

SHARED GOVERNANCE COUNCIL MEETING

Minutes – July 22, 2009

Board Room

1:00 – 4:00 p.m.

Members Present

Minority Coalition: Kevin Anderson
Faculty: Jeff Lamb
Administration: Shirley Lewis, Erin Vines
Classified: Cynthia Simon
Students: Lillian Nelson
Interim Supt/Pres: Dr. Jowel Laguerre
Resource Persons: Robin Steinback, VP-AA; Susan Rinne, Int DFS; Nora O’Neill, Exec Coord

Members Absent

Faculty—Melissa Reeve
Classified—Ralph Meyer
Students—Tara Norman
Resource— Jay Field, VP, T&LR; Lisa Waits, VP-SS; Ross Beck, Dir of PR

Guests

Rob Simas, Judy Spencer

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

Superintendent/President Jowel Laguerre called the meeting to order at 1:08 p.m.

(b) **Approval of Agenda**

It was moved by Jeff Lamb and seconded by Shirley Lewis to approve the Agenda for this meeting. The motion carried unanimously.

(c) **Approval of Minutes**

There were no minutes to approve at this meeting. Cynthia Simon requested a change of fact be made to the June 24, 2009, Shared Governance Council Minutes – in the penultimate paragraph on page 2, the word after 32% in line 5 should be “without” – not with.

2. **Board Agendas – Hardcopy vs. Electronic**

Dr. Laguerre introduced this subject by stating, in order to cut costs by limiting the number of hardcopy agendas that are currently being distributed, he is looking at providing electronic versions instead of hardcopy versions. Judy Spencer advised there is a campus distribution list and a U. S. Mail distribution list. Jeff Lamb suggested Judy send a notice with her next distribution asking each recipient if they still want to receive the hardcopy agenda. Judy stated the current distribution cost for the Governing Board Agendas is \$12,000 per year. Rob Simas pointed out that, currently, everyone who receives \$ALL emails receives the Governing Board Agenda through the \$ALL distribution. Dr. Laguerre stated that a few hardcopies will still be needed and said that some of the people currently receiving hardcopies might accept a CD instead of the hardcopy. Jeff Lamb stated that we should provide the lowest amount of hardcopy versions as we are required legally. Susan Rinne asked if Warrant Listings are placed on the Website. Judy responded they are not. The SGC recommendation

is that Judy Spencer send an electronic version of the Agenda and Attachments via \$ALL; the public will not need the complete agenda with attachments on the table at Governing Board meetings -- just have the agendas available on the table; Judy Spencer will survey the individuals that are currently on the distribution lists to inquire if they still want to receive hardcopy versions and report the results of her survey back to SGC; and the College will publish the lowest amount of hardcopies of the Governing Board Agendas as is legally required.

3. Reorganization Due to Impact of Budget Reductions

Robin Steinback reviewed the organizational structure of Academic Affairs. She advised that the department had been reduced by one dean and one associate vice president, and the work of those positions was distributed logically over the six remaining divisions. She stated that the deans held meetings with their faculty to discuss this change. Cynthia Simon expressed concern about the Business and Career Technical Education program being large and the Dean having two offices to handle both divisions. She asked if consideration had been given to the possibility of having a division coordinator position added to that department. Robin Steinback advised they are considering department chairs.

Shirley Lewis asked Robin Steinback for specific information about the Facilities Use Agreement. She explained that Bob Myers now has the responsibility of working out agreements with groups using the College's facilities.

Jeff Lehfeltdt asked Robin Steinback what the best format function of a College is that she is aware of and did she feel the College is moving in the right direction. He said he perceived this as one of the opportunities to get rid of the "Ivory Tower" mentality that exists at various campus locations and get everyone moving in the right direction with a structure that would lead the campus instead of having a culture of conflict between disciplines. Robin stated that she would need to have more information to answer Jeff's questions. With regard to the most effective college organization, she said that every college has its own climate and culture and stated that SCC is a medium-sized college, yet it still maintains a small-college environment where people matter. She said there are models of effective multi-campus district structures; however, she felt what is most effective is we tailor how SCC conducts its interactions and business to shape the learning experience for everyone. Jeff asked, given where we are with accreditation; i.e., moving off of Show Cause sanctions, is the College still moving in the right direction. Robin said yes.

Kevin Anderson asked if John Urrutia, who is now the Dean of Business and Career Technical Education, would have two offices and will there be a schedule posted of the office times. Robin advised that John Urrutia has already set the schedule of where he will be, and that schedule will be posted. Cynthia Simon commented she is concerned about the working conditions and environment for the CSEA employees.

4. Budget 2009/10

Susan Rinne distributed the following three items:

- (1) Information from the CCLC outlining the impact of the proposed budget cuts on SCCD. Susan stated that the State has a budget but not everything in that budget has been signed off on yet. She said SCCD will lose funding for approximately 1,600 students.
- (2) A spreadsheet outlining the General Apportionment calculations
- (3) A spreadsheet outlining the Budget Impact for SCCD, which indicates a reduction of \$532,783 still needs to be made in the 09/10 budget.

Jeff Lehfeltdt inquired as to whether or not the Federal Stimulus money will apply to Categorical Funds, and Susan Rinne advised that the current proposal would offset Categoricals.

Jeff Lamb pointed out that the College is committed to keeping current personnel working.

Dr. Laguerre advised that the College has the potential to get \$1 million for the Vallejo Center being designated as a center, and the College is challenging the \$1.8 million dollar fine.

