



**Shared Governance Council  
August 13, 2014  
Minutes**

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**Present**

Jowel Laguerre, Diane White, Michael Wyly, James DeKloe, Kevin Anderson, Karen McCord, Debbie Luttrell-Williams, George Olgin, Richard Crapuchettes, Maire Morinec, Robin Darcangelo (arrived at 2:30 p.m.), Leigh Sata, Camille James, Peter Cammish, Annette Dambrosio, Yulian Ligioso, Wade Larson

**Absent:**

Naser Baig, Jeff Lehfeltd

**Call to Order**

The meeting was called to order at 2:04 p.m. by Chair, Interim Vice President Diane White.

**Approval of Agenda**

It was moved by Maire Morinec and seconded by Kevin Anderson to approve the agenda.

The motion passed unanimously.

Chair, Interim Vice President Diane White reviewed with the Council the following parliamentary procedures:

To speak, members need to raise their hand and be recognized by the chair before speaking. For action items, a motion first needs to be made, with a second, before discussion can commence. After debate, the chair (can also be a council member) calls for the question. This closes debate.

During discussion, each side (pro and con) will have one opportunity to speak. Discussion continues only if a new point is raised.

**Approval of Minutes**

The Minutes of April 23, 2014 were reviewed. Jim DeKloe asked that the word “Richard” on the last page of the minutes under Adjournment be deleted. It was then moved by Jim DeKloe and seconded by Debbie Luttrell-Williams to approve the minutes of April 23, 2014 as amended.

Aye: 7

Noe: None

Abstain: Jim DeKloe, Michael Wyly

Absent: Nasir Bag, Jeff Lehfeltd

The motion passed.

The Minutes of May 28, 2014 were reviewed. It was moved by Maire Morinec and seconded by Debbie Luttrell-Williams to approve the Minutes of May 28, 2014.

Aye: 8

Noe: 0

Abstain: Jim DeKloe

Absent: Nasir Baig, Jeff Lehfeltd

The motion passed.

The Minutes of June 11, 2014 were reviewed. It was moved by Jim DeKloe and seconded by Kevin Anderson to approve the minutes of June 11, 2014.

The motion passed unanimously.

The Minutes of June 25, 2014 were reviewed. It was moved by Jim DeKloe and seconded by Richard Crapuchettes to approve the minutes of June 25, 2014.

Aye: 7

Noe: 0

Abstain: George Olgin, Kevin Anderson

Absent: Nasir Baig, Jeff Lehfeltd.

The motion passed.

## **Public Comments**

Annette Dambrosio requested that action be deferred on Board Policy and Procedure 2070, as she has not had an opportunity to review it. Chair, Interim Vice President Diane White thanked Dr. Dambrosio for her comments and stated that her request would be addressed when the agenda item came before the Council members later in the meeting.

## **Superintendent-President's Report**

Superintendent-President Dr. Laguerre reported that while quite a bit of outreach has been taking place; it has been his experience that personal outreach is very effective. In addition, the college should focus on retention and determine why some of our students do not return. Jim DeKloe added that we should target those students who say they are going to go to college, but for some reason do not.

Dean of Research and Planning, Peter Cammish reported that for Fall 2014, there is an increased number of students attending, however, they are taking fewer classes.

## **Board Policy and Procedures 2070 – Accreditation, Board Policy 1046 – Recording, Board Policy 2155 – Presentation of Initial Collective Bargaining Proposals, Board Policy - Distribution of Tickets and Passes (New)**

Superintendent-President Dr. Jowel Laguerre presented the Board Policy and Procedures 2070 – Accreditation, Board Policy 1046 – Recording, Board Policy 2155 – Presentation of Initial Collective Bargaining Proposals, Board Policy - Distribution of Tickets and Passes (New) for information.

Council members were asked to take these policies and procedures back to their constituents for input and feedback. These policies and procedures will come back for approval at the September 10, 2014 meeting.

## **Accreditation Midterm Report Draft**

Dr. Annette Dambrosio, Accreditation Coordinator, presented for information the 2<sup>nd</sup> draft of the Accreditation Midterm Report. Dr. Dambrosio stated that in addition to 9 recommendations that are being responded to, there are also 42 planning agenda items that SCC generated from the 2011 Self-Study Report. Interim Vice President Diane White asked that Council members take the report back to constituents for input and feedback. The final draft is scheduled to come to the Council at a Special Meeting on September 17, 2014.

Jim DeKloe commended Dr. Dambrosio for her excellent work on the report, and recommended that the college move toward making the Accreditation Coordinator a full-time position.

### **Human Resources Recruitment Update**

Associate Vice President of Human Resources, Wade Larson, shared that Human Resources is currently in the process of streamlining the full-time faculty recruitment process and working on aligning policies and contracts.

Interim Vice President Diane White and Jim DeKloe commended Associate Vice President Larson for the work that he has accomplished in the short amount of time since he began working at the College.

