

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES
October 19, 2011

1. CALL TO ORDER

A meeting of the Solano Community College District Governing Board was called to order at 6:30 p.m., on Wednesday, October 19, 2011, in the Multi-Use Room of the Vacaville Center located at 2001 North Village Parkway, Vacaville, California 94688, 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
Phil McCaffrey
Rosemary Thurston
Jowel C. Laguerre, Ph.D., Secretary

Members Absent:

Lexi Parmer, Student Trustee

**Arrived after roll call.*

Others Present:

Peter F. Bostic, Executive Director, Institutional Advancement
J. Arturo Reyes, Executive Vice President, Academic and Student Affairs
Thomas Watkins, President, Academic Senate
Judy Spencer, Executive Coordinator, Superintendent-President and Governing Board

4. APPROVAL OF AGENDA

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

5. COMMENTS FROM MEMBERS OF THE PUBLIC

There were no comments from members of the public.

Board President Honeychurch recessed the meeting at 6:32 p.m.

Trustee Chapman arrived after roll call at 6:33 p.m.

6. 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.)
- (c) Conference with Real Property Negotiator
Property: 2000 N. Village Parkway, Vacaville, California 95688
Negotiating Party: Jowel C. Laguerre, Ph.D.
Negotiating Parties: Solano Community College District and Sierra Properties
Under Negotiation: Price and Terms of Payment

Board President Honeychurch called the Closed Session to order at 6:38 p.m.

7. RECONVENE REGULAR MEETING

Board President Honeychurch reconvened the regular meeting at 6:48 p.m.

8. 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 discussed Public Employee Discipline/Dismissal/Release in Closed Session, and no action was taken.

Board President Honeychurch reported that the Board held Conference with Real Property Negotiator regarding SCCD and Sierra Properties in Closed Session, and no action was taken.

9. REPORTS (NO ACTION REQUIRED):

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

Ms. Anna Maria Eljach, ASSC Governing Board Representative, reported that:

--ASSC just received the second half of the bookstore payment. It will be under action at the next meeting.

--this weekend, eight ASSC members and the advisor will attend the California Community College Student Affairs Association Conference. It is an annual leadership conference and Solano ASSC attends it yearly.

--ASSC is concerned because there is no formal agreement with Barnes and Noble for the yearly stipend ASSC receives. Perhaps an MOU, either from Barnes and Noble or the College can be added. Over the last two years, \$22,355 is what was verbally agreed upon.

Dr. Laguerre commented that Barnes and Noble have agreed to the commitment of a yearly stipend to ASSC.

(b) Academic Senate

Professor Thomas Watkins, Academic Senate President, reported that:

--Dr. Susanna Crawford was elected as the Senate's new vice president.

--the Senate voted to revise their Constitution, which was approved overwhelming 55 to 7. Senate representation has been restructured to accommodate two representatives from each School; two Senators-at-Large; two adjunct faculty members, with the addition of a vice president and counselor as permanent members of the Academic Senate.

--the Senate viewed presentations from five new learning systems platforms to possibly replace the current eCollege platform. Chair Dale Crandall-Bear facilitated the review committee. Many favorable comments were received regarding the presentations.

--there will be three opportunities for the Senate to view the Educational Master Plan currently being developed on October 21, November 28, and a yet-to-be determined day in January. The Senate is eagerly looking forward to working with MIG, Inc., on this important project.

--the Senate listened to a presentation by EVP Reyes and Dean Lamb on the Accreditation Self-Study entitled, "What Everyone Should Know About Accreditation."

Dr. Laguerre reported on the learning management system (eCollege) and stated that currently we are paying \$400,000 a year for this service. We know there are good systems available for a lot less money. In an environment where fiscal resources are scarce, Dr. Laguerre applauded the faculty for tackling this important issue. We need to enhance what we do as well as save money. Dr. Laguerre thanked President Watkins for the cooperation and support of the faculty for making this happen. The College will be well served by the new systems being reviewed.

(c) Shared Governance Council

Dean Erin Vines, Counseling and Special Services, reported that:

--the Shared Governance Council met on October 12, 2011.

--Director Froehlich shared a list of potential projects for discussion with how the community and the College will be involved in the development of the Educational Master Plan process.

--EVP Reyes and Dean Lamb are preparing for the Accreditation Team Visit scheduled October 24-27, 2011. Dr. Lamb reviewed pertinent parts of the Self-Study by standards, as well as reviewed the planning agenda items. Both updated the SGC on what the campus community should expect during the Team Visit.

--PERT's next meeting is October 18, 2011. The members intend to edit the District multiple plans to a manageable number. The Strategic Proposal process will change the current deadline to a September to May cycle, shortening the current timeline significantly. The deadline for the current cycle will be extended.

--the agenda for the October 19, 2011, BOT meeting was reviewed.

(d) Superintendent

- ***Two State of California Bills Signed by the Governor (Will Save Students and Colleges Time and Money)*** – Barbara Fountain, Director, Admissions and Records

This item was postponed to a future meeting.

- ***Accreditation Status Update*** – J. Arturo Reyes, Executive Vice President, Academic and Student Affairs

Executive Vice President Reyes gave the Board an update on the Self-Study Report and the “Big Show” that has been taken on the road with contingency meetings across campus. ALG will view the PowerPoint presentation that has been prepared for the Team Visit tomorrow. EVP Reyes reported that all the details of the visit will be on the Web site for everyone to review.

