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**Shared Governance Council**

**June 11, 2014**

**Minutes**

**Present**

James DeKloe, Kevin Anderson, Debbie-Luttrell-Williams, George Olgin, Jeff Lehfeldt, Maire Morinec, Robin Darcangelo, Diane White, Peter Cammish, Nasir Baig, Richard Crapuchettes, Lorenzo Hays-Phillips, Robert DaPrato, Shirley Lewis

**Absent:**

Michael Wyly, Karen McCord

**Call to Order**

The meeting was called to order at 2:02 p.m. by Chair, Interim Vice President Diane White.

**Approval of Agenda**

Item #2, Superintendent-President’s Report, was pulled from the agenda, as Dr. Laguerre was unable to be at the meeting. #5, Grounds for Disciplinary Action Proposal for Student Handbook was also pulled from the agenda as it has not been approved by the Student Services Council.

It was moved by Debbie Luttrell-Williams and seconded by Maire Morinec to approve the agenda as amended.

The motion passed unanimously.

**Approval of Minutes**

It was moved by Richard Crapuchettes and seconded by Debbie Luttrell-Williams to approve the minutes of May 14, 2014.

The motion passed unanimously.

**Public Comments**

None

**District Policies 1000-New and Revised**

Chair, Interim Vice President Diane White opened the presentation of the Board Policies 1000, explaining that normally Board policies come to the Council first for information and then again (at a second meeting) for action. As these policies are scheduled for approval at the June 18, 2014 Governing Board meeting, there is not sufficient time for these policies to be brought to the Shared Governance meeting for approval, so any comments from constituents should be forwarded to the Governing Board prior to the June 18, 2014 meeting.

There was a brief discussion on the policies with the following comments:

* Policy No. 1009 (procedures need to be developed)
* Policy 1073 (faculty should be given training regarding ethical and respectful behavior toward students)
* Policy No. 1077 (consider changing Board Policy adhoc committee to a standing committee)

**Board Policy 3840 Workplace Violence Policy and Procedures**

Professor Robert DaPrato proposed revisions to Board Policy 3840 Workplace Violence. Professor DaPrato explained that the revisions came about during discussions of the Safety Committee, of which he is a committee member. The intent of the revisions is to ensure the effective handling of violent incidents, including those dealing with actual or potential violence, and the introduction of intervention and prevention measures. Professor DaPrato also distributed for review a brochure that has been developed, which he would like to distribute during Fall Flex-Cal.

Council members asked that the revisions be put into the proper format and then forwarded to the unions for their review. This should also be forwarded to District Council for review. After the reviews have taken place, the policy should be brought back to Shared Governance for their review.

**Transportation Fee**

Lorenzo Hays-Phillips shared that the Associated Students of Solano College Student Senate (ASSC) passed a resolution on May 13, 2014 to support an election for a transportation fee that would provide a bus pass to all registered Solano Community College students.

A transportation fee would be a Solano Community College (SCC) self-subsidiary program where SCC students would pay a modest fee ($5 per semester for students taking 6or less units and $7 per semester for students taking more than 6 units) to obtain a bus pass for the semester. This fee would be similar to the SCC Student Health Center fee and the SCC Student Center Fee that are already in place. The transportation fee would support the formation of a SCC transportation program. The 2014-15 ASSC plans to hold an election in the Fall of 2014 to determine if two-thirds of registered SCC students would support a transportation fee. A pilot bus voucher/pass program funded by the Air Quality Management Board too place that provided semester long bus passes for 75 SCC students at a subsidized cost. The pilot program showed there is a demand for a subsidized transportation program at SCC.

Lorenzo Hays-Phillips further shared that in the creation of a transportation program, SCC students will be joining the SCC District in its mission to participate in green and sustainable programs and will help to reduce carbon emissions from motor vehicles. Also, an SCC transportation program would provide a sure way for SCC students to travel to our campuses for a very low cost per semester via public transportation. A bus pass would guarantee students a mode of transportation to campus throughout the semester, sustaining and potentially increasing enrollment at SCC.

