



**Shared Governance Council
June 19, 2013
Minutes**

Present

Diane White, LaNae Jaimez, James DeKloe, Kevin Anderson, Debbie-Luttrell Williams, George Olgin, Jeff Lehfeldt, Richard Crapuchettes, Gabriel Johnson, Waleed Arif, Maire Morinec, Robin Darcangelo, Yulian Ligioso, Peter Cammish, Connie Barron-Griffin, Genele Rhoads, Charo Albarran, Sandra Diehl, Jenny McCarthy, Sabrina Drake, Tina Abbate, Paul Muick, Barbara Fountain

Absent:

Karen McCord

Call to Order

The meeting was called to order at 2:02 p.m. by the Chair, Interim Vice President Diane White.

Approval of Agenda

It was moved by Maire Morinec and seconded by LaNae Jaimez to approve the agenda as presented. The motion passed unanimously.

Approval of Minutes

It was moved by Jeff Lehfeldt and seconded by Debbie Luttrell-Williams to approve the minutes of May 8, 2013. The motion passed unanimously.

It was moved by Debbie Luttrell-Williams and seconded by Maire Morinec to approve the minutes of the June 4, 2013 Special Meeting.

Aye: 9

Noe: 0

Abstain: 2 (James DeKloe, Richard Crapuchettes as they were both absent from the meeting).

Absent: Karen McCord

The motion passed.

Public Comments

None

Board Policy 2000 (Selection of President-Revised)

Dr. Laguerre reviewed with the Council the revisions that have been made to Board Policy 2000 – Selection of President:

It was moved by Jeff Lehfeldt and seconded by Debbie Luttrell-Williams to accept the revisions as presented.

The motion passed unanimously.

Dr. Laguerre then shared that based upon discussions that have been continuing with Student Services and the recent Dean of Counseling vacancy; the following reassignments will take place:

- Barbara Pavao: Interim Dean of Counseling
- Dean, Shirley Lewis: Chief Student Services Officer (move to Fairfield campus)
- Dean Maire Morinec: Assume responsibility for the coordination of the Vacaville Center

Tentative 2013-2013 Budget

Vice President Yulian Ligioso reviewed with the Council members Solano College's 2013-14 tentative budget. Vice President Ligioso stated that based on major assumptions regarding revenue and expenditures, there is an expectation of a \$1 million deficit for 2013-14. In addition, if revenues stay flat and expenditures continue, there could be a deficit of \$1.9 million for 2014-15.

May Revise

Vice President Yulian Ligioso shared the highlights of the May Revise, including:

- The proposal to shift K-12 adult education to community colleges has been dropped, as well as the proposal to eliminate non-credit funding.
- The proposal to impose a 90-unit cap on state funded units has been withdrawn.
- There will be a \$30 million increase in apportionments (COLA, growth/workload restoration, student support services).

Shared Governance Council Budget Task Force

Vice President Yulian Ligioso shared concerns that with the elimination of FABPAC, there is a reduced amount of time within the Shared Governance agenda to discuss budget issues. Vice President Ligioso stated that FTES is the College's life blood, and it is crucial for the college constituencies to understand how operational decisions affect finances. He asked that the Council consider the following options to provide additional time for the review and discussion of items specifically related to budget:

1. Reestablish FABPAC
2. Continue with the merged model, and create an adhoc committee for budget issues.
3. During certain times of the year, place budget as a standing item on the Shared Governance Council agenda.
4. During certain times of the year, schedule an extra Shared Governance meeting dedicated to budget items only.

It was moved by Debbie Luttrell-Williams and seconded by Jeff Lehfeltdt to reestablish FABPAC.

Discussion: Jeff Lehfeltdt voiced support for restoring some sort of standing budget committee. Jim DeKloe stated that he strongly opposes the reestablishment of FABPAC. Instead he stated that he supports adding additional meetings to Shared Governance and having this group work out difficult budget items. Maire Morinec added that this group has been tasked with moving the college forward, looking at the budget, and making difficult decisions when needed. Dean Morinec suggested adding a second meeting monthly where the agenda could be dedicated to budget items.

Vice President Ligioso recommended that there be four additional meetings- two in January, one in February and another one in May or June (following the May revise) for a finalization of the budget. These could be specially called meetings of the Shared Governance Council.

Roll Call Vote:

Aye: Debbie Luttrell-Williams, Jeff Lehfeltdt, Richard Crapuchettes

Noe: Lanae Jaimez, James DeKloe, Kevin Anderson, George Olgin, Gabriel Johnson, Waleed Arif, Maire Morinec, Robin Darcangelo

Abstain: 0

Absent: Karen McCord

The motion was defeated.

