

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES
October 6, 2010

1. CALL TO ORDER

A Board Study Session of the Solano Community College District Governing Board was called to order at 6:30 p.m., on Wednesday, October 6, 2010, in the Administration Building, Room 626, at 4000 Suisun Valley Road, Fairfield, California 94534, by Board President Honeychurch.

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

Board President Honeychurch led those present in the pledge of allegiance to the flag of the United States of America.

3. ROLL CALL

Members Present:

Denis Honeychurch, J.D., President
A. Marie Young, Vice President
Sarah E. Chapman
James M. Claffey
Pam Keith
Phil McCaffrey*
Rosemary Thurston
John M. Glidden, Student Trustee
Tom Henry, Special Trustee
Jowel C. Laguerre, Ph.D., Secretary

Members Absent:

None

**Arrived after roll call.*

Others Present:

Peter F. Bostic, Executive Director, Institutional Advancement
James Ennis, Interim Chief Information Systems Officers
J. Arturo Reyes, Executive Vice President, Academic and Student Affairs
Roy V. Stutzman, Consultant, Finance and Administration
Karen H. Ulrich, Director of Human Resources
Judy Spencer, Executive Coordinator, Superintendent-President and Governing Board

4. APPROVAL OF AGENDA

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

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Honeychurch recognized Ms. Terri Pearson-Bloom, Former Chief Negotiator, Head Softball Coach, and P.E. Instructor, who requested to comment on the facility agreement with Solano Aquatic Sea Otters.

Ms. Pearson-Bloom began by stating that the College went through the process of increasing outside facility use fees last year. It was a long process, with research conducted comparing fees charged by neighboring college institutions. The proposed use fees were vetted through the Shared Governance Council and FaBPAC, and were eventually approved by the Board. Ms. Pearson-Bloom commented that it has come to her attention that SASO wants their own agreement, with a discount in the approved fee structure. When the facility use fees were approved, the request was made that no exceptions be made. The union expected that administration would see that the processes were followed. Ms. Pearson-Bloom stated that on behalf of the head coaches the hope is that the Board will stand by their original decision and apply the facility use fees to every group regardless of who they are. The department and union feels that it is imperative in times of budget crisis to make every dollar count and fees not paid hurt our students. Ms. Pearson-Bloom concluded by stating, “We believe everyone should pay their fair share.”

Board President Honeychurch thanked Ms. Pearson-Bloom for her comments.

Trustee McCaffrey arrived at 6:42 p.m.

6. REPORTS (NO ACTION REQUIRED):

- (a) Recognition of Women’s Softball Team
Facilitated by Coach Terri Pearson-Bloom

Dr. Jowel Laguerre commented how proud he is of Coach Terri Pearson-Bloom and the teams she coaches, stating further that she has been a great faculty member and educator. She has ensured that the players perform well, both in the classroom and on the field, and has gone above and beyond to start a tradition of bringing back alumni to the College and mentoring current players to be the best they can be, and finding ways in which the College can support them.

Dean Bob Myers, P.E., Wellness, and Athletics Division, stated how proud he is of all the players, the teams, and coaches. He further commented that Terri embodies a complete person, (not just as a person or athlete), but promotes communication, leadership skills, and citizenship. Dean Myers thanked Ms. Pearson-Bloom and her coaches and each player for their hard work and dedication on and off the field.

Ms. Pearson-Bloom introduced the players present as follows:

Kelcie Brenner, Armijo High School; **Melissa Logan**, Fairfield High School, BVC Pitcher of the Year, All-State, All-American; **Katherine Payne**, Will C. Wood High School, BVC Player of the Year, All-State; **Kimberly Perreira**, Armijo High School, 2nd Team, All BVC; **Nicole Punla**, Rodriquez High School, and **Monica Takeda-Torix**, Vacaville High School, 2nd Team All BVC.

Trustee Keith commented how lucky Solano College is to have Coach Pearson-Bloom, who is a fine athlete in her own right, and who pushes her students to be a total person. There was applause from those present in the audience.

