

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES

February 4, 2009

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, February 4, 2009, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, California 94534-3197, by A. Marie Young, Governing Board President.

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

At the request of Board President Young, ASSC President Lillian Nelson led those present in the pledge of allegiance to the flag of the United States of America.

3. ROLL CALL

Members Present:

A. Marie Young, President
Denis Honeychurch, J.D., Vice President
James M. Claffey
Pam Keith
Phil McCaffrey
Stephen Murphy, J.D.
Rosemary Thurston
David R. Brannen, Student Trustee
Tom Henry, Special Trustee
Lisa J. Waits, Ed.D., Interim Secretary

Members Absent:

None

Others Present:

Ross Beck, Director of Public Relations, Marketing and Communications
Richard Christensen, Ed.D., Director, Human Resources
Jay Field, Vice President, Technology and Learning Resources
Don Mourton, Ph.D., Interim Vice President, Student Services
Robin L. Steinback, Ph.D., Vice President, Academic Affairs
Judy Spencer, Executive Coordinator, Superintendent/President and

4. APPROVAL OF AGENDA

The following correction was made to the agenda, page 15, Item 12.(a), line 5, regarding the retirement date for Dean Sal Alcalá, which should read as follows: *April 21, 2009* instead of April 22, 2009.

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

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Young recognized Tom Grube, CTA President, who requested to comment on collective bargaining. Board President Young thanked Instructor Grube for his comments.

Board President Young recognized Dr. Gene Thomas, Biology Instructor, who requested to comment on the Board of Trustees. Board President Young thanked Dr. Thomas for his comments.

A full and complete reporting of comments made by CTA President Tom Grube and Instructor Dr. Gene Thomas are available on the Solano College Web site at www.solano.edu (Governing Board – Minutes – February 4, 2009 – Appendix A).

Board President Young recessed the regular meeting at 5:10 p.m.

6. CLOSED SESSION

- (a) Public Employee Employment/Appointment
Title: Interim Superintendent/President

Board President Young called the Closed Session to order at 5:15 p.m., and adjourned the Closed Session at 7:20 p.m.

7. RECONVENE REGULAR MEETING

After a brief recess, Board President Young reconvened the regular meeting at 7:30 p.m.

8. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Young reported that the Board discussed the public employee employment/appointment for Interim Superintendent/President and no action was taken.

9. REPORTS (NO ACTION REQUIRED):

- (a) Associated Students of Solano College (ASSC)

Ruben Chavez, newly appointed ASSC Governing Board Representative, reported that:

--this year ASSC is represented by four officers, thirteen (13) senators, and eight associate members.

--on Saturday, January 31, 2009, ASSC held its retreat. Discussions centered on parliamentary procedures, shared governance, and the Brown Act. ASSC also accepted the drafting of a letter to be sent to Governor Schwarzenegger. The drafting of this letter was a joint effort by the ASSC Political Activities Committee, chaired by ASSC Legislative Advocate Michael LaRiviere. Mr. Chavez read the letter to those present. The letter will be signed by ASSC, with a signature drive to include the campus community and Board of Trustees.

Mr. Chavez introduced ASSC Associate Member Preston Barker who reported on future ASSC activities.

Mr. Barker reported that:

--Club Promo Day will be held Wednesday, February 11, 2009.

--the March in March (Rescue Education) will occur on March 16, 2009.

--Preparations are going on for the ASSC spring elections to be held April 6-9, 2009.

--Anticipated ASSC sponsored events for spring 2009 are as follows: (1) Cultural Fair, (2) School Spirit Week/Day, (3) Earth Day activities (April 22nd), and (4) Poetry Slam and Art Show.

(b) Academic Senate

Dr. Jeff Lamb, Academic Senate President, reported that:

--the Senate is poised to prioritize and moved forward to FABPAC seven strategic proposals.