It was then moved by Jim DeKloe and seconded by Robin Darcangelo that we add a few meetings to this group at key times in the year when budget issues are important.

An amendment was made to the motion by Maire Morinec and seconded by Gabriel Johnson to add special meetings to Shared Governance at the request of the Vice President of Finance and Administration.

The amendment to the motion passed unanimously.

Discussion: Jeff Lehfeltdt expressed concerns that other items might be added to these special meeting agendas. Chair Interim Vice President White explained that when Vice President Ligioso calls for the special meetings, budget will be the only item on the agenda; therefore, only budget can be discussed.

The motion passed unanimously.

Facilities Master Plan

Suniya Malhotra updated the Council on the Facilities Master Plan. The update included a summary of activities from February through June 2013, an update on building location plans for Fairfield, Vallejo and Vacaville, a progress update for the Nut Tree facility and exteriors/landscape survey results.

It was noted that Health Science was not included in the plan. Ms. Malhotra will make sure that meetings take place with the new Dean of Health Sciences to discuss options of either a new building or an addition connected to CTE. Also chemical/gray storage concerns were voiced by Jeff Lehfeltdt; Ms. Malhotra stated that this will be looked into.

Recycling Pilot Program

Sandra Diel, Chair of the Sustainable Advisory Committee addressed the Council concerning recycling on campus. The mission of the committee has been to increase recycling on campus. Ms. Diel shared that the California Integrated Waste Management Act (AB341) states that institutions must show substantial progress by January 1, 2014 to decrease the amount of solid waste. To date the committee has been able to install 35 recycling totes across campus (65 gallon), and have also been awarded a grant from the Coca-Cola Company for indoor classroom type recycling containers. The committee would like to institute a pilot program for Building 400 in which one of these recycling totes would be placed in each office, classroom and service area of the building. Eventually the plan is to have this in place campus wide.

In addition to the pilot program for the 400 building, the Recycling Club, in conjunction with the Facilities Department, would like to repurpose several of the pebbled, square garbage cans into recycling containers. Also, the committee would like to encourage that the campus cafeteria, Fresh & Natural, use compostable food packing materials and would like to see a requirement

that any contracted food service vendors (current or subsequent) utilize recycled/compostable food packaging on any of the three campuses to support the solid waste reduction commitment.

Vice President Ligioso shared that Fresh and Natural has been contacted regarding this request, and has voluntarily switched over to biodegradable containers.

It was moved by Jim DeKloe and seconded by Debbie-Luttrell-Williams that the Shared Governance Council support the recycling program as funded.

The motion passed unanimously.

It was moved by Jim DeKloe and seconded by LaNae Jaimez that we support the conversion of the garbage cans.

Discussion: Jeff Lehfeldt voiced concern regarding repurposing of the garbage cans, as he felt this was a temporary measure. He would like to see Measure Q provide a more permanent solution and provide recycling bins that would be picked up by maintenance.

Aye: 9

Noe: 2 (Jeff Lehfeldt, Richard Crapuchettes)

Abstain: 0

Absent: Karen McCord

The motion passed.

It was moved by Jeff Lehfeldt and seconded by Gabriel Johnson to give greater consideration to new contracts or new contractors to use the best technology in reduction of solid waste for food containers.

It was noted that we are not seeking to amend the current food service contract that the college has with Fresh and Natural.

The motion passed unanimously.

It was moved by Maire Morinec and seconded by Jim DeKloe that we commend Fresh & Natural for volunteering to support a green environment.

The motion passed unanimously.

The Council thanked the Sustainability Advisory Committee for all their efforts for recycling.

Human Resources Reorganization

Charo Albarran reviewed the reorganization proposal that was previously brought to the Council for information.

It was moved by Debbie Luttrell-Williams and seconded by Robin Darcangelo to accept the proposed Human Resources Reorganization.

Discussion: Chair, Interim Vice President White explained that after action by the Shared Governance Council, the reorganization proposal will move forward to the President's Council for final determination. It may be that the plan will need to be phased in over time because of budgetary constraints.

Kevin Anderson stated that he would like to see this tabled until the Associate Vice President of Human Resources is hired, so that this individual could determine the best structure for Human Resources. Maire Morinec also agreed that the Vice President should be able to design his/her own team. Dean Morinec asked about the Human Resources Technician position that is currently in recruitment. Director Albarran explained that this is a replacement position for the previous Executive Assistant, Zandra Gilley, who has retired.

Jim DeKloe asked if there was an accreditation issue in which compliance would require additional staff. Chair, Interim Vice President White stated that she hasn't seen anything that directly relates to this, but institutional leadership stability is one of the standards. Vice President Ligioso added that Standard 3A speaks to Human Resources and being able to attract and maintain qualified personnel.

