

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD

UNADOPTED MINUTES  
December 2, 2009

1. CALL TO ORDER

A meeting of the Solano Community District Governing Board was called to order at 7:00 p.m., on Wednesday, December 2, 2009, in Room 107 of the Vacaville Center, 2000 North Village Parkway, Vacaville, California 95688, by A. Marie Young, Board President.

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

At the request of Board President Young, Trustee Chapman 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  
Phil McCaffrey  
Rosemary Thurston  
Lillian M. Nelson, Student Trustee  
Tom Henry, Special Trustee  
Jowel C. Laguerre, Ph.D., Secretary

Member Absent:

Pam Keith

Others Present:

Ross Beck, Director of Public Relations, Marketing and Communications  
Trudy Largent, Interim Director, Human Resources  
Susan Rinne, Interim Director, Fiscal 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

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

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Young recognized Mr. David R. Brannen (Student), who requested to comment on the minutes from the Board meeting held November 18, 2009, and the SCCD Executive Reorganization Proposal.

*A full and complete reporting of comments made by Mr. David R. Brannen are available for review on the Solano College Web site at [www.solano.edu](http://www.solano.edu) (Governing Board – Minutes – December 2, 2009 – Appendix A).*

Board President recognized Ms. Krysta Morlan, who requested to speak on Item 9.(b), Reorganization Plan. Ms. Morlan's comments were deferred to later when that item appeared on the agenda.

6. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

Ms. Tara Norman, ASSC President, introduced Ms. Cecilia Panduro, ASSC Vice President, who reported that:

--ASSC held a Rally on November 19<sup>th</sup>, and it was a success bringing awareness to the campus and the students.

--a petition addressed to the Governor of the State of California, addressing cuts that affect college students and education, has been circulating.

--the students have become concerned about positions where funding has not been identified, namely in Student Development.

--the students have expressed more time is needed for consideration of the proposed reorganization proposal due to the budget not reflecting the bottom line and the amount of money that is needed to fund important positions for the College and students.

(b) Academic Senate

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

--he had opportunity to speak with Dr. Laguerre recently about the importance of institutional trust, accountability, and adherence to process at Solano. He was able to clarify some of the apparent inconsistencies in job "morphing" as we adjust to budget constraints and move toward reorganization. There was also opportunity to speak more at length about the proposed Vallejo Center expansion.

--while accreditation is no less important to Dr. Steinback and me, we have been spending our time talking about other important issues to the campus. Solano is doing some internal recruiting

for Coordinator positions for Basic Skills, Ethnic Studies and Humanities, preparing for the Strategic Planning Workshop, and continuing with our discussions about faculty hiring priorities. The Senate is continuing to work toward our next Self-Study and is working on training opportunities during our spring Flex Cal.

--Dr. Jensen was on campus today and gave an informative talk on the nature and importance of enrollment management. He sends his regards to the Board Members.

--the Senate had an extra-ordinary joint meeting with the educational administrators to continue discussions on full-time faculty hiring priorities for 2010-2011. Working on a compressed timeline, the Deans have sought input from faculty and are now collecting data to put forward requests to employ two faculty hires. The deadline for their faculty hiring reports is December 17. These discussions will continue in January.

--fulfilling our obligations to the Integrated Planning Process (IPP) as a Review Group to Strategic and Operational Proposals that speak to Quality Teaching and Learning, the Senate and the Deans continued our discussions on proposals. Ms. Sandy Rotenberg, Distance Education Coordinator, gave a Distance Education Report. Dr. Lamb advised he has linked her presentation to the Senate blog spot, and because it is so informative would like to see it be presented to the Board at a future meeting.

--the Senate received an update on our Enrollment Management and Election Procedures Taskforces.

*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 – no report

(d) Superintendent

- ***Accreditation Status Update***

Dr. Jowel Laguerre, Superintendent, reported that the District received the report from the Evaluation Team as a result of their visit to the College on October 29, 2009. We were afforded the opportunity to correct errors of fact and responded to the Team Chair accordingly. The Commission now has the final version of the report. The next meeting of the Accrediting Commission will be held in January 2010, at which time Mr. Henry and I will be afforded the opportunity to discuss the evaluation report.

