

SOLANO COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

UNADOPTED MINUTES December 17, 2008

A reception was held prior to the meeting to welcome and congratulate newly and continuing elected Trustees Rosemary Thurston, James M. Claffey, and Phil McCaffrey respectively.

1. CALL TO ORDER

A meeting of the Solano Community College District Governing Board was called to order at 7:00 p.m., on Wednesday, December 17, 2008, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, California 94534-3197, by Phil McCaffrey, Governing Board President.

2. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

At the request of Board President McCaffrey, Supervisor-Elect Linda Seifert, Solano County, led those present in the pledge of allegiance to the flag of the United States of America.

3. ADMINISTRATION OF OATH OF OFFICE TO NEW AND RETURNING GOVERNING BOARD MEMBERS – JAMES M. CLAFFEY, PHIL McCAFFREY, AND ROSEMARY THURSTON

Interim Superintendent/President Lisa Waits introduced The Honorable Ramona J. Garrett, Presiding Judge, Superior Court of California, County of Solano, who administered the oath of office to newly elected Trustee Rosemary Thurston. The Honorable Mayrene Bates, Solano County Office of Education Board Member, was introduced and administered the oath of office to returning Board members Trustee James M. Claffey and Trustee Phil McCaffrey.

With the authority granted by the Constitution of the State of California, The Honorable Judge Garrett and The Honorable Bates proclaimed the new and returning trustees duly appointed and installed to assume the duties as trustees of the Solano Community College Governing Board. The inductees were honored with a round of applause.

4. ROLL CALL

Members Present:

Phil McCaffrey, President
James M. Claffey
Denis Honeychurch, J.D.
Pam Keith
Stephen Murphy, J.D.
Rosemary Thurston
A. Marie Young
David R. Brannen, Student Trustee
Lisa J. Waits, Ed.D., Interim Secretary

Members Absent:

None

Others Present:

Ross Beck, Director of Public Relations, Marketing and Communications
Richard Christensen, Ed.D., Director, Human Resources
Jay Field, Vice President, Technology and Learning Resources
Don Mourton, Ph.D., Interim Vice President, Student Services
Robin L. Steinback, Ph.D., Vice President, Academic Affairs
Judy Spencer, Executive Coordinator, Superintendent/President and Governing Board

5. APPROVAL OF AGENDA

Board President reported the following specific corrections to the agenda:

Item 9.(b), Page 4, Independent Contractors, lines 7 and 8 should be corrected as follows: Small Business Development Center should be ***Contract Education***. Charles Eason should be ***Deborah Mann, Responsible Manager***.

Item 9.(b), Page 5, Professional Experts (Continued), lines 3-6, Christopher Cronin and Lisa Quinterro are a duplication from page 4 and should be omitted.

Item 9.(k), page 46, line 9 should read as follows: ...training includes ***sixty-four (64)*** hours of instruction, 40 lecture and 24 lab, instead of eighty hours.

Moved by Trustee Young and seconded by Trustee Keith to approve the Agenda as corrected. The motion carried unanimously.

6. ANNUAL ORGANIZATIONAL MEETING OF GOVERNING BOARD

- (a) Election of Governing Board Officers for the 2008-09 Year – President, Vice President and Appointment of Interim Secretary

President, Vice President and Interim Secretary

Trustee Keith nominated Trustee Young for President, Trustee Honeychurch for Vice President, and Dr. Lisa Waits as Interim Secretary of the Governing Board for 2008-2009. The nominations were seconded by Trustee Thurston. The motion carried unanimously.

Trustee Young was selected as President of the Governing Board for 2008-09 by acclamation. Trustee Honeychurch was selected as Vice President of the Governing Board for 2008-2009 by acclamation.

- (b) Establishment of Dates, Time and Location of Governing Board Meetings

Moved by Trustee Keith and seconded by Trustee McCaffrey to approve the calendar schedule of meeting dates, time, and location of Solano Community College District Governing Board meetings for 2009 as presented. The motion carried unanimously.

(c) Selection of Representative to the Solano County School Boards Association

Moved by Trustee Keith and seconded by Trustee McCaffrey to appoint Trustee Young as the Solano Community College District Governing Board's representative to the Solano County School Boards Association for 2008-09. The motion carried unanimously.

7. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Young recognized CTA President Tom Grube who requested to comment on faculty negotiations. A full and complete reporting of Mr. Grube's comments is available on the Solano College Web site at www.solano.edu (Governing Board – Minutes – December 17, 2008 – **Appendix A**).

Board President Young thanked Instructor Grube for his comments.

8. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

Lillian Nelson, ASSC President, reported that:

--the Board helped make the student holiday food drive a success, especially Board President Young, who made a monetary donation to the drive. President Nelson thanked the Board and the campus community for their support, and reported that over \$7,500 was raised for this worthy effort. President Nelson extended best wishes to the Board for happy holidays.

(b) Academic Senate

Dr. Jeff Lamb, Academic Senate President, welcomed Trustee Thurston to the Governing Board and commented that she has taken on a great responsibility. The Senate is looking forward to more open dialogue with the Board and creating an even stronger bond as we move forward.

Dr. Lamb was saddened to report the passing of Mary Swayne, the Academic Senate Administrative Assistant, on December 6, 2008. Dr. Lamb commented that she was a wonderful, elegant and poised woman; a hard worker, with great curiosity for life, and that she will be sorely missed.

President Lamb distributed to the Board a flyer on the purpose and structure and service of the Academic Senate, as well as the December 2008 issue of *SenateRostrum*.

Dr. Lamb reported that the hot issue with the Senate is accreditation, accreditation, accreditation, and more accreditation. The plan of attack for spring will be more training and awareness about the accreditation standards, the gathering of evidence in the fall, and the narrative process in the

spring in order to be ready for our next self-study visit in fall 2011. The goal of the self-study will be to celebrate our successes!

A copy of the full and complete Academic Senate report to the Board is available on the Academic Senate blog at www.sccsenate.blogspot.com. Look for photos and videos in the near future.

(c) Shared Governance Council

Dr. Richard Christensen, Director of Human Resources, welcomed newly elected Rosemary Thurston to the Governing Board. Dr. Christensen reported that the Shared Governance Council focused their entire meeting on accreditation and where the College needs to go in the future. It was recommended that the Accreditation Committee focus on both the short- and long-term needs of the College.

Dr. Christensen was saddened to report that Judy Spencer, Executive Coordinator in the Superintendent/President's office, lost her husband and offered condolences on behalf of the College community.

(d) Superintendent

Interim Superintendent Waits presented a PowerPoint to the Board highlighting student successes and the Vallejo Center Award, 2008 Project Excellence Award Winner by the National Electrical Contractors of America for the work by Long Electric, which was awarded on December 10, 2008. Dr. Waits thanked the campus for their contributions to the success of our students, programs and services, and wished everyone an enjoyable holiday. A copy of the PowerPoint presentation is available in the Superintendent/President's Office.

- ***Report from Mr. Thomas Henry, Educational Management and Assistance Corporation (EdMAC)***

Mr. Henry, President and CEO of EdMAC, distributed to the Board the Administrative Review/Fiscal Health Analysis prepared by EdMAC and stated that no one inside or outside the District received an advance copy of the report. The Superintendent/President and he conferred for errors of fact only. Mr. Henry will return to a future meeting to answer any questions. He also stated comments may be directed to him from the Board for errors of fact via e-mail or his cell phone.

Mr. Henry complimented the hardworking administration, faculty, staff, and students in terms of their dedication to the institution and their professional attitude throughout the various interviews that were conducted.

Mr. Henry read from and commented on the executive summary of the report beginning on page 4 through page 12. The Trustees engaged in discussion in areas of their concern.

Mr. Henry stated that he supplemented the Chancellor's Office's self assessment fiscal health check list with additional criterion. Out of seventeen extensive fiscal health elements, the District has thirteen rated as not acceptable. This rating indicates SCCD has a moderate to high level of risk relative to its fiscal health.

Mr. Henry reported that in a number of operational levels, the current state of organizational effectiveness at SCCD is in jeopardy. EdMAC finds an institution that has significant systemic issues. In addition, it appears to EdMAC that this condition developed over a significant period of time, going back approximately five years in time when leadership, governance practices and procedures began to collapse. Thus, it is EdMAC's opinion that no single individual is responsible for the current condition. Operational areas (academic, fiscal, personnel, facilities, and governance/leadership) interrelate. Each area, due to the systemic nature, can, and will, impact the other areas. There has been a collapse of the basic infrastructure of the District, which will require effective governance and leadership to resolve.

