

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES

October 1, 2008

A reception with cake, punch, and coffee was held in the Board Room at 6:00 p.m., honoring Gerald F. Fisher, who is retiring after 36 (plus) years of service to the District. Board President McCaffrey acknowledged Superintendent/President Gerald F. Fisher's service to the College by presenting him with a crystal award for meritorious service from the Solano Community College Educational Foundation, and a beautiful engraved clock and plaque from the Governing Board, faculty and staff for his dedicated service to the College. President Fisher thanked the Board and College community for this recognition and expressed his deep appreciation for the recognition and honor bestowed upon him.

Board Study Session – Superintendent/President Search Firms

Board President McCaffrey convened the Board Study Session at 6:40 p.m., with all members present. Board members listened to presentations and reviewed proposals from the following Search Firms interested in conducting a comprehensive search that encompasses working with the Board, College, and community constituency groups to find the most qualified candidates through the Solano Community College District 2008/09 Superintendent/President Search:

Association of Community College Trustees (ACCT)

Dr. Pamela J. Fisher, Presenter
Head Office: Washington, D.C.

Community College Search Services

Kevin M. Ramirez, Ed.D., Presenter
Office: Ventura, California

Professional Personnel Leasing, Inc. (PPL)

Carl Ehmann, Presenter
Office: Ukiah, California

Ralph Andersen & Associates

Ms. Heather Renschler, Presenter
Office: Sacramento, California

TVG Consulting

Dr. Tom Van Groningen, Presenter
Office: Modesto, California

Board President McCaffrey thanked each presenter for their time and the information provided. The selection of the Superintendent/President Search Firm will be discussed and voted upon during the regular meeting.

Copies of the proposals are available in the Office of Human Resources and the Office of the Superintendent/President.

1. CALL TO ORDER

A meeting of the Solano Community College District Governing Board was called to order at 7:40 p.m., on Wednesday, October 1, 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, Vice President Ubalde led those present in the pledge of allegiance to the flag of the United States of America.

3. ROLL CALL

Members Present:

Phil McCaffrey, President
A. C. “Tony” Ubalde, Jr., Rel.D., Vice President
James M. Claffey
Denis Honeychurch, J.D.
Pam Keith
Stephen Murphy, J.D.
A. Marie Young
David R. Brannen, Student Trustee
Gerald F. Fisher, Secretary

Members Absent:

None

Others Present:

Ross Beck, Director of Public Relations, Marketing and Communications
Mazie L. Brewington, Vice President, Administrative and Business Services
Richard Christensen, Ed.D., Director, Human Resources
Jay Field, Vice President, Technology and Learning Resources
Robin L. Steinback, Ph.D., Vice President, Academic Affairs
Lisa J. Waits, Ed.D., Vice President, Student Services
Judy Spencer, Executive Coordinator, Superintendent/President and Governing Board

4. APPROVAL OF AGENDA

Moved by Trustee Keith and seconded by Vice President Ubalde for approval of the Agenda as presented. The motion carried unanimously.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President McCaffrey recognized Jeff Lehfeltdt, President of Operating Engineers, Local 39, who requested to comment on two issues—congratulatory remarks to President Fisher and retroactive checks for members of Local 39.

Local 39 President Lehfeltdt shared personal experiences between himself and Superintendent/President Fisher by stating that his first interaction with President Fisher was as a student in 1992 when he was on academic probation. President Fisher heard his story about the challenges Jeff faced with getting tested for school, working, balancing home and finances, and paying for school at the same time. To make a long story short, President Fisher was instrumental in getting Jeff the necessary fee waivers, tested, and eventually graduated with honors as a member of Alpha Gama Sigma. Jeff thanked President Fisher for the influence he had in his life and future at Solano Community College. There was a round of applause from the audience.

Mr. Lehfeltdt raised a serious concern that the Local 39 membership has had with the delay of payment of their retroactive checks. The membership reached a tentative agreement with the District on July 6, 2008, and ratified their contract on July 24. The Board approved the contract at their meeting of August 6, 2008. It was understood the members would have their checks within 30 days of approval of the contract. The last e-mail from the Human Resources Department indicated the checks would be available the end of October/first of November. Mr. Lehfeltdt stated that this is not acceptable to the membership. The members bargained in good faith, and not getting the checks timely is an undue hardship on the membership and respectfully requested that the checks be issued no later than the 6th of October.

Dr. Christensen, Director of Human Resources, stated that the agreement at the table was that the College would provide the retroactive checks within 60 days of Board approval—not 30 days.

(Mr. Lehfeltdt later stated that he misspoke, and that indeed the agreement was within 60 days, but that the bottom line is that the members don't have their checks, and even if there is a payroll mistake, the checks need to be received within 5 days. The membership has a straight forward payroll without activity points and overload.)