--the Academic Senate California Community College (ASCCC) Institute was very informative and allowed for some great brainstorming. While the Institute didn't provide a "magic bullet" for our accreditation woes, it did serve as a vehicle to see what the Standards are, what other institutions are doing, and what we might do as an institution. The Senate's role in accreditation is to ensure faculty participation in the accreditation document. It is our responsibility to "live the standards."

--our Distance Education Committee is working to make it easier for faculty who want to require an in-person final to do so by including language in the schedule of classes that communicates this information to students as they enroll in classes.

--the Senate is continuing to update and revise its Constitution.

--the 2010-2011 AY calendar was discussed.

--the Senate discussed the ARCC report narrative, adding faculty perspective to the important document.

--that Mr. Ross Beck, Director of Public Relations, Marketing and Communication, will be providing the College and the media with "talking points" relative to our accreditation status. Because students and the general public tend to assume that accreditation is only about "good teaching", the Senate asked that it be further clarified in these talking points that we are not on probation because of "bad teaching" and recommended stronger language to that effect.

--discussed the Governing Board "How Do We Rate Checklist" summary for the October, November, and December 2008 quarter.

--the faculty recognizes the Board Code of Conduct and encourages faculty, staff, and administration to take this a step farther and create a code for their areas.

Trustee Keith commented that we all need to be cheerleaders for the College. The accreditation crisis is “our fault” – not that of faculty and staff. Our students are getting an excellent education, and the Board recognizes this and speaks to this issue when out in public.

Trustee McCaffrey commented that the Board Code of Conduct is a good idea, and that other sectors on campus may want to consider a code as well. It shows team work at this crucial time at our college.

Trustee Murphy applauded the tone of Dr. Lamb’s positivity relative to accreditation on behalf of faculty. His positive attitude is unmistakable. It is important for all of us to recognize what this institution does as a whole and “sing it out loud.”

A full and complete Academic Senate report to the Board is available on the Academic Senate blog at www.sccsenate.blogspot.com.

(c) Shared Governance Council

Jay Field, Vice President of Technology and Learning Resources, reported that:

--the Shared Governance Council met on January 28, 2009, and discussed the College planning process and the seven strategic proposals that have been submitted. The proposals will be ranked at the next SGC meeting. The Governing Board Code of Conduct was reviewed. Dr. Steinback and Dr. Lamb reported on their attendance at the recent Accreditation Institute, which was very informative. It was reported that a new job description is being created for the Chief Business Officer and possible reorganization of that area was generally discussed. The current February 4 Board Agenda was reviewed and College area reports were given.

(d) Superintendent

Dr. Lisa J. Waits, Interim Superintendent, invited Trustee Keith and Dr. Ella Tolliver to join her at the podium. Trustee Keith informed those present that she served on the Napa/Solano Board of Directors for the YWCA, which is no longer in existence. Prior to ceasing to exist, a “pot full of money” was discovered in the amount of \$3,220.48. This money was divided equally with another person who served on the Board of Directors along with Trustee Keith, namely Ms. Joan Bennett. Trustee Keith was pleased to present a check in the amount of \$1,610.24 to Dr. Ella Tolliver, earmarking it for women’s re-entry programs. Dr. Tolliver thanked Trustee Keith, assuring her that the money would go to women who need it in order to continue their education.

- ***Bond Update***

Mr. Stan Dobbs, Independent Contractor for Maintenance and Operations, gave a PowerPoint presentation on the Measure G Bond. Photos were shared with the Board and audience of the following locations around the main campus and at the Vacaville Center:

- Building 400 – Student Services Center (new signage)
- Main entrance and side entrance of Building 400
- Building 1400 – Faculty/staff courtyard
- Building 1400 – Interior
- Building 1700A – Cardio conditioning room
- Building 1700A – From exterior – looking at Building 1600

Mr. Dobbs reported that construction is complete with a minor punch list of items. Some additional work (not in the contract) has been installed and completed.

- Building 1700B – Studio
- Building 1700B – Adaptive PE

Construction is approximately 95% complete. Furniture and equipment moves are on-going. The building will be available for occupancy the week of February 9.