(b) The Public Image Campaign/Engagement Initiative

Facilitated by Ms. Stephanie Kruse, President and Owner, KPS/3; Honorable Dilemma Harris, Vacaville City Council; Ms. Rhuenette Alums, President of the SCC Educational Foundation, and Mr. Peter Bostic, Executive Director, Institutional Advancement

Mr. Peter Bostic, Executive Director of Institutional Advancement, introduced Ms. Stephanie Kruse, President and Owner, KPS/3; Honorable Dilemma Harris, Vacaville City Council; and Ms. Rhuenette Alums, President of the SCC Educational Foundation. Each participated in a PowerPoint presentation to the Board that addressed the following:

- Why a public image initiative?
 - Community Support
 - Managing Perceptions
 - Reputation is Everything
 - Mixed Messages
 - Political, Business, and Community Goodwill
- Why image and engagement?
 - Audience and Observations
 - Participation/Involvement

We're fortunate that Solano College is interacting with our communities and campus groups, i.e., non-profits, ALG, service clubs, FaBPAC, Board of Trustees, local Chambers, to name a few. Research has identified internal and external commitments to the College. There are many organizations that we can reach to tell the story "about us" for us. There is large untapped support from the community waiting to engage their support, and since we are navigating the accreditation process, we cannot afford to have public misconceptions. A major campaign would do away with misconceptions. Everything is dependent on what we find out about our research, a starting point for analysis to look at how we communicate and what we communicate in developing a plan for consistency, with a consistent theme that resonates with people.

Budget will dictate a final plan for internal communications, public relations and a media initiative. Implementation of timelines, scope of plan will depend on funding. Kitchell CEM's initial contribution of \$15,000 is a beginning for the work that can begin this fall. Goals for fall

2010 include a new Web design, refining of the Educational Foundation infrastructure, leadership for the 65th Anniversary to be held in the spring, and a comprehensive fund development plan, including wills and bequests.

Board President Honeychurch thanked the participants for their presentation to the Board. 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 Institutional Advancement.

(c) Closing of 2009-2010 Financials

Facilitated by Ms. Terri Ryland, Consultant, Fiscal Services

Ms. Terri Ryland identified the following activities involved with the closing of the 2009-10 financials:

- Timeline for closing
 - (a) Interim audit procedures
 - (b) Post all accounts payable and accounts receivable
 - (c) Reconcile/balance each balance sheet account
 - (d) Review revenues and expenditures
 - (e) State apportionment
 - (f) Book all long-term debts
 - (g) Post fixed assets
 - (h) Submit annual 311 to State (goal is to Board October 20)

- Status of Activities
 - (a) Cash journals being posted
 - (b) All cash accounts, except County Treasury, reconciled
 - (c) Discovered student receivable, enrollment and tuition account programming errors and facilitated correction
 - (d) Self-Insurance fund, almost all categorical funds, financial aid and student accounts funds are done
 - (e) Still to do: bookstore, fixed assets, state apportionment receivable, and General Fund close
 - (f) Still need to complete Cash in County bank reconciliations
 - (g) Have not received auditor findings from interim audit work; will pass along to audit committee once received
 - (h) In the midst of closing the books, stopped to prepare cash flow projections and work with the County Auditor and Treasurer to secure support for implementing dry period financing according to Article XVI of the constitution. Their resolution goes to their Board later this month.
 - (i) Audit
 - (j) Prepare GASB 35 entries for auditors
 - (k) Prepare all schedules for auditors per client request letter
 - (l) Year-end audit week of November 8
 - (m) Audit to Chancellor's Office by December 31

Trustee Chapman inquired if the recommendations from the last audit have been addressed and corrections made. Ms. Ryland responded in the affirmative. She also asked how the College is doing relative to financial aid funds. Dr. Laguerre responded that the Interim Dean has been working diligently and will report to the Board at a future meeting.

Dr. Laguerre stated that while the budget may be passed soon, there may be a lot of money deferred to 2011-12; therefore, we may still need to take advantage of money available from the county. The County Board of Supervisors will be addressing a resolution to approve our request for money on October 26. Any Board member that would like to accompany Dr. Laguerre to this meeting was invited to attend. Dr. Laguerre stated that he would keep the Board well informed of the College's financial situation.

(d) Strategic Planning Outcomes 2006-2010 and Goals 2010-2013

Facilitated by Dr. Chris Myers, Interim Director, Research and Planning

Dr. Chris Myers, Interim Director of Research and Planning, presented to the Board information on the strategic planning outcomes for 2006-10 and the goals for the College for 2010-13. The strategic goals and objectives for 2006-10 included objectives, responsibility, timelines, expected outcomes, and actual result/s. Dr. Myers highlighted a few examples of the accomplishments for 2006-10. Dr. Laguerre commented that this document will be shared with the ACCJC, which is a result of following the Integrated Planning Process (IPP), evaluation, planning, and resource allocation. The Commission will receive a report on what we did with the Educational Master Plan, Strategic Plan, coupled with Measure G accomplishments. This information is evidence that we are taking planning seriously and accomplishing what we set out to do.

