

SHARED GOVERNANCE COUNCIL MEETING
Minutes – May 13, 2009

Board Room 2:30 – 4:00 p.m.

Members Present:

Academic Senate–Jeffrey Lamb

Administration–Shirley Lewis, J.D., Erin Vines

Faculty–Jeff Lamb, Academic Senate; Tom Grube, SCFA (replacing Melissa Reeve)

Minority Coalition–Kevin Anderson, J.D.

CSEA–Sheryl Scott

ASSC–Lillian Nelson, David Brannen

Resource Persons – Dr. Robert Jensen, IS/P; Richard Christensen, Ed.D.; Jay Field; Charles Shatzer, Robin Steinback, Ph.D.; Lisa Waits, Ed.D.; Ross Beck

Members Absent: **Resource Person** – Nora O’Neill; **Local 39** – Jeff Lehfeldt

Guests: Dr. Jowel Laguerre, Incoming Superintendent/President
 Judy Spencer-Recorder Pro-Tem

1. (a) Call to Order

Dr. Robert Jensen called the meeting to order at 2:30 p.m.

(b) Approval of Agenda

Moved by Lillian Nelson and seconded by Dr. Shirley Lewis to approve the agenda as presented. The motion carried unanimously.

(c) Approval of Minutes

It was moved by David Brannen and seconded by Dr. Shirley Lewis to approve the minutes of the April 8, 2009, SGC Meeting. The motion carried unanimously.

2. Reorganization Due to Impact of Budget Reductions – Dr. Laguerre and Dr. Jensen

Dr. Jensen introduced Dr. Jowel Laguerre, incoming Superintendent/President, effective July 1, 2009.

Dr. Jensen gave a brief overview of work that has been done in the spring semester addressing the fiscal challenges of cutting the budget in 2008-09 and 2009-10 in an attempt to present to the Board a balanced budget in 2009. Both FABPAC and the Shared Governance Council have been kept informed as discussions have progressed and proposals presented. In addition to the “things and people” proposed cuts (approximately \$1.8 million-\$2 million), the SGC has held discussions regarding the research of legal options as they relate to in-house legal counsel, or other law firms in general; security issues (possibly teaming up with the city and/or county authorities), outsourcing the Bookstore, etc.

Dr. Jensen stated that there were no March 15 letters issued for 2009-10. Current vacant positions have been swept and are not likely to be filled at this point in time in an attempt to avoid direct lay-offs. The work hasn’t gone away, so we need to prioritize what activities must be done and what we can do

differently, more effectively, and more efficiently. This is an opportune time for Dr. Laguerre to realign positions and job assignments. Dr. Laguerre has met with the Executive Cabinet on several occasions working through the proposed reorganizational charts. If we don't have additional revenues by December 2009, the College may need to reassess their options relative to layoffs.

Dr. Laguerre shared with the SGC some of his vision for the future and his concerns for the College. He said how happy he is to be at Solano and to be a part of the Solano County community. Dr. Laguerre has had opportunity to interact with many groups and committees and has found good energy within the institution and in the community itself. Dr. Laguerre reiterated what Dr. Jensen has been saying, "If the propositions don't pass, there may be deeper cuts." Programs have been identified that are subject to being discontinued, but hopefully people on the list won't get laid off. Dr. Laguerre stated, "Circumstances urge us to take actions that would not ordinarily be what I would want to do as I begin my Presidency, but this is where we are." Dr. Laguerre stated that in looking at the institution, he has seen areas where we definitely need to pay a lot of attention. "In my open forum to the campus," he said, "I talked about us being entrepreneurial. We cannot cut our way through the budget issues. We need to find different ways to do what is it we need to do." There are needs that should be addressed in the Educational Foundation, the accounting department, and now our major focus is on the immediate future. Each member of the Executive Cabinet has given Dr. Jensen their "best guesses" in terms of what is best for the organization as it relates to reorganization and budget cuts. Dr. Laguerre stated that as we await the results of the election next week, he will be looking forward to direct input from the campus community on how we can best move forward.