Interim Vice President White then called for the question:

Aye: LaNae Jaimez, James DeKloe, Debbie-Luttrell Williams, George Olgin, Jeff Lehfeldt, Gabriel Johnson, Waleed Arif, Robin Darcangelo

Opposed: Richard Crapuchettes

Abstain: Maire Morinec, Kevin Anderson

Absent: Karen McCord

The motion passed.

Administrative Leadership Proposal for Service Area Outcomes

Charo Albarran, Director of Human Resources shared with the Council the proposal to incorporate the development and implementation of Student Learning Outcomes into the Administrative Leadership evaluations.

It was moved by Maire Morinec and seconded by Debbie Luttrell-Williams to approve the proposal.

Discussion: This proposal will amend Board Policy 4840 to require administrators to submit Student Learning Outcomes and/or Services Area Outcomes.

The motion passed unanimously.

Administrative Leadership Evaluation Form

Peter Cammish presented information regarding the new form that will be used for Administrative Leadership evaluations, which includes goals from the last year or last evaluation period, job success factors, goals for the coming year or evaluation period, professional development plan, and final comments. The form and process have been accepted by the administrators.

Board Procedures 5055 Enrollment Priorities

Director Barbara Fountain shared with the Council the revised Board Procedures for 5055 Enrollment Priorities, which provide:

- Veterans and foster youth will now have Priority 1 registration.
- DSP and EOPS students will have Priority 2 Registration.
- Intercollegiate Athletics during the semester of active team participation, students enrolled in Summer Bridge and ASSC student government members will have Priority 3 registration.
- Continuing Solano College students, based on number of units completed, will have Priority 4 registration.
- First time students who have completed orientation, assessment and developed student education plans will have Priority 5 registration.
- Returning and transfer students will have Priority 6 registration.
- Middle College & K-12 Special Admission/Concurrent Enrollment students will have Priority 7 registration.

Director Fountain explained that the new priority designations are a combination of new legal requirements and current local requirements; however this will be revisited and discussions will continue regarding the prioritizations.

It was moved by Maire Morinec and seconded by Jim DeKloe to approve Procedures 5055.

The motion passed unanimously.

Strategic Proposal Reconsiderations – First Year Experience and Foster Youth

Chair, Interim Vice President Diane White explained that the Superintendent/President's Council has asked the Shared Governance Council to reconsider two Strategic Proposals for funding for 2013-14: First Year Experience Pilot, Years 2 & 3 and Foster Youth.

First Year Experience Pilot, Years 2 & 3

Melissa Reeve was unable to be present at the meeting, however she submitted a revised version of the First Year Experience Pilot, Years 2 & 3 Strategic Proposal, which includes a decrease in the total cost from \$47,828 to \$31,440.62.

FYSI & YESS-ILP (Foster Youth)

Kamber St. Maria updated the Council on the successes of the Foster Youth program and asked that they reconsider funding the program for 2013-14:

- 140 students have been served to date.
- Student success rates increased 10% overall and 30% for male students.
- Persistence rates were 85% for fall semester compared to 67% for general students; 61% for spring compared to 55% for general students.
- This past year in addition to running the college program, a component was created that helps students transition from high school to college.
- They will begin building a pipeline to 4 year institutions to aid in their transfer success.
- They will be offering 4 CSU transferable courses specifically for FYSI students.
- They have received a grant to offer a Health and Wellness Program beginning this fall.
- The amount requested has been reduced to \$36,588, which will allow the program to run for a total of 800 hours for the 2013-2014 school year.

It was moved by Jim DeKloe and seconded by Robin Darcangelo to fund both these proposals.

The motion passed unanimously.

Ranking of New Non-Academic Positions for 2013-2014

Debbie Luttrell-Williams explained that her concerns were addressed after discussion on the Human Resources Reorganization, Agenda Item #8, and she no longer was requesting a discussion related to the rankings of the new non-academic positions for 2013-14.

Chair, Interim Vice President Diane White explained to the group that under Robert Rules, it is a “settled” matter, once an item has been discussed and voted on. In order to bring it to the

Council again, there must first be a motion for reconsideration, appeal or amendment. This request can only come from someone who originally voted in favor of the motion. A reconsideration also requests 2/3 majority vote of the body.

Governing Board Meeting Agenda – June 19, 2013

The June 19, 2013 Governing Board agenda was reviewed. It was noted that the Campus Services Agreement is for an initial 3-year term.

Adjournment

It was moved by Gabriel Johnson and seconded by Kevin Anderson to adjourn the meeting.

The meeting adjourned at 3:55 p.m.

Respectfully submitted by Laurie Gorman