

SHARED GOVERNANCE COUNCIL MEETING

Minutes – October 14, 2009

Board Room 2:00 – 4:00 p.m.

Members Present

Minority Coalition: Kevin Anderson
Faculty: Jeff Lamb, Tom Grube
Administration: Zandra Gilley
Classified: Cynthia Simon, Ralph Meyer
Students: Tara Norman, Lillian Nelson

Resource Persons: Dr. Jowel Laguerre, S/P; Rob Simas, Dir. R&D; Ross Beck, Dir PR; Susan Rinne, Int. Dir-FS ; and Nora O'Neill, Exec Coord

Members Absent

Minority Coalition: Shirley Lewis; **Administration:** Erin Vines
Resource Persons: Trudy Largent, Int. Dir HR; Lisa Waits, VP-SS; Robin Steinback, VP-AA

Guest: Bob Myers, Phil Andreini

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

Dr. Laguerre called the meeting to order at 2:09 p.m.

(b) **Approval of Agenda**

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

(c) **Approval of Minutes**

It was moved by Kevin Anderson and seconded by Cynthia Simon to approve the SGC Minutes. To clarify the intent of the motion, Jeff Lamb moved to approve all three sets of SGC Minutes contained in the Agenda; i.e., September 9, September 16, and September 23, 2009. The motion carried unanimously.

2. **SGC 2009/10 Meeting Schedule**

It was moved by Jeff Lamb and seconded by Kevin Anderson to approve adding the additional meeting date of November 18, 2009, to the current SGC Meeting Schedule. This meeting date was given up by FABPAC in order to provide the SGC an opportunity to have a meeting in November, 2009. The two regularly scheduled November SGC meetings fall on holidays.

3. **Strategic Proposal from Enrollment Management Committee to add a Women's Intercollegiate Sport (Water Polo)**

Lisa Waits was absent from this meeting; consequently, the SCC Strategy Proposal and Evaluation Form covering this subject was not available to the SGC members. Dean of P.E. and Athletics Bob Myers was a guest at this meeting and was able to provide some background information on this subject. He explained that adding a new women's intercollegiate program was necessary for working towards increasing Title IX compliance with regard to proportionality as well as in planning and adding new women's sports programs. Bob stated the sport that will be added when the new women's sports program is approved may not necessarily be Women's Water Polo. Bob said he would email the Strategy Proposal and Evaluation Form to Nora O'Neill, who will distribute it to the SGC members. This subject will return to the next SGC meeting as an Information item.

4. Strategic Planning Participation

Dr. Laguerre advised that his plan is to have an updated Strategic Plan by the end of December of this year. He has asked Dr. Robert Jensen to assist with the process. Dr. Jensen will be on campus on October 30, 2009, to work with a small group to

address some pre-planning items. Dr. Laguerre said that the PERT members will be participating in this small group. On November 12 and 13, SCC staff will discuss strategic planning and the results of the October 30 session, review the Mission Statement, etc., and analyze the College's Strengths, Weaknesses, Opportunities, and Threats. On December 4, 2009, there will be another strategic planning meeting that will include members of the community. At that meeting, the new Strategic Plan for the College will be reviewed, discussed, and finalized.

5. Reorganization Update

Dr. Laguerre read the following email from Robin Steinback:

"I am participating in interviews for the Curriculum Analyst and as a result will not be in attendance at Shared Governance Council today. I believe that it is important that you share with the SGC our intention to hire an interim Dean for the remainder of this academic year so that the Library, Learning Resources, and Instructional Technology that were previously supported by the VP Technology and Learning Resources have an educational administrator. Attached is the generic dean position.

The Recruitment for Interim Dean will be conducted as we did for the Interim Dean of Math & Science. I propose the following timeline and process:

- *The position will be recruited from within current full-time faculty;*
- *Preferred qualifications to include experience with distanced education;*
- *Composition of Interview committee will be consistent with SCC Employment Selection Procedures for a Dean (See AP 4000, Section IV.b.2)*
- *Timeline: Letter of Interest and Resume/CV due ~ Friday, October 23??*
- *Interviews tentative October 29 or November 2*
- *Board Approval - November 4"*

Dr. Laguerre advised that they would be recruiting for this position from within the College and are looking for someone with Distance Education experience. Dr. Laguerre said they are still figuring out the funding for this position. Nora O'Neill will send Robin Steinback's referenced email to the SGC members.

6. 2010-11 Accreditation Self-Study

Dr. Laguerre informed the SGC members that several SCC employees attended a Self-Study training at Los Rios Community College. Rob Simas advised that the ACCJC stressed the importance of not just providing data in the Self-Study—the ACCJC requires proof of how the College used the data to make decisions. "Snag it, Tag it, and Bag it." Jeff Lamb stated that he was reminded at the training that the ACCJC standards were written by colleagues. He also identified some areas that still need to be done at SCC for the Self-Study. Tom Grube advised that it was important for everyone to identify right now what the College should be doing in 2012—get it on the radar now. Rob Simas stated that everyone needs to be thinking ahead about the data we will be providing, and he reminded the SGC members that the *SCC Standard of Writing Style for Reports* was being developed.

