

SHARED GOVERNANCE COUNCIL MEETING

Minutes – February 24, 2010

Board Room 2:00 – 4:00 p.m.

Members Present

Minority Coalition: Kevin Anderson, Shirley Lewis
Faculty: Jeff Lamb, Tom Grube

Classified: Cynthia Simon, Ralph Meyer
Students: Tara Norman, Lillian Nelson

Resource Persons: Dr. Jowel Laguerre, S/P; Lisa Waits, VP-SS; Carey Roth, VP-ABS; Trudy Largent, Int. Dir HR; Rob Simas, Dir R&P; Connie Adams, Note Taker

Members Absent

Administration: Erin Vines, Zandra Gilley
Resource Persons: Robin Steinback, VP-AA; Jim Ennis, Int VP-T&LR; RossBeck, Dir PR, MKtng & Comm; Nalini Srinivasan, Dir FS; Nora O'Neill, Exec Coord

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

Dr. Laguerre called the meeting to order at 2:05 p.m.

(b) **Approval of Agenda**

It was moved by Cynthia Simon and seconded by Lillian Nelson to approve the Agenda for this meeting. Dr. Laguerre suggested changes in the order of agenda items pertaining to importance. (#10, 7, 6, 4, 11, 3, 5, 8, 9, &12 and the rest to follow in order) It was moved by Tara Norman and seconded by Jeff Lamb to approve the Agenda as amended. The motion was carried unanimously.

(c) **Approval of Minutes**

It was moved by Jeff Lamb and seconded by Tara Norman to approve the SGC Minutes of February 10, 2010, as amended. The motion carried unanimously.

(corrections: Cynthia - pg 3 CSEA shows “no report” should be changed to “absent”

Jeff Lamb - page 2 #5 accreditation report : “Jeff said . . make participation mandatory”, comment was in general to state where participation is mandatory. ie: If you're in Hr you should speak to III B, where someone has knowledge. Meaning one should participate in area of expertise.

Dr. Anderson – correction pg 3 minority coalition should be Erin Vines/not Kevin.

Tara Norman - pg 2, item 8 - student event announcement “March of Dimes” change to “March In March”)

2. No Item.

3. **PERT (Process Evaluation & Review Team)**

Rob Simas reported the evaluation component of the process began last week. He explained the mission of PERT is to evaluate processes. PERT plans to have something come forward to the campus before the semester ends. PERT took over the responsibility to get measurements /metrics for new strategic objectives. The process involves preparing a guide sheet and inviting people to forward ideas for metrics, with intention to have more than one realistic measure for each one. This invitation should be out in a week or so. Jeff Lamb shared that there was little criticism and mostly agreement from the responses to the strategic goals and objectives. The questions and concerns were regarding how to measure and know the goals have been reached. The plan to co-create a framework (guidelines) of measures possible can initiate valuable discussion on campus. Rob

Simas added that measurements will not just be objective versus subjective, but also focus on levels of measurement. This will probably be the first time to have dialog like this. He shared the planned timeline is before the semester ends.

4. **Accreditation – Writing Reports (October 2010 & Self-Study October 2011)**

Jeff Lamb reported he has organized and compiled lists of members for Steering Committees and packets of information for co-chairs which will be distributed at meetings scheduled tomorrow and next Tuesday. The Self-Study is in preparation mode and moving forward to action mode. The packet contents is information to be used towards the goal to get a push start for the accreditation process. The next steps will be to bring to the next Board Study Session and to fill any gaps. Dr. Lamb has asked Dr. Lewis to share an email he sent her regarding students working as co-chairs or members. This is more of an organizational work, but students can be included in the process.

