

# SHARED GOVERNANCE COUNCIL MEETING

Minutes – September 22, 2010

Board Room 2:00 – 4:00 p.m.

## Members Present

**Minority Coalition:** Kevin Anderson, Karen McCord  
**Faculty:** Tom Grube, Richard Kleeberg for Thom Watkins  
**Administration:** Zandra Gilley, Erin Vines  
  
**Classified:** Cynthia Simon  
**Students:** Lexi Parmer, John Glidden  
  
**Resource Persons:** Dr. Jowel Laguerre, S/P; Arturo Reyes, EVP-ASA; Karen Ulrich, Dir HR;  
Peter Bostic, ED-IA; Jeff Lamb, Dean Aca Success & LR

## Members Absent

**Classified:** Ralph Meyer      **Faculty:** Thom Watkins  
**Resource Person:** Roy Stutzman, Conslt-Fin & Admin;

**Guest:** Tracy Schneider

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

Dr. Laguerre's called the meeting to order at 2:05 p.m.

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

It was moved by Kevin Anderson and seconded by Cynthia Simon to approve the Agenda for this meeting, with the deletion of the Policy 5000-series items listed in Item 5. The Emeritus Policy will remain on the Agenda. The motion carried unanimously.

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

It was moved by Cynthia Simon and seconded by Lexi Parmer to approve the Minutes of the September 8, 2010, Shared Governance Council Meeting, amended to correct the spelling of Kurt Galloway's and the email address for the Wiki. The motion carried unanimously.

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

J. Lamb: Group has not met yet this semester – their first meeting is this Friday.

Not sure our planning process does the analytics and ensures changes are carried out expeditiously. Want to make the plan process more robust – more things going through.

Some committees have not met for quite some time.

Make sure Plan process is up to date.

IPP up to date to include current Strategic Plan.

3 faculty, 2 staff, 4-5 admin – change to 2-3 admin, 6-8 faculty, 2 staff

### 3. **Accreditation – Writing Reports**

The latest draft of the October 2010 Accreditation Special Report was reviewed and discussed. Jeff Lamb stated that, at this meeting, the SGC members were to discuss the document and answer any questions or concerns anyone had and reminded everyone that the Special Joint Academic Senate/Shared Governance Council scheduled for September 29, 2010, was to approve the final document. He requested any further comments be forwarded to him and/or Tracy Schneider by September 24 to ensure the final document is complete at the September 29 meeting.

### 4. **Policy and Procedures Numbering (SCCD's vs CCLC's)**

Dr. Laguerre advised that, because of all of the Accreditation work that will be going on throughout this year, he was proposing that this question of Policy and Procedures numbering be postponed to summer or fall of 2011. The members of the SGC agreed to this proposal.

#### **5. Policy No. TBD, Emeritus**

It was moved by Kevin Anderson and seconded by Karen McCord to approve the Emeritus Policy. The motion passed unanimously

#### **6. American Public University System (APUS) Concept**

Arturo Reyes advised that APUS would like to do an MOU with SCC to provide an online university, something Military personnel have been using for a number of years. APUS only takes students who have an AA Degree.

#### **7. Review of Agenda for the September 15, 2010, Governing Board Meeting**

Dr. Laguerre reviewed the Agenda for the October 6, 2010, Governing Board Meeting, with the SGC.

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

##### **Superintendent/ President:**

Dr. Laguerre invited all of the SGC members to the ceremony for the signing of the MOU between Solano Community College and Sonoma State University at the Vallejo Center on Monday, September 27, 2010, at 10:30 a.m. He advised the SCC is currently engaged in conversations with The California Maritime Academy, a unique and specialized campus of The California State University, to offer classes at the Vallejo Center in the fall of 2011. Dr. Laguerre also mentioned the recent “gun on campus” incident. The administrative review of the incident revealed there are many things that are broken, and they are in the process of making sure anything in the process that was not working now works. Richard Kleeberg stated that he was pleased that there was an almost immediate response.

##### **ASSC:**

Lexi Parmer advised that last Friday was “Constitution Day” and stated that the Constitution was read five times through. They also registered six students to vote. In addition, the annual ASSC Solano Daze events were going on, and they had a community banner for all to sign. Club Promo is today, and the Lobby of Building 1400 is filled with tables for the various clubs to provide information and sign up participants.

##### **Academic & Student Affairs:**

##### **SCFA:**

Tom Grube informed the SGC that Daryl Allen has been appointed Negotiations Chair for the SCFA.

##### **CSEA:**

Cynthia advised that Dr. Laguerre spoke at the first CSEA meeting of this year today. He thanked the staff for the hard work they have been doing as well as provided an update on the budget. Also, Cynthia introduced Dr. Laguerre to the new labor rep for CSEA Rob Norman. Cynthia commended all of the hard work the College is doing. In addition, Cynthia asked that the impact of the SCC/SSU MOU at the Vallejo Center will have on the staff and inquired if there is a plan to address the new opportunities the College is embarking on – she wants to make sure the staff is not over worked. In answer to Cynthia’s question about the staff, Dr. Laguerre stated, “The staffing that we have is to look toward the future – not the present or the past.” He further explained that, other than answering questions, it is not expected that the staff will have additional work.

##### **Local 39:**

No rep from Local 39 has been appointed to the SGC at this time.

##### **Management:**

No report.

##### **Minority Coalition:**

Kevin Anderson and Karen McCord reported that they have a meeting scheduled for next Tuesday at 3:00 p.m., and Dr. Laguerre, Arturo Reyes, and Peter Bostic have been invited to that meeting.

**Human Resources:** Dr Laguerre advised that there are currently two job searches going on. One is for the position of VP of Finance and Administration – Arturo Reyes is serving as the Committee Chair. The other is for the Director of Fiscal Services position – Erin Vines is serving as the Committee Chair.

**Academic Senate:** Richard Kleeberg advised that the Senate has been discussing curriculum, hiring, and Flex Cal issues and is currently working on setting the date for their joint meeting with the Educational Administrators. A representative from APUS was at their last meeting; however, the representative was not prepared to answer all of their questions.

**Tech. & LR.:** No report.

**Academic & Student Affairs:** Arturo Reyes advised that the draft of the spring schedule is almost done and is pretty much on time. He stated that the Bookstore has some concern about the timeliness of the faculty requisitions for books. When the requisitions are late in being submitted, the books do not arrive in time for them to be on the shelves when the semester begins. Arturo informed SGC that he has asked the Academic Deans to look at their schedules to see if they could add additional development courses because the current classes fill up 2-3 months before the semester begins. They will look at assessment trends for enrollment. In addition, Arturo advised that the Bob Ferelli Group recently provided consulting services on some IT matters. The Group came to SCC voluntarily and spent two days looking at ways to create some reports that the Admissions & Records Office and other Departments need in order to be able to perform their duties. Finally, Arturo reminded everyone to read the Accreditation Follow-up Report and comment back as they deem necessary.

The meeting was adjourned at 3:50 p.m.

**JCL/no**