

SHARED GOVERNANCE COUNCIL MEETING

Minutes – December 9, 2009

Board Room 2:00 – 4:00 p.m.

Members Present

Minority Coalition: Kevin Anderson, Shirley Lewis

Faculty: Jeff Lamb, Tom Grube

Administration: Erin Vines, Zandra Gilley

Classified: Cynthia Simon, Ralph Meyer

Students: Tara Norman, Lillian Nelson

Resource Persons: Dr. Jowel Laguerre, S/P; Robin Steinback, VP-AA; Lisa Waits, VP-SS; Carey Roth, VP-ABS; Jim Ennis, Int VP-T&LR; Trudy Largent, Int. Dir HR; Rob Simas, Dir. R&D; Ross Beck, Dir PR; Susan Rinne, Int. Dir-FS; and Nancy Blanc, Exec. Asst. and Meeting Recorder

Members Absent

Resource Persons: Nora O'Neill, Exec Coord; Zandra Gilley, Administration

Guest: Bob Myers

1. (a) Call to Order

Dr. Laguerre called the meeting to order at 2:05 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

Approval of the Minutes of November 18, 2010, was tabled to the next SGC meeting on January 27, 2010.

2. Introduction of New VP-ABS Carey Roth

S/P Laguerre introduced with joy and excitement that the new Vice President of Administrative and Business Services Mr. Carey Roth; all gave him a warm welcome. Mr. Roth expressed his thanks for the warm welcome and stated that he is already up to here with work.

3. Community Services Policies – Facilities

Dean Myers gave a brief history of the project. Last spring given the task to create a proposal that would update Community Services Policies - Facilities. His task was to increase income from facility rentals, make sure adequate insurance for both internal and external users was updated; look at costs that other schools charge, and get a grasp on what our real costs are. Dean Myers reviewed with members of SGC the Comparison of Current and Proposed Fee Schedule; Pool operating costs, comparable stadium rental costs; and policies and general costs. Lillian Nelson, thanked Bob Myers for his time and energy in bringing us a document we can really “chew on”.

Tara Norman – ASSC voted that room1421 is available as leased space and asked that a note is placed on the proposals. Dr. Laguerre also noted his thanks. Jeff Lamb clarified there is no a rental fee for clubs who wants to have a function? There is not cost if the event does not require additional staff, heating, air, etc. Ralph Myer – Noted that the pool runs 24 hours a day; when you have extra people in the pool, are the fees higher then when the pool is empty? Yes. Shirley Lewis – Please clarify that our vendors who use our lobby at \$40 a day. JJ is not responsible for booking these vendors. No, but please be sure that they

have adequate insurance. Lisa Waits – Conference room next to A & R 400B is not included as leased space? That is correct. Tom Grube – Fees 2% or CPI a year; I would like you to have more freedom in rounding up the fees; make the math easier, 10% or \$5.00. Lillian Nelson – 2%, but rounded to the nearest dollar. Tara Norman – Parking lot fees. Is that for students? No, for those who rent. Dr. Laguerre – next step is to present to FaBPAC, then to Board. Do we have support to move forward? Let's bring back to the next meeting and vote for support. Tom Grube – Your comparison for parking fees might be a better comparison if you look at what other members of the community would charge instead of other colleges.

4. Measure G Reprioritization

Measure G – Handouts; recall conversations with Bob Jensen that we stop new projects until a time when we could look at the budget vs. priorities and completion of projects. Board reviewed the list. Mr. Froehlich went over the handout with the members of SGC. Pages 1-3 list projects that are complete. Move to Section III, page 4 & 5 - Projects remaining/pending new projects based on available funding. Bond Project numbering with a letter (N) is a new projects for consideration. Uncommitted funding is 15M.

We submitted two projects to the state for funding. 1200 Theatre building – gut bldg. Requested 12M from the state to do this project. 100 Library (new building) asking the state for 50% or the costs (our cost would be 17M). SCC would have approximately 1.5 years to come up with our match. If state bond passes in November 2010 then money would be available for the state to allocate that to our projects. Hopefully we would be funded. Keep in mind we would have to come up with our half of the match of 17M. Might need an additional bond measure passed to get our 17M.

Confusion: Lisa Waits 17 -18 m was or was not committed to the library building... Froehlich it was not. Lillian – asked for clarification on the funding of the Library. How do we pay for the plans that need to be presented in order for the state to approve the project? We have conceptual drawings and a cost estimate that is done on a contingency. Cynthia Simon – does it include the demolition of the 100 bldg.? Yes.

Projects on page 4-5 looking at the priorities, slated for safety, and infrastructure. Been to the Board twice and has only asked for three adjustments (not made the second set of adjustments yet on the priority list). Tara Norman – concerns with safety, lighting, call boxes included in the list? No. Our lighting is good, the call boxes ... probably get three more. David Froehlich would like a list of the areas that Tara's students expressed concerns over lighting. ASSC has surveyed students in the past and a committee discussed the issues brought forward by students. Bob Myers – lighting around 1700 bldg. currently being resolved should be finished by the spring semester. Shirley Lewis – lighting has always been a problem and we were told that the lighting would be addresses under Measure G for lighting and security. Also between 400 and 500 bldgs, said Lisa Waits. Lillian - I would like the upgrade of security/lighting moved up on the priority list instead of having the 600 building renovated first. S/P Laguerre suggested that Lillian make a comment to the Board, as Dr. Laguerre stated we are taking directions from the Board as far as the priority list.

