

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD

UNADOPTED MINUTES  
December 16, 2009

The Governing Board Audit Subcommittee met before the regular meeting in the Superintendent/President's Office at 6:30 p.m.

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, December 16, 2009, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, California 94534-3197, by Board President A. Marie Young.

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

At the request of Board President Young, Vice President Carey Roth 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  
Sarah E. Chapman  
James M. Claffey  
Pam Keith  
Phil McCaffrey  
Rosemary Thurston  
Lillian M. Nelson, Student Trustee  
Tom Henry, Special Trustee  
Jowel C. Laguerre, Ph.D., Secretary

Members Absent:

None

Others Present:

Ross Beck, Director of Public Relations, Marketing and Communications  
James Ennis, Interim Chief Information Systems Officer  
Trudy Largent, J.D., Interim Director, Human Resources  
Carey Roth, Vice President, Administrative and Business Services  
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

Board President Young announced that Dr. Jowel Laguerre, Superintendent/President, pulled Item 12.(a) City of Fairfield Request for Easement, East-West Water Transmission Pipeline Project, Page 36, from the agenda for information and discussion at a future meeting.

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

5. ANNUAL ORGANIZATIONAL MEETING OF THE GOVERNING BOARD

(a) Election of Governing Board Officers for the 2009-10 Year – President, Vice President and Appointment of Secretary

Trustee Chapman nominated Trustee Honeychurch for President. The nomination was seconded by Trustee McCaffrey.

The nomination of Trustee Honeychurch for President carried unanimously with the following roll call vote:

STUDENT TRUSTEE ADVISORY VOTE: Lillian M. Nelson concurred.

AYES: Trustee Thurston, Trustee McCaffrey, Trustee Claffey, Trustee Honeychurch, Trustee Keith, Trustee Chapman, and Board President Young

NOES: None

ABSENT: None

Trustee Thurston nominated Trustee Young for Vice President. The nomination was seconded by Trustee Keith.

Trustee McCaffrey nominated Trustee Claffey for Vice President. The nomination was seconded by Trustee Claffey.

The following roll call votes were taken in the order of nominations made.

The nomination of Trustee Young for Vice President carried with the following roll call vote:

STUDENT TRUSTEE ADVISORY VOTE: Lillian M. Nelson abstained.

AYES: Trustee Honeychurch, Trustee Keith, Trustee Chapman, Trustee Thurston, and Trustee Young

NOES: Trustee McCaffrey and Trustee Claffey

ABSENT: None

The nomination of Trustee Claffey for Vice President failed with the following roll call vote:

STUDENT TRUSTEE ADVISORY VOTE: Lillian M. Nelson abstained.

AYES: Trustee McCaffrey and Trustee Claffey

NOES: Trustee Thurston, Trustee Keith, Trustee Chapman, and Trustee Young  
ABSTAINED: Trustee Honeychurch  
ABSENT: None

Trustee Honeychurch was selected as President of the Governing Board for 2009-10 by acclamation. Trustee Young was selected as Vice President of the Governing Board for 2009-10 by acclamation.

Newly elected President Honeychurch thanked the Board for their endorsement of him as President for 2009-10 and also thanked Trustee Young for serving in one of the darkest periods of the College's history and for bringing us forward to a new dawn for the College. She spent countless hours in her role as President by overlooking specifically the financial situation of the College. The Board has a duty to be sure the College is in sound financial condition and for this the Board owes her great deal of gratitude for taking the helm of the College at a time when we are in trouble.

Trustee Keith nominated Dr. Jowel Laguerre as Secretary of the Board for 2009-10. The nomination was seconded by Trustee Thurston. The motion carried unanimously.

(b) Establishment of Dates, Time and Location of Governing Board Meetings

Moved by Vice President Young and seconded by Trustee Chapman to approve the calendar schedule of meeting dates, time, and locations of Solano Community College District Governing Board meetings for 2010 as presented. The motion carried unanimously.

(c) Selection of Representative to the Solano County School Boards Association

Moved by Trustee Keith and seconded by Trustee Thurston to appoint Vice President Young as the Solano Community College District Governing Board's representative to the Solano County School Boards Association for 2009-10. The motion carried unanimously.

6. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Honeychurch recognized Ms. Monica Brown who requested to comment on Item 5., i.e., the newly approved start time of Board Meetings and Study Sessions. Ms. Brown stated that as a member of the public it may be difficult to get to the Board meetings at 6:00 p.m. and stated that she is not happy with the change. Ms. Brown asked if the public would have the opportunity to make comments during Study Sessions to which she was answered in the affirmative.

