

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES

Board Study Session on 2007-08 Board Goals

A Board Study Session was called to order at 6:00 p.m. on May 2, 2007, by Board President Keith. All members were present with the exception of Trustee Honeychurch.

Board President Keith announced the ground rules for the Study Session whereby each of the five Board members who submitted goals would have ten minutes to present justification for their suggested goals. Another Study Session will be held prior to the next Board meeting for questions and answers, discussion and time to reach consensus on goals to be adopted for 2007-08. Board members (who were called upon alphabetically) presented the following ideas for Board goals: Trustee Claffey – Funding Unfunded Liabilities; Vice President McCaffrey – Measure G Projects, Public Safety Facility, Board Team Building Workshop, Asian Rim Institute, Foundation & Grants Director, Public Information Officer, Audit Report Findings, Needs Assessment, Solar Energy Initiatives and Campus Friendly Project; Trustee Murphy – Ensure the completion of the Vacaville Center, Approve and plan the construction of a Safety Training Facility on the SCC Vacaville Campus, Approve and plan the establishment of a Pacific Rim Institute at the Vacaville Campus and strengthen the ties between Solano College and Xian, China; Trustee Ubalde – Pacific Rim Institute; and Trustee Young – Marketing Solano College.

After discussion, the following suggested goals will be brought back to the Board's Study Session on May 16, 2007, 6-7 p.m.: (1) Pacific Rim Institute; (2) Funding Unfunded Liabilities; (3) Marketing Solano College; (4) Approve and plan the construction of a Safety Training Facility on the SCC Vacaville Campus; (5) Approve and plan the establishment of a Pacific Rim Institute at the Vacaville Campus and strengthen the ties between Solano College and Xian, China; and (6) Greening of the Campus.

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, May 2, 2007, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, CA 94534-3197, by Pam Keith, Governing Board President.

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

At the request of Board President Keith, Student Trustee Nelson led those present in the pledge of allegiance to the flag of the United States of America.

3. ROLL CALL

Members Present:

Pam Keith, President
Phil McCaffrey, Vice President
James M. Claffey
Stephen Murphy, J.D.
A. C. “Tony” Ubalde, Jr., Rel.D.
A. Marie Young
Lillian Nelson, Student Trustee
Gerald F. Fisher, Interim Secretary

Members Absent:

Denis Honeychurch, J.D.

Others Present:

Mazie Brewington, Vice President, Administrative & Business Services
Marjorie Carson, Ed.D., Interim Vice President, Academic Affairs
Richard Christensen, Ed.D., Director, Human Resources
Jay Field, Vice President, Technology & Learning Resources
Pat Cordry, Executive Coordinator, Superintendent/President and Governing Board

4. APPROVAL OF AGENDA

Moved by Trustee Ubalde and seconded by Vice President McCaffrey for approval of the agenda. The motion passed unanimously.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Diane White, President of the CTA Faculty Association, stated that CTA and the District are at nearly the end of the academic year and one more round of negotiations. She indicated that CTA understands that the Board will be briefed on their comprehensive salary proposal (in Closed Session) which CTA feels is fair, reasonable, affordable serving the needs of faculty, the District and most of all, the students. CTA President White asked the Board to give the proposal the serious consideration it deserves. She also thanked Dr. Christensen for fostering a more productive environment in the process of negotiations and expressed hope to build on the progress made in respectfully communicating ideas and problem-solving through the bargaining process.

On behalf of Esther Pryor and the Solano Community College Dance Production, Jennifer Shindelus invited the Board to the 26th Annual Dance Production, “Dance Fever,” on Friday and

Saturday, May 11-12, at 8 p.m. Ms. Shindelus distributed invitations to the Board and expressed appreciation to those who can attend the production which includes a variety of dance styles.

6. REPORTS

(a) Associated Students of Solano College (ASSC)

Shawn Bee reported that “Solano Daze” is underway and invited everyone to take part in the functions. ASSC is currently working on preparations for graduation with Dr. Lewis. In answer to Trustee Ubalde’s question, Shawn Bee will inform the Board of the keynote speaker for graduation after confirming with Dr. Lewis.