- Building 1700A – Staff Office
- Building 1700B – Exterior landscaping

Construction is approximately 95% complete. Furniture and equipment moves are on-going. The building will be available for occupancy the week of February 9.

- Vacaville Center – Phase 1 – Pouring foundation

A concrete slab is being poured in three phases. The first phase was completed January 30. The second phase is scheduled for February 5, with a projected completion date of February 11. An RFQ will be going out soon.

Mr. Dobbs reported that:

--he met with the insurance adjustor. We are working with Keenan and Associates to see if some of the costs incurred for the recent power outage can be recouped. If there were residual impacts, i.e., loss of food, damage to computers, etc., that information will be provided.

--the chiller project is underway and should be completed in May of 2009.

--a Citizens' Bond Oversight Committee Meeting is scheduled March 2, 2009, with Bond Counsel, David Casnocha.

A copy of the PowerPoint presentation is available in the Office of Business and Administrative Services. Board President Young requested that the photos be placed on the SCC Web site.

Dr. Lisa Waits, Interim Superintendent, reported that:

--the Martin Luther King, Jr., event was a nice celebration, and congratulated the students for their efforts.

--we have had a lot of student success with the Speech and Debate Team who won big at the "Talk Hawk" speech tournament in January.

--student athletes have distinguished themselves, not only as athletes, but academically. Thirty-nine percent of our student-athletes passed more than 12 units with a 3.00 GPA or above. This speaks well of the coaches, counselors, instructors, and support staff who have gone the extra mile to support academic success with these students.

--on January 28, 2009, a Hispanic Chamber of Commerce Mixer was held on campus. This event focused on students, connecting with Latino businesses and student organizations of Latinos, and was well attended with 85-100 participants.

--there has been a successful implementation of Gmail, with no cost to the college, no advertising to our students with over 38,000 student accounts. Gmail is integrated with MySolano, with over 7GB of e-mail storage, with attachments up to 20MB. Advanced e-mail features include enhanced search, labeling, filtering, forwarding, virus scanning and spam blocking.

--attended the January 24, 2009, installation dinner in Vacaville. Dr. Waits identified the elected officers as follows:

- President Cynthia Simon
- 1st Vice President – Sheryl Scott
- 2nd Vice President – Debbie Luttrell-Williams
- Secretary – Laurie Cheatham
- Treasurer – Maureen Bates
- Chief Job Steward – Donna Luttrell-Williams
- Job Steward – George Olgin
- Chapter Public Relations Officer (CPRO) – Galen Tom

- *Accreditation Update*

Dr. Waits advised the letter from the Accrediting Commission for Community and Junior Colleges (ACCJC) was received and indicated Solano Community College was placed on Show Cause. The Show Cause report is due April 1, 2009, and must demonstrate that the College has resolved its issues with the commission. There were six recommendations from the 2005 visiting team that were modified by the 2008 visiting team. There are seven deficiencies in meeting eligibility requirements. The commission will meet again in June 2009. Dr. Waits stated, “Our work is about changing student lives, and we are vital to our communities. Yes, We Can and Will Do This Work!” It will require everyone rolling up their sleeves together. We have to change how we talk to each other, the work that we do, and we have it do it starting right now.

- *EdMAC Update*

Dr. Waits reported that we are progressing well on the Recovery Matrix. The information is posted on the SCC Web site under Progress Reports – SCC Progress Matrix for all to see. It is a living document, changing daily. Dr. Waits stated that the Board has information regarding the reports that needed to be completed per the EdMAC Report. All but one have been completed and forwarded to the appropriate state or community college departments. Dr. Waits thanked everyone involved with this effort.

