

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, August 15, 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, Vice President McCaffrey 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.
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:

None

Others Present:

Mazie Brewington, Vice President of Administrative and Business Services
Richard Christensen, Ed.D., Director, Human Resources
Jay Field, Vice President, Technology & Learning Resources
Kathy Rosengren, Interim Vice President, Academic Affairs
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

E. J. Hullana, Dreamcatchers Empowerment Network, thanked the SCCD Board for permitting the “Field of Dreams” to take place. The “Field of Dreams” project took on 30 disabled individuals in the county and reconstructed the Horticulture area. This project opened the eyes of disabled students to postsecondary education and their abilities to become productive citizens. Mr. Hullana expressed the hope to literally make the program “grow.” Board President Keith stated that it was a wonderful event and that the students who worked on the project were filled with joy.

Joy Warren distributed a two-page article she obtained from the Napa Valley College Library about opening college facilities. She indicated that the document refers to opening facilities of the College, when not in use, to the public. She explained that non-profit organizations are not charged anything, except out-of-pocket costs and for-profit organizations are charged some fee. Ms. Warren stated that efforts are being made to expand the Foundation and to begin to build an endowment and a new alumni association. She stated that it would be helpful if the College could be more generous and put community back in the community college concept.

Mario Moratorio, advisor with the University of California Cooperative Extension who is responsible for the Master Gardeners Program, addressed the Board about use of Solano College facilities. Mr. Moratorio stated that the Master Gardeners Program trains members of the public and has also held a wreath workshop fundraising event at SCC over the years. Last year, they were forced to find another venue for the workshop due to the facility rental cost at Solano (\$2,500 for three days for use of the Horticulture facilities and \$1,000 for rental of space in the cafeteria area). Mr. Moratorio expressed hope that the Solano College Board would revisit the issue of charging non-profit organizations for the use of facilities.

Board President Keith stated that we are in the process of reviewing our facilities use policy and she expressed hope that when the policy is brought to the Board, most people will be content with the new policy.

6. REPORTS

(a) Academic Senate

Gail Kropp, Academic Senate President, reported that:

--the first Academic Senate meeting of the academic year 2007/08 took place on August 14, 9:30 a.m. – 12 noon and served as the organizational meeting of the semester where the Senate finalized the roster, meeting dates and issues that the Senate will address over the course of the

year. The Senate received updates on a variety of issues including the Vallejo Center Grand Opening, results of the April Accreditation Visit and evaluation report, status of the hiring process for the Superintendent/President, and a thorough report by Curriculum Chair Erin Farmer from the state-sponsored Curriculum Institute she attended in July. Senators discussed allocation of staff development, enactment of the new math requirement, Student Learning Outcomes (SLO) trainers proposed assessment timeline and the basic skills initiative as well as some faculty concerns about special admission and room allocation. Senate goals for 2007-08 were also discussed which included five general areas important for the Senate this year: academic integrity, Senate organization, basic skills; growth enrollment management and credit vs. non-credit. Senators and faculty members divided into groups of three and generated ideas--components, factors, data, tasks—related to the five general areas which the Senate will address as goals. The brainstorming lists will be compiled into a full list which will then be used to refine goals and plans of action at the next meeting.

The Senators and Deans participated in a jointly-sponsored luncheon at 12 noon followed by a joint meeting of the two groups. At the joint meeting, the Senate received updates and discussed strategic goals and initiatives, transition to a new planning cycle and how to use the new 2007/08 District priorities list as well as a brief report on fall enrollment. Academic Senate President Kropp reviewed, for the Deans, the actions the Senate has taken in Spring 2007 regarding learning outcomes assessment as well as the actions and decisions before the Senate this academic year regarding learning outcomes' assessment, and the fall Flex Cal learning outcomes assessment activities planned for the divisions by the trainers and the Learning Outcomes Assessment Coordinator. The Joint Senate meeting concluded with a presentation by Josh Stein on the Solano College Basic Skills Plan.

Academic Senate President Kropp concluded her report on a personal note of thanks to express her gratitude and admiration of Pat Cordry for her years of “sterling service to Solano College.” Academic Senate President Kropp used two phrases to describe Pat: “grace under pressure and consummate professionalism.” Academic Senate President stated that Solano College is a better place for Pat's having worked here for the last 30 years.

