

SHARED GOVERNANCE COUNCIL MEETING

Minutes – February 10, 2010

Board Room 2:00 – 4:00 p.m.

Members Present

Minority Coalition: Kevin Anderson, Shirley Lewis

Faculty: Jeff Lamb, Tom Grube

Administration: Erin Vines

Classified: Ralph Meyer

Students: Tara Norman, Lillian Nelson

Resource Persons: Dr. Jowel Laguerre, S/P; Trudy Largent, Int. Dir HR; Carey Roth, VP-ABS;
and Nora O'Neill, Exec Coord

Members Absent

Administration: Zandra Gilley

Classified: Cynthia Simon

Resource Persons: Robin Steinback, VP-AA; Lisa Waits, VP-SS; Jim Ennis, Int CISO;
Rob Simas, Dir. R&D; Ross Beck, Dir PR;

Guests: Jerry Kea, Dir Vallejo Center; and Gabriel Calderon, ASSC

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

In Dr. Laguerre called the meeting to order at 2:06 p.m.

(b) **Approval of Agenda**

It was moved by Ralph Meyer and seconded by Lillian Nelson to approve the Agenda for this meeting. The motion carried unanimously.

(c) **Approval of Minutes**

It was moved by Lillian Nelson and seconded by Jeffery Lamb to approve the SGC Minutes of January 27, 2010, as amended. The motion carried unanimously.

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

Rob Simas advised that the College has gone from 7 Strategic Goals to 4, and they are currently looking at what the Strategic Groups should be for the new Strategic Plan. PERT submitted a list of recommendations, which Jeff Lamb outlined at the last SGC Meeting, to the Dr. Laguerre. This spring they will submit another report to the campus community.

Dr. Laguerre stated that there are plans to develop mid-year budget reviews, and he has asked Carey Roth and Nalina Srinivasan to make that happen.

3. **Legislative Platform**

Dr. Laguerre advised that he worked with the Solano County Supervisors to add our needs to their needs. He presented the following four projects as our current Legislative Platform:

- (1) Build a Higher Education Center at Vallejo in combination with building the second building in Vallejo. We hope to have some of our 4-year institution partners join us in Vallejo; e.g., Cal Maritime, Sonoma State, UC Davis. This could begin as early as spring 2011.

- (2) Build a new Library at the Fairfield campus. We have put in State requests for a new Library where the State pays 50% and SCC pays 50%. We have some funds available through the Measure G Bond; however, more funding is needed on our part.
- (3) Build a new Science and Technology Center to replace Building 300, so we can provide our students with the best.
- (4) Build a Biotech Building at our Vacaville Center in order for us to have greater transaction with the biotech industry in Vacaville. We are looking at State, Industry, and Federal funding for this project.

4. Accreditation – ACCJC Report

Dr. Laguerre advised that he has read the Commission's Report on our October, 2009, Team Visit. He said we must do an inventory based on the Report of what we are doing well and what we are not doing well and put major emphasis on those things.

Tom Grube inquired as to the status of the Special Trustee vis-à-vis this latest Report from the Commission. Dr. Laguerre advised that our contract with the Special Trustee ends on July 9, 2010, and stated that Tom Henry and the Governing Board will be discussing next steps as that date approaches

5. Accreditation – Writing Reports (October 2010 and Self-Study Report October 2011)

Jeff Lamb advised that the goal is to organize the College for a general push towards the 2011 Self-Study and continue on with the "Black Operations" group regarding the October 2010 Report. Jeff said they are going to try to make participation in the Self-Study mandatory. Jeff clarified this statement by saying his comment was in general to state where participation is mandatory; i.e., if you are in HR, you should speak to III-B, where someone has knowledge, meaning one should participate in area of expertise. ALG has been assigned to specific areas, and Dr. Steinback will include Accreditation participation in her evaluations. Jeff stated that Connie Adams is collating a list of Faculty and ALG members. Kevin Anderson suggested using retired adjunct professors on the Accreditation process. Ralph Meyer pointed out how difficult it is for our Facilities staff to participate in the Self-Study in connection with Standard 3, Facilities. It was agreed the Accreditation Team would find a way to accommodate the tight schedule of the Facilities staff in order to get their input into the Self-Study.

6. Job Description

Trudy Largent distributed the job descriptions for the Dean of Academic Success, Chief Information Systems Officer, and Center Administrator positions. She stated that the Center Administrator job description was a revision of the original job description and is merely changing the title from Center Director to Center Dean. Tom Grube presented a request he had received to change the name of the Dean of Academic Success position to "Dean of Academic Success, Library and Learning Resources." Jeff Lamb stated he had received the same request from the Library staff. Also, Tom Grube expressed concern about faculty evaluations, specifically faculty should not be evaluated by more than one dean – either the Center Dean or the Division Dean.

7. Governing Board Agenda

No Governing Board Agenda was reviewed at this meeting.