Copies of the Strategic Planning Outcomes 2006-2010 and Goals 2010-2013 presented are available for review in the Office of the Superintendent-President and the Office of Research and Planning.

Board President Honeychurch thanked Dr. Myers for his presentation.

7. CONSENT AGENDA – ACTION ITEMS

Human Resources

(a) Employment 2010-2011; Gratuitous Service

Board President Honeychurch reported that Superintendent-President Laguerre made the following specific correction to the Consent Agenda as follows: Item 7.(a), page 2, line 16, with the removal of: ***Sandra Rotenberg, Distance Education, 10/21/10 – 12/22/10, \$60.80/hour.***

Board President Honeychurch recognized Mr. Thomas Grube, SCFA President, who requested without benefit of a Blue Card, the removal of Tracy Schneider, SLO Coordinator, Item 7.(a), page 2, line 17, from the HR Consent Agenda.

Moved by Trustee McCaffrey and seconded by Vice President Young to approve the Consent Agenda as amended and the removal of Ms. Tracy Schneider from Item 7.(a). The motion carried unanimously as amended.

8. ITEMS REMOVED FROM CONSENT AGENDA

Mr. Grube apologized for not following the proper process and requested that Ms. Tracy Schneider, SLO Coordinator, short-term, temporary, substitute request to take effect August 11, 2010 – December 19, 2010, be postponed to a future Board meeting.

Moved by Trustee McCaffrey and seconded by Trustee Chapman to approve the Consent Agenda, Item 7.(a), as presented with the removal of Tracy Schneider, SLO Coordinator. The motion carried unanimously.

9. NON-CONSENT AGENDA – ACTION ITEMS

Superintendent-President

(a) Proposed 2010-2011 Goals for Solano Community College District Governing Board and Superintendent-President

Superintendent Jowel C. Laguerre, Ph.D., presented the proposed 2010-2011 Goals for Solano Community College District Governing Board and Superintendent-President.

Moved by Young and seconded by Trustee McCaffrey to approve the proposed 2010-2011 Goals for Solano Community College District Governing Board and Superintendent-President. The motion carried unanimously.

(b) Agreement Between Kanatsiz Communications and Solano Community College District to Provide Web Site Redesign

Mr. Peter F. Bostic, Executive Director, Institutional Advancement, presented the agreement between Kanatsiz Communications and Solano Community College District to provide Web site redesign. Kanatsiz communications will provide a Web site redesign for the Solano Community College Web site, as well as design a template for the District's "MYSolano" portal and iModules home page. This agreement represents an in-kind gift of \$23,500 to the College.

Moved by Trustee McCaffrey and seconded by Trustee Keith to approve the Agreement between Kanatsiz Communications and Solano Community College District to provide Web site redesign. The motion carried unanimously.

Dr. Laguerre drew the Board's attention to the updated Agenda template that includes reference to government code, Board Policy, and estimated fiscal impact, which enables the Board to better understand why they are approving a given Board Agenda item which lends itself to better open transparency.

Academic and Student Affairs

(c) Final Draft of Accreditation Follow-Up Report

Executive Vice President Reyes, Academic and Student Affairs, presented the final draft of the Accreditation Follow-Up Report. The Accreditation Follow-Up Report has been vetted through the campus community, Superintendent-President’s Cabinet, and Shared Governance Council processes, and must be submitted to the ACCJC office no later than October 15, 2010.

Moved by Vice President Young and seconded by Trustee Chapman to approve the final draft of Accreditation Follow-Up Report. The motion carried unanimously.

10. INFORMATION/ACTION ITEMS – ACTION MAY BE TAKEN

(a) Facility Agreement with Solano Aquatic Sea Otters (SASO)

Mr. Robert Myers, Dean, Physical Education/Wellness/Athletics Division, presented the facility agreement with Solano Aquatic Sea Otters (SASO). Based on an ongoing relationship for over 20 years with SASO, the District was asked to establish fees for SASO in order for the organization to continue its mission of serving the community at large.

Dr. Laguerre stated that he carefully listened to what the leaders of SASO had to say and considered the long-term commitment SASO has made to this institution. We have provided a good place for them to provide opportunities for young people in the county and considered the effect on parents and kids. In these difficult budget times, it makes sense for us to support the reduction in fees at this time for SASO. If fees increase on an annual basis, fees would also increase for SASO at the reduced level.

Trustee Chapman expressed concern if there are others who want to take advantage of fee reductions; we need to honor those requests across the board. With that said, she stated, “We are defeating our intent of the initial Board Policy.”

