

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES

July 20, 2011

1. CALL TO ORDER

A regular meeting of the Solano Community College District Governing Board was called to order at 6:30 p.m., on Wednesday, July 20, 2011, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, California 94534-3197, by Board President Denis 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
Rosemary Thurston
Lexi Parmer, Student Trustee
Jowel C. Laguerre, Ph.D., Secretary

Members Absent:

Phil McCaffrey

Others Present:

Peter F. Bostic, Executive Director, Institutional Advancement
Yulian I. Ligioso, Vice President, Finance and Administration
Thomas Watkins, Academic Senate President
Judy Spencer, Executive Coordinator, Superintendent-President and Governing Board

4. APPROVAL OF AGENDA

Board President Honeychurch reported that Dr. Jowel Laguerre, Superintendent-President, pulled Item 11.(a) First Reading of Proposed Academic Calendar for 2012-2013, page 52, and Item 11.(b) First Reading – Review of Student Services Policies, Series 5000, page 55, from the Agenda.

Moved by Trustee Chapman and seconded by Trustee Thurston to approve the Agenda as amended. The motion carried unanimously.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Honeychurch recognized Ms. Monica Brown, Fairfield resident, who requested to comment on the condition of the swimming pool in the Physical Education and Athletics Department. Ms. Brown was pleased to report the water is pristine and clear and a pleasure to swim in. She stated it was her hope it would continue to be enjoyable for the duration of the summer and when the academic school year begins.

6. REPORTS (NO ACTION REQUIRED):

(a) Shared Governance Council

Dr. Jowel Laguerre, Superintendent-President, reported that the Shared Governance Council, along with the Academic Senate, met on July 13, 2011, to review and approve the 2011 Self-Study Report. Dr. Laguerre expressed his appreciation to Dr. Jeffrey Lamb and Ms. Tracy Schneider for the great work they have done on the report.

(b) Superintendent

- ***Special Presentation - Team Travis – Colonel James C. Vechery***
Commander of the 60th Air Mobility Wing, Travis Air Force Base, California

Dr. Jowel Laguerre, Superintendent-President, introduced to the Board Colonel James Vechery from Travis Air Force Base, Commander of the 60th Air Mobility Wing. Colonel Vechery introduced Captain Valdanesco who was job shadowing him and is currently assigned to David Grant Medical Center. The Colonel gave a PowerPoint presentation to the Board highlighting the multiple reasons why TAFB is an asset to the county and the many contributions it makes to the community at large. TAFB is basically a small city, accommodating 122,000 active duty and reservists, military families, civilians, and retirees and their families within a 50-mile radius. Colonel Vechery reported on the background of TAFB, its family, its mission, and its future; assuredly, a base with world class readiness. ***Team Travis – AIR POWER!***

Board President Honeychurch thanked Colonel Vechery for his enthusiastic and comprehensive presentation to the Board.

A full and complete copy of the PowerPoint presentation is available for review in the Office of the Superintendent-President.

It gave Colonel Vechery pleasure to present to the Governing Board an American flag, (the Stars and Stripes) that was proudly flown on the 29th day of April 2011, over the Craig Joint Theater Hospital at Bagram Airfield, Afghanistan, at the request of 1Lt. Sheilla S. Joseph, a friend and supporter of the College, in appreciation of the College's support to the military. It represents the American resolve following the attack on the World Trade Center and the Pentagon on September 11, 2001, and bears witness to the destruction of terrorist forces threatening the freedom of the United States of America and the world.

“Let every nation know, whether it wishes us well or ill, that we shall pay any price, bear any burden, meet any hardship, support any friend, oppose any foe to assure the survival and the success of liberty.” John F. Kennedy, 35th President of the United States

- **Redistricting – Ms. Kimi Shigetani, Vice President**
Community College League of California

In the absence of Ms. Kimi Shigetani, Vice President, *Community College League of California* (CCLC), Mr. Paul Mitchell, Consultant with Redistricting Partners and Ms. Stacy Berger, League Staff, gave a PowerPoint presentation on Redistricting, 2010 Solano CCD, an overview of District and application of state/federal voting rights acts.

Redistricting is defined as the process of drawing district lines. It is done every ten years after the release of the U.S. Census data. The well-known examples are Congress and the Legislature. Community colleges with districts must also do redistricting. The Voting Rights Act (VRA) is the law guiding redistricting. Section 2 of the VRA increases minority voting power by protecting geographically compact, cohesive minority communities. If a district is, or can be, at least 50% of one ethnicity then it has this federal protection.