Mr. Henry stated EdMAC believes SCCD has immediate and serious issues relative to the Accrediting Commission for Community and Junior Colleges (ACCJC) standards. EdMAC did not find a sense of urgency at the District relative to the ACCJC January 31, 2008, letter addressed to the Superintendent/President. It appeared that other matters were taking precedence over the accrediting status and deficiencies noted by ACCJC. EdMAC suggested that this matter (accreditation) is the single most important factor facing the District, both from a short-term and a long-term impact.

Vice President Honeychurch asked, in summary, if Mr. Henry found criminal wrongdoing on the part of the person involved in fiscal services. Mr. Henry responded that he found no criminal wrongdoing relative to anyone. It is important to know, he said, that this was an administrative review of policies, practices and procedures; not an evaluation of any personnel, looking at policies and procedures over time. Vice President Honeychurch stated it was important for the Board to engage Mr. Henry's services. The College has a new Board in terms of its makeup, and we are going to move forward and correct the things found to be lacking and get our accreditation straightened out. Vice President Honeychurch further stated that Mr. Henry had been helpful in pointing out our problems, which we will correct as a unified Board.

A full and complete reporting of Mr. Henry's executive summary and in-depth review of documents and observations and reports is available on the Solano College Web site at www.solano.edu (Governing Board – Minutes – December 17, 2008).

Board President Young thanked Mr. Henry for his through report. There was general consensus from the Board that the information would be most helpful in moving the College forward.

9. CONSENT AGENDA – ACTION ITEMS

Superintendent/President

(a) Minutes for the December 3, 2008 Meeting

Human Resources

- (b) Employment – 2008-09; Gratuitous Service; Probationary Release; Request to Rescind Employment

Administrative and Business Services

- (c) Warrant Listings
- (d) Resolution to Authorize Signatures on Official Financial Documents, Resolution No. 08/09-17
- (e) Construction Change Order No. 3 Approval for Valley Crest Landscape Development, Inc. – Bid No. 08-005
- (f) Amendment to Agreement with Wallace-Kuhl & Associates, Inc., for the Vacaville Center
- (g) Resolution to Authorize Agreement with Keenan & Associates' Affiliate, Envoy Plan Services, Inc., for the Third Party Administrative Services for the IRC 403(B) Plan, Resolution No. 08/09-18

Academic Affairs

- (h) Agreement Between Vestas and Solano Community College District to Provide Troubleshooting Training for Contract Education
- (i) Bay Area Clean Water Agencies (BACWA) for Contract Education
- (j) Agreement Between SEIU UHW-WEST and Joint Employer Education Fund and Solano Community College District for Math 107 Tuition and Special Services Pursuant to Contract Education
- (k) Agreement between Children's Network and Solano Community College District for Math 107, Elementary Algebra, Part 1, Class for Contract Education
- (l) Renewal of Entrepreneurship Career Pathways Project with Small Business Development Center (SBDC)

Moved by Trustee Keith and seconded by Trustee Thurston for approval of the Consent Agenda as presented. The motion carried unanimously.

10. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

11. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Administrative and Business Services

(a) Public Hearing and Adoption of the Official District Budgets for FY 2008-09 General Fund, Capital Projects Fund, and Bookstore Fund

Board President Young recessed the regular meeting and called the public hearing to order at 8:09 p.m. In hearing no comments from members of the public, Board President Young closed the public hearing and reconvened the regular meeting at 8:10 p.m.

Interim Superintendent/President Waits referred to her PowerPoint presentation and identified revenue assumptions, expenditure assumptions, and budget assumptions not included for 2008-09.

Dr. Waits indicated a revised official budget will be presented to the Board for their consideration in February or March 2009, based on the more up-to-date information on possible budget cuts that will be provided by the state. Currently, this budget is reflective of known information and what has been signed by the Governor.

Board President Young has submitted questions relative to the budgets, which the District will respond to in writing. The proposed budget still includes a 5% reserve. A copy of the PowerPoint presentation addressing the official District budgets is available in the Superintendent/President's Office.

Moved by Trustee Keith and seconded by Trustee Murphy to adopt the official District budgets for FY 2008-09 General Fund, Capital Projects Fund, and Bookstore Fund as presented. The motion carried unanimously.

