



**Shared Governance Council  
December 10, 2014  
Minutes**

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**Present**

Michael Wyly, James DeKloe, Kevin Anderson, Karen McCord, Debbie-Luttrell-Williams, Jeff Lehfeldt, Richard Crapuchettes, Shirley Lewis, Christie Speck, Diane White, Yulian Ligioso, Wade Larson, Yashica Crawford, Nasir Baag, Leslie Minor

**Absent**

George Olgin, Ariyana Smith, Erika Gonzalez

**Call to Order**

The meeting was called to order at 2:18 p.m. by the chair, Interim Vice President Diane White.

**Approval of Agenda**

It was moved by Debbie Luttrell-Williams and seconded by Michael Wyly to approve the agenda.

The motion passed unanimously.

**Approval of Minutes**

It was moved by Debbie Luttrell-Williams and seconded by Jeff Lehfeldt to approve the minutes of November 12, 2014.

The motion passed unanimously.

**Public Comments**

There were no public comments.

## **Superintendent/President's Report**

Dr. Laguerre introduced Dr. Yashica Crawford, the new Chief of Staff, who is replacing Judy Spencer. Dr. Crawford will attend Shared Governance Council meetings in the event that Dr. Laguerre cannot attend.

Dr. Laguerre thanked Interim Vice President Diane White for her leadership as the Chair of the Shared Governance Council. He also thanked Debbie Luttrell-Williams for her work as the CSEA representative on the Council.

There will be some administrative changes announced in the next few weeks that will become effective on July 1, 2015. One of the changes will be the reinstatement of the Vice President of Student Services. There is a new job description for the position; Dr. Laguerre asked for feedback through email for this job description.

## **Human Resources Update**

Wade Larson, Associate Vice President of Human Resources, shared that in light of budget constraints, there will be a reorganization of Work Force Development and Continuing Education (WDCE) and Workforce Grants under one umbrella. This includes reductions of positions specifically to WDCE and merges all other functions under WDCE/SBDC.

## **Budget Update**

Yulian Ligioso, Vice President of Finance and Administration, stated that the college currently has some significant financial challenges and referred to the budget presentation made by Patrick Killingsworth at the November 2014 Shared Governance meeting regarding the 2014-15 budget projections based upon spending patterns. Vice President Ligioso stated that he will be open to attend Senate meetings and School meetings to make sure everyone is aware of the current situation.

Vice President Ligioso explained that the College is currently in stability based upon the loss of FTES. Although the funding will remain the same based upon stability, expenditures have increased. Currently 87% of the budget is spent on salaries, which has resulted in an approximate net increase of almost \$1 million. It is important that the college not go below a 5% reserve, which is the State Chancellor's guideline and is in our Board policy.

Currently the college is looking at ways to increase revenues and cut expenditures. The reorganization of the WDCE and SBDC is one of the ways that will help to cut expenditures. Another area that will be looked at is the Childcare program, as expenditures are currently exceeding revenues in that area.

## **2014-15 and 2015-16 Calendar Revisions**

Interim Vice President Diane White shared that amended Academic Calendars for 2014-2015 and 2015-2016, are being submitted to the Governing Board for their approval. The changes include:

### Spring 2015:

- The graduation ceremony has been moved from Wednesday, May 20 to Thursday, May 21.
- The first day of finals has been moved from Wednesday, May 13 to Thursday, May 14.
- May 13 will become a “dead” day. No instruction, not a flex day.
- The last day of finals will be moved from Tuesday, May 19 to Wednesday, May 20<sup>th</sup>.

### Summer 2015:

- The 6/8 week class start date has been moved from 6/8/15 to 6/15/15.
- July 2<sup>nd</sup> has been changed to a non-instructional day (observe SCFA/CSEA contracts).
- The end date of 6-week classes has been moved from Thursday, July 16 to Monday, July 27<sup>th</sup>.
- The 8/9 week class end date has been changed from Thursday, July 30 to Monday, August 10.

