



COLLEGE GOVERNANCE COUNCIL MINUTES

Wednesday, September 13, 2023
Honeychurch Boardroom
3:00 – 4:00 PM

1. Call to Order/Land Acknowledgement

Quorum was reached and the meeting was called to order at 3:11 PM with a reading of the Land Acknowledgement Statement. The meeting was held in the Honeychurch Boardroom, Main Campus. Superintendent-President Dr. Celia Esposito-Noy presided.

Roll Call

Members Present: Shanan Danley (Minority Coalition), Erin Farmer (Faculty), Joshua Scott (Faculty), Jeff Leheldt (Classified/Local 39), Diana Solis (ASSC)

Members on Zoom/Waived Vote: Rei Leal (Classified/CSEA)

Advisory Members Present: S-P Celia Esposito-Noy, VP Jon Cornelison, VP David Williams, VP Lisa Neeley

Absent: Edward Russell Jr (Minority Coalition), Sal Abbate (Administration), Dean Sandy Lamba (Administration), VP Susan Wheet, Dean Nathan Rexford

Others Present: Claire Gover

2. Approval of Agenda

S-P Esposito-Noy requested that a SaaS update given by VP Jon Cornelison be added to the agenda. The agenda was approved with changes.

3. Approval of Minutes

The minutes of August 23 were approved.

4. Public Comment

There were no comments from the public.

5. Superintendent-President's Office Update.

- a. Parking lot updates. In Lot D, we will have 3 parking spots designated for cosmetology clients at the salon entrance of B1600. These will have the hours of operation posted on sandwich boards. In Lot C, 12 spots for students in the row closest to B300B will be converted to employee parking.
- b. A rendering of the quad is displayed next to the area. It features drought tolerant and native plants, trees and overhead structures, a variety of seating, tables, and green space.
- c. There are several upcoming activities related to Hispanic Heritage Month, California Native American Heritage Day, Transfer Fair, Constitution Day, and I AM SOLANO efforts. Please share the information with your students and encourage participation. Wear your alma mater swag to the Transfer Fair September 19.

- d. Jon Cornelison, VP of Technology Services provided an update on SaaS migration. We will optimize and move our processes to the cloud. MySolano is transitioning to “Experience”, Class Finder is going away, and access to Canvas may change. If you are interested in being part of the project workgroup, contact VP Cornelison. The commitment is 4hrs/month, two meetings/month, 2hrs/each and lunch will be served. The workgroup will help develop the new portal by considering what functionality must be preserved and what functionality is still needed through a flexible and collaborative process. The workgroup should be done by April 8. We hope to roll out Experience soon after April 8 with April 8 – June 30 as our adjustment/training period.

Expect to see information about the migration shared widely through Solano CARES, ALG and CGC starting mid-October.

6. Finance and Administration – VP Wheat

- a. Board Policy Review / 3000 Series – Revisions to Board Policy and Administrative Procedures in the 3000 series were presented for approval.
 - BP 3070 – (Accounting – Annual Audit) His/her to their
 - AP 3070 – (Accounting – Annual Audit) New written procedures
 - BP 3080 – (Accounting – Revolving Cash Fund and Clearing Accounts) Removing reference to Ed Code that no longer exists
 - BP 3090 – (Accounting – Authorization to Sign Checks, Warrants and Orders for Payment) Adding County Superintendent of School information
 - AP 3090 – (Accounting – Authorization to Sign Checks, Warrants and Orders for Payment) New written procedures
 - BP 3100 – (Accounting – Management of Student Funds) Updating due to regulatory additions
 - BP 3110 – (Accounting – Inactive Trust and Scholarship Funds) Updating to current practices
 - BP 3120 – (Accounting – Collection of Fines, Fees and Other Monies) No changes
 - BP 3200 – (Payroll – Payroll Deductions) Addition of medical and insurance deductions
 - BP 3220 – (Purchasing – Authority to Purchase) Adding contract code reference; separating out procedures
 - AP 3220 – (Purchasing – Authority to Purchase) New written procedures
 - BP 3225 – (Budget – Contracts) Adding language about contract code exceptions; separating out procedures
 - AP 3225 – (Budget – Contracts) New written procedures
 - BP 3230 – (Purchasing – Vendor Relations) Changing to Vendor Conflict of Interest with Government Code reference
 - BP 3240 – (Payment of Vendor Warrants) Separating out procedures
 - AP 3240 – (Payment of Vendor Warrants) New written procedures
 - BP 3300 – (District Property – Fixed Assets Inventory) Adding definition of equipment per California Budget and Accounting Manual (BAM), changing to 2-year cycle per audit requirements
 - BP 3310 – (District Property – Security for District Property) Adding responsibility list per accreditation standards; Separating out procedures
 - AP 3310 – (District Property – Security for District Property) New written procedures

