



**College Governance Council
October 12, 2016
Minutes**

Present

Celia Esposito-Noy, Ed.D., Virginia Guleff, Peter Cammish, Michael Wyly, Erin Farmer, Tonmar Johnson, Kevin Anderson, J.D., George Olgin, Tina Abbate, Jeff Lehfeltdt, Richard Crapuchettes, Irene Camins, Jacob Hinkle, Shirley Lewis, J.D., Christie Speck

Absent

Radmehr Nowroozi

Call to Order

The meeting was called to order at 2:04 p.m. by Superintendent-President Dr. Celia Esposito-Noy.

Approval of Agenda

It was moved by Richard Crapuchettes and seconded by George Olgin to approve the agenda as amended.

The motion passed unanimously.

Approval of Minutes

Kevin Anderson was present at the College Governance meeting held on September 28, 2016.

Richard Crapuchettes was not present at the College Governance meeting held on September 28, 2016.

Irene Camins served as a substitute for Richard Crapuchettes at the College Governance meeting held on September 28, 2016.

The Minutes of September 28, 2016 were approved by consensus.

Public Comments

There were no public comments.

College Name Feedback

Superintendent-President, Dr. Celia Esposito-Noy asked Council members to share the collected feedback from their constituents in regards to changing the name of the college from “Solano Community College” to “Solano College”. Christie Speck reported that she received a total of seven responses from ALG and the majority voted for the college to change its name to “Solano College”. One member voted against changing the name of the college due to a concern relating to interpreted denial of community. Two members did not have an opinion.

Tina Abbate reported that she also received responses from CSEA members and fifty percent voted that the college should change its name to “Solano College”. All others voted against changing the name of the college due to concerns of disowning the community. On October 26, 2016, Michael Wyly, Jeff Lehfeldt, and Jacob Hinkle will share the collected feedback from the Academic Senate, Local 39, and ASSC, respectively. Then, Council will develop a detailed proposal.

Branding Report

Superintendent-President, Dr. Celia Esposito-Noy shared the KPS3 branding report, “Solano Community College: Brand Research, Refresh and Image Campaign Update”, which was published on January 9, 2015 to illustrate the scope of the project. George Olgin stated that KPS3 surveyed middle school students as a huge cohort of their data analysis. Jeff Lehfeldt recalled that the Early College High School (ECHS) program in Vacaville influenced the agency’s decision to survey prospective students. No focus group outcomes were reported.

Superintendent-President, Dr. Celia Esposito-Noy believes that the “Look and feel” item in the Phase 2: Brand Development section refers to the diagonal pictures which some people dislike because it is difficult to duplicate and design a layout. It was suggested that Council members take a look through Dr. Esposito-Noy’s branding book to decide if there are some photos or primary layout options to recommend. Some examples of consistent layouts include the SCC catalog cover, class schedule cover, and website. It is important to use the same colors, font, and logo in order to ensure a consistent image.

Christie Speck stated that KPS3 did not develop and distribute branding guidelines, and therefore Superintendent-President, Dr. Celia Esposito-Noy stated she will be responsible for communicating identity standards and expectations. Next meeting, Dr. Celia Esposito-Noy will bring her branding book and the standards books for all of the new buildings.

Superintendent-President, Dr. Celia Esposito-Noy will connect with KPS3 in order to get a full summary on the branding report, and then invite a representative from the agency to present branding history to the Council. In conclusion, Peter Cammish stated that he has a copy of the KPS3 “Brown Guidelines” which needs to be translated into a guideline for publications, document, and distributed.

Academic Affairs Policies and Procedures

Michael Wyly, Academic Senate President, explained that the Academic Senate has been working on updating the Academic Affairs Board Policies and Procedures, which include

incorporating recommended changes and/or additions from the Community College League of California's Policies and Procedures Service. The Senate completed reviewing Part I of the policies and procedures, and therefore approved them to go forward to the College Governance Council on September 28, 2016. Then, upon completion of review, Part II of the policies and procedures were approved to go forward to the College Governance Council on October 12, 2016.

Michael Wyly reviewed each policy and procedure with Council members, in addition to indicating the changes that were made:

- BP & AP 6000 Course Repetition
- BP & AP 6010 Course Auditing and Auditing Fees
- BP & AP 6021 Multiple and Overlapping Enrollments
- BP & AP 6025 Remedial Coursework Limit
- BP 6060 Fingerprinting Prerequisite for Early Childhood Education (ECE) Field Practice Classes
- BP 6100 Program, Curriculum, and Course Development
- BP & AP 6105 Program Discontinuance
- BP & AP 6200 Graduation Requirements for Degrees and Certificates
- BP & AP 6205 Philosophy and Criteria for Associate Degree and General Education
- BP 6515 Library and Learning Support Services

If Debbie Travis, Board Policies and Procedures Consultant, proposes substantive changes to the content, purpose, or intent of BP & AP 6025, then the Senate requests to review these changes.