Cynthia Simon asked if any CSEA employees from SCC were invited to this training. Jeff Lamb said that the invitations were sent by the ACCJC, and he did not think any CSEA employees were included. Dr. Laguerre said he would look into this to see what happened vis-à-vis CSEA employees.

7. Accreditation

Dr. Laguerre advised that the Accreditation Visiting Team would be on campus on October 30, 2009, from 10:00 a.m. to 3:30 p.m. The Chair will again be Dr. John Nixon, and they will be focusing on Planning and Fiscal status.

8. Budget 2009/10

Susan Rinne informed SGC that the budget was presented to the Board for approval on October 7, and it was approved. With regard to the \$1.8 million fine from the Chancellor's office, the College will not have to pay those funds; and, they will be placed into the emergency account, which had been at \$34,000. Tom Grube strongly urged the College to reconsider placing the \$1.8 million into the emergency fund and instead use some of that money to cut down on the cutbacks currently planned for the Spring 2010 semester; i.e., cutting 123 course sections and laying off 60 adjunct teachers. Dr. Laguerre stated that he does not want to put the College in a bad financial situation and reminded the SGC members that the College has an Accreditation recommendation concerning financial stability. Jeff Lamb asked when the Redevelopment funds would be hitting the books, and Susan Rinne advised that those funds are already in the budgets. Tara Norman stated that the students are concerned about the Categorical cuts. Cynthia Simon acknowledged that the District put the stimulus funds back into the departments that needed them. At the request of Tom Grube, the following statement has been included in the minutes: The costs associated with Special Trustee Tom Henry's contract and other consultant contracts are being paid from the General fund since there is no \$1.8 million fine from which to pay these contracts

9. Governing Board Agenda

Dr. Laguerre reviewed the Governing Board Agenda for the October 21, 2009, Governing Board Meeting with the SGC members.

10. College Area Reports/Announcements

ASSC: Tara Norman advised that the ASSC is working with the Boosters Club to encourage support for the football games and women's sports games. They are working on fundraisers as well as doing their funding requests. They will be attending a Leadership Conference in Sacramento over the weekend. Their annual Canned Food Drive will begin on October 26, 2009, and barrels will be conveniently placed around the campus for everyone drop off their donations.

Academic Affairs: No Report.

SCFA: Tom Grube advised that Josh Scott (organizing chair) and Kristie Iwamoto (adjunct rep) have arranged a get-together, during Adjunct Equity Week, from 4:00-6:00 p.m., on Tuesday, October 27.

CSEA: Cynthia Simon advised that the latest CSEA Newsletter was now available. She also stated that Dr. Laguerre had attended the September 23, 2009, CSEA Meeting, and there was good interaction between Dr. Laguerre and the CSEA members.

Local 39: No Report.

Management: Zandra Gilley reported that ALG's last meeting was a joint meeting with members of the Vacaville Chamber of Commerce. It was an opportunity for everyone to meet and learn what is going on at the College and at the Vacaville Chamber.

Minority Coalition: Kevin Anderson reported that the Minority Coalition recently met with Robin Steinback and Phil Andreini to discuss the Ethnic Studies position that has not yet been filled, and he stated that it was agreed the Minority Coalition will have input on updating that job description.

Student Services: In Lisa Waits' absence, Dr. Laguerre advised that Student Services worked hard to get the Categorical situation under hand.

Human Resources: In Trudy Largent's absence, Dr. Laguerre reported that the interviews for the CBO position are scheduled for October 28, with final interviews scheduled for November 9. He said they are looking at interviewing several candidates. Dr. Laguerre also advised that there are several candidates for the HR Director position. He said interviews are currently taking place, and second interviews are expected to take place before the end of the year.

Academic Senate: Jeff Lamb advised that the Academic Senate is working on planning, using an operation proposal model to bring ideas forward. They have set up several task forces to look at goals, and they want to better understand enrollment management and best practices for retention. The Senate is continuing their work on Accreditation. Also, Jeff stated that he will be bringing to SGC a proposed policy and accompanying procedures to have an Institutional Review Board at SCC.

Technology & Learning Res.: No Report.

Administrative & Business Services: Dr. Laguerre advised that FABPAC agreed to give their November 18, 2009, meeting date to SGC so that SGC could have a meeting in November. The two dates that would normally be scheduled for the regular SGC meetings both fall on holidays.

The meeting was adjourned at 4:05 p.m.

JCL/no