



**College Governance Council
August 24, 2016
Minutes**

Present

Celia Esposito-Noy, Ed.D., Shirley Lewis, J.D., Tina Abbate, George Olgin, Peter Cammish, Gregory Brown, Michael Wyly, Erin Farmer, Robert Gabriel, Tonmar Johnson, Jeff Lehfeldt, Yulian Ligioso, Leslie Minor, Ph.D.

Absent

Christie Speck, Kevin Anderson, J.D., Richard Crapuchettes, Megan White

Call to Order

The meeting was called to order at 2:15 p.m. by Superintendent-President Dr. Celia Esposito-Noy.

Approval of Agenda

The agenda was accepted as presented.

Approval of Minutes

It was moved by Dean Shirley Lewis and seconded by George Olgin to approve the May 11, 2016 Minutes.

The motion passed unanimously.

Public Comments

There were no public comments.

IEPI Update and Site Visit

Vice President Leslie Minor reviewed with Council members that the Institutional Effectiveness Partnership Initiative (IEPI) is a partnership of the Chancellor's Office, College of the Canyons, and Foothill College. The goal of the initiative is to help advance California community colleges' institutional effectiveness and in the process, significantly reduce the number of

accreditation sanctions and audit issues. It will also help to enhance the system's ability to effectively serve students.

Solano Community College has received a grant in the amount of \$150,000 to aide in this process for the College. The area of focus will be integrated planning, enrollment management, comprehensive budget development, and hiring and staffing. Activities will include facilitation for a planning summit, enrollment management workshops, technology assessment and assistance, professional development for faculty and staff, training to expand capacity and knowledge, and planning software for tracking progress. In addition a planning and assessment database will be purchased, and a survey will be conducted related to student satisfaction.

A team will be coming to the campus on September 13, 2016 for a status update on the specific initiatives that the College has identified.

Enrollment Update

Dean Peter Cammish gave an enrollment update and reported that census enrollments and FTES seemed to be on the path to recovery in Fall 2015 but actually suffered a small drop again in Fall 2016. FTES is down almost 5% while census enrollment is down 2.7%, although these numbers could change as census changes are processed. The loss of FTES and enrollment is mirrored by increased fill rates, which is positive for the College. The average fill rate increased from 81% to 84%, while the median increased from 84% to 92%. Overall, the institution has an 11% reduction in sections and a 3.5% reduction in headcount. Math and Science, as well as CTE showed the greatest decline in enrollments and headcounts because of reduced section offerings. IT and Learning Resources (LR10) was one of the few division to exhibit growth. This is precipitated by the growth in English 1. It was noted that enrollments are down statewide and 23 districts will be going on stability.

Superintendent-President Dr. Celia Esposito-Noy stressed that instructors should be in place for every section that is scheduled; this will alleviate the need to cancel a section because of the lack of an instructor. In addition, the college needs to be more strategic in scheduling, starting first with capstone classes and building from there.

Board Policies Progress Update

Superintendent-President Dr. Celia Esposito-Noy distributed the Academic Affairs Policies Update and stated that all policies campus-wide need to be updated prior to the ACCJC visit in Fall 2017. She asked that policies and procedures from all areas be sent to Laurie Gorman by the end of September.

Michael Wyly reported that the Senate Executive Team has met, and they will begin bringing the Academic Affairs Policies and Procedures updates through the Academic Senate and then on to College Governance Council beginning in September.

Baccalaureate Degree Update

Vice President, Dr. Leslie Minor, reported that at the August 17, 2016 Governing Board meeting, the Trustees gave their final approval for the Bachelor of Science Degree in Biomanufacturing program at Solano Community College, which includes ten courses in the major (48 units) and three upper division courses that were approved by the Curriculum Committee in May, 2016.

ACCJC will be considering the College's proposal in October 2016. A site visit will be conducted by both ACCJC and the Department of Education. Implementation of the program is anticipated for Fall 2017 after final approval from ACCJC and the Department of Education (anticipated by February 2017).

College Promise

Vice President Leslie Minor gave an overview of the California College Promise program, which is a community-based partnership program that addresses the problem of college affordability by offering higher education funding for students. The California College Promise program strives to provide a free college education for students through the Board of Governor fee waiver, Cal Grant and partnerships with K-12 and university partners, college foundations and the private sector. Fundraising efforts are used to supplement state and federal financial aid to cover additional costs such as books and supplies, support services, transportation and housing. The College's program, "The Solano Promise: A Hand Up for Higher Education," helps students receive support services and financial assistance. Bridge programs provide students with academic and social support and the SCC Educational Foundation provides scholarships for the students financially most in need.

There will be conference held on August 30 in Oakland where representatives from community colleges across that state will be sharing models for strengthening and expanding the program. Superintendent-President, Dr. Celia Esposito-Noy and the Vice Presidents will be attending this meeting.

Hiring Update

Vice President Gregory Brown gave a hiring update on positions within Student Services:

- Dean of Enrollment Services - will include Admissions & Records, Financial Aid Outreach, Veterans, Assessment (In recruitment)
- Dean of Academic Support Services - will include SSSP, Student Equity, Library, Academic Support Services and Tutoring Center. (In recruitment)
- Articulation Officer – (In recruitment)
- Mesa Director – (In recruitment)
- Student Services Generalists

- Student Services Evaluator
- Librarian
- Basic Skills Math Coordinator
- English Basic Skills Coordinator
- Student Ambassadors

A total of \$115,000 in savings to the general fund was made possible by the restructuring of the Dean and Director positions, and only filling one of the two vacant Librarian positions.

Tina Abbate noted that the Articulation Administrative Assistant position has been approved by CSEA, however, this position is not on the list. Vice President Greg Brown will look into this.

Budget Projections

Vice President Yulian Ligioso reported on the 4th Quarter Financial Status Report CCFS-311 that ended June 30, 2016. The revenue amount may decrease due to potential FTES audit adjustments. The ending fund balance for 2015/16 was \$8,866,726, which includes \$4 million one-time funds the College received in 2015/16. This report is available on the Finance and Administration webpage.

For 2016/17 the College will need to address the current structural deficit; work is taking place to look at programs and services to see how it might be possible to reduce the deficit.

Revisions to District Mission Statement

The Governing Board Policy subcommittee has reviewed and made additional changes to Policy 1003, District Mission. The policy was then approved at the June 15, 2016 Governing Board meeting as follows:

“Solano Community College’s mission is to educate a culturally and academically diverse student population drawn from our local communities and beyond. We are committed to student learning and achievement and to helping our students achieve their educational, professional, and personal goals. Solano transforms students’ lives with undergraduate education, transfer courses, career-and-technical education, certificate programs, workforce development and training, basic-skills education, and lifelong-learning opportunities.

The mission is evaluated and revised on a regular basis.”

The Mission Statement will be posted across campus.

Adjournment

There being no further business, the meeting was adjourned at 3:41 p.m.

Respectfully submitted by Laurie Gorman, Executive Coordinator, Academic Affairs

CGC Minutes 8 24 16