College Governance Council
April 13, 2016
Minutes

Present

Celia Esposito-Noy, Elisha Blue, Michael Wyly, Megan White, George Olgin, Christie Speck, Richard Crapuchettes, Peter Cammish, Karen McCord, Gregory Brown, Yulian Ligioso, Kimo Calilan, Tina Abbate, Erin Farmer, Tonmar Johnson, Jim Petromilli (SIG Consultant)

Absent

Jeff Lehfeldt, Shirley Lewis, Leslie Minor

Call to Order

The meeting was called to order at 2:05 p.m. by Vice President Gregory Brown.

Approval of Agenda

It was moved by George Olgin and seconded by Megan White to approve the agenda.

The motion passed unanimously.

Approval of Minutes

It was moved by Christie Speck and seconded by Elisha Blue to approve the Minutes of March 9, 2016.

The motion passed unanimously.

Public Comments

There were no public comments.

SCC Strategic Technology Advisory Committee (STAC)

The history, committee purpose, membership, and reporting authority were reviewed and discussed. Originally there were 4 faculty representatives on the committee; it is now being

proposed that there be a total of 5 faculty members (2 SCFA and 3 Academic Senate). Michael Wyly reported that SCFA and Academic Senate are in support of this change.

CSEA and Local 39 Council members discussed adding an additional representative from their groups, however, decided to stay with the original number of 1 each for both CSEA and Local 39.

Yulian Ligioso requested that an additional ALG representative be added, one from the Administrative side and one from the Academic Side (Dean).

It was recommended that the STAC committee report to the College Governance Council who would then make recommendations to the Superintendent-President.

It was moved by Michael Wyly and seconded by George Olgin for the STAC committee to report to the College Governance Council who will then make recommendations to the Superintendent-President. The composition of the committee will be modified to include a total of 5 faculty members (2 SCFA and 3 Academic Senate). There will also be an additional ALG representative (1 from the Administrative computing area and one from the Academic Area (Dean). The STAC committee will be a Brown Act participatory committee.

The motion passed unanimously.

Revisions to Shared Governance Policy 2005 Shared Governance and Responsibilities – Draft #2

The Superintendent-President's office has received suggested revisions to Policy 2005, Shared Governance. These recommended revisions will be sent to Laurie Gorman, who will fold them into the document, along with recommended changes from the Community College League. The revised document will be brought back for Council review.

Revisions to Shared Governance Council Procedures

Shared Governance Council procedures will be brought back for Council review, along with the policies (as noted above).

Fiscal Advisory Committee

Vice President Yulian Ligioso reported that currently work is taking place to address the college's structural deficit and planning in conjunction with the allocation of resources. The College's expenses are being reviewed based upon permanent faculty, staff, unfunded liabilities and fixed costs and how they relate to the College's FTES generation. Academic Schools are currently developing their budgets for 2016-17 so that by July 1, 2016 75% of the budgets can be in place.

A Fiscal Advisory update will be added as a standing agenda item on College Governance Council agendas.

There was a question regarding students retaking basic skills courses (Math) and how this affects their credit loads and success rates. Peter Cammish will run a report regarding this and send out to Council members. Karen McCord has data concerning UMOJA students' success rates; she will bring this information to share with Council members.

It was suggested that discussions continue and that the Council consider development of planning activities that will support success rates.

IE Indicators

Peter Cammish, Dean of Research & Planning, explained that each year the college is required to adopt the framework of Institutional Effectiveness indicators that have been approved by the Board of Governors. College district goals are due to the Chancellors office June 15, 2016, and must include both short-term (1 year) and long-term (6 years) goals for indicators in each of the following four areas:

1.   Student Performance and Outcomes: Course Completion Rate, College Choice related to Basic Skills/Unprepared Students
2.   Accreditation Status: Accreditation Status
3.   Fiscal Viability: Fund Balance
4.   Compliance with State/Federal guidelines: Independent audit opinions related to fiscal audit, State Compliance Audit, and federal Award Compliance Audit

The Fiscal Advisory Committee is currently working on the fiscal viability and compliance sections. Dean Cammish suggested reinstituting the subcommittee that was formed last year to complete the goals for the Student Performance and Outcomes area. Dean Cammish outlined a timeline for completion:

April 13, 2015 CGC Meeting: Introduction
April 27, 2016 CGC Meeting: Discussion
May 11, 2016 CGC meeting: Final review and approval
May 18, 2016 Board Meeting: Board approval of goals

It was determined that the same constituencies would be represented on the subcommittee as last year:

Faculty
- Michael Wyly
- Josh Scott
- Tracy Schneider
- Genele Roads

(Michael Wyly will contact the faculty to see if they are available to serve on the subcommittee)

Classified Staff
- George Olgin CSEA)
- Peter Cammish will contact Local 39 to see if they would like a representative on the committee.