Superintendent-President, Dr. Celia Esposito-Noy, suggests incorporating into AP 6025 a process in which a student will be referred to appropriate adult noncredit education services once he/she exceeds the 30 semester units for remedial coursework. Dr. Celia Esposito-Noy stated that as a college we are responsible for tracking these students and notifying them because technically they cannot continue to enroll in basic skills.

Debbie will review policies for inconsistencies regarding enrollment versus repeat and make these corrections.

Tina Abbate and Vice President Virginia Guleff will review repeatability rules and follow-up with Council members.

Vice President Virginia Guleff will bring guidelines for Title 5 on repeats and withdrawals to the next meeting.

Michael Wyly stated that the Senate recommends the development of an administrative procedure for BP 6100 which identifies processes for curriculum and course approval, such as the Curriculum Handbook. Superintendent-President, Dr. Celia Esposito-Noy and Vice President Virginia Guleff will follow-up with Council members.

Michael Wyly stated that the Senate recommends that some of the language from AP 6105 should be included in the BP 6105, which is in agreement with discontinuance policies and procedures from other colleges that mirror the development of SCC's discontinue policy, i.e. Sierra College.

Currently, Senate is in the process of reviewing and updating their Curriculum Handbook and therefore will consider incorporating an outline for discontinue. Vice President Virginia and Michael Wyly will update Council members in November 2016. Also, it was suggested to place a two year teach out plan in handbook, i.e. timelines and curriculum due dates.

Vice President Virginia Guleff will follow-up with more information regarding UC Pathways to be included in AP 6200.

Superintendent-President, Dr. Celia Esposito-Noy suggested creating a different policy statement for BP 6205.

Michael Wyly stated that SCC Librarians are interested in helping to develop an administrative procedure for BP 6515, and therefore Superintendent-President, Dr. Celia Esposito-Noy and Vice President Virginia Guleff follow-up with librarians.

Appointed Alternates

Michael Wyly asked if groups, such as Fiscal Advisory and College Governance Council, were allowed to have appointed alternates although the Brown Act states that groups are not allowed to have elected substitutes.

Superintendent-President, Dr. Celia Esposito-Noy, explained that the Brown Act was originally for people making policy and fiscal decisions, such as the Governing Board, but expanded to other groups because they all affect student rights, access to particular courses, and curriculums. Dr. Esposito-Noy's stated that it is a local decision to designate an alternate or second person to join a committee that will have the right to vote. Some districts do not allow alternates because sometimes the primary member would ask for a recap from the past 3 months. Shirley Lewis recalls having designated alternates in the past as a member on Shared Governance.

Superintendent-President, Dr. Celia Esposito-Noy, states that it important to learn what rules guide which committees. Not all SCC committees have a handbook, but the Senate does have a handbook. The College Governance Council needs to decide when to follow the Brown Act, when it is mandatory to follow the Brown Act, education code guidelines, and how to proceed as a group.

Superintendent-President, Dr. Celia Esposito-Noy will seek legal counsel advice from someone who works with who works with many community colleges and encourages all other Council members to do some research and bring it back to the next meeting.

Promoting Options to Students

Tonmar Johnson mentioned that there are 21 UC Pathways and they have been decided since August 6, 2016. Vice President Virginia Guleff will connect with the Chancellors Office for more information in regards to UC Pathways.

Superintendent-President, Dr. Celia Esposito-Noy, stated that the goal for Spring 2017 is to promote options to student including Associate Degrees for Transfer, UC Pathways, and Degree Certificates so that students understand what is available to them. Tonmar Johnson stated that we need to promote the TAG program more to SCC students.

Michael Wyly stated that the Senate is reviewing and updating the process on how to equip faculty to effectively intervene with students. Michael Wyly will bring feedback to next meeting. Superintendent-President, Dr. Celia Esposito-Noy mentioned that we do not have a Board Policy that states that there shall be an early alert program.

Other Updates

Superintendent-President, Dr. Celia Esposito-Noy, shared that we have an Agreement SparkPoint and they will begin on campus November 3, 2016. Vice President Gregory Brown will send out communication welcoming SparkPoint to Solano Community College.

The ASSC Transportation Fee passed with 76% of ballots cast. The passage of this fee will allow SCC students to purchase bus passes from all three transit agencies serving Solano County at a 50% discount starting in the Spring of 2017. The ASSC supported this fee with the hope that this discount will encourage more students to attend SCC. Next meeting, Jacob Hinkle will confirm that transportation fee will be available for Fall, Spring, and Summer.

Drop date for Spring 2017 will be Monday, January 30, 2017.

Adjournment

There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted by Khadijah Adjabeng, Executive Coordinator, Student Services