

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES
June 4, 2008

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 4, 2008, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, California 94534-3197, by Phil McCaffrey, Governing Board President.

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

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

3. ROLL CALL

Members Present:

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

**Arrived after roll call.*

Members Absent:

None

Others Present:

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

4. APPROVAL OF AGENDA

Moved by Trustee Young and seconded by Trustee Keith for approval of the agenda. The motion carried unanimously.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Bill Kelly, Business Representative for Operating Engineers, Local 39, requested to address the Board on Employment 2007-08, Item 7.(b). Mr. Kelly's comments were deferred to later on the agenda.

Tom Grube, CTA President, requested to address the Board on Employment 2007-08, Item 7.(b). Instructor Grube's comments were deferred to later on the agenda.

6. REPORTS (NO ACTION REQUIRED):

(a) Superintendent

Superintendent Gerald F. Fisher reported that:

--with approximately ten days before the six- and eight-week summer session, we have approximately 5,400 students enrolled. This pace is approximately the same as last summer. We will keep the Board posted on enrollments as the summer session begins.

--on May 28, 2008, California State University East Bay made another presentation to the Contra Costa Community College District (CCCCD) Board of Trustees requesting a letter of support for them to offer lower division courses at their Concord Center. The CCCCCD Board is expected to respond to their request in the near future.

--over the last several months, we have heard from many about how businesses are being affected by the economic slowdown. In response to this, the city of Fairfield hosted a seminar entitled, "Business Strategies for an Economic Downturn" on June 3, 2008, at the Rancho Solano Club House. Charles Eason, Director of our Solano Community College Small Business Development Center, was a featured speaker and spoke on tips on how to recession-proof businesses, improve profitability and cash flow, with focus on the customer. Director Eason offered advice for business owners who may want to cut costs but aren't sure of the right areas to trim, with focus on short-term survival. Staffs from the SBDC and the city's Economic Development Division were available to talk with attendees, offering assistance programs for local businesses.

--the Solano County School Boards Association will hold a dinner meeting on Monday, June 16, 2008, 5:30 p.m., at the Travis Credit Union, One Travis Way, Vacaville, California, for fellow Board members from Solano County. Cabinet members are also encouraged to attend. The keynote speaker, Ms. Margaret Merchant, Interim General Counsel for School and College Legal Services of California (SCLS) will address *Today's Top Ten Legal Issues Affecting Public Education* and *Brown Act Bloopers and How to Avoid Them*, followed by a question and answer forum where attendees may inquire about matters of the law impacting our Board and District.

The registration fee for the dinner is \$25.00 per person, and the registration deadline is Monday, June 9, 2008.

--the campus community is invited to the groundbreaking ceremony for our new \$27.2 million Vacaville Center on Tuesday, June 24, 2008, at 10:00 a.m. We will gather at our current facility, 2000 N. Village Parkway, Vacaville, California. The new Vacaville Center will become the most recent jewel in our education crown and will help us fulfill our vision of becoming “a premier educational institution for academic development, workforce preparation and lifelong learning.”

Funded by Measure G Bond funds and scheduled to open in spring 2010, the new Vacaville Center will be a 40,000 square-foot, multi-story facility on a 60-acre site that will allow us to expand the course offerings and student services to North County residents.

The ceremony will be held at the construction site across the street from our current Center. Assistance will be provided for those who may need help in maneuvering the rough ground.

Vice President Ubalde arrived at 7:11 p.m.

- ***Bond Update***

Ron Richards, Kitchell CEM, reported that:

Vacaville Center

--the recommendation of award for the Vacaville Center is being deferred to the June 18, 2008, Board meeting, pending the response from the District’s counsel for the low responsive responsible bidder.

Building 1700B

--the DSA review is complete for Building 1700B. The architect, TLCD, is awaiting receipt of the drawings to respond to the plan check comments for the over-the-counter back check approval. We do not know the nature of the DSA comments at this point in time.

Chiller Replacement Project

--the DSA review is complete and the engineer is responding to the plan check comments for the Chiller Replacement Project and will do an over-the-counter back check with DSA within the next two weeks to receive an approved set of drawings for going out to bid. The Chiller Replacement Project is the very important second part of the Phase II campus infrastructure upgrade, with the Boiler Replacement Project currently underway being the first part of that upgrade to improve the campus-wide heating and cooling capabilities and efficiencies on the campus.