10. CONSENT AGENDA – ACTION ITEMS

Superintendent/President

- (a) Minutes for the January 10, 2009 Board Retreat, January 15, 2009 Special Meeting, and January 21, 2009 Regular Meeting

Human Resources

- (b) Employment – 2008-09; Approval of Increase in Student Worker Tutor Hourly Wage

Administrative and Business Services

- (c) Warrant Listings
- (d) Amendment to Agreement with LPA Architecture for Building 400
- (e) Amendment to Agreement with Kaplan McLaughlin & Diaz Architects (KMD) for the Vacaville Center Project

Academic Affairs

- (f) Agreement Between the Goodrich Corporation and Solano Community College District to Provide Soldering Refresher Training for Contract Education
- (g) Agreement Between Bay Area Clean Water Agencies (BACWA) and Solano Community College District for Math Refresher and Preparation for Water and Wastewater Training Pursuant to Contract Education

Trustee Thurston inquired about the change order for Item 10.(d). Modification of the existing guard rail. Dr. Waits explained there was concern by the college staff that the spacing of the rails would not be a safe environment for small children. Since there are many small children in this building, this was an owner request for change.

Trustee Thurston inquired about the change order for Item 10.(e). The existing AT&T lines underground at the Vacaville Center property were thought to be abandoned. Trustee Thurston asked if this shouldn't have been checked before. Mr. Richards, Kitchell CEM, responded by stating that the issue regarding the AT&T lines goes back to the original acquisition agreement between the District and the developer in 1997. In that agreement were provisions for infrastructure improvements to support the District site. One of the line items within the improvements had to do with abandonment of roadways and utilities—but apparently not all utilities. This item is under review as to the completion of the obligations between the District and developer and how it relates to that original agreement. This change order is to move the project along and allow our sewer lines to be placed, despite the AT&T lines being on the property. Eventually they will be relocated. We are currently being forceful in assessing responsibility.

Moved by Trustee McCaffrey and seconded by Trustee Murphy for approval of the Consent Agenda as presented. The motion carried unanimously.

11. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

12. RETIREMENTS OF STAFF WITH 10 OR MORE YEARS OF SERVICE

(a) Resignations to Retire – Lurlean Robinson and Salvador Alcalá

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Lurlean Robinson	Custodian 23 1/2 Years	February 1, 2009

Dr. Christensen, Director of Human Resources, and supervisor of Maintenance and Operations, acknowledged the retirement of Ms. Lurlean Robinson and spoke on her behalf.

Ms. Robinson was gifted with flowers from a co-worker and received a standing ovation and applause from the audience congratulating her on her retirement.

Ms. Robinson thanked Dr. Christensen for his kind words and said how much she loves Solano College, that has been home for 23 years, and that she has enjoyed working at the College making it look better for the students.

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Salvador Alcalá	Dean, Financial Aid/EOPS 31 Years	April 21, 2009

Dr. Don Mourton, Interim Vice President of Student Services, spoke on behalf of Dean Alcalá.

Dr. Shirley Lewis, Director of Student Development, was recognized by the Board President, who requested to speak on behalf of Dean Sal Alcalá.

Mr. Zafer Sun, Employment Development Officer, was recognized by the Board President, requesting to speak on behalf of Dean Sal Alcalá.

Dean Sal Alcalá thanked Dr. Mourton, Dr. Lewis, and Mr. Sun for representing him and for their very kind words. He stated it is hard to “crunch” 31 years of service into a few words. Dean Alcalá stated that clearly there have been many people over the years, including faculty and staff and Board members (past and present), who have supported him in his efforts to serve students and that he could not have done it without each of them. It is this support that makes you want to come to work each day to persevere daily and help students improve their lives. That is what Solano College is all about. Dean Alcalá commented he is confident that students will continue to thrive at Solano and matched his staff to any within the state and nation.

A complete reporting of comments made on behalf of Lurlean Robinson and Dean Sal Alcalá are available on the Solano College Web site at www.solano.edu (Governing Board – Minutes – February 4, 2009 – **Appendix B**).

Moved by Trustee McCaffrey and seconded by Trustee Keith to accept the resignations to retire for Lurlean Robinson, effective February 1, 2009, and Salvador Alcalá, effective April 21, 2009. The motion carried unanimously.

13. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent/President

(a) Governing Board Code of Conduct

Governing Board President Young presented the Governing Board Code of Conduct for approval.