(b) Academic Senate

Gail Kropp, Academic Senate President, reported that:

--several things have occurred since the last report a month ago including our accreditation visit on April 18, the Statewide Academic Senate Plenary Session on April 19-21, local Academic Senate meeting on April 23 and a Student Learning Outcomes (SLO) Trainers Workshop and planning session with Marcy Alancraig on April 27. Academic Senate President Kropp stated that she was very proud of the College presentations to the Visiting Team and she extended special recognition and appreciation to the Accreditation Liaison Officer and Vice President of Academic Affairs Marjorie Carson, Judy Spencer and Karen Mitchell for their painstaking preparations for and hard work during the visit.

--she would like to thank the Board once again for their support of the local Senate’s participation in the Statewide Academic Senate. Among the topics discussed at the five general and breakout sessions were Basic Skills Initiative, research, assessment and regional training, faculty in the model Equal Employment Opportunity (EEO) plan, cultural proficiency, hiring and educating new administrators, and demystifying degree applicable credit, non-degree applicable credit, non-credit and not-for-credit. Marcy Alancraig led trainers through a rubric writing workshop which modeled how to teach rubric writing to faculty, a major focus of the fall 2007 Divisions’ Flex meeting. Tracy Schneider, SLO Coordinator, and the trainers filled in the details of a six-year assessment plan.

--at the April 16 meeting, the Senate discussed the accreditation visit, finalized the Senate’s position on the resolutions Senate President Kropp would be voting on at the Plenary Session, graduation, and the “Rules of the Game” packet. The Senate agreed that the Student Success Committee (including Senate Representatives Watkins and Lamb) is the proper venue for organizing a response and would report back regular to the Senate on the issues.

--the Senate voted to establish a Study Abroad Committee as a permanent subcommittee of the Academic Senate.

(c) Shared Governance Council

Jay Field, Vice President of Technology and Learning Resources, reported that the Shared Governance Council met on April 25, 2007. The SGC reviewed Policy 1018 - Violation of the Board Code of Ethics and discussed evidence, standard of proof and clarifying legal representation for someone accused of a violation. Dr. Carson presented new policy 6105 – Program Discontinuance which will return to the SGC before being presented to the Board. Interim Superintendent/President Fisher presented the proposed job description for a full-time Public Information Officer. The SGC heard a report on the accreditation visit and finished a review of Governing Board Series 1000 policies. Vice President Field commended everyone who was involved with the review of the policies.

(d) Superintendent

Interim Superintendent/President Gerry Fisher highlighted the following items from the written Superintendent's Report:

--the accreditation visit occurred on April 18, 2007 with a visiting team of two members. He explained the process whereby the team writes the report, submits it to the Superintendent/President for review only for errors of fact, then the report is sent back to the team for completing the final report and submission to the Accrediting Commission as a whole. The Accrediting Commission will meet in June and review the report. The entire Accrediting Commission has an opportunity to either accept the report from the team of two or modify the report. Then, the Accrediting Commission will write back to Solano College about the Commission's final determination which is expected sometime in July.

--Regina Hurls-Washington was recognized as one of the Solano County Health and Human Services Department Employees of the Year. She was recognized at a luncheon on May 2.

--Board members were encouraged to read the item concerning the win by the Solano Speech and Debate Team in Houston, Texas.

--Solano Community College Softball and Baseball Teams are champions of the Bay Valley Conference (BVC). This is the second year that the Women's Softball Team has won the BVC title and it is the first year the Men's Baseball Team has won the title. Baseball Playoffs will be held on May 11-12 and May 5-6, the Women's Softball Team goes to the College of the Siskiyous for their first round of playoffs.

--the Judo Team had another good competition on April 29. Phil McCaffrey, Jr. was a second place winner at the tournament.

--Ashley Cassasa was honored by the Commission on Athletics (COA) as one of the top scholar athletes in the state (one of only 15). Interim Superintendent/President Fisher extended congratulations to Ms. Cassasa, a student with a 4.0 GPA at Solano and Napa Valley College in chemistry and now in her junior year at UC Berkeley.

--on April 25, a well-attended Annual Career Faire was held with 60 employers represented at the Faire.

