

# SHARED GOVERNANCE COUNCIL MEETING

Minutes – September 12, 2007

Board Room 2:30 – 4:00 p.m.

**Members Present:** Academic Senate–Gail Kropp; ASSC–Harjot Sandhu, Lillian Nelson; CCA/CTA/NEA–Diane White; CSEA–Cynthia Simon; Local 39–Alternate: Larry Nikkel; Management–Shirley Lewis, Esq.; Minority Coalition–Kevin Anderson; Resource Persons–Lisa Waits, Ed.D.; Kathy Rosengren; Charles Shatzer, Ph.D.; and Nora O’Neill

**Members Absent:** Interim Superintendent/President–Gerry Fisher; Local 39–Jeffery Lehfeldt; Minority Coalition–Sal Alcala; Resource Persons–Mazie Brewington; Jay Field; Rich Christensen, Ed.D.;

**Guests:** Bob Myers, Dean PE & Athletics; Frank Kitchen, Director of Facilities; and Steve Dawson, Chief of Police

**NOTE: Format of SGC Minutes has been modified to facilitate WEB posting.**

1. (a) **Call to Order/Selection of Timekeeper**

The meeting was called to order at 2:00 p.m. by Interim Vice President of Student Services Lisa Waits. Charles Shatzer served as Timekeeper.

(b) **Approval of Agenda**

It was moved by Lillian Nelson and seconded by Harjot Sandhu to approve the Agenda for the meeting. The motion carried unanimously.

(c) **Approval of Minutes**

It was moved by Cynthia Simon and seconded by Diane White to approve the Minutes of the May 9, 2007, SGC Meeting. The motion carried unanimously.

2. **Meeting Schedule for 2007/08** – Gerry Fisher

All SGC members were in agreement with the SGC meeting schedule as outlined in Gerry Fisher’s memo of May 9, 2007, (updated September 5, 2007).

3. **Board Policy Review in 2007/08** – Gerry Fisher

Dr. Waits presented the Timeline for Board Policy Updates, dated September 1, 2007, which outlines the rotation schedule for Board Policy updates. It was noted that during the 2007/08 academic year, the 3000-series policies and the 4000-series policies will be updated.

4. **Animals on Campus New Board Policy No. 1080** – Gerry Fisher

Dr. Waits distributed a proposed new Board Policy No. 1080, Animals on Campus. Bob Meyers, Dean of PE and Athletics; Frank Kitchen, Director of Facilities; and Steve Dawson, Chief of

Police, attended the meeting to present reasons for the need for this policy and to answer any questions.

Dean Myers stated that he wanted to emphasize the word “permitted” in the policy, which addresses rules governing specific animals approved to be on campus. He also advised the SGC members that his instructors who teach outdoor classes must inspect the fields prior to the classes to ensure they are clean. Dean Myers pointed out that people walk their dogs on the various campus fields in the mornings, the evenings and on the weekends.

Chief Dawson pointed out that the animals presented health and hygiene problems as well as allergy problems and were a huge liability for the College. He informed the SGC members that, when this policy is approved, the new rules will be advertised and appropriate signs would be placed at the entrances to the campus. Gail Kropp inquired as to whether this new policy would apply to dogs in cars, and Chief Dawson said, “Yes, it would.”

Frank Kitchen stated that he was aware of some employees who were bringing their dogs to work and keeping them in their offices. He again pointed out the waste issue as well as fleas, safety and dog-bite issues. Frank stated that he had been informed by Mr. Fred Harris in the Chancellor’s office that the Ed Code prevents dogs from being on campus. Frank is checking into the exact location of the rule in the Ed Code. He also advised that they catch 2-3 feral cats per week and stated that it is important that they eliminate the feral cat problem before they embark on the bat elimination project. Discussion ensued as to the fact that employees have been feeding these cats, and that needs to stop.

Mention was also made about the Island Gray Fox that is sometimes spotted on the campus. Larry Nikkel stated that it was his understanding that the Island Gray Fox is a protected species and that the State sets up traps to catch cats that prey on the foxes. Frank Kitchen said he would check into that possibility.

Dr. Waits stated that, when the policy is approved, it will be included in the Schedule of Classes and Catalog.