Dr. Jensen announced that Dr. Richard Christensen, Director of Human Resources, has submitted his resignation as of June 30, 2009. Dr. Laguerre plans to replace Dr. Christensen. We will also be searching for a Chief Business Officer.

Dr. Jensen asked each Executive Cabinet member to share with the Council their proposed reorganizational charts with an opportunity for questions and answers.

Dr. Christensen, Director of Human Resources, shared the reorganizational charts for Human Resources, and the other areas he currently supervises: Administrative and Business Services, Bookstore, College Police Department, Facilities Department, Fiscal Services Department, and Graphic Arts Services, with no proposed changes until the new HR Director and CBO positions are filled.

Dr. Jensen presented the reorganizational chart for the Superintendent/President's Office, and currently the only proposed change is to move to the President's Office the Office of Research and Planning, formerly supervised by the Vice President of Student Services. Conversations are still being held relative to the Educational Foundation as a result of Associate Vice President Shatzer moving back to the classroom effective July 1. Dr. Jensen thanked Mr. Shatzer for his efforts in holding the Foundation together for the past few years.

Dr. Robin Steinback, Vice President of Academic Affairs, shared the proposed reorganizational plans for her sector, which include the reduction of one Dean and one Associate Vice President. Existing vacancies are expected to remain vacant. The following proposed changes were noted:

- Business and Computer Science Division merging with Career Technical Education Division to become Business and Technology.

- Disciplines moving to this Division are: Aeronautics, Air Conditioning and Refrigeration, Automotive, Cosmetology, Drafting, Electronics, Industrial Technology, Maintenance Technology, Welding, Occupational Education and Work Experience.
- Program Developer and Director of SBDC reporting to Dean of Business and Technology Division.
- Community Education and Life Long Learning (formerly Community Services) reporting to Dean of Fine and Applied Arts and Behavioral Sciences.
- Health and Public Safety Division Dean (formerly Health Occupations) will supervise Criminal Justice Coordinator and Fire Technology Coordinator. New to the Health and Public Safety Division will be the following disciplines: Criminal Justice, Fire Technology, ECE and Human Development.
- The Director of the Children's Program will report to the Health and Public Safety Division Dean.
- The Dean of Humanities will supervise the Tutoring Center and Ethnic Studies Program.
- The Math and Science Dean will supervise the following disciplines: Biotechnology, Engineering, Water/Wastewater, and Horticulture.
- The Dean of Physical Education and Athletics will supervise facility use agreements and the following discipline: Nutrition.

Dr. Laguerre interjected that he will tighten the relationship with the Office of the Superintendent/President to include in his cabinet the Directors of the Centers. Dr. Laguerre stated they need to be an extension of himself in the community and empowered to represent the Superintendent/President.

Dr. Waits, Vice President of Student Services, shared with the SGC the proposed changes in the Student Services sector, which include the reduction of one Dean, one Assistant Registrar, and one Student Services Assistant. Dr. Waits explained that Student Services would be divided into three areas for students: Access, Success, and Development.

New to the responsibilities of the Dean of Student Development and Outreach would be Judicial Affairs and Recruitment Outreach Team Coordinator – Financial Aid Outreach, Student Ambassadors, Tech Prep, Assessment, Center Directors, and Athletics.

Dr. Waits reported that eventually some of the Student Services efforts would be deployed to the Centers.

Vice President Jay Field, Technology and Learning Resources, presented the reorganizational plan for his area which reflects the reduction of one manager in Technical Support Services. One vacancy exists and is not expected to be filled: Technology Specialist at Vacaville.

Dr. Laguerre commented that he is working on staffing needs at the Vallejo Center. We don't have new resources; therefore, will need to reallocate funding. The Centers need to grow in order for us to have a bright future with them.

Dr. Lamb asked both Dr. Laguerre and Dr. Jensen if they are looking for input from his constituents or "is the tailgate closed?" We have had to cut dollars in the past, but it was with discussions and meetings campus wide.