The agreement was signed and delivered in early August. What has happened at this point is that Banner has not functioned in the way we were led to believe it would. Staff in Human Resources has been working numerous overtime hours on full-time, adjunct faculty, and staff payroll, which is the largest payroll for fall. The spreadsheets are done for Local 39; it is just a question of being able to get the information into the system. My office has been communicating with Mr. Lehfeltdt and Fiscal Services regularly trying to get the retro checks expedited, but it just hasn't been possible with the limited capability we have had in terms of our integrated system. Staff continues to work at manually inputting the information into the system so we can get people paid.

Susan Rinne, Interim Director of Fiscal Services, stated her office, too, has been working overtime, and that she is in receipt of the spreadsheet for Local 39. Ms. Rinne stated she has been working closely with the SIG Consultant who is helping with payroll. Today her office ran

their first payroll and it “bombed.” Things are not set up in Banner like we thought they would be—ready to go. It is not a matter that we aren’t willing to take care of this, she said, but rather that our system is not able to do what we need it to do. Ms. Rinne went on to say her office was working on the premise that October 31 was within the sixty-day timeframe.

Trustee Keith raised the question if everybody is communicating with everybody, why is Local 39 standing before the Board tonight because it sounds like no one is communicating with anybody.

Superintendent Fisher responded that the process is to make this work. The source data was completed and calculated and put into the system, and then the discovery was made today that the system did not work on the trial run for this kind of payment (retro checks); therefore, we are here with a process running in a new system and it doesn’t work. It is also clear that there was a difference of opinion when the retroactive checks needed to be available to the Local 39 membership. The bottom line is that we need to get the checks to the membership as soon as possible.

Board President McCaffrey asked if there was an alternate plan to get the membership paid. President Fisher responded that he doesn’t know what the details are on the system that has to track all of our expenditures, which is Banner. Almost everything we are doing this time is a “first-time” experience.

Trustee Claffey asked if we were still running parallel with the old system and if the checks could be cut on the old system. Vice President Brewington responded we are no longer running parallel. We had a date when we crossed over and at this time we have to pull twoW-2s from two different systems, so everything has been switched to Banner. Trustee Claffey stated that a payroll malfunction is a very serious proposition for any employee and that this matter needs to be taken seriously—and it needs to be fixed.

Trustee Young commented by asking the question if a virus hit our Banner system and was destroyed, would people not be paid. Trustee Young asked if other schools that use Banner have been contacted stating this is the type of program we run, this is the problem we have, have you had a similar problem, and what you did to rectify the problem. Dr. Christensen responded in the affirmative. Dr. Christensen stated that in the last few months he has worked with Vice President Field, SIG and SunGard consultants to try and solve our payroll problems. We have a complicated system, and you can’t use an “off-the-shelf-system” to work within a complex system like we have. Questa College was in a similar situation with Banner, and they stepped back and did not implement Banner because they were not far enough along with it. We continue to try and implement the system with limited resources, limited technical capability, and limited programmers, and if you ask people across the campus, people have given and given until there is not a lot left to give. We are doing the best we possibly can. I understand what Mr. Lehfeldt is saying because we have been communicating on a regular basis, but there is only so much capacity within the College.

Trustee Honeychurch recommended that the Board direct the Superintendent/President and his successor to try and resolve the problem because it can’t be resolved tonight, and as soon as possible.

Cynthia Simon, CSEA President, asked if her membership is being paid overtime or comp time for the additional hours being worked to resolve the retroactive pay situation. It has been brought to her attention that this may not be the case. Board President McCaffrey asked Superintendent/President to investigate and give Ms. Simon an answer tomorrow.

Trustee Murphy echoed Trustee Honeychurch's comments. There was a time before computers and Banner, and people got paid. You can't "not pay people money they are owed" because of computer challenges.

Vice President Ubalde thanked Mr. Lehfeldt for bringing his concern forward and apologized for the situation.

There was consensus from the Board that Superintendent Fisher and Dr. Waits should meet and resolve the situation as soon as possible, informing the Board members with an update no later than Monday, October 6, with the resolution in place, as well as informing the Local 39 President and membership.

Board President McCaffrey thanked Local 39 President Lehfeldt for his comments.

Board President McCaffrey recognized CTA President Tom Grube who requested to comment on negotiations.

Before CTA President Grube made his comments to the Board, he stated "one more time" that Superintendent/President Fisher is one individual who has given his whole heart and soul to Solano Community College. Certainly, I haven't always agreed one hundred percent with him, but I never questioned his honesty, questioned his integrity, or questioned that he has anything but the best interest of Solano College at heart. Mr. Grube said the College was blessed when he stepped forward at a time when we needed him. Mr. Grube thanked Gerry Fisher for all he has given and done for Solano, and on behalf of the faculty wished him well in his retirement. Mr. Grube stated to Gerry that he has left us in very capable hands, but that he is going to be missed.

Superintendent/President Fisher thanked Mr. Grube for his congratulatory comments, and the audience extended a round of applause.

CTA President Grube's comments are as follows:

"Today marks 15 months that we've been working without a contract. We have another negotiating session scheduled for Friday. I'm hoping that we'll get a realistic salary proposal for last year. Will we get one and finally settle this contract and put an end to the frustration that faculty are feeling, or will we continue to 'wait and see...'? We've had 15 months of 'wait and see.'