- ***Banner Update***

In the absence of Mr. James Ennis, Interim Chief Information Systems Officer, Dr. Trudy Largent, Interim Director of Human Resources, informed the Board about the process of recruitment in the Human Resources Department as compared to the recruitment management/application software package called People Admin that is currently available to the College. The benefit of this software allows candidates for employment to conduct their entire application process online and eliminates paper applications and the storage of materials. There are two parts to the software: (1) the application process, and (2) position management tool. We started implementing this tool a few years ago and are now in the process of starting over again,

with the goal of having it functional in March 2010. People Admin will significantly help the Human Resources Department streamline the application process.

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

There was no Measure G Bond Program Update.

- ***Vacaville Center Grand Opening***

Ross Beck, Director of Public Relations, Marketing and Communications, reported that we are very excited about the prospect of a new Vacaville Center. It acknowledges all the support the citizens of Solano County have given us through Measure G, and is an opportunity to build stronger relations within the county and community. We intend to have an open house for the general public this summer, and then a private building dedication (by invitation only) around April 30. Congressman George Miller has been invited to be the keynote speaker, but his schedule will not be formulated for the year until January 2010. The Honorable Len Augustine, Mayor of Vacaville, will also be an invited speaker. More details will be made available as the plans evolve.

- ***California Maritime Meeting***

Dr. Robin Steinback, Vice President of Academic Affairs, reported that she, Dr. Laguerre, and Dr. Kea (Director of the Vallejo Center), recently met with California Maritime Academy's Dr. William B. Eisenhardt, President; and Dr. Gerald Jakubowski, Provost and Vice President of Academic Affairs, to discuss partnerships between the two institutions. Located in Vallejo, California, the smallest and certainly one of the most unique campuses of the California State University System, the California Maritime Academy (Cal Maritime) is a unique and specialized campus that offers students bachelor's degrees in international business and logistics, facilities engineering technology, global studies and maritime affairs, marine engineering technology, marine transportation, and mechanical engineering. Cal Maritime is one of only seven degree-granting maritime academies in the United States and the only one on the West Coast. There was agreement that there appears to be a good fit between the two institutions to share space and work together to service the community of Vallejo and the citizens of Solano County. There was agreement to pursue further discussions about partnership possibilities.

- ***Student and Faculty Member Vacaville Center Experience Presentations***

**Diane White (Faculty)**  
**Fabronia White (Student)**  
**Jenny Gonzalez (Student)**

Ms. Teresa McLeod, Director of the Vallejo Center, welcomed the Board of Trustees to the Vacaville Center, and introduced Instructor Diane White, who reported on her experiences at the Vacaville Center. Ms. White introduced her student, Ms. Fabronia White, who spoke on her personal educational experiences at the Vacaville Center. Ms. McLeod introduced Ms. Jenny

Gonzales, Student and Extended Campus Assistant at the Vacaville Center, who also shared her experiences as a student and employee of the District.

*A full and complete reporting of comments made by Ms. Diane White, Ms. Fabronia White, and Ms. Jenny Gonzalez are available for review on the Solano College Web site at [www.solano.edu](http://www.solano.edu) (Governing Board – Minutes – December 2, 2009 – Appendix B).*

7. CONSENT AGENDA – ACTION ITEMS

Superintendent/President Laguerre made the following specific correction to the Consent Agenda as follows:

Consent Calendar – Human Resources – Item 7.(b), page 1, lines 4 and 5 – removal of the following to be determined assignments: (5) ***Bookstore Assistants (as needed)***, and ***Substitute Scheduling Specialist***.

Superintendent/President

- (a) Minutes for the Meeting of November 18, 2009

Human Resources

- (b) Employment – 2009-10; Gratuitous Service; Request to Rescind Employment; Approval of Job Descriptions

Administrative and Business Services

- (c) Warrant Listings

Academic Affairs

- (d) Nursing Education Program Grant Reduction

- (e) MESA Grant Agreement Budget Revision

- (f) Agreement Between SEIU UHW-WEST and Joint Employer Education Fund and Solano Community College District to Provide Special Education Services Pursuant to Contract Education

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

8. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

9. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent/President

(a) Set Date, Time and Place for Annual Organizational Meeting

Superintendent/President Laguerre presented this item for the purpose of setting the date, time, and place for the Annual Organizational meeting.

