

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES
September 19, 2012

1. CALL TO ORDER

A regular meeting of the Solano Community College District Governing Board was called to order at 6:30 p.m., on Wednesday, September 19, 2012, in the Multi-Purpose Room (140) of the Vacaville Center, located at 2001 N. Village Parkway, Vacaville, California 95688, by Board President Rosemary Thurston.

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

Board President Thurston led those present in the pledge of allegiance to the flag of the United States of America.

3. ROLL CALL

Members Present:

Rosemary Thurston, President
Pam Keith
Phil McCaffrey
A. Marie Young
Kayla Salazar, Student Trustee
Jowel C. Laguerre, Ph.D., Secretary

Members Absent:

Sarah E. Chapman, Vice President
Denis Honeychurch, J.D.
Catherine M. Ritch

Others Present:

Charo Albarrán, Interim Director, Human Resources
Yulian Ligioso, Vice President, Finance and Administration
J. Arturo Reyes, Executive Vice President, Academic and Student Affairs,
Dr. Susanna Gunther, Academic Senate President
Judy Spencer, Executive Coordinator, Superintendent-President and Governing Board

4. APPROVAL OF AGENDA

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

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Thurston recognized Dr. Gene Thomas, Professor of Biology, and Solano College Faculty Association President, who requested to comment on campus safety.

“As Association President, campus safety has become an issue of great concern with the abrupt departure of Chief Dawson. Safety has been brought up at the last two Executive Board meetings, including yesterday where the librarians are especially concerned about safety as they are on campus until 8 p.m. in Fairfield and at 7 p.m. at the Centers.

At the FaBPAC meeting earlier this afternoon, Executive Vice President Ligioso stated that Solano has one full-time police officer. This is unconscionable. Individual faculty and past Association presidents have come before you with this same concern for years and police staffing has only gotten worse.

Can you please make the following information available? For a college our size in terms of FTES, what is the average number of full-time police officers that are employed? For a college our size in terms of head count, what is the average number of full-time police officers that are employed?

I know the District has installed security cameras, but they will not prevent crimes. You can watch just about any local TV broadcast and find videos of criminals caught in the act.

Will you please show leadership in this issue and hire a full complement of full-time police officers for a district of our size?”

Board President Thurston thanked Dr. Thomas for his comments.

Board President Thurston recessed the regular meeting at 6:35 p.m.

6. CLOSED SESSION

- (a) Conference with Labor Negotiator
Agency Negotiator: Charo Albarrán
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39

- (b) Public Employee Discipline/Dismissal/Release

Board President Thurston called the Closed Session to order at 6:40 p.m.

7. RECONVENE REGULAR MEETING

Board President Thurston reconvened the regular meeting at 6:55 p.m.

8. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Thurston reported that the Board held Conference with Labor Negotiator and CCA/CTA/NEA, CSEA, Operating Engineers—Local 39 in Closed Session, and no action was taken.

Board President Thurston reported that the Board discussed Public Employee Discipline/Dismissal/Release and in accordance with Government Code 54957.1(a)(4), took action to accept the resignation of a faculty member effective June 30, 2013. The roll call vote of each Board Member was as follows:

AYES: Trustee Keith, Trustee McCaffrey, Trustee Young, and Board President Thurston
NOES: None
ABSENT: Trustee Chapman, Trustee Honeychurch, and Trustee Ritch

9. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

Ms. Latifah Alexander, ASSC Governing Board Representative, reported that:

--the students held a mandatory candidates' assembly today in the cafeteria and there will be another assembly tomorrow at noon regarding elections.

--the ASSC Retreat has been scheduled for September 28, and is being proposed to be held at The Kroc Community Center in Suisun City, California.

--a representative from Canteen spoke to the students about placing their vending machines on campus. The students are in the process of replacing current snack vending machines because our contract is almost expired. Freco hasn't been responsive and Canteen is offering newer machines with better quality food.

--the ASSC is excited that there are members of the community that are coming on campus to help with voter registration and thanked Ms. Sandy Kirkpatrick and Ms. Paula O'Connor for making it possible.