Tom Grube – Concern from Bio/Chem, faculty about the ventilation in the 300 bldg., safety issue, the faculty see this as a safety concern and you may have done something since your last report, please comment. David Froehlich – I can tell you that it is not a system or building issue, Robin Steinback-Is it a safe building for faculty and students? David Froehlich - We did an air quality review of the building, it appears that the building is being used in a way that the building was not designed for. I cannot say the building is safe for the manner in which the building is being used currently. There are two rooms that have concerns. Lillian Nelson – If \$6M is not going to the VJO Expansion. What about using those funds for the campus police building? Tearing down the portable and build them a real building? David Froehlich -Discussions in progress with Chief Dawson about getting him a new home. David Froehlich – Safety is my first priority of visitors, faculty, students, etc. Yes, we are going to take a real good look to do with Police Services. It is a travesty. There are modulars that we could get that are gorgeous. Lillian – What is the cost? David Froehlich - More than 2M, but I have no real estimate. I'm looking into this it is my job.

5. Procedures, Policy 6203, Honorary Degrees

Dr. Laguerre handed out the Policy & Procedures 6203, Honorary Degrees document and reviewed the changes with SGC. Accurately reflects conversations at SP Cabinet and SGC. Policy establishes criteria for awarding honorary degrees; now we offer the Administrative Procedures. Robin Steinback stated that it was great to have the Academic Senate involved in the process. Good job said Dr. Laguerre. Now goes to the Governing Board, M: Jeff Lamb S; Tara Norman; for support to move forward.

6. Vallejo Center Expansion

S/P Laguerre stated that Ford Motor Corp. has accepted a bid from someone else on the building we were interested in. Another site that we own is available for us to develop as parking. To build another building, we will need a second bond.

7. Job Descriptions

~~(a) Chief Information Systems Officer~~; Position listed should have been: Coordinator, Marketing & Student Recruitment which was handed out at the last meeting.

(b) Executive Director, Institutional Advancement

(c) Vice President Academic and Student Affairs

(d) Dean, Enrollment Management

Note: Missing from Agenda: Dean, Academic Success & Learning Resources (not discussed)

Trudy Largent – On Nov. 18 Trudy distributed job descriptions. And asked for feedback. Any feedback. Yes, Jeff Lamb. Dr. Lamb expressed several overall comments:

- After reviewing the various job descriptions it seems that they all read a little bit flat.
- Keeping in mind that Dr. Largent indicated at the last meeting that we are looking for the creative, dedicated, person seeing a challenging position, I feel that the job descriptions should be more enticing.
- It seems that when we list Knowledge of and Ability to... What about the commonalities, I'm finding that we do not have that. Sensitivity clause is different across each of the job descriptions we are reviewing. I would suggest that we choose one sensitivity clause and keep it as our standard for all job descriptions bringing about the uniformity of our job descriptions.

*Trudy – there are some commonalities, but there are job specific duties to each position. These must be job specific, cannot use a boilerplate template. Jeff Lamb – Do we have a Public Information and Marketing plan? Do we have a program in programs, communication, has been our goal since 2007. Do you want to change the language to all read “Working with the Superintendent.” Agreement. Lillian – There is an equivalence statement? Yes. Nora would report to this person. Cynthia Simon – Requires a degree or equiv. then we do not have any experience. What about years of experience? Supervision is not a duty as listed. This position reports to S/P (Executive Director, Institutional Advancement) Trudy – Are you asking what does the Ex. Director denote? Yes, Jeff Lamb Trudy - If you look at other job descriptions you will see that it is a commonly used title, but does not necessarily mean that they have a higher ranking.

(a) Discussion - Coordinator, Marketing & Student Recruitment

- If you have two supervisors the one who reports to the S/P and to the Executive Director of Institutional Advancement, then the one who reports to the S/P will always win out. This person should not report to two people. Dr. Laguerre - Remove the reporting to Ex. Director of Institutional Advancement. Jeff Lamb - I would like to see this reviewed with Ross Beck who currently performs the duties of most of this job to be certain things are not falling through the cracks? Coordinates the development of the catalog. Does the job description fit the needs of the college?

(b) Executive Director of Institutional Advancement

- See * above.

(c) Vice President Academic and Student Services

- Jeff Lamb - There is just so much in the represented in the area of duties. Jokingly “could we add a few more things?” Page 2 – Develop an operational manual. J Lamb - Robin, do we have one? I wish we did, (said Dr. Steinback) it would have made my life easier. J Lamb - Missing – Knowledge of, and Ability to... a genuine concern, goal – a stronger connection between SS and AA duties. We want to draw the connection between these two services. Need language to bind the two areas. Integration between Academic services and Student services. Under Basic Function add connection to faculty, administrators, student services; need more about student services—too light. Dr. Largent - Trudy will beef this up and send it electronically. Changes can be made and delivered to the Board on Monday.