Moved by Trustee Thurston and seconded by Trustee McCaffrey to set Wednesday, December 16, 2009, at 7:00 p.m., in Room 626, of the Solano Community College campus, 4000 Suisun Valley Road, Fairfield, CA 94534-3197, for the annual organizational meeting of the Solano Community College District Governing Board. At this time, the Board will elect a President, Vice President, and appoint a Secretary for 2009-10; establish dates, times and locations of the Governing Board meetings, and select a representative to the Solano County School Boards Association. The motion passed unanimously.

(b) Solano Community College Executive Reorganization Proposal

Board President Young recognized Ms. Krysta Morlan, who requested to comment on the SCC Executive Reorganization Proposal.

Ms. Morlan began by discussing points about the proposal from the students' perspective. Ms. Morlan stated that it is her belief that very few students know what this plan is about and asked how students were informed. It was her understanding that there have been workshops on campus about the plan, but that they were not well attended. The information does not appear to be readily available on the SCC Web site. Ms. Morlan asked if the Superintendent/President has taken into account the impact of the reorganization on students, for example, the elimination of two vice presidents, and creating only one position that will be accessible to students. Both positions require expertise; therefore, the accessibility and support that students are accustomed to with their vice president may be limited. Ms. Morlan asked if thought had been given to the timing of this proposal. Faculty, students and staff are adjusting to the new budget constraints and proposed cuts to categorical programs, which have led to the decrease of course offerings to students. Ms. Morlan suggested that dealing with the budget first might be more beneficial to students—making changes one step at a time. She asked the College to do the best it can for our school and students.

Dr. Jowel Laguerre, Superintendent/President, presented the executive administrative reorganization proposal. The purpose of the proposal is to reinvest in activities and to support student access and success and financial growth. Dr. Laguerre stated that when he first arrived at Solano Community College that he looked at the organization and budget issues and quickly formulated priorities that needed attention. In July, Dr. Laguerre sent a letter to faculty, staff, and students letting them know of his intention to reorganize and held multiple forums where the campus community had an opportunity to share their ideas, give input and feedback. Dr. Laguerre redrafted his proposal based on the information he received and again held more forums, as well as meeting with the Academic Senate, Shared Governance Council, and FaBPAC. During this time, Dr. Laguerre stated he had an opportunity to speak with student

leadership and made himself available for additional opportunities for students to ask questions. The proposal was recently discussed in a Board Study Session open to the public where Dr. Laguerre asked for the support of the Board to approve his proposal. The final document being considered for approval tonight is reflective of all the ideas and suggestions presented over the past few months.

Student Trustee Nelson reported that the students do not see that the proposed reorganization plan can bring about fiscal stability.

There was discussion about the organizational charts published with the Agenda, e.g., the current ALG organization versus the proposed organization. Dr. Laguerre clarified that the current ALG chart reflects all positions in the administrative leadership group, and the proposed chart reflected only the first layer of management positions. He was clear in that the proposed chart in no way reflects the elimination of positions that were not shown.

At the request of Trustee Chapman, Dr. Laguerre re-identified the summary of actions as follows (page 27 of the Agenda):

**Summary of Actions**

Existing Positions/Functions	New Placement	Comments
Vice President of Acad. Affairs	Combined with Student Services	Recreated as VPASA*
Vice President of Student Serv.	Combined with Academic Affairs	Recreated as VPASA*
Dir. Marketing and Public Information	Eliminated	Some function into Exec. Dir of Institutional Advancement
Vice President for Technology and Learning Resources	Eliminated	Replaced with CISO in part and in part with Dean of Academic Success
Director of HR	No change	Reporting to Sup/President
VP of Administrative and Business Services	Inherits technology	No change
Library	Reports to Instruction	Reports to Dean of Academic Success**
Distance Education	Reports to Instruction	Reports to Dean of Academic Success**

\*Two positions are combined into one \*\*Formal title not yet established

Vice President Honeychurch stated he supports the reorganization proposal and suggested that the Board keep in mind that at the time Dr. Laguerre came to the College we were on a difficult path. The Board has expressed confidence in him. In his (Dr. Laguerre's) view, this plan will best serve students, faculty, and staff, and believes this is the path to get us back to where we need to be. Vice President Honeychurch stated that he believes the Board should support it and that it will succeed.