(b) Superintendent

Interim Superintendent/President Gerry Fisher reported that:

- On Monday, August 13, IS/P Fisher attended two orientation sessions for new faculty and staff. New employees received a binder of responsibilities in various areas to help them transition into full-time faculty and staff at SCC, i.e., Student Services, Disabled Student Programs & Services, Academic Senate, CTA/NEA, evaluation and tenure process, faculty resources, Library, shared governance, sexual harassment, payroll, SCC Foundation, Boosters Club, telephone, technology and Learning Resources, Emergency Preparedness, Graphics, etc. Reviews of the day's activities were very positive as participants found the information presented to be very useful and informative.

- August 15 and 16 are required days of Flex Cal. Board members were invited to attend the State-of-the-College address scheduled for Thursday, August 16, 2007, 9:10 – 9:55 a.m., in the Little Theatre.
- IS/P Fisher reported that a water main break occurred on Thursday, August 9, when one of our contractors hit a main water line at approximately 12:30 p.m. and consequently, water had to be shut off throughout the campus which, in turn, caused health concerns since no restroom facilities were available. Employees were authorized to leave for the afternoon; however, since August 9 was the last day of the eight-week session and finals needed to continue, arrangements were made to accommodate the students.

IS/P Fisher expressed special thanks to Frank Kitchen, who coordinated the repair of the broken water main, Interim Vice President Rosengren, who coordinated the arrangements for students to complete their final exams that evening and Jeff Yterdal, who provided supplies (blue books, scantron sheets and pencils) for students who would normally acquire them at the Bookstore. Frank Kitchen reported that water was restored at 6:15 p.m. Board President Keith stated that Jeff Yterdal's action during the crisis to provide supplies for the students is indicative of our campus employees as people step up to the plate and provide services for students. Board President Keith expressed appreciation for the way employees anticipate the needs of students and stated that Solano College has a "great family" of employees.

- IS/P Fisher called the Board's attention to a flyer advising students and visitors about the new parking permit dispensers which are now in Lots 2, 4 and 5. The old meters are still in operation until they are completely phased out of operation.
- IS/P Fisher congratulated Dr. Emily Blair and called the Board's attention to the release of the new book by Dr. Blair, entitled, *Virginia Woolf and the Nineteenth-century Domestic Novel*. The book was released by SUNY press in July. Reviewers have remarked that her study has helped scholars to deepen their understanding of this important 19th century literary figure, and one remarked that "I will read Woolf's novels differently, in the context of many Victorian novels, and that is quite an accomplishment for Blair." IS/P Fisher anticipated that the book would soon be available through the SCC Bookstore.
- A copy of Congressman Miller's speech delivered at the National Press Club about the future of the No Child Left Behind Act was provided to the Board. Congressman Miller is one of the original authors of the No Child Left Behind Act that had bi-partisan support, but in the re-enactment of the bill, it was realized that some things need to be revised. IS/P Fisher informed the Board of Congressman Miller's vision for taking America's education policy in a new direction by doing six things: (1) provide much-needed fairness and flexibility; (2) encourage a rich and challenging learning environment and promote best practices and innovation taking place in schools throughout the country; (3) support teachers and principals; (4) continue to hold schools accountable for students' progress; (5) join the effort to improve America's high schools; and (6) invest in our schools.

- On Monday, August 13, IS/P Fisher attended a meeting at the Solano County Government Center to discuss possible exchanges with Ji'an, China in business and education. As a result of the meeting, the County Superintendent of Schools and IS/P Fisher will be attending a meeting at UC Davis to explore how the three segments of education may participate in such an exchange (K-12, SCC and UC Davis).

- Vice President Brewington reported that passage of the state budget is more than 46 days overdue and apportionment payments were withheld from all 72 community college districts starting with July. If the budget is not signed by the end of August, the impact on Solano Community College is approximately \$5 million. At this time, budget watchers do not expect the California Legislators to reconvene prior to August 20 when the Assembly returns following the summer recess. Vice President Brewington anticipated the suspension of cash payments to districts through the end of August. Vice President Brewington stated that at Solano Community College only the most essential financial obligations will be fulfilled until the passage of the budget including payroll and specific vendor payments to maintain District operations such as all medical, health and welfare benefit premiums and all fixed utility costs. All invoices, including those for small businesses, are being evaluated as they come into Fiscal Services to determine critical payments.

