



**Shared Governance Council
March 13, 2013**

Minutes

Present

Waliff Arif, Connie Barron-Griffin, Peter Cammish (arrived late), Jenice Cordova, Richard Crapuchettes (arrived late), James DeKloe, Barbara Fountain, LaNae Jaimez, Jeff Lehfeltdt, Karen McCord, Diane White

Call to Order

The meeting was called to order at 2:04 p.m. by the Chair, Interim Vice President Diane White. It was noted that Connie Barron-Griffin was serving in place of Richard Crapuchettes.

Approval of Agenda

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

Approval of February 20, 2013 Minutes

It was moved by Maire Morinec and seconded by Jeff Lehfeltdt to approve the minutes of February 20, 2013.

There was a question on the approval process for the February 20, 2013 minutes as many of the members of the newly formed Council were not present at that meeting. It was determined by the Council to rely on the members who were present at the meeting: Jeff Lehfeltdt, Maire Morinec, and LaNae Jaimez, all of whom recommended approval of the minutes.

Ayes: Jeff Lehfeltdt, Maire Morinec, LaNae Jaimez

Abstain: James DeKloe, Karen McCord, Waliff Arif, Jenice Cordova, Barbara Fountain, Connie Barron-Griffin

The motion passed.

Public Comments

There were no public comments.

Request to Add Alternate Representative to Shared Governance Council

Jeff Lehfeltdt explained that when Shared Governance Council and FaBPAC were merged, they spent time formulating the structure of the voting members, however, there was no formal discussion regarding alternate members. He requested to have two alternates for Local 39. Vice President White explained that if an organization has alternatives designated within their By Laws then this would allow them to have alternates on the Shared Governance Council. Neither the Academic Senate nor Local 39 have this designated in their By Laws.

It was suggested by Interim Vice President White that the Council review the Brown Act before moving forward, to make sure that alternates are allowable under the Brown Act.

It was moved by Jim DeKloe and seconded by Maire Morinec to table this item to the next meeting. The motion passed unanimously.

Shared Governance Council – Review of Parliamentary Procedures

The organizational structure of the Shared Governance Council as approved on February 20, 2013 was reviewed. Interim Vice President White shared that because Shared Governance Council is governed by the Brown Act, it should also be run by Roberts Rules of Order. VP White recommended that the meetings be run by Basic Operational “Roberts Rules” with orders being set for the day, and setting time parameters for debate. This would be a good way to manage meetings in terms of time constraints and also help to focus on issues and not extraneous things.

Board Policy – Course Repetition - Revised

This item was tabled from the February 20, 2013 meeting as the procedures were not included, and the group asked to review them before approving the policy. This policy was on the Governing Board agenda for the February 20, 2013 meeting for information; however, it was also approved by the board at that time.

It was moved by Maire Morinec and seconded by Jeff Lehfeltdt to approve Board Policy 6000. Abstain: LaNae Jaimez, Karen McCord.

The motion passed.

Measure Q – Advisory Committee and Staffing

There was a motion by Jeff Lehfeldt and seconded by Jim DeKloe to change the order of agenda and move to #10 to discuss Measure Q. The motion passed unanimously.

Dr. Laguerre shared that as we move forward with the implementation of Measure Q task force representative of College constituencies will be formed to provide support, guidance and information regarding the implementation.

The proposed composition of the task force is:

- 3 trustees appointed by the President of the Board of Trustees
- 2 Faculty members appointed by the President of the Academic Senate
- 1 Student appointed by the ASSC President
- 2 Classified staff appointed by CSEA and Local 39 (determined by CSEA and Local 39)
- 2 members of the Administrative Leadership Group (selected by ALG)
- 2 Veterans (students) appointed by the Veterans Club
- Vice President of Finance and Administration
- Vice President of Academic Affairs

This group will be a stand-alone committee, receiving their direction from the Board of Trustees.

Dr. Laguerre then shared the proposed job description for an Executive Bond manager to oversee the completion of the Measure G bond program and ongoing projects and program planning; and project and construction management, and financial controls and reporting for Measure Q. Funding for this position will be paid from the Measure Q bond. This position will report directly to the Superintendent/President and Governing Board.

Vice President White asked if Shared Governance was being asked to approve the job description. Dr. Laguerre clarified that the action will be to support the position, not the actual job description. This will be placed on the next Shared Governance meeting agenda for action.

Board Policies Series 1000 and 2000

Dr. Laguerre presented the following policies for information.

Series 1000

- Legal Counsel
- Political Activity
- Participation in local Decision Making
- Auditor
- Building Dedication Plaques
- Selection of Superintendent-President

- Superintendent-President Succession (designates who will be charge when the Superintendent-President is away from the campus)
- Presentation of Initial Collective Bargaining Proposals

These policies will be brought back to the next meeting for action.

Task Force on Committees Report

Barbara Fountain reviewed with the Council that the Task Force on Committees is trying to do two things: improve efficiency and communication, while also reducing the overall number of committees, as it has been identified that the College has a lot of overlap in discussions of the same items. This was one of the primary reasons for merging of Shared Governance and FaBPAC.

The Task Force is now considering establishing a board policy or administrative procedures for committees functioning within the framework of the institution. The Task Force is working on completing a list of all campus committees to show how much time is spent in meetings and see if there is overlap. This draft list was reviewed and the following comments were made:

- The SLO/PLO Committee may not be needed as the School Coordinators and Deans are now working on SLO/PLOs
- The PERT committee is discussing meeting only twice a year, once at the beginning of the Academic Year, and once at the end of the Academic Year
- What committees will need to fall under the Brown Act? (Will depend if the committee is considered “ad hoc” or “governance”)

Director Fountain proposed establishing a board policy and/or procedures to establish overall protocols for all committees and minimize miscommunications. Jim DeKloe stated he felt only procedures were needed; not a board policy.

It was determined that a small group would be formed consisting of Barbara Fountain, Diane White, Connie Barron-Griffin, Jeff Lehfeldt, and Maire Morinec, to work on development of the administrative procedure.

Scantron Contract for Evaluations

It was moved by Jim DeKloe and seconded by LaNae Jaimez to approve the purchase of the Insight 4ES Scanner, Survey Tracking and forms.

Discussion: The existing scanner that SCC is using is over 15 years old and is in constant need of repair. A new one needs to be purchased for the processing of the many forms that we use campus wide, including faculty evaluations and surveys. The total cost is approximately \$20,000.

The motion passed unanimously.

Governing Board Agendas – March 20, 2013

The March 20, 2013 Governing Board agenda will be sent out by email for the Council to review.

Strategic Proposals Rating Process and Responsibilities

Peter Cammish shared that there is \$300,000 available for Strategic Proposals. He stressed the importance of the assessment task for Shared Governance and reviewed the proposal assessment rubric, which includes the dimensions of outcomes, urgency, student impact, budget, accuracy, and financial risk.

Dean Cammish will send out the proposals by email with an excel spreadsheet for rating. Council members should take them back to their constituent groups for feedback. The deadline for returning the scored form to Peter Cammish is Monday, April 8, 2013 at 5 p.m.

There was discussion about conflict of interest and Shared Governance Council members who have submitted proposals. Can alternates be chosen by the constituent group to rate the proposal and participate in the process? Are conflicts of interest covered in the Brown Act or Board policy? This will be researched and brought back for discussion at the March 27, 2013 meeting. A motion was made by Maire Morinec and seconded by Jim DeKloe to change the special meeting date to review Strategic Proposals from March 27, 2013 to April 10, 2013 to allow additional time to research conflict of interest policy. A regular meeting will be held on March 27, 2013.

The motion passed unanimously.

Agenda Items for the Next Meeting (March 27, 2013)

- Review of the Brown Act (D. White/J. Lehfeltd)
- Mission Statement for Student Services (B. Fountain)
- Task Force on Committees Update (B. Fountain)

All other agenda items are due to Laurie Gorman by Thursday, March 21 at 12:00 p.m.

Adjournment

It was moved by Maire Morinec and seconded by LaNae Jaimez to adjourn the meeting.

The meeting adjourned at 4:36 p.m.

Respectfully submitted by Laurie Gorman