Moved by Trustee McCaffrey and seconded by Trustee Chapman to approve the facility agreement with Solano Aquatic Sea Otters (SASO). The motion failed with the following roll call vote.

STUDENT ADVISORY VOTE: Student Trustee John M. Glidden did not concur.

AYES: Trustee Claffey, Trustee McCaffrey, and Board President Honeychurch

NOES: Trustee Thurston, Trustee Keith, Trustee Chapman, and Vice President Young

ABSENT: Absent

(b) Agreement for Professional Services Between Solano Community College District and Trudy Largent and Associates

Ms. Karen H. Ulrich, Director of Human Resources, presented the Agreement for Professional Services between Solano Community College District and Trudy Largent and Associates. The District is proposing to enter into an agreement with Trudy Largent and Associates to conduct a review of the District Police Department's use of force policy in general, and the use of firearm policy in particular; and to prepare a written report and make recommendations. Dr. Largent will begin working October 7, 2010; provide the written report to the District no later than February 1, 2011, at the rate of \$100 per hour, not to exceed a total cost of \$3,000.

Moved by Vice President Young and seconded by Trustee Thurston to approve the Agreement for Professional Services between Solano Community College District and Trudy Largent and Associates at the rate of \$100 per hour, not to exceed a total cost of \$3,000. The motion carried unanimously.

Trustee Keith inquired if the analysis will include investigation of the rules and ordinances policy about weapons on campus. Dr. Laguerre responded in the affirmative.

11. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Proposed Revisions and New Board Policies, Series 1000

Trustee Thurston, Chair of the Board Policy and Procedures Subcommittee, presented the proposed revisions and new Board Policies for Series 1000. Trustee Thurston advised that she, Trustees Keith and Young met on September 29, 2010, and are presenting three new policies and three revised policies and two policies with no change for information.

Trustee Thurston stated that the subcommittee is aware that the Series 1000 policies need major reorganization as to their logical order. When they make the transition to align numbers with the Community College League of California numbering system, this should be remedied for the most part. In addition, there are some duplications and the next report will include the recommendation to combine policies with the same topic. For example, there are two policies on Board Policies and Procedures and three on the Student Trustee.

In this review process, the subcommittee has studied the League Web site for policy and procedure language, as well as references and authority. In addition, they compared existing policy language with other community colleges in California.

Trustee Thurston extended special thanks to Judy Spencer for having her student worker, Trent Lloyd, do a number comparison between SCC policy numbers and the League policy numbers, which was a tremendous help to the subcommittee.

Board President Honeychurch reminded the Trustees they are welcome to give their input to the subcommittee.

12. ANNOUNCEMENTS

There were no announcements.

13. ITEMS FROM THE BOARD

Vice President Young, on behalf of her fellow Trustees, commended Dr. Jowel Laguerre and Mrs. Judy Spencer and other involved staff members for their forward thinking relative to the new positive feature to the Board's agendas, effective October 6, 2010, a new addition that contains the following information, if applicable: Government Code, Board Policy, Estimated Fiscal Impact, and California Education Code Sections. Vice President Young expressed thanks for referencing the agenda items with the appropriate codes and/or policies.

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

September 2010

18 – Attended SCC first home football game.

20 – Met with Dr. Laguerre to review the first draft of the sections of Accreditation IVB, Board and Administrative Organization, that the two of them are currently charged with writing for the 2011 Accreditation Report.

20 - Attended the Career Academies Master Plan Partnership (CAMPP) Collaborative meeting. Vice President Young is a member of the subcommittee to write the first draft copy of Best Practice #12 is to ensure that Career Academies provide students with post-secondary links. A successful articulation plan provides students with a clear path to their future by ensuring that each high school is affiliated with a post-secondary institution that will reward students with college credit. Trustee Thurston and Mr. José G. Riva, who is the Program Director of Destination College Solano County Education Consortium for U.C. Berkeley, are also members of this subcommittee for CAMPP.

24 – Attended, via conference call, the Accreditation Standard IVB Board and Administrative Organization committee meeting.

24 – Attended Alpha Pregnancy Resource Center 4th Annual Banquet for Life annual fundraiser, which was held at the Dan Foley Center in Vallejo.

25 – Participated in the Annual Gift for Life Block Walk sponsored by Sister Network, Inc., of Solano County. The walk in Vallejo placed emphasis on breast cancer awareness. The Solano County of the Links, Inc., with which Vice President Young holds membership, was one of the sponsors of the event.