Dr. Jensen responded by saying whatever process and implementation that was done in the past did not work, or the College wouldn't have "Tom Henry and Bob Jensen here today." Dr. Jensen stated again that we have to reorganize because of the approach that was taken to "save jobs" and there being no March 15 letters in 08/09. Classified staff have not been directly affected thus far—only administrators. The extra work is going to fall primarily on the administrators, and there will be less of them. Dr. Jensen offered to meet at any time and any place to discuss this important issue, which has been mentioned consistently in the past. Between now and July, Dr. Jensen stated he is able and willing to meet as often as necessary for everyone to have input. Dr. Jensen stated he has been consistent with talking about the "things and people" and that this would mean a reorganization when we cut people, and it means they are gone. Dr. Jensen also stated it has been good that our new Superintendent/President has been able to facilitate in these organizational changes. The SGC is a representative form of government and it is his (Dr. Jensen's) expectation that these meetings be discussed on a regular basis with the members' constituents. It is the members' responsibility to inform their constituents they represent in the discussion forums such as Shared Governance Council or FABPAC.

Ms. Cynthia Simon, CSEA President, stated she would be remiss if she did comment that the classified staff will have an ever-increasing workload and that we will need to have discussions about that with Vice Presidents, Deans, and administration as to what work will get done and what work can no longer be supported.

Dr. Jensen agreed that there is going to be a major impact on classified employees, but restated that the only segment of the College that is taking a cut at this time are the administrators, and you can benchmark against other colleges that we have a lower ratio of administrators. All of us are going to feel the impact of the \$2 million reductions. These are tough times and we are going to have difficulties. All are going to be put upon, including the students. They aren't going to get the services we would like to provide. The state is being put upon. It is a new day. Programs are being asked to justify themselves. We have to think smarter. There are many areas of discussion that can take place that haven't been broached yet, i.e., furloughs, increased workloads, etc. We all have to understand the budget situation is going to get worse before it can get better.

Moved by Lillian Nelson and seconded by David Brannen to suspend the order of the day and move directly to Item 9. SGC Meeting throughout Summer 2009. The motion carried with one no vote by Dr. Shirley Lewis.

9. SGC Meeting throughout Summer 2009 – Dr. Jensen

Dr. Jensen reported, after discussing with Tom Henry and Dr. Laguerre, that it is the expectation that the SGC will meet during the summer months, and if committee members are not available, alternates are to be present in their absence. This is a reasonable way to stay on track with the work that needs to be done by the campus community.

Moved by David Brannen and seconded by Lillian Nelson for the SGC to meet during the summer, continuing to meet on the 2nd and 4th Wednesday of each month. The motion carried unanimously.

Moved by David Brannen and seconded by Lillian Nelson for the SGC to meet at 1:00 p.m., instead of 2:30-4:00 p.m., effective June 10, 2009. The motion carried unanimously.

The request was made to make the proposed re-organizational charts available with the minutes and on the Intranet. Vice President Field agreed to make this information available in order for Council members to share with their constituents.

Moved by David Brannen and seconded by Lillian Nelson to table all other business to the next regularly scheduled meeting. The motion carried unanimously

3. Budget 2009/10 – Susan Rinne and Dr. Jensen

TABLED

4. Accreditation

TABLED

5. Board Policy 4005 Procedures Update – Dr. Christensen

TABLED

6. Policy 5000 Series Updates – Dr. Waits

TABLED

7. Policy 6000 Series Updates – Dr. Steinback

TABLED

8. Board Agendas – Hard Copy vs. Electronic – Dr. Jensen

TABLED

10. Other – Dr. Jensen

TABLED

11. – College Area Reports/Announcements:

Superintendent/President: TABLED

ASSC: TABLED

Academic Affairs: TABLED

CCA/CTA: TABLED

CSEA: TABLED

Local 39: TABLED

Management: TABLED

Minority Coalition: TABLED

Student Services: TABLED

Human Resources: TABLED

Academic Senate: TABLED

Technology & Learning Resources: TABLED

Workforce & Community Development/Foundation: TABLED
Administrative & Business Services/FABPAC: TABLED

12. Adjournment

There being no further business, the SGC meeting was adjourned at 4:20 p.m., to meet again in two weeks, May 27, 2009, 2:30 – 4:00 p.m., in the Board Room.

RDJ:js

Z:Shared Governance Council Minutes 5 13 09 Final