### **Classroom Utilization**

Leigh Sata, Bond Manager, and Camille James, Interim Business Operations Coordinator for the Bond, presented a capacity/load ratio study that has been completed regarding classroom utilization at the college. They explained how capacity/load ratio is defined by Title 5 regulations, and what is inefficient, efficient, and over use. 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.

#### **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.

Kevin Anderson noted that in some classrooms the whiteboard is placed in a location that makes it very difficult for students to see because of the location of their desk.

Michael Wyly added that it is sometimes a challenge to convince students that afternoon classes are a viable option.

Chair, Interim Vice President White asked that members send additional questions/comments to Leigh Sata. Camille Johnson stated that the report will be posted on the Measure Q webpage.

### **Revisions to Strategic Proposal Process**

Peter Cammish shared with the Council that the Process Review Group (PERT) met over the summer to look at the following issues and proposed suggested solutions:

|                   |  |
|-------------------|--|
| <b>Problem 1:</b> | <b>Instructional Equipment Became part of Strategic Proposals</b>  |
| <b>Solution:</b>  | Separate the Instructional Equipment process.  |
| <b>Problem 2:</b> | <b>Shared Governance Council was overwhelmed with rating proposals</b>   |
| <b>Solution:</b>  | Keep decisions on Instructional Equipment funding within divisions   |
| <b>Problem 3</b>  | <b>Proposals are not strategic enough</b>  |
| <b>Solution:</b>  | Ask the Superintendent-President's Council to provide some direction to the initiatives (although it will still be open to all). |
| <b>Problem 4:</b> | <b>Lack of participation from non-academic areas</b>   |
| <b>Solution:</b>  | Amend rubric to encourage efficiency measures, opportunity savings and/or innovation   |
| <b>Problem 5:</b> | <b>Notifications were too late</b>   |
| <b>Solution:</b>  | End process completely by April; get accounting structure set up before Summer.  |
| <b>Problem 6</b>  | <b>Not clear on staffing criteria</b>  |
| <b>Solution:</b>  | Strategic proposal staffing requests follow the same criteria as Form 6 requests.  |

Vice President Ligioso explained that Instructional Equipment will be separated from this process and recommended that instructions be provided when individuals apply.

Maire Morinec stated that she would like to see individuals complete a specific Perkins Request form when applying for and receiving Perkins funding. The Perkins plan is due mid-May of each year, so the process would need to be started early.

Additional comments are to be sent to Peter Cammish.

### **Shared Governance Meeting Schedule for 2014-15**

The proposed Shared Governance meeting schedule for 2014 was reviewed. It was proposed that Budget become a standing item on all agendas and that half of the meeting on May 13, 2014 be dedicated to Budget.

It was moved by Richard Crapuchettes and seconded by Kevin Anderson to approve the amended calendar for 2014-15.

The motion passed unanimously.

### **Report from Ad Hoc Committee for Review of Shared Governance Council Procedures**

Currently there are only two members on the ad hoc committee for the review of the Shared Governance Council procedures. Additional members are needed. It was determined that this will be brought back at an upcoming Governance meeting agenda to reconstitute the committee, give a specific charge for work to be completed and timelines in which this should be completed. One member from each voting group is needed.

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

Board Policy and Procedures 4215, Smoking on Campus, were reviewed. Concerns were raised regarding proposed issuing of tickets and progressive employee discipline for repeated violations.

It was moved by Jim DeKloe and seconded by Richard Crapuchettes to reject the procedure as written.

Aye: Michael Wyly, Jim DeKloe, Debbie-Luttrell Williams, George Olgin, Richard Crapuchettes, Robin Darcangelo

Noe: None

Abstain: Maire Morinec, Kevin Anderson, Karen McCord

Absent: Jeff Lehfeltdt, Nasir Baig

The motion passed.

Council members will take the procedures back to constituents and submit any recommended revisions to Laurie Gorman by Wednesday, August 20, 2014. These proposed revisions will then be forwarded to the Superintendent-President's Cabinet.

### **Ad Hoc Committee for Budget Town Hall Meetings (Volunteers needed)**

There was discussion regarding town hall meetings for campus-wide discussion regarding budget. Vice President Yulian Ligioso stated that he would like to meet with constituent groups to present the budget information. He and Interim Vice President White will meet to discuss the details.

### **Budget Update**

Vice President of Finance and Administration, Yulian Ligioso, reported that the College currently has a deficit of approximately \$2.6 million for 2014-15. \$1.4 million is due to a loss of FTES in 2013-14. This will result in a 4.1 percent reserve unless expenses are reduced.

Discussion regarding the budget will continue at the Special meeting scheduled for August 27, 2014.

### **Governing Board Meeting Agenda – August 20, 2014**

The August 20, 2014 Governing Board agenda was reviewed.

### **Adjournment**

It was moved by Maire Morinec and seconded by Richard Crapuchettes to adjourn the meeting.

The motion passed unanimously.

The meeting adjourned at 4:20 p.m.

Respectfully submitted by Laurie Gorman  
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