--it was brought to the students' attention about two weeks ago by a few concerned students that Chief Dawson has been put on administrative leave, and have asked why. The students feel that Chief Dawson is a good man and has done an excellent job on campus. The students also informed the ASSC that he is retiring in a few months. The students are in a quandary as to why the action of administrative leave if he is retiring, and if so, is this the best way to honor someone who has been good to the school.

(b) Academic Senate

Dr. Susanna Gunther, Academic Senate President, reported that:

--the Senate has been "swamped" with work and perhaps a little over zealous in their expectations. The ACCJC Follow-Up Report, hiring priorities, and Program Review have consumed much of their time. Changes to Title 5 are affecting curriculum and Flex Cal activities are always time consuming. The Senate is sensitive to the hard work by both Dr. Lewis and Dr.

Dambrosio on accreditation and thanked them for their efforts, together with the work of Dr. Gene Thomas on SLOs.

(c) Shared Governance Council

Arturo Reyes, Executive Vice President of Academic and Student Affairs, reported that:

- the Shared Governance Council met on September 12, 2012.
- Ms. Charo Albarrán, Interim Director of Human Resources, gave an update on NeoGOV.
- the job description for Director of Career Technical Education was reviewed.
- the job description for Marketing Public Information Manager was also reviewed.
- Dr. Shirley Lewis gave an update on the current accreditation status.
- the Council reviewed the proposed Mission Statement based on the recommendations by the ACCJC.
- the Council agreed to meet once a month (fourth Wednesday of the month); holding the second Wednesday as needed.

(d) Superintendent

Dr. Jowel Laguerre, Superintendent, reported that:

The Student Success Task Force within the California Community College System has examined best practices and effective models within higher education throughout the nation to improve educational achievements here in California. The task force produced a final report that was adopted by the Board of Governors and was presented to the Legislature in February 2012. Senate Bill 1456 (Lowenthal), the Student Success Act of 2012, was approved 33-1 by the state Senate in May 2012. The bill will help make important services more accessible to students, allowing for a greater chance of success. It has moved to the state Assembly and was voted on by the Assembly Committee on Higher Education on June 19. The Governing has signed the legislation requiring colleges within the state to pay closer attention to the success of students. Statewide placement tests and scores will be similar to allow students to move from one institution to another requiring that they have a defined plan for their studies.

Executive Vice President Reyes has heard from the ACCJC who has offered up a timeframe for a Team Visit, which is suggested to be between October 15 and November 15. After soliciting input, EVP Reyes will report back to the ACCJC with our recommendation.

10. CONSENT AGENDA – ACTION ITEMS

Superintendent-President

- (a) Minutes for the Board Study Session of September 5, 2012 will be approved at a future meeting.

Human Resources

- (b) Employment – 2012-2013; Gratuitous Service; Approval of Reclassifications, CSEA, Chapter #211; Approval of Reassignment, ALG

Finance and Administration

- (c) Personal Services Agreements
- (d) Warrant Listings
- (e) Change Order No. 01 to GradeTech, Inc., Vallejo Center Parking Lot Expansion Project

Academic and Student Affairs

- (f) Amended Renewal of Children’s Programs Contract – CSPP 2597 and Resolution
- (g) Agreement Between Solano Community College District and the Business & Entrepreneurship Center (BEC)
- (h) Agreement Between San Francisco Community College District and Solano Community College District for California Early Childhood Mentor Program
- (i) Renewal of Annual Agreement Between Solano Community College District and the Regents of the University of California Puente Project
- (j) Renewal Agreement for Educational Services Between Solano Community College and Alta Vista Solutions

Moved by Trustee Young and seconded by Trustee McCaffrey to approve the Consent Agenda as presented. The motion carried unanimously with the following roll call vote:

STUDENT TRUSTEE ADVISORY VOTE: Kayla Salazar Concurred.

AYES: Trustee McCaffrey, Trustee Young, Trustee Keith, and Board President Thurston

NOES: None

ABSENT: Trustee Chapman, Trustee Honeychurch, and Trustee Ritch

11. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

12. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent-President

(a) Scholarship Agreement Between Brandman University and Solano Community College

Dr. Jowel Laguerre, Superintendent-President, stated that Brandman University, part of the Chapman University System, which is accredited by the Western Association of Schools and Colleges (WASC), is creating an opportunity designated to support locally based companies with their employee development efforts. The program will provide scholarship support for those students who meet the terms of the Corporate Partners Education Program (CPEP) on the Fairfield campus On-Ground Bachelor, Master, and Credential programs.