Vice President Brewington assured the Board that she has been working with the Solano County Office of Education in anticipation of the budget not being passed in September to consider strategies if the budget impasse is extended. She also stated that only the General Fund and selected categorical funds are affected by the impasse. The Bond program expenses are not affected. She stated that the District continues to receive resources from some federal and state grants and contracts. In addition, the District has collected \$1.3 million in enrollment fees. Vice President Brewington stated that one of the things that has helped the District with not having to borrow money, is that the District has a prudent reserve and the College has continually set aside funds for unanticipated events such as this impasse. She explained that it is anticipated that the revenue assumptions will not change when the budget is eventually signed; however, there are still some system-wide issues such as the \$80 million base reduction that could affect FY 2006/07: enrollment decline that will affect growth funding and health care premiums.

Vice President Brewington informed the Board that in concert with Title 5, the system office has authorized an extension of the deadline for districts to adopt the final budgets from September 15 to October 15. In addition, the 311 report is now due on November 1. The deadline for the annual audit remains unchanged. The 2008/09 budget will be presented to the Board of Governors at their September meeting.

Trustee Young requested a copy of Vice President Brewington's statement.

- IS/P Fisher reported that the status of recruitment is not much different from the last meeting. Two faculty positions are currently being recruited –one on campus and one extended nursing position for the spring. All of the faculty positions needed for the fall semester have been filled. IS/P Fisher reported that as part of his State-of-the-College

address, he will thank faculty and staff for their participation last year as 107 new people were hired at Solano Community College including full-time and adjunct faculty as well as classified employees.

- **Bond Update**

Scott Colt, Kitchell CEM, Program Manager, reported that all current projects under construction are on schedule and will be delivered on time. Faculty members have moved into the new Faculty Office Building. It is hoped that the first Citizens' Bond Oversight Committee meeting in the new Vallejo Center can be held on August 27. There is no change on the opening of the Vallejo Center. Building 400 is on schedule and substantial completion is expected at the end of November. Kitchell will move forward with bidding for the next three remaining renovation projects on campus. Advertisement for bid of the first renovation project occurred this week and advertisement for the other two projects is expected shortly thereafter. The Vacaville Center is expected to go to the Division of the State Architect on schedule at the beginning of September.

Vice President McCaffrey asked about the bid advertisement for Building 1400 to which Mr. Colt indicated that the estimated construction cost was \$3.8 million.

7. CONSENT AGENDA – ACTION ITEMS

Superintendent/President

- (a) Minutes for the Meeting of August 1, 2007

Human Resources

- (b) Employment – 2007-08; Request for Instructor to Teach an Additional Subject Not Listed on Current Credential 2007-08 Academic Year

Administrative and Business Services

- (c) Warrant List
- (d) Construction Change Order No. 9 Approval for W.A. Thomas Co., Inc.—Bid No. 06-005
- (e) Construction Change Order No. 11 Approval for Ralph Larsen and Son, Inc. – Bid No. 06-002
- (f) Construction Change Order No. 14 Approval for J.W. & Sons, Inc. – Bid No. 06-004

Academic Affairs

- (g) City of Fairfield Consultant Services Agreement (SBDC)

- (h) Agreement between Solano Community College and the YMCA for Staff Development
- (i) Agreement between Solano Community College and Macro Plastics Incorporated for Supervisory Skills Training

Moved by Vice President McCaffrey and seconded by Trustee Ubalde 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. RETIREMENTS OF STAFF WITH 10 OR MORE YEARS OF SERVICE

- (a) Resignations to Retire—Ronald Nelson and Patricia Cordry

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Ronald Nelson	Electrician 24 ½ years at SCC	August 31, 2007

Frank Kitchen, Director of Facilities, spoke on behalf of Ronald Nelson's retirement. Mr. Nelson started his service at Solano Community College on February 16, 1983, as the campus electrician. Prior to being hired at Solano, Mr. Nelson owned an electric business for approximately eight and one-half years. Mr. Nelson completed his apprenticeship with Phelps Dredge Corporation, a copper mine in New Mexico.

Mr. Kitchen listed Mr. Nelson's major accomplishments as: (1) design and installation of parking lot lights; (2) complete re-wiring of Building 1600 prior to the passage of Measure G; (3) installation of the new gymnasium lights; (4) complete re-wiring of the Nut Tree Hangar and (5) major installation of the Fire Science Building in Vacaville adjacent to the prison. Mr. Kitchen described Mr. Nelson as "an excellent electrician and a gentle and kind man" who will be greatly missed by Mr. Kitchen and the Facilities staff.

Mr. Kitchen informed the Board that Ron Nelson would have loved to have attended the Board meeting; however, Mr. Nelson was at the hospital with his nephew who was severely burned.