Wait and see--what the state budget look like for 2007...

Wait and see--what effect will the housing crunch and its effect on property tax revenues have on our budget...

Wait and see--what the May revise will look like...

Wait and see--what is left over at the end of the year...

Wait and see--what remains after we hurry to spend money on other things at the end of the fiscal year...

Wait and see--what the state budget looks like for 2008-2009...

Wait and see--what the new Interim Superintendent/President wants to do...

Wait and see--how much money was 'left over' after we close the books on 2007-2008--something we still haven't done 92 days into the new fiscal year...

Wait and see--the results of the CSEA impasse hearing...

Wait and see--how the new Governing Board wants to handle things after election day...

Wait and see--what the new 'permanent' Superintendent/President wants to do...

Wait and see--what the state budget for 2009-2010 looks like...

Wait and see--how much of the District's money can we spend on a San Diego law firm that benefits financially when negotiations drag on...

Wait and see--if anything is left after we spend at will on our real priorities, which obviously don't include the College's employees and their families...

Wait and see--how long we can tell the College's employees we can care about and respect them without taking action to show that we do...

Are you tired of hearing, 'wait and see...'? So are we. We're tired of excuses. We're tired of everyone blaming someone else. We're tired, but we're not planning to rest until we have a contract. Please direct your negotiating team to settle the contract now. We've had 15 months of 'wait and see...'"

6. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

ASSC President Lillian Nelson addressed Superintendent/President Fisher stating that it has been a pleasure and honor to work with him, both as a Student Trustee and ASSC President, and wished him well in his retirement.

Lillian Nelson, ASSC President, reported that:

--she wished to introduce Ms. Enjolie Vilchis, Social Science Senator, who was present in the audience.

--Ms. Alma Delgado would be giving the ASSC report. Ms. Delgado identified her major as Business and Fashion Merchandising, and advised the Board that she is serving this fall as the Vocational Curriculum Senator. ASSC is preparing to attend the California Community College Student Affairs Association Conference the weekend of October 17th in San Diego. Campus organizations have been invited to submit funding requests. ASSC representatives attended the Region II meeting at the California Community College Foundation Office on September 19th. In addition, ASSC has been sponsoring a weekly forum encouraging students to register to vote. ASSC representatives have also been assigned to various campus committees.

On behalf of everyone from ASSC and Student Development, Ms. Delgado extended their congratulations to retiring Superintendent/President Fisher who is summing up his nearly 37 years of dedicated service at Solano Community College. To show their gratitude, ASSC will be donating a brick in his honor.

Trustee Claffey asked Ms. Delgado if she was aware of the postcards that had been sent to some of the Board members regarding class cancellations, supposedly from students, and she responded that she was not. Trustee Claffey asked if it was an organized activity from student government, and Ms Delgado responded again that she did not know. Student Trustee Brannen stated it was not an organized ASSC activity and did not know who the organizer was.

(b) Academic Senate

Dr. Jeff Lamb, Academic Senate President, reported that:

--he wrote down a few thoughts about Gerry, not the Superintendent/President, but about Gerry, which shows the relationship he has with faculty and how he presents himself in the College community. Dr. Lamb went on to say that Gerry is someone you can talk to easily. He is the calm after the storm, evenhanded, accessible, honest, straight forward, with a strong sense of history. Gerry is an incredibly comfortable communicator, and the Senate and faculty have valued his contributions to the College. Superintendent/President Fisher thanked Dr. Lamb for his kind comments.

--the Senate held a special session to take action on the Accreditation Mid-term and Special Reports. Dr. Lamb stated shepherding these accreditation documents, in conjunction with other College leaders, has been one of his primary concerns.

(c) Shared Governance Council

Superintendent Gerald Fisher reported that:

--the Shared Governance Council sat as the final review body for the Accreditation Mid-term and Special Reports. The members met on September 17 for two hours, and again on the 18th for what has become known as the Rockville Summit for four hours, and yet again for two and one-half hours on the 24th, amounting to eight and one-half hours of analysis and discussion; a good beginning of meaningful conversation and dialogue among those constituencies who have an interest in this Institution. It is my hope, Mr. Fisher said, that the College will build on the progress made and will continue to make progress as we move forward in improving the College. The Accreditation Reports were the single focus for the last three meetings, and all constituent groups were present for those discussions.

