

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES

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, June 20, 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, Trustee Honeychurch 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
Denis Honeychurch, J.D.
A. C. "Tony" Ubalde, Jr., Rel.D.
A. Marie Young
Lillian Nelson, Student Trustee
Gerald F. Fisher, Interim Secretary

Members Absent:

Stephen Murphy, J.D.

Others Present:

Mazie Brewington, Vice President of Administrative & Business Services
Marjorie Carson, Ed.D., Interim Vice President, Academic Affairs
Lisa Waits, Ed.D., Interim Vice President of Student Services
Pat Cordry, Executive Coordinator, Superintendent/President and Governing Board

4. APPROVAL OF AGENDA

Board President Keith announced the following revisions to the Consent Agenda:

1. On page 1, under "EMPLOYMENT 2006-07:"

- delete reference to Jacqueline Bradley;
 - correct effective date for Shirley Lewis from “6/21/07 – 6/30/07” to “6/21/07 – 6/30/07;”
2. On page 3, under “Short-Term/Temporary Assignments:”
- delete reference to Jacqueline Bradley and move under “Independent Contractors,” as “Student Assessment and Reporting System (SARS) Grid, 7/1/07 – 8/31/07 in the amount of \$1,500.00;”
 - correct effective date for Reginald Restauro from “6/18/07 – 6/30/07” to “7/1/07 – 6/30/08.”

Moved by Trustee Ubalde and seconded by Trustee Young for approval of the agenda as amended. The motion passed unanimously.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Denis Hooton, President of the Solano Aquatics Sea Otters Swim Team (non-profit), Luke Curry, Solano Aquatics Club, and Ryan Mammarella, Head Coach for the Solano Aquatics Sea Otters, addressed the Governing Board concerning access to the Solano College swimming pool for the Solano Aquatics Swim Team. It was noted that the Vacaville Swim Team also supports the Solano Aquatics Sea Otters Swim Team’s concerns.

Information was provided which included Solano Aquatics’ use of the pool since it was built in 1971, partnership with the Solano College Aquatics Program including assistance with swim meets, pool certification with USA Swimming, donations to the SCC Swim Program (cash, lane lines, office furniture, sound system, shade structures), possession of keys to the facilities by coaches and scheduling of the pool facility with the SCC Aquatics instructor. Concern was expressed about prohibition of the use of the swimming pool on Fridays and Saturdays when the campus is closed. The importance of swimming to the community and children as well as the importance of the SCC pool facility to the Solano Aquatics Swim team, willingness to pay their fair share of pool rental space, improvement of partnership and/or forming a cooperative between SCC (possibly including fundraising), the community and the Solano Aquatics Swim Team were also emphasized. It was pointed out that the SCC pool is the only 50-meter pool in the area and is necessary for swimmers to use in order to compete at the state and national levels. On behalf of the Solano Aquatics Swim Team, President Hooten respectfully requested that the Board direct staff to change policy to allow the Solano Aquatics Swim Team pool space on Fridays, Saturdays, holidays and whenever requested as well as moving towards becoming partners again.

Since the Brown act prohibits the Board from discussing the concern at this time because it is not an item on the published Board agenda, Board President Keith asked Interim Superintendent/President Fisher to have some dialogue with a representative of the Solano Aquatics group.

Interim Superintendent/President Fisher informed the Board that he has already talked with Mr. Curry about one event and that he would meet with Solano Aquatics representative(s) to resolve the matter. In addition, IS/P Fisher stated that the District is undertaking a complete review of all community use policies through a committee and a Board Subcommittee will meet with the results of the committee's work in early July. The current policy states that the College educational programs and events are first priority with the second priority being youth groups, civic, service and other community groups. IS/P Fisher stated that a College custodian must be on duty when the pool is in use, permission to use the athletic facilities cannot be granted for a period of more than one semester and events cannot be scheduled more than six months in advance due to the intent of the Civic Center Act to preclude any one group from dominating use of a facility during a lengthy, specified time. IS/P Fisher also indicated that another item that must be taken into consideration are the staffing issues' rights of the union to be assigned to specific events. IS/P Fisher stated that the issuance of keys is a security matter and he would recommend that the District not do this again as this is a liability issue.

