



**Shared Governance Council  
October 8, 2014  
Minutes**

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**Present**

Michael Wyly, James DeKloe, Kevin Anderson, Peter Cammish, Jeff Lehfeldt, Christie Speck, Debbie Luttrell-Williams, Shirley Lewis, Richard Crapuchettes, Dwight Calloway, Leigh Sata, Jowel Laguerre

**Absent**

Nasir Baig, George Olgin, Karen McCord

**Call to Order**

The meeting was called to order at 2:02 p.m. by Peter Cammish, Dean, Research, Planning and Institutional Effectiveness, who chaired the meeting in place of Interim Vice President Diane White, who was not able to be at the meeting. Dean Cammish welcomed CSSO Shirley Lewis and Director Christie Speck who will be serving as the representatives from the Administrative Leadership Group for 2014-15.

**Approval of Agenda**

Item #5, Workforce Development, and Item #6, Applicant Reimbursement Policies and Administrative Employees ALG Performance Appraisal were removed from the agenda as Associate Vice President of Human Resources, Wade Larson, was not able to be at the meeting.

It was moved by Jim DeKloe and seconded by Jeff Lehfeldt to approve the agenda as amended.

The motion passed unanimously.

**Approval of Minutes**

It was moved by Jim DeKloe and seconded by Shirley Lewis to approve the Minutes of August 27, 2014.

Discussion: Debbie Luttrell-Williams asked that her comments from the meeting relating to the hiring of the Math Administrative Assistant and the holding of the Administrative Assistant for

the Vacaville Center be included in the minutes. She stated that according to the vacancy list presented, the Administrative Assistant for Math was to be held and not filled; and the Administrative Assistant for the Vacaville Center was to be filled, however, the Math position was filled and the Vacaville position was held. CSEA had voiced concerns that the Vacaville position should not have been held.

The amendment was accepted. Peter Cammish, Chair, called for the question.

Aye: 6

Noe: 0

Abstain: Christie Speck

The motion passed.

It was moved by Jim DeKloe and seconded by Jeff Lehfeldt to approve the minutes of September 10, 2014.

Aye: 6

Noe: 0

Abstain: Christie Speck

The motion passed.

It was moved by Jim DeKloe and seconded by Kevin Anderson to approve the minutes of September 17, 2014.

Discussion: Jim DeKloe asked that the sentence “Jim DeKloe, President of the Faculty Association will take the revised evaluation tool to Wade Larson, Association Vice President of Human Resources, so that it can be incorporated into the faculty evaluation process be amended to “*Jim DeKloe, President of the Faculty Association will take the lost copy of the revised evaluation tool to Wade Larson, Associate Vice President of Human Resources, so that it can be incorporated into the faculty evaluation process.*”

The amendment was accepted, and the Chair, Peter Cammish called for the question.

Aye: 6

Noe: 0

Abstain: Christie Speck

The motion passed.

## **Public Comments**

There were no public comments.

Debbie Luttrell-Williams asked about the status of Policy 3840, Workplace Violence. Laurie Gorman referred to the Minutes of June 11, 2014, where the council members asked that the proposed revisions to Policy and Procedures 3840 be put into the proper format and then forwarded to the unions and district council for review. After the reviews had taken place, the policy should then be brought back to Shared Governance for their review. As of this date, nothing has come back regarding the revisions.

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

Dr. Laguerre reported that the Accreditation midterm report is almost complete, and will be submitted to the Governing Board at a special meeting held tonight, October 8, 2014. After it is submitted to ACCJC, efforts will focus on the Self-Study.

There will be a ribbon cutting ceremony for the Auto-Technology program in Vallejo tomorrow, October 9 at 4:30 p.m. Dr. Laguerre commended Paul Hidy for his work and dedication to the establishment of this program and thanked Maire Morinec, Dwight Calloway, the Bond team, Kitchell, Leigh Sata and many others who put in a lot of time on the establishment of this program. The program began with 24 students; there are now over 100 enrolled.

## **Dixon High School MOU**

Dr. Laguerre distributed the revised Dixon High School MOU, and explained that the program at Dixon High School has been working well. The MOU is being submitted now to formalize the agreement. This program provides a presence for the College in Dixon, with Dixon providing the facilities. SCC representatives will include the Chief Student Services Officer and the Director of High School Programs.

Michael Wyly recommended that the acronym CAP be spelled out in the document to avoid any confusion with its meaning.

Kevin Anderson asked about Item 10, and asked to see a copy of the Dixon High School rules and regulations.

As this item was agendized for information only, a motion was made by Debbie Luttrell-Williams and seconded by Jeff Lehfeldt to hold a Special Shared Governance meeting to review the Dixon High School rules and regulations before moving ahead with an approval of the MOU.

The motion passed unanimously.

A Special Meeting will be scheduled for October 15, 2014.

### **Measure Q Update**

Leigh Sata, Bond Manager, reviewed with Council members a capacity/load ratio study that has been completed regarding classroom utilization at the college. The average cap ratio by building was reviewed, with the following findings and conclusions:

#### **Findings**

- #1 The number of students in a class is less than the number of desks in a room.
- #2 Classrooms have significant gaps in usage during the day and/or are not used for significant portions of a week.
- #3 There are fewer desks per assignable square footage in some classrooms than are required by Title 5 standards. (Note: ADA desks take up more space than a standard-sized desks).

#### **Conclusions**

1. Classes should be scheduled to maximize weekly student contact hour per assignable square footage.
2. Scheduling should be reviewed to maximize weekly student contact hour per day.
3. Distribution and configuration of classroom furniture should be reviewed to maximize utilization of assignable square footage per classroom.
4. Classrooms should be scheduled by class size to room occupancy rather than by department.
5. Schedule additional classes in the afternoon.

### **Board Policy and Procedures 4215, Smoking on Campus (Revised)**

Peter Cammish shared that revisions to Policy 4215, Smoking on Campus, were approved by the Governing Board on August 20, 2014 and are posted on the SCC website. Revised procedures dated July 16, 2014 are also posted on the website.

Council members stated that they thought that the policy was unenforceable and voiced their concerns related to Item #9 of the procedures that state, "*The Smoking on Campus Policy is the*

*shared responsibility of every student, faculty member, staff person, administrator, and visitor. SCC will follow discipline procedures and civil fines in accordance to California Governance Code Section 7597.1 for those reported to be violators of this policy.”*

Debbie Luttrell Williams related an incident that she had with students when she tried to enforce the no-smoking policy. Shirley Lewis also spoke about the problem of students trying to enforce this policy with other students and the repercussions that occurred.

Dwight Calloway stated that during the first year of the “no smoking” policy, a designated smoking area was established, and people could go to this location to smoke.

It was moved by Richard Crapuchettes and seconded by Jeff Lehfeldt that we recommend to the Board that they revisit this policy because in its present form it is unenforceable.

The motion passed unanimously.

Peter Cammish will relate this recommendation to Interim Vice President of Academic Affairs, Diane White.

### **Governing Board Meeting Agenda – October 15, 2014**

The agenda of the October 15, 2014 was reviewed. The meeting will begin at 6:30 p.m. and will be held at the Vallejo Center.

### **Adjournment**

It was moved by Debbie Luttrell-Williams and seconded by Richard Crapuchettes to adjourn the meeting.

The motion passed unanimously.

The meeting adjourned at 3:55 p.m.

Respectfully submitted by Laurie Gorman

SGC Minutes October 8, 2014:lg