



**Shared Governance Council
September 9, 2015
Minutes**

Present

Michael Wyly, Erin Farmer, Kevin Anderson, Karen McCord, George Olgin, Tina Abbate, Richard Crapuchettes, Shirley Lewis, Yulian Ligioso, Gregory Brown, Peter Cammish, Patrick Killingsworth

Absent

Jeff Lehfeltdt, Christie Speck, Student Representatives (none have been appointed yet, as ASSC Elections have not yet been held).

Call to Order

The meeting was called to order at 2:10 p.m. by Gregory Brown, Vice President of Student Services. The chair, Dr. Leslie Minor, Vice President of Academic Affairs, was unable to be at the meeting.

Approval of Agenda

It was moved by Richard Crapuchettes and seconded by Shirley Lewis to approve the agenda.

The motion passed unanimously.

Approval of Minutes

It was moved by Richard Crapuchettes and seconded by Michael Wyly to approve the minutes for August 12, 2015.

Ayes: 6

Noes: 0

Abstain: 2 (Erin Farmer, Kevin Anderson)

The motion passed.

Public Comments

There were no public comments.

Interim Superintendent/President's Report

Stan Arterberry, Interim Superintendent/President shared that in light of the incidents that occurred at Sacramento City College and Napa Valley College, it is imperative that the College update Emergency Procedures. The procedures were last updated in 2009.

President Arterberry shared the *Request for Qualifications and Organizational Review Submissions* document that has been developed. He asked Council members to take this proposal back to their constituents for review. The purpose of the organizational review will be to:

- Increase institutional effectiveness;
- Assess administration and management structures and responsibilities to increase effectiveness and efficiency;
- Assess and evaluate instructional and student services functions to increase effectiveness and efficiency;
- Recommend most cost-effective ways to deliver high quality services;
- Develop optional strategies and tools to assist in being more effective;
- Support mission and goals and objectives of the Educational Master Plan, Facilities Master Plan and Strategic Plan;
- Create an organizational structure that will efficiently deploy resources to carry out the college's mission;
- Recommend organizational changes that will improve accountability for external and internal stakeholders;
- Examine impact of any proposed organizational structure changes on the collective bargaining agreements and policies and procedures.

Human Resources Update

No report was given.

Executive Management Team Report

Gregory Brown, Vice President of Student Services, shared that the Executive Management Team is working on updating the Emergency Plan, which may include training. They are currently working on assigning roles and responsibilities for emergency situations.

Michael Wyly stated that many classrooms do not have telephones, some classroom doors lock, others do not; and some doors only lock from the outside. In some classrooms, even cell phones do not work because of poor reception.

George Olgin added that many classified staff work in open areas. A plan of action is needed that includes training on how to safely intervene and how to send for help.

Vice President Brown also shared that he will be submitting revisions to the Student Conduct policy and procedures, as there are some conflicts with written policy and actual practice.

Budget Update

Patrick Killingsworth, Director of Fiscal Services reported that the college currently has a \$990,000 deficit, with approximately \$750,000 reductions that are needed (still to be identified). Currently there are five faculty vacancies; this may increase with the early retirement incentives that have been offered to faculty.

The 2015-16 budget is posted online and will be submitted for adoption at the next Governing Board meeting.

Grant Application Process

Cynthia Garcia, Grants Manager shared the new Grant Review Form Process that she has developed to ensure that grant applications align with the College's Strategic Goals and resources and that grant applicants are not submitting to the same funding source. Suggested additions and changes should be submitted directly to Cynthia Garcia.

Proposed Name Change for Shared Governance Council: College Governance Council

Stan Arterberry, Interim Superintendent/President shared with the Council that the word "Shared Governance" is not a term that appears in law or regulations, and it might be more appropriate to change the name of Shared Governance Council to *College Governance Council*. If the Council is agreeable to this change, then a recommendation would be made to the Superintendent/President and then on to the Governing Board, as the College has a "Shared Governance Policy" that would need to be revised.

Michael Wyly stated that he would like to take this proposal back to the Academic Senate for discussion.

It was then moved by Richard Crapuchettes and seconded by George Olgin to defer this for action until the next meeting.

The motion passed unanimously.

President Arterberry will send information to Laurie Gorman to forward to Council members.

Governing Board Meeting Report

Interim Superintendent/President Arterberry reported that the Governing Board is currently reviewing Measure Q projects and contracts and the college budget, which will be adopted at their next meeting. The Board is still without a student trustee; ASSC elections should take place at the beginning of October.

Adjournment

The meeting adjourned at 2:55 p.m.

Respectfully submitted by Laurie Gorman

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