Trustee Honeychurch expressed appreciation to Board President Keith for providing an opportunity for further discussion on this matter. He also indicated that he and the Board were sympathetic to the Solano Aquatics Swim Team's concern which is not to say that the Board is in total agreement but desires to meet and resolve the concerns expressed. Trustee Ubalde also extended his sympathy to the group as well. Trustee Claffey suggested getting input from the SCC swim coach to which IS/P Fisher replied that he has done so already.

The Governing Board directed Interim Superintendent/President Fisher to meet with Solano Aquatics Swim Team representative(s) and provide an update to the Board at the July 18, 2007 Board meeting.

6. REPORTS

(a) Superintendent

Interim Superintendent/President Gerry Fisher reported that:

--Effective June 22, 2007, all campus phone extensions will be converted to four-digit extensions instead of three-digit extensions. We have outgrown the three-digit extensions system, and switching to four-digit extensions will expand our range of numbers and allow us to accommodate substantial growth well into the future.

--Summer 2007 has an enrollment increase of 3.61 percent in headcount (5876 in 2006 compared to 6088 in 2007) and a 4.74 percent increase in FTES (1076 compared to 1127).

--The new Faculty Office Building will use the 900 series numbering scheme and our existing Horticulture Building will be renumbered as the 1000 Building.

--A total of 55 spring athletes completed the semester with a 3.0 Grade Point Average (GPA) or higher (28 percent of all participants). The following athletes were awarded the Bay Valley

Conference Award for scholastic achievement by attaining a 3.0 GPA or greater from their first semester of competition: Tracy Wilson – Softball; Jason Quintos – Baseball; Simone Soria – Women’s Basketball; and Brandon Boicelli – Men’s Basketball. The following student athletes received the President’s Award for completing 12 units or more and competing in a spring sport with the highest team GPA: Tracy Wilson – Softball; Jason Quintos – Baseball; Natalie Cooley – Women’s Basketball; Jared Waters – Men’s Basketball; and Caleb Bair – Swimming and Diving.

--On Wednesday, June 27, 2007, from 3 p.m. to 5 p.m., a tour will be held of the new Vallejo Center for the elected school board members from Benicia and Vallejo, the superintendents of the Vallejo and Benicia Unified School Districts, the principals and vice principals of the high schools in Vallejo and Benicia as well as representatives from the California Maritime Academy, Touro University, California State University – East Bay and Sonoma State University.

--IS/P Fisher attended a meeting with Jeff Ringelman, Vacaville Fire Division Chief, and Brian Preciado, Vacaville Fire Chief on Friday, June 8, for the purpose of gathering information on the proposed training center. IS/P Fisher stated that City of Vacaville representatives understand that it has to be a win-win situation for Solano College and Vacaville. Dean Bob Johnson, Fire Coordinator Roy Pike and Interim Superintendent/President Fisher will prepare a white paper for submission to the Governing Board. IS/P Fisher reported that he indicated to Mr. Ringelman and Mr. Preciado that he would contact them when he has the appropriate data.

--The June 6 Board meeting is Dr. Carson’s last Board meeting at Solano Community College as her contract expires on July 9. IS/P Fisher conveyed his appreciation to Dr. Carson for her work during the 2006-07 academic year as the Interim Vice President of Academic Affairs. He especially recognized Dr. Carson for the “great progress” she made in our accreditation recommendations and as the Acting Accreditation Liaison Officer, she made significant contributions to a successful interim report. On behalf of the Executive Council, the Division Deans and Solano College, IS/P Fisher thanked Dr. Carson for her valuable contributions to Solano Community College.

Trustee Young asked about the status of the establishment of a BA degree program with Sonoma State and referred to Vallejo newspaper articles recently that have indicated that beginning fall 2007, Napa College has already launched a BA program. Interim Superintendent/President Fisher stated that the BA program at Napa has existed for a long time; however, it was never intended that Solano would compete for students with Napa’s BA program and that Solano would have a different BA program. Interim Superintendent/President Fisher stated that he would update the Board on proposed SCC programs with the California Maritime Academy, Touro University, Cal State East Bay and Sonoma State at a future Board meeting.