--Shawn Bee, ASSC President, was commended for leading a moment of silence in the quad in memory of the students and faculty killed in the Virginia Tech shootings.

--the MESA Club held its annual Science Day on April 20 with displays in the lobby of the Student Union.

--students from Vacaville, Armijo and Fairfield high schools visited Solano College's human anatomy lab on Saturday, April 28.

--the Solano County Youth Orchestra held its spring concert on May 1 in the theatre.

--our 61st commencement is coming on Thursday, May 24. Board members were asked to make note that they are to report to Room 1725 of the gym at 7:00 p.m. on May 24.

--the 25th Annual Retirement & Recognition event will be held on May 11, 5-11 p.m., at the Hilton Garden Inn. Cost is \$35 per person or \$45 at the door. Interim Superintendent/President Fisher encouraged Board members to attend the fun event recognizing employees for their service to the District.

--a Human Services Roundtable was held in the Faculty Staff Dining Room. Most of the people who attended the event had attended SCC and got their degree in Human Services. To date, the Human Services Program has trained or placed over 400 students. Interim Superintendent/President Fisher indicated that it was very touching to hear the long and impressive list of students speak about how Solano College helped them. Some of the former SCC students now have jobs such as: Executive Director, Family Dixon Services; Executive Director, Success Center; Director, Opportunity House Homeless Services; Director of Operations, Opportunity House; Counselor, St. Joseph's Home; Director, CalWorks Program; Senior Counselor, Department of Rehabilitation; Supervising Clinician, Solano County Mental Health; Project Manager, Solano County Department of Rehabilitation and Director, Vocational Services, Alameda County.

--In June, the College will move to new four-digit dialing phone extensions. This will change the voice mail system slightly as the College moves to new technology--Voice over Internet Protocol (Voice over IP). IS/P Fisher explained that we are running out of extensions and as we bring on our new buildings on campus and new centers, we have to move to extensions with four digits. A message will be sent to the campus community in the near future.

Solano Online And Ready (SOAR) Banner Update

Interim Superintendent/President Fisher called upon Jay Field, Vice President of Technology and Learning Resources, to update the Board on the migration from our legacy software system onto the new integrated database system which has been underway since December and will be

released in March 2008. Vice President Field distributed copies of an update and reviewed all of the activity that is going on with the project. Vice President Field expressed admiration for all of the employees who are working on the project in addition to their regular workload. He stated that people are working on their own and groups are meeting on their own to develop all of the parts of the implementation. Work is being done in the following areas: Human Resources, Payroll, Finance, Curriculum, Office of Admissions and Records, Counseling, Financial Aid, etc. Vice President Field explained that the College is moving from a 70's style of computing to modern computing. Technology Services staff must undergo training to know how to work in the new system. Oracle, the software data base, drives the new Banner system. Vice President Field reported that the project is on schedule and within budget. Vice President Field reported that Finance will be on the new system January 1 and the student system and registration will be brought online in March.

Interim Superintendent/President Fisher announced that a Family Day recruiting event will be held on campus on May 19th. He also called the Board's attention to the hiring spreadsheet which indicated that there are 13 new faculty listed on the May 2 agenda or slated for the May 16 meeting.

- **Bond Update**

Scott Colt, Program Manager, Kitchell, CEM, reported that three of the last four Bond projects are scheduled to come out of the Division of the State Architect (DSA) in mid-to-late May: Building 1400 renovation, Building 1700 renovation and Building 1800A. It is hoped that Kitchell will be able to bring requests to go out to bid for these three projects in the near future. At this time, Kitchell is "very close" to being able to submit the Vacaville Center project to the DSA. Mr. Colt further explained that the schematic design is finished for the Vacaville Center and the project is in the middle of design development. Kitchell is currently engaged in discussions with the City of Vacaville. The goal is to be in DSA for review of the plans before the end of summer 2007, out of DSA in the fall and then go out for bid the end of December or January with construction slated to begin possibly in June. The groundbreaking could possibly be held the first or second quarter of 2008, weather permitting.

