



**College Governance Council  
September 26, 2018  
Minutes**

**Present**

Celia Esposito-Noy, Ed.D., David Williams, Ph.D., Shirley Lewis, J.D., Irene Camins, John Siefert, Sal Abbate, Kevin Anderson, J.D., LaNae Jaimez, Ph.D., Damany Fisher, Ph.D., Estefanny Saenz, Danim Ghebrehemichael, Jeff Lehfeldt, Gregory Brown, Robert Diamond

**Absent**

Erin Farmer, Danielle Gonzalez, Michael Wyly, Dwayne Hunt, Ed.D.

**Call to Order**

The meeting was called to order at 3:01 p.m. by Dr. Celia Esposito-Noy, Superintendent-President.

**Approval of Agenda**

There was an addition to the agenda under Updates/Other: New Travel Procedures, AP 4480. Robert Diamond, Vice President of Finance and Administration will present the item.

Vice President, Dr. David Williams, will present the Guided Pathways Update.

The agenda was approved by consensus.

**Approval of Minutes**

It was noted that the September 26, 2018 meeting adjourned at 4:02 p.m.

It was approved by consensus to approve the Minutes of September 26, 2018.

**Public Comments**

There were no public comments.

### **Student Centered Funding Formula**

Robert Diamond, Vice President of Finance and Administration, presented to Council members the new student centered funding formula. Vice President Diamond explained that the new formula calculates apportionments generally using three allocations:

- Base Allocation—Current factors (primarily credit FTES).
- Supplemental Allocation—Counts of low-income students.
- Student Success Allocation—Counts of outcomes related to the Vision for Success, with “premiums” for outcomes of low-income students.
- Noncredit FTES (and some other FTES) would be funded at current rates.

The rates are calculated to provide a three-year transition. For the supplemental allocation, a district would receive one “point” based on the counts of all of the following in the prior year: Pell Grant recipients; California College Promise Grant recipients, and AB 540 students.

The Academic Senate is looking at retention strategies, and high unit certificates will be evaluated to see if they can be split in two.

### **Board Policy and Procedures for District Memorials**

Dr. Celia Esposito-Noy, Superintendent-President, reviewed with Council members a new proposed policy and procedures for District Memorials. Dr. Esposito-Noy explained that district funds will not be used for the purchase or maintenance of a memorial, and the Board of Trustees may reject requests or accept requests with modifications or conditions. The location of a memorial will be at the discretion of the District.

Council members were asked to take the policy and procedures back to constituents for their input and review. This will be brought back at the October 10, 2018 College Governance Council meeting for action.

### **Ethnic Studies Degree**

Dr. Celia Esposito-Noy, Superintendent/President, shared with the Council that although there was a proposal to eliminate the Ethnic Studies program and certificates, it is the consensus of the Ethnic Coalition that Ethnic Studies has viability and should not be eliminated. Work will begin to develop an ADT that focuses on Social Justice/Ethnic Studies.

### **Guided Pathways Update**

Dr. David Williams, reported that Michael Wyly, Guided Pathways Coordinator, is working on developing a sequencing template that will focus primarily on the Associate Degrees for Transfer (AA-T, AS-T) and all CTE Programs.

**Timeline:**

- September 21, 2018 – September 30, 2018: Deans work with discipline faculty/departments to identify lead faculty in the identified areas. Lead faculty (FT or adjunct) are to be compensated, up to two hours at Category 3.
- October 1, 2018 – October 15, 2018: Lead faculty to use the course sequencing template to provide recommendations.
- October 15, 2018 – October 30, 2018: Counselors to review recommendations for additional input.
- November, 2018: Templates inform 2019-2020 Catalogue and Schedule.

**Dual Enrollment**

Dr. David Williams, Vice President of Academic Affairs, reported that the College is currently exploring Dual Enrollment agreements with area high schools. Vice President Williams explained that under the Dual Enrollment agreement, college classes are taught at the high school campus to high school students and can be taught either by the high school instructor or college instructor. Dual Enrollment classes are not subject to open enrollment. Benefits include:

- Students are exempted from paying fees for the College classes
- Increases student understanding of the rigor of college level coursework
- Improves coordination between secondary and post-secondary educational institutions
- Provides students who may not have considered college as an option a glimpse of what a college course would be like.
- Increases number of students who go on to attend college.
- State funding for the College is at a higher rate for Dual Enrollment

**Updates/Other**

Robert Diamond, Vice President of Finance and Administration, presented proposed procedures for Board Procedures 4480, Travel Expense. Changes from current travel practices include a per diem payment for meals and incidentals at the IRS base per diem rate. Receipts will not be required.

