

SHARED GOVERNANCE COUNCIL MEETING

Minutes – September 8, 2010

Board Room 2:00 – 4:00 p.m.

Members Present

Minority Coalition: Kevin Anderson, Karen McCord

Faculty: Jeff Lamb, Tom Grube

Administration: Zandra Gilley, Erin Vines

Classified: Ralph Meyer, Cynthia Simon

Students: Lexi Parmer, John Glidden

Resource Persons: Dr. Jowel Laguerre, S/P; Arturo Reyes, EVP-ASA; Karen Ulrich, Dir HR; Peter Bostic, ED-IA; Roy Stutzman, Conslt-Fin & Admin; Jeff Lamb, Dean Aca Success & LR

Members Absent

Classified: Ralph Meyer

Guest: Kurt Galloway, ASSC Alternate

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

Dr. Laguerre's called the meeting to order at 2:04 p.m.

(b) **Approval of Agenda**

It was moved by Cynthia Simon and seconded by Lexi Parmer to approve the Agenda for this meeting, with the deletion of Item 5. The motion carried unanimously.

(c) **Approval of Minutes**

There were no minutes to approve at this meeting.

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

Arturo Lopez advised the he will be meeting with Chris Meyers and Jeff Lamb to potentially shift PET in a slightly different direction so that it will provide oversight and feedback.

3. **Accreditation – Writing Reports**

SPECIAL REPORT: Jeff Lamb informed the SGC that the latest draft of the Special Report is posted on the Wiki at: techlr.pbworks.com. He asked that everyone look it over and provide Tracy Schneider or Jeff Lamb with any comments they may have.

SELF-STUDY: Jeff Lamb advised that the Steering Committee met and is taking good steps in the right direction. The Goal for the Self-Study is to have the first draft completed by the end of the semester, with the final draft going to the SGC in May

4. **Policy and Procedures Numbering (SCCD's vs CCLC's)**

Dr. Laguerre stated that consideration is being given to changing the SCCD Policy numbers to match those of the CCLC. It was decided that the members of the SGC would compare the two versions and make their recommendation at the next SGC meeting.

5. **Policy 5020 Student Attendance & Participation** **Policy 5030 Special Admission of K-12 Students**

Policy 5030 Procedures
Policy 5040 Admission of International Students
Policy 5040 Procedures
Policy 5080 Fees
Policy 5080 Procedures
Policy 5150 Student Records Retention & Destruction

These 5000-series Policies were tabled to a future SGC meeting.

Policy No. TBD, Emeritus

This policy was distributed as information at this meeting and will return to the next SGC meeting for approval

- 6. Policy No. 1140, Building Dedication Plaques**
Policy No. 1000, Governing Board Policies
Policy No. 1005, Legal Basis and Authority
Policy No. 1015, Officers & Duties of Officers
Policy No. 1017, Duties & Responsibilities of the Student Trustee
Policy No. 1026, Annual Organizational Mtg.

It was moved by John Glidden and seconded by Thom Watkins to approve Policy Nos. 1140, 1000, 1005, 1015, 1017, and 1026. The motion carried unanimously.

Policy No. 1007, Student Trustee

It was moved by Thom Watkins and seconded by Lexi Parmer to approve Policy No. 1007, amended by changing the last line of the Policy to read: "The Student Trustee's advisory vote shall be taken prior to the Board's vote."

Policy No. 1009, Election of Student Trustee

Lexi Parmer will email an explanation of the Student's recommendations in connection with this policy to the SGC members. It will return to the next SGC meeting for approval.

7. Review of Agenda for the September 15, 2010, Governing Board Meeting

Dr. Laguerre reviewed the Agenda for the September 15, 2010, Governing Board Meeting, with the SGC.

8. College Area Reports/Announcements

**Superintendent/
President:**

Dr. Laguerre advised that he and Board President Denis Honeychurch met with Chancellor Jack Scott earlier today. He stated that there is no movement on the budget right now, and not much movement is expected until after the election.