5. **Job Descriptions and Organizational Depth**

Dr. Largent announced that this item came up because SGC goes through the consultation process for new or significantly revised job descriptions. She explained that position control is driven by a staffing plan which is driven by budget restrictions, but position control and a staffing plan are not in place in this district. She further explained that position control identifies current positions and fiscal identifies money for those positions. If positions are moved around, the money flows with them. Staffing plans involve input received by every department manager with an assessment and a wish list of types and numbers of positions that the budget won't support, followed by a priority discussion. The next step is the consultation process through the President's Cabinet culminating in determination and prioritization of positions to be filled. Then a mapping process is implemented with position control before going to Human Resources which develops or revises position descriptions or reclassifications. It is important to know what the budget allows before recruitment begins. College policy states the Board will approve a job description before it's advertised, but it doesn't say the Board will approve advertisement or budget of the position. In the past job descriptions have sometimes been approved without fiscal having identified budget available for a position. Dr. Largent stressed the need to establish procedures for approval of job descriptions, followed by approval to recruit and fill positions within available budget. Dr. Largent would like to help facilitate a process where we look at current employment procedural processes that the College has in place and define that mapping process that actually needs to occur. The Board policy is in place without the procedures and mapping process to connect recruitment, fiscal and HR. Dr. Largent opined that the Board should have the authority to hire, rather than the approval of job descriptions per se. Dr. Largent stated that the Board has duties and obligations, but that the daily running of the District is delegated to the Superintendent/President. Speaking in general, they delegate certain authority through which flows the consultation process already in place. She opined the Board should approve the authority to recruit positions after the College completes the process of position control, the staffing plan, and confirms the money is available. The Board would then approve the authority followed by another consultation process regarding the established job description. The approval for that should go through another group. Tom Grube opined that the Board wants to maintain a final say in the writing of job descriptions and some members may have an agenda to include or exclude someone from the applicant pool. He expressed concern that the College already has accreditation concerns of micro-management by the Board. Dr. Laguerre noted that there are five ways for an action item to fail approval: 1) unanimous vote; 2) split vote; 3) fail; 4) fail for lack of second; or 5) fail for lack of a motion. He felt that some Trustees at the previous Board meeting wanted the edits to be information items, but there was some confusion and the Chair called for a motion. Dr. Laguerre opined that this topic of keeping the Board out of job descriptions needs to be brought back to the Board as a policy, rather than a statement. Jeff Lamb encouraged SGC to put forward a Board policy to authorize the S/P to bring the job descriptions through the process that Dr. Largent just outlined, to be certain all factors are taken into account. Dr. Largent explained that HR and Fiscal has developed a preliminary draft of a mapping plan which will be refined and brought back to SGC and other groups for discussion and definition. Jeff Lamb encouraged input from the Minority Coalition, especially when it comes to staffing plans. Dr. Largent asked to keep in mind that staffing plans start in individual areas, then all are put together and at some time the District has to prioritize based on the budget. Vice President Roth stated that once activated, position control on BANNER will control all that. It has to be in place for HR to move ahead. If a position is shifted, the whole budget goes with it, and the concept is that there won't be a defective or defunct position sitting unfunded and if there is a vacant funded position, it will show where the funds are. Jeff Lamb noted that this kind of discussion, information and data would have been helpful to better understand the most recent reorganization, and how to package and present, discuss any topic, especially control, staffing and budget constraints. Rob Simas noted that Dr. Robin Steinback and he know the need to update the faculty hiring process in writing and tie it to the general planning process with faculty identified in early fall for the next year.

6. **Academic Calendar**

Lisa Waits distributed drafts of the 2010-2011 Academic Calendar. It was taken to the Board of Trustees for approval 8 months ago and has been revalued and reflects changes to keep legal for apportionment. Optional flex days are suggested for weeks short of the three instructional days per week required to count for apportionment. She pointed out the Wednesday before Thanksgiving is already a holiday. The draft has been taken through the committee process, went to the S/P Cabinet last week for approval, is now being discussed in Student Leadership, and will go back to the Board in March. Trudy Largent stated there will be some labor and union issues to address regarding the calendar. Tom Grube noted it was discussed yesterday at their Executive Board meeting. He stated the union has not proposed to alter that calendar, other than the need to add an optional flex day on Wednesday, August 11. In regards to moving an optional flex day to November, he noted the required flex had always been two days there. The Senate generally has a flex day, new faculty orientation takes place on a flex day before required flex, and there is usually an adjunct faculty forum. Therefore, the union would like to see an optional flex day on the August 11th. Other missing pieces would manifest in the spring calendar, which would need to be addressed at another time. Jeff Lamb was concerned that having optional days before required in the fall would impact the ability to do normal business and to stack them, during pre-Thanksgiving time, would be like telling faculty it becomes a week off. Lisa Waits expressed the need for productive conversations about the holiday and to decide as a district how to handle that. The Wednesday before Thanksgiving is a local holiday. Tom Grube stated that a many students are parents who don't have day care for that week and attendance suffers. The other side is that it would be late in the semester and break teaching momentum to take the entire week off. While more discussion will have to take place, for now, rather than trying to comply without a contract change, the union has proposed the one change to add an optional flex in August. Lisa Waits affirmed the need to have a good legal sense and other regulations regarding hours and weeks must be considered. Trudy Largent has asked for the union issues in writing, which will go back to the Calendar Committee before further discussion. SGC is the stop before the Board. Lisa Waits recommended getting to the bottom line on this item and move it forward without a stop again in SGC.