Vice President Diamond also noted the following:

- Prior approval is required for travel or conference activity.
- Requests for travel outside California must be submitted at least 30 days in advance.
- After returning from travel, travel reimbursements must be submitted within 30 days of the end of travel.

It was the consensus of Council members to approve the proposed procedures as presented.

Vice President Diamond will move the procedures forward for finalization.

### **Announcements**

There were no announcements.

### **Adjournment**

There being no further business, the meeting was adjourned at 3:59 p.m.

**DRAFT**

## Policy for District Memorials

The Board of Trustees may consider requests for memorials in the form of trees, or plaques and benches.

Such requests are to be made to the Superintendent-President who is responsible for developing procedures for receiving, processing, and presenting requests for memorials. The Board of Trustees may accept or reject requests for memorials or accept requests with modifications or conditions.

No District funds may be used for the purchase of memorials or the materials used to design, develop, install, or to maintain the memorial. Location for the memorial, materials used, size and shape, and plaque wording must be pre-approved by the District. Maintenance for and location of memorials will be at the discretion of the District. The District reserves the right to decline requests for memorials.

## **Procedures for District Memorials**

### **Memorial Trees**

The Director - Facilities manages requests for gifts of tree planting on campus in memory of a member of the faculty, staff, students, or alumni. The following conditions apply to the acceptance of a gift to plant a tree:

The District may accept a request for a memorial a gift to cover the purchase, delivery, and installation of a 24" box tree on District property.

The Director - Facilities will help the donor select an appropriate species from the District Standards tree palette, and an appropriate location.

The Director - Facilities will coordinate the installation and maintenance of the tree with Grounds operation.

Neither plaques nor commemorative markers are permitted on donated trees, although the donors are welcome to arrange a ceremony as a dedication. Plaques may only be installed as part of a memorial bench, which can be given in association with a tree.

The tree becomes the property of the College and campus staff cannot guarantee the perpetuation of the tree.

The donation for a memorial tree shall be made payable to the Solano Community College Educational Foundation. Donation amounts are subject to change. The SCC Superintendent-President's Office will maintain a current list of suggested donation amounts. The donation and memorial will be presented as an Informational Item to the Board, and will be reflected in the Minutes.

### **Memorial Benches**

The Director - Facilities manages requests for gifts of dedicated benches at campus in memory of a member of the faculty, staff, students, or alumni. Requests for benches to recognize special groups or individuals may also be submitted for consideration. The following conditions apply to the acceptance of a gift to install a bench:

Upon receiving a request to donate a bench, the Director - Facilities will work closely with the donor to identify a suitable location that is appropriate to the individual being honored and is appropriate to the campus landscape plan. The College will solely make the determination of whether an additional bench is needed on campus and will be under no obligation to install a memorial bench if no need exists.

The College will determine all aspects of the bench (style, size, material, color, etc.), per District Standards. Benches will be installed on a concrete foundation.

Each bench may include one commemorative brass plaque, installed on the concrete foundation. Plaques must meet specific guidelines in size, shape, and wording and must be approved by the College Superintendent-President.

Size: 16" w x 8" h

Wording: Typically 4 lines, such as:

"In memory of" or "In Recognition of"

Name

Descriptive phrase

Date(s)

The memorial benches become the property of the College. Benches will receive the same level of maintenance and care as other College assets and may be relocated at a future date due to changing Campus needs. In the case of severe damage or theft, the College will not replace the item. When the College determines that the bench is no longer of acceptable condition for continued use, the College is under no obligation to replace the bench or to move the plaque to another bench.

The donation for a memorial bench is made payable to the Solano Community College Educational Foundation. The SCC Superintendent-President's Office will maintain a current list of suggested donation amounts. The donation/memorial will be presented as an Informational Item to the Board, and will be reflected in the Minutes.

#### **Other Memorials**

Requests for other Memorials will be reviewed and considered by the College Superintendent-President on a case by case basis. For each request, the Superintendent-President will make recommendations to the Board for their consideration. In the case where DSA (Division of the State Architect) approval is required, the donation must cover the entire cost of the design, approval, and installation. DSA approval will be initiated by the District.

The donation for a memorial is made payable to the Solano Community College Educational Foundation. The SCC Superintendent-President's Office will consider the installation costs and if DSA approval is required before recommending a suggested donation amount. The donation/memorial will be presented as an Informational Item to the Board, and will be reflected in the Minutes.