Trustee Ubalde commented that he wanted Solano College to be attractive in drawing students to our programs and expressed a concern about Napa Valley talking about bringing nursing students from the Philippines for further training. Interim Superintendent/President Fisher shared this concern with Trustee Ubalde and committed to him that we will do everything we can

to get all of the students we can. IS/P Fisher stated that both Solano and Napa have limits on the number of nursing students and that both colleges should be able to grow. He further indicated that during the summer as planning is done at the division dean level, he will share his desire to make Solano Community College the #1 choice for students as we grow in programs and services. IS/P Fisher expressed hope that the new full-time Director of Public Relations would also make major contributions in achieving this goal.

Bond Update

Scott Colt, Kitchell CEM, Program Manager, reported that there have been no significant changes since the last meeting; however, much activity continues to take place with the Faculty Office Building as it is gearing up to open in late July. Interim Superintendent/President Fisher stated that the published, targeted date to open Columbus Parkway street improvements in front of the campus is September 1.

7. CONSENT AGENDA – ACTION ITEMS

Superintendent/President

- (a) Minutes for the Meeting of June 6, 2007

Human Resources

- (b) Employment – 2006-07; Approval of Job Description – Classified; Resignation; Employment 2007-08; Request for an Unpaid Reduced Workload

Administrative and Business Services

- (c) Warrant Listings
- (d) Tentative Budgets and Proposed Time and Place for the Public Hearing and Adoption of the Official Budgets for 2007-08
- (e) Construction Change Order No. 6 Approval for W.A. Thomas Co., Inc.-Bid No. 06-005
- (f) Authorization to Increase General Fund Budget, Resolution No. 06/07-26
- (g) Ratification of Budget Appropriation Transfers Between Major Object Codes, Resolution No. 06/07-27

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

8. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

9. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent/President

(a) Campus Enrichment Plan

Gerald F. Fisher, Interim Superintendent/President, requested that the Board accept the Campus Enrichment Plan as a guideline to present and future development of the outdoor spaces on the Fairfield Campus, which was presented by LPA Architects at the April 4, 2007 Governing Board Meeting. The intent is that the recommendations by the committee would act as guidelines for pieces of the project that may be implemented by various groups, clubs, interested persons or the District and that as the campus builds out, there is a master plan for reference. IS/P Fisher stated that in talking with Student Trustee Nelson, it was felt that a process needs to be established whereby the Director of Facilities would be charged with ensuring that projects meet the guidelines and that projects would go through the Shared Governance Council (SGC) for information and distribution so that widespread input is provided.

IS/P Fisher thanked Dr. Shirley Lewis for having the Campus Enrichment Plan placed on the campus Web site under ASSC.

Moved by Trustee Ubalde and seconded by Trustee Young for approval of the Campus Enrichment Plan.

Student Trustee Nelson suggested that the process for reviewing landscaping projects include approval by a collective group, such as the Shared Governance Council, for the purposes of widespread input and consensus as well as retaining a better chance of history on the landscaping plan as time goes by and projects are submitted. Interim Superintendent/President Fisher indicated that a written procedure could be developed for review/approval by the Shared Governance Council.

The motion and second were amended by Trustee Ubalde and Trustee Young, respectively, to include a review and approval of landscaping projects by the Shared Governance Council.

Frank Kitchen, Director of Facilities, stated that as the Vacaville Center is opened, similar questions will arise with respect to landscaping. He suggested that all landscaping projects be submitted to the Director of Facilities first to make sure that projects conform to the Campus Enrichment Plan before submission to the Shared Governance Council.

In answer to Trustee Honeychurch's question regarding the motion, President Keith reiterated that the motion on the floor is approval of the Campus Enrichment Plan with the proviso that landscaping projects would be submitted to the Director of Facilities first for checking

compliance with the Campus Enrichment Plan prior to submission to the Shared Governance Council for approval. The motion passed unanimously.

