

Shared Governance Council Meeting

April 25, 2012

In attendance: Kevin Anderson, Charlene Snow, Donna Laroski (Zandra), Galen Tom (Debbie Luttrell Williams), Jeff Lehfeltdt, Thom Watkins, Karen McCord, and Jowel Laguerre.

Guest: David Froehlich, Jerry Kea, Jeff Lamb, Steve Dawson, Shemila Johnson, Scott Ota, Jim Ennis, and Shemila Johnson.

1. **Agenda approval and minutes approval**
 - a. Agenda Approved
 - b. No minutes were taken on March 28th.
2. **Tobacco Policy:** Peter Bostic, Dave Froehlich, Jerry Kea and Steve Dawson met to find places to designate as smoking areas: Fairfield two temporary areas were identified – Near the Tennis Courts and Patio area near the library. Signage about Tobacco Free environment in primary access space will be installed. The cost for signage is about \$1000. Posters will be placed all over the sites. The Centers have identified spaces for the Smoking zones. The discipline procedures follow the employees' contracts and the Student Code of Conduct will be used for students. Police intervention will be only for smoking inside as a violation of state law. Warnings will be used because it is part of the sanctions available for first offenders. Prevention and expressions of concerns about health will be used as part of the first communication. The Designated areas will be for one year. A motion was made to approve the non-smoking policy and seconded. The policy was unanimously approved.
3. **Tying budget to planning:** The deadline is May 18th. Proposals will be submitted to the deans and directors/supervisors. Whether positions will go through this process was a lengthy conversation. Based on the ACCJC recommendations positions should follow the same process. The methods used to finalize the positions will be determined by the different responsible areas: faculty, for example will go through the Academic Senate with administrators going through ALG. Discussions took place in regard to last year's process.
4. **SAN/Virtual Desktop:** Allocation from Measure G to store the college files has been approved. It will be an upgrade and will purchase a VDI equipment. This will facilitate the possibility to upgrade software and that will serve urgent and necessary upgrades. The current SAN is getting to its lifespan. The proposal will go to the board on May 16th. IT wants to use the summer to make that change. Each center would have its own VDI environment. This is a cost saving measure for the long-term. The group urges immediate action. It is a modular system. That can be upgraded by removing parts.
5. **New College Website:** The website is being redesigned to be more user friendly and with the students in mind. It will make it easier to navigate and get to the destination they need. There will be a lot of new features. Scott has been showing the site to different groups with good acceptance.
6. **Code of Ethics:** A group composed of faculty and staff co-chaired by Gale Anderson and Saki Cabrera developed the Code. It was suggested that it be provided to all new

employees. Some discussions took place in regard to the use of social media. There is a fear that may limit faculty and student interaction. It may be that we talk about the appropriate use of Social Media. Suggestions were made for change in the language. SGC will approve the Code.

7. **View book:** This is a piece that will be used for recruitment. This is viewed as a good mechanism to show the community what the college offers. It was suggested that we highlight some of the special programs like MESA, UMOJA, and PUENTE.
8. **International Student Recruitment:** The college wants to provide opportunities for international students. We acquired a grant from CCIE and will use that to develop an international page and a view book for international students. There is an end of the year party for International students on May 8th in the Back-Half of the Cafeteria.
9. **Board agenda:** We reviewed the board agenda and made slight corrections.
10. **College Area Reports/Announcements:**
 - a. TA with two unions and negotiating with third.
 - b. Not present.
 - c. Academic Senate: Last meeting of the year to be May 7. Will change leadership. Tenure Tea coming up. Distinguished faculty award is in progress. Resolution for ab2591.
 - d. SCFA: Excited about TA. New officers are elected: Gene Thomas, President; Diane, VP; Charlene Snow, Treasurer and Sal Codina, Secretary
 - e. CSEA: Ratification meeting was emotional, but contract was ratified 55 to 14 vote.
 - f. Local 39: Getting ready for negotiations; quad area put together by grounds crew and is being well used. Nice touch
 - g. Management: Last ALG went over CalPERS Health Plan. Chris presented on the Theater.
 - h. Minority Coalition: Last meeting discussed need for training for cultural sensitivity training for faculty and staff. Want to bring somebody in the fall for training.
 - i. Human Resources: not present.
 - j. Academic Affairs: Not in attendance.
 - k. Student Affairs: Reported on a retreat that took place and that was very beneficial to the attendees.
 - l. Finance and Administration: Using ARRA funds, we will apply for \$16M allocation for a project of 2.5 MGW. We would get a favorable rate and refunds from PG&E. The savings could be \$500K for each of the first five years. Several of our sister institutions have implemented solar. This is a good way to enhance the college finance.
 - m. Institutional Advancement: Ain't Misbehaving and restricted gift support the course to the south. We received \$15K from Keiser for Vallejo to reduce violence. A 90-second video has been developed. A lot of year end celebrations. May 8th from 2:00 to 3:30 to thank the people who do payroll deduction as gifts to the college. May 17th from 2:30 to 4 Emeriti will be recognized. Five K and 10-mile run on Saint Patrick Day Weekend.