Moved by Trustee Keith and seconded by Vice President Honeychurch to approve the Governing Board Code of Conduct, effective February 4, 2009. The motion carried unanimously.

Administrative and Business Services

(b) AB 2910 Quarterly Report, Second Quarter, FY 2008-09

Dr. Lisa Waits presented the AB 2910 quarterly report, second quarter, for fiscal year 2008-09. AB 2910, Chapter 1486, Statutes of 1986, requires California Community College districts to report quarterly on their financial condition. The CCFS-311 financial report, along with a narrative, for the second quarter of FY 2008-09 was reviewed by the Board. Dr. Waits stated this report is due February 14, 2009. Board President Young had a few questions about the report, and Special Trustee Henry suggested that the Board take action to approve the report, subject to his review, and if there are substantive changes they could be brought back to the Board at a future meeting.

Moved by Trustee Keith and seconded by Trustee McCaffrey to approve the AB 2910 quarterly report, second quarter, for fiscal year 2008-09. The motion carried unanimously.

(c) City of Vacaville Development Impact Fees for the Vacaville Center Project

Mr. Ron Richards, Kitchell CEM, presented the city of Vacaville development impact fees for the Vacaville Center Project, per the terms stipulated in the Vacaville Center Development Agreement approved by the Board in 1999 and amended in 2006. The total cost is \$469,897 and will derive from Measure G Bond funds. This item was returned from the January 21, 2009, Board meeting for additional information and clarification. Vice President Honeychurch thanked Dr. Waits for the additional information and time to consider the item.

Moved by Vice President Honeychurch and seconded by Trustee Murphy to approve the request to issue payment to the city of Vacaville for development impact fees due and payable, as per the terms stipulated in the Vacaville Center Development Agreement, in the amount of \$469,897.00. The motion carried unanimously.

Academic Affairs

(d) 2008-2009 Child Development Contract Amendment, Contract Number CPRE-8400

Ms. Christie Speck, Director of Children's Programs, presented the 2008/09 child development contract amendment, contract number CPRE-8400, in the amount of \$165,155.00. The fund increase will result in a minor increase in child enrollment, i.e., one additional half-time enrollment for one child for the remainder of the program year.

Moved by Trustee Keith and seconded by Trustee McCaffrey to approve the 2008/09 child development contract amendment in the amount of \$165,155.00. The motion carried unanimously.

(e) City of Fairfield/SCC District Joint Facility Use Agreement

Associate Vice President Charles Shatzer presented the City of Fairfield/SCC District Joint Facility Use Agreement which will mutually benefit the use of each other's facilities to further the goals and programs of both entities. The mutual intent is to provide the best service with the least possible expenditure of public funds.

Trustee Thurston identified a typographical error on page 100, line 9, which should read as follows: policy shall stipulate that this insurance will ~~operated~~ *operate* as primary insurance for all claims

Moved by Trustee McCaffrey and seconded by Vice President Honeychurch to approve the City of Fairfield/Solano Community College District Joint Facility Use Agreement. The motion carried unanimously.

14. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Solano Community College District Superintendent/President Search Update

In the absence of Dr. Robin L. Steinback, Board President A. Marie Young gave an update on the current Superintendent/President search.

The Association of Community College Trustees' associate, Dr. Pamela Fisher, is serving as our search consultant. She has been assisting the College's President Search Committee Chair, Dr. Robin Steinback, and the 14 member committee, over the past three months. Based on input from public forums, the Board of Trustees, and the Search Advisory Committee, a position profile was developed that describes the challenges the College faces and the desired characteristics of a new president. This profile, as well as application procedures and more

details about the process, can be found on the College's Web site by clicking on to "President Search" on the Solano home page.

Recruitment has occurred throughout the country and included print publications, electronic sites, letters and personal contacts. Dr. Fisher has reported that she has had numerous conversations with potential candidates. Most of those are aware of the serious issues that exist at the College and are eager to be of assistance. Dr. Fisher also has reported to the Board that, just as she predicted in October when this process began, the best candidates are observing the College leadership closely and looking for evidence of progress toward resolving the most pressing issues.