### Fall 2015:

- The optional and required flex has been moved from August 6<sup>th</sup> and 7<sup>th</sup> to August 13<sup>th</sup> and 14<sup>th</sup> respectively.
- The start date has been moved from Monday, August 10 to Monday, August 17<sup>th</sup>.
- The end date has been changed from Fri, Dec. 11<sup>th</sup> to Friday, Dec 18<sup>th</sup>.
- Two optional flex days has been changed from Monday and Tuesday, December 14<sup>th</sup> and 15<sup>th</sup> to December 21<sup>st</sup> and 22<sup>nd</sup> respectively.

### Spring 2016:

- The graduation ceremony has been moved from Wednesday, May 18 to Thursday, May 19.
- The first day of finals has been moved from Wednesday, May 11 to Thursday, May 12.
- May 11 will be a “dead” day. No instruction, not a flex day.
- The last day of finals has been changed from Tuesday, May 17 to Wednesday, May 18.

It was moved by Debbie Luttrell-Williams and seconded by Michael Wyly to accept the calendar revisions for 2014-5 and 2015-16.

The motion passed unanimously.

## **Senate Proposed Revisions to Current Code of Ethics**

Michael Wyly, Academic Senate President, shared with Council members the proposed Code of Ethics Policy developed by the Academic Senate last spring. This is being forwarded to Shared Governance as the next step in the process to consider as a revision to the existing Solano College Code of Ethics.

It was suggested that a document be created to show the existing Code of Ethics and what the changes would be with this revision. Michael Wyly will put this document together and send out to the campus community.

## **New Prerequisite and Corequisite Procedures**

Michael Wyly, Academic Senate President, reviewed the new prerequisite and corequisite procedures that have been approved by the Curriculum Committee. These changes were necessary to bring the College's procedures in line with the new Title 5 regulations.

## **Student Equity Plan**

Shirley Lewis, Chief Student Services Officer, reviewed with Council members the updates to the Student Equity Plan and shared that a review of District data in the five student success areas revealed that there are some specific groups were not achieving at a proportional rate and intervention strategies and support are needed for certain groups, including African American, White, Hispanic, male, Asian, Pacific Islander, Native American/Alaskan Native, ESL, disabled, veterans, low income and foster youth students. Goals and activities have been established to increase access and close performance gaps:

### Goals:

- To provide opportunities for increasing diversity and equity for all students at SCC.
- To improve student access to SCC programs and services.
- To close performance gaps for targeted groups, thereby improving the overall success of all students at Solano Community College.

### Activities:

- Increase Outreach to Target Groups
- Enhance Orientation and Counseling Efforts for New and Continuing Students
- Continue to Research and Evaluate Student Equity Data Analysis
- Increase Commitment to Faculty and Staff Development
- Increase and/or Continue Support for Innovative Programs and Services that Focus on
- Achieving Student Equity Goals
- Analyze and Recommend Specific Activities to support Specific Student Success

The plan will be reviewed on an annual basis.

It was moved by Jim DeKLoe and seconded by Jeff DeKloe to approve the Student Equity Plan

**Board Policy and Procedures 4215, Smoking on Campus – Report from Ad Hoc Subcommittee**

No report was presented; Jeff Lehfeldt stated that the subcommittee has not yet met. He will make efforts to get the subcommittee together and bring a report back to the next Shared Governance meeting in January.

**Governing Board Meeting Agenda – December 17, 2014**

The December 17, 2014 Governing Board meeting will be held in the newly opened Board Room in the renovated 600 building. There will be a ribbon-cutting ceremony at 6:30 p.m.

**Adjournment**

It was moved by Debbie Luttrell-Williams and seconded by Jeff Lehfeldt to adjourn the meeting.

The motion passed unanimously.

The meeting adjourned at 3:58 p.m.

Respectfully submitted by Laurie Gorman

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