EVP Reyes and Dr. Lamb both thanked faculty, staff, students, and the Board Members for their hard work in putting the Self-Study Report together. EVP Reyes stated that the Planning Agenda items have been limited to four this year as opposed to 182 previously. These four items explain numerous pieces of our planning efforts.

EVP Reyes reminded the Board of their appointments with Team members as follows:

- October 25 – President Honeychurch and VP Young – 4:30 p.m., in the Board Room
- October 26 – Trustees Keith, McCaffrey and Thurston – 4:00 p.m., in the Board Room
- October 26 – Trustees Claffey and Chapman – 5:00 p.m., in the Board Room

EVP Reyes encouraged everyone to view the Accreditation Web site where BIOS and photos for each Team member are available, together with the Team Visit schedule.

The Self-Study Report reflects that the campus community is optimistic and assured that we are meeting the Standards of Accreditation. All of us will be available to affirm what we put in the Self-Study is accurate. The Visiting Team is coming to validate what we wrote in the document is accurate. We are looking forward with anticipation to the Team Visit and are confident we will have a positive outcome.

Dr. Jowel Laguerre, Superintendent-President, reminded the Board of the incident that recently occurred in the Health Care Committee that was reported by SCFA President Snow at the September 21, 2011, Board meeting. We received correspondence from the affected faculty member, and all is well. President Snow alluded to another incident that happened before, but Dr. Laguerre assured the Board it was handled properly. Neither the Board nor the Superintendent-President condone or support faculty bashing or disrespect. The administration will continue to prevent and deal with such occurrences.

Dr. Laguerre advised that a Student Services Council was established this past July, which represents a group of all functions in Student Services. This Council was established because the Board shared in April that they wanted to improve how students enter the College in a good way and to ensure that we attend to students properly, with great customer service, making sure all employees understand what is happening in their sector in order for all to be on the “same page” with students getting the same information in all areas. We are working diligently to take care of issues promptly. The Student Services Council is planning a retreat in March 2012. The Board was invited to drop by and say hello and observe if time permits.

Dr. Laguerre stated that AB684 allows districts to change their voting system from at-large to individual districts by submitting the change to the Board of Governors for approval. The old legislation language would have required a costly special election. We thank the CCLC for advocating for this change.

10. CONSENT AGENDA – ACTION ITEMS

Board President Honeychurch reported that Dr. Jowel Laguerre, Superintendent-President, made the following correction to the Consent Agenda: Item 10.(c), page 2, Employment 2011-2012, line 6, to be announced, Coordinator, Marketing and Student Recruitment, ALG, Range 33, to be determined, should read *Shemila Johnson, effective November 1, 2011*.

Superintendent-President

- (a) Minutes for the Regular Meeting of September 21, 2011, and Board Study Session held October 5, 2011, will be approved at a future meeting.
- (b) Donation

Human Resources

- (c) Employment – 2011-2012; Gratuitous Service

Finance and Administration

- (d) Warrant Listings

Academic and Student Affairs

(e) Amended Renewal of Children’s Programs Contract – CSPP – 1613

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

11. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

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

(a) Resignation to Retire – Jeanette McCarthy

Moved by Trustee McCaffrey and seconded by Trustee Keith to approve the resignation to retire for Jeanette McCarthy, effective May 23, 2012. The motion carried unanimously.

Dr. Jowel Laguerre commented that Ms. McCarthy’s service to the District has been appreciated and that she will be missed.

13. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Finance and Administration

(a) Award of the Contract for the Asbestos Abatement in Building 1300 (Fine Arts)

Dr. Jowel Laguerre, Superintendent-President, presented the Award of the Contract for the Asbestos Abatement in Building 1300 (Fine Arts), and stated that we are in the process of renovating Building 1300 through Measure G Bond funds. Professional Asbestos & Lead Services, Inc., (PALS) of Stockton, California, submitted the low bid in the amount of \$72,850.

Moved by Vice President Young and seconded by Trustee Keith to approve the Award of the Contract for the Asbestos Abatement in Building 1300 (Fine Arts) in the amount of \$72,850. The motion carried unanimously.

Academic and Student Affairs

(b) Children’s Programs Facilities Renovation and Repair Contract – CRPM – 1093 and Resolution

Dr. Jowel Laguerre, Superintendent-President, presented the Children’s Programs Facilities Renovation and Repair Contract – CRPM – 1093 and Resolution. Dr. Laguerre stated that the staff in the Children’s Programs has been working diligently to provide the best opportunity for our children. We are excited that we have a director who understands what needs to be done for our children, and this contract provides that additional support needed.

Moved by Vice President Young and seconded by Trustee Thurston to approve the Children's Programs Facilities Renovation and Repair Contract – CRPM – 1093 and Resolution. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE – Absent.

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

NOES: None

ABSENT: None

14. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Community College League of California Agreement Utilizing the League's Redistricting Program

Dr. Jowel Laguerre, Superintendent-President, stated that the Governing Board at their September 21, 2011, meeting approved an agreement between Solano Community College District (SCCD) and the Community College League of California (CCLC) utilizing the League's Redistricting Program in order to evaluate the needs of the District in regard to its Trustee election process. At the meeting held October 5, 2011, staff from the CCLC, together with the consultant, gave a redistricting update.

Dr. Laguerre introduced Messrs. Paul Mitchell and Chris Chaffee from Redistricting Partners, who presented map options regarding Trustee area lines. Feedback from the last meeting was incorporated into the maps presented for