(d) Superintendent

- *HACHIDAN (8th Degree Black Belt) JUDO Promotion - Dr. James "Jimmy" Tanaka*

Students from Dr. Tanaka's Judo class joined him in the Board Room in recognition of his *achieving the status of an important person of Judo.*

Superintendent Fisher stated that "Jimmy" began Judo at the age of four in San Luis Obispo, California, and has been involved with Judo as a student, competitor, referee, judge, clinician,

host, coach, and instructor for 70+ years. Jimmy continued Judo studies and competition in an Internment Camp located in Rhower, Arkansas, during World War II. Throughout his career with the United States Air Force, Jimmy was able to compete and instruct Judo. In 1980, he was hired by Solano Community College to instruct Judo, Self Defense, Gymnastics, Health, Body Conditioning, Fitness for Life, Weight Training, etc., and during this tenure of 25+ years at the College, over 4,500 new Judo students have had exposure to the Olympic sport of Judo. Dr. Tanaka's credentials are noteworthy. Among many accomplishments, he is the Founder and Head Coach of the SCC Judo Club, affiliated with the U.S. Judo Association. It is a Silver Chartered Club with membership totaling over 260 life members and is the largest of any college and university Judo Club in the United States. Since its inception, the SCC Judo Club has never had a losing season. In just the previous ten years, SCC students have competed in 124 tournaments. For their efforts, the students have garnered 174 GOLD, 135 SILVER and 116 BRONZE medals for a total of 425. Superintendent Fisher remarked it was his distinct honor to present to Dr. Tanaka his certificate promoting him to Hachidan (8th Degree Back Belt) in Judo—certainly a well-deserved honor, especially since only a few Judoists ever reach this level. Congratulations, Sensei!! True teacher, advisor, role model, and leader.

Instruction in Judo is one thing. Instruction in life and principles is quite another thing, and Dr. Tanaka has been a standard bearer for principles of life--how you conduct your life and how you treat other people with respect, honesty, and integrity. Superintendent/President Fisher stated that Jimmy is the embodiment of all of these things, and commented he would be remiss if he did not read a letter from one of his former students who spoke to all these qualities. A copy of the letter was shared with the Board members.

Superintendent Fisher and Board President McCaffrey presented the Certification of HACHIDAN (8th Degree Black Belt) JUDO Promotion to Dr. Tanaka. The audience and Board members gave Dr. Tanaka a round of applause and standing ovation on this amazing accomplishment.

Dr. Tanaka thanked his mother who started him in Judo and expressed gratitude for the platform of opportunity that came from being associated with Solano College. Jimmy thanked Mr. Charlie Robinson, also present in the audience, who was the national chairman that tests the testers and gave him his exam in April of this year.

Board President McCaffrey acknowledged Mrs. Tanaka in the audience who has been so supportive of Jimmy in all of his efforts at Solano College.

Superintendent Fisher reported that:

--he was saddened to report that Dr. Lawrence Rockwood, a Vallejo resident for 39 years, passed away September 7, 2008. After retirement, Dr. Rockwood served one term on the Solano Community College District Board from 1984-1988. In lieu of flowers, donations are requested to be sent to the ARC Solano (formerly the Association for Retarded Citizens) in Vallejo, California. Sincere condolences were extended to the family and friends of Dr. Rockwood.

--since the last Board meeting, there have been changes in the state budget. Superintendent Fisher asked Vice President Mazie Brewington to provide information on the status of the budget.

Vice President Brewington reported that since the last meeting when the District gained approval to draw down on its property taxes, we did not have to exercise this option due to the budget signage. The budget contains some good news for community colleges, but it does not address the state's underlying fiscal problems, which will be pushed forward into the next year and could still result in mid-term budget cuts this year.

State Budget Highlights of the Signed Budget Include:

- COLA at .68% - \$288,563 (no COLA provided for categorical programs).
- Growth funding at 2%.
- \$75 million to partially backfill property tax shortfall of \$92 million.
- Student enrollment fee remains at \$20 a unit.
- Categorical programs funded at last year's levels.
- Cal Grant program sustained.
- Deferral of the January, February, and March apportionment payments to April, May, and June.
- Budget includes various budget reforms such as:
 1. A rainy day fund.
 2. Expanded authority for the Governor to make mid-year budget cuts to state agencies.
 3. Expanded authority for the Governor to temporarily suspend COLAs in the event of a fiscal emergency.
 4. Rainy day fund will be put before voters during the next state-wide election – #2 and #3 above will only go into effect if voters approve constitutional amendment related to rainy day fund.

Ms. Brewington reported that, together with the Director of Fiscal Services and other senior administrators, they will attend the state budget workshop on October 9, 2008, in Sacramento.

Board Vice President Ubalde remarked that it was his understanding that Solano County Treasurer, Charles Lomeli, will be making a presentation to the Board of Supervisors regarding an update on tax receipts and asked if Vice President Brewington had received any feedback on that information. Ms. Brewington responded in the negative. Vice President Ubalde indicated that the details would be helpful to the Board, and Vice President Brewington agreed to follow up on the request. Ms. Brewington also stated that both the Chancellor's Office and the California Community College League have language in the budget this year that automatically creates a backfill for property tax shortfalls.

- *Bond Update*

Mr. Stan Dobbs, Independent Contractor with the Maintenance and Operations Department, reported that:

Parking Lots 3 and 5

--work is taking place to remove the barrier between parking lots 3 and 5, making a drive-through to connect both parking lots, which should be completed in a few weeks.

Building 1400 Student Center

--the staff dining room work is ongoing. The exterior finishes are complete with the final roofing trim to be installed this week. Completion for the dining room is scheduled for October 13, 2008. Phase 2 of the abatement work is completed, and the hard demolition is scheduled to start this week. Rough framing and electrical rough-in will start the end of this week.