Trustee Murphy asked about Interim Superintendent/President Fisher's presentation in Area 1 on the status of the Vacaville Center and the design documents to be used. IS/P Fisher stated that the schematic designs and general floor plans indicating the usage of space on the first and second floors will be used for the presentation and not detailed plans from which contractors work. IS/P Fisher indicated that he believed the plans can be available by the next Board meeting from KMD and Kitchell.

7. CONSENT AGENDA – ACTION ITEMS

Superintendent/President

- (a) Minutes for the Meeting of May 2, 2007

(b) Student Trustee Privileges and Regulations

Human Resources

(c) Employment 2006-07; Resignations; Employment 2007-08; Request for an Unpaid Reduced Workload

Administrative and Business Services

(d) Warrant Listings

(e) Construction Change Order No. 6 Approval for Ralph Larsen and Son, Inc. – Bid No. 06-002

(f) Construction Change Order No. 7 Approval for J.W. & Sons, Inc. – Bid No. 06-004

(g) Construction Change Order No. 8 Approval for J. W. & Sons, Inc. – Bid No. 06-004

(h) Building 400 Student Services Center Project – W. A. Thomas Co., Inc. Subcontractor Substitution

Academic Affairs

(i) Macro Plastics Incorporated

Moved by Trustee Ubalde and seconded by Trustee Young for approval of the Consent Agenda. The motion passed unanimously.

IS/P Fisher stated that over the last three-four months, efforts have been made to bring change orders up to date to within 30-45 days after the work takes place. With the change orders on the May 2 agenda, we are in this range. Each change order that comes forward now will represent work that has been done within the last 30-45 days. He stated that continuous efforts are being made by Kitchell and the District to strive to get the best quality product at the best price for the District. IS/P Fisher advised the Board that there will be more change orders forthcoming; however, he assured the Board that caution is being taken to minimize change orders.

8. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

9. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Human Resources

- (a) Resolution Designating Classified School Employee Week at Solano Community College, Resolution No. 06/07-24

Dr. Richard Christensen, Director of Human Resources, presented Resolution No. 06/07-24 in recognition of the valuable contributions made by members of the classified service to the education achievements of Solano Community College District. Resolution No. 06/07-24 designates May 21-25, 2007 as Classified Employee Week. Dr. Christensen stated that the classified staff at Solano are very dedicated, hard-working and some of the finest classified staff he has seen in his 33 years in education.

Moved by Trustee Claffey and seconded by Trustee Ubalde for approval of Resolution No. 06/07-24 Designating Classified School Employee Week. The motion passed unanimously with the roll call vote as follows:

STUDENT TRUSTEE ADVISORY VOTE—Lillian Nelson concurred.

AYES—Trustee Claffey, Vice President McCaffrey, Trustee Murphy, Trustee Ubalde, Trustee Young, Board President Keith

NOES—None

ABSENT—Trustee Honeychurch

- (b) Solano Community College Openers to the District and CSEA, Chapter #211 Collective Bargaining Agreement for 2007-08 Through 2009-2010

Dr. Richard Christensen, Director of Human Resources, presented the District openers to the District and CSEA collective bargaining agreement for the 2007-08 through 2009-2010 contract years.

Moved by Vice President McCaffrey and seconded by Trustee Ubalde 1) to receive the proposal; 2) indicate the proposal is available to the public in the Superintendent/President's Office at the College; and 3) set a public hearing for May 16, 2007. The motion passed unanimously.

Administrative & Business Services

- (c) Authorization to Issue Request for Proposal for California Environmental Quality Act (CEQA) Compliance Services

Scott Colt, Program Manager, Kitchell, CEM, presented this item requesting Board approval to issue a Request for Proposal (RFP) inviting proposals from firms interested in providing California Environmental Quality Act Compliance (CEQA) Services for the new Vacaville Center project. The consultant services will be to update the final Environmental Impact Report (EIR) for the North Village Development Project to serve as the project specific EIR for the new

Center located on the 60-acre site and assist the District with the review and approval process for the project specific EIR with the City of Vacaville.

Moved by Vice President McCaffrey and seconded by Trustee Ubalde for approval to advertise and receive proposals from firms interested in providing California Environmental Quality Act Compliance (CEQA) Services for the new Vacaville Center project. The motion passed unanimously.

