

SHARED GOVERNANCE COUNCIL MEETING

Minutes – December 8, 2010

Board Room 2:00 – 4:00 p.m.

Members Present

Minority Coalition: Kevin Anderson

Faculty: Thom Watkins

Administration: Zandra Gilley

Classified: Cynthia Simon, Rich Augustus

Students: John Glidden, Lexi Parmer

Resource Persons: Dr. Jowel Laguerre, S/P; Arturo Reyes, EVP-ASA; Karen Ulrich, Dir HR; Peter Bostic, ED-IA; Jeff Lamb, Dean Aca Success & LR; Nora O'Neill, Exec. Coord.

Members Absent

Minority Coalition: Karen McCord

Administration: Erin Vines

Faculty: Tom Grube

Resource Person: Roy Stutzman, Cons-Fin/Admin;

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

In Dr. Laguerre called the meeting to order at 2:08 p.m.

(b) **Approval of Agenda**

It was moved by Thom Watkins and seconded by Lexi Parmer to approve the Agenda for this meeting. The motion carried unanimously.

(c) **Approval of Minutes**

It was moved by Thom Watkins and seconded by Lexi Parmer to approve the SGC Minutes of October 27, 2010, (with changes) and the SGC Minutes of the November 20, 2010.

2. **PERT & IPP:** Jeff Lamb advised that the Strategic and Operational Proposal that are in the pipeline have had a snafu. Two of the four Review Groups that they thought would be created were not created; specifically, the Fiscal and the Community Connections Review Groups did not exist). As a result, the other Review Groups were asked to take over for the two missing groups. Jeff stated that the proposals would be brought to the Shared Governance Council's January 26, 2011, meeting for both information and action. The proposals will then go to FABPAC on February 15, 2011, and the timeline will be back in line with the proposal calendar. Thanks to Donna Vessels' hard work, MyGroups has been updated; and, all of the PERT information is there. Jeff advised that PERT is now under the leadership of EVP Arturo Reyes, and they will be making changes to the PERT membership to expand the faculty voice on the PERT and delete some administrators because of the recent reorganization.

3. **Accreditation – Writing Reports:** Jeff Lamb stated that they now have a nice, concise update from all of the working groups for the Self-Study. 85% of the working groups will meet the December 13, 2010, deadline for having their first draft completed. The spring semester will have drafts of drafts, with the hope of having the final version ready by May 22, 2011. As a way of creating a harmonious report, they will have the steering committee read through the report once each month and provide feedback to be able to address problems and have many eyes looking at the document. The intent is to look at drafts as early as possible and as often as possible in order to be able to create a nice final report. It is hoped that the Academic Senate will receive the final draft at their last meeting in May. Dr. Laguerre will be attending the ACCJC meeting of January 11-13, 2011, and have an opportunity to update the Commission on more recent progress at SCC. Also, Dr. Laguerre advised that the Director of Fiscal Services position has been hired – it is Susan Foft.

