



## **College Governance Council**

**May 13, 2020**

### **Minutes**

#### **Present**

Sal Abbate, Kevin Anderson, J.D., Alysa Borelli, Irene Camins, Robert Diamond, Celia Esposito-Noy, Ed.D. (Chair), Erin Farmer, Claire Gover (Recorder), LaNae Jaimez, Ph.D., Jeffery Lehfeldt, Shirley Lewis, J.D., John Siefert, David Williams Ph.D., Michael Wyly

#### **Guests**

Erica Beam, Neil Glines

#### **Absent**

Camille Gard, Danielle Gonzalez, Greg Ritzinger

#### **Call to Order**

The regular meeting of the College Governance Council was held on Wednesday, May 13, 2020 via Zoom virtual meeting room. The meeting was called to order at 3:00 P.M. by Dr. Celia Esposito-Noy, Superintendent/President.

#### **Approval of Agenda**

The group approved a revised agenda to allow for Q & A on the Budget Update. Item 2: Revised Policies and Procedures was shifted to the end of the agenda, time permitting.

#### **Public Comments**

There were no public comments.

#### **Distance Education Addendum**

Dr. David Williams, VP of Academic Affairs, reported on the Emergency Blanket Distance Education Addendum that the District will employ for Summer and Fall 2020. The addendum is a tool for reporting to the Chancellor's office the face to face courses which will be taught online during these two semesters. By Spring 2021 any online course must have gone through the formal DE approval process. Faculty are encouraged to complete the DE training currently being offered so they are prepared to teach online in case we must convert again in the future.

The same report will be provided to the Accrediting Commission for Community and Junior Colleges (ACCJC).

## **Budget Update**

Robert Diamond, VP of Finance and Administration, shared data on the state budget and its impact on Solano College.

Two documents were shared: 1) “The COVID-19 Pandemic and California’s Budget Outlook” published by Department of Finance document and 2) “COVID-19 Decimates State Revenues, Education Funding” published by School Services of California, both dated May 7, 2020.

VP Diamond emphasized that we must all do our part to help with the reduction of expenses. The District is using a shared governance approach and beginning to meet with bargaining units to discuss what the budget impact would be and to hear their recommendations.

Cuts in temporary employees, conference, food and travel have already been made.

At this time, Dr. Esposito-Noy opened the meeting for questions and Ideas.

Q: (E. Beam) What can we do to maximize efficiency and serve as many students as possible? Can we get current efficiency data without inundating Research and Planning?

A: (VP Diamond) Savings can be made in the classroom and efficiency is key. We are continuing to look at this.

Q: (I. Camins) Biotech Facilities – Can SCC partner with industry partners or companies such as Genentech for facility use? Can we possibly receive grants to employ some people?

A: (Dr. Esposito-Noy) Under the Civic Center Act, we can only rent our facilities for the cost of maintenance and custodial. We can not generate a profit from facility rentals. The rental process costs in personnel costs; therefore, we shut down our rental process early on.

Q: (J. Lehfeldt) Can we cut expenses by offering training to industry workers (PGE) in exchange for a discount in our bill? Develop a partnership?

A: No answer provided at this time.

Q: (J. Lehfeldt) Can we shut down and consolidate use of buildings?

A: (Dr. Esposito-Noy) Once we take a look at the Fall schedule and determine what has to be on-ground, we can make sure that the buildings we are using are for those courses. It is not likely that we will completely shut down any buildings because doing so creates a greater drain on the system.

Q: Status of Refunds?

A: (Dr. Esposito-Noy) We are still working on the details of CARES Act and logistics of possible refunds such as Spring health center and parking fees. We must be very careful with Banner programming to prevent any error in refund issuance. Refunds should be issued in June.

VP Diamond will ask the Board of Trustees to allow release of some reserves. This is a multiyear problem. Legislative analysts have told us to expect a budget reduction in next three years.

We are waiting for the May Revise and hope for regulatory relief from Chancellor's office such as changing how we account for online classes by making it consistent with on-ground accounting.

Ideas, questions beyond this meeting should be emailed to Dr. Celia Esposito-Noy and VP Diamond.

### **Revised Policies and Procedures**

Dr. David Williams, VP of Academic Affairs has been working with LaNae Jaimez and the Academic Senate, Admissions & Records and Counseling to streamline processes for students. The intent to cut down confusion and prevent roadblocks for students by making policies and procedures more clear. VP Williams will email procedures out to CGC to provide feedback in order for them to move forward for Board subcommittee.

VP Williams will send an announcement to faculty regarding our transition to primarily online instruction for Fall. This decision was made after consultation with the Academic Senate and Faculty Association, and with consideration of guidance from Solano Public Health, the Governor, and our management team. We will hold limited Fall courses that require in-person instruction with mandated social distancing and safety protocol. Dr. Esposito-Noy will make this announcement to the rest of the college and community.

Q: (K. Anderson) Bookstore hours?

A: The Bookstore will not likely be open for in-person books. Students can use the bookstore website for orders and to access to a postage-paid return label for any book returns.

Q: (K. Anderson) Will faculty be required to teach using Zoom or a platform where students can see instructor? Can guidance be provided for instructors who have never taught online before to help them keep students engaged?

A: (VP Williams/Dr. Esposito-Noy) Feedback from students is that they appreciate seeing their instructor and colleagues during this time. Creating consistency and a schedule helps students to also feel accountable and still participate in the class. Dr. LaNae Jaimez is working with Erica Beam (DE Coordinator) and Sarah Barnes (Curriculum Chair), to create 1-page documents to aid instructors during the Fall 2020 semester.

### **Other**

An update on Athletics was given by Dr. Esposito-Noy. Our primary conference, Bay Valley Conference and the CA Community College Athletic Assoc will meet on May 29 and put forth a recommendation on Fall sports (and possibly Spring sports).

### **CGC Meetings**

A request was made by Michael Wylly to continue meet during the summer months. The group agreed to hold meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays for members available to attend.

### **Adjournment**

There being no further business, the meeting was adjourned at 3:56 p.m.