



**College Governance Council
October 26, 2016
Minutes**

Present

Gregory Brown, Yulian Ligioso, Peter Cammish, Michael Wyly, Erin Farmer, Kevin Anderson, J.D., George Olgin, Tina Abbate, Jeff Lehfeldt, Jacob Hinkle, Shirley Lewis, J.D.

Absent

Celia Esposito-Noy, Ed.D., Virginia Guleff, Tonmar Johnson, Richard Crapuchettes, Radmehr Nowroozi, Christie Speck

Call to Order

The meeting was called to order at 2:04 p.m. by Vice President Gregory Brown.

Approval of Agenda

It was moved by Jacob Hinkle and seconded by George Olgin to approve the agenda as amended.

The motion passed unanimously.

Approval of Minutes

It was moved by Erin Farmer and seconded by Michael Wyly to approve the Minutes of October 12, 2016.

The motion passed unanimously.

Public Comments

Jim Petromilli, Interim Chief Technology Officer, announced that he will e-mail all Council members an electronic version of the Technology Plan, which has been previously distributed to various committees and constituents on campus. Please contact Jim at jim.petromilli@solano.edu to share any comments. Jim's goal is to move forward with this plan by the first week of November in order to make final revisions and submit these revisions to Management and the Board of Directors.

On November 2, 2016, the Technology Plan's budget will be reviewed by the Finance Committee. The final draft of this plan should be available mid-November or end of November, but this plan will never be final because technology is constantly evolving. Next meeting, November 9th, Council will review and discuss Technology Plan with Jim Petromilli.

Jim Petromilli stated that our ERP System, also known as Banner, is dated. The Technology Services and Support aims to install DegreeWorks which will be essential for student services and student success. Jim shared the DegreeWorks timeline with Council in order to illustrate how Banner will be updated to current standards that will better impact members directly and indirectly. The two most criticized areas were the SCC website and MySolano. In this timeline, MySolano will be addressed, however the website will not at this time.

Timeline/Road Map Overview:

First, the Oracle database will be upgraded because everything in Banner runs on this database. Secondly, MySolano will be upgraded which will provide a contemporary look and an adaptive format on SMART devices. Jim Petromilli stated that these updates will improve My Courses, My Groups, student email and the process for sending targeted announcements, as well as, there will be single sign-on for Canvas, CCC apply, DegreeWorks. The implementation for DegreeWorks will begin in December 2016.

Vice President Gregory Brown explained that DegreeWorks will allow us to convert all of our college catalogs electronically so that all of our programs are also identified electronically. Our programs have to include all of the requirements that students must complete. Gregory Brown also stated that the last catalog in the system is from 2013, and therefore we have missed all of the curricular changes, in addition to, changes in course requirements, prerequisites, and corequisites. Our electronic catalog will allow students to easily access requirements for degree programs electronically so that they can do some "What if...?" scenarios in order to plan their next steps toward program completion. Also, the electronic catalog will be used internally for SCC Counselors to assist students with better degree planning.

Vice President Gregory Brown stated that in the future the college aims to integrate a process into this program that will allow us to maintain a good record of student transferable courses including these requirements in order to avoid repetition in degree evaluation. Additionally, this process will help the college to identify that if x number of students still have a need for a particular course, then the college will need x number of sections of that particular course to be offered next semester because these students need this course in a timely fashion to meet their degree program due to the degree sequence. Overall, this process give us a better understanding of how to make better planning for our students and ensure that we are using our resources most effectively. All of this information will be available to students through various vehicles, i.e. website, cellphone, etc.

Vice President Gregory Brown confirmed that the counselors and students will have the same information because there will be only one source of the information. When a student creates or modifies his/her plan of study with a counselor that plan will be recorded and saved. However, as previously mentioned, students will have an opportunity to explore "What if...?" scenarios in their leisure time which will not be saved.

Jim Petromilli stated that we are safer digitally with the Cloud which offers additional security. Solano is currently using Banner 8 which is dated and therefore the college needs to upgrade to Banner 9 in order to access the Cloud and have a more contemporary look. Additional Banner 9 features include a shopping cart, dashboard profiles for students and employees, improved course add and drop, as well as, much cleaner waitlists. Jim Petromilli shared that this road map illustrates the IT department's vision and plan, and therefore asked all Council members to share the road map with their constituents. Funding has been set aside for the implementation of this upgrade.

George Olgin identified that the road map shows that various consultants will be needed to carry out this upgrade, and therefore asked if there has been any discussion in regards to building Solano IT Staff so that there will be an individual who will manage and monitor upgrades due to constant changes in technology and DegreeWorks. Jim Petromilli stated that George Olgin made a great point but at this point in time it will not be feasible due to limited resources.

Jim Petromilli explained that if Solano hires an individual to manage and monitor upgrades then this person would only work seasonally, i.e. every other year. It is important to develop our own in house capabilities in order to become less dependent on consultants but we will never be able to do away with the use of consultants.

Vice President Gregory Brown stated that Solano will be hiring additional analysts in order to have people who will be trained to do the continuing work predominately. Gregory Brown mentioned that the Financial Aid system changes annually and for this reason a consultant is needed to upgrade and test the system. Then, Financial Aid employees are trained on how to use the new system. Gregory Brown suggests identifying the internal resources that can be applied to this upgrade and to make sure that they are being staffed to the necessary levels. Also, it is important to identify the bridge points where we will need sporadically new knowledge over a period of time in order to establish training.

