



**Shared Governance Council
September 11, 2013
Minutes**

Present

Diane White, Susanna Gunther, James DeKloe, Jeff Lehfeldt, Kevin Anderson, Debbie-Luttrell Williams, George Olgin, Richard Crapuchettes, Kyle Todd, Karen McCord (arrived at 2:30 p.m.), Robin Darcangelo, Yulian Ligioso, Peter Cammish, Connie Barron-Griffin

Absent:

Gabriel Johnson, Maire Morinec

Call to Order

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

Approval of Agenda

It was moved by Jim DeKloe and seconded by Debbie Luttrell-Williams to approve the agenda as presented. The motion passed unanimously.

Approval of Minutes

It was moved by Jim DeKloe and seconded by Kevin Anderson to approve the Minutes of May 8, 2013.

Aye:	6
Noe:	0
Absent:	3 (Karen McCord, Maire Morinec, Gabriel Johnson)
Abstain:	3 (Jim DeKloe, Debbie Luttrell-Williams, Richard Crapuchettes as they were not present at the meeting)

The motion passed.

Public Comments

None

Accreditation Report (Draft)

Annette Dambrosio, Accreditation Coordinator, reviewed with the Council the ACCJC 2013 Follow-up Report draft dated September 5, 2013. The draft has been distributed campus wide, Dr. Dambrosio is continuing to update and accept suggestions. IT has built an Accreditation Shared Drive, which will be made public when it is completed. The finalized report is scheduled to go to the Governing Board on October 2, 2013.

Chair Interim Vice President White and Jim DeKloe commended Dr. Dambrosio for all her excellent work on the report.

Student Equity Plan, Staff Equity Plan

Dr. Dambrosio reviewed the Student Equity Plan and Staff Equity Plan with Council members. She explained that these plans need to be finalized so that they can be put into the database and posted on the web, which is one of the things that ACCJC has asked the college to do.

It was moved by Debbie Luttrell-Williams and seconded by Jim DeKloe to approve the Student Equity Plan draft dated September 5, 2013.

Discussion: Academic Senate President Susanna Gunther stated that she would like to see more benchmarks in the Student Equity report that are numerical and also the inclusion of goals with objective outcomes. Dr. Dambrosio will work with Peter Cammish regarding statistical data for the report.

Aye: 7
Noe: 0
Absent: 2 (Gabriel Johnson, Maire Morinec)
Abstain: 3 (Kevin Anderson, Richard Crapuchettes, Susanna Gunther)

The motion passed.

It was moved by Susanna Gunther and seconded by Jim DeKloe to approve the Staff Equity Plan draft dated September 5, 2013.

Discussion: Council members would like to see, in the near future, a review of Policy 4000 relevant to the Staff Equity Plan.

Aye: 8
Noe: 0
Absent: 2 (Gabriel Johnson, Maire Morinec)
Abstain: 2 (Jeff Lehfeltdt, Richard Crapuchettes)

The motion passed.

Bond Positions

Leigh Sata, Bond Manager, reviewed with the Council four bond positions that were brought to Shared Governance in January 2013 for information and approved by the Governing Board in August 2013. All of these positions will be funded by Measure Q. These staff positions will complete all the work associated with the bond so that this work does not fall to existing Solano

College Staff. Once the bond work is completed the management positions will be eliminated; the CSEA positions will be handled in accordance with the CSEA contract.

- Accounting Manager (Classified Manager)
- Accounting Specialist - Accounts Payable (CSEA)
- Business Operations Coordinator (Confidential)
- Purchasing Technician/Buyer (CSEA)

It was moved by Susanna Gunther and seconded by Jeff Lehfeldt to approve the bond positions.

The motion passed unanimously.

2013-2014 Shared Governance Council Meeting Schedule

The revised draft for 2013-14 Shared Governance Council meetings was reviewed. Additional dates of January 22, 2014 and April 23, 2014 were added for budget discussion. In addition one-half of the May 14, 2014 meeting will be dedicated to budget.

It was moved by Susanna Gunther and seconded by Debbie Luttrell-Williams to approve the 2013-2014 meeting schedule with the added special meeting dates dedicated for budget discussion.

The motion passed unanimously.