25 – Attended the Continentals of Omega Boys and Girls Club public event which was an open house to show off their recently renovated clubhouse in Vallejo. In the past, Solano College has donated used discarded computers to the club. The clubhouse is open to all Vallejo children. Through the years, Vice President Young has donated over 200 unused mathematics textbooks to the Club.

25 – Attended SCC Clean and Green Day event, which was held on the Fairfield campus.

25 – Attended Vallejo Sister City 6th Annual International Dinner/Auction, which was held in Mare Island Museum in Vallejo.

26 – Attended American Association of University Women (AAUW) tea.

27 – Attended Vallejo Business and Education Alliance Committee meeting, which was held at SCC, Conference Room of the Vallejo Center.

October 2010

01 – Presenter at Solano Community College Scholarship Foundation Awards event, which was held in the SCC cafeteria.

03 – Attended Planned Parenthood Shasta-Diablo fundraiser, which was held in Vallejo at Thom’s Toy Room, located on Sutter Street. Trustee Thurston was also in attendance.

04 – Attended CAMPP collaborative committee meeting that was held in the conference room at the Vallejo City Unified School District Building, located on Mare Island. Trustee Thurston also attended.

Trustee Chapman advised that she attended several of the events included in Vice President Young’s report. Trustee Chapman shared that the Solano Coalition for Better Health (SCBH) supports a program called SKIP, Solano Kids Insurance Program, assuring every child in the county has health care insurance. Trustee Chapman announced that SCBH is sponsoring a golf tournament on Friday, October 15 at the Chardonnay Golf Club in Napa and offered up raffle tickets for three major prizes. Trustee Chapman asked Dr. Laguerre to express to the College Choral Group how much she enjoyed their participation at the MOU signing.

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

September 2010

24 – Attended Red Cross Heroes Breakfast in Suisun where Fighting Back Partnership received an award for their work in the community. Trustee Thurston serves as President of the Board.

27 – Attended a meeting with local business and education leaders at the Vallejo Center to discuss matters of mutual interest with the College.

27 – Attended MOU signing between Sonoma State University and SCC at the Vallejo Center, which was a proud moment for the College, as well as the residents of Vallejo, Benicia, and all of Solano County. The event was very well attended.

October 2010

02 – Attended 20th Anniversary celebration for Fighting Back Partnership on Mare Island. Congressman Miller was the speaker for this very successful event. Executive Director of Institutional Advancement, Peter Bostic, was also in attendance.

Student Trustee Glidden reported that he attended the MOU signing, the Solano Community College Scholarship Foundation Awards event, and the theatre production of RENT, an excellent production. Student Trustee Glidden acknowledged the passing of Dolores Finnerty, former employee at the Vallejo Center, who was a respectful and good person—one of the people who made this a great place to go to school. Ms. Finnerty worked at the College for four years and was a smiling and pleasant presence at the Vacaville Center before she was transferred to the

Vallejo Center. Student Trustee Glidden requested that the Board Study Session be dedicated in her memory.

Board President Honeychurch announced that he attended the MOU signing, which was well prepared and executed. President Honeychurch stated how impressed he was with the number of people, including political and educational leaders, who attended the signing. He recognized the key role Dr. Kea played in planning the event. There was applause from those present in the audience.

Trustee McCaffrey reported that the *Vacaville Reporter* had a nice editorial on the MOU signing that reminded the community of our pledge to go after California Sacramento University-Sacramento for a similar partnership with the Vacaville Center. Dr. Laguerre informed the Board that he has a meeting scheduled with Dr. Alexander Gonzalez, President of Sacramento State in December.

Board President Honeychurch recessed the meeting at 8:09 p.m.

14. CLOSED SESSION

- (a) Conference with Labor Negotiator
Agency Negotiator: Karen H. Ulrich
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39
- (b) Public Employee Discipline/Dismissal/Release
(No additional information required.)

Board President Honeychurch called the Closed Session to order at 8:15 p.m.

15. RECONVENE REGULAR MEETING

Board President Honeychurch reconvened the Regular session at 8:40 p.m.

16. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Honeychurch reported that the Board held Conference with Labor Negotiator for CCA/CTA/NEA, CSEA, Operating Engineers—Local 39 in Closed Session, and no action was taken.

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

17. ADJOURNMENT

There being no further business, *the meeting was dedicated in memory of Dolores Finnerty*, and adjourned at 8:41 p.m.

JCL:js

BOARD MINUTES.10.06.10.FINAL

DENIS HONEYCHURCH, J.D.
BOARD PRESIDENT

APPROVED

JOWEL C. LAGUERRE, Ph.D.
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