growth. Trudy shared that we will conduct a national search, market the college differently, and emphasize that we are doing better with accreditation and other factors.

Will there be a consultant used in this search? Trudy Largent responded that it is her experience that when Districts use a consultant, district personnel end up doing most of the work, and that what Districts are actually paying for is the consultant's networking ability. Trudy indicated that if she is still with the district she likes to think that she can do this recruitment, pick up the phone and activate her own professional network.

5. Job Descriptions -

Trudy Largent, Interim Director Human Resources, distributed draft copies of job descriptions: (a) Chief Information System Officer; (b) Dean, Academic Success & Learning Resources; (c) Executive Director, Institutional Advancement; (d) Vice President, Academic and Student (e) Dean, Enrollment Management; and (f) Coordinator, Marketing & Student Recruitment. National searches will be conducted for all of these positions (with the exception of Dean

Enrollment Management). It is expected that all of these positions are to be filled by July 1, 2010. Dr. Largent noted that the recruitment plan for each of these positions will be conducted with attention to diversity.

Academic Senate President Jeff Lamb noted that this is the second time this year that the job descriptions have been distributed at the meeting. He noted the Shared Governance Council agreed earlier this semester that job descriptions are to be distributed in advance so that members can carefully review and solicit input from their groups prior to the meeting. Dr. Trudy Largent noted this agreement, apologized, and noted that great volume of job descriptions to be done. She asked and President Laguerre concurred that the members of the council read the job descriptions and be prepared to provide input to at next meeting.

6. Accreditation – Dr. Steinback gave a quick update on the process for self study. At the next SGC meeting Dr. Steinback and Dr. Lamb will bring a proposal for how to organize ourselves for the self study process.

7. Last Governing Board Meeting of 2009 (December 16, 2009):

(a) Organizational meeting. President Laguerre distributed a proposed revision to Board Policy 1037 - Order of Business. Proposed changes include changes in action items for the consent agenda and non-consent items as well as adding information/action as a category of agenda items. Dr. Jeff Lamb voiced concern about requirements of the Brown Act that in his understanding requires us to follow a process for taking items to board first for information and for action at a subsequent meeting. President Laguerre requested, and Dr. Trudy Largent agreed, to check the Brown Act.

(b) Items to Consider: President Laguerre asked for feedback from the council about recommended order of business in BP 1037. President Laguerre will propose once per month business meetings of the Governing Board, with focused study sessions or workshops as needed. President Laguerre will propose an opportunity for constituency groups to meet with the Board during the study/workshop sessions.

8. Governing Board Agenda 11/18/09

President Laguerre noted the location for this meeting is the Vallejo Center. The governing board and public are invited to tour a property that is under consideration for purchase and expansion of the Vallejo Center. The tour of the building (former Cornelius Ford) will occur at 5:30 p.m. The board will convene in the large lecture hall at 6:30 p.m. for a study session on Measure G and the Reorganization Plan. The regular business meeting will start at 7:30 p.m.

9. Reports:

ASSC Report

Tara Norman invited the council to participate in a number of events scheduled by ASSC including a rally (November 19), Thanksgiving Scavenger Hunt focused on student services and supports, canned food drive (December 4), and campus 'de-stress' event.

SCFA Report – Tom Grube began with an apology to Academic Senate President Jeff Lamb, for placing him in the position of hearing about an issue for the first time here at the SGC meeting. Tom Grube said that there has been back and forth discussion on whether or not faculty should

evaluate their deans and specifically expressed concern on part of faculty about anonymity of submission of dean evaluation. Faculty are concerned about placing their name on the signature line as currently required in the process. Tom Grube indicated that faculty are concerned about potential for retaliation. Further concerns are for electronic submission of evaluations. Mr. Grube requested that this issue be placed on future agenda for Shared Governance. President Laguerre responded that this should be taken up with management group. He also asked that Trudy Largent follow up with this issue.

CSEA Report – Cynthia Simon noted that the CSEA Newsletter for December is forthcoming. She encouraged the campus community to participate in the “Turkey Drive”, a CSEA-sponsored annual activity in support of needy families. This food drive is spear-headed by Donna Meyers. Ms Simon also announced that any CSEA employees that expresses concerns about their job should be referred to the CSEA union and job stewards.

Management – Erin Vines reported that the administrative leadership group received information and a presentation on by Keenan on a computer-based product for training.

Minority Coalition – Dr. Kevin Anderson reported a concern about the college having diversity guidelines and if we are in compliance. Trudy Largent responded that we have been out of compliance for some time and that she has met with Dr. Lamb about setting up EEO/HR committee which is a college-wide committee in which everybody should participate in developing the EEO plan. She has reviewed the CCCO guidelines and will work with stakeholders to get us back on track.

Student Services Report – Dr. Lisa Waits reported that registration for the spring 2010 semester begins at the end of November and asked all with help in encouraging students to register early because of expected fierce competition for classes due to reduction in number of courses.

Academic Council – Dr. Lisa Waits reported that the Academic Council has met twice and reviewed student petitions. The Academic Council is currently reviewing the academic probation process, how students subject to probation, on probation, or subject to dismissal should be addressed and assisted.

Human Resources Report : Dr. Trudy Largent reported that recruitment for the Director Fiscal Services is underway. Interviews are expected to occur in early December and final interviews tentatively scheduled for mid-December. The recruitment is expected to be complete prior to winter break.

Academic Senate Report:

Dr. Jeff Lamb reported on joint meeting of the Academic Senate with Educational Administrators that occurred on Monday, November 16. Topics of discussion included the President’s plan for reorganization, purchase of property for expansion of Vallejo Center, new faculty hires, and integrated planning process.

The Academic Senate expressed concern that the faculty hiring process be followed and include division-driven discussions for hiring priorities. The Academic Senate also raised questions about the how the President and Governing Board’s decision to procure more land for Vallejo fits into the master plan for the college. The Academic Senate expressed their surprise in

learning the President has formed and convened a Vallejo Center Expansion Committee and that this is this was not widely known by college constituents, especially the faculty.

President Laguerre told Dr. Lamb that he looks forward to dialoguing with him about the two issues. President Laguerre noted that the Governing Board has not yet acquired the property and there is time to talk. Dr. Lamb said that the issue really is that plans that lead to plans or plans that come out of nowhere and that a decision to spend \$ 5.1 million dollars should include more inclusive discussion and planning. To not do so leads to the phenomenon of *decision de jour*. President Laguerre offered the correction that the asking price for the building is \$8.4 million. President Laguerre also stated that sometimes there are opportunities that knock and we have to move. President Laguerre said that he will explain himself when the time comes and that his motivations will be understood.

Cynthia Simon expressed concern that the issue of procuring property did not go through the integrated planning process. There was no strategic proposal.

Dr. Lamb further expressed that the property is being purchased for certain types of programs, automotive – at least a big chunk of it, and that will dictate programming and faculty hires. This is an instance of where buying land influences the whole college. We are buying a plot of land that will affect certain purposes.

President Laguerre noted that as he sits here this evening he doesn't have any idea whether we will be purchasing the land. President Laguerre stated that we do need to take advantage of opportunities. We do need to have a CEO that will take care of these opportunities who can then scramble back to the college and talk with others about what this means for the college. Having the full understanding of his reasons will be helpful.

10. Adjournment: The meeting adjourned at 4:32 p.m.

These Minutes were prepared by Dr. Robin Steinback.