Jeff Lamb stated that the only way the College is going to get out of its problems is to grow out of them; however, the College will not be funded for growth. He asked the College's growth plan was actually in *keeping* students at SCC more than *adding* new students to the SCC enrollment? Jeff also asked for specifics regarding what faculty can do to assist and stated that it would be helpful to have training on the "administrative language" used at the College; e.g, what exactly is FTES, etc. It was agreed that open campus forums will be held to address this, and the ASSC students will be included in the forums.

Robin Steinback advised that the UC's and the CSU's are telling students to go to community colleges. She also pointed out that SCC is positioning itself to be able to quickly grow as soon as things turn around.

Dr. Laguerre commented that, as the College becomes more prosperous, conversations need to take place with regard to how that prosperity can be used to ensure the College is more financially stable and also benefit employees.

5. Accreditation

Robin Steinback advised that the Special Report to the Commission is due on October 15, 2009, and she stated that the Working Groups will, again, be preparing the document. She said that Dr. Laguerre has appointed managers and administrators to co-chair the Recommendation Working Groups, and Jeff Lamb is arranging for the faculty co-chairs. Robin will be sending invitations to CSEA, Local 39, and ASSC to organize their appointments as well. She also advised that the wiki is currently being organized.

Robin stated will be asking the chairs of the Working Groups to hold open campus forums the first two weeks of the semester – one in the daytime and one in the early evening. Because of the summer break interruptions, some committee members are already working on the Report and organizing evidence. They have created a bullet list in response to the recommendations. Good news: according to the Team Report, we are now only out of compliance on just two recommendations vs. seven before. The timeline for the Report is as follows: The final draft is due September 2, 2009. Accreditation Summits will be held on September 16 and 23 (September 16 will be a Special meeting of the SGC, and September 23 is a regular scheduled meeting of the SGC.) The Report will go to the Governing Board, as information, at a Special meeting on September 30. The Board is scheduled to approve the Report on October 7, 2009.

Jeff Lamb informed Cynthia Simon that Robin Steinback will ask for her ideas on staff to work on this report. He is going to encourage faculty who served on the last working groups to continue, and he said anyone who would like to participate certainly can – participation is not being limited. Having the continued support of those who were involved with the last report is important. Jeff stated that having meetings during the first two weeks of classes is not ideal, but it is necessary in this instance. It is the only solution based on the timeline available to the College. The Working Groups are now doing "pre-work" so, when everyone is back on campus, they will have a foundation for their assignments.

Kevin Anderson commented that it is important to get broad representation from faculty and suggested telling them they have to get involved and to please take it into consideration.

Robin Steinback reviewed the chairs of the various Working Groups:

- #1 Dr. Laguerre and Jeff Lamb
- #2 & 3 Dave Redfield, Rob Simas, and Tracy Schneider
- #6 Interim Director of HR Trudy Largent and Michael Wylly
- #7 Susan Rinne, Jay Field, Dorothy Hawkes, and possibly Tom Watkins
- #8 Dr. Laguerre and Presidents (Academic Senate, CTA, ASSC, Local 39, and CSEA)

It was confirmed that the Report due this October covers what the College has done since the “Show Cause” report was completed. Robin Steinback advised that presentations giving an overview of each recommendation will be held during Flex Cal.

Dr. Laguerre commented that he is excited with what the team is doing and appreciates the contribution that everyone throughout the College has made to get the College where it is today.

Cynthia Simon stated there was a need for additional wiki training. Jeff Lamb said there would be wiki training and suggested everyone look at the tutorial for using the wiki, which can be found at the following website: <http://techlr.pbworks.com>.

Jeff Lamb and Rob Simas again presented the Integrated Planning Process (IPP) for discussion with the SGC. Cynthia Simon stated that the College needs to address the UMOJA project, saying a better way to follow up on items needs to be developed. Apparently there was some confusion because of the fact the College’s Learning Community classes were called UMOJA. However, the UMOJA project from the PERT was referring to an organization created by the Chancellor’s office. This confusion ended the approval process of the PERT UMOJA project. The IPP will be brought back to the next SGC meeting (August 12, 2009) for approval. Lillian Nelson pointed out that each proposal needs to be able to stand alone – leaving no room for questions or misunderstandings. Dr. Laguerre said he wants to see the UMOJA proposal.

Dr. Laguerre also pointed out to the SGC that the College’s Strategic Plan expires in 2009 and advised that work on that Plan needs to begin soon.

6. Policy 2005 Shared Governance

The review of Policy 2005, covering Shared Governance, will return to the August 12, 2009, SGC meeting for updating by the SGC. Dr. Laguerre stated that the Shared Governance Council can play a great role when there are issues that tend to divide the College; and, in these instances, SGC can bring the College together.

7. Other

Jeff Lamb brought up the question of the actual meeting time for the SGC. He said it was his understanding that the 1:00-4:00 p.m. meeting time was only to be a 1-time occurrence and that the SGC was to return to 2-hour meetings after that. It was agreed that the regular meeting time for the Shared Governance Council will be from 1:00 to 3:00 p.m.

8. College Area Reports/Announcements

Local 39 – Jeff Lehfeldt On behalf of Local 39, Jeff expressed their desire to have the U.S. Flag flown half staff when a College employee dies. It was agreed that this subject be placed on the August 12, 2009, SGC meeting agenda.

The meeting was adjourned at 3:12 p.m.

JCL/no