Academic Affairs

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

Erin Farmer, Chair of the Curriculum Committee, informed the Board of an action taken by the Curriculum Committee which is a course modification in Psychology 34 – Human Sexual Behavior for a change in the method of instruction to include online and hybrid.

Moved by Trustee Young and seconded by Vice President McCaffrey for approval of the Curriculum action submitted by the Curriculum Committee. The motion passed unanimously.

- (e) Solano College Small Business Development Center Contract with City of Benicia,

Charles Shatzer, Associate Vice President, Workforce/Community Development, presented this item to enter into a service agreement with the City of Benicia to deliver entrepreneurial and business development training, one-on-one consulting, technical assistance, referrals, information dissemination, small business short courses and workshops to City of Benicia small business owners and prospective owners. Funds from this contract are used to meet the local cash match requirements for the Small Business Administration funding for the Small Business Development Center. The Service Agreement is for a total amount of \$4,000, effective for the period July 1, 2007 through June 30, 2008.

Moved by Trustee Ubalde and seconded by Vice President McCaffrey for approval of the Solano College Small Business Development Center contract with the City of Benicia. The motion passed unanimously.

10. INFORMATION ITEMS – NO ACTION REQUIRED

- (a) District General Fund Preliminary Budget for Fiscal Year 2007-08

Mazie Brewington, Vice President of Administrative & Business Services, presented information to the Board on the District's General Fund Preliminary Budget for Fiscal Year 2007-08 by reviewing major revenue and expenditure assumptions for development of the 2007-08 budget contained on pages 42-43 of the attachments. The information was based on the Governor's state budget proposal released in January. For planning purposes, Solano College is assuming a one percent deficit or revenue loss of \$415,949 in the base apportionment allocation because of a

possible overestimation of the property tax collection. Vice President Brewington advised the Board that the cost-of-living adjustment (COLA) was estimated at 4.04 percent; however, a number of issues the District will need to contend with are: 12 percent increase in medical benefit premiums; 5 percent increase in utilities; possible increase in employer contribution to PERS; fully funding the new Vallejo Center and other central service cost increases. There is also a possibility that COLA could adjust downward. Vice President Brewington informed the Board that based on the second period attendance report, the College Full-time Enrolled Student (FTES) is in decline and has not met the 2006/07 growth target for the District; therefore, there will be no paid growth for the District in this fiscal year representing a reduction of \$780,000. Vice President Brewington indicated that the District is expecting to recover from this enrollment decline as the new Vallejo Center opens. Projected FTES for 2007/08 is 9,295.

Vice President Brewington notified the Board that there is a ballot initiative proposing that enrollment fees drop to \$15 per unit (from \$20). When Vice President Brewington brings the budget for adoption, she will provide more information on the status of the initiative. Lottery revenue per FTES is estimated to be \$148. Ongoing categorical program revenue will be estimated at the 2006/07 levels. A discretionary amount of revenue will be set aside to fund institutional plans and priorities tied to the College's strategic plans.

Vice President Brewington stated that 2007/08 budget priorities have been set by FABPAC with one of the first priorities being to fund a Public Information Officer. Interim Superintendent/President Fisher has re-constituted the Enrollment Management Committee that will meet year round and plan strategies, globally as well as short-term and long-term.

Vice President Brewington informed the Board that there were 16 priorities considered by the FABPAC, three of which can be funded by other sources. She stated that faculty and staff will be informed before summer as to how items on the list can be funded in 2007/08.

Vice President Brewington assured the Board that in addition to maintaining the District's General Reserve at 5 percent, contingency line items for institutional priorities arising out of the governance process and strategic plan will also be built into the budget.

Vice President Brewington distributed copies and highlighted sections of a state budget update, written by former employee, Teresa Tena, to the Board. From the update, Vice President Brewington noted that COLA was increased upward 4.53 percent; no action was taken on the Prop. 98 funding; system-wide, FTES has increased; and property tax receipts came in higher than originally projected. The budget development process is underway; the tentative budget will be presented to the Governing Board in June.

11. ANNOUNCEMENTS

There were no announcements.