Jeff Lehfeltdt asked Jacob Hinkle to share his perspective as a student on Banner upgrades. Jacob Hinkle replied that the improved email system, announcements, shopping cart, course add and drops, waitlists, and Cloud features will all be useful to SCC students. Jim Petromilli stated that this plan is not related to the website. This plan deals with Solano's ERP system which holds all of our records, i.e. student grades.

Jeff Lehfeltdt asked about the affects to the fixed assets with the Banner update. Will there be an opportunity to cut down time for the person in the warehouse who is doing fixed assets? Jim Petromilli stated that he doesn't have knowledge of their processes and therefore suggested to meet with Jeff to discuss in greater detail. Vice President Yulian Ligioso explained to Jeff Lehfeltdt that his question regarding the application used to track fixed assets should be answered by accounting. Also Yulian Ligioso shared that the system currently has these capabilities but the items must be coded properly.

Tina Abbate asked if the Banner upgrade timeline reflected the correct end date of April 2018. Jim Petromilli stated yes and explained that the transition from Banner 9 to the Cloud is not a major task. Tina Abbate expressed that she has concerns about the timeline in regards to improving waitlists because has a defect and she does not believe that this issue will be resolved

in time. Jim Petromilli stated that he believes that the waitlist issue has been resolved, but he will do some additional research.

Planning and Prioritization

Peter Cammish stated that a plan needs accountability, timeline, and prioritization. In 2014, a database was created so that people from various departments could record and track their objectives, i.e. Education Master Plan. Peter Cammish shared a report with Council that illustrated the progression of these objectives by department. This report can show all of the overdue tasks for a particular semester relating to “Student Learning Environment”. People simply logged in to the database day to day in order to record completed tasks.

Peter Cammish explained that previously managers recorded objectives that did not always align with the college’s direction. It is important to increase dialogue between managers and vice presidents during planning. Peter Cammish suggested that the college should develop priorities for managers to use as a guideline when writing their plans.

Peter Cammish shares a planning philosophy handout with Council and states that the college needs to develop a sense of which strategic goals in the next 2-3 years we need to focus on in order to get the college moving in the right direction. The Planning Pyramid demonstrates that everything from activity plans, priorities, strategic goals, and vision are all tied into the mission. Peter Cammish reviewed planning questions, planning process, planning priorities, planning organization structure, and the planning roles and timelines with Council members. The college needs to improve project implementation, direction, and monitoring all steps in their proper sequence.

Michael Wyly recommended Peter Cammish to meet with Amy Obegi and Ferdinanda Florence to discuss the changes that they are making to the Academic program review template which adapts easily into different areas so as faculty members complete their reviews it becomes easier to identify which portions of the review should be applied to which areas.

Overall, Peter Cammish stated that all planning should be recorded in a consistent format. All plans must have a name, date, and objectives otherwise we will not be able to successfully monitor our plans.

Vice President Gregory Brown asked Peter Cammish if he had any concepts about how to do this best institutionally to begin that full development process of making this occur. Peter Cammish responded that it is necessary for the executive management team needs to be fully supportive, it is collaborative, and it is important to maintain and monitor database to ensure that people are staying track with their objectives.

Michael Wyly suggested that both the academic and curriculum review process should be integrated into the planning organization structure under areas covered. Then, Michael Wyly asked if it would be possible for the database track projects that involve multiple departments. Peter Cammish stated that the database does not have this capability at this point in time but it is possible to record notes about what is needed from other departments to complete a specific task.

Jeff Lehfeltdt asked Peter Cammish if he had any feedback from the Maintenance or Operations departments that would be relevant to this plan because his group parallels with the bond and division of different architects but there decisions on certain standards have been made that do not meet the expectations of some groups. Peter Cammish stated that this information should be a part of the Facilities Master Plan. Vice President Gregory Brown suggested that there should be an integration of calendar items that show a sequence of tasks internally and externally. Gregory Brown also mentioned that time should be set aside for time planning for activity planning.

George Olgin stated that the college needs a system of accountability to these priorities otherwise somethings will be accomplished and others will suddenly disappear. Peter Cammish suggested that a list of activities should be developed so that people do not waste time and resources on activities that were never planned.

George Olgin asked if it would be appropriate to have an accountability policy and procedure. Dr. Shirley Lewis stated that the accreditation standards asks is there a policy that describes the role of each constituent group in governing, planning, and budget development and the college will have to present evidence of these policies.

Michael Wyly suggested examining the infrastructural support in order to ensure that people can communicate what they are doing without it taking a large amount of time away from other duties. Also, Michael stated that the database should be accessible and the process needs to be reliable in the long term.

In conclusion, Peter Cammish stated that the development of activity plans will begin in the Spring and it will be essential to provide writers with well written guidelines so that these plans can guide the college over the nest 2-3 years. Any feedback and/ or comments in regards to the priorities will be greatly appreciated.

Other

Michael Wyly, Jeff Lehfeltdt, and Jacob Hinkle shared the collected feedback from their constituents in regards to changing the name of the college from “Solano Community College” to “Solano College”. Michael Wyly reported that Academic Senate did not take action because they did not see a compelling reason to change the name of the college even though arguments were presented to both sides. Tina Abbate mentioned that some CSEA members were concerned about the cost of changing signage. Jeff Lehfeltdt reported that fifty percent of Local 39 voted for the college should change its name to “Solano College” and all others voted against the name change. Lastly, Jacob Hinkle shared that the majority of ASSC voted for the college to change its name and one member spoke about the stigma behind community colleges.

Adjournment

There being no further business, the meeting was adjourned at 3:26 p.m.

Respectfully submitted by Khadijah Adjabeng, Executive Coordinator, Student Services