Human Resources

- (b) Solano Community College District Openers to the District and Operating Engineers, Local 39 Collective Bargaining Agreement for 2007-08 through 2009-10

In the absence of Dr. Christensen, Director of Human Resources, Vice President Mazie Brewington presented this item.

Moved by Trustee McCaffrey and seconded by Trustee Young to receive the proposal, indicate that it is available to the public in the Superintendent/President's office at the College and set a public hearing for July 18, 2007. The motion passed unanimously.

- (c) CCA/CTA/NEA and District Collective Bargaining Agreement Successor Agreement 2006-07

In the absence of Dr. Richard D. Christensen, Director of Human Resources, Mazie Brewington, Vice President of Administrative and Business Services, requested the Board's approval of the CCA/CTA/NEA and District Collective Bargaining Agreement Successor Agreement 2006-07. VP Brewington informed the Board that a tentative agreement has been reached with CCA/CTA/NEA concluding negotiations for the 2006-07 year and CCA/CTA/NEA is in the process of ratifying the tentative agreement. The cost of the settlement impacting the District's budget is \$1,502,725. The agreement includes a 5.92 percent COLA and statutory benefits for full-time faculty at a cost of \$717,735 and for adjunct faculty, effective fall 2006, a 5.92 percent COLA, parity and statutory benefits would cost \$784,990.

Interim Superintendent/President Fisher informed the Board that the CCA/CTA/NEA "overwhelming passed" the tentative agreement.

Trustee Honeychurch reported that he has received some concerns about the online provision of the contract. Interim Superintendent/President Fisher advised the Board that he spoke with CCA/CTA/NEA President White who acknowledged that there was a minority group that expressed concern about the limitation on the 160 percent, but she indicated that the overwhelming majority of the CTA union voted to support the agreement and they did what they thought was best for their union. Interim Superintendent/President Fisher reported that the vote was a fair and impartial vote.

Moved by Trustee Young and seconded by Trustee McCaffrey for approval of the agreement with the Solano Community College CCA/CTA/NEA concluding negotiations for 2006-07. The motion passed unanimously.

Administrative and Business Services

(d) Amendment to Agreements with KMD Architects for the Vallejo Center Project

Frank W. Kitchen, Director of Facilities, introduced this item to the Governing Board requesting approval for additional design services with Kaplan McLaughlin & Diaz (KMD) Architects for the Vallejo Center. These services include an adjustment to the existing original contract and the requested changes require design services and are owner requested at the advice of Kitchell and Interim Superintendent/President Fisher. Specifically, the security gates at the Vallejo Center entry points along Columbus Parkway need to be designed, programmed and engineered at a cost of \$18,840. It is critical that the Vallejo Center property is secured when the Center is not in use. Two gates would be necessary at the east and west entrances. KMD will be asked to provide three-four options for the gate itself which will need to be approved by the SCCD Governing Board, the City of Vallejo, the Fire Department, Police Department and the SCC Campus Police, faculty and students. No gate was included in the original planning documents. Mr. Kitchen informed the Board that there is some concern whether the gates will be functional because of issues that are still being explored with the Fire Department.

Moved by Trustee Young and seconded by Trustee Ubalde for approval of additional architectural services by KMD Architects for the Vallejo Center Project. The motion passed unanimously.

(e) Amendment to Agreements with TLCD Architecture for Buildings 1400, 1700A, 1700B

Frank W. Kitchen, Director of Facilities, introduced this item to the Governing Board requesting approval for additional design services with TLCD Architecture, Inc. for Buildings 1400, 1700A, and 1700B. The amendments will revise the original contracts previously Board approved, and include one scope change for each project. Mr. Kitchen stated that the three changes total approximately \$18,000. One of the changes includes design services to lay out the temporary bookstore at the east side of the dining area in Building 1400. The second and third changes are to change package units to air handlers/hydronics to save energy costs in Buildings 1700A and 1700B.

