

# SHARED GOVERNANCE COUNCIL MEETING

Minutes – October 22, 2008

Board Room 2:30 – 4:00 p.m.

## Members Present:

**Academic Senate**–Jeffrey Lamb

**CSEA**–Cynthia Simon

**Management**–Shirley Lewis, Esq.; Erin Vines

**Resource Persons**–Jay Field; Don Mourton;

Charles Shatzer, Ph.D.; and Nora O’Neill

**ASSC**–Lillian Nelson, David Brannen

**Local 39**–Jeffery Lehfeldt

**Interim Supt./President**– Lisa Waits, Ed.D.

## Members Absent:

**Minority Coalition**–Kevin Anderson, Sal Alcalá

**CCA/CTA/NEA**–Tom Grube

**Resource Persons**–Mazie Brewington

Rich Christensen, Ed.D.

Robin Steinback, Ph.D.

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

Interim Superintendent/President Lisa Waits called the meeting to order at 2:30 p.m.

### (b) **Approval of Agenda**

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

### (c) **Approval of Minutes**

It was moved by Lillian Nelson and seconded by David Brannen to approve the Minutes of the September 24, 2008, SGC Meeting as amended. The motion carried unanimously.

It was moved by David Brannen and seconded by Lillian Nelson to approve the Minutes of the October 8, 2008, SGC Meeting as amended. The motion carried unanimously.

## 2. **Follow up on the Strategic Proposals from the Enrollment Management and Retention Task Force**

The discussion began with an inquiry from VP Field as to what the actual deadline was for turning in the Strategic Proposals. Dr. Waits advised that November 1, 2008, was the deadline. Charles Shatzer stated that he felt no one really knew what the process was for the Review Groups and suggested that the process needed to be fleshed out. It was determined that the process is: (1) Managers discussed the proposal with their divisions, (2) Managers then took the proposal to their VP, (3) VP’s took the proposal to EC, (4) the proposal then went to FABPAC.

Dr. Waits wrapped up the conversation on this subject by stating that she would do the following: (1) confirm with EC members that their proposals are complete and have been through the Review Group; (2) she will call a meeting of a special work group, consisting of Cynthia Simon, Lillian Nelson, Charles

Shatzer, Rob Simas and herself to develop a proposal to present to the Shared Governance Council at the next Shared Governance Council Meeting; and (3) she will tell FABPAC members, at their November 5, 2008, meeting, that the proposals are on the way. (Shirley Lewis pointed out that the Emergency Response Training is scheduled for November 5, 2008, from 1:00-5:00 p.m.)

### **3. Accreditation**

The approval of the Substantive Change Reports for the Vallejo Center and the Aeronautics Program at the Nut Tree were discussed. Cynthia Simon stated that she had some concerns about the staffing at the Vallejo Center. Jeff Lehfeltdt advised that “Local 39 members have huge concerns about the staffing at the Vallejo Center for service, grounds and custodial positions – positions that were promised on the front end but were not added to the back end.” It was moved by Shirley Lewis and seconded by Lillian Nelson to approve the two Substantive Change Reports. The motion carried unanimously.

### **4. Academic Senate/Accreditation Info**

Jeff Lamb informed SGC of the direction that the Academic Senate was moving toward with regard to Accreditation. He said their goal is to not be in a reactive role but a proactive role with the Accreditation process. Jeff advised that he found the Shared Governance Council (SGC) to be an effective group for bringing forward issues, discussing the issues and building bridges where no bridges existed before. He stated that there was some really genuine dialogue about issues in SGC. With the stakeholders at the table in the SGC, when things came up that were problematic, they were handled very quickly in the SGC environment.

The Senate is considering creating a steering committee that would look very much like the SGC. The steering committee would create a narrative that could be passed on to an editor to finalize the work. There would be focus groups that would break down the standard. Under the Steering Committee, there would be four different chairs; and, ideally, there would be chairs (faculty) and co-chairs (non-faculty) working with the four different standards. The steering committee would create a narrative that could be passed on to an editor to finalize the work. Underneath the chairs and co-chairs would be focus groups made up of people who have a commitment in a particular area who would break down the different standards. For these roles, the Senate wants individuals who know everything about their specific subject and stick with it. Jeff cited the example of the way Ruth Fuller got on the Library Committee, worked hard and was able to effect substantive changes in the Library due to the Accreditation documents. Jeff asked the SGC members to think about whether or not they would like to be on the committee or would they want to send a representative to participate. Charles Shatzer clarified that this would be for the Accreditation Reports that will be due in 2010.

Dr. Waits stated that colleges have standing committees, and it may be that the Accreditation Steering Committee should be a standing committee that meets quarterly for the purpose of focusing on the status of the Accreditation documents.