Moved by Vice President Honeychurch and seconded by Trustee Thurston to approve the Solano Community College District Executive Reorganization Proposal as presented. The motion carried with the following roll call vote:

STUDENT TRUSTEE ADVISORY VOTE: Lillian M. Nelson did not concur.

AYES: Vice President Honeychurch, Trustee Chapman, Trustee Thurston, and Board President Young

NOES: Trustee McCaffrey and Trustee Claffey

ABSENT: Trustee Keith

(c) Agreement Between Childstart Incorporated and Solano Community College District to Provide Training for “Music for Early Childhood” Pursuant to Contract Education

Ms. Deborah Mann, Program Developer for Workforce and Economic Development, Contract Education, presented the agreement between Childstart, Incorporated and Solano Community College District to provide training for “Music for Early Childhood” pursuant to Contract Education. Childstart will compensate the District for all educational services rendered at a flat rate of \$10,500.00.

Moved by Trustee Thurston and seconded by Vice President Honeychurch to approve the agreement between Childstart, Incorporated and Solano Community College District to provide training for “Music for Early Childhood” pursuant to Contract Education at a flat rate of \$10,500.00. The motion carried unanimously.

(d) Agreement Between Childstart Incorporated and Solano Community College District to Provide Training for “Health Education” Pursuant to Contract Education

Ms. Deborah Mann, Program Developer for Workforce and Economic Development, Contract Education, presented the agreement between Childstart, Incorporated and Solano Community College District to provide training for “Health Education” pursuant to Contract Education. Childstart will compensate the District for all educational services rendered at a flat rate of \$11,800.00.

Moved by Trustee Thurston and seconded by Trustee Claffey to approve the agreement between Childstart, Incorporated and Solano Community College District to provide training for “Health Education” pursuant to Contract Education at a flat rate of \$11,800.00. The motion carried unanimously.

10. INFORMATION ITEMS – NO ACTION REQUIRED

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

Dr. Jowel Laguerre advised that the city of Fairfield has made a request for an easement. They have been planning and organizing to move forward with their East-West Water Transmission pipeline, Phase II Project, which requires an easement approximately 20 feet wide running



virtually along the entire southerly edge of the Fairfield campus property line and on/contiguous to one lane of the East-West parking lot perimeter roadway.

Our attorneys are still looking at the city's appraisal and reviewing the agreement. As a Board, we need to make a decision on what we want from the city, i.e., improvements, cash, etc., which has not been discussed. Dr. Laguerre recognized Mr. Rob Braulik, Assistant City Manager from the city of Fairfield, who was in the audience available for questions.

Dr. Laguerre advised this item will return to the Board with more information at the December 16, 2009, meeting for discussion.

(b) Adaptive Horticulture Program in Partnership with the Disability Services Program Presentation

Mr. Ron Nelson, Instructor in the DSP program, gave a PowerPoint presentation to the Board on their state-wide adaptive horticulture model program. The Chancellor's Office and UCLA's Tarjan Center have recognized this program as a state-wide model for special courses for students with disabilities. Mr. Nelson introduced to the Board and audience Ms. Sandra Diehl, an adaptive Horticulture instructor.

At the conclusion of Mr. Nelson's report, both he and Ms. Diehl presented Dr. Laguerre and Board President Young with a beautiful Christmas wreath made by students in the adaptive horticulture program.

Instructor Nelson reported that our students have been featured in the local papers and that an Adaptive Horticulture Video (YouTube), entitled Dream Catchers, will soon be available on the SCC Disability Services Program Web site. Mr. Nelson encouraged everyone to visit the DSP Web site at <http://www.solano.edu/counseling/dsp/>.

A full and complete copy of the PowerPoint presentation is available for review in the Office of the Superintendent/President and in the Office of the Disability Services Program.