Moved by Trustee Young and seconded by Trustee Ubalde for approval of an amendment to the agreement with TLCD Architecture as outlined above. The motion passed unanimously.

(f) Authorization to Bid for Site Improvement Work for Buildings 1400, 1700A, 1700B, and 1800A

Frank W. Kitchen, Director of Facilities, introduced this item to the Board requesting approval to advertise and receive bids for proposals on plans and specifications for the following projects:

1. Building 1400 Student Center Renovation
2. Building 1700A Gymnasium Renovation

- 3. Building 1700B New Adaptive Physical Education and Classrooms
- 4. Building 1800A Vocational Technical Renovation

Mr. Kitchen informed the Board that the cost of construction escalates every month by .5 to 1 percent and stated that the sooner the District can get the above projects up for bid, the more cost effective it is.

Trustee Honeychurch asked if the women's and men's facilities are equal for the Gymnasium project. Scott Colt indicated that it is agreed by Bob Myers and his staff that there is no problem as there is parity and equity.

In answer to Student Trustee Nelson's question, Mr. Kitchen indicated that the changes that were approved previously on the agenda would be included in the bid.

Moved by Trustee Ubalde and seconded by Trustee McCaffrey for approval to advertise and receive bids for proposals on plans and specifications as discussed above. The motion passed unanimously.

- (g) Approval of Agreement with Analytical Environmental Services (AES) for California Environmental Quality Act (CEQA) Consulting Services for the Vacaville Center Project

Frank W. Kitchen, Director of Facilities, introduced this item to the Governing Board requesting approval to award Analytical Environmental Services (AES) with an agreement to provide consulting services to comply with the California Environmental Quality Act (CEQA) requirements for the Vacaville Center Project. The District was authorized to issue a Request for Proposal (RFP) for the CEQA Consulting Services for the new Vacaville Center at the May 2, 2007, meeting. Total cost of the agreement is not to exceed \$100,000.

Moved by Trustee McCaffrey and seconded by Trustee Young for approval to award an agreement with Analytical Environmental Services as discussed above. The motion passed unanimously.

Academic Affairs

- (h) Amended Academic Calendar for 2007-08 and Proposed Academic Calendars for 2008-09 and 2009-10

Marjorie Carson, Ed.D., Interim Vice President of Academic Affairs, introduced this item requesting approval for the amended Academic Calendars for 2007-08, and the proposed Academic Calendars for 2008-09 and 2009-10. The amended Academic Calendar for 2007-08 was approved at the December 7, 2005, Board Meeting and has been recommended by the Academic Calendar Advisory Committee and has received the endorsement of the Community College Association/California Teachers Association/National Education Association (CCA/CTA/NEA) bargaining unit. The amendment changes the observance of Lincoln's birthday from February 12 to February 15, 2008.

Moved by Trustee Young and seconded by Trustee McCaffrey for approval of the Amended Academic Calendar for 2007-2008 and the proposed Academic Calendars for 2008-09 and 2009-10. The motion passed unanimously.

(i) Second Reading of Program Discontinuance Policy 6105

Marjorie Carson, Ed.D., Interim Vice President of Academic Affairs, presented a second reading of Program Discontinuance Policy 6105. The policy was reviewed by the Academic Senate and approved by the Shared Governance Council at their meeting held May 9, 2007. Dr. Carson informed the Board that the District is required to have a program discontinuance policy in order to be in compliance with the California Code of Regulations. She stated that it would be the procedures that would give the District direction, internally and operationally, to act.

Moved by Trustee Young and seconded by Trustee McCaffrey for approval of Program Discontinuance Policy 6105 as presented. The motion passed unanimously.

