

# SHARED GOVERNANCE COUNCIL MEETING

Minutes – July 8, 2009

Board Room 1:00 – 4:00 p.m.

## Members Present

**Minority Coalition:** Kevin Anderson  
**Faculty:** Jeff Lamb & Tom Grube  
**Administration:** Shirley Lewis & Erin Vines  
**Classified:** Sheryl Scott & Ralph Meyer  
**Students:** Lillian Nelson & Tara Norman  
**Interim Supt/Pres:** Dr. Jowel Laguerre  
**Resource Persons:** Jay Field, VP, T&LR; Lisa Waits, VP-SS; Susan Rinne, Int Dir FS;  
Ross Beck, Dir of PR; Nora O'Neill, Exec Coord

## Members Absent

Robin Steinback, VP-AA

## Guests

Rob Simas and Dave Redfield

### 1. (a) **Call to Order**

Superintendent/President Jowel Laguerre called the meeting to order at 1:05 p.m.

### (b) **Approval of Agenda**

It was moved by Lillian Nelson and seconded by Shirley Lewis to approve the Agenda for this meeting. The motion carried unanimously.

### (c) **Approval of Minutes**

It was moved by Jeff Lamb and seconded by Lillian Nelson to approve the Minutes of the June 24, 2009, and May 27, 2009, SGC Meetings. The motion carried, with one abstention .

### 2. **Policy 6000-Series Updates**

In Robin Steinback's absence, Jay Field presented the Policy 6000-Series updates for approval by the Shared Governance Council. He stated that, basically, the changes were in connection with the recent Title 5 Ed Code changes and are keeping the College in line with the law. He advised that there are no dramatic changes in this series. Kevin Anderson said he wanted to make sure the changes are for Title 5 compliance and nothing else. Jeff Lamb informed the SGC that Dr. Steinback had presented these updates to the Academic Senate where they were thoroughly reviewed. He said the changes are not significant and included some language changes.

It was moved by Sheryl Scott and seconded by Kevin Anderson to approve the Policy 6000-Series updates as prepared by Dr. Steinback for this meeting. The motion carried unanimously.

### **3. Reorganization Due to Impact of Budget Reductions**

Lisa Waits advised that not all of the quirks have been worked out with regard to the reorganization. She said that Student Services was going to hire an Interim Dean of Financial Aid. Also, she stated that the Director of EOPS position is on hold, depending upon the outcome of the Categorical funding; and, the Director of Research position was funded by Matriculation.

In Robin Steinback's absence, Lisa Waits informed SGC that all of the changes in Academic Affairs have taken place. Kevin Anderson stated, with regard to the merge of the Business Department with Career Tech, sharing the Dean for the past six months did not work out. He said there was a disconnect and no continuity, and he felt this change should be discussed with faculty before it is done. Dr. Laguerre advised that there was not enough time to work with the faculty; however, it was his understanding Robin Steinback plans to do that. Sheryl Scott advised that she is splitting her job between the two departments as well, and it was pointed out that there are no coordinators in the Business Department. Kevin Anderson stated that the last thing faculty would want to see is that the reorganization is already done. He felt that some time should be allotted for the faculty to respond. Dr. Laguerre reminded everyone that the reorganization went into effect July 1, 2009, and it was confirmed that the Business Department and the Career Tech Department have been merged. Sheryl Scott stated that the campus did not receive official notice about the reorganization.

Tom Grube inquired as to whether or not the College had coordinators in places where they are not needed as much. Jeff Lamb advised that he knows that Robin Steinback has been evaluating the coordinator positions. Kevin Anderson stated that this never came out during the reorganization, but several teachers are having problems because Bob Johnson did not understand something and John Urrutia was not available to handle it. He said that, when the teachers come back in the fall, they may not be "happy campers." Tom Grube pointed out that this merge puts an extra burden on the Deans and Administrative Assistants. Dr. Laguerre advised that the savings that were realized in this particular case went into the \$1.8 million reduction and stated that, if support needs to come, Robin Steinback needs to look at it. He said it was a conscious decision that was made to reduce the budget. He also pointed out that Rob Simas is now reporting to the Superintendent/President.

### **4. Budget 2009/10**

Susan Rinne informed SGC that there was still no settlement of the Budget in Sacramento and advised that the College could get some stimulus money, which is a 1-time opportunity. Susan said that the College needs to begin talking about the budget cuts and advised that she hopes to have some ideas to share with FABPAC next week and then with SGC.

### **5. Accreditation**

Dr. Laguerre stated that the College has moved from the "Show Cause" sanction to "Probation" and said there is a lot of confidence based on the Team Report that the College will make progress by the time the October report is submitted. However, he pointed out that SCC is not out of the danger zone yet. He said he wanted SGC to continue to pursue the Code of Ethics. He advised that there are all kinds of good things happening and gave the example of the National Rankings in the *Community College Weekly* where SCC ranked very well in some of the categories. Dr. Laguerre stated that SCC has a lot of successes and needs to capitalize on them. He said the College needs to keep the momentum going with accreditation and advised that the report will be on the website as soon as possible.

Jeff Lamb commented on SCC's Integrated Planning Process and stated the Commission said they appreciated what the College has done so far with regard to integrated planning, but they wanted the College to do a lot

more. Jeff cautioned everyone to be cognizant of where the College needs to go. Deficiencies need to be identified and improved.