Shanan Danley moved to approve all items in 6a. Jeff Leheldt seconded.

Discussion: The packet was 35 pages in length. Materials were sent out in advance and this was the second reading of all items listed in 6a. Josh Scott asked that important changes be

highlighted in future BP/AP revisions. He would like to know what the changes are, why they are needed and what the impact will be. S-P Celia Esposito-Noy reminded us to inform our constituencies of the proposed changes so discussion can take place before final approval and so they are not surprised when changes in policies or procedures are announced.
Motion passed.

7. Academic Affairs – VP Williams

- a. VP Williams presented a revision to Administrative Procedure 6210, Catalog Rights for approval. The revision includes the addition of this statement:
Students who previously earned a certificate of achievement at Solano Community College and return to pursue an AA/AS degree in the same major have the option to use the local general education pattern from the academic year that the certificate was earned without having to maintain continuous enrollment. This policy does not apply to Associate degrees for transfer (AA-T, AS-T).

Shanan Danley moved to approve all items in 7a. Jeff Lehfeltd seconded. Motion passed.

There is a 6-yr review cycle for review of Board Policies and Administrative Procedures. Board Policies need to go to the Governing Board for approval. Administrative Procedures can be posted to our website.

- b. California Virtual Campus (CVC) Update.
In order to be a teaching college with the CVC we needed to implement a method for seamless admission to our courses. There is detailed programming involved, so due to the complexity of our current SaaS project we have decided to delay this final step. We are, however, a home college with the CVC which means SCC students are able to access courses offered by colleges in the consortium.
A group decision was made by VPs Williams and Cornelison, Robert Nunez, Claudia Tenty, and John Perez to delay our final implementation work until October 2024. This will allow our IT team to focus on the massive SaaS project and place us in a better situation to take on the hard work of SaaS implementation.
- c. MESA Director. Our new director, Rosalyn Clark, Ph.D. joined SCC on September 11. As the Director of Mathematics, Engineering, Science Achievement Program (MESA) she will be focusing on support for first generation college students in the STEM fields and will be creating the MESA webpage. The MESA Center is located in B1500, room 1525. We are excited to have her as part of our Solano team.

8. Student Services – VP Neeley

- a. Interim Dean of Counseling. Ashlie Lawson began in her new roles as Interim Dean of Counseling on September 7. Ashlie has been an adjunct Counselor and Faculty as well as SCC's Articulation Officer. She will continue to work on Articulation and we looking at options for counselors who may be able to assist in that area.
- b. Student Services Updates.
-For improved coordination, the EOPS, CARE and Next Up programs have been moved to Patrick Scott, Dean of Financial Aid with Dara Macaraeg as the EOPS Coordinator. Next Up is a new grant to which provides supports to former foster youth.

-SEA Plan. We are in Phase II of our SEA Plan which is in place to address the equity gap for our most disproportionately impacted students, African American/Black students. We have 1400 Black students, 250 are incoming new students this Fall. We are piloting a case management program/learning community model with Erica Black as case manager. The pilot will also offer small group counseling with support staff and continued/consistent interaction. Three new counselors were hired specifically for case management.

9. Adjournment

There being no further business, the meeting adjourned at 3:57 PM.