



**Shared Governance Council  
May 8, 2013  
Minutes**

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**Present**

Diane White, LaNae Jaimez, James DeKloe, Kevin Anderson, Debbie-Luttrell Williams, Jeff Lehfeldt, Richard Crapuchettes, Gabriel Johnson, Waleed Arif, Maire Morinec, Robin Darcangelo

**Absent:**

Karen McCord, George Olgin, Yulian Ligioso, Peter Cammish

**Call to Order**

The meeting was called to order at 2:03 p.m. by the Chair, Interim Vice President Diane White.

**Approval of Agenda**

It was moved by Debbie Luttrell-Williams and seconded by Robin Darcangelo to approve the agenda as presented. The motion passed unanimously.

**Approval of Minutes**

It was moved by Maire Morinec and seconded by Debbie Luttrell-Williams to approve the minutes of March 27, 2013. A correction was made to the spelling of Gabriel Johnson's name. The motion passed unanimously.

It was moved by Maire Morinec and seconded by Robin Darcangelo to approve the minutes of the April 10, 2013 Special meeting. The motion passed unanimously.

**Public Comments**

None

**No Meeting Zone for Fall 2013 and Spring 2014**

Chair Interim Vice President White shared with the Council that the last week in October, 2013, and the week of March 10-14, 2014 will be designated as "no meeting zones." This will give administrators, staff, and faculty a break from attending meetings during this time period.

**Board Policy Series 2000 (Selection of President)**

This item was moved to the June 19, 2013 Shared Governance Council meeting.

### **Budget Subcommittee**

Patrick Killingsworth, Director of Fiscal Services, presented an analysis of the district budget for the next two years. He shared that Vice President Ligioso would like to propose to the Council that a subcommittee be established to review budget issues in depth. This could be an ad hoc committee.

Director Killingsworth was asked if he could put together a proposed model for the composition of the subcommittee based upon needed function. He will discuss this with Vice President Ligioso.

### **Accreditation Update**

Annette Dambrosio, Accreditation Coordinator, shared with the Council the accreditation work that will be taking place over the summer. Work will be centered on four of the warning areas as the Code of Ethics has been completed, and faculty evaluations related to SLO's needs to be bargained. Annette will also be reviewing past reports to see if anything else is still outstanding, and also reviewing reports that have been completed by other colleges. She has developed a proposed timeline related to the submission of the report that is due October 14, 2013, which she shared with the Council.

Annette is proposing that standing committees be put in place after the college is off sanctions so that there is an accreditation process that is ongoing. Chair Interim Vice President White stated that many campuses don't necessarily have accreditation committees but rather a broader institutional effectiveness committee that encompasses accreditation, SLOs, program review, and other areas that are central to assessment, outcomes, and planning. This is something that the Council can entertain as the college moves forward into the next full accreditation self-study process.

### **Distance Education Presentation**

Dale Crandall-Bear, Distance Education Coordinator, shared with the Council the significant changes that are taking place related to the college's distance education program:

1. SCC is changing platforms and moving from eCollege to Canvas, which will be a two-year process. There are over 300 online courses that need to be transitioned; the plan is to move 25% per semester beginning with Fall 2013. Faculty will need to be trained in the new Canvas platform; a training and certification program has been developed. There will also be a course shell review policy.
2. ACCJC will be looking very closely at the College's Distance Education program as it has become a significant part of course offerings. ACCJC has developed a guide to

evaluating distance education and correspondence courses. This is basically an instructional manual and guide. In addition, ACCJC will be looking for evidence in the use of college resources, student identity validation, programs/services, regular and effective contact between students and instructors, and accessibility of student services.

A survey was conducted last year that addressed student concerns regarding communications with instructors. Canvas is a very dynamic, creative multimedia platform that will enable students and instructors to communicate through email, via phone, video, etc. It also has a live chat and delayed chat feature.

Chair, Interim Vice President White thanked Dale and LaNae Jaimez for all their hard work concerning the Distance Ed program.