SCCD may or may not have to reconfigure its boundaries; however, it must do some analysis to determine the potential for racially polarized voting that would influence elections. There have been lawsuits all over the state that can be a big liability for districts if they do not pay proper attention to redistricting. The District will continue to work with the League and others to accomplish this task before the March 2012 completion date.

Board President Honeychurch thanked Mr. Mitchell and Ms. Berger 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 the Office of the Vice President of Finance and Administration.

Dr. Jowel Laguerre, Superintendent-President, reported back to the Board on the claim made by Ms. Ada Dempsey under public comments at the June 15, 2011, Board meeting that her transcripts had been destroyed. Upon investigation of Ms. Ada Dempsey's transcripts, Dr. Laguerre informed the Board that to the best knowledge of Admissions and Records, Ms.

Dempsey's transcripts were never received nor destroyed. As a result of a misunderstanding on the part of staff in other departments, the transcripts were not properly handled and were, therefore, not received in A&R.

Director Fountain has assured Ms. Dempsey via email that she will not be required to submit additional copies. Ms. Fountain has contacted the registrars of the other colleges. Ms. Dempsey had explained that she submitted transcripts from, DVC and Napa, and got new copies. Ms. Dempsey was assured that SCC would honor these as official copies. Dr. Laguerre stated that the matter has been handled and that we are in the process of giving her credit for courses completed.

7. CONSENT AGENDA – ACTION ITEMS

Board President Honeychurch reported that Dr. Jowel Laguerre corrected the Consent Agenda as follows: Item 7.(b), page 1, line 8, To be announced, *Director of Financial Aid*, should read ***Robin Darcangelo***, effective September 1, 2011, ALG Step 3, Range 46, \$87,347.09; Item 7.(b), page 1, line 10, To be announced, *Human Resources Manager*, was pulled from the Agenda.

Superintendent-President reported that Ms. Darcangelo has lived most of her life in Northern California, received her M.S. in Education & Counseling from the University of La Verne, and her B.S. in Organizational Leadership from Simpson University, and comes to Solano Community College with a wide variety of experience in education.

Superintendent-President

- (a) Minutes for the Meeting of May 18, 2011; Board Study Session Meeting of June 1, 2011; Meeting of June 15, 2011, and Special-Called Meeting of June 30, 2011

Human Resources

- (b) Employment – 2010-2011; Employment 2011-2012; Gratuitous Service

Finance and Administration

- (c) Warrant Listings
- (d) Extended Agreement with Roy V. Stutzman Consulting
- (e) Renewal Agreement with Dannis Woliver Kelley for Measure G Bond Projects for Construction, Contracting, and Closeout Issues
- (f) Resolution Authorizing Year-End Transfers, Resolution No. 11/12-01

Academic and Student Affairs

- (g) Renewal Agreement for Educational Services Between Bay Area Clean Water Agencies (BACWA) and Solano Community College District
- (h) Renewal of Children's Programs Contract CCTR-1341 and Resolution
- (i) Renewal of Children's Programs Contract CSPP-1613 and Resolution
- (j) University of California Center for Urban Education Service Agreement

Moved by Vice President Young and seconded by Trustee Chapman 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. RETIREMENTS OF STAFF WITH 10 OR MORE YEARS OF SERVICE

- (a) Resolution Honoring Bob Myers

Dr. Jowel Laguerre, Superintendent-President, presented the resolution honoring Bob Myers, who has served the Solano Community College District with distinction since 1992, when he first became the Dean of Physical Education and Athletics at Solano Community College. Dr. Laguerre stated that Bob has been one of the best Deans he has ever met and had the pleasure of working with, and has been one of the most solid academic administrators at the College. He is conscientious, and has done the best work he can for faculty, students, and the campus community at large, as well as serving as a great ambassador in the county. Dr. Laguerre read the following excerpt from the resolution:

Whereas, Bob Myers has at all times been an ambassador for Solano Community College founding the Solano Hall of Fame, restarting the Solano College Athletic Boosters Club, and serving on the Vacaville Chamber of Commerce; and

Whereas, Bob Myers' dedication and commitment to Solano Community College has earned the respect of the community, the College staff, faculty, and students; now, therefore be it

Resolved, That Bob Myers will be sorely missed, and the Governing Board expresses its sincere appreciation for his many contributions and wishes him well in his richly deserved retirement and future endeavors.

