



**College Governance Council
October 10, 2018
Minutes**

Present

Celia Esposito-Noy, Ed.D., David Williams, Ph.D., Michael Wyly, LaNae Jaimez, Ph.D., Danielle Gonzalez, Daniom Ghebremichael, Erin Farmer, John Siefert, Shirley Lewis, Damany Fisher, Ph.D., Sal Abbate, Robert Diamond, Irene Camins, Jeff Lehfeldt

Absent

Kevin Anderson, Estefanny Saenz, Dwayne Hunt, Ed.D., Gregory Brown

Call to Order

The meeting was called to order at 3:01 p.m. by Dr. Celia Esposito-Noy, Superintendent/President.

Approval of Agenda

Items added under #6 Updates/Other: Ethnic Studies Update

The agenda was approved by consensus.

Approval of Minutes

It was moved by Shirley Lewis and seconded by Daniom Ghebremichael to approve the Minutes of September 26, 2018.

The motion was approved unanimously.

Public Comments

There were no public comments.

Board Policy and Procedures for District Memorials

After a brief review of the proposed policy and procedures for District Memorials, it was the consensus of the Council to recommend approval. The policy and procedures will be forwarded to the Governing Board subcommittee, and will be assigned a number in the 1000 or 1100 series.

Guided Pathways Update

Michael Wyly, Guided Pathways Coordinator, shared the following:

- Course sequencing planning with faculty is ongoing; there are six or seven actively in the works right now.
- An introduction to Guided Pathways was presented at the October 9, 2018 Optional Flex day, a presentation will be made to ASSC next week.
- Work is in progress to identify clear data targets to align with the new funding formula, Chancellor's Office guidelines and Key Performance Indicators.
- A Solano College Guided Pathways webpage is being created, and will include an "Introduction to Guided Pathways" video.

Security Update

Robert Diamond, Vice President of Finance and Administration, shared that there is a need to modify the current level of services from the Sheriff's Office due to budget constraints. Discussions are currently taking place related to staffing hours; Vice President Diamond will keep Council members updated.

AP 4480 Travel Procedures (Follow-Up)

Robert Diamond, Vice President of Finance and Administration, reviewed proposed procedures for Governing Board Policy/Procedures 4480, Travel Expense:

Permissible Destinations

Authorization for an employee, student, or other person to participate in a conference or district-related travel is granted when an appropriate travel authorization form is signed by the Superintendent-President or designee. All authorizations must be obtained prior to time designated for departure.

Travel destinations: Generally, travel will be limited to the State of California. Requests to travel outside of California must be approved by the Superintendent-President.

Employees may not travel to destinations prohibited by California Government Code Section 11139.8, as determined by the California Attorney General, either at District expense nor as representative of the District. International travel is generally not permitted.

Employee Compensation

A District employee will receive his/her usual salary or wages for authorized participation in a conference or business trip. Overtime shall not apply unless the trip is deemed mandatory by a Vice President.

Reimbursement of Allowable Expenses

All requests for reimbursement shall be reasonable, and at the lowest rates available, except in extenuating circumstances.

Mileage: Payment of mileage for personal cars used on approved trips shall be at the rate per mile established by the Internal Revenue Service. Reimbursement for mileage shall require submitted documentation as determined by the Vice President of Finance and Administration.

Transportation: Transportation on a public carrier will be paid at the lowest reasonable rate. Reimbursement shall require documentation as determined by the Vice President of Finance and Administration.

Conferences: Conferences are permitted when appropriate for District business. Reimbursement shall require documentation as determined by the Vice President of Finance and Administration.

Lodging: Payments for lodging is allowed when pre-approved, but limited to the lowest single occupancy rate established at the conference site.

Meals: Payments for meals and incidentals shall be reimbursed under the following circumstances: Only if travel is outside the District boundaries and involves an overnight stay

Per Diem payments for meals and incidentals shall be at the IRS base per diem rate, with no receipts required. In no event shall payment exceed the IRS base per diem rate.

Breakfast will be paid for an overnight stay when leaving home prior to 6:30 a.m.

Dinner will be paid for an overnight stay when returning home after 7:00p.m.

If meals are included in the registration fee of a conference, the related meal allowance shall not be reimbursed.