(d) Dean of Enrollment Management

- Pg 1, Jeff Lamb, why are we highlighting Accreditation recommendations? Trudy, because we are living and breathing it. It is not the responsibility of one person? Right. Dr. L – it would be good to have it in all the job descriptions, yes, Trudy, we will add that to each of these descriptions. Susan Rinne – should be broader (remove Banner) but use ERP. Make it more generic in job duties so that (integrated system) can be referenced. Jeff Lamb - Parallel the language? Action words vs. passive language? Desirable attributes heading? Trudy Largent - If you label it you have to quantify it. Take out from “Working Knowledge”, but make sure it is under Knowledge, Skills, and Abilities (i.e., ERP, MIS). Lisa Waits – Articulation is a job description not just an assignment. Who is doing high school articulation? Shirley Lewis - The Tech Prep position. Jeff Lamb - Okay, we are good. Page 2 – High school to career website. Knowledge and ability of web design... maybe working in collaboration with college webmaster; add to description. Jeff Lamb – Being that while we normally do not write a job description to fit the person, however in this case, Dr. Laguerre you have appointed Shirley Lewis to the position... can Shirley do the job or is this too much? Trudy Largent – The first thing we look at is “Does this job description fit the needs of the college, first and foremost and secondly, do we have an individual who can fill the position as described.” Jeff Lamb – okay then, because if we have already appointed someone we want to be sure they can do the job... right Shirley, can you do this job? Dr. Laguerre we will deal with that later. There is a lot going on here.

8. Enrollment Management

Enrollment Management – Dr. Laguerre stated that the Interim position of Dean of Enrollment Management was presented on 5/13/09; at that time we were working on the idea of having a Dean of Enrollment Management, I wanted to show you where it came from. Handout- flowchart. We are combining Access and Development to come up with the Dean of Enrollment Management position. Down the road this is what we wanted to do with the position. We have had major issues with financial aid area. We brought in Art Lopez and have made good progress, but we are not where it needs to be. I did not feel good about letting Art go and bringing in a new person without some transition period. Art will be the Interim Dean of Enrollment Management and will oversee Financial Aid until position is filled, approx. 18 months. Susan Rinne - For fiscal purposes the position is Dean of Enrollment Mgmt., and not Director of Financial Aid? Dr. Laguerre – that is correct.

9. Accreditation

VP Steinback shared with members of SGC that Jeff Lamb and she are meeting tomorrow regarding FlexCal plans.

10. Governing Board Agenda

Review of the Governing Board Agenda - Subcommittee will meet at 6:30 p.m.;

5.b Two Board meetings will be off site; once in Vacaville and once in VJO each semester.

Susan Rinne - to make presentation to the Governing Board on Dec. 16 from Shared Governance.

Tom Grube – Strongly requests that closed session remain at the very end of the agenda; or designate a finite time to stop closed session, and then move to the regular open session and go back to closed session again if needed.

Lillian Nelson – prefers to leave closed session at the end.

Dr. Laguerre – you are looking to reconvene at 7:00 p.m. or so. Tom Grube – that is correct.

Trudy Largent gave an overview of the consent agenda under HR.

Easement may or may not be on the agenda. Dr. Laguerre is waiting for a phone call.

11. College Area Reports/Announcements

Superintendent/President: S/P reported promises that he will adhere to the timeline stated on the agenda.

- ASSC:** ASSC reported student study lounge being promoted for finals, Dec. 13-17; 5:00 – Midnight; 1400 bldg. Volunteers needed from faculty/administration for supervision; two-hour increments would be helpful.
- Academic Affairs:** No Report.
- SCFA:** SCFA reported faculty still have concerns about signatures on dean evaluations. HR will take this on.
- CSEA:** Cynthia Simon expressed wishes for a Merry Christmas and Happy New Years as this is the last meeting of the year.
- Local 39:** Local 39 reported Mr. Meyer does not get to participate much in the President's meeting because he is so busy; suggested that if Dr. Laguerre found that he had a meeting cancel he welcomed a call from Dr. Laguerre to see if he was free to just stop by.
- Management:** No report.
- Minority Coalition:** Shirley Lewis reported January 15, 3-6 p.m. 9th Annual Martin Luther King, Jr. "Living the Dream" event. We hope you will attend. Please acknowledge Pastor Ray of True Love Baptist Church, Fairfield. He past away on Wednesday, November 25, 2009, and was very involved in the annual event.
- Student Services:** No report.
- Human Resources:** No report.
- Academic Senate:** No report.
- Technology & Learning Res.:** No report.
- Administrative & Business Services:** ABS/FaBPAC – Mr. Roth stated that he is getting acclimated with the College and that he is very happy with his staff.

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

Respectfully submitted,

Nancy E. Blanc
Executive Assistant
Academic Affairs

JCL/nb