Building 1700A Gymnasium

--partial occupancy of the gymnasium and the Sports Medicine Department should take place on October 6, 2008. The HVAC systems and fire alarm testing in unoccupied areas are ongoing. Phased area moves for Building 1700A are to be scheduled. Construction is approximately 95% complete.

1700B Adaptive P.E. Building

--wall framing work is complete. Roofing systems have been installed. Roofing installation has started. Electrical and mechanical rough-in work is ongoing. The project is approximately 50% completed.

Athletic Fields

--the project is approximately 70% complete.

Football Practice Field

--the sod installation is completed.

Baseball

--the installation of sod is to begin in approximately one week.

Softball

--landscaping and soil preparation and installation are ongoing.

Soccer

--the sod installation is complete. The contractor has started re-seeding areas damaged during construction.

Vacaville Center

The contractor is starting to mobilize in working with the city with full permits for water and PGE, and the surveying will take place fairly soon.

Projects in Design

--Buildings 1200 and 1300 are moving along well; Building 100 swing space issues are being addressed, and that he met with the architect for Building 600, which is still in the schematic stage. The main entrance of campus is being addressed and signage and landscape in front of Building 300 are being looked at.

Vice President Ubalde asked Mr. Dobbs how the District is doing with the overall cost of the projects. Mr. Dobbs responded by saying we are staying very close to budget for all of the buildings. Mr. Dobbs stated he will be meeting soon with Dr. Waits to discuss each of the remaining projects and funding to avoid any surprises.

7. CONSENT AGENDA – ACTION ITEMS

The following specific correction was made to the Consent Agenda, Item 7.(e), Construction Change Order No. 7 Approval for Alten Construction, Inc. – Bid No. 08-003, on page 8. On page 11 of this agenda item, Project Change Order 140 totaling \$32,744 should be removed, altering the total Change Order No. 7 Amount from \$92,582 to \$59,838; further altering the Revised Contract Amount from \$6,885,298 to \$6,852,554.

The following specific corrections were made to the minutes of September 17, 2008.

Trustee Young corrected page 14, paragraph 2, line 3 as follows: Trustee Young also stated that Dr. Wright taught one of her daughter's classes, which should read ***taught her daughter one of his classes*** and page 19, paragraph 2, lines 1-3, which should read Trustee Young stated she was informed ***by the Superintendent/President*** that the Diversity Coordinator position is not on the proposed District Priorities list. Since this position has been budgeted ~~in the past~~, Trustee Young respectfully asked that this position be placed back on the list for future staff hiring.

Student Trustee Brannen corrected page 16, paragraph 4, line 2 as follows: "...climate of faction reins over the Board" should read as "...climate of faction ***reigns*** over the Board" and added ***Student Trustee Brannen acknowledged the comment as his own; declared that he stood by his comment, and that the complete statement spoke for itself***, and the roll call vote on page 20, line 27, adding ***Student Trustee Advisory Vote: David R. Brannen abstained***.

Trustee Honeychurch corrected the typographical error of 75-mile hike, which should read as ***bike*** on page 19, at the bottom of the page.

Superintendent/President

- (a) Minutes for the Meeting of September 17, 2008

Human Resources

- (b) Employment 2007-08; Employment 2008-09; Gratuitous Service; Resignation

Administrative and Business Services

- (c) Warrant Listings

- (d) Resolution to Authorize Signatures on Official Financial Documents, Resolution No. 08/09-07

- (e) Construction Change Order No. 7 Approval for Alten Construction, Inc. – Bid No. 08-003
- (f) Construction Change Order No. 6 Approval for J.W. and Sons, Inc. – Bid No. 08-002
- (g) Construction Change Order No. 7 Approval for J.W. and Sons, Inc. – Bid No. 08-001
- (h) Construction Change Order No. 3 Approval for R-E Corporation, Inc. - Bid No. 08-007
- (i) Construction Change Order No. 2 Approval for Walsh Electronic Systems Technology – Bid No. 08-004

Academic Affairs

- (j) Agreement Between Macro Plastics Incorporated and Solano Community College District to Provide Electrical Safety Training for Contract Education
- (k) Renewal of City of Vallejo Consultant Service Agreement with Small Business Development Center (SBDC)
- (l) Renewal of City of Suisun City Service Agreement with Small Business Development Center (SBDC)

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

8. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

9. RETIREMENTS OF STAFF WITH 10 OR MORE YEARS OF SERVICE

- (a) Resignation to Retire – Gerald F. Fisher

Superintendent/President Fisher stated that it is customary at Solano College for individuals to speak on behalf of our employees who are retiring, but that tonight he wanted to say just a few words, which say it all. President Fisher made the following statement to the Board and audience. “Those who would speak for me – speak for me everyday, and those are the persons to whom I am indebted for their friendship and their commitment to Solano Community College.”

Moved by Trustee Claffey and seconded by Vice President Ubalde to approve the resignation to retire for Gerald F. Fisher, effective October 3, 2008. The motion carried unanimously.

10. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent/President

(a) Resolution Honoring Gerald F. Fisher, Resolution No. 08/09-08

Moved by Vice President Ubalde and seconded by Trustee Keith for approval of Resolution No. 08/09-08 Honoring Gerald F. Fisher. The motion carried unanimously with the roll call vote as follows:

STUDENT TRUSTEE ADVISORY VOTE: David R. Brannen concurred.

AYES – Trustee Keith, Trustee Murphy, Vice President Ubalde, Trustee Young, Trustee Claffey, Trustee Honeychurch, and Board President McCaffrey

NOES – None

ABSENT – None

Board President McCaffrey asked Superintendent/President Fisher to join him in front of the Board members and audience and presented him with the signed and framed resolution that was approved by the Board, which reflected his dedicated and committed service to the Solano Community College District with distinction since February 8, 1972.

Superintendent/President Fisher thanked the Board for the resolution and stated that he feels the College will continue to move forward in a positive way and wished everyone well.

The Board and audience extended a round of applause in recognition of Superintendent/President Fisher's retirement.

(b) Selection of Superintendent/President Search Firm

Board President McCaffrey reported that the Presidential Search Subcommittee met on September 19, 2008, and narrowed their selection of search firms to be considered by the Board. The Board held a study session prior to the meeting this evening and listened to presentations and proposals from the following Search Firms (listed in alphabetical order):

Association of Community College Trustees (ACCT)
Community College Search Services
Professional Personnel Leasing, Inc. (PPL)
Ralph Andersen & Associates
TVG Consulting

Moved by Trustee Honeychurch and seconded by Trustee Young to approve the selection of Association of Community College Trustees (ACCT) to lead the 2008/09 Superintendent/President Search for the Solano Community College District. The motion carried unanimously.

Trustee Honeychurch stated the presentation given by ACCT included information that the other firms did not provide and that he felt they would be the best fit for Solano, as well as one of the most economical. He stated further that he looks forward, with optimism, to working with them to find our new leadership.

Board President McCaffrey thanked Dr. Fisher for her frank and candid statements to the Board.

Trustee Keith remarked that it was very apparent that ACCT did their homework and asked that they continue to be open and frank. Student Trustee Brannen stated he felt they were the only ones who did their homework. Vice President Ubalde concurred with his fellow trustees and congratulated Dr. Fisher from ACCT.

(c) Selection of Community Members for Superintendent/President Search Advisory Committee

Board President McCaffrey reported that at the request of the Board Presidential Search Subcommittee, Board members were requested to recommend names of community members from Trustee Areas 1 & 2 (North County) and Trustee Areas 3 & 4 (South County) for consideration and selection to be included as participants on the Superintendent/President Search Advisory Committee. The Subcommittee met on September 19, 2008, and reviewed résumés from community members interested in serving on the S/P Search Advisory Committee, and recommended the following: Mr. Brett Johnson, North County, and Mr. Darrell Schramm, South County.

Moved by Trustee Young and seconded by Trustee Keith to approve the selection of Mr. Brett Johnson and Mr. Darrell Schramm to serve as community members on the S/P Search Advisory Committee for 2008/09. The motion carried unanimously.

Administrative and Business Services

(d) Contract Authorization and Signatures for District Bank Accounts, Resolution No. 08/09-09

Moved by Vice President Ubalde and seconded by Trustee Murphy for approval of Resolution No. 08/09-09, Contract Authorization and Signatures for District Bank Accounts. The motion carried unanimously with the roll call vote as follows:

STUDENT TRUSTEE ADVISORY VOTE: David R. Brannen concurred.

AYES – Trustee Murphy, Vice President Ubalde, Trustee Young, Trustee Claffey, Trustee Honeychurch, Trustee Keith, and Board President McCaffrey

NOES – None

ABSENT – None

Academic Affairs

(e) Sonoma State University Clinical Education Affiliation Nursing Student Education Agreement with Solano Community College Health Occupations Division

Moved by Trustee Keith and seconded by Trustee Murphy to approve the Sonoma State University Clinical Education Affiliation Nursing Student Education Agreement with Solano Community College Health Occupations Division as presented. The motion carried unanimously.

11. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Accreditation Mid-term Report

Dr. Robin Steinback, Vice President of Academic Affairs and Accreditation Liaison Officer, together with Academic Senate President Jeff Lamb, and Erin Farmer, Curriculum Chair and report writer, stated it was their privilege to present the Accreditation Mid-term Report. Contributions were made by all the stakeholders in the organization. It was recommended that the Governing Board, after their review, accept the Mid-term Report requested by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, on the eight General Recommendations identified by the ACCJC, and progress towards accomplishing the 85 Planning Agenda items that SCC identified in the 2005 SCC Self-Study. The report must be submitted to the ACCJC by October 15, 2008.

Dr. Lamb stated it was a process, more towards the end than at the beginning, that was very collaborative, and one which produced dialogue that will guide us as we move forward.

