



College Governance Council

Minutes of December 8, 2021

3 PM Via Zoom

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| 1) Call to Order | The regular meeting of the College Governance Council was called to order at 3:01 pm by Superintendent-President Dr. Celia Esposito-Noy. The meeting was held on Zoom due to the pandemic. |
| 2) Land Acknowledgment Statement | The Land Acknowledgement Statement was shared. |
| 3) Roll Call | <p><u>Present:</u> LaNae Jaimez, Ph.D. (Academic Senate President), Erin Farmer (SCFA President), Karen Cook (SCFA Vice President), Jeff Lehfeldt (Local 39 President), Irene Camins (Local 39 Steward), Rei Leal (CSEA, Chap 211 Vice President), Shanan Danley (Minority Coalition Interim President), Sal Abbate (HR Director), Alysa Borelli (Dean, Enrollment Services), Krechona Ngomba-Westbrook (ASSC Student Services Senator), Ashley Tighe (ASSC Treasurer)</p> <p><u>Advisory Members:</u> Celia Esposito-Noy, Ed.D. (Chair, Superintendent-President), Shannon Cooper, Psy.D. (VP Student Services), Susan Wheat (VP Finance and Administration), David Williams, Ph.D. (VP Academic Affairs)</p> <p><u>Others Present:</u> Erica Beam (Outgoing DE Coordinator), Claire Gover (Recorder)</p> <p><u>Absent:</u> Danielle Gonzalez (CSEA, Chap 211 President), Rhuenette Alums (Minority Coalition)</p> |
| 4) Approval of Agenda | |
| 5) Approval of Minutes | The minutes of the November 10 th meeting were approved. |
| 6) Public Comments | There were no comments from the public. |
| 7) Superintendent-President Update
Celia Esposito-Noy, Ed.D.
(a) COVID Protocols | S-P Esposito-Noy acknowledged the challenges this semester regarding how to access to student COVID documentation and the testing notifications for students taking on ground classes. There is also concern over enforcement, tracking and notification to faculty teaching on ground. Dr. Esposito-Noy has asked a workgroup to put a plan together that will address as many of the issues as possible to improve operations for Spring. In addition, at the January board meeting there will be a new resolution that includes masks in order to extend the mask mandate through spring semester. |

<p>(b) Update on Department of Public Safety</p>	<p>S-P Esposito-Noy announced the College has retained Brian Travis from Forward Solutions, Inc. to assist us with setting up a Department of Public Safety. The job announcement for a Chief of Public Safety is closing soon. Dr. Esposito-Noy will ask either the Chief or Brian to provide this group with a summary of the policies and procedures we must meet. Our goal is to have our Department of Public Safety established by the end of March. We will have services of the Solano County Sherriff on an as-needed basis, potentially through June, while we transition.</p>
<p>(c) Campus Functions Unavailable Dec 27-Jan 3</p>	<p>S-P Esposito-Noy reported the college and all functions will be unavailable from December 27 through January 3 while we move the data center from the old 100 building to the new Learning Resource Center (LRC). This includes Canvas, email, phones, and registration.</p> <p>Announcement of this closure will be posted on our website, social media, and Canvas. During this period those visiting solano.edu will see a announcement asking them to come back in January.</p> <p>Dean Alysa Borelli reminded us that grades are due Tuesday, December 21 and they will be available on December 23. Students can check their grades between December 23 – 26 and may contact instructors during this period. There will be no email during the shutdown.</p> <p>There is little enrollment activity during this period and messaging will go to students about registering early for Spring.</p> <p>Our function of banner is going down, but banner is not going down itself. Payroll is completed in advance of this time period.</p> <p>All electricity will be shut down during this period. All perishables should be removed from refrigerators beforehand. Employees are not to come to their office to do any work.</p> <p>Items in building 100 must be removed before Dec 23rd at the latest. Building access will not be permitted after that date due to lack of electricity and fire safety. Arrange with your supervisor or Dean to have items removed. College wide messaging will go out this week.</p>
<p>(d) Learning Resource Center</p>	<p>VP Williams noted that although the old building will be closed, the LRC will not be open for exploration and use at the beginning of Spring term. The building must stay clear while important last work is completed. When the building opens, we will probably start with limited services. VP Williams has talked with the librarians, Broadcasting, and ASTC about how to function until that time. The college will communicate the plans as clearly as possible.</p> <p>S-P Esposito-Noy said we had hoped for a ribbon cutting ceremony on January 19, but this will possibly take place in February or March.</p>

