



**Shared Governance Council  
December 11, 2013  
Minutes**

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**Present**

Susanna Gunther (remotely by phone), James DeKloe, Kevin Anderson, Karen McCord, Debbie-Luttrell Williams, George Olgin, Jeff Lehfeldt, Richard Crapuchettes, Maire Morinec, Diane White, Yulian Ligioso, Annette Dambrosio, Connie Barron-Griffin, Dwight Calloway, Leigh Sata, Jowel Laguerre

**Absent:**

Gabriel Johnson, Kyle Todd, Robin Darcangelo

**Call to Order**

The meeting was called to order at 2:06 p.m. by Chair, Interim Vice President Diane White.

**Approval of Agenda**

It was moved by Kevin Anderson and seconded by Jim DeKloe to approve the agenda.

It was then moved by Debbie Luttrell Williams to amend the motion and remove the Distance Education Job Description from the agenda.

The amendment was accepted and the motion passed unanimously.

**Approval of Minutes**

It was moved by Jim DeKloe and seconded by Maire Morinec to approve the minutes of November 13, 2013.

The motion passed unanimously.

**Public Comments**

None

**Solano County Tennis Education (SCTE)**

Phil Cello of the Solano Tennis & Education Foundation (STEF) presented (by remote access) a proposal to provide programs and facilities to further academic and athletic opportunities for Solano Community College students and young athletes from Solano County through low or no

cost tennis training and educational development services. SCC would provide training facilities and educational resources at the main campus and Centers and STEF would fund activities through fundraising and running USTA adult and junior tournaments at SCC. Anticipated yearly tournament profit of \$40,000 is expected to be generated for the program.

Current programs to be funded by STEF are:

- SCC tennis facility maintenance & equipment (\$2,500)
- SCC Men's and Women's Tennis Team (\$21,100 (annual and recurring)
- STEF Junior Development programs (\$1,200 per month-2 instructors)
- STEF Academic mentoring Program

Future programs to be funded by STEF are:

- STEF scholarships for STEF program graduates
- USTA tennis on campus for SCC students
- Re-establish Solano County Tennis Association to participate in USTA Leagues and social programs
- Tennis office for coaches and STEF offices
- STEF Learning Center
- Lounge for tournaments
- Lights for courts 6 & 7
- Tennis courts for Vallejo and Vacaville campuses
- Covered courts 1-7 (bubble/modular structure for year round all weather play)

The proposed commitment from SCC would be to:

- Have a SCC representative on the STEF board
- Provide use of tennis courts at SCC for CITA, STEF programs and STEF tournaments
- Sanction and add a men's and women's tennis team in SCC athletics
- Provide development help and academic resources to implement STEF educational programs
- Provide temporary "learning/study center" space for STEF program participants

Council members asked if this proposal has been reviewed by faculty and staff in the Athletic Department and other areas on campus that would be impacted. Debbie Luttrell-Williams and Jeff Lehfeldt stated that this hadn't yet been reviewed by the bargaining units and were concerned about the impact on Facilities and other staff. Mr. Cello stated that he had numerous meetings with Dean Espinoza, presented to the Academic Senate and to the Superintendent-President's Council. Mr. Cello also stated that all feedback he has received has been positive. Maire Morinec voiced concern about the process, as it takes about a year for new courses to go through the curriculum process, and this would be needed for the Tennis Courses.

This will be brought back at the January Shared Governance meeting for action.

## **Superintendent-President's Report**

Superintendent-President Dr. Laguerre shared with the Council that after discussion with faculty it has been determined that a mini-reorganization is needed within Academic Affairs that will include a dissolution of the School of Human Performance and Development and moving the disciplines within that school to the other schools. The Dean of Human Performance and Development position will be eliminated, and there will be the addition of a full-time Athletic Director. Discussions are currently taking place considering the administrative assistant positions and where they will relocate to.

## **Executive Coordinator, Academic Affairs**

Chair, Vice President Diane White, reviewed with the Council the proposed job description for the Executive Coordinator, Academic Affairs. Vice President White explained that this position is being moved from CSEA to Confidential as the position deals with and has access to collective bargaining information and personnel items. Debbie Luttrell-Williams stated that this change has been approved by CSEA, with the caveat that the current employee in the position will have retreat rights back into CSEA.

It was moved by Maire Morinec and seconded by Debbie Luttrell-Williams to approve the Executive Coordinator position for Academic Affairs.

The motion passed unanimously.

## **Accreditation Synopsis-Moving Forward**

Dr. Laguerre shared that although SCC is close to meeting all of the ACCJC requirements, there is still some work to be done in Distance Education and Equity and Diversity.

Dr. Annette Dambrosio, Accreditation Coordinator, stated that accreditation should become part of our culture, and documented work should be ongoing. The Accreditation Task Force will be working to create uniform standards for documentation and follow through with regularly (monthly) documentation of the work that is taking place. Deans have been asked to place on their School meeting agendas, standing items of Accreditation and SLO's.