(b) AB 2910 Quarterly Report, First Quarter, FY 2008-09

Interim Superintendent/President Waits stated that this report was one of the reports Mr. Henry referred to that needs to be submitted timely. It was built off the tentative budget, and it was noted we are deficit spending by \$1.2 million.

Moved by Trustee Keith and seconded by Vice President Honeychurch to accept the AB 2910 Quarterly Report, First Quarter, for FY 2008-09, as presented. The motion carried unanimously.

(c) Claim for Property Damage, Keenan Claim No. 3907-09-00001-01-01

Dr. Richard Christensen presented the claim for property damage, Keenan Claim No. 3907-09-00001-01-01, from a student for personal property damage sustained on District premises in August 2008. The student's automobile insurance carrier is subrogating against the District to recover costs paid to its insured.

Moved by Vice President Honeychurch and seconded by Trustee Claffey to deny the claim and refer to the District's insurance administrators to send the appropriate denial letter. The motion carried unanimously.

Academic Affairs

- (d) Request for Approval of Curriculum Actions as Submitted by the Curriculum Committee, a Subcommittee of the Academic Senate

Moved by Trustee Keith and seconded by Trustee McCaffrey to approve curriculum actions during the months of November and December 2008 as presented. The motion carried unanimously.

- (e) California State Preschool Program Application

Moved by Trustee Keith and seconded by Trustee Murphy to approve the California State Preschool Program Application as presented. The motion carried unanimously.

- (f) Children's Programs Instructional Materials and Supplies Contract – CIMS-8683

Moved by Trustee Keith and seconded by Trustee Murphy to approve the Children's Programs Instructional Materials and Supplies Contract—CIMS-8683 as presented. The motion carried unanimously.

12. INFORMATION ITEMS – NO ACTION REQUIRED

- (a) City of Fairfield/SCC District Joint Facility Use Agreement

Dr. Robin Steinback, Vice President of Academic Affairs, presented the City of Fairfield/Solano Community College District Joint Facility Use Agreement. The proposed agreement has been reviewed and approved by District and City Administrators and is deemed to be mutually beneficial in providing use of each other's facilities to further the goals and programs of both entities. The mutual intent is to provide the best service with the least possible expenditure of public funds. The term is identified for five years, notwithstanding a 30-day cancellation provision.

This item will return to the Board for approval at the January 21, 2009 meeting.

13. ANNOUNCEMENTS

There were no announcements.

14. ITEMS FROM THE BOARD

President Young reported that she attended the following College and community events:

December 2008

06 – Attended the Coal Shed Art Studio 10th Annual Open Studios at Building 153 at Mare Island.

07 – Benicia-Vallejo American Association of University Women Holiday Party which was held in Benicia. In addition to celebrating the holiday season, members brought gifts to donate to Safequest for needy families in the area.

07 – Attended the Solano County Chapter of the Links, Inc., Mardi Gras Masquerade at the Delta Breeze Club at TAFB. Trustee Murphy indicated that he will attend next year and in the mean time he will be working on his “smooth dance moves” so that he will be able to keep up with me on the dance floor.

Trustee Murphy reported that he walked in *Our Lady of Guadalupe Procession*, three miles through the city of Vacaville, along with students from the College, of which one was crawling because of some regrettable actions in the previous year. Trustee Murphy stated that he was inspired to see people taking their lives so seriously.

Board President Young recessed the regular meeting at 8:28 p.m.

15. CLOSED SESSION

- (a) Conference with Labor Negotiator
Agency Negotiator: Richard Christensen, Ed.D.
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39
- (b) Public Employee Discipline/Dismissal/Release
(No additional information required.)

Board President Young called the Closed Session to order at 8:39 p.m., and adjourned the Closed Session at 9:58 p.m.

16. RECONVENE REGULAR MEETING

Board President Young reconvened the regular meeting at 9:59 p.m.

17. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Young reported that the Board held conference with Labor Negotiator, and discussed public employee discipline/dismissal/release, and no action was taken.

18. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:00 p.m.

LJW:js

APPROVED

A. MARIE YOUNG
PRESIDENT

LISA J. WAITS, Ed.D.
INTERIM SECRETARY

SCCD Board minutes are summarized per *SCCD Board Policy 1045 and 1046*. To listen to the full deliberation of the Board, please contact the Office of the Superintendent/President within thirty (30) days.