No plaque will be mounted on the exterior of a building except for the building plaques designated by the Board of Trustees as specified in Board Policy 1140.

#### **Suggested donation amounts (effective 2018):**

Tree- \$1,000 per tree

Bench with plaque- \$5,000 minimum

Bench with plaque and with tree- \$6,500 minimum

**TRAVEL EXPENSE****Administrative Procedure 4480****Permissible Destinations**

Authorization for an employee, student, or other person to participate in a conference or district-related travel is granted when an appropriate travel authorization form is signed by the Superintendent-President or designee. All authorizations must be obtained prior to time designated for departure.

**Travel destinations:** Generally, travel will be limited to the State of California. Requests to travel outside of California must be approved by the Superintendent-President. Employees may not travel to destinations prohibited by California Government Code Section 11139.8, as determined by the California Attorney General, either at District expense nor as representative of the District. International travel is generally not permitted.

**Employee Compensation**

A District employee will receive his/her usual salary or wages for authorized participation in a conference or business trip. Overtime shall not apply unless the trip is deemed mandatory by a Vice President.

**Reimbursement of Allowable Expenses**

All requests for reimbursement shall be reasonable, and at the lowest rates available, except in extenuating circumstances.

**Mileage:** Payment of mileage for personal cars used on approved trips shall be at the rate per mile established by the Internal Revenue Service. Reimbursement for mileage shall require submitted documentation as determined by the Vice President of Finance and Administration.

**Transportation:** Transportation on a public carrier will be paid at the lowest reasonable rate. Reimbursement shall require documentation as determined by the Vice President of Finance and Administration.

**Conferences:** Conferences are permitted when appropriate for District business. Reimbursement shall require documentation as determined by the Vice President of Finance and Administration.

**Lodging:** Payments for lodging is allowed when pre-approved, but limited to the lowest single occupancy rate established at the conference site.

**Meals:** Payments for meals and incidentals shall be reimbursed under the following circumstances:

- Only if travel is outside the District boundaries and involves an overnight stay
- Per Diem payments for meals and incidentals shall be at the IRS base per diem rate, with no receipts required. In no event shall payment exceed the IRS base per diem rate.
- Breakfast will be paid for an overnight stay when leaving home prior to 6:30 a.m.



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- Dinner will be paid for an overnight stay when returning home after 7:00 p.m.
- If meals are included in the registration fee of a conference, the related meal allowance shall not be reimbursed.

**Other expenses:** Necessary out of pocket expenses such as parking fees, vehicle rental, bridge tolls, shuttle services, and business-related telephone calls can be reimbursed only if receipts are submitted with the request for reimbursement.

**Tips and gratuities:** Tips, gratuities, and other expenses may be paid from the meal and incidental per diem, but are otherwise not reimbursable.

**Incidentals:** If the travel includes an overnight stay, incidental travel expenses shall be paid as a per diem of \$5.00 per 24 hours of travel. Incidental travel expenses are intended to cover costs associated with travel such as baggage handling, personal phone calls, and other miscellaneous travel expenses. No receipts or documentation are required for payment of incidentals per diem.

### Prior Approval required

To be reimbursed for travel expenses, the individual must have obtained prior approval for the travel or conference activity. Requests for travel outside of California must be submitted at least 30 days prior to departure. After approval is granted, the request form is returned to the employee with appropriate notation.

After the travel is complete, the employee will resubmit the travel form to the approving officer, along with receipts, conference documentation, and any other documentation deemed necessary by the Fiscal Services Department. After approval or adjustment, the approving officer submits the travel reimbursement form directly to the Fiscal Services Department. A copy of the approved form may be given to the person requesting reimbursement, but the original should only be sent directly to the Fiscal Services department by the approving officer. After returning from travel, travel reimbursement must be submitted within 30 days of the end of travel.

### Advance payments

**Advance payments:** Upon approval of the administrative officer, the employee may receive a cash advance for travel expenses. Such advance must be requested on the travel authorization a minimum of three weeks prior to departure. Advances must be at least one hundred dollars (\$100) and for no more than the amount reasonably needed.

**Settlement of advances:** Travel advances must be settled within 30 days of returning from the travel. Additional travel advances will not be processed if a previous advance is outstanding and it has been over 30 days since the related travel ended.

**Conversion to taxable income:** If a travel advance is not settled within 60 days after returning from travel, the advance will be reported as taxable income on the employee's next paycheck. After recording the payment as taxable income, the employee still must settle and return any unused travel advance, but the notation as taxable income cannot be reversed.