Other expenses: Necessary out of pocket expenses such as parking fees, vehicle rental, bridge tolls, shuttle services, and business-related telephone calls can be reimbursed only if receipts are submitted with the request for reimbursement.

Tips and gratuities: Tips, gratuities, and other expenses may be paid from the meal and incidental per diem, but are otherwise not reimbursable.

Incidentals: If the travel includes an overnight stay, incidental travel expenses shall be paid as a per diem of \$5.00 per 24 hours of travel. Incidental travel expenses are intended to cover costs associated with travel such as baggage handling, personal phone calls, and other miscellaneous travel expenses. No receipts or documentation are required for payment of incidentals per diem.

Prior Approval Required

To be reimbursed for travel expenses, the individual must have obtained prior approval for the travel or conference activity. Requests for travel outside of California must be submitted at least 30 days prior to departure. After approval is granted, the request form is returned to the employee with appropriate notation.

After the travel is complete, the employee will resubmit the travel form to the approving officer, along with receipts, conference documentation, and any other documentation deemed necessary by the Fiscal Services Department. After approval or adjustment, the approving officer submits the travel reimbursement form directly to the Fiscal Services Department. A copy of the approved form may be given to the person requesting reimbursement, but the original should only be sent directly to the Fiscal Services department by the approving officer. After returning from travel, travel reimbursement must be submitted within 30 days of the end of travel.

Advance Payments

Advance payments: Upon approval of the administrative officer, the employee may receive a cash advance for travel expenses. Such advance must be requested on the travel authorization a minimum of three weeks prior to departure. Advances must be at least one hundred dollars (\$100) and for no more than the amount reasonably needed.

Settlement of advances: Travel advances must be settled within 30 days of returning from the travel. Additional travel advances will not be processed if a previous advance is outstanding and it has been over 30 days since the related travel ended.

Conversion to taxable income: If a travel advance is not settled within 60 days after returning from travel, the advance will be reported as taxable income on the employee's next paycheck. After recording the payment as taxable income, the employee still must settle and return any unused travel advance, but the notation as taxable income cannot be reversed.

Dr. LaNae Jaimez, Academic Senate President noted that there are times when employees would like to drive their own vehicles to the conference locations instead of flying, and asked if the process and reimbursement amounts for this could be included in the procedures.

There is an mileage chart has been established for travel between the Fairfield Campus and the Vacaville Center, Vallejo Center, and Travis Air Force Base. Vice President Diamond will send this mileage chart to College Governance Council members.

Updates/Other

Ethnic Studies

Dr. Celia Esposito-Noy, Superintendent-President, shared that the Curriculum Committee reviewed the Ethnic Studies Program last May and decided to eliminate the program; however, Dr. Celia Esposito-Noy, Superintendent President, asked that the Committee wait until the Fall semester to allow more time for discussion. Additional discussion has taken place, and it was the consensus of the Ethnic Coalition that Ethnic Studies has viability and should not be eliminated. Work will begin to develop an ADT that will be focused on Social Justice/Ethnic Studies.

DACA and Undocumented Student Week of Action

In support of students with DACA and undocumented status, the college will host several events next week. Dr. Dwayne Hunt, Dean of Academic Support Services, is coordinating the events and will be posting information to the Solano College webpage.

Announcements

The Wednesday, November 28, 2018, College Governance Council meeting will be held at the Vallejo Center from 3-4 p.m. Shirley Lewis will reserve a room for the meeting.

Upcoming College Governance meeting dates and locations:

- November 14, 2018 Fairfield Campus
- November 28, 2018 Vallejo Center
- December 12, 2108 Fairfield Campus
- January 23, 2019 Fairfield Campus
- February 13, 2019 Fairfield Campus
- February 27, 2019 Fairfield Campus
- March 27, 2019 Fairfield Campus
- April 10, 2019 Fairfield Campus
- April 24, 2019 Fairfield Campus
- May 8, 2019 Fairfield Campus

Adjournment

There being no further business, the meeting was adjourned at 4:02 p.m.

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Policy for District Memorials

The Board of Trustees may consider requests for memorials in the form of trees, or plaques and benches.