(e) Safety Packs	<p>Student Ashley Tigue asked about safety packs that ASSC planned to distribute at the ribbon cutting. The packs will include a drawstring bag, masks, hand sanitizer, and an information card on how to stay safe during COVID. Dr. Esposito-Noy recommended that ASSC work with their advisor and move forward with distribution of the safety packs. VP Williams suggested they join efforts with VP Cooper and the Guided Pathways Steering Committee who are also planning welcome events for Spring.</p>
(f) Documentation for Excused Withdrawals	<p>Dean Alysa Borelli explained that students must submit documentation to show their extenuating circumstance when requesting an excused withdrawal (EW). Students who are struggling should consider petitioning for an EW. We are lenient as to the type of documentation we will accept, but we must have it for audit purposes. If a student is unable to provide documentation due to a delicate nature of the circumstance, Dean Borelli can have a conversation with the student and notate the file. A&R views the vaccine mandate/COVID test (which took effect on October 18) a valid reason for an EW.</p> <p>The college is scheduled to roll grades on December 23 as long as faculty submit grades on time.</p>
8) Credit for Prior Learning Administrative Procedure (AP 6041) VP David Williams	<p>VP Williams reported Credit for Prior Learning (CPL) is a legislative requirement and the Governing Board approved a Board Policy earlier in the year (BP 6041). CPL is an umbrella term for a number of different ways that students can get credit for alternative ways of earning credit. It is part of the Chancellor's Office vision for success and our efforts focusing on degree and certification completion. CPL offers new components such as evaluation of student created portfolios, industry credentials or previous experience. CPL may help attract adults who started college, but never completed due to work, family, or military service. CPL may allow them to move into a program seamlessly by not having to enroll in a class where their evaluated work has satisfied the course requirements.</p> <p>Administrative Procedure 6041 (AP 6041) is the document that lays out the procedures on how we implement the board policy. It was drafted with the help of dedicated CPL workgroup which included a number of faculty. There are fees associated with CPL. Once AP 6041 is reviewed to ensure it includes applicable fees, the procedure will be presented to the Academic Senate and this group for approval.</p> <p>There will be professional development for faculty to understand CPL, which is a legislative mandate.</p>
9) Student Services Update VP Shannon Cooper	<p>VP Cooper reported the Guided Pathways Steering Committee met last Friday and is interested in having an event in January with swag to peak student interest in Guided Pathways</p> <p>The Wellness Center, a partnership with Solano County Office of Education, should be up and running late January/early February. This is work that is</p>

being led by Dr. Saki Cabrera and Human Services students. The Wellness Center will be space for students to decompress, relax, and join in stress free activities. It is not a place for mental health counseling. The executive team lead by S-P Esposito-Noy decided the location of the Wellness Center will be the quiet area in building 1400.

There are new monies coming from the Chancellor's Office for basic needs and mental health. VP Cooper will be comprising a work group to develop what kinds of services we can provide to our students. One thought is to establish a behavior intervention team to help student deal and manage stress. The would be a resource for faculty, staff and administrators when they have students in distress. Those who are interested in the workgroup should contact VP Cooper. She is looking for more faculty participation.

10) Other
Remote Work Board
Policy and Administrative
Procedure
 Sal Abbate

Sal Abbate shared a draft of the Board Policy on Working Remotely. We found there are many services that we are offering remotely that can continue to be offered remotely and still be effective. A board policy is needed in order to allow a remote option once the COVID crisis has ended.

The draft Administrative Procedure on Remote Work was also shared. It is a very thorough document that includes the eligibility and approval process, how the remote work agreement can be terminated, costs related to remote work, background on the considerations for these procedures, reference material, computers and special equipment; the responsibilities of each area (VP, Dean, Supervisor, Remote Worker, HR, IT); how to establish work schedule; emergency use of remote work policy; health and safety, data protection, fire protection in home offices.

There will be related forms and checklists available once this procedure is approved. This BP and AP does not apply to faculty. Faculty have the option to work remote written into their contract.

S-P Esposito-Noy added that the college wants to be able to provide employees the opportunity to still work remotely after the pandemic since in has been quite effective in some cases.

11) Adjournment

There being no further business, the meeting adjourned at 3:54 p.m.

2021-2022 CGC Meetings:

<u>Fall 2021 Semester</u>	October 13, 2021	<u>Spring 2022 Semester</u>	March 9, 2022
August 25, 2021	October 27, 2021	January 26, 2022	March 23, 2022
September 8, 2021	November 10, 2021	February 9, 2022	April 27, 2022
September 22, 2021	December 8, 2021	February 23, 2022	May 11, 2022