Board President McCaffrey expressed special thanks to all who contributed to the completion of the document and extended special thanks to Ms. Framer for writing a balanced narrative. Student Trustee Brannen echoed the applauding of Ms. Farmer, stating it was a collaborative effort at the end, and everyone pulled through together. It was the first show of unity he has seen in the last six years on this campus, to this degree, and was proud to have been a part of it. Erin Farmer raised our standard and brought it home. Student Trustee Brannen thanked her for her hard work.

(b) Accreditation Special Progress Report

Dr. Robin Steinback, Vice President of Academic Affairs and Accreditation Liaison Officer, presented the Accreditation Special Progress Report. It was recommended that the Governing Board, after their review, accept the Accreditation Special Progress Report requested by the Accrediting commission for Community and Junior Colleges, Western Association of Schools and Colleges, on the four recommendations of the 2007 Accreditation Visiting Team. The report must be submitted to the ACCJC by October 15, 2008.

Trustee Young referred to page 13 (line 4) of the document that discussed the results of the Board (How Do We Rate) Checklist on July 16, 2008, an instrument designed by a Board Subcommittee for use *by the Trustees only*. Trustee Young stated the instrument was not designed for use by Trustees only, but the CEO as well. President Fisher responded that he was aware of the point of fact in working with the subcommittee that the CEO could participate, but that he was not under the impression he should be a participant. As a statement of fact, *for use by the Trustees and CEO* would be added.

(c) Revised Class Specifications for Executive Assistant (Bargaining Unit), Records Evaluation Technician, and Veteran Certification Specialist

Dr. Richard Christensen, Director of Human Resources, in accordance with Article 18 of the California School Employees Association/District Collective Bargaining Agreement, presented for information the significant changes in job duties and levels of responsibility for Executive

Assistant (Bargaining Unit), Records Evaluation Technician, and Veteran Certification Specialist. A reclassification review was conducted and approved at the Board meeting held September 17, 2008. The revised class specifications will be presented for Board action at the October 15, 2008, meeting on the Consent Calendar for Human Resources in accordance with Governing Board procedure.

(d) The College Police Department Short- and Long-Term Options for Security Needs

Mazie L. Brewington, Vice President of Administrative and Business Services, discussed with the Board the College Police Department short- and long-term options for security needs.

Vice President Mazie Brewington distributed to the Trustees her special report, which served as an update to the comprehensive report presented at the September 17, 2008, Board meeting.

Vice President Brewington stated that the College is now advertising with the California Commission of Peace Officer Standards and Training, the California College and University Police Chiefs Association, and directly with local academies. This additional outreach by the Chief of Police is more than likely as a result in the increased number of applicants that are now applying.

- One part-time Officer file has been forwarded to Human Resources to proceed with background checks.
- Fourteen candidate (up from five in last report) applications are currently on file for potential hiring--11 full-time Officers, two part-time, and one applied for both. It has been determined that 11 meet minimum qualifications, and interviews are scheduled all day on October 11, 2008. After the medical and psychological evaluations are done, it will more than likely be January 2009 before the new Officers will start.

Ms. Brewington advised the Board that as soon as we can reasonably organize the team, the Solano County Sheriff's Office will take over the graveyard shift. Along with this effort, she said, we also recommend closing at least one campus entrance gate between the hours of midnight and 5 a.m. We would work out all the details with the Athletic Department regarding intercollegiate team travel back to campus from various competitions. This would reduce and limit vehicle traffic from one entrance and provide additional security to the campus.

The Chief of Police has made arrangements with outside law enforcement agencies to assist with coverage of our District properties during our graveyard hours. Discussions have occurred with Chief Word of the Vacaville Police Department, Chief Nichelini of the Vallejo Police Department, and Sheriff Stanton of the Solano County Sheriff's Office. A proposed schedule was attached to the report by Ms. Brewington, shared with the Trustees, indicating when we can begin working on all the internal logistics to make this transition.

The following shifts have been recommended:

- Day shift – Monday through Friday would continue to be covered by the Chief of Police, with the assistance of part-time Officers.

- The former graveyard Officer position would move to swing shift, along with the current swing shift. These two shifts would be picked by seniority with one Officer working Sunday through Thursday, and the other working Monday through Friday. Saturday would be the overtime sign up left for the full-time Officers. The shift in these hours would allow for Officers to remain on duty well after the departure of late classes; before the shutdown into the graveyard hours.
- This schedule would temporarily close down our graveyard shift and eliminate three of the six overtime shifts that are automatically written into the weekly schedule. The schedule would also offer increased patrol to our Vacaville and Vallejo Centers during peak swing shift hours and days.
- Without cost, Vacaville and Vallejo Police Departments are willing to respond to immediate or urgent police matters and all emergencies on our properties within their boundaries. Periodic and routine patrol would also take place as time allows by the beat Officer as a part of their routine patrol.
- Sheriff Stanton of the Solano County Sheriff's Department has provided this same service in the past without cost to the College and has pledged and/or offered the same services to the College in the future, if needed.
- There may be some cost to the District in the event of a major incident where extensive follow up or investigation is needed by the respective departments in accordance with mutual aid law. However, the Chief of Police points out that the College has never been charged for reimbursement for a criminal investigation where we have requested assistance. An additional fee may occur if our alarmed locations exceed local ordinance for false alarms.