5. **Review of Governing Board Agenda** – Gerry Fisher

Dr. Waits reviewed the Governing Board Agenda for September 19, 2007, with the Shared Governance Council.

6. **College Area Reports/Announcements:**

➤ **Interim Superintendent/President** – Gerry Fisher

In IS/P Fisher’s absence, Dr. Waits reminded everyone about the Grand Opening of the Vallejo Center, scheduled for this Saturday, September 15, from 10:00 a.m. to 1:00 p.m.

➤ **ASSC** – Harjot Sandhu and Lillian Nelson

ASSC President Harjot Sandhu advised SGC that they have seated the Senate and held a leadership orientation/retreat for the ASSC Senate members last Friday. Also, Harjot stated that

Student Ambassadors would be assisting at the Grand Opening of the Vallejo Center on September 15. He informed SGC that Club Promo will be held next Wednesday and that ASSC has provided \$5,000 (an increase of \$2,000 over last year) for textbooks on reserve. Upcoming events also include the Friday Night Snack Bar, where most food items are only 50¢; Solano Daze, which is scheduled for the last week of October; and distribution of free energy conserving light bulbs scheduled for October 30.

➤ **Academic Affairs** – Kathy Rosengren

IVP-AA Kathy Rosengren informed SGC that she has been working on the Accreditation Progress Report, which is due to the Accreditation Commission on October 15, and stated that it will be distributed electronically campus-wide later in the week. The Progress Report will be reviewed by the Executive Council on Monday, September 17, brought to the Shared Governance Council as information on September 26, 2007, and presented to the Governing Board at their October 3, 2007, meeting.

➤ **CCA/CTA/NEA** – Diane White

No report.

➤ **CSEA** – Cynthia Simon

Cynthia Simon stated that she had missed the May 9, 2007, SGC meeting and the Classified Employees' luncheon because of the death of her father. She thanked her Executive Board for stepping up to the plate and assuring that the Classified Employees' luncheon was successful. Cynthia also advised that CSEA has published their By-laws.

➤ **Local 39** – Larry Nikkel

Larry informed the SGC that they held the interviews for Groundskeeper that day.

➤ **Management** – Shirley Lewis

No report

➤ **Minority Coalition** – Sal Alcalá and Kevin Anderson

Kevin Anderson expressed concern about the status of the Staff Diversity Position and requested an update on the progress of filling that position.

➤ **Student Services** – Lisa Waits

Lisa Waits advised that, due to Banner, some things with the Schedule will be changed. Student Services will reorganize information (mostly graphics more than content) on the front of the Schedule. She also announced that there will be a joint meeting of the Enrollment Management and Student Retention committees on Friday, September 14, at 10:30 a.m., in the Board Room, and stated that preliminary interviews for the new PIO position were scheduled to begin next week.

➤ **Human Resources** – Rich Christensen

Absent.

➤ **Academic Senate** – Gail Kropp

No report.

➤ **Technology & Learning Resources** – Jay Field

Absent.

➤ **Workforce & Community Development/Foundation/Community Services** – Charles Shatzer

Charles Shatzer informed the SGC that Tech Prep is working on the 2+2 Articulation with the County high schools and the Credit-by-Exam procedures. They are reviewing policies and may need a separate policy to cover high school tech prep students. Tech Prep is hosting a meeting for the high schools on September 26. Charles also reminded everyone that the Foundation is selling Bricks for placement at the new Vallejo Center; October 19 is the date of the Benefit Concert with Opera singer Nick Palance, sponsored by Veezer Family Vineyards, where proceeds will be split 50/50 between SCC and the NorthBay Healthcare Cancer Center; and the On-Line Auction will be held this November.

➤ **Administrative and Business Service/FABPAC** – Mazie Brewington

Absent.

7. **Other** – All

- ❖ Shirley Lewis inquired as to the rationale for the decision to keep the Summer 2008 work schedule as five 8-hour days instead of reverting to the four 10-hour days. Lisa Waits and Kathy Rosengren explained the following reasons for the decision of the Executive Council to remain at five 8-hour days: (1) conversion to Banner, (2) diminished energy savings, (3) flexibility of temporary work schedule as authorized by the collective bargaining agreements and (4) service to the public. Cynthia Simon reminded everyone that the contracts allow their members to work a flexible work week.

8. **Adjournment** – 3:25 p.m.

GF/no