7. **Strategic Goals**

Rob Simas reported the Mission & Vision are on the March 17 Board of Trustees agenda for approval. He has prepared packets for external partners to be sent out after approval. Procedures are in place for developing brochures, posters and the whole roll-out. The ASSC took action on supporting with a recommendation to add "Focus on Students" as a Core Value. Jeff Lamb confirmed this will be brought to Academic Senate for support.

8. **Organizational Depth** See Item 5 above.

9. **Institutional Review Board**

Jeff Lamb explained the proposed Board policy and the procedures associated with it. In early spring, Rob Simas brought before the Academic Senate notice that the College has no Institutional Review Board policy regarding solicitation to use students in research and other interesting endeavors. Rob Simas brought people together to draft the policy and procedures distributed today for SGC review. Dr. Lamb noted that many people (15) volunteered to set criteria and procedures to evaluate and give permission for those kinds of solicitations. This work came about in a professional, expeditious and collaborative way. Rob Simas explained that a couple of items are missing in the forms, but the faculty worked to consider all aspects and the general policy is there. He stated the importance of this policy to protect students, faculty, and staff involved in surveys physically and emotionally. The College needs to be certain that confidentiality is protected and classroom based research is strengthened, expeditious, and appropriate. Research is fundamental to advancement. Mr. Simas requested members review the policy which will be brought to the Senate. Questions were asked regarding the scope of research gathering on or off campus. Jeff Lamb suggested that this committee might serve as a resource for anyone going on sabbatical and help with organization and techniques. Rob Simas added that the group could critique proposals, recommend that certain approval forms for minors are used, and provide resources. Dr. Laguerre opined that he wouldn't want faculty to believe sabbatical approval is dependent on any other than the Sabbatical Leave Committee. Jeff Lamb noted that one of the end results of this is to have a standing committee of the senate as a review board. Dr. Laguerre requested the policy statement be revised to be as succinct as possible. SGC members were asked to send input to Jeff Lamb, who will come back with a revision. Lisa Waits suggested contacting someone with access to the League to help with the policy language.

10. **Strategic Proposals**

Dr. Laguerre was pleased to see proposals submitted and suggested that in the future it would be best to have all proposals at once, so recommendations in ranking can be made. Jeff Lamb reported that he and Rob Simas have looked at the process and steps to be considered as proposals move forward: There might be a motion to approve a particular item; then there would be discussion, based on whether SGC backs a particular item; the final task would be to rank proposals before they move on to FaBPAC. The Committee Chair is responsible to communicate back and forward on the chain with results and findings of the Committee. Dr. Laguerre, SGC Chair, requested that, to avoid conflict of interest, someone else facilitate these communications.

Jeff Lamb offered to handle the communications. In response to concerns expressed regarding minimal discussion time, Rob Simas explained the current status. He noted this process should have happened last fall, so there would be time to go to FaBPAC and get it into the budget development cycle early this spring. To be budget establishment compliant, this needs to be done. Rob Simas emailed forms (2/23) to assist review of the proposals, as well as forms that FaBPAC will be using. He requested SGC members talk with their groups or constituents and get a feel for their evaluations. He provided additional questions regarding what FaBPAC looks at to avoid anything that might cause problems later. He noted the last page has further questions to help in analysis of proposals. Although it is FaBPAC's job to look at the funding, Jeff Lamb noted the need to make sure FaBPAC addresses issues of funding and keep them realistic. Members were asked to read the packets, look at the rubric, look at proposals and ask questions for clarity. Cynthia Simon expressed timing concerns for groups that only meet once a month. Jeff Lamb expressed hope that constituents recognize these items have been in discussion all along the process. The lead people for the proposals will be invited to the next meeting. Strategic Proposals will be placed on the next agenda for discussion and action.