Vice President Brewington reported that the competitive salary rates are being compiled by the Human Resources Department, and this concluded her report to the Board.

Trustee Honeychurch asked if the temporary elimination of the graveyard shift would be only until staffing levels are increased, and Vice President Brewington responded in the affirmative.

Vice President Ubalde asked if it is the intention of the District to increase our force, and Vice President Brewington stated yes. Part of the staffing plan at Vacaville, as reported at the last Board meeting, is to add two additional officers at Vacaville.

Board President McCaffrey inquired about what kind of training the unarmed security officers have that ensure security for employees and students. Vice President Brewington stated that if adequate security is not provided, they are replaced. President McCaffrey asked questions about cost comparisons between our employees versus the Sheriff's Department and what the patrol areas would be in Vacaville.

Student Trustee Brannen would like to see the details flushed out in this proposal. He said he has reservations with one Officer, along with Chief Dawson, being on the main campus. If there would be an emergency situation, Student Trustee Brannen stated he does not have confidence that the Sheriff's Office would be able to respond in time and is worried about one of our Officers losing their life without back up. Also, in regard to the roving situation, Mr. Brannen stated further that we need to consider increasing these numbers. He doesn't know if it is

reasonable to assign an Officer to both Vallejo and Vacaville and to be able to expect that Officer to respond to an emergency situation in a timely manner, if that is what we are doing, without clear cut agreements with Vallejo or Vacaville PD to take care of those situations. And finally, he said, he would like to see more detailed information with answers to the Board's concerns come back to the Board for action as soon as possible.

There was consensus to provide another opportunity for the Board to discuss with Vice President Brewington the Police Department long- and short-term options, with an update on the cost analysis at the next Board meeting.

12. ANNOUNCEMENTS

There were no announcements.

13. ITEMS FROM THE BOARD

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

September 2008

18 – Solano College's tribute to Fairfield Councilmember Matt Garcia.

19 – Solano College's Board Presidential Search Subcommittee meeting, together with Board President McCaffrey and Vice President Ubalde.

25 – Access to Healthcare Community Forum, which was sponsored by the American Cancer Society and the Solano Coalition for Better Health. This event was held at the Clubhouse at Rancho Solano, Fairfield.

27 – Fourth Annual International Dinner/Auction, which was sponsored by the Vallejo Sister City Association in cooperation with the City of Vallejo Sister City Commission. The event was held on Mare Island.

Vice President Ubalde reported that he attended the following College and community events:

September 2008

19 – Solano College's Board Presidential Search Subcommittee meeting.

26 – Reach Out Benicia, helping teens with drug problems.

28 – Fighting Back Cruise Fundraising

Trustee Murphy commented on the article in the *Chapter Chatter*, a publication of the Solano College Faculty Association, where his picture appeared with him sitting at the Board table, suggesting he was either listening intently or enjoying Chinese take out. Trustee Honeychurch pointed out that his absence was visible in a photo that appeared in this newsletter, and stated he thought it was a low blow since he was participating as a member of the United States Triathlon Team, representing the United States on August 31; therefore, was absent from the September 3 Board meeting.

Mr. Grube was asked how a Board member might subscribe to the newsletter, and he responded by stating he does not publish or distribute the newsletter and received only one copy in his mailbox on campus.

Student Trustee Brannen stated he has spoken with Gerry in private, but wanted to state publicly that he is a man of the utmost integrity. Mr. Brannen commented that he has known Gerry for many, many years, and has agreed with him wholeheartedly on issues and disagreed vehemently on issues, but one thing always is true, and that is that Gerry's motives are pure and from the heart, and everything he does is because he believes it is in the best interest of the College. Mr. Brannen thanked Superintendent/President Fisher for his services. There was a round of applause from the audience.

Board President McCaffrey recessed the regular meeting at 9:25 p.m.

14. 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 McCaffrey called the Closed Session to order at 9:36 p.m., and adjourned the Closed Session at 9:52 p.m.

15. RECONVENE REGULAR MEETING

Board President McCaffrey reconvened the regular meeting at 9:53 p.m.

16. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President McCaffrey reported that conference was held with Labor Negotiator on CCA/CTA/NEA, CSEA, Operating Engineers-Local 39, and that public employee, discipline/dismissal/release was discussed, and no action was taken.

17. ADJOURNMENT

There being no further business, it was moved by Trustee Murphy and seconded by Vice President Ubalde to adjourn the regular meeting at 9:54 p.m., *in memory of Dr. Lawrence Rockwood* and *in honor of Superintendent/President Gerald F. Fisher's retirement*.

SOLANO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD
UNADOPTED MINUTES – OCTOBER 1, 2008
PAGE 20

BOARD MINUTES.10.01.08.FINAL

PHIL McCAFFREY, PRESIDENT

APPROVED

GERALD F. FISHER, SECRETARY