Special Admission Policy

Dean Jerry Kea reviewed with the Council members SB338 regarding special admission for K-12 students. Dr. Kea is proposing that a policy be established for special admission that would include the following criteria for admission:

- Students must have reached the age of 12 by the first day of the term they are attending
- Students must have a 3.0 and above GPA
- Students must submit transcripts with the Special Admission Forms

Dr. Kea noted that special consideration via an appeals process will be given to students who have a GPA below 3.0 but no lower than 2.0.

It was moved by Jim DeKloe and seconded by Susanna Gunther to approve the Special Admission Policy.

Discussion: Susanna Gunther stated that she thought it is important that parents understand that the K-12 student is here as a young adult and the college is bound by FERPA laws and asked if

this could be put into the policy for the parent to sign off on that they understand this. Barbara Fountain explained that this does currently exist on the Special Admission Form.

Aye: 9
Noe: 1 (Kevin Anderson)
Absent: 2 (Maire Morinec, Gabriel Johnson)
Abstain: 0

The motion passed.

Kevin Anderson stated that he was opposed to the policy as it makes access more difficult for at risk students. He felt the current practice is sufficient as it is.

Chair Interim Vice President White stated that the motion passed and it is a settled matter so that there can be no additional discussion. If someone would like to bring it back, there would need to be motion for reconsideration. Interim Vice President White also added that what would be beneficial would be to have an evaluation and assessment of the impact of this policy.

Proposed Changes to Planning Committees

Peter Cammish explained that in the past the college had a process evaluation review team that looked at final processes. In going forward and trying to define new roles for planning, it would be beneficial to have more focused groups meeting less often. The main group would be an institutional planning group to monitor internal and external environment, define short term and long term planning objectives; publish planning objectives through management structure and evaluate the Strategic Plan. There would also be a Process and Evaluation Review Team, Budget Planning Group and Non-Academic Program Review Evaluation Group.

After a review of the structure, it was noted that CSEA representation is needed on the Institutional Planning Group. Susanna Gunther and Jim DeKloe asked that there be a faculty representative on the Budget Planning Group. Debbie Luttrell-Williams added that a CSEA representative is also not listed for the Budget Planning Group.

Jim DeKloe voiced concern about changing the planning structure right before an accreditation visit. Peter Cammish explained that this is still in the planning and discussion phase and is an expansion of what we have right now, which is the Process Evaluation and Review Team (PERT). Interim Vice President White added that our old planning system was highly criticized by the accreditors as it wasn't doing all that it needed to do, as it was missing integrated planning. We have to have a better integrated system in place to feed things through.

Susanna Gunther stated that she felt the Budget Planning Group should be subgroup of Shared Governance and asked if it was imperative to create these three new committees. Peter Cammish explained that the Budget Planning Group is the one that will pull things together and then bring forward to Shared Governance.

Interim Vice President White asked that the Council members email their suggestions to Peter Cammish for incorporation into the document to bring back to Shared Governance at a later date.

Distance Education Specialist Job Description

Interim Vice President White reviewed with the Council the proposed job description for a Distance Education Specialist. Debbie Luttrell-Williams stated that CSEA has seen the job description and it will go to the association for approval.

It was moved by Susanna Gunther and seconded by Karen McCord to approve the Distance Education Specialist job description.

Aye: 9
Noe: 0
Absent: 2 (Gabriel Johnson, Maire Morinec)
Abstain: 1 (Richard Crapuchettes)

Fiscal Services Positions

Patrick Killingsworth, Director of Fiscal Services, shared with the Council a proposal for the upgrade of the payroll coordinator position, and suggested that it be moved to an ALG position; it is currently a CSEA position. Debbie Luttrell Williams stated that this proposal needs to first go through the union before it can be brought to Shared Governance.

Chair Interim Vice President White asked that bargaining take place first and then have the job description brought back to Shared Governance for a formal presentation at a later date.

Student Services Reorganization

Shirley Lewis reviewed job descriptions for the Associate Dean of Students-Financial Aid, EOPS & Veterans and Associate Dean of Students-Admissions, Assessment & Scheduling. Dean Lewis explained that both these positions were previously director positions, but as a result of the Student Services Reorganization, both positions had their job responsibilities increased.

It was moved by Jim DeKloe and seconded by Susanna Gunther to approve the positions.

Aye: 8
Noe: 0
Absent: 2 (Gabriel Johnson, Maire Morinec)
Abstain: 2 (Jeff Lehfeltdt, Richard Crapuchettes)

The motion passed.

