

Solano Community College  
Shared Governance Council  
January 23, 2013  
Meeting Minutes

In attendance: Kevin Anderson, Karen McCord, Debbie Luttrell-Williams, Jeff Lehfeldt, Susanna Gunther, Jerry Kea, Karen McCord, Maire Morinec, Diane White, Charo Albarrán, Annette Dambrosio, Erin Vines, and Yulian Ligioso, Gene Thomas

Unable to attend: Leah Ferrell and Kayla Salazar.

1. Meeting called to order at 2:17; Minutes: Item number 4 of the minutes should read “position must be an RN and approved BRN for the Nursing Dean. “ Item 5 of the minutes. Add the motion of what was said. Minutes were corrected to reflect the full motion to approve the position of Dean of Research, Planning and Enrollment Management (later changed to Institutional Effectiveness). It was moved and seconded to approve the minutes as changed, the motion passed.
2. Move item #8 to number 2. Police has hired two new officers. Very experienced. Goal is to have two officers on duty during class hours. Two will start tomorrow. He will be with us two days. They are all well trained. They are two more in the process. Two more full-time officers are being recruited. Four full-time and 8 part-time officers. There is a CSO position being filled and one more in the future. They will have badges and well uniformed. There are two new trucks to patrol the parking lot. Citation starts on January 28<sup>th</sup>. Radar will be used to monitor speed. Police has moved out of the trailers. They now have a metal detector wand for activities. It was asked why we were not at as many full-time as previously stated. Chief explained that the process for approval was slower than expected and the identification of expectations took longer. However, the background checks should go faster. The chief explained the wrath of shootings and the difference with the active shooter. We cannot overact, but don’t want to hire people who are not ready to serve. We need to deploy the people who can actually do the job well. It was requested whether Saturday and Sunday coverage is available. The Chief responded that we do have campus police.
3. Moved item #5 to 3. **Committee on Committees Report:** Barbara Fountain shared that ALG retreat asked that we have fewer committees. She shared a powerpoint presentation that addressed meeting effectiveness, transparency, professional dialog, unity, broad involvement, reduction of misinformation, and decision making. The goal is to reduce the number of committees and the amount of time employees spend at meetings. There is repetition of information. The report recommended for the establishment of a board policy accompanied by a procedure. Other recommendations included membership for Cabinet (VPs and President only). Barbara stated that in a healthy institution there will be little time when the President’s Cabinet will overturn a decision made by a constituents’ group. The committee looked at the use of everyone’s time. It is recommended that FABPAC and SGC be merged; SLO, PERT and Program Review be combined; four diversity committees into one (although the four are now 3

already); ASC to take over BSI, UMOJA as well as Learning Communities. Diane suggested that Flex Cal also join ASC as well as Distance Education. It is further recommended that we have a standing Accreditation Committee tying the standards and SLOs. The group asked for a standardized template for agenda items and recommendations to the president. She spoke of accountability of representatives on committees and publicizing major decisions. The form to be used for agenda will be explained by Peter Cammish. Suggestions that information be sent via email. But, information can be used as "Discussion." Next steps: Clean up the list of committees; make some adjustments; develop a policy and then bring back to SGC for action. It was suggested that we pilot some of the fusion of committees and evaluate it.

At the end of the discussions, it was suggested that true Information should be sent ahead of time and provide for discussions of them, but questions may be answered. Some of the information item that requires debates and interactions should be labeled discussion. The suggestion was accepted by the group.

4. Number 2 moved to #4: Faculty Obligation Number and 50% Law: The current percentage is 51.11%. We are below the FON this year because we did not hire last year. We are at 149 in full-time faculty.
5. Item 3 moving to #5: Charo shared the ACCA data on Chief Human Resources Officer. Moved and seconded that the HR Chief be an Associate Vice President; that the position report to the Superintendent-President without a salary change. In discussions it was brought that the recruitment could take place and see what we have. And further, the Interim VP for Academic Affairs will shepherd the process, including in-depth recruitment.
6. In the job description for the Dean of Research, Planning, and Institutional Effectiveness: Remove "Assigned division" and replace with assigned office. Combine repetitive and delete unnecessary ones.
7. Merging SGC and FABPAC: The item is going to FABPAC on February 6<sup>th</sup> to form a group to work on the logistics of the merger. The timeline for implementation is March 2013.
8. Reorganization Tweaking and Next Steps: Vice President White shared the minor changes that have been made, including leaving journalism in Liberal Arts and consolidating tutoring under one dean. There are provisions for providing classified staff support. The reorganization will be presented to the board on February 6<sup>th</sup>.
9. Code of Ethics: Kevin Anderson and Debbie Luttrell-Williams will merge the two documents and reduce them to one page by February 15<sup>th</sup>. The item will come to Shared Governance for action on February 20.
10. Governing Board agenda: The agenda for the special board meeting was handed out.

Items: 12 and 10 were not discussed, but moved to the next meeting.

The meeting adjourned at 4:15.

Next meeting February 20, 2013

Respectfully submitted by Jowel C. Laguerre