11. **Governing Board Agenda for the 3/3/10 Board Study Session**

Dr. Laguerre distributed and reviewed the agenda. There will be a presentation on image campaign ideas to look at what's going on at the College and how to continue to improve image and become more visible. The campaign will be funded by private gifts, rather than taken from the general fund. Dr. Lamb will report on Accreditation Fall 2010 and Accreditation Self-Study for Fall 2011. Dr. Laguerre suggested Dr. Lamb expand on Standard IV as the Board hasn't been aware of the standards and the study session would be a good time to cover information as these sessions will create a more informed Board. A Calendar report will be given as discussed today. The Federal Education Budget Report will be presented by Carey Roth and Nalini Srinivasan to inform the Board of global issues having to do with higher education and how the College budget relates to Federal funds. A suggestion was made to have Art Lopez speak about grants, loans and the elimination of the Smart Grant for students majoring in Math/Science/Technology. The information would help the Board understand funding sources.

Dr. Laguerre proposed an opportunity for faculty, staff and students to interact with the Board of Trustees. The tentative plan would schedule a joint dinner in April with faculty leaders, May with student leaders and another in May with staff leadership, CSEA and Local 39. The dinners could facilitate exchange of ideas while participants get to know each other. Dr. Laguerre suggested placing this item on the next agenda for discussion.

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

Superintendent/President: Dr. Laguerre reported that discussions are continuing on the Library 100 building tutoring center and there will be more information to come. A decision should be reached by November and by January 2011 a tutoring center should be in place. He noted this should take on a new urgency with the arrival of a Dean of Academic Success and Learning Resources.

Dr. Laguerre also shared that he had asked Sunguard to look at providing an interim CISO, as they've done some research, but at this point he is 70% sure the College, rather than Sunguard will take care of this.

ASSC: Tara Norman reported that students discussed the mixer for tonight in room 402-3, and discussed the fundraiser and day of action on March 4 for March-on-March scheduled for March 22nd. Also discussed was an upcoming fundraiser request which has a deadline of March 1. ASSC approved the Strategic Goals with a recommendation to add "Focus on Students" in the Core Values.

Academic Affairs: absent

SCFA: Tom Grube reported the Executive Board meeting was held on Feb. 23. The calendar adjustments were discussed. Timing was not working out well for scheduling a meeting with students, but SCFA is hoping to participate with activity at the March-on-March with students to bring awareness on statewide funding issues and what the statewide budget has done to funding issues. Tara Norman and Josh Scott will work on that.

(Trudy Largent took over as Chair as Dr. Laguerre left to meet other commitments)

CSEA: Cynthia Simon reported meeting yesterday, Feb. 23, with Dr. Laguerre and the CSEA President and Vice Presidents. One point brought to S/P Laguerre's attention was the need for a policy regarding campus layoffs to be in place for future practices. The Contract didn't address it. The District will develop something. Ms. Simon had asked for volunteers for the Accreditation Self-Study, but no one has come forth yet and she expressed they were burnt out from last year. After Sheryl Scott's attendance at last week's Board meeting. CSEA voted to help support three students on the Speech Team. CSEA approved the Strategic Proposals, but Ms. Simon noted that when employees are laid off, it will become problematic for the College. She asked to have on record "It is good to move forward, but you don't move forward when you leave people behind".

Local 39: Ralph Meyer reported that Local 39 has been understaffed for a long time.

Management: no report

Minority Coalition: Kevin Anderson reported he is expecting to hear from Tolmar Johnson, who was to attend Staff Diversity session as the representative.

Student Services: Lisa Waits reported a reduction in some public service hours with students. She has asked staff to spend time on BANNER 8 migration. Reduction in funding has affected that. The goal is to keep working with BANNER, though there have been substantial issues. She has received some comments from Sunguard regarding good teamwork at the College. VP Waits expressed appreciation for the patience of students and everyone working on it.

Human Resources: In response to a question regarding positions eliminated at the Board of Trustees meeting, Trudy Largent listed Alternative Media, Computer Specialist, Instructional DP&S, Clerical Specialist, a classified position in SBDC was reduced to part-time, Development Center position was reduced to half-time, and discontinuence of one faculty position in DP&S.

Academic Senate: No report as Senate has not met since 2/1.

Technology & Learning Resources: Absent

Administrative and Business Services/FaBPAC: VP Carey Roth reported the Vacaville Center will open in April and plans are being made for that event. He is correcting the 2009-2010 budget and working on formulation of the 2010-2011 budget.

13. Adjournment

The meeting was adjourned at 3:54 p.m.

(cadams)