Financial Aid MOE and Reorganization

Robin Darcangelo, Director of Financial Aid, shared with the Council that each year Colleges are required to maintain at a minimum the MOE Financial Aid Administration spending level specified in the budget act. This standard is tied to college/district Financial Aid Administration spending for 2001-02 or 2006-07 whichever is greater.

The State allocates categorical program funding for Student Financial Aid administration (SFAA) Specifically to supplement and not supplant existing institutional resources to enhance access to postsecondary education for low income and disadvantaged populations. Maintenance of Effort (MOE)/match expenditures qualify an institution to receive SFAA/BFAP categorical funding in each corresponding future fiscal year and as such must be satisfied in each fiscal reporting year. MOE/matching expenditures must directly benefit the Student Financial Aid (SFA) program administration.

The 2011-2012 (SSARCC) Financial Aid Final Expenditures report for Solano Community College resulted in a short- fall of \$113,425.00 and an additional exception request of \$201,256.00 totaling approximately \$314,681.00. The consequences are large penalties and strong possibilities of limiting our funding in the future years.

The Chancellor's Office has made a commitment to work with Solano Community College to assist in creating a workable solution to meet the MOE now and in the future providing a proposed plan is submitted and approved over a 2-year period. The Legal Authority and MOE Language are attached. There has been a significant increase of funds to assist in making the recommendations a possibility; however, Solano Community College has suffered a holdback and potential loss of approximately \$127,000.00 thus far.

In order to meet MOE requirements, and the changing demands of the Financial Aid Office, it is imperative to change the reporting structure of the Financial Aid Office to provide more services to low income and disadvantaged populations specifically as the demands increase.

The 12-13 final budget expenditures are short approximately \$156,750.00. The proposed Reorganization for the Financial Aid & EOPS Office will result in approximately \$52,000.00 ending 2014, but will be satisfied based upon the proposed re-class and the combination of the Financial Aid & EOPS Offices.

Debbie-Luttrell Williams shared that the local CSEA has approved the reclassification; final approval is still pending from the state CSEA level.

Fingerprinting and TB Clearance for Short-Term Employees and Student Workers

Nona Cohen-Bowman, Interim Vice President of Human Resources reviewed with the Council current Board policy regarding fingerprinting and TB tests for short-term employees and students. Interim Vice President Bowman stressed the need for safety (TB testing), and stated that she felt that all employees (including students and short-term employees) should have these hiring processes completed prior to working on campus.

Further discussion related to this will take place at a future meeting.

Executive Assistant (Confidential) to the Superintendent/President and Special Assistant to the Superintendent/President and Board Relations

Judy Spencer, Executive Coordinator shared that last spring through the position control process a staff assistant position for the President’s Office was approved, however, since that time, it has been the determination of the Superintendent President’s Cabinet that a higher level position is needed. The position of Executive Assistant is now being brought forward for information/approval. Executive Coordinator Spencer explained that there had been an executive assistant position in the President’s Office a few years ago, but was lost when there were budget cuts.

It was moved by Jim DeKloe and seconded by Susanna Gunther to approve the Executive Assistant to the Superintendent/President.

- Aye: 8
- Noe: 0
- Absent: 3 (Karen McCord, Maire Morinec, Gabriel Johnson)
- Abstain: 1 (Jeff Lehfeldt)

Chair, Interim Vice President White stated that the second position on the agenda, the Special Assistant to the Superintendent/President and Board Relations position is being removed from the agenda as it is currently being reviewed at the S/P cabinet level and will be brought back at the later date.

Governing Board Meeting Agenda for September 18, 2013

The September 18, 2013 Governing Board Agenda was reviewed. The Accreditation Subcommittee will be meeting prior to the Board meeting, and will be updated by Accreditation Coordinator, Annette Dambrosio.

Susanna Gunther asked for additional information regarding the agreement between Solano Community College and Butte-Glenn Community College District. Chair, Interim Vice President White explained that this is a collaboration to train the trainers for the Affordable Care Act. This is through Contract Education.

Adjournment

It was moved by Debbie Luttrell-Williams and seconded by Susanna Gunther to adjourn the meeting.

The meeting adjourned at 4:10 p.m.

Respectfully submitted by Laurie Gorman