--there are no significant points of interest or concerns on the projects currently underway. The work is diligently being executed. Building 1800A looks as though it will be completed ahead of schedule.

7. CONSENT AGENDA – ACTION ITEMS

Superintendent/President

- (a) Minutes for the Meeting of May 21, 2008

Human Resources

- (b) Employment 2007-08; Employment 2008-09

Administrative and Business Services

- (c) Warrant Listings
- (d) Resolution to Appoint a New Alternate Representative to the Northern California Community Colleges Self-Insurance Authority, Resolution No. 07/08-18
- (e) Construction Change Order No. 20 Approval for W.A. Thomas Co., Inc. – Bid No. 06-005
- (f) Construction Change Order No. 3 Approval for J.W. and Sons, Inc. – Bid No. 08-002
- (g) Construction Change Order No. 1 Approval for R-E Corporation – Bid No. 08-007
- (h) AB 2910 Quarterly Report, Third Quarter, FY 2007-08

Academic Affairs

- (i) Agreement Between Macro Plastics Incorporated and Solano Community College District to Provide Programmable Logic Control Training for Contract Education
- (j) Agreement Between Macro Plastics Incorporated and Solano Community College District to Provide Finances for Non-Financial Managers Training for Contract Education
- (k) Emergency Closure of the Children's Programs

Trustee Keith requested the removal of Item 7.(b), Independent Contractors (Robert N. Curry, \$140,986).

The following represents a specific correction to the Consent Agenda, Item 7.(b), page 3, Independent Contractors (Dottie Fair), line 12, Program Coordinator, \$6,000, which should read as ***\$60,000***.

Moved by Trustee Young and seconded by Trustee Murphy for approval of the Consent Agenda as corrected and the removal of Item 7.(b). The motion carried unanimously.

8. ITEMS REMOVED FROM CONSENT AGENDA

Board President McCaffrey recognized Mr. Bill Kelly, Business Representative for Operating Engineers, Local 39, who previously requested, under comments from members of the public, to address the Board regarding Item 7.(b).

Mr. Kelly, speaking on behalf of the members of Local 39, stated that it is their position that the services of Mr. Robert N. Curry (oversight of the implementation of Banner Finance Model, assistance in the 2007-08 year-end closing and other projects mutually agreed to by parties in the amount not to exceed \$140,986) could be supported in house and respectfully requested that the Board remove this item from the agenda. The bargaining team has requested a copy of the contract and the opportunity to discuss it further in negotiations, believing that money could be saved if the work was done in house.

Board President McCaffrey thanked Mr. Kelly for his comments.

Board President McCaffrey recognized Tom Grube, CTA President, who previously requested, under comments from members of the public, to address the Board regarding Item 7.(b).

President Grube expressed his concern over the progress of contract negotiations. The District's Chief Negotiator continues to tell us that the Board has not authorized him to improve the District's salary offer. For years we have wanted to end the cycle of settling each contract, at best, a couple months before it was to expire, and often after it had already expired. Finally, he said, the District is interested in negotiating a future year's contract, but they only want to negotiate part of it. The District has asked for significant concessions on health care, but has made no offer regarding future salaries. Mr. Grube said he hopes the Board will understand that the union believes their position in this regard is quite reasonable. The union is still trying to settle the 2007-2008 contract. If the District wants to discuss changes in health care for 2008 and beyond, we also need to negotiate salary for 2008 and beyond.

Mr. Grube stated the team is still hearing, "We don't want to make a better salary offer until we have a better picture of our financial situation." The academic year is now over. Reacting to the budget that we received on May 14, 2008, I pointed out that there appeared to be plenty of money for raises. I hope that you'll understand that I expected that this budget labeled 'General Fund Revenue and General Fund Expenditures as of 03/31/2008', which are addressed on pages 33 and 34 of this agenda, contain expenditures through 03/31/08 as labeled. I've recently received word that these expenditures were for eight months of payroll through February." Mr. Grube apologized for taking the part of the title "as of 3/31/08" literally.