8. College Area Reports/Announcements

Superintendent/President: No Report.

ASSC: Tara Norman reported that the students recently discussed the Brown Act with regard to who must follow it and how are organizations held accountable for this. They created a Task Force to look into this. Tara also advised that on Saturday, February 6, they held their student retreat, where the main discussion was on leadership. Finally, Tara advised members that March 4, 2010, is the "Day of Action" event and March 22, 2010, is the "March of Dimes" event.

Academic Affairs: Absent.

SCFA: Tom Grube advised that the “Day of Action” started with students at CSU’s then included faculty and then community colleges. Its purpose is to shed light on the dire consequences of the State budget cuts. Tom said he would ask Josh Scott to get in touch with Tara Norman to coordinate the participation of the faculty with that of the students.

CSEA: Absent.

Local 39: Ralph Meyer expressed concern for the M&O Department staff with regard to their heavy workload. He pointed out they are working with less management oversight (no Director, Assistant Director) and less staff (Groundsperson). He advised that the same amount of people have to handle more projects. Currently, they have 30+ projects on their “To-Do” List. Ralph pointed out that the College now has 40% more floor space and buildings; however, the M&O staff has not increased to keep up with that growth. He is concerned that the standard of excellence is slipping and stated that his department needs help. Ralph said, “I wonder how long we can continue to operate without crashing and burning. We cannot continue to go the way we are going. At one time we had 6 engineers – now we have 2 engineers. Also, at one time we had a custodian in every building.”

Dr. Laguerre advised Ralph that he was discussing this very problem with VP-ABS Roth and Director of Facilities Froehlich this week. He said they are cognizant of this fact and stated that, when new resources come into the College as a result of obtaining Center Status, some of those funds will go to the M&O Department. Dr. Laguerre stated that State Senator Lois Wolk told him they are working on mid-year cuts of \$5 billion; however, she said that education would be spared. Dr. Laguerre also pointed out that the Governors’ position on education has helped as well.

Management: Erin Vines stated that the Administrative Leadership Group (ALG) is reviewing our new Strategic Goals and Objectives line by line and are being strictly held accountable for their work on the Goals and Objectives. He also advised that Dr. Laguerre had taken a group of Educational Administrators and ALG members to visit with the Presidents and their staffs at both CSU Sonoma and CSU Sacramento.

Minority Coalition: Erin Vines advised that the Minority Coalition will be meeting on February 11, 2010, and members are responding to their meeting announcements. He said that participation has been good and pointed out that the members who are unable to attend express their appreciation of the Minority Coalition and are glad it exists. Jeff Lamb suggested the Minority Coalition might want to look in to creating a MyGroup on the SCC website.

In addition, Erin advised that today the members of the Umoja Committee met with representatives from the Chancellor’s Office to review the Umoja Program at SCC and look at a Memo of Understanding. They visited an English 1 classroom of the Umoja Learning Communities. Erin said the visitors will write up a report on the visit and let the Umoja Coordinator Jocelyn Mouton and Dr. Laguerre see their report. Rob Simas advised that the Umoja Program will bring their Annual Report to SGC in June 2010. Erin advised that SCC’s Umoja Program has gone forward for consideration of Federal funding and pointed out that they have accomplished a lot in a short period of time. He invited everyone to visit the program, which is located in Building 400.

Student Services: Absent.

Human Resources: Trudy Largent advised that the aggressive recruitment plan that she distributed at the last SGC meeting is paying dividends as her department is receiving applications to the positions that are currently open.

Academic Senate:

Jeff Lamb advised that the Academic Senate met on February 1, 2010, and are in active discussion about how to fill their VP position. In addition, the Academic Senate is discussing ARC data and has agreed to the Academic Senate participating on the Superintendent/President's Cabinet. At their meeting, Barbara Pavao gave a report on the number of transfer students from SCC. Jeff commented that it is significant.

**Technology &
Learning Res.:**

Absent.

**Administrative &
Business Services:**

Carey Roth advised that his department completed the 2nd quarter financial report to the Chancellor's Office. He stated that they are on target for this year's budget, pointing out that we are halfway through the year; and, we have spent 50% of the budget.

They are currently working with the Deans and Directors on Banner Training for the 2010/2011 budget and are planning to have a few "Town Hall" meetings to teach employees how to use Banner more effectively. Carey said they are looking at more focused Banner training as well as making the transition from Banner 7 to Banner 8.

With regard to Measure G, Carey advised that the College is opening the new Vacaville Center soon and said we are taking over the building at the end of this month. The Grand Opening event is scheduled for May 8, 2010. Currently the builders are working on the infrastructure, lighting, and signage.

Carey also advised that he is looking at Incident Command Center (ICC) operations at the College to study how the College is run during an emergency. He said that the Chancellor's Office is applying for funds for training that will be a grant to us at no cost.

The meeting was adjourned at 4:00 p.m.

JCL/no