Solano Community College wishes to participate in the University's scholarship program as part of its employee educational development efforts. This agreement applies only for student enrollments in On-Ground Bachelor, Master, and Credential Degree programs at the Fairfield campus during the following start dates: Fall II (October 22, 2012); Spring 1 (January 7, 2013), and Spring II (March 4, 2013) sessions.

Moved by Trustee Keith and seconded by Trustee McCaffrey to approve the Scholarship Agreement between Brandman University and Solano Community College as presented. The motion carried unanimously.

Finance and Administration

(b) Approve Reappointments to the Measure G Citizens' Bond Oversight Committee

Board President Thurston presented the request to reappoint Mr. Robert Charbonneau, representing the Taxpayers' Association, Fairfield; and Mr. Richard Ernst, representing the construction trades, Benicia, to a second two-year term on the Citizens' Bond Oversight Committee. Their first term end-dates were May 2012. Chair Thurston and Trustee Young are members of the Board Bond Oversight Adhoc Subcommittee and approve this recommendation.

Moved by Trustee Young and seconded by Trustee Keith to approve the reappointments to the Measure G Citizens' Bond Oversight Committee as presented. The motion carried unanimously.

(c) Public Hearing and Adoption of the 2012-2013 District Budgets

Board President Thurston recessed the regular meeting and called the public hearing to order at 7:11 p.m. In hearing no comments from members of the public, Board President Thurston closed the public hearing and reconvened the regular meeting at 7:12 p.m.

At the Governing Board's regular meeting on September 5, 2012, Vice President Ligioso, Finance and Administration, presented the Board with the proposed 2012-2013 District budgets for Board information. Vice President Ligioso gave a PowerPoint presentation on the budget development, tentative versus adoption (changes, assumptions, estimates, and information documents); and identified the budgets for adoption for all funds. District revenues for 2012-2013 total \$73.6M

and expenditures for 2012-2013 total \$88.9M. The reason for the greater expenditure pattern is that the Measure G Bonds have already been issued and we are now spending down to finish off the projects, amounting to approximately \$15M.

Moved by Trustee Young and seconded by Trustee Keith to approve the 2012-2013 District budgets as presented in accordance with the California Code of Regulations (CCR), Title 5, Section 58301. The motion carried unanimously.

(d) Change Order No. 04 to D.L. Falk Construction, Inc., Fine Arts Building 1300 Addition/Remodel Project

Dr. Jowel Laguerre, Superintendent-President, presented Change Order No. 04 to D.L. Construction, Inc., for the Fine Arts Building 1300 Addition/Remodel project, in the amount of \$53,088.00. This change order reflects unforeseen changes.

Moved by Trustee Young and seconded by Trustee Keith to approve Change Order No. 04 in the amount of \$53,088 to D.L. Falk Construction, Inc., for the 1300 Fine Arts Building Addition/Remodel project. The motion carried unanimously.

Academic and Student Affairs

(e) Agreement Between Solano Community College District and the Research and Planning Group (RP Group)

Dr. Jowel Laguerre, Superintendent-President, presented the agreement between Solano Community College District and the Research and Planning Group (RP Group). The RP Group is conducting a statewide survey to assess outcomes of career technical programs. This study will gather student perspectives on issues such as whether students became employed within their field of study, if their community college coursework positively affected their earning potential, and how CTE programs can be improved.

This agreement shall be for the 2012-2013 academic year, ending August 1, 2013. The cost will be \$16,000 and will include a U.S. mail and telephone survey.

Moved by Trustee Keith and seconded by Trustee Young to approve the agreement between Solano Community College District and the Research and Planning Group (RP Group) as presented in the amount of \$16,000. The motion carried unanimously.

13. INFORMATION/ACTION ITEMS – ACTION MAY BE TAKEN

(a) Independent Financial Advisor

Mr. Yulian Ligioso, Vice President, Finance and Administration, presented the recommendation from the Solano County Treasurer's Office to approve the request to engage the services of an independent financial advisor to oversee the Measure Q bond issuances process. Municipal

Securities Rulemaking Board’s (MSRB) Rule G-17, known as the “fair dealing” rule, sets out specific requirements that an underwriter must follow when communicating to and working with a state or local government throughout the new issuance process for municipal securities. Fees for such services are estimated to be \$60K and are contingent upon passage of Measure Q.

