

Shared Governance Council
MINUTES
November 28, 2012

Attendance:

Kevin Anderson
Karen McCord – Excused
Debbie Luttrell-Williams
Jeff Lehfeldt
Susanna Gunther
Gene Thomas
Erin Vines
Jerry Kea
Kayla Salazar – Excused
Leah Ferrell – Excused

Others:

Arturo Reyes - Excused
Yulian Ligioso
Charo Albarrán

Guests:

Rob Barthelman
Diane White
Wendy Phillips
Cynthia McDonald

1. Called to order at 2:05

Agenda approval: Motion made and seconded to approve the agenda with the following changes:

- Items 2 and 3 to be deleted
- Items 4 – 11 be changed to information
- Items 14 and 15 be added for information.
 - Item 14: Use of electronic devices at SGC
 - Item 15: Role of Shared Governance Committee

The motion was further amended to change items 2 and 3 to information and allocated five minutes to each.

The motion was approved unanimously.

Approval of the minutes of: Motion made and seconded. Corrections: Start time of the meeting was not recorded and was established to have been 2:10. Page 2 five sectors were to be affected by SB70, not all five were listed. The SP will look for the sectors from Ms. Mann.

2. **Campus Cat Coalition:** presented by Cynthia McDonald. Explained what the coalition does. Cats are caught and go to neuter-spade and they are treated and are returned to the community. This will allow us to control the population and are not sent to shelter where they may be killed. At no cost to the college the program would take place. There is a plan to ensure the cat population is safe. The feeding would be controlled. We may have to modify the policy of animals on campus. The idea is to stabilize the cat population.
3. **Facilities Master Plan:** Mr. Barthelman presented a list of priorities for the College. An estimated cost was provided. The costs were inclusive of all expenditures. Some new buildings will be erected to serve as swing spare space to allow future construction. The list can be obtained from the VP of Finance and Administration.
4. **Institutional research and Planning Reorganization:** The proposal is to upgrade the current Director of Research and Planning position to Dean of Research, Planning and Enrollment Management. In addition, another staff member would be hired to allow the dean to function well. The question was asked why make the position a dean as opposed to a director. Why would the College not simply give a raise or bonus to the incumbent? Similar positions nationwide carry the title of Dean, VVP, Associate VP or Director. To be competitive within the salary schedule, the title of Dean is the most appropriate; although Director could be fine. It was also shared that the title provides the incumbent peer status with his/her counterparts. The item was taken as information with and will be to the December 12th meeting for action.
5. **Payment plan options:** This item was not discussed and will be brought at a future meeting.
6. **Nursing reorganization:** Jewel shared with the Council his interaction with the faculty and how the recommendation came to be as presented. He introduced Professor Glen Burges who shared with the Council the challenges the department had in bringing the faculty up to eight compared to 9 it was nine years. Progress needed to be made in curriculum revision and preparation for a BRN visit. The BRN requires specific content expert; the program lacks content experts. Clinical hours are substituted in the SIM lab. SLOs was asked about. Glenn responded that the five faculty are maintaining and doing the best they can with teaching as the primary role. Concerns were raised with the process that did not foresee the need coming prior to the week of Thanksgiving. Dean Morinec responded that for the past three years, she has always brought forth nursing faculty positions; they either were ranked low or there was a hiring freeze. Question was asked about the time faculty need to have for planning. The faculty responded the turnover has caused the issues and burn out. It is hard to move forward. A motion was made for moving the faculty positions to Academic Senate, Deans and EVP. The motion Motion passed with Debbie Luttrell-Williams abstaining.

The dean position will return on December 12th for Action. Morinec explained how the new dean could benefit the department, including CNA and other courses we can provide.

7. **SLO/SAO Report:** Gene Thomas, SLO coordinator, presented an update of SLOs. It shows that the college has made substantial progress toward compliance with ACCJC. He is pleased with the work faculty did. A copy of the report is available through the SP Office. Thanks to the work done over the summer, we were able to determine program assessment. All programs will be assessed by February.

8. **Academic Support Center (ASC):** Professor Diane White presented the concept of ASC that has already been operating since the beginning of the fall semester. It is a place for dialogs on student success. The center has three phases, which mirror the state priorities: Basic Skills, Career Tech and Transfer. The program will encompass the support services the College provides and enhance them. It is similar to a one-stop shopping for students. The services will be available at the Centers as well; although it has started on the Fairfield Campus. Students are being surveyed as well as Planned Agenda from SLOs will be considered. Work done through Mychal Wynn is very helpful to make the efforts integrated and their success measurable. A copy of the presentation Professor White made is available through the Office of the Superintendent-President.
9. **Human Resources reclassification:** Jewel Laguerre presented a proposal to consider a reclassification for the head of the Human Resources office. This request is based on the experience that the College has not been able to hire and retain a good HR director for a few years. The feedback the president received indicates three areas: Reporting line (Direct report to CEO), Title (Director not attractive enough), and competitive salary. The Council asked for additional data in comparing the institutions that were on the proposal with Solano Community College.
10. **New positions:** VP Ligioso presented ideas for hiring a Chief Information Systems Officer and a Director as well as a programmer from the savings that have been realized. Create a database administrator and data analysis. The reorganization will be cost neutral. In addition because of the bond VP Ligioso has suggested four more positions. He will send a formal proposal to the Council the Friday prior to the meeting.
11. **Student Services Mission Statement:** This item was not discussed and will be brought at a future meeting.
12. **Governing Board agenda:** The agenda was handed out to the members of the Shared Governance Council.
13. **Updates and Announcements:** No time for announcements.

The Chair asked for the meeting to be extended. A motion was made and seconded to end the meeting at 4:30. It passed.

14. **Electronic devices - Thomas**

There is an interest in banning the use of cell phones, ipads, and computers at the meeting. The concern is the distraction these devices caused. The only person who could use a computer would be the notetaker. With this rule a ten-minute break will be observed to allow Council members to check on emergency calls, texts, or emails. The item will return to SGC for action.

15. **Role of Shared Governance - Thomas**

There was a discussion to minimize redundancy and streamline the decision-making process to merge Shared governance and FABPAC. A committee working on reducing the number of meeting is proposing the same. We envision a change being made in January or February. If the proposal is approved, there will be a structural change to both Councils. The subject will be discussed at FABPAC on December 5.

Public Comments: It was agreed that Public Comments should be part of the SGC agenda.