Moved by Trustee Chapman and seconded by Trustee Thurston to approve the resolution honoring Bob Myers' retirement from the Solano Community College District. The motion passed unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE – Lexi Parmer concurred.

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

NOES: None

ABSENT: Trustee McCaffrey

Board President Honeychurch commented that Bob came to Solano Community College when the PE Department was in chaos. He straightened out a lot of trouble and got it to the well-organized department it is today. He supports every athletic event by his attendance. Board President Honeychurch expressed his sorrow that Bob is leaving, but offered sincere congratulations upon his retirement. There was congratulatory applause and a standing ovation from those present in the audience.

Dr. Jowel Laguerre recognized Bob's wife, Mrs. Gloria Myers, and thanked her for her support of Bob's efforts on behalf of Solano Community College.

Dean Myers commented that with any life change that one goes through, it seems you miss the people who have associated with the most. After almost 20 years at the College, Bob said it is the people he is really going to miss. He expressed how much he has enjoyed the students and student athletes and staff. All have worked hard and accomplished a lot. Dean Myers wished the Board and his colleagues the best as they continue to work hard to move the College *onward and upward*. Dean Myers and his wife will be moving to Tucson, Arizona.

10. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent-President

(a) Approval of Employment Contract: Superintendent-President

Moved by Trustee Keith and seconded by Vice President Young to approve the employment contract for the Superintendent-President as presented. The motion passed. Trustee Claffey voted no.

Dr. Jowel Laguerre thanked the Board for extending his contract for another year. He said the Board has two jobs—to hire a President and to create an environment where other Presidents will want to work for the Board. For the past two years, Dr. Laguerre stated how much he has appreciated the support of the Board. His job is to make sure when he is no longer here other Presidents will be happy to replace him because of the structure and foundation in place. Dr. Laguerre stated his appreciation for the confidence the Board has in him as every day he works as hard as he can to make sure they are proud of the work he is doing and that of his team on behalf of students.

Board President Honeychurch stated he was happy to be able to approve the contract extension.

(b) Agreement Between Pauly Group, Inc., (PGI) and Solano Community College to Provide Candidate Referencing Services

Mr. Yulian Ligioso, Vice President of Finance and Administration, presented the agreement between Pauly Group, Inc., (PGI) and Solano Community College to provide candidate referencing services for the fiscal year 2011-12. The Pauly Group, Inc., is a prominent academic search consulting firm that works exclusively with community and technical colleges around the country to help recruit, reference, and hire senior administrators. Engaging the Paul Group, Inc., for prospective candidate reference checking will strengthen the District's hiring decisions. The contract shall not exceed \$15,000 and to mitigate costs only finalists will be forwarded. The approximate cost is \$2,000 per candidate.

Moved by Vice President Young and seconded by Trustee Thurston to approve the Agreement between Pauly Group, Inc., (PGI) and Solano Community College to provide candidate referencing services. The motion carried unanimously.

Finance and Administration

(c) Solicitation of Requests for Proposals (RFPs) for Bond Counsel and a Campaign Consultant

Yulian I. Ligioso, Vice President of Finance and Administration, presented the solicitation of request for proposals (RFPs) for Bond Counsel and a Campaign Consultant. In anticipation of a future local Proposition 39 general obligation bond election, District staff is in the process of assembling a bond team to make recommendations and provide analysis about the timing of the possible measure. Earlier Board action authorized release of Requests for Proposals (RFPs) for Investment Banker/Underwriter and Public Opinion Research/Polling Services.

While the District is represented by current counsel in Measure G, they continue to provide support to the CBOC as needed and free of charge and are lead counsel to the League for the TRAN process (a borrowing vehicle) which we participate in. We propose to send out requests for qualifications for such services to bolster transparency and constituency involvement to this process of selecting the prospective bond team.

Regarding the Campaign consultant, we seek such services to help the District develop an information/communication strategy and/or materials to portray college facilities needs tied to the Educational Master Plan (EMP). To that end this firm will be working with the pollsters, the underwriters, MIG, and the college. This is not advocacy. As such their fees will legitimately be paid out of capital outlay fund/redevelopment funds. Advocacy will come at a later date. Once the Board approves moving forward with the election, the campaign consultants would be hired by the campaign committee and their fees would then be paid with private funds.