Moved by Trustee Keith and seconded by Trustee Young to approve the recommendation for an independent financial advisor to oversee the Measure Q bond issuance process. The motion carried unanimously.

(b) Proposed New Job Description – Outreach and Public Relations Manager (Classified Manager)

Ms. Charo Albarrán, Interim Director of Human Resources, presented the proposed new job description for Outreach and Public Relations Manager (classified manager). In accordance with Administrative Leadership Group Board Policy 4850.2.B.2.b, a classified administrator may be reassigned within the bargaining unit, pursuant to the provisions of Education Code Sections 88001 and 88013. This reassignment is based on significant changes in job duties and levels of responsibility. Dr. Laguerre reported that the salary savings from the Executive Director of Institutional Advancement responsibilities will fund the additional monies needed for this new position.

Moved by Trustee Young and seconded by Trustee Keith to approve the new job description for Outreach and Public Relations Manager as presented. The motion carried unanimously.

(c) Reclassification of the California School Employee’s Association, Chapter #211 Administrative Assistant III to an Administrative Assistant II for the EOPS/CARE/CalWORKs Program

Dr. Jowel Laguerre, Superintendent-President stated that in accordance with Article 18 of the California School Employees Association/District Collective Bargaining Agreement, the District may request a reclassification based on significant changes in job duties and levels of responsibility. A reclassification review was conducted and a recommendation made to move the EOPS/CARE/CalWORKs Program position from an Administrative Assistant III to Administrative Assistant II, as appropriate. The CSEA and District have reached agreement on salary placement for the Administrative Assistant II to remain at Range 11.

Moved by Trustee Keith and seconded by Trustee Young to approve the reclassification of the CSEA Administrative Assistant III to an Administrative Assistant II for the EOPS/CARE/CalWORKs program as presented. The motion carried unanimously.

14. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Solano College Faculty Association Presentation of Initial Bargaining Proposal

Dr. Gene Thomas, President of the Solano Collage Faculty Association, presented the initial bargaining proposal to the District to open Articles 19 – Workload; 20 – Salaries; and 27 – Release-Time Assignments. Public comment on such proposals shall be received at the next Governing Board meeting scheduled October 3, 2012.

(b) First Draft Accreditation Follow-Up Report

The Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges, at its meeting held January 10-12, 2012, reviewed the Institutional Self-Study Report and the report of the evaluation team which visited Solano Community College, Monday, October 24 - Thursday, October 27, 2011. The Commission acted to issue *Warning* and to ask that Solano Community College correct the deficiencies noted. The college is required to complete a Follow-Up Report. The report will be followed by a visit of commission representatives.

The College has been working on a Follow-Up Report in response to the nine recommendations made by the ACCJC at their last site visit to Solano Community College. Dr. Shirley Lewis, Dean of the Vacaville Center, and Dr. Annette Dambrosio, Professor of Reading/English, Accreditation Co-chairs, presented the first draft of the ACCJC Follow-Up Report.

Dr. Dambrosio reported that the draft Follow-Up Report (which includes revisions from the first draft submitted to the Board for review) was posted to MyGroups on the Solano Web site September 10. The draft Mission and Code of Ethics policies are still under review. Dr. Dambrosio requested that comments for change be sent to either Co-chair. If anyone is aware of missing evidence, this is crucial to an accurate report, and again asked that either Co-chair be contacted. SLOs Coordinator, Dr. Gene Thomas, reports that to date almost 78% of courses have been assessed. EVP Reyes reports that the Deans on working on program level outcomes. The latest SP Direct reflects the timeline of the report.

The final draft of the Accreditation Follow-Up Report will be presented to the Board for approval at the October 3, 2012, Board meeting and then will be submitted to the ACCJC by October 15, 2012.