4. **The Community College Completion Agenda:** Dr. Laguerre advised that the US is not graduating enough students to fill the jobs that are available, stating that the U.S. is falling further and further behind other nations. Solano County has the lowest percentage of community college degrees. He will bring additional information to a future SGC meeting.
5. **State Legislative Platform Capital Outlay Requests:** Dr. Laguerre advised that he will be speaking with legislators about the College's need for a Higher Education Center at Vallejo, a BioTech Facility at Vacaville, a new Science Building, a new Library Building, and renovation of the Theatre Building at the Fairfield campus. Additionally, Dr. Laguerre stated that faculty and staff development needs to be ramped up and informed SGC that we currently have the potential to have three middle college high schools in Solano County – Benicia, Fairfield/Suisun, and Dixon/Winters/Vacaville and TAFB. Also, Dr. Laguerre advised that, in CTE, SCC is not doing as well as we should, we can, and we must. He said the College is looking at automotive and agriculture and asked everyone to let him know if they had any additional ideas to consider.
6. **Budget Update:** Roy Stutzman distributed and discussed a publication by Scott Lay, of the CCLC, which outlined the current budget situation of the State of California.
7. **Job Description – Accounting Manager (new position):** Roy Stutzman presented the job description for the new Accounting Manager position in the Fiscal Services Department. Additional funding for this position will come from the Bond (25%) and grant overhead (25%).
8. **ASSC Purchase of 3 New Kiosks:** Lexi Parmer advised that the ASSC is purchasing 3 new kiosks to be placed around the campus – actual locations have not been decided. It was suggested they consider getting illuminated kiosks for evening accessibility. It was also recommended they look into solar energy for the lighting. A motion was made for SGC to support the ASSC in their purchase of 3 new kiosks, with lighting being investigated and installation being handled through the Facilities Department. The motion was seconded by Kevin Anderson and passed unanimously.
9. **SGC Meeting Dates:** Dr. Laguerre advised that the January 12, 2011, SGC meeting was cancelled and that the new meeting of SGC would be January 26, 2011.
10. **Review of Agenda for the December 15, 2010, Governing Board Meeting:** The Agenda for the December 15, 2010, governing Board meeting was reviewed by Dr. Laguerre; and, he announced that the January 12, 2011, Governing Board meeting would be to fully discuss the budget.

11. College Area Reports/Announcements

Superintendent/

President: No Report.

ASSC: Lexi Parmer reported that it is De-Stress Week for students, and a quiet study room has been opened in Building 1400. Also, an after-hours (6:00 p.m. to Midnight) study lounge was made available with both group study and quiet study areas thanks to the faculty and staff who served as monitors. For World Aids Day, ASSC is showing movies and making HIV testing available to students.

Academic Senate: Thom Watkins reported that the Senate had a meeting on Monday, December 6, 2010, where they approved the Distance Ed Resolution. They also approved to accept the International Baccalaureate. In addition, at that meeting, they discussed an MOU as well as their bylaws and constitution.

Academic &

Student Affairs: No report.

SCFA: No report.

CSEA: Sheryl Scott advised that the CSEA chapter elections are scheduled for one week from today. They will have secret-ballot elections as there are more than one person running.

Local 39: No Report.

Management: Zandra Gilley reported that, at their last meeting, ALG had a presentation by Mr. Mark Lillis, Director of The Leaven in Fairfield, which has after-school programs for children in underserved neighborhoods. Also, they had a discussion of changing the administrative evaluation cycle to an annual basis, and Peter Bostic made a presentation on evening supervision at SCC.

Minority Coalition: Karen McCord advised that the Minority Coalition has not met since the last SGC meeting; however, they have asked to join with the Ethnic Study Program to add strength to that program. She also mentioned that a Humanities professor is concerned with the inconsistencies regarding English with regard to when you can take the test. There is a disproportionate number of students that pass English 1 but cannot take the test for two years. This is covered by a Department policy on this – not an SCC policy.

Human Resources: Karen Ulrich advised that, on January 29, 2011, the California Community Colleges is hosting a job fair in San Francisco. Shanna Ballard will be representing SCC, and another representative from SCC is needed; so, if anyone would like to participate, they should let Karen Ulrich know. Also, there will be mandatory sexual harassment training for all managers in January, 2011. Through our insurance carrier, Keenan and Associates, they are putting together a sexual harassment training for classified and faculty as well. Regarding the current open positions, the HR Department will be putting them all out at once.

Tech. & LR.: No Report.

Academic & Student Affairs: Arturo Reyes advised that the process for enrolling students has gone very smoothly. The staff in Student Services is happy that Banner 8 is now implemented. He has been speaking with Peter Bostic to have gifts to give out for recruitment. There are six faculty positions to be filled. Also, the payroll memos for faculty are creating a lot of workload, so they have tried to meet with the faculty association to streamline the process. The current draft of the Academic Calendar was distributed.

Administrative & Business Services: Roy Stutzman advised that he met with the independent auditors for their exit conference. There was a list of 37 open items to work on, and they are working diligently to whittle that down.

The meeting was adjourned at 4:34 p.m.

JCL/no