12. ITEMS FROM THE BOARD

On behalf of the students, Student Trustee Nelson expressed concern about the timeline for the Superintendent/President Hiring Committee being a hardship for the students, faculty and staff since May is a month of finals, awards dinners and graduation. Student Trustee Nelson suggested that the timeline be adjusted so that the items start to take place after graduation and still be able to complete the work by the search timeline.

Trustee Ubalde referred to the employment approved earlier in the agenda and stated that the Board has made a strong statement that it believes in diversity for staff and faculty and that our goal is to represent the diversity of the community. He expressed his concern about the lack of representation from the Filipino community.

In an effort to support Vice President McCaffrey's concern about errors and omissions, Trustee Ubalde also expressed his hope that the District will get something in return for these errors and omissions that have occurred in the change orders approved earlier in the agenda.

Trustee Ubalde commended Shawn Bee, ASSC President, for the outstanding job he is doing and in particular, with the Asian Pacific Islanders celebration in the media over the weekend.

Board President Keith asked Trustee Young or Trustee Ubalde to speak further with Student Trustee Nelson about the Superintendent/President Search Committee timeline. Trustee Ubalde assured Board President Keith and Student Trustee Nelson that the students' concern will be taken seriously.

Vice President McCaffrey asked about the short-term Small Business Development Director position on the Consent Agenda. Dr. Christensen explained that Chuck Eason is on a leave of absence and he is currently at 49 percent of his job. The new employee on the Consent Agenda is employed at 51 percent.

Vice President McCaffrey complimented ASSC President Shawn Bee for holding a moment of silence in honor the Virginia Tech students and faculty who were killed recently.

Trustee Young listed a number of community activities she attended and was recognized as a trustee from the Solano Community College District Governing Board: April 11—Solano Economic Development Corporation reception honoring Carl Guardino appointed by Governor Schwarzenegger to the California Transportation Commission; April 14 – Overflowing Cup Breast Health and Women's Empowerment Program celebrating their fourth annual Black and White Ball with the theme of "Prevention, Partnership and Pink;" April 20 – SCC Annual Science Day; April 22 – Vallejo Symphony Association's 17th Diamond Jubilee Auction; April 25 – Ethnic Studies presentation by Trustee Ubalde on the proposed Pacific Rim Institute; April

27 – 13th Annual MESA Awards Banquet; April 29 – Women’s Day Speaker; and April 30 – Willie B. Atkins Project 2007 Spring Conference entitled, “Educating the Total Student, Mind, Body and Soul,” where Trustee Young received an award for being a math tutor for the project.

Trustee Murphy announced he attended an event on April 27 at the Vezer Family Vineyards which was designed to showcase a proposal by Larry Clement of the Farm Bureau to create an agricultural enterprise zone in Solano County. Also in attendance at the event were Charles Shatzer, Chuck Eason and Joy Warren (who organized the event). He stated that the College had a great presence at the event and that Solano College was discussed as a huge asset to the community. Three members of the Board of Supervisors were among approximately 120 community members who attended.

Board President Keith recessed the regular meeting at 8:15 p.m.

13. CLOSED SESSION

- (a) Conference with Labor Negotiator
Agency Negotiator: Richard Christensen, Ed.D.
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39
- (b) Conference with Legal Counsel—Anticipated Litigation
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9:
1 potential case
- (c) Public Employee Discipline/Dismissal/Release

Board President Keith called the Closed Session to order at 8:23 p.m. and adjourned the Closed Session at 9:20 p.m.

14. RECONVENE REGULAR MEETING

Board President Keith reconvened the regular meeting at 9:21 p.m.

15. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Keith reported that the Board met in Closed Session, held conference with its Labor Negotiator, discussed an employee discipline item and took action to agree to a settlement that was passed unanimously by the Board. There was no discussion on item 13. (c) Public Employee Discipline/Dismissal/Release.

16. ADJOURNMENT

There being no further business, Board President Keith adjourned the meeting at 9:22 p.m.

GFF:pc

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APPROVED

PAM KEITH
PRESIDENT

GERALD F. FISHER
INTERIM SECRETARY