(c) First Reading, Election of Board Members - Policy No. 1008 – Revised

The Governing Board establishes and regularly reviews broad institutional policies and appropriately delegates responsibility to implement these policies. Policy No. 1008, Election of Board Members, has been reviewed by the Board Policy Adhoc Subcommittee. This item will return to the Board for approval at the October 3, 2012 meeting. Members of the Board Policy Adhoc Subcommittee are Chair Thurston, Trustee Keith, and Trustee Young. Board President Thurston stated this policy brings into alignment the seven areas the Board serves as opposed to the four areas that currently exist until November 6, 2012; a result of the recent Census 2010 and redistricting.

15. ANNOUNCEMENTS

Dr. Jowel Laguerre, Superintendent-President, thanked Dr. Shirley Lewis for the Center's hospitality and the hard work and preparation her staff put into making the Board meeting successful. Dr. Laguerre said that the Center always makes the Board feel welcome.

Dr. Laguerre reminded those present of the Hall of Fame Banquet scheduled October 1 and the athletic department golf tournament fundraiser scheduled October 15, 2012.

Board President Thurston announced once again the documentary film by Jennifer Siebel Newsom, *Miss Representation*, may be viewed Thursday, September 20, 2012, 7 p.m., in the Rizza Auditorium, California Maritime Academy, Vallejo, California. The event is free, but parking is \$3. President Thurston thanked Student Trustee Salazar for her support in planning the event.

16. ITEMS FROM THE BOARD

Trustee Keith reported that she attended an event where former Mayor Intintoli spoke about Measure Q and encouraged the voters to be sure to vote yes.

Trustee McCaffrey reported that together with Board President Thurston he attended the Annual Napa-Solano Building Trades Reception for elected officials in Benicia. Vice President Ligioso announced that the Sheet Metal Workers and Carpenters Unions each contributed \$5K to Measure Q. The Electrical Workers Union, NECA, and the Painters Union have all promised to step forward as well. The event was well attended and it was good to note the support the District has from the trades.

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

September 2012

09 – United Democrats of Southern Solano County 30th Annual BBQ and fundraiser at Hanns Park in Vallejo, California.

11 – United College Action Network (U-CAN) 13th Annual Historically Black College Recruitment Fair at Vallejo High School.

11 – Vallejo African-American Alliance GOTV collaborative meeting.

12 – Solano County Education Initiative (SCEI) collaborative meeting.

14 – 16 – The Links, Incorporated Western Area Leadership Summit in Houston, Texas.

17 – Mexican Independence Day celebration at Solano College.

18 – Grand Opening of The Leaven Center in Suisun City, California, at Mike Day Memorial Park. The Leaven Tutoring Centers help students achieve in school and build their self-confidence.

In the interest of time, Board President Thurston advised her College and community events would be recorded in the minutes.

Board President Thurston attended the following College and community events:

August 2012

- 27 – Wall to Wall Academy meeting at the Vallejo City Unified School District.
- 29 – Suisun City Redevelopment oversight Board meeting.

September 2012

- 03 – Labor Day Labor Breakfast in Benicia.
- 07 – Napa-Solano Building Trades Reception for elected officials in Benicia, California.
- 08 – Vallejo Soroptimist dinner in Vallejo, California.
- 09 – United Democrats BBQ in Vallejo, California.
- 09 – American Association of University Women reception in Benicia.
- 17 – The Leaven’s grand opening in Suisun City at Mike Day Memorial Park. The Leaven projects help students from low income neighborhoods achieve in school and build their self-confidence with after school tutoring.
- 17 – Mexican Independence Day celebration at Solano College.

Student Trustee Salazar thanked the Board members who attended the Mexican Independence Day celebration in support of the students.

Ms. Salazar was saddened to report the death of a fellow student, Ms. Ashley Mills—a 28year old mother of two, who was six months pregnant, and was killed in her home on September 6, 2012. The students will do their best to help any fellow student with the grieving process. As ASSC members, we stand united in support of the students we serve. The ASSC is working on a memorial service for Ashley.

A moment of silence was held in memory of Ms. Ashley Mills.

17. ADJOURNMENT

There being no further business, the Board meeting was adjourned at 7:53 p.m.

JCL:js

BOARD MINUTES.09.19.12.FINAL

ROSEMARY THURSTON
BOARD PRESIDENT

APPROVED

JOWEL C. LAGUERRE, Ph.D.
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) day.