Board President Honeychurch recognized Instructor Tom Grube who also requested to comment on Item 5., i.e., the newly approved start time of Board Meetings and Study Sessions. SCFA President Grube stated that it would be good if students and faculty who request to speak before the Board could know when their comments and/or presentations may expect to be heard. A predictable start time of the meeting proper would be appreciated for members of the public and presenters at large.

7. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

Ms. Lillian Nelson, Student Trustee, reported that:

--ASSC is on vacation, but there was an appreciation luncheon December 15 for staff and club advisors who have been supportive of ASSC and the Inter Club Council.

--ASSC is trying something new, which is to run a student study lounge from 5:00 p.m. – until midnight. This is new for the students. This is a place in the cafeteria where students can come to study for their finals, with refreshments, and is a safe place.

(b) Academic Senate

Dr. Lamb congratulated President Honeychurch on his election as Board President and thanked Vice President Young for her hard work during the past year.

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

--he had an opportunity to meet with Dr. Laguerre to discuss how strategic and operational proposals will be forwarded to the Shared Governance Council, sending faculty to the [ASCCC Equity and Diversity Institute](#), and reinstating the Academic Senate budget. Also discussed was the job description for the Dean of Library and Student Success, the commitment by the Superintendent/President to include faculty in future discussions of the Vallejo Center expansion, noting faculty voices are vital to standards of institutional planning and effectiveness, and the College's commitment to build a new Library and to renovate the theater.

--he met with Dr. Steinback and discussed the next Accreditation Report.

--he is working with the Trio Grant Writing Committee, which is designed to serve first-generation students.

--participated in a workshop on Enrollment Management with Dr. Robert Jensen. As the College faces even harder economic times, understanding the relationship between enrollment management, the budget, and our ability to best serve our students is critical.

--he was asked to help lead the College in working with Rob Simas, Director of Research and Planning, about strategic planning. Both internal and external groups met and our discussions were honest and direct. Those present were clearly able to identify the College's weaknesses and strengths and articulated self-reflective observations that lead to revamping our strategic goals. The work completed December 3, 4 and 11 was the easy part. We are good at planning. When it comes to implementation, we are weak. We need to hold ourselves accountable to what we say we are going to do and continue to evaluate our efforts.

*A full and complete Academic Senate report to the Board is available on the Academic Senate blog at [www.sccsenate.blogspot.com](http://www.sccsenate.blogspot.com).*

(c) Shared Governance Council

Dr. Trudy Largent, Interim Director of Human Resources, reported that the Shared Governance Council met December 9, 2009 and reviewed and discussed the updated Community Services Policy for facilities, which will be reviewed by the Board at a future meeting. Also discussed was the Measure G prioritization of projects, which the Board reviewed in a recent Board Study Session. The proposed change to Board Policy 6203 – Honorary Degrees, was reviewed. Dr. Laguerre advised the Council that the Vallejo Center Expansion proposal failed due to the acceptance of a better offer by another party. Discussion was held regarding the new class specifications for positions in the Administrative Leadership Group.

(d) Superintendent

Dr. Jowel Laguerre recognized and welcomed our new Vice President of Administrative and Business Services, Mr. Carey Roth.

- ***Donation – Filipino American Chamber of Commerce of Solano County Partnership with Vallejo Business Alliance***

Dr. Laguerre introduced former Vice Mayor of Vallejo, Mr. Hermie R. Sunga, and Ms. Maria Bitagon, from the Filipino American Chamber of Commerce of Solano County, in partnership with the Vallejo Business Alliance, who presented to the Solano Community College Educational Foundation a check in the amount of \$650. This donation was given in support of Solano College business students.

Dr. Laguerre, together with President Honeychurch and Vice President Young, accepted the donation on behalf of students and stated how much the College appreciates the partnership with the Chamber and what they are doing in the community.

- ***Accreditation Status Update***

Vice President of Academic Affairs and Accreditation Liaison Officer, Dr. Robin L. Steinback, gave an update on the status of accreditation. Dr. Steinback reported that the ACCJC will be meeting January 6-8, 2010. Dr. Laguerre and Special Trustee Henry, together with the possibility of Board members, will meet with the Commission sometime during that time period. We should be hearing from the Commission with their letter of action by the end of January. The College will be launching our Accreditation Self-Study during the Flex Cal activities for reaffirmation of our accreditation. The Commission will be coming in 2011. Dr. Steinback reported that she and Dr. Lamb are working on developing the Flex Cal workshops to be held January 15 for all four standards. Members of ALG, faculty, staff, and students will participate. Dr. Steinback invited the Board to the January 15 Flex Cal activities.

