



**Shared Governance Council
October 9, 2013
Minutes**

Present

Susanna Gunther, James DeKloe, Jeff Lehfeldt, Kevin Anderson, Debbie-Luttrell Williams, George Olgin, Richard Crapuchettes, Kyle Todd, Karen McCord, Yulian Ligioso, Peter Cammish, Thomas “Jerry” Kea, Leigh Sata

Jay Speck, County Superintendent of Schools; Lisette Estrella-Henderson, Associate Superintendent, Solano County Office of Education; Tommy Welch, Associate Superintendent, Solano County Office of Education; Alton Gay, Director, Golden Hills Education Center

Absent:

Diane White, Gabriel Johnson, Maire Morinec, Robin Darcangelo

Call to Order

The meeting was called to order at 2:05 p.m. by Vice President, Yulian Ligioso. Vice President Ligioso chaired the meeting.

Approval of Agenda

It was moved by Kevin Anderson and seconded by Jeff Lehfeldt to move Item #5 to the top of the agenda and accept the agenda as modified.

The motion passed unanimously.

Approval of Minutes

It was moved by Debbie Luttrell Williams and seconded by Richard Crapuchettes to approve the minutes of September 11, 2013.

The motion passed unanimously.

It was moved by Jeff Lehfeldt and seconded by Kyle Todd to approve the minutes of September 25, 2013.

The motion passed unanimously.

Public Comments

None

Kevin Anderson asked about the process for bringing a motion for reconsideration of a previous item from a past meeting. Clarification is needed regarding the process and who can bring the motion forward. This will be clarified with Interim Vice President White.

Corporate College Proposal and Job Descriptions

The Corporate College proposal and job descriptions that were first presented at the September 25, 2013 Shared Governance Council meeting were brought back for action. At the September 25 meeting Council members were asked to take the proposal back to their constituents for feedback. Debbie Luttrell-Williams and Jeff Lehfeltdt stated that they have not yet had an opportunity to share this with constituents, but are planning to do so.

The proposal and job descriptions were reviewed, and there was a question regarding funding for the program. Vice President Ligioso explained that some initial seed funds of approximately \$100,000 have been provided, and the presumption is that activities and revenues generated within the program would cover future costs.

There was also a question about the proposed new positions and their relationship to Contract Education. Vice President Ligioso stated that the idea is to have both Contract Education and Corporate College under one umbrella.

Council members stated that they would like additional information before moving forward regarding the budget for Corporate College and if Contract Education will be folded into the Corporate College program.

It was moved by Richard Crapuchettes and seconded by Jeff Lehfeltdt to postpone action on this until the next Shared Governance meeting.

The motion passed unanimously.

Fiscal Services and Facilities Positions

Yulian Ligioso shared with the Council that the Fiscal Services positions are still at the discussion level with CSEA and will be brought back at a later date.

Vice President Ligioso then reviewed the proposed Assistant Director-Facilities job description with the Council. He explained that this is a replacement position that had become vacant a few years ago, but was not funded due to budgetary constraints. It has gone through the non-faculty prioritization process and is being recommended for funding. Reinstatement of the position is needed to organize and direct maintenance operations and supervise staff. The Assistant Director will be tasked with energy management and will also be responsible for ensuring all California Occupational Health and Safety requirements are followed and all hazardous waste material is properly treated and disposed.

Jeff Lehfeldt asked about the salary range for the position. Vice President Ligioso stated that it was previously Range 42. Council members recommended that the position be moved higher on the salary scale.

Kevin Anderson suggested that work hours, evening hours, and service at off campus locations be added to the job description.

It was moved by Susanna Gunther and seconded by Debbie Luttrell-Williams to support the Facilities Director position pending the addition of the responsibility of energy management being added to the job description in addition to evening hours and a varied schedule to accommodate time at the Vallejo and Vacaville Centers.

The motion passed unanimously.

E-Mail Management Policy

Dean Thomas “Jerry” Kea presented for information a proposed e-mail etiquette and management policy for the Council’s consideration. The policy addresses copying, efficiency, alternative communication, courtesy, assignment categorical participants, sending notices, and management systems. Dr. Kea would like to pilot this program and then assess through a survey.

Kevin Anderson suggested adding a section that addresses the use of attachments and if all recipients need all attachments.

Council members voiced concern and disapproval about the policy and specifically related to the proposals to establish a no-email zone (i.e. no email Friday, no email 10 p.m. – 6 a.m. etc.), that all emails can only sent out by Superintendent/President’s office, and use of phone calls instead of email. Susanna Gunther stated that these guidelines could possibly make communications worse and not better.

Dean Kea thanked the Council for their input and comments.

MOU Between SCOE and SCCD for Shared Facility

Jay Speck, Solano County Superintendent of Schools, addressed the Council and reviewed the proposed Memorandum of Understanding between Solano College and Solano County Office of Education to collaborate in offering classroom and other ancillary space for SCOE’s Adult Transition program within the SCC campus in Vacaville. Superintendent Speck explained that the Adult Transition program is a program that serves students ages 18-22 with developmental disabilities, including autism that have received a high school Certification of Completion and continue to need support in the development of community integration and employment skills. SCOE will fund construction of the new portion of the project utilizing State of California public school facility funding. SCC will fund the upgraded portion of the project utilizing Measure Q funds.

It was moved by Kyle Todd and seconded by Karen McCord to approve the shared space MOU between Solano County office of Education and Solano Community College.

The motion passed unanimously.

Governing Board Meeting Agenda for October 16, 2013

The agenda for the October 16, 2013 Governing Board meeting was reviewed. There was a question about the purchase of 1585 North Texas Avenue in Fairfield. Dr. Laguerre explained that this property, formerly a Toyota dealership, is being looked at as a possibility for SCC's auto technology program.

Adjournment

It was moved by Kyle Todd and seconded by Jeff Lehfeldt to adjourn the meeting.

The meeting adjourned at 3:40 p.m.

Respectfully submitted by Laurie Gorman