"Thus far, the only thing that the District has offered to give our unit is a 20% increase in release time for the President of the Academic Senate, an item that will cost about \$8,000." Mr. Grube asked, "Can we afford to pay Robert N. Curry, a consultant, \$141,000 in 2008-2009? I'm as anxious as anyone to see the year-end closing of the books for 2007-2008, which I see has been added to Mr. Curry's duties. Still, I have to wonder if a consultant who was paid about \$100,000 in the current year should be getting paid even more by this institution next year."

Mr. Grube urged the Board to remove this item from the Consent Agenda in order for the public to have a record of the discussion and justification for this expense.

Board President McCaffrey thanked CTA President Grube for his comments.

Trustee Keith inquired about the ramifications of delaying action on the Independent Contract with Mr. Robert Curry. Vice President Brewington was recognized and responded that there would be an interruption in Banner implementation, indicating Mr. Curry's current contract expires next week.

Trustee Claffey expressed his concern relative to how the decision was made that no one in house can do this work because the Board understands that Vice President Brewington has extensive expertise in Banner.

Trustee Young inquired as to how much damage will be done to the institution if the decision to hire Mr. Curry is delayed. Superintendent Fisher responded that there would be minimal damage if it were delayed one meeting.

Board President McCaffrey asked why the difference in pay from the previous year, and if there was more work involved to justify the increase in the amount of money being paid to Mr. Curry for the upcoming year. President McCaffrey stated that when Banner was brought to the Board for approval, because it was such a large dollar item, he didn't support it in the beginning until there were assurances that there would be minimal requirements for increases in funding. President McCaffrey also asked how much longer it will take to fully implement Banner.

Vice President Brewington responded that a big project such as Banner is going to run into challenges, and that it will take another year to implement the project. It touches everything we do. It is also important that we meet Title 5 requirements. Vice President Brewington reported that her department is currently in the process of closing out the year, and that there is a tremendous amount of work taking place between the consultant and Director of Fiscal Services.

At this time, Vice President Brewington requested the opportunity to qualify the need for the independent contractor position with the Board.

Board President McCaffrey recognized Vice President Brewington who stated that Mr. Curry brings 15 years of direct project management and hands-on experience in implementing SCT Banner software from an application perspective in higher education. He provides assistance in prioritizing application tasks, developing a tracking measure to monitor the status of assigned tasks and providing direction, hands on support and conflict resolution surrounding implementation issues, and works with functional and technical teams to implement and deploy SCT Banner. Mr. Curry is a dedicated resource to the department that is invaluable at this time as we complete the implementation of all modules. All modules feed to finance creating the need to have subject matter expertise in all aspects of the Banner modules. Ms. Brewington continued by stating our mission is to provide accurate financial information, assistance and support to our customers, both internal and external, while maintaining a high level of professionalism.

Mr. Curry's current projects include the following: policies and procedures (year-end close process), is providing work to establish front-end controls, intensive system testing of daily transactions such as requisitions, purchase orders, budget documents and journal entries; refining system security, making improvements to the financial reporting structure, working to establish

and correct vendor files; working with financial aid applications, checking designs and form designs for financial aid; interfacing with other modules in financial aid, student services and HR/payroll; providing functional training to include drop-in labs, and as conflicts in processing arise between modules, completing additional assignments for resolution. The Director of Fiscal Services works along with Mr. Curry on projects.

Vice President Brewington stated she is involved in training and meetings that work toward moving the processes along from a manual to an automated environment. She clarified that the service period with Mr. Curry from July 1, 2008-June 30, 2009 is being funded with \$100,000 from a vacant position in the department and \$40,000 as a standard budget item in Fiscal Services. This money already exists and should not be considered as new money.

Superintendent Fisher commented that this item is a difficult decision for the institution for sure, and that it is coming at a time when resources are scarce. The implementation of Banner has put a tremendous amount of work and stress on everyone involved in the District, and if we knew then what we know now, we would have gone about the implementation in a different way. Superintendent Fisher asked Vice President Field to comment on the need for these services.

Vice President Field stated that Banner is a \$4.2 million project, and that there has not been a District do what we have done for the same amount of money. We are attempting to accomplish something without enough resources to do it, suggesting that either we don't do it or bring in the resources to do it right. Over the past few years, all departments have been impacted with the lack of support services. We have had a never-ending chain of interims since the inception of the project. People have had to leave for various reasons, including illnesses and retirements, all of whom were critical to the success of the project. Vice President Field stated the College has a choice of getting the work done, and doing it properly by serving the community and students, or putting the entire project at risk.

