



COLLEGE GOVERNANCE COUNCIL MINUTES

January 22, 2025

3:00 – 4:00 PM

Denis Honeychurch Boardroom, Fairfield Campus
Zoom for Guests

MEMBERS

Ethnic Minority Coalition:

- ☒ Shanan Danley
- ☒ Derrick Roberts

Faculty:

- ☒ Erin Farmer
- ☒ Joshua Scott

Administration:

- ☒ Sal Abbate
- ☒ Sandy Lamba

Classified Employees:

- ☐ Rei Leal
- ☒ Jeff Lehfeltdt

Associated Students:

Open
Open

ADVISORY MEMBERS

- ☒ Kellie Sims Butler, Ph.D., Superintendent-President (Chair)
- ☒ Susan Wheet, VP, Finance & Administration
- ☒ Jon Cornelison, VP, Technology Services
- ☒ David Williams, Ph.D., VP, Academic Affairs
- ☒ Lisa Neeley, VP, Student Services
- ☒ Nathan Rexford, Dean, Research & Planning

RECORDER

- ☒ Claire Gover, Exec Coord, Academic Affairs

OTHERS PRESENT:

Erica Beam

1. Call to Order/Land Acknowledgement
The meeting was called to order at 3:00 PM by Dr. Butler.
2. Approval of Agenda
Shanan Danley motioned to approve the agenda. Seconded by Sal Abbate. Motion passed.
3. Approval of Minutes from November 13, 2024
Jeff Lehfeltdt motioned to approve minutes. Seconded by Sandy Lamba. Motion passed.
4. Public Comment
Erica Beam requested an opportunity to provide feedback on the lock down drill conducted this morning.
5. Superintendent-President's Update
We received a reaffirmation letter from the ACCJC regarding our accreditation status. Accreditation was reaffirmed for 18 months. The letter will be posted on our website within 7 days of receipt. There were four recommendations; two of which were reviewed and modified to "improvement". There are two compliance requirements regarding assessment of learning

outcomes and Regular Substantive Interaction (RSI) in distance education courses. We must report our improvements in these areas within the next 18 months.

6. Board Policy and Administrative Procedures related to Immigration Enforcement, VP Williams
Drafts of the following board policies and administrative procedures were shared as information. Legally required language from the Community College League of California (CCLC) was incorporated. We would like to implement these policies and procedures as soon as possible. Please share with constituents and provide feedback to VP Williams. Any revisions will be sent to the CGC on Friday, February 7th for review prior to our next meeting.
 - BP and AP 5xxx (new) Responding to Inquiries of Immigration Status, Citizenship Status, and Nation Origin Information
 - BP 2xxx (new) Immigration Enforcement Activities

Please note that all immigration enforcement activities on any of our campuses must be reported and directed to the Superintendent-President's Office. The Department of Public Safety can assist with escorting individuals to the S-P Office, and if Dr. Butler is unavailable, Chief Travis will manage the situation.

7. Updated Academic Affairs Board Policies, VP Williams
The following board policies were reviewed and revised to include legally required language from the CCLC, and input from faculty. They were presented today for approval.
Josh Scott motioned to approve. Shanan Danley seconded. Motion carried.

- BP 6010 - Course Auditing and Auditing Fees
- BP 6045 - Career and Technical Education Programs
- BP 6100 - Program, Curriculum, and Course Development
- BP 6200 - Graduation Requirements for Degrees and Certificates
- BP 6220 - Standards of Scholarship
- BP 6400 - Field Trips and Excursions
- BP 6510 - Intercollegiate Athletics
- BP 6515 - Library and Learning Support Services

8. Administrative Procedure 3910.2 – Access Control Procedure and Standard, VP Cornelison
VP Cornelison provided an update on our progress with multifactor authentication (MFA). We currently have 250 employees enrolled and about 800 more to go. The goal is to have 100% employee enrollment by the end of Spring and begin enforcement in Fall. He also presented AP3910.2, an element of our Information Security Program.
Please review these documents as they will be presented for CGC endorsement on February 12.
 - AP 3910.2 which is required for GLBA compliance (Gramm-Leach-Bliley Act). The AP describes multi-factor authentication for regular employees, temp employees, and vendors.
 - User Provisioning Process. This document outlines the procedure for requesting, approving, granting, managing, and terminating access to SCC's technology network.

9. Undocumented Student Support, VP Neeley
VP Neeley reported on the following supports for undocumented students:

- Red Cards will be distributed to classrooms, the library, and to our Vallejo and Vacaville campuses. Red Cards contain helpful tips and information on immigration rights and can help people assert their rights in challenging situations.
- Dean Green is identifying an Academic Counselor as point of contact for immigration issues.
- There will be a Dreamer Center schedule of support and next steps. Cristina Sanchez, Christina Rodriguez and Dean Watson-Perez are working on reviving the Dreamer Center.
- There is joint programming with the Center for Educational Excellence to provide a Bag Lunch Series of workshops, topics will be flexible and based on current relevance.

10. Strategic Planning Process Update, Dean Rexford

Dean Rexford provided an update on the Strategic Planning Process and timeline. The Strategic Planning Taskforce will meet tomorrow to review a draft of the plan which will be shared with the CGC at our February 12th meeting. The plan will be shared with constituency groups for input and discussion and will be posted on the website along with a Feedback Survey. Midterm Flex (March) may be another opportunity to gather feedback. Combined comments from groups and surveys will be used to create a draft which will then be presented to CGC at the end of Spring. We will seek Governing Board approval in the Summer.

Dean Rexford continues to work on integrated planning efforts regarding the evaluation of our participatory governance process, a possible handbook, and resource allocation enhancement requests.

11. Adjournment

The meeting adjourned at 4:01 PM. The next meeting will be held on February 12, 2025.