- ***Banner Update – SunGard Presentation***

Superintendent/President Laguerre introduced Mr. Jeff Pomponi, Vice President; Ms. Peggy Davis, Account Manager, and Ms. Kathy Williams, California Community College Representative, all from SunGard Higher Education, who gave a PowerPoint presentation, entitled Banner Implementation Review. The presentation included a recap of the original

implementation, progress and next steps, celebrating successes, future investments, and an opportunity for questions and answers.

Dr. Laguerre advised that SunGard will be invited back to a future Board meeting to speak in more detail about the next steps to be taken.

A copy of the PowerPoint presentation is available for review in the Office of the Superintendent/President and the Office of the Chief Information Systems Officer.

- ***Measure G Bond Program Update***

Mr. David Froehlich, Director of Facilities, gave a brief update on the Vacaville Center project. Given the delays, the new completion date is expected to be approximately February 25, 2010.

Dr. Laguerre asked Ms. Nora O'Neill, Executive Coordinator to the Superintendent/President for Special Projects, to give a brief presentation on our TRIO Grant Application. Ms. O'Neill reported that the College submitted an application for the TRIO Student Support Services Program issued by the U.S. Department of Education. If the grant is successful, the College will receive \$220,000 per year for four years to create a Student Support Services Division that will include two full-time, grant-funded positions and one part-time, grant-funded position, which would be: FT Program Director/Counselor, FT Staff Assistant, and PT Admin. The grant provides for 140 low income, first generation students to participate in this program, and they will receive intense, personal assistance to increase their retention and graduation rates and facilitate their transfer from Solano Community College to a four-year institution. Ms. O'Neill recognized the faculty and staff who "stepped up to the plate" to assist in the preparation of the Grant against a very tight timeline.

Dr. Laguerre commented that Napa Valley College has had a TRIO Grant for over 15 years. He stated how proud he is of the College team, who did in six weeks what normally would have taken four to six months.

Dr. Laguerre advised the strategic planning sessions went well, and that there was great community participation, including representation from our four-year institutions, i.e., U.C. Davis, Sacramento State, and U.C. Berkeley. These are the institutions with whom we want to build great relationships for our students.

There will be a Board Study Session in February on the budget. We are making an assumption we will lose a percentage of funding next year, and added to this is our increased labor costs and other assumptions we have to make. We must increase revenue, an option not widely available to us, cut expenditures, or work with constituents for other avenues palatable to them. We are also exploring early retirement incentives.

Dr. Laguerre advised we have formally filed for center status at the Vallejo Center. All the necessary documentation has been delivered to the state, and we are hopeful to hear from the state sometime in May.

8. CONSENT AGENDA – ACTION ITEMS

Superintendent/President Laguerre made the following specific correction to Item 8.(b), Employment 2009-10, page 3, line 4, to be announced, Director, Fiscal Services, effective date to be determined, should read *Nalini Srinivasan, effective January 15, 2010*.

Dr. Laguerre advised Ms. Nalini Srinivasan currently holds the position of Budget Analyst in the Office of Finance, Customs and Border Protection, with the Department of Homeland Security in Washington, D.C. She has held previous positions in higher education, government, and international entities as follows:

- Director of Finance at the City of West Haven, Connecticut
- Program Administrator and Business Manager, Yale University: Department of Financial and Business Management; Patenting and Licensing Program Revenues Management
- Projects Operations Analyst, The World Bank, Washington, D.C.

Education:

- MPA in Public Administration at the University of New Haven
- BA in Russian Studies at Boston College

Superintendent/President

- (a) Minutes for the Meeting of December 2, 2009

Human Resources

- (b) Employment – 2009-10; Gratuitous Service; Approval of New Job Descriptions

Administrative and Business Services

- (c) Warrant Listings
- (d) Change Order No. 9 to Roebbelen Contracting, Inc., Vacaville Campus, New Classroom Building
- (e) Change Order No. 10 to Roebbelen Contracting, Inc., Vacaville Campus, New Classroom Building
- (f) Change Order No. 11 to Roebbelen Contracting, Inc., Vacaville Campus, New Classroom Building
- (g) Change Order No. 12 to Roebbelen Contracting, Inc., Vacaville Campus, New Classroom Building
- (h) Resolution to Authorize Signatures on Official Financial Documents, Resolution No. 09/10-05

- (i) Contract Authorization and Signatures for District Bank Accounts, Resolution No. 09/10-06
- (j) Resolution to Appoint the Official Primary and Alternate Representative to the Northern California Community Colleges Self-Insurance Authority, Resolution No. 09/10-07
- (k) Resolution to Appoint the Official Primary and Alternate Representative to the Retiree Health Benefit Program Joint Powers Agency (JPA), Resolution No. 09/10-08

Academic Affairs

- (l) Agreement Between Bay Area Clean Water Agencies (BACWA) and Solano Community College District to Provide Special Education Services Pursuant to Contract Education

Moved by Vice President Young and seconded by Trustee Keith to approve the Consent Agenda as corrected. The motion carried unanimously.

9. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

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

- (a) Resignation to Retire – Sharon Pabst

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
<b>Sharon Pabst</b>	<b>Reading/Writing Lab Technician</b>	<b>May 26, 2010</b>

Dr. Robin Steinback, Ph.D., Vice President of Academic Affairs, in the absence of Dr. Philip Andreini, Dean of the Humanities Division, commented on the retirement of Ms. Shari Pabst.

A complete reporting of comments made on behalf of Ms. Sharon Pabst is available on the Solano College Web site at [www.solano.edu](http://www.solano.edu) (Governing Board – Minutes – December 16, 2009 - **Appendix A**).

Moved by Trustee McCaffrey and seconded by Trustee Chapman to approve the resignation to retire for Sharon Pabst, effective May 26, 2010. The motion carried unanimously.

11. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent/President

- (a) 1000 Series of Board Policies, Policy No. 1037 - Order of Business (Revised)

Dr. Jowel Laguerre, Superintendent/President, presented the proposed revision to Board Policy No 1037 – Order of Business. This policy was reviewed by the SPC and Shared Governance



Council. The purpose of this revision is to give the Board greater latitude in approving information items without having to return them for approval if there is consensus that the agenda items should move ahead more expediently. The other revisions are reflective of changes in the proposed reorganization plan.

Student Trustee Nelson expressed her concerns for conducting Closed Session early indicating it may be difficult for members of the public to get to the meeting by 6:00 p.m., and for students to present the ASSC report if the scheduled time varies due to the variation in length of Closed Session. Those making reports wouldn't know if they should be at the meeting at 6:30 p.m., or 8:00 p.m., not knowing for sure when Closed Session might end. Student Trustee Nelson also questioned the need to have an information/action item in the order of business.

Moved by Vice President Young and seconded by Trustee Keith to approve the 1000 Series of Board Policies, Policy No 1037 – Order of Business as presented. The motion carried unanimously. Student Trustee Nelson cast an advisory no vote.

#### 12. INFORMATION ITEMS – NO ACTION REQUIRED

##### (a) City of Fairfield Request for Easement, East-West Water Transmission Pipeline Project

This item was pulled from the agenda.

#### 13. ANNOUNCEMENTS

Trustee Claffey advised the Board Audit Subcommittee met with the auditors and received a preliminary report from the auditors and assured us that we will have the final audit in time to submit to the state on time.

#### 14. ITEMS FROM THE BOARD

Trustee Keith advised that prior to the meeting the Board attended a dinner in honor of outgoing President Young, and at that dinner Dr. Laguerre presented Trustee Young with a plaque expressing gratitude for her work on behalf of the Board. Trustee Keith thanked Trustee Young for her leadership and commitment to the College and the incredible number of hours she put into doing her “homework” in preparation for the Board meetings.

Trustee McCaffrey expressed sincere thanks to Ms. Susan Rinne, outgoing Interim Director of Fiscal Services, for her service to the College and especially for the \$1.8 million savings to the College. Trustee McCaffrey stated that she will be missed.

Vice President Young announced that she attended the following community and College events:

December 2009

**03** – SCCD Strategic Planning Workshop from 1:00-5:00 p.m., covering the period 2010-2013. Dr. Robert Jensen was the facilitator for the workshop. The workshop was held in Building 1400 on the main campus. Trustee Thurston also attended.

**03** – Holiday Social sponsored by the Vallejo/Benicia Democratic Club. Trustee Thurston also attended this event.

**04** – SCCD Strategic Planning Workshop from 12 Noon to 3:00 p.m., which was held in Building 1400.

**04** – Holiday Open House at home of Dr. and Mrs. Laguerre.

**06** – Christmas Brunch hosted by the Vallejo Naval Museum. Trustee Thurston was also in attendance.

**06** – Holiday Gala sponsored by the Solano County Chapter of The Links Inc. The Gala was held in the TAFB Conference Center.