Moved by Trustee Thurston and seconded by Vice President Young to approve the solicitation of requests for proposals for Bond Counsel and a Campaign Consultant. The motion carried unanimously.

(d) Solicitation of Request for Qualifications (RFQ) for Consultant for the Development of a Facilities Master Plan Update

Yulian I. Ligioso, Vice President of Finance and Administration, presented the solicitation of request for qualifications (RFQs) for consultant for the development of a Facilities Master Plan Update. The District is in the process of updating its Educational Master Plan (EMP), which will further develop current and potential academic program plans at each college to include the contract education/workforce development component of the District. The District will use the proposed capital facilities planning process to identify the remaining needs for completion of the existing bond measure, to support requests for funding from future state-wide bond measures or for a future general obligation facilities bond measure to fund the facilities additions and enhancements as identified by the plan. The Facilities Master Planning will run concurrently with the Educational Master Planning and the selected consultants will collaborate with facilities and District staff, as well as MIG. The funding source is through capital outlay and redevelopment funds.

Moved by Trustee Keith and seconded by Vice President Young to approve the solicitation of request for qualifications (RFQ) for Consultant for the Development of a Facilities Master Plan Update. The motion carried unanimously.

(e) Anticipated Bid Dates for Measure G Projects

Mr. David Froehlich, Director of Facilities, together with Mr. Lester Young from Kitchell CEM, presented the anticipated bid dates for Measure G Projects. Design work was completed and the projects identified, i.e., Vallejo Expanded Parking Facilities and Pad for Modulars with Utilities (bid target \$400,000); and Fine Arts Remodel of Building 1300 (bid target \$4,100,000), have received or are anticipated to receive DSA approval in the near future. Staff requested Board approval to solicit competitive bids for the projects shown, subject, and subsequent to receiving DSA approval.

Moved by Vice President Young and seconded by Trustee Thurston to approve the anticipated bid dates for Measure G projects as identified. The motion carried unanimously.

11. INFORMATION ITEMS – NO ACTION REQUIRED

(a) First Reading of Proposed Academic Calendar for 2012-2013

This item was pulled from the Agenda.

(b) First Reading – Review of Student Services Policies, Series 5000

This item was pulled from the Agenda.

(c) Draft 2011 Accreditation Self-Study Report

Dr. Jeffrey Lamb and Ms. Tracy Schneider presented the draft 2011 Accreditation Self-Study Report. Both expressed their gratitude to the Shared Governance Council and the Academic Senate for the work they did to give final approval of the draft, and especially for the work they put in over the summer months.

Ms. Schneider stated that a “ton of effort” has gone into the report by faculty, staff, students, administration, and the Board of Trustees. Everyone worked really hard. She also recognized the organizational skills and support of Dr. Jeffrey Lamb, Accreditation Liaison Officer over the past year.

Ms. Schneider reported that the draft Self-Study Report is on the Wiki and on the main SCC Web site under General Public-Accreditation. The final editing of the report is being done by an outside source. No changes are being considered at this point in time that are not substantive. The printing will also be done by an outside source. The due date is August 24, 2011, which is eight weeks before the Team Visit. After it goes to the printer, then work will begin on hyperlinking and providing hard copy evidence.

Board President Honeychurch recognized Mr. Thom Watkins, Academic Senate President, who commented on how pleased the Academic Senate is with the hard work that has occurred on the Self-Study Report and the ease of read of the report for edits.

Dr. Jowel Laguerre, Superintendent-President, advised that a letter over the signature of Dr. Barbara A. Beno, President of ACCJC, dated July 18, 2011, was received today identifying the team composition for the scheduled visit October 24 – 27, 2011. A copy of the letter was shared with the Board of Trustees. If anyone can identify any conflict of interest or other concerns of the team composition, the Board was asked to contact Dr. Laguerre.

Dr. Jeffrey Lamb complimented the Board Accreditation Leadership Subcommittee, chaired by Vice President Young, and joined by Trustees Claffey and Chapman, for their hard work on the Self-Study Report. They provided good insight and were very helpful in providing an accurate document. Trustee Chapman echoed Dr. Lamb and expressed appreciation to Vice President Young for her leadership.