Moved by Trustee Honeychurch and seconded by Trustee Ubalde for acceptance of Mr. Nelson's resignation to retire effect August 31, 2007. The motion passed unanimously.

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Patricia Cordry	Executive Coordinator 30 ½ years at SCC	December 30, 2007

Stan Arterberry, Chancellor of the West Valley Mission Community College District, made the following comments about Pat Cordry's retirement: Next to her husband, Bob, Solano Community College has been a passion for Pat. She is a first-generation community college graduate in her family as she graduated from Allegany Community College in Cumberland, Maryland. After returning to the United States from three years in Germany, Pat made it her mission to work at SCC. She was first hired at Solano Community College as a Typist Clerk II in a federally funded program working in a two-room rented space in Vallejo. She worked for the Solano County Superintendent of Schools Office in the project/granting writing unit prior to returning to Solano Community College. She was re-hired as a Secretary I in Counseling & Guidance where she worked three months before being hired by Superintendent/President William H. Wilson, Sr., as the Secretary to the Superintendent/President. Pat worked for every Superintendent/President (including interims and acting) since N. Dallas Evans, Solano Community College District's first Superintendent/President: William H. Wilson, Sr., Marjorie K. Blaha, Ed.D., Ione H. Elioff, Ed.D., Otto Roemmich, Ed.D., Virginia L. Holten, Ph.D., Stan R. Arterberry, James M. Bracy, Armond Phillips, Paulette J. Perfumo, Ph.D., and Gerald F. Fisher.

Pat has supervised over 35 work-study students, prepared over 700 Board agendas, minutes and Board packets as well as served on various committees including accreditation, building signs, Marjorie Blaha Scholarship and chaired hiring committees. Chancellor Arterberry expressed Pat's belief that Solano Community College is the best community college in the state with the best Governing Board, students, faculty and staff and most of all, friends that will last a lifetime.

Chancellor Arterberry shared comments from some of Ms. Cordry's colleagues on her professionalism, confidentiality, and described her as having a heart of gold. He also shared some special memories of his own while working with Pat during his presidency at Solano. Chancellor Arterberry recalled that a former trustee and president would say that Pat has done a "yeo-person's job." Chancellor Arterberry expressed appreciation for all that Pat has meant to this institution, its faculty, staff and students and his personal commendation for her work and professionalism.

Board President Keith commented that, as a friend, she was delighted for Pat that she is able to retire but as a Board member, Board President Keith questioned how the Board would function without her.

IS/P Fisher spoke about stepping into the role of Interim Superintendent/President last December to provide continuity for the District and expressed appreciation to Pat for her support in that transition. He expressed his gratitude for everything she has done as well as her endearing qualities he has learned to appreciate. He commented on the value to him and the District in having a person with Pat's history, experience and knowledge in her position.

Trustee Honeychurch congratulated Ms. Cordry on retirement and described her as a real treasure and specialist in the care and feeding of Board members. Vice President McCaffrey stated that words could not express appreciation for the work Pat has done for the College in so many facets and extended his congratulations to her also as a “fellow Marylander” and friend.

Pat Cordry expressed her appreciation for the opportunity to work at a job she has loved for 30 and ½ years and indicated that she has learned from every Board member and Superintendent/President with whom she has worked. She thanked all of the faculty and staff for their support as she could not do her job without their help. Ms. Cordry assured the Board and audience that the President’s Office will continue to be the best it can be thanks to the excellent abilities of Nora O’Neill and Judy Spencer. She also thanked former Board President Wilkerson for making a special trip to the campus for Pat’s retirement. Pat expressed her sincere appreciation to Chancellor Arterberry for the best eight years of her career and the special teamwork they shared during his presidency. Pat Cordry stated that she will always hold Solano Community College close in her heart.

Moved by Trustee Honeychurch and seconded by Vice President McCaffrey for acceptance of Patricia Cordry’s resignation to retire effective December 30, 2007. The motion passed unanimously.

At the request of Trustee Ubalde, Board President Keith recessed the Board meeting for five minutes at this time.

10. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Administrative Services

(a) Recommended Nominees to the Measure G Citizens’ Bond Oversight Committee (CBOC)

Board President Keith reconvened the regular meeting.

Mazie L. Brewington, Vice President of Administrative and Business Services, presented this item for the Board’s approval of the recommended nominees to the Measure G Citizens’ Bond Oversight Committee (CBOC) to fill the vacancy of CBOC members’ whose terms have expired. The newly recommended nominees are: Betty Frank from Vallejo representing a senior citizen organization; Kevin Johnson from Fairfield representing a support/booster/foundation organization; Rozanna Verder-Aliga from Vallejo representing a business organization; and Jan Cox Golovich from Benicia representing a civic/professional organization.