Administration
- Greg Brown
- Shirley Lewis
- Peter Cammish

Students
- Peter Cammish will contact ASSC to see if they would like to have a representative on the committee.

Strategic Goals and Objectives

Peter Cammish presented the following proposed model for strengthening planning.

Strengthening Planning

What is planning?

- identifies the goals or objectives to be achieved,
- formulates strategies to achieve them,
- arranges or creates the means required, and
- implements, directs, and monitors all steps in their proper sequence.

Planning is about adding information in a structured fashion. As we move down each level we are providing additional information that helps drive decision making.

The Vision outlines where we want to be.
Thinking about how we want to achieve the vision we add descriptors to derive the Mission

The Mission is a statement that helps 'guide' the institution towards the Vision

       Breaking down the mission into specific and workable statements we derive Strategic Goals

Strategic Goals are used to communicate purpose in a more relevant way to individual departments

       We link activity plans to strategic goals as a way to add accountability information

Activity plans are used to monitor progress towards implementation

2 major problems associated with planning

Dead-end planning: The production of goals and objectives but no accountability system to monitor progress

Undirected planning: Tenuous links from activity plans to strategic goals that do not convey any sense or priority or what is actually feasible in the short term.

We need an additional level of planning.

Tactical Priorities examine strategic goals and objectives and consider more immediate information such as outcomes assessment, student performance data and budget forecasts to develop priorities and available resources to set a direction for the next 1-3 years. This helps our 2 problems

Dead-end planning: It is the expectation that Tactical Priorities are derived from Strategic Goals as more obvious statements of what we are achieving.

Undirected planning: Tactical priorities provide specific information to those developing Activity Plans

Who does all this work?

Extremely complex environment with many different stakeholders, processes, points of views and levels of consultation and decision making.

R	**Responsible:**	Who is ultimately responsible for completing planning related processes
A	**Accountable:**	Who is ultimately accountable for making sure the processes happen and can make major decisions related to processes
C	**Consulted:**	Who needs to provide additional information and input to processes
I	**Informed:**	Who needs to be informed as processes occur

RACI Matrix

Tasks \ Stakeholders	All faculty	All staff	ALG	VPs	SP	Faculty Senate	College Governance Council	Institutional Research and P
Update mission statement								
Update vision statement								
Update Strategic Goals								
Prepare budget forecasts								
Prepare student research								
Collate strategic plans								
Provide assessment summaries								
Develop Tactical Priorities								
Develop Operational Plans								
Update Operational Plans								
Monitor Operational Plans								
Review planning processes								
Revise planning processes								
Develop outcomes								
Assess outcomes								
Academic program review								
Non academic program review								

This proposal will be discussed during the Wednesday, April 20, 2016 Planning Summit.

Brown Act Committees Overview

Christie Speck, Director of Children's Programs, distributed the Spring 2016 Solano Community College Committee list. The Brown Act Committees Overview will be submitted via email as Shirley Lewis, Dean of the Vallejo Center, was not able to be at the meeting.

College Planning Process

There will be a Planning Summit on Wednesday, April 20, 2016 in the Boardroom. The morning session will include a basic introduction to planning and a review of the college's 2014 Educational Master Plan. During the afternoon, discussions will take place regarding planning, (what is working, what could be improved, and what is missing). Peter Cammish will share his proposed model for strategic planning.

Council members were asked to attend the Summit, and should RSVP to Sandra Therrien by Friday, April 15, if they will be able to attend. Michal Wyly will ask additional faculty to attend, and forward their names to the Superintendent-President's Office.

Other Business

The Superintendent-President's office will be creating a College Governance webpage over the summer that will provide a location to upload documents presented at meetings. This will also assist with evidence for the Accreditation Self-Study report.

Adjournment

The meeting adjourned at 4:01 p.m.

Respectfully submitted by Laurie Gorman

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