The target date for receipt of applications is February 16, 2009. Soon thereafter, the Search Advisory Committee will begin reviewing the applications. On March 2, the Search Advisory Committee will meet to discuss their evaluations and determine which candidates to invite to the College for a first-level interview. The current schedule plans for semi-finalist candidate interviews with the committee in mid-March after which the Search Advisory Committee will narrow the list to 3 or 4 finalists. All names will remain confidential until the finalists are announced. Those finalists will then participate in public forums on campus and be interviewed by the Board of Trustees in late March.

At any time during this process, the timeline may be modified if it is determined that it would help enhance the quality of the pool of applicants. However, the goal remains to identify strong outstanding leadership by the end of the spring term, if not before.

Board President Young stated that she spoke with Dr. Fisher this morning regarding the accrediting commission results and how it might affect the search process. She reported to me that their decision underscores the importance of the entire College leadership and staff doing everything possible to address and resolve the issues that have been raised by the commission and the State Chancellor's Office. Prospective candidates are watching all of us closely. Dr. Fisher also stated that she will now be following up with several of the potential candidates to share the accrediting commission's decision and the College's response.

15. ANNOUNCEMENTS

There were no announcements.

16. ITEMS FROM THE BOARD

Trustee Thurston reported that she attended the CCLC Conference in Sacramento on January 23-25, 2009. It was very informative. Trustee Thurston reported that she attended the Solano County School Board Association Dinner meeting, which was held at the Solano County Office of Education and listened to a report about the state of finances within the state, which is not a good thing. The key point she learned was to keep a strong cash position because the next three to five years are going to be a rough road within the state.

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

January 2009

23-25 – Community College League of California (CCLC) workshops in Sacramento, California. Trustees Thurston and Murphy were also in attendance at the workshops. I will give copies of the handouts received at the workshops to Judy Spencer, Executive Coordinator, so that copies can be made for all trustees not in attendance.

25 – Attended Touro University’s 11th Annual Tribute to Dr. Martin Luther King, Jr., and Humanitarian Award presentation.

29 – Attended the 26th Annual Meeting of the Solano Economic Development Corporation, which was held at the Hilton Garden Inn, Fairfield. The keynote speaker was Jay Adair, President of COPART.

31 – Attended the 7th Annual Winter Gala Celebration, “A Centennial Affair”, which was hosted by Tau Upsilon Omega Chapter of Alpha Kappa Alpha Sorority, Inc. The event was held at Rancho Solano Country Club in Fairfield.

February 2009

02 – Attended the Solano County School Board Association Dinner meeting, which was held at the Solano County Office of Education (SCOE) in Fairfield. Trustee Thurston also attended this dinner meeting. The guest speaker was Joel Montero, Chief Executive Officer, Fiscal Crisis and Management Assistance Team (FCMAT). The topic of his PowerPoint presentation was, “The Storm: It’s Here—How it Looks and What To Do.”

Student Trustee Brannen encouraged all Board members to please read and sign the students’ letter to the legislature on budget cuts.

Board President Young recessed the regular meeting at 9:00 p.m.

17. 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.)

Board President Young called the Closed Session to order at 9:10 p.m., and adjourned the Closed Session at 9:42 p.m.

18. RECONVENE REGULAR MEETING

Board President Young reconvened the regular meeting at 9:43 p.m.

19. REPORT OF ACTION TAKEN IN CLOSED SESSION

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

Board President Young reported that the Board discussed public employee discipline/dismissal/release in Closed Session and no action was taken.

20. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:44 p.m.

LJW:js

BOARD MINUTES.02.04.09.FINAL

A. MARIE YOUNG
PRESIDENT

APPROVED

LISA J. WAITS, Ed.D.
INTERIM SECRETARY

SCCD Board minutes are summarized per *SCCD Board Policy 1045 and 1046*. To listen to the full deliberation of the Board, please contact the Office of the Superintendent/President within thirty (30) days.