Moved by Vice President McCaffrey and seconded by Trustee Young for approval of the CBOC nominees. The motion passed unanimously.

(b) Amendments to Agreements with TLCD Architecture for Buildings 1400, 1700A and 1800A

Frank W. Kitchen, Director of Facilities, presented this item to the Board requesting approval for additional design services for TLCD Architecture for Buildings 1400, 1700A, and 1800A. Mr. Kitchen stated that the amendments to the agreements are necessary to complete the actions that are needed for the construction and re-construction of Building 1400. The fire alarm system needs to be made current with the rest of the campus so that it reports to a central facility that would notify the fire department. Mr. Kitchen also called the Board's attention to the need for a sidewalk extension at the loading dock to the new staff dining facility.

Moved by Vice President McCaffrey and seconded by Trustee Young for approval of additional design services by TLCD as outlined above. The motion passed unanimously.

11. ANNOUNCEMENTS

Vice President McCaffrey announced the deadline to place orders with the Buy-A-Brick campaign so that bricks can be ready for the Grand Opening on September 15. Those interested should contact Foundation Director Charles Shatzer.

Board President Keith announced that there will be a special Closed Session of the Board on Friday, August 17, 2007, at 9:00 a.m. to interview the candidates for the Superintendent/President position.

12. ITEMS FROM THE BOARD

Trustee Young announced that she attended the following Solano College and community events: August 2 - guided tour of Building 900; August 4 and 5 - participant in the Relay for Life event at St. Vincent's/St. Patrick's High School in Vallejo; Aug. 7 – Vallejo Grand Opening Planning Committee meeting (along with Board President Keith and Trustee Ubalde); August 12 – reception (sponsored by the local chapter of Links, Inc.) at Friendship Fellowship Hall for the Willie B. Adkins Scholars; and August 15 – presentation on hypertension, high cholesterol and diabetes by Dr. Fleming from Kaiser Hospital at the North Vallejo Senior Citizens Center.

Trustee Ubalde announced that through the invitation of the Vallejo Community Access Television he was pleased to attend a meeting on August 2 and discuss the first live shooting of the Grand Opening on Cable Channel 27. Nancy Hopkins and members of Channel 27 will meet to preview the Center. Dean Leslie Rota and Trustee Ubalde serve on the Vallejo Cable Access Television (V-CAT) Board.

Board President Keith expressed appreciation to the many Solano Community College faculty and staff who have served on the V-CAT Board over the years. Trustee Ubalde stated that V-CAT will interview the Board President and Trustee Young and the Vallejo Center Director Jerry Kea prior to the Grand Opening. Trustee Ubalde expressed his appreciation to V-CAT for

expressing an interest in the Solano Community College Grand Opening and inviting him to their meeting.

Board President Keith stated that the employee involved in item 13. (b) Public Employee Discipline/Dismissal/Release has requested a public hearing and is entitled to that. Board President Keith indicated that the Board would take a five-minute break. After the break, IS/P Fisher will provide the Board with materials to read for approximately five minutes and then the Board will come back into an open session for a hearing for the employee and when the item is finished, the Board will then move into items 13. a and c.

Board President Keith recessed the regular meeting at this time.

During the break it was determined that the employee did not wish to discuss the issue in open session.

Board President Keith reconvened the regular meeting at 8:35 p.m. and stated that since the hearing is not required to be in open session, the Board will wait until 8:40 p.m. to give Board members time to read materials before them and then the Board will go into Closed Session at which time everyone would need to leave except the employee and her representative.

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) Public Employee Discipline/Dismissal/Release
(No additional informal required.)
- (c) Public Employment
Title: Superintendent/President

Board President Keith called the Closed Session to order at 8:43 p.m. and adjourned the Closed Session at 8:59 p.m.

14. RECONVENE REGULAR MEETING

Board President Keith reconvened the regular meeting at 9:00 p.m.

15. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Keith reported that the Board met in Closed Session and discussed contracts with its Labor Negotiator, discussed public employee discipline/dismissal/release and discussed the interviews for the Superintendent/President on Friday and no action was taken.

16. ADJOURNMENT

There being no further business, Board President Keith adjourned the meeting at 9:02 p.m.

GFF:pc

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APPROVED

PAM KEITH
PRESIDENT

GERALD F. FISHER
INTERIM SECRETARY