

SHARED GOVERNANCE COUNCIL MEETING

Minutes – January 27, 2010

Board Room 2:00 – 4:00 p.m.

Members Present

Minority Coalition: Kevin Anderson, Shirley Lewis

Faculty: Jeff Lamb, Tom Grube

Administration: Erin Vines, Zandra Gilley

Classified: Cynthia Simon, Ralph Meyer

Students: Tara Norman, Lillian Nelson

Resource Persons: Trudy Largent, Int. Dir HR; Carey Roth, VP-ABS;
and Nora O'Neill, Exec Coord

Members Absent

Resource Persons: Dr. Jowel Laguerre, S/P; Robin Steinback, VP-AA; Lisa Waits, VP-SS;
Jim Ennis, Int VP-T&LR; Rob Simas, Dir. R&D; Ross Beck, Dir PR;

Guest: Nalini Srinivasan, D-FS, for introduction; and Gabriel Calderon, student

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

In Dr. Laguerre's absence, Int. Director of HR Trudy Largent called the meeting to order at 2:06 p.m.

(b) **Approval of Agenda**

It was moved by Jeff Lamb and seconded by Tom Grube to approve the Agenda for this meeting. The motion carried unanimously.

(c) **Approval of Minutes**

It was moved by Shirley Lewis and seconded by Kevin Anderson to approve the SGC Minutes of November 18, 2009. The motion carried unanimously.

It was moved by Jeff Lamb and seconded by Shirley Lewis to approve the SGC Minutes of December 9, 2010, as amended. The motion carried unanimously.

2. **Introduction of New D-FS Nalini Srinivasan**

VP-ABS introduced the new Director of Fiscal Services Nalini Srinivasan.

3. **Job Descriptions**

Int. Director of HR Trudy Largent presented the Job Description for the new Dean of Academic Success and Learning Resources position. Some suggestions were made by SGC members.

4. **PERT (Process Evaluation and Review Team)**

Jeff Lamb advised that the PERT met last Friday and will meet every Friday. Rob Simas is the facilitator of the group. Jeff said that the PERT put forward the following recommendations to the President, Senate, and President's Cabinet:

- 1) Create a different track for operational recommendations and proposals than the track that currently exists for Strategic Proposals.
- 2) Create a "Presidential fast track" for planning and implementation to provide the President a means to have ideas reviewed quickly to accommodate an urgent timeframe.

- 3) Review Groups must be active and meet regularly.
- 4) To ensure program reviews are objective, one or more members of the team writing the program review should be a faculty or staff member from outside the program area.
- 5) Results of the process will be provided to the author and Director of Research & Planning within two weeks of action.
- 6) Potential needs should be identified in a program review.
- 7) An update report from PERT will be a standing item on the Shared Governance Council agenda.
- 8) Create a tracking cover sheet that lets everyone know where the proposal has been and where it needs to go.

5. Legislative Platform

Int. Director of HR Trudy Largent advised that Dr. Laguerre was currently in Washington, DC, visiting our Senators and Congressional Representatives.

6. Policy 5000-Series Updates

VP-SS Lisa Waits was absent; consequently, no update was provided at this meeting.

7. Accreditation

Jeff Lamb advised that an Accreditation Committee has been created; however, there are still a few openings to fill. Jeff said he has not yet heard from Dr. Laguerre as to which Administrative staff member will fill in for Robin Steinback, who will be out of the office for several weeks. Jeff said they had two goals to accomplish during Flex Cal: (1) Get people aware of and familiar with the ACCJC Standards – this goal was accomplished; and (2) Get people to commit to work on specific areas – this goal was not too successful.

8. Governing Board Agenda

Trudy Largent reminded SGC that the February 3, 2010, Governing Board Meeting was actually a Study Session. She advised that there will be a number of presentations to the Board, including: an early retirement incentive plan, 70% salary base analysis, budget, Sungard and Banner, and Measure G.

9. College Area Reports/Announcements

Superintendent/President: No Report.

ASSC: Tara Norman introduced her guest at the meeting, Gabriel Calderon. Also, the ASSC will be having their swearing in next Tuesday, and they have a retreat planned for February 6, 2010.

Academic Affairs: No Report.

SCFA: Tom Grube restated the comment he made to the Governing Board about their new meeting start time, stating it was inconvenient for the staff and the public who attend the meetings. Tom also pointed out that the early retirement incentive plan is a negotiable item and cautioned everyone to be careful about discussing it in public as they are not certain of the appropriate process at this time. He also noted that the Unions did not want to hold up the process.

CSEA: Cynthia Simon advised that on January 15, 2010, CSEA had a study session, where they reviewed the list of the top 32 things and items they could do to help save the District money.

Local 39: No Report.

- Management:** Zandra Gilley and Erin Vines advised that the Administrative Leadership (ALG) was held last week, and they will be having a meeting in Winters to meet the City of Winters administrators.
- Minority Coalition:** Kevin Anderson advised that the Announcement for the Coordinator of Ethnic Studies position is out. The Minority Coalition will be meeting next Thursday or the week after. Also, they are sponsoring a representative to attend the Diversity Conference in Anaheim.
- Student Services:** Shirley Lewis reported that there is a need to tighten up on grade changes, per title 5 of the Ed Code. Faculty needs to be made aware of this. There is an inordinate amount of grade changing taking place, and this negatively impacts our apportionment.
- Human Resources:** Trudy Largent distributed a red folder, which contained the advertising campaign for the Vice President of Academic and Student Affairs and the Executive Director of Institutional Advancement. She advised that they had not hired a search firm and are looking at new ways to handle recruitment. Trudy said it is planned to start these positions by July 1, 2010. Sharron Murray has sent out an email requesting committee appointments be made to the hiring committees for these two positions. Trudy distributed timelines for the positions to be filled.
- Academic Senate:** Jeff Lamb advised that Susannah Crawford, Corine Kirkbrite, and Josh Stein are the new Basic Skills Coordinators. Also, he pointed out that there were 1,500 late ads last semester, which equals \$600,000 of uncaptured apportionment funding. He reminded that it was important for instructors to ad students quickly. Finally, Jeff stated that the College is on track to reach middle college status. When the College reaches the 10,000 number, it will receive an additional \$1,000,000 of State money.
- Technology & Learning Res.:** No Report.
- Administrative & Business Services:** Carey Roth informed SGC members that he has updated FABPAC members and the Governing Board on the Governor's Budget Workshop held earlier this month. He stated that the College is budgeting for a 3% cut in State funding for FTES dollars; however, he also has a scenario for a 0% cut, which is the best-case scenario, and a 5% cut, which is the worst-case scenario. He said currently the State deficit is \$21 billion.

The meeting was adjourned at 3:30 p.m.

TL/no