ASSC:

Lexi Parmer informed SGC that upcoming ASSC events include Solano Daze (9/20-24), which may include a BBQ, and Club Promo Day (9/22). Also they are planning a Volleyball Game between the students, faculty, and staff.

John Glidden stated that September 17 is "Constitution Day, so the ASSC will be reading the Constitution on campus that day. ASSC will have a Blood Drive on September 22. Also, the students will be participating in Green & Clean Day on campus on September 25, 2010.

**Academic &
Student Affairs:**

Arturo Reyes advised that they are working on a new, exciting schedule for the Spring. In addition, they are developing a more comprehensive Enrollment Management Plan. Also, the Academic Deans are reviewing space utilization to identify space availability. At the end of this month, they will hold a free ice cream social for the staff.

- SCFA:** Tom Grube stated that there will be a forum next Tuesday with Thom Watkins and the CTA staff to provide information about the College's Discontinuance Policy and rights with regards to layoffs. Also, adjunct representatives, Thom Watkins, Arturo Reyes, and Dr. Laguerre met this week to discuss improving working conditions for adjunct faculty.
- CSEA:** The first meeting for CSEA is scheduled for next week. Dr. Laguerre will be attending that meeting and speaking to the CSEA members.
- Local 39:** Absent.
- Management:** Erin Vines advised that an ALG Retreat was held at the Vallejo Center recently, and Arturo Reyes, Arthur Lopez, and Barbara Fountain made a presentation on innovative ideas for Enrollment Management. Also, Chris Meyers made a presentation on Measurable Objectives and Outcomes. It was pointed out that the President's goals, as well as the Governing Board's goals, are to be included in the Strategic Plan. It was suggested at the Retreat that the IPP process be made a little simpler.
- Minority Coalition:** Karen McCord and Kevin Anderson stated that the first meeting of the Minority Coalition will be next Thursday.
- Human Resources:** Karen Ulrich informed SGC that, on September 17, the Benefits Committee will be meeting to observe presentations by four vendors competing for the contract to coordinate District benefits. They will recommend two of the four vendors to Dr. Laguerre, who will make the final decision. In addition, Karen advised that the Diversity Advisory Council is being revived after ten years. HR is currently recruiting for VP-F&A and Dir of FS, they will be providing training for selection committees, and are implementing People Admin so the complete hiring process can be done through the Internet. HR also is working on the Annual EEO Plan, which identifies candidates of every Ethnicity and Gender for each position.
- Academic Senate:** Thom Watkins advised that the first meeting of the Academic Senate will be September 13. They will be working on fixing their constitution and by-laws. He stated that Flex Cal is a priority and said they have concerns about whether or not some of the events of Flex Cal can be called "improvement." The Senate will be scheduling their Bi-Annual meeting with the Deans soon.
- Technology & Learning Res.:** Absent.
- Administrative & Business Services:** Roy Stutzman stated that he has recommended moving ahead with having the Governing Board adopt the District 2010/11 budget prior to the State settling their budget. He explained that, until the Governing Board approves the budget, the district cannot roll the budget numbers into Banner. When the budget is rolled into Banner, everyone will be able to administer their budgets and compare budget to actual expenditures within their areas of responsibility. Another reason for moving ahead is to assure compliance with the code required deadline dates for budget adoption, even though the Chancellor's Office has granted an extension. In addition, there has been no extension granted for filing the annual CCFS 311 report which reflects actual expenditures for the prior year along with adoption budget for the current fiscal year. This report is filed no later than October 10, 2010. Deadline compliance is important and would be further assurance that the District is moving ahead even though there were some sudden resignations in Finance and Fiscal Services. Those positions were filled quickly on an interim basis, and the College has been able to overcome issues of continuity of operation. This issue would be addressed in the Accreditation Special Report as well as the upcoming self study.

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

JCL/no