Student Services

(j) 2007-08 Student Health Services Contract

Shirley V. Lewis, J.D., Director of Student Development introduced this item to the Board requesting approval to renew the annual contract with the Solano County Health and Social Services Department to provide student health services for the period of July 1, 2007, through June 30, 2008. The maximum contract cost to Solano Community College is \$168,832.00, which reflects, approximately, a 5.5 percent increase compared to the 2006-07 contract, due primarily to personnel and cost of medical supplies. Dr. Lewis informed the Board that approximately 2,100 students and 401 faculty/staff visits were documented during the past academic year at the Health Center. Approximately 131 staff TB tests were administered and 31 911 calls were avoided. Dr. Lewis stated that the 2007-08 contract will provide one FTE public health nurse, health services assistant over 190 days to meet College needs on campus and outreach at extended campus sites as well as to the Children's Program. Based on projected revenues in 2007-08 and in the 2006-07 report, Dr. Lewis stated that there is adequate funding for the contract and additional projected support costs.

Moved by Trustee McCaffrey and seconded by Trustee Ubalde for approval to renew the annual contract with the Solano County Health and Social Services Department as discussed above. The motion passed unanimously.

10. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Proposed 2007-08 Goals for Solano Community College District Governing Board

Gerald F. Fisher, Interim Superintendent/President, introduced this item for the Board's information regarding the proposed 2007-08 goals for the Solano Community College District Governing Board.

Interim Superintendent/President Fisher reported that the Executive Council has discussed the goal areas established by the Board at previous meetings and workshops and the Executive Council has put the goals in a common format for the Board's review. Persons with expertise in the appropriate areas were available to present each goal and answer any questions. There were no further questions from Governing Board members. Trustee Honeychurch expressed appreciation to Interim Superintendent/President Fisher and the Executive Council for "flushing out" the Board goals very well.

This item will return to the Governing Board for approval at the July 18, 2007 meeting.

(b) Revenue and Expenditures Report for the Period Ending May 31, 2007

Mazie L. Brewington, Vice President of Administrative & Business Services, submitted the General Fund Revenue and Expenditure Report for the period ending May 31, 2007. Vice President Brewington highlighted key points of the Revenue and Expenditure reports including an estimation of \$60.3 million in revenue this year with \$59.4 million in the 2006-07 adopted budget; receipt of \$51.9 million or 93 percent of our estimated revenues; \$54.1 million projected in expenses and \$55 million is expected to be expensed in 2006-07. Expenses to date are approximately \$45 million; however another month of expenses are yet to be considered. Overall, Vice President Brewington estimated that the District will end better than initially projected at the beginning of the fiscal year. Year-to-date percent of expenses is 82 percent and we remain in compliance with the General Fund reserve of five percent. Vice President Brewington also called the Board's attention to the designated fund balance of \$354,424 for ERP and the designated fund balance for part-time faculty of \$373,804 which will now become an expense after the Board's approval of item 9.(c) - the CTA agreement item.

11. ANNOUNCEMENTS

There were no announcements.

12. ITEMS FROM THE BOARD

Trustee Ubalde reported that he attended the Foundation reception and the Solano Economic Development Corporation (EDC) summit.

Trustee Young announced that she attended the following Solano College and community events: June 7 - SCC Foundation Directors and President's Circle reception; June 10 - co-chaired and attended the Alpha Kappa Alpha Sorority African American High School Graduation and Recognition Scholarship ceremony; June 11 - groundbreaking ceremony for the Grace Patterson Elementary School Multi-purpose Room and attended the Vallejo Interagency Committee meeting at Vallejo City Hall; June 12 - open house at Elsa Widenmann Elementary School; June 15 - Solano Critical Mass Conductor Project Kick-off Celebration at the North Vallejo Community Center; June 16 - annual African American Family Day held at Vallejo waterfront and Northern California Pirate Festival; and June 19 - Solano EDC Summit.

Interim Superintendent/President Fisher announced that no Closed Session was necessary.

13. CLOSED SESSION

No Closed Session was held.

- (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.)

14. RECONVENE REGULAR MEETING

This item was not applicable as no Closed Session was held.

15. REPORT OF ACTION TAKEN IN CLOSED SESSION

This item was not applicable as no Closed Session was held.

16. ADJOURNMENT

There being no further business, Board President Keith adjourned the meeting at 8:31 p.m.

GFF:pc

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APPROVED

PAM KEITH
PRESIDENT

GERALD F. FISHER
INTERIM SECRETARY