Jeff stated it would be the responsibility of the focus groups, co-chairs and chairs of each standard to make sure that there is evidence so an Accreditation Report is not submitted with a statement saying, “evidence documentation forthcoming.”

Charles Shatzer advised the SGC that, during the mid-1970s, each campus committee created its own charter, outlining the goals of the committee, purpose of the committee, when it met, etc. He suggested creating a charter for the four groups involved with the Accreditation so people would know exactly what each standard is and what the goals are. These charters should be placed on the Committee’s site on the Internet/Intranet.

Dr. Waits reiterated Jeff Lamb's proposal that all SCC divisions work closer together as an institution and that an ongoing standing accreditation steering committee be created to address accreditation throughout the year.

Jeff advised that the Senate currently has an Accreditation Committee.

Dr. Waits stated that she believed an Accreditation Steering Committee should be created out of Shared Governance.

Jeff said he will report back to the Senate that SGC recognizes and values that accreditation is an arduous process and that SGC is willing to, in some way, share the weight of the responsibilities of the accreditation process.

Dr. Waits stated that everyone needs to begin living the standards.

#### **5. Update of Campus-wide Committees/Task Forces/Councils/Coalitions List for 2008/09**

Dr. Waits reminded the SGC members that the Campus-wide Committees List has been forwarded to the involved individuals for updating for the 2008/09 List. Discussion ensued as to cleaning up the List and deleting defunct groups and combining some groups where appropriate.

#### **6. Review of Governing Board Agenda**

Dr. Waits distributed the draft of the October 22, 2008, Special Board Meeting and the November 5, 2008, Regular Board Meeting and answered a few questions about some of the Agenda Items.

David Brannen mentioned that the students will be unable to attend the Superintendent/President Search forums because of the time that the two forums were scheduled. Jeff Lamb said that faculty would also not be able to attend the forums because of the timing of them.

Jeff Lamb inquired about the fire science facility that is being planned at the new Vacaville Center and asked if discussion had taken place about the location of the facility vis-à-vis local homeowners, etc. He stated that discussion is taking place at the Board level but no where else on campus. Dr. Waits advised SGC that she would share information about this fire science facility as she becomes familiar with the project. She suggested to Jeff Lamb that he contact Bob Johnson and Roy Pike for more specific information.

#### **7. College Area Reports/Announcements**

**Interim Supt./President** – Lisa Waits

No Report.

**ASSC** –Lillian Nelson/David Brannen

David Brannen advised that the ASSC Halloween Hip Hop Showcase and Dance was scheduled for October 31, 2008, 6:00-10:00 p.m., in the SCC Cafeteria. Admission is \$8.00, or \$6.00 with a canned foods donation. \$2.00 of each ticket sold will benefit the Matt Garcia Scholarship Fund.

**Academic Affairs** – Robin Steinback

Absent.

**CCA/CTA** – Tom Grube

Absent.

**CSEA – Cynthia Simon**

Cynthia Simon advised that on January 12, 2009, at the SCOE offices, there will be a Health Plan Comparison Seminar; and, everyone who is on the Healthcare Committee, the Union presidents and District representatives need to participate. Providers who will be represented at this seminar are CVT, SYSC, Blue Shield or Blue Cross and Healthnet. No brokers will be attending the seminar, only vendors. Cynthia Simon reminded SGC that, at one time, SGC considered establishing a subcommittee to develop policies for equipment repair and replacement. She urged the SGC to move forward on that.

**Local 39 – Jeff Lehfeldt**

No Report.

**Management – Shirley Lewis**

No Report.

**Minority Coalition – Sal Alcalá/Kevin Anderson**

Absent.

**Student Services – Don Mourton**

Don Mourton informed SGC that the spring schedule is being finalized, and he anticipates that it will be on line early next week.

**Human Resources – Rich Christensen**

Absent.

**Academic Senate – Jeff Lamb**

Jeff Lamb stated that the Academic Senate went through the prioritization list for hires. There are 4 faculty positions for replacing faculty, and they have a list of 11-12 new faculty positions they would like to hire if new monies become available. He advised that the Senate had reports from the BSI group, Rob Simas about Planning and Program Review (they want to continue the discussion about Program Review and its relationship to the budget), and the Study Abroad Committee, who had 3 proposals – Costa Rico, Paris and 1 other. The Learning Community is now a Standing Committee of the Senate.

**Technology & Learning Resources – Jay Field**

No Report.

**Workforce & Community Development/  
Foundation/Comm. Svc. – Charles Shatzer**

The SCC Foundation Online Auction will run from November 1-30, 2008.

**Administrative and Business Services/  
FABPAC – Mazie Brewington**

Absent.

8. It was moved by Lillian Nelson and seconded by David Brannen to adjourn the meeting. The meeting was adjourned at 4:08 p.m.