Dr. Laguerre acknowledged the hard work of the students who have been supportive and played an active role in the writing of the document.

This item will return to the Board for approval at the Board Study Session scheduled August 3, 2011.

(d) Draft Proposed Resolution Directing the Solano Community College District to Explore Opportunities for Collaboration

Trustee Keith presented the draft proposed resolution directing the Solano Community College District to explore opportunities for collaboration, in particular as it relates to agencies in Vallejo,

sharing buildings and grounds, vehicle maintenance, administrative services such as Information Technology and Human Resources, together with other opportunities, and committing staff resources in this effort. Members of the Vallejo Interagency Committee reviewed the draft resolution and made recommendations to include agencies and businesses in Vallejo to participate.

Vice President Young stated that the Vallejo City Council approved this resolution and passed it at their last meeting. Trustees Keith and Young and Dean Kea serve as members of the Interagency Committee.

This item will return to the Board for approval at the August 3, 2011, Board Study Session.

(e) Solano Community College District Governing Board How Do We Rate Checklist Summary

In order for the Governing Board to focus on the institution's major issues and questions of policy, the Board of Trustees are encouraged to delegate full responsibility and authority to the President to implement and administer Board policies and the operation of the College. The institutional leaders should likewise foster empowerment, innovation, and institutional excellence through dialogue that builds trust and increases focus on student learning and assessment of learning outcomes, institutional effectiveness, and integrity.

Dr. Jowel Laguerre, Superintendent-President, presented the results of the second quarter, "How Do We Rate Checklist," summary for April, May, and June 2011. This checklist is used as a tool in evaluating the progress of the Solano Community College District Governing Board in identifying the institution's resolution of the Accreditation Team recommendations.

Areas of concern were noted as follows by one participant: *Does the CEO always ask the Board to make major decisions with advance preparation?*; and, *Do we rely on our CEO for leadership and have confidence in his or her recommendations?*

Six elected Trustees participated, rating the Board as effective (90 or above), and rated the Board as an effective leader for this quarter.

12. ANNOUNCEMENTS

There were no announcements.

13. ITEMS FROM THE BOARD

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

June 2011

27 – Interagency Committee meeting at Vallejo City Hall.

29 – Solano EDC Breakfast meeting at Fairfield Hilton Garden Inn.

July 2011

11 – An Evening with Belva Davis at the Vacaville Museum. Belva Davis was the first black female TV journalist in the West. Solano County Chapter of the Links, Inc., a local community service organization, which Vice President Young is a charter member, was one of the five sponsors of this informative event. Trustee Chapman’s sorority also helped sponsor the event, and Dr. Jowel Laguerre also attended the event.

13 – Chaired the Board’s Accreditation Leadership Subcommittee that met to discuss the draft copy of the 2011 Institutional Self-Study Report of Reaffirmation of Accreditation. Trustees Chapman and Claffey were also present at this meeting, together with Ms. Tracy Schneider, Dr. Jeffrey Lamb, and EVP Arturo Reyes.

19 – 2011 Vallejo Juneteenth debriefing committee meeting.

Board President Honeychurch recessed the regular meeting at 7:55 p.m.

14. CLOSED SESSION

- (a) Conference with Labor Negotiator
Agency Negotiator: Sandra Dillon
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 8:02 p.m.

15. RECONVENE REGULAR MEETING

Board President Honeychurch reconvened the regular meeting at 8:10 p.m.

16. REPORT OF ACTION TAKEN IN CLOSED SESSION

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

Board President Honeychurch reported that the Board took action in Closed Session to discontinue the following position: 0.8 Administrative Assistant III – Green Grant program, and to authorize the Superintendent-President or his designee to give notice of termination of employment to the affected employee and take any other action necessary to effectuate this resolution. This Resolution, No. 11/12-02, passed with the following roll call vote.

AYES: Trustee Keith, Trustee Chapman, Trustee Thurston, Trustee Claffey, Vice President Young, and Board President Honeychurch
NOES: None
ABSTAIN: None
ABSENT: Trustee McCaffrey

17. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:15 p.m.

JCL:js

BOARD MINUTES.07.20.11.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.

After adjournment, the Board of Trustees posed for a photograph for use in an upcoming Report Card to the public that will be shared with constituents and the taxpayers who have been supportive of our College since its inception.