Vice President Ubalde commented on the concern expressed by Local 39 relative to discussing the possibilities of saving money and completing this work in house, and if this discussion would be taking place. Vice President Brewington said that Local 39 does not represent the programmers in the IT department; therefore, this work would not be their responsibility. She stated further that her staff in Fiscal Services is already involved to a large extent in assisting the consultants with their work by working nights and weekends to get things done. There is no one currently in house that has the experience to do what Mr. Curry does. Vice President Brewington commented that both she and Ms. Susan Rinne have many more responsibilities than just Banner and that they can't be dedicated to Banner responsibilities only.

Trustee Ubalde asked if, in the process of finding this consultant, the community and surrounding areas were researched to find someone with the needed expertise. Ms. Brewington stated that there was research done, including a call to surrounding Districts asking if they had any employees who had Banner experience, and no one was available. Therefore, it was decided to go with the professional with the years of experience.

Trustee Murphy expressed his concern that after spending \$4.2 million if we have a guarantee of support services when needed. Trustee Murphy also expressed his desire to see the work being discussed completed by in-house support.

Superintendent Fisher reiterated that the programmer analysts are not in Local 39, and that it was his impression that Mr. Kelly's concerns were centered on seeing the \$140,000 being returned to the general fund. Mr. Fisher echoed the comments made by Vice President Field relative to lack of support staff and events we have not had control over. We lost a person with 18 years experience in Human Resources at a very critical time in the Banner implementation process. The learning curve for our new employees is tremendous. When we originally decided to go with Banner, we had three seasoned programmer analysts in IT that knew the legacy system very well, but didn't know Banner, and they elected to retire before the implementation took place. Our Curriculum Office has been severely impacted by people coming and going, with only one employee working in that office most of the time. Our new employee, Ms. Pei-Lin Van't Hul, is doing an amazing job as the new Curriculum Scheduling Specialist, but we are still functioning with only one employee in that department. We have a Dean of Admissions who has worked very hard on Banner, but is currently out for medical reasons. Our Vice Presidents have been severely impacted with added duties and responsibilities. We have heroic stories all over campus, with many picking up extra work with a steep learning curve. We are deficient as a District in having enough expertise in house.

Mr. Fisher stated that he agrees with Trustee Murphy that when we own a system and have contracted for help that they should be there to help us, but much of what we are dealing with are problems with internal processes. Failure is not an option for us on this multi-million dollar project. We have been challenged and we have been successful. President Fisher remarked that it is his hope that we will make significant progress over the summer.

Trustee Young asked if, after the fourth programmer comes on board, there will still be a need for the consultant. Vice President Brewington responded by saying that Mr. Curry isn't doing oversight work, but is working hands on with staff and actually doing the work. When the finance module is completed, there should not be a further need of Mr. Curry's services and envisions this to be the last year his services will be needed.

Trustee Honeychurch stated we have a major investment in this project that will benefit the College, and that we need to finish and accomplish our goals without sabotaging our investment.

Moved by Trustee Keith and seconded by Trustee Honeychurch for approval of the Independent Contractor (Robert N. Curry) in the amount of \$140,986 on the Consent Calendar-Human Resources agenda, formerly Item 7.(b). The motion carried with the majority vote. Board President McCaffrey, Trustee Claffey, and Trustee Murphy voted no. The Student Trustee advisory vote was yes.

AGENDA ITEMS – ACTION ITEMS

Superintendent/President

- (a) Solano Community College District Governing Board How Do We Rate Checklist

Trustee A. Marie Young, Chair of the Accreditation Leadership Subcommittee, presented for approval a proposed checklist to be used as a tool in evaluating the progress of the Solano Community College District Governing Board in identifying the institution's resolution of Recommendation 8: Leadership and the success of the Board. This checklist will be used to evaluate the Board's perception of leadership on a quarterly basis.

Moved by Trustee Young and seconded by Trustee Honeychurch to approve the Solano Community College District Governing Board How do We Rate Checklist as presented. The motion carried unanimously.

Administrative and Business Services

(b) Proposed Extension of Food Services Agreement with Fresh & Natural, Inc.

