



**College Governance Council
December 9, 2015
Minutes**

Present

Michael Wyly, Erin Farmer, Kevin Anderson, Karen McCord, George Olgin, Tina Abbate, Shirley Lewis, Leslie Minor, Yulian Ligioso, Gregory Brown, Peter Cammish, Stan Arterberry, Yashica Crawford

Absent

Jeff Lehfeldt, Richard Crapuchettes, Megan White, Elisa Blue, Christie Speck

Call to Order

The meeting was called to order at 2:12 p.m.

Approval of Agenda

It was moved by Kevin Anderson and seconded by Erin Farmer to approve the agenda as presented.

The motion passed unanimously.

Approval of Minutes

It was moved George Olgin and seconded by Tina Abbate to approve the minutes of November 18, 2015.

Ayes: 5

Noes: 0

Abstain: 2 (George Olgin, Tina Abbate)

The motion passed.

Public Comments

There were no public comments.

Interim Superintendent/President's Report

Interim Superintendent/President Stan Arterberry shared with Council members the participant feedback related to the Campus Moral discussion that took place on Friday, October 23, 2015 (the feedback from the discussion is attached to the Minutes).

Dr. Yashica Crawford, Chief of Staff, shared that Solano Community College has been selected to nominate four individuals to participate in focus groups for the Institutional Effectiveness Partnership Initiative (IEPI), which is a California Community College system-wide program that is supported by the Chancellor and the state legislator. The focus groups seek to understand what is currently known about the IEPI program as well as to gather thoughts about how to keep the IEPI program successful within the California Community College system.

The focus groups are being scheduled and conducted by Interact Communications, which is a communication company that has been contracted by the Chancellor's office to oversee aspects of IEPI communications. The focus groups will include individuals who represent members of the President's team, college management, faculty leadership, and student leadership.

Dr. Crawford will seek out college representatives from these four areas to serve on the focus groups.

Vice President, Academic Affairs Report

Dr. Leslie Minor, Vice President of Academic Affairs, deferred her report time to the Student Services Report.

Vice President, Student Services Report

Gregory Brown, Vice President of Student Services, reviewed the updated Student Equity Plan dated December 16, 2015. Vice President Brown explained that the Strategic Proposals that were submitted last year were used as the starting point. These include Foster Youth, First Year Experience, and UMOJA. Two additional areas were added, Library textbook reserves and increased outreach.

Dr. Shirley Lewis asked if textbooks for the prison project could be added. Vice President Brown stated that this could be looked at separately, as it was not part of the initial process.

Dr. Karen McCord asked if there could be a modification in the language regarding out-of-state travel for students for UMOJA. Professor McCord will forward information about this to Vice President Brown.

The plan is scheduled to be resubmitted to the Academic Senate for approval before it is submitted to the Chancellor's Office.

Human Resources Update

No report.

Executive Management Team Report

Dr. Leslie Minor, Vice President of Academic Affairs, shared that the Executive Management Team is working on the following:

- Wall-to wall academy with Vallejo Unified School District
- Faculty hiring
- Facilities usage
- IEPI initiatives
- Transition with the new Superintendent/President, Dr. Celia Esposito-Noy

Budget Update

Yulian Ligioso, Vice President, Finance and Administration, reported that the College is spending more than it is bringing in, however, because not all vacancies have been filled, the college is getting closer to having a balanced budget. Currently the goal is to achieve 8500 FTES for 15/16.

Currently the projected FTES for 15/16 is:

Summer:	806.58
Fall:	3,515.53
<u>Spring:</u>	<u>3,607.00</u>
TOTAL:	7,929.11

The Vallejo Center is falling behind in FTES generation. If Vallejo does not reach Center funding level, then the college will lose approximately \$1 million in funding.

Vice President Ligioso reviewed SCC's Full-time Faculty Obligation Number (FON). The calculated (P-2) level for SCC is 134.6 full-time faculty.

Board Policy/Procedures Updates

Dr. Yashica Crawford, Chief of Staff, shared the list of College positions that are required to submit Conflict of Interest Forms. It was noted that the Director of Enrollment Services is not on the form. Dr. Crawford will add this position to the list.

Vallejo Unified School District MOU

Dr. Yashica Crawford, Chief of Staff, reviewed the MOU that has been developed between the Vallejo City Unified School District and SCC, which is based on the California Career Pathway Trust. Dr. Crawford stated that the college has already established articulation agreements, and is planning on providing dual enrolment opportunities and wall-to-wall academies. College leadership staff will be designated to plan activities.

Michael Wyly, Academic Senate president, asked that the Academic Senate be consulted for faculty appointments.

SCC Organizational Review

The “Request for Qualification and Organizational Review” Submission that was presented by Interim Superintendent/President Stan Arterberry at the Shared Governance Council meeting on September 9, 2015 was brought back for action. Michael Wyly shared that the proposal had been endorsed by the Academic Senate.

It was moved by Michael Wyly and seconded by Shirley Lewis to approve the proposal.

The motion passed unanimously.

Changes to the Strategic Proposal Process

Peter Cammish, Dean of Research and Planning, shared that an assessment of last year’s Strategic Proposal process is needed before moving forward to solicit proposals this year.

Dean Cammish presented the following proposal for this year’s process.

Input	Action Body	Output
	Fiscal Committee	Recommendation on funding for forthcoming fiscal year
Recommendation on funding	Executive Management Team	Confirmation of general funds available for forthcoming fiscal year
Confirmation of Funding	IRP	Send request for proposals
All received proposals	IRP	Log and summarize
All received proposals and summaries	Fiscal Committee	Recommended source of funding for individual proposals
All received proposals	College Governance Council	Recommended proposals to be funded
All proposal recommendations	Executive Management Team	Final allocations
Final Allocation	Fiscal Services	Set up budget codes

Questions that need to be answered:

- *How much time can be allocated to review and recommend?*
- *Are recommendations based solely on form information?*
- *Is the rubric still relevant and useful?*
- *How do we ensure recommendations remain within budget?*
- *Who is responsible for financial monitoring and control of implementation?*
- *Who is responsible for evaluation of proposal outcomes?*
- *Who is responsible for deciding on institutionalization?*

Council members were asked to take the proposal back to constituents for review and input. This item will be brought back for further discussion/action at the January 13, 2016 College Governance Council meeting.

Governing Board Meeting Report

Dr. Leslie Minor, Vice President, Academic Affairs, shared that there will be a new standing item on Governing Board agendas, “Solano Showcase” in which faculty will have the opportunity to showcase programs from their schools.

Adjournment

The meeting adjourned at 4:07 p.m.

Respectfully submitted by Laurie Gorman

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