

SHARED GOVERNANCE COUNCIL MEETING

Minutes – October 13, 2010

Board Room 2:00 – 4:00 p.m.

Members Present

Minority Coalition: Karen McCord
Faculty: Tom Grube, Thom Watkins
Administration: Erin Vines

Classified: Cynthia Simon
Students: Lexi Parmer, John Glidden

Resource Persons: Arturo Reyes, EVP-ASA; Karen Ulrich, Dir HR; Peter Bostic, ED-IA; Jeff Lamb, Dean Aca Success & LR; Roy Stutzman, Conslt-Fin & Admin; Nora O’Neill, Exec. Coord.

Members Absent

Classified: Ralph Meyer **Minority Coalition:** Kevin Anderson **Administration:** Zandra Gilley
Resource Person: Dr. Jowel Laguerre, S/P;

Guest: Deborah Mann

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

In Dr. Laguerre’s absence, EVP Arturo Reyes called the meeting to order at 2:06 p.m.

(b) **Approval of Agenda**

It was moved by John Glidden and seconded by Thom Watkins to approve the Agenda for this meeting, amended by discuss Item 9 immediately after Item 1 in order to accommodate Deborah Mann’s schedule. The motion carried unanimously.

(c) **Approval of Minutes**

It was moved by John Glidden and seconded by Thom Watkins to approve the Minutes of the September 22, 2010, Shared Governance Council Meeting, and the September 29, 2010, Joint Academic Senate/Shared Governance Council meeting. The motion carried unanimously.

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

Chris Myers distributed a packet of information, which contained the Integrated Planning Process (IPP) Summer of 2009-10 Accomplishments and the Strategic Planning Outcomes 2006-10 and Goals 2010-13, and acknowledged the extensive groundwork that Jeff Lamb and Rob Simas did in launching this project. Chris stated that the PERT had its first meeting, and they decided they wanted to evaluate the IPP process to identify what is working and what is not working and modify the process as needed. Currently a survey is circulating through the email to receive feedback on the process, and focus groups will be held to obtain further input from faculty and staff. It was suggested that presentations be made in the Division Meetings, and EVP Arturo Reyes stated that the Deans should be able to present the program to their staffs.

3. **Accreditation – Writing Reports**

Jeff Lamb advised that the Accreditation Follow-up Report was sent to the ACCJC via FEDEX that morning.

4. **Policy and Procedures Numbering**

Arturo Reyes pointed out to everyone at the meeting that Dr. Laguerre wanted all Policy Procedures to be reviewed and written, if needed, before October 2011.

5. Board Policies: Auditor (new policy); Legal Counsel (new policy); Selection of S/P (new policy); Revised Policies 1016, 1045, 1060, 1043, 1075

These new and revised policies were distributed by Arturo Reyes. All SGC members are to review these policies and send their recommended changes to Nora O'Neill, who will forward them on to Judy Spencer for rewriting. The updated versions will return to the November 10, 2010, SGC meeting for approval.

6. American Public University System (APUS) Concept

Arturo Reyes distributed the draft of the MOU between APUS and SCC and informed the SGC that APUS would be making a presentation to the Academic Senate on October 18, 2010. Peter Bostic suggested this MOU should be similar to the MOU that SCC has with Sonoma State University.

7. State Legislative Platform Capital Outlay Requests

Because Dave Froehlich was unable to attend this meeting, this subject was tabled to the next SGC meeting.

8. Budget Update

Roy Stutzman distributed a Press Release from Chancellor Jack Scott along with a budget update from the Community College League of California (CCLC), which included a budget comparison sheet for 08/09, 09/10, and 10/11. Roy stated that approximately 9,500 FTES will be paid in this budget, adding that all districts have been assured of 1%. Roy warned the members of the SGC, "Do not spend the money." He stated that this budget will be given a hard look when the new Governor takes over in January; and, he pointed out that some of the money in the budget was built on the hope of increased revenues in 2011, and that may not happen.

9. Potential Nigerian Project

Deborah Mann presented an overview of this program that she is currently pursuing. The Nigerian government is looking for a U. S. college to work with in an effort to prepare residents from their Delta region for middle- and high-skilled jobs. The Delta region is where their oil is extracted and is an area where there has been considerable political unrest. These skills will give residents access to available job and career opportunities in their community and the oil industry as well. The current program mix includes Mechatronics, Welding, Drafting and AutoCad, Water/Wastewater, Home Health Aid, Certified Nurse Assistant, Medical Terminology, Computer Maintenance, EMT and First Responder, Fire Technology, Administrative Assistant, and Medical Office Assistant. Currently it is planned to bring a total of 600 students to SCC in groups of 200 students for six months. The first 200 students will arrive in January 2011. The students will be between the ages of 18 and 35, both male and female. Deborah is currently working with faculty, staff, and deans to develop short-term, intensive, workforce development programs for these students. Some existing curriculum will be used in addition to a mix of credit and not-for-credit instruction. Deborah advised that the Nigerian government will be paying for everything at a cost of approximately \$800,000 to \$1 million. The students will be living in apartments throughout Solano County, and their transportation will be taken care of by the Nigerian government. Deborah stated that the students will be managed by a part-time counselor, and she has been speaking with Ella Tolliver about possibly serving in that role. Roy Stutzman cautioned that all of the responsibilities must be detailed in the agreement in order to avoid any surprises. Also, Cynthia Simon inquired as to the basic skills classes these students may require, asking who will teach these courses and will there be additional tutoring services needed. Deborah responded saying all instruction will be handled through Contract Education, and those courses will be worked into the program.

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

Arturo Reyes reviewed the Agenda for the October 20, 2010, Governing Board Meeting, with the SGC.

11. College Area Reports/Announcements

**Superintendent/
President:**

Absent.

ASSC:

Lexi Parmer advised that the ASSC hosted a Town Hall Meeting for Congressman George Miller on October 12, 2010, and that approximately 150 students attended the event.

Academic Senate: Thom Watkins stated that representatives from APUS will make their presentation to the Academic Senate on October 18, 2010.

Academic & Student Affairs: Arturo Reyes advised that his department is working on shortening the length of time it takes for hiring faculty.

SCFA: Tom Grube informed the SGC that the SCFA is currently looking at the 11/12 calendar with the Calendar Committee and Barbara Fountain. Tom also thanked Dr. Laguerre and Kimo Calilan for taking care of the problem with the faculty emails not working properly, adding that he was impressed by how quickly Dr. Laguerre and Kimo handled the matter.

CSEA: Cynthia Simon advised that she took leave time in order to be able to accompany CSEA Union representatives in their walk around campus to encourage their members to vote and recommend candidates to them.

Local 39: No rep from Local 39 has been appointed to the SGC at this time.

Management: No report.

Minority Coalition: Karen McCord advised that the Minority Coalition met two weeks ago, and Peter Bostic has joined the organization. They discussed some of the things going on around the campus and the importance of supporting the Ethnic Studies program. Their next meeting will include planning for the year, and they are jointly sponsoring an Islamic speaker from CAIR on November 4, 2010.

Human Resources: Karen Ulrich distributed the job description for the new Community Service Officer position and asked the STC members to email their feedback to her.

Tech. & LR.: No report.

Administrative & Business Services: Roy Stutzman advised that the hiring process for the positions of VP of Finance and Administration and Director of Fiscal Services is moving forward quickly. He distributed The League Legislative Update from the CCLC. Roy also advised that they are in the process of preparing the 311 Report, and he expects to take it to the November Governing Board meeting.

The meeting was adjourned at 4:13 p.m.

AR/no