**09** – “Meet and Greet” Coffee in honor of the College’s new CBO, Mr. Carey Roth, and new Human Resources Director, Ms. Karen Ulrich, in the Board Room from 8:00 – 9:00 a.m.

**11** – SCCD Strategic Planning Workshop for community members. Vice President Young stated that she appreciated the valuable input given by the community to the strategic planning process. Trustees Chapman and Thurston also attended the workshop.

**14** – Willie B. Adkins Program 2009 Winter Conference, which was held at Vallejo High School. The Willie B. Adkins Program seeks to inspire African-American students to pursue a post secondary education. In the evenings, for more than ten years, Vice President Young served as a volunteer Mathematics tutor for the program.

Trustee Chapman advised that she attended the external Strategic Planning Session held on December 11, facilitated by Dr. Robert Jensen, and was happy to see so many community members taking an active role and sharing their thoughts on the direction the College should be going. She also had an opportunity to take a green house tour of the Horticulture Program in Building 900. Trustee Chapman also thanked Ms. Susan Rinne for her service to the College and for keeping us going through tough times. Trustee Chapman extended appreciation to Trustee Young for her leadership to the College and her colleagues on the Board. Trustee Chapman wished everyone happy holidays.

Student Trustee Nelson wished everyone a safe and happy holiday season.

Dr. Laguerre advised the Board members that due to a double booking, the holiday party would not be held at the Rockville Inn, but rather in the back-half of the cafeteria from 3:30-6:00 p.m., tomorrow, December 17, 2009.

The Board discussed participation on their various subcommittees and leadership for 2010 was identified as follows:

- **Board Self-Evaluation Subcommittee**  
*Chair Keith, President Honeychurch, and Vice President Young*
- **Citizens’ Bond Oversight Committee (CBOC)**  
*Chair Thurston, Trustee Claffey, and Vice President Young*
- **Accreditation Leadership Subcommittee**  
*Chair Young, Trustee Chapman, and Trustee Claffey*

- **Building 600 Subcommittee**  
*Chair Honeychurch, Trustee Keith, and Trustee McCaffrey*
- **Solano County School Boards Association (elected 12/16/09 Organizational Meeting)**  
*Vice President Young*
- **Audit Subcommittee**  
*Chair Claffey, Trustee McCaffrey, and Trustee Thurston*
- **Vacaville City Schools Select Committee**  
*Trustee Chapman and Trustee McCaffrey (rotate as needed)*
- **CCCT Board of Directors Subcommittee – (Meets in January to nominate in January if someone from the SCCD Board is running and prepares ballot for a vote from SCCD in March 2010.)**  
*Chair Keith, Trustee Chapman, and Trustee Claffey*

Superintendent/President Laguerre joined those who have thanked Ms. Susan Rinne for her leadership as Interim Director of Fiscal Services and stated that she has been a valuable employee for the District. She worked many long hours and rendered good service to the College, and expressed his sincere gratitude for all she did for him since he has been at the College.

#### 15. CLOSED SESSION

President Honeychurch announced that the Board will hold Conference with Real Property Negotiators on property located at 201 Auto Mall Parkway, Vallejo, California, and if there are any public comments to be made on this Closed Session item that they would be heard at this time.

Hearing no comments, Board President Honeychurch recessed the regular meeting at 8:59 p.m.

- (a) Conference with Labor Negotiator  
Agency Negotiator: Trudy Largent, J.D.  
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39
- (b) Conference with Real Property Negotiator  
Property: 201 Auto Mall Parkway, Vallejo, California  
Negotiating Party: Jowel C. Laguerre, Ph.D.  
Negotiating Parties: Solano Community College District and Ford Credit Company  
Under Negotiation: Price and Terms of Payment
- (c) Public Employee Discipline/Dismissal/Release  
(No additional information required.)

Board President Honeychurch called the Closed Session to order at 9:05 p.m.

#### 16. RECONVENE REGULAR MEETING

Board President Honeychurch reconvened the regular meeting at 9:29 p.m.

17. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Honeychurch reported that Conference was held with Labor Negotiator, CCA/CTA/NEA, Operating Engineers – Local 39; Public Employee Discipline/Dismissal/Release was discussed, and that Conference was held with Real Property Negotiators, and no action was taken.

18. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:30 p.m.

JCL:js

BOARD MINUTES.12.16.09.FINAL

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DENIS HONEYCHURCH, J.D.  
BOARD PRESIDENT

APPROVED

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JOWEL C. LAGUERRE, Ph.D.  
SECRETARY