The ASSC and its Student Riders Committee have prepared a proposed timeline that will focus on advertising, promotion and student surveys. A survey was conducted during the Spring 2013 semester, and another survey is planned for the Fall 2014 semester, to gauge how SCC students feel about current local transportation services and if they would support a transportation fee to subsidize a SCC transportation program.

It was moved by Jeff Lehfeldt and seconded by Nasir Baig to support the election for the transportation fee.

The motion passed unanimously.

Debbie Luttrell-Williams asked that Lorenzo Hays Philips and a representative from ASSC come to a CSEA meeting to present this information; Maire Morinec recommended that they also come to school meetings.

**Human Resources Recruitment Update**

Interim Vice President Diane White reported on positions that are from the new non-faculty prioritization process, which was initiated in March and April of 2014. These positions were reviewed and approved by an Administrative Leadership Group subcommittee and Position Control Review committee.

CTE Maire Morinec Auto Body and Collision Repair Lab Technician NEW

CTE Maire Morinec Automotive Technology Lab Assistant NEW

CTE Maire Morinec Occupational Education Assistant NEW

Financial Aid Robin Darcangelo Financial Aid Specialist-CDR NEW

CTE Maire Morinec Welding Lab Assistant NEW

The next step is to create job descriptions for the positions, which will then go to the Governing Board for approval. After the job descriptions are approved, there will be an assessment for funding. After funding has been approved, the positions will go forward for recruitment.

**Strategic Proposals 2014-15**

Dean Peter Cammish shared with Council members decisions from the Superintendent-President’s Cabinet for funding of 2014-15 Strategic Proposals. Dean Cammish noted that the President’s Council has decided to fund the Grand Piano proposal, but for a lower amount ($4,000). The E-Book readers proposal is also being reconsidered, as the readers may be less expensive than the periodicals that are currently being purchased for the Library. Funds for the E-Book readers would be funded through the Library periodical budget. The institutionalization of UMOJA is still under consideration.

**Vacant Positions**

Vice President Yulian Ligioso reviewed with the Council unrestricted general fund vacant positions for 2014-15. Vice President Ligioso explained that the positions are being reviewed to determine if some of the hiring can be delayed in order to help bridge the budget gap for 2014-15. Proposed positions to be put on hold are:

* Associate Dean of Career and Technical Education
* Director/Research and Planning
* Computer Lab Tech-Math Activity Center
* Cosmetology Lab Assistant
* Community Services Registration Aid Assistant
* Community Services Public Information Specialist
* TV and Cinematography Lab Tech
* Mechatronics Instruction
* Accounting Instructor
* Science Lab Technician – Fairfield

These recommendations will go to the Superintendent-President’s Cabinet on Monday, June 16, 2014.

**People and Things**

Vice President Yulian Ligioso explained that he is in the process of putting together a “People and Things” list that includes vacant positions and shifting of unrestricted instructional supplies to restricted or special funds in order to help with the budget deficit for 2014-15. Vice President Ligioso stated that he would like to hold two special meetings in the next month, at which time the People and Things list could be discussed in greater detail.

After discussion, it was the consensus of the Council to hold a meeting on Wednesday, June 25, from 12 p.m. to 2 p.m. and Wednesday, July 16, from 2-4 p.m.

**Governing Board Meeting Agenda – June 18, 2014**

The Governing Board agenda for June 18, 2014 was reviewed. It was noted that there would be a second reading of the Solano Community College District Policies, Series 1000, which only just came to the Council today.

**Adjournment**

It was moved by Jeff Lehfeldt and seconded by Debbie Luttrell-Williams to adjourn the meeting.

The motion passed unanimously.

The meeting adjourned at 4:20 p.m.

Respectfully submitted by Laurie Gorman

SGC Minutes June 11, 2014:lg