Such requests are to be made to the Superintendent-President who is responsible for developing procedures for receiving, processing, and presenting requests for memorials. The Board of Trustees may accept or reject requests for memorials or accept requests with modifications or conditions.

No District funds may be used for the purchase of memorials or the materials used to design, develop, install, or to maintain the memorial. Location for the memorial, materials used, size and shape, and plaque wording must be pre-approved by the District. Maintenance for and location of memorials will be at the discretion of the District. The District reserves the right to decline requests for memorials.

Procedures for District Memorials

Memorial Trees

The Director - Facilities manages requests for gifts of tree planting on campus in memory of a member of the faculty, staff, students, or alumni. The following conditions apply to the acceptance of a gift to plant a tree:

The District may accept a request for a memorial a gift to cover the purchase, delivery, and installation of a 24" box tree on District property.

The Director - Facilities will help the donor select an appropriate species from the District Standards tree palette, and an appropriate location.

The Director - Facilities will coordinate the installation and maintenance of the tree with Grounds operation.

Neither plaques nor commemorative markers are permitted on donated trees, although the donors are welcome to arrange a ceremony as a dedication. Plaques may only be installed as part of a memorial bench, which can be given in association with a tree.

The tree becomes the property of the College and campus staff cannot guarantee the perpetuation of the tree.

The donation for a memorial tree shall be made payable to the Solano Community College Educational Foundation. Donation amounts are subject to change. The SCC Superintendent-President's Office will maintain a current list of suggested donation amounts. The donation and memorial will be presented as an Informational Item to the Board, and will be reflected in the Minutes.

Memorial Benches

The Director - Facilities manages requests for gifts of dedicated benches at campus in memory of a member of the faculty, staff, students, or alumni. Requests for benches to recognize special groups or individuals may also be submitted for consideration. The following conditions apply to the acceptance of a gift to install a bench:

Upon receiving a request to donate a bench, the Director - Facilities will work closely with the donor to identify a suitable location that is appropriate to the individual being honored and is appropriate to the campus landscape plan. The College will solely make the determination of whether an additional bench is needed on campus and will be under no obligation to install a memorial bench if no need exists.

The College will determine all aspects of the bench (style, size, material, color, etc.), per District Standards. Benches will be installed on a concrete foundation.

Each bench may include one commemorative brass plaque, installed on the concrete foundation. Plaques must meet specific guidelines in size, shape, and wording and must be approved by the College Superintendent-President.

Size: 16" w x 8" h

Wording: Typically 4 lines, such as:

"In memory of" or "In Recognition of"
Name
Descriptive phrase
Date(s)

The memorial benches become the property of the College. Benches will receive the same level of maintenance and care as other College assets and may be relocated at a future date due to changing Campus needs. In the case of severe damage or theft, the College will not replace the item. When the College determines that the bench is no longer of acceptable condition for continued use, the College is under no obligation to replace the bench or to move the plaque to another bench.

The donation for a memorial bench is made payable to the Solano Community College Educational Foundation. The SCC Superintendent-President's Office will maintain a current list of suggested donation amounts. The donation/memorial will be presented as an Informational Item to the Board, and will be reflected in the Minutes.

Other Memorials

Requests for other Memorials will be reviewed and considered by the College Superintendent-President on a case by case basis. For each request, the Superintendent-President will make recommendations to the Board for their consideration. In the case where DSA (Division of the State Architect) approval is required, the donation must cover the entire cost of the design, approval, and installation. DSA approval will be initiated by the District.

The donation for a memorial is made payable to the Solano Community College Educational Foundation. The SCC Superintendent-President's Office will consider the installation costs and if DSA approval is required before recommending a suggested donation amount. The donation/memorial will be presented as an Informational Item to the Board, and will be reflected in the Minutes.

No plaque will be mounted on the exterior of a building except for the building plaques designated by the Board of Trustees as specified in Board Policy 1140.

Suggested donation amounts (effective 2018):

Tree- \$1,000 per tree

Bench with plaque- \$5,000 minimum

Bench with plaque and with tree- \$6,500 minimum

TRAVEL EXPENSE**Administrative Procedure 4480****Permissible Destinations**

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SOLANO COMMUNITY COLLEGE DISTRICT

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