Mazie L. Brewington, Vice President of Administrative and Business Services, presented a one-year extension of the food services agreement with Fresh & Natural, Inc. The current agreement expires on June 30, 2008. According to a provision in the agreement, the District may extend the contract for up to two one-year terms by mutual agreement between the District and contractor. The proposed agreement extension will commence on July 1, 2008, and expire on June 30, 2009. All other terms and conditions remain the same. A campus-wide survey was conducted indicating that faculty, staff, and students were generally satisfied with the overall cafeteria and catering service operations provided by Fresh & Natural, Inc. At a May 6 meeting of the District Food Services committee, it was their consensus that the agreement be extended.

Moved by Vice President Ubalde and seconded by Trustee Young to approve the extension of the food services agreement with Fresh & Natural, Inc., commencing July 1, 2008, and expiring on June 30, 2009, with all terms and conditions remaining the same. The motion carried unanimously.

10. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Revenue and Expenditure Report for the Period Ending March 31, 2008

Mazie L. Brewington, Vice President of Administrative and Business Services, presented the general fund revenue and expenditure report for the period ending March 31, 2008, which was self explanatory. The revenue report reflected \$63,015,664 for total resources in the 2007-08 adopted budget and \$65,009,236 as total resources in the working budget for the period ending March 31, 2008. The general fund expenditures reflected an undesignated fund balance of \$1,688,923 in the 2007-08 adopted budget and \$1,683,638 in the working budget for the period ending March 31, 2008.

Vice President Ubalde inquired if this report included the unfunded liability information and Vice President Brewington responded by saying no, that we are waiting for the actuarial report to come back, at which time the Board will receive this information.

11. ANNOUNCEMENTS

There were no announcements.

12. ITEMS FROM THE BOARD

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

May 2008

23 – Vacaville Unified School District presentation of the Muzetta M. Thrower Alternative Education Center Dedication at 100 B McClelland Street in Vacaville. Muzetta is a retired administrator from the Vacaville Unified School District and has given over 50 years of dedicated community service to alpha Kappa Alpha Sorority, Incorporated, which was founded in 1908.

23 – Solano Community College Graduation Ceremony which was held at the football stadium on the main campus.

June 2008

02 – 2008 Vallejo Juneteenth Planning Committee meeting, and assisted with the planning of the educational activities for the event. The meeting was held at the Campfire Boys’ and Girls’ Club in Vallejo.

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

May 2008

23 – Solano Community College Commencement Ceremony, which was an outstanding event despite the wind. Vice President Ubalde stated it seemed to be “a greater joy” among the community this year.

June 2008

02 – Memorial service for Leah Campbell.

Vice President Ubalde invited the Board and audience to the Festival of Nations to be held Saturday, June 7, 2008, 10:00 a.m., at the Vallejo Waterfront, which is a free event.

Trustee Keith remarked that she was absolutely lost without Frances Mason this year at graduation and expressed how very much Frances was missed.

Board President McCaffrey, on behalf of the Board, asked Dr. Lisa Waits, Vice President of Student Services, to extend sincere appreciation to Dr. Shirley Lewis, Director of Student Development, for all of her work on the graduation celebrating our students’ achievements.

Board President McCaffrey recessed the regular meeting at 8:20 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) Public Employee Discipline/Dismissal/Release
(No additional information required.)
- (c) Public Employee Performance Evaluation
(Gerald F. Fisher, Superintendent/President)

Board President McCaffrey called the Closed Session to order at 8:30 p.m., and adjourned the Closed Session at 8:46 p.m.

14. RECONVENE REGULAR MEETING

Board President McCaffrey reconvened the regular meeting at 8:47 p.m.

15. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President McCaffrey reported that the Board held conference with Labor Negotiator on CCA/CTA/NEA, CSEA, Operating Engineers—Local 39, discussed public employee discipline/dismissal/release, discussed the public employee performance evaluation of the Superintendent/President in Closed Session, and no action was taken.

16. ADJOURNMENT

There being no further business, Board President McCaffrey adjourned the regular meeting at 8:48 p.m.

GFF:js

BOARD MINUTES.06.04.08.FINAL

PHIL McCAFFREY, PRESIDENT

APPROVED
GERALD F. FISHER, SECRETARY