(c) New Class Specifications for Positions in the Administrative Leadership Group

Dr. Trudy Largent, Interim Director of Human Resources, presented the new class specifications for positions in the Administrative Leadership Group (ALG), which are a result of the reorganization plan. The following positions have been established and the job descriptions were presented for information:

- Vice President, Academic and Student Affairs (educational administrator)
- Dean, Enrollment Management (educational administration)
  
- Executive Director, Institutional Advancement (classified manager)
- Coordinator, Marketing and Student Recruitment (classified manager)

It was noted that job descriptions for the Vice President, Academic and Student Affairs; Executive Director, Institutional Advancement, and Coordinator for Marketing and Student Recruitment were missing the Solano Community College standard equivalency language, which will be added.

In accordance with Governing Board procedure, the class specifications will be presented for Board action at the December 16, 2009, meeting under the Consent Calendar for Human Resources.

(d) Agreement Between Anheuser-Busch Inbev and Solano Community College District to Provide Training for “Welding” Pursuant to Contract Education

Ms. Deborah Mann, Program Developer for Workforce and Economic Development, Contract Education, presented the agreement between Anheuser-Busch Inbev and Solano Community College District to provide training for “Welding” pursuant to Contract Education.

Ms. Mann advised that she does not have the course and fee information as yet. Everything is in place for this training, and when the course and fee information becomes available, this item will return to the Board for approval.

(e) Proposed Change to Board Policy No. 1037

Dr. Jowel Laguerre, Superintendent/President, presented the proposed revision to Board Policy No. 1037 – Order of Business, which has been reviewed by the Superintendent/President’s Cabinet (SPC) and Shared Governance Council. The purpose of this revision is to give the Board greater latitude in approving informational items without having them return for approval if there is consensus that the agenda item should move ahead more expediently. The other revisions are reflective of changes in the proposed reorganization plan. Dr. Laguerre identified changes that were made after publication of the Agenda that included moving RECONVENE REGULAR MEETING and REPORT OF ACTION TAKEN IN CLOSED SESSION to follow CLOSED SESSION.

There was discussion among the Trustees about the proposal to have one meeting a month and the affect on the public if Closed Session appears early on the agenda. There was agreement that starting earlier than 7:00 p.m. would most likely eradicate that concern because most Closed Sessions do not go longer than an hour. However, it was a concern that the Trustees are mindful of and will seriously consider before approving the proposed change.

This item will return to the Board for approval at the December 16, 2009, meeting.

(f) Solano Community College District Governing Board Calendar of Board Meetings for 2010

Dr. Jowel Laguerre, Superintendent/President, presented the Solano Community College District Governing Board Calendar of Board Meetings for 2010. Proposed revisions include a change in start time from 7:00 p.m., to 6:00 p.m., a Board Study Session taking place the first Wednesday of

each month, and the regular Board Meeting taking place the third Wednesday of each month. One regular meeting each semester would be held at the Vallejo and Vacaville Centers.

This item will return to the Board for approval at the Reorganizational Meeting of December 16, 2009.

11. ANNOUNCEMENTS

Board President Young announced that the “How Do We Rate Checklist” covering the months of October, November and December 2009, is due in the Superintendent/President’s Office by December 16, 2009.

12. ITEMS FROM THE BOARD

Board President Young announced that she attended the following community events:

November 2009

**19** – Attended Solano Economic Development Corporation (SEDC) Breakfast Meeting, which was held at the Hilton Garden Inn in Fairfield. The topic was “Energy Cluster Report.” The keynote speaker was Doug Henton, President and Co-founder, Collaborative Economics. Trustee Thurston was also in attendance at this breakfast.

**22** – Volunteered for four hours at an E-Waste Drive, which was held at Glen Cove Elementary School.

**28** – Introduced Dr. Laguerre, who was the keynote speaker at the 32<sup>nd</sup> Annual Debutante Ball of Kappa Beta Omega Chapter of Alpha Kappa Alpha Sorority, Inc. His speech was centered on the theme for the ball, “Precious Pearls: Pursing the Dream and Poised for the Change.” The event, which had over 300 in attendance, was held at the concord Hilton Hotel in Concord, California.

13. CLOSED SESSION

There was no Closed Session.

14. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:34 p.m.

JCL:js  
BOARD MINUTES.12.02.09.FINAL

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A. MARIE YOUNG  
BOARD PRESIDENT

APPROVED \_\_\_\_\_

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JOWEL C. LAGUERRE, Ph.D.  
SECRETARY