

# SOLANO COMMUNITY COLLEGE SHARED GOVERNANCE COUNCIL MINUTES

December 14, 2011

In attendance: Kevin Anderson, Karen McCord, Charlene Snow, Erin Vines, Zandra Gilley, Debbie Luttrell-Williams, Jeff Lehfeldt, Jowel Laguerre, Arturo Reyes, Sandra Dillon, Peter Bostic, and Jeffrey Lamb.

Unable to attend: Thomas Watkins , Yulian Ligioso, Phil McCaffrey, Jr., Student trustee (not yet named).

1. Dr. Laguerre called the meeting to order at 2:10 a proper quorum being seated.
  - a. The agenda was approved.
  - b. The minutes were approved.
2. Budget update: State and SCC – VP Ligioso sent a couple of handouts to share with the council on the state triggers. The triggers won't affect SCC because we had built the budget using the worst case scenario. Mr. Lehfeldt asked whether we have a good sense of the budget for next year. Dr. Laguerre indicated that it was too early to know and to wait after the budget meeting in January and the Governor's budget proposal.
3. Accreditation and next step: Code of Ethics – Based on the exit comments of the Commission the College will need to continue to work on several areas, including: planning tied to budgeting, Student Learning Outcomes and Assessment, mission statement, general education and a Code of Ethics. A committee co-chaired by Gale Anderson and a faculty member will help develop the Code of Ethics to be approved in the spring of 2012. Membership was requested from Local 39.
4. PERT: PERT is creating a tool to link planning documents. That will allow us to link them all together. The committee discussed the general direction of PERT. The Research and Planning Office has developed measurement metrics for each goal of the strategic plan. Conversations about the strategic plan post 2013 will start soon. They are also looking at the single line of connection between plan and resources.
5. Governing Board agenda review: The draft agenda for the December 21 board meeting was reviewed.
6. **Simpler way for forms: This item was not discussed and is postponed to the next meeting.**
7. **Policies 4270 and 4285 were presented for information and expect action at the next meeting.** The job description for the Business Operation Coordinator was discussed. It was explained to the members that the board had already approved the position. In normal circumstances the Council reviews the job description before it goes to the board. This happened because of the holiday schedule and will not likely to happen again.
8. The Proposed Tobacco Free Campus Policy and procedure were discussed. The Council argues for there to be shelter in the parking lots where smokers would go. They also encourage the district to argue for better insurance rate since this will reduce the liability of the district. **This will return to the Council for approval in January.**
9. Reports
  - a. Superintendent /President: Dr. Laguerre reported an exciting meeting he and others had with Cal Maritime Academy.

- b. Academic Senate: Due to exam conflict, President Watkins was not present to make a report.
  - c. ASSC: No representative attended the meeting.
  - d. CSEA: CSEA discussed the triggers of the budget and the effects it may have on its members. Sheryl Scott was presented with a Lifetime Membership by the chapter.
  - e. Local 39: The members were notified of the possibility of lay-offs of the Police officers. They would like to review the "presence of Gun" Policy on campus.
  - f. Management: Erin reported presentation by Peter in regard to the new form and format for planning. Managers learned about electronic signatures. They discussed the Student Worker Policy as well the implementation of reorganization as well as the potential to reorganize the School of Liberal Arts and Distance education.
  - g. Minority Coalition: Worked very closely with the accreditation visit and received a commendation for their work.
  - h. Human Resources: Student Worker policy was discussed and it was decided that there would be no change until the fall. The Payroll Tech position is moving forward; an administrative assistant III to replace Sheryl is in the work as well as the Aeronautics Lab Tech. The research analyst position is to be filled soon. Faculty positions have been approved and are in process. The Grant Resource Manager is in progress as well as the Custodial Supervisor. We are interviewing for the HR Director position.
  - i. Academic Affairs: Reorganization is being discussed with Deans, faculty Administrative Assistants and a decision is expected in January. Automotive technology will be located at Will C. Woods for the spring semester. The deans made recommendations and went to Senate for faculty hiring positions. The RFP for the LMS should be done. The Education Master Plan report is due in January. With the potential for a new LMS, there may not be online courses taught over the summer.
  - j. Finance and administration: No report
  - k. SCFA: The union is concerned about the Student Success Taskforce Report and the broad authority given to the chancellor over finance for the institutions.
  - l. Institutional Advancement: Holiday party is coming up. There is a presentation of Ain't Misbehaving happening in February. At that event, Milt Combs will be recognized.
  - m. Student Services Council: The Council discussed with Dean Morinec the potential changes in Nursing applications.
10. Adjournment at 3:45 p.m.

Submitted by Jowel Laguerre

The next meeting is January 25, 2012.