New Accreditation standards have been developed by ACCJC. These draft standards will be reviewed by the Commission in January, 2014. A second review will take place in June 2014, after which the new standards will be finalized and a date for implementation determined.

## **Faculty Hiring 2014-2015**

Chair, Vice President Diane White shared that after the Deans prioritized faculty positions and the Administration met with the Senate, the following faculty positions were approved for 2014-2015:

(In Ranked Order)

1. Business
2. Accounting
3. Sociology
4. Counseling
5. Nursing
6. Astronomy/Physics (combined position)
7. English
8. Aeronautics
9. Chemistry
10. Child Development/Family Studies

## **Facilities Master Plan**

Leigh Sata, Bond Manager, reviewed with the Council the summary of activities from July 2013 to December 2013, and projected Measure Q project needs:

### Fairfield-Main Campus

- Theater structural rehab - Phase 2 (Phase 1 is state funded)
- Science/Math Building
- Career Technology Education
- Learning Resource Center
- Veterans Center

### Vallejo Center

- Property purchases
- Auto technology Building

### Vacaville Center (including Nut Tree Airport)

- Biotechnology
- Vacaville Annex purchase and structural upgrade
- Aeronautics and Corporate Training

The next steps will be for staff to continue working with the Facilities Maser Plan team and program Manager to develop a priority list for the projects and detailed scheduled for board approval.

### **Smoking Policy**

Interim Police Chief, Ed Goldberg, presented to the Council members proposed procedure amendments to Policy 4215, Smoking on Campus. Chief Goldberg explained that although SCC has a “no smoking” policy, additional procedures are need for enforcement. Concerns were voiced from various Council members who stated that they felt it would be better to have a designated location for smoking. Chief Goldberg pointed out the proposed amendment is an implementation of the current “no smoking” policy. Any provisions for a designated smoking location would require a new Board policy.

Council members stated that they would like to take the proposed amendments back to their constituents for review before voting. This will be placed on the January 2015 Shared Governance meeting for action.

### **Director of Student Life**

Chair, Interim Vice President Diane White, reviewed with the Council members the proposed job description for the Director of Student Life, which is a new position. There was a question concerning the salary range for this position. Professor DeKloe stated that he was in favor of the position but had concerns about the Council making decisions on individual positions without a comprehensive idea of the finances of the college.

It was moved by Jim DeKloe and seconded by Jeff Lehfeldt to approve the Director of Student job description.

Aye: 4

Noe: George Olgin, Richard Crapuchettes

Abstain: Susanna Gunther

Absent: Gabriel Johnson, Kyle Todd, Robin Darcangelo, Maire Morinec (left early),  
Karen McCord (left early)

The motion passed.

### **Fiscal Services Reorganization**

Vice President Yulian Ligioso reviewed with the Council the proposed reorganization structure for Fiscal Services. Three positions, Senior Accountant, Payroll Analyst (lead), and Payroll Technician (.5 FTE) are proposed upgrades to existing positions; two new positions are being proposed, Accounting Specialist II (Accounts Payable), and Payroll Specialist. Job descriptions for these positions were provided for the Council's review. All are CSEA positions. Vice President Ligioso explained that these changes have gone through the process and been reviewed and approved by the Position Control committee, President's Council and CSEA. The proposed reorganization and job descriptions went to the Governing Board for information on November 20, 2013, and are scheduled for action at the December 18, 2013 Governing Board meeting.

It was moved by Jim DeKloe and seconded by Karen McCord to approve the Fiscal Services reorganization and accompanying job descriptions.

The motion passed unanimously.

### **Governing Board Meeting Agenda – December 18, 2013**

Council members were given copies of the proposed agenda for the December 18, 2013 Governing Board meeting. Chair, Vice President Diane White asked, because of the extended length of the Shared Governance meeting, that Council members email her if they have any questions regarding the agenda.

### **Review of FABPAC Committee**

Jeff Lehfeltdt stated that he would like to have FABPAC restored as he felt that with all of the items that come before the Council; it has been difficult for budget discussions to take place. Jim DeKloe added that SCFA is concerned because as the finances of the campus are becoming more complicated, fewer meetings are taking place and the amount of discussion by constituent groups has diminished. SCFA feels that this has created a lack of input into decisions by constituents.

IVP White stated that we may need to bring in other processes, but it is also very important to look at a more global view of how these processes fit together, and how we can most efficiently construct our systems to move the college forward.

Mr. Lehfeldt presented the Council with the following proposals, which will be brought back again to the Council at the Special Shared Governance meeting that will take place on January 22, 2014.

1. Restore FABPAC as before.
2. Have a FABPAC meeting once a month.
3. Have a hybrid of Shared Governance and FABPAC with one standing member from Shared Governance and one stand-alone member for FABPAC for each represented group, to be held before or after every Shared Governance meeting.
4. Have a quarterly FABPAC meeting with one Shared Governance member and one stand-alone member for each represented group.

### **Adjournment**

The meeting adjourned at 4:29 p.m.

Respectfully submitted by Laurie Gorman