The discussion then moved to the upcoming Accreditation Evaluation Report. Kevin Anderson advised that, in the future, more people would like to be involved if the meeting times could be more convenient. He also stated that he was concerned about the Working Groups and the fact that no minutes of their meetings were available. Jeff Lamb stated that there was a calendar on the wiki covering all of the Working Groups' meetings. He said that, over this summer, a team is working on an evaluation of the previous process, identifying the status of the various sections of the report, and creating a timeline. He reminded everyone that SCC has a Special Report due in October 2009 and a Self-Study due in Fall 2010. Dr. Laguerre commented that the College needs to look at the Self-Study in relation to the upcoming reports and do more strategic training.

At this time Rob Simas distributed the latest version of the Integrated Planning Process covering the period of AY2009-10 through AY2014-15 and presented an overview of the document. Rob and Jeff Lamb reviewed the specific guidelines of the PERT process. Jeff Lamb stated that the College wants to make the process simple, easy, and approachable for everyone. He advised that the function of PERT was advisory. Rob Simas stated that PERT is part of the evaluation of our planning and budgeting process at all levels. He said it will include an evaluation of how SGC handles its part when the proposals are presented to the SGC and advised that feedback and input with regard to specific issues or problems from the SGC are welcome. Rob informed SGC that he is the designated "nag" across the campus with regard to PERT. Kevin Anderson asked whether or not PERT would work automatically with a group that is in program review. He was advised that it would not. Dr. Laguerre pointed out that the Vallejo Center and the Vacaville Center are in the development stage and are to be included in the process. Erin Vines expressed concern about "Deans" not being specifically stated as members of the Review Group. He stated that the term "or designee" offers the possibility of it but it does not make certain of dean representation – there is only a chance of it.

Dr. Laguerre stated that this is very timely and said some of it needs to be "blessed" by the SGC. He said he would take it to the President's Cabinet and let the Board know that we have this group. He said it would be helpful for everyone to have a summary of the PERT process for presentation to others.

Jeff Lamb stated that the reason he had this on the SGC Agenda was to have the Integrated Planning Process approved by the SGC. This would serve two purposes (1) it confirms that this is SCC's process – it is the way we do business at SCC, and (2) it states that SCC wants to begin the PERT Committee.

Dr. Laguerre clarified that the IPP is the process – it is not a committee. PERT is the planning committee that the College uses, and the IPP is the process the College uses. In other words, the IPP is the activity and the PERT is the group that performs the activity. Jeff Lamb stated that approving the IPP also approves the PERT.

Rob Simas reminded everyone that, in the evaluation process, the comments need to be much more specific than in the past. Rob advised that there will be open forums in Flex Cal discussing this.

## **6. Policy 2005 Shared Governance**

It was agreed that all SGC members would read Policy 2005 and be prepared for discussion at the next SGC meeting, which is scheduled for July 22, 2009.

## 7. Job Descriptions in Student Services

Lisa Waits thanked everyone in SGC for their feedback and said she will review the feedback and provide the final versions to everyone as information.

## 8. Other

Dr. Laguerre presented the Director of Grant Development position to the Shared Governance Council. After much discussion, Dr. Laguerre said he will consider the comments made at this meeting as he plans the job description for a grant-writing position.

## 9. College Area Reports/Announcements

ASSC – Lillian Nelson

ASSC does not meet during the summer; consequently, she has no report.

Management – Erin Vines

In connection with the reorganization, we should all be grateful to have a job. We are moving into a different time regarding how we serve our units. Everyone will try to meet all of the needs of the division but it will be difficult.

Minority Coalition – Kevin Anderson

Kevin asked what the status of the new Ethnic Studies Coordinator was with regard to filling the position. He advised that he wants to take something back to the Minority Coalition at their August meeting. Jay Field said he would advise Robin Steinback about this inquiry.

Resource – Lisa Waits

The student bills went out, and the College is getting a response from students. SCC has had a haphazard process in the past. Financial Aid is working more internally on some major reports regarding return to Title 4.

Human Resources – Dr. Laguerre

The deadline for submittal of applications for the Director of Human Resources and the Vice President of Administrative and Business Services positions is today. The search will probably take another three months. Dave Redfield is heading up the hiring committee for the Director of Human Resources position. The hiring committee for the Vice President of Administrative and Business Services has not been established yet.

We are looking for retirees to fill both positions on an interim basis.

The Business Services Department did an outstanding job in getting students' bills out.

The Governing Board meeting on July 15, 2009, is scheduled to start at 7:45PM instead of 7:00PM because Dr. Laguerre is the keynote speaker for the Mayor's Conference in Suisun City. Three

Board members will be attending the event as well. Solano County mayors and city council members will be in attendance, and it is a great opportunity to highlight the College.

Technology & Learn Res. – Jay Field

- (1) Regarding Banner, we have made good progress on student Admissions and Records.
- (2) Expect to be able to do payroll memos for faculty in the fall semester.
- (3) We now have access to getting lots of data out of Banner.
- (4) We are working on Banner 8, planning and developing costs involved with it. There may be a need for more training.
- (5) The remodel of the Library and Building 100 is moving along. The Reading/Writing Lab is the priority.
- (6) In the Banner Lab, the only retrofit was Air Conditioning. The former Veterans' space is being remodeled for teaching technology.
- (7) There are a lot of details to work out yet, including furniture and refreshing technology as well.

Dr. Laguerre thanked everyone for their attendance and participation at today's SGC meeting.

The meeting was adjourned at 4:00 p.m.

JCL/no