### **Human Resources Reorganization**

Charo Albarran, Interim Director of Human Resources, reviewed with the Council the staffing needs of Human Resources. Charo explained that she is hoping for initial buy-in for the reorganization and then a gradual phase-in process. The recommendation is for an increase from the current 5 positions to 7 positions as follows:

- Adding an Associate Vice President of Human Resources. The position will include responsibility for negotiations, labor relations, Human Resources policy management and the grievance process.
- Upgrading the Human Resources Manager to Director of HR/EEO Compliance Officer to manage daily operations of the department, serve as the College's EEO Compliance Officer, oversee program development for staff development and health and wellness, and serve as a member of negotiation team.
- Adding a full-time recruiter to provide recruiting for classified and faculty positions.
- Continuing with the two HR Generalists.
- Adding a Human Resources Analyst for Workman's Compensation management, background checks and TB verification processing, personnel changes, data entry of adjunct and overload hours into Banner, and back fill for HR Generalist as needed.
- Changing the Executive Assistant position to a Human Resources Technician to provide administrative and reception support for the office.

Council members voiced concern about the approximate \$190,000 cost of the reorganization in light of the possible fiscal issues that the college may be looking at in two years. There was also a question regarding the salary level for the Director position, as this level is higher than the Dean level.

This will be brought back to the June 10, 2013 meeting for action.

### **New Non-Faculty Prioritization**

Charo Albarran, Interim Director of Human Resources, shared that last year a process was put in place to prioritize all new non-faculty positions. In March 2013, managers reviewed their areas and identified needs for new positions. A subcommittee of the Administrative Leadership Group met and validated the need. The list then went to the Position Control Review Committee, consisting of representatives from Local 39, CSEA, ALG and the HR director.

There was a question regarding the Articulation and Transfer Specialist position. Interim Vice President White and Debbie Luttrell-Williams explained that this was a previous position that has not been funded for a number of years. The position has also been reclassified from an Administrative Assistant to Specialist. Jeff Lehfeldt noted that the Science Lab Technician position had previously been full-time but was reduced to ½ time by the request of a former employee in the position. The need now is to increase the position back to full time.

There was also a question about the addition of an Administrative Assistant for the Math Department, as this would provide for two full-time administrative assistants for the School of Math and Science, while other schools only have 1 or 1½. It was noted that there needs to be equity for all areas in terms of support.

Chair, Interim Vice President White suggested that the college think about moving toward institutionalization of this process to include assessment rubrics. Equity is an important element.

### **Procedures for Campus Committees**

Barbara Fountain shared that the proposed procedures for campus committees have been shared with the Academic Senate; their suggestions will be incorporated into the document and brought back to Shared Governance for further review.

### **Brown Action Summary**

A summary of the Brown Act was distributed to Council members. Council members were asked to keep it as a tool in reviewing protocol for meetings.

### **Governing Board Meeting Agenda for May 13, 2013**

Council members reviewed the meeting agenda for the May 13, 2013 Governing Board meeting and made the following comments:

- Maire Morinec noted it was her understanding that that the Associate Vice President of Human Resources position was scheduled to be posted immediately; however, the job description has not yet been reviewed by the Governing Board. Chair, Interim Vice

President White, will follow up on this and the other Human Resources job descriptions regarding the recruitment timelines for each of these positions.

- Council members would like to see a copy of the Law Enforcement proposal that the Governing Board will be reviewing; Laurie Gorman will ask that copies be forwarded to Council members.

### **Other**

Chair, Interim Vice President Diane White, shared that the President's Cabinet has received the Council's recommendations regarding funding of strategic proposals. The Cabinet would like for the Council to reconsider two of the proposals that were not funded: The First Year Experience proposal and the Foster Youth proposal. This will be placed on the June 19, 2013 meeting agenda. The proposers will be invited to the meeting to share additional information and answer any questions Council members may have regarding the proposals.

### **Adjournment**

It was moved by Robin Darcangelo and seconded by Jeff Lehfeldt to adjourn the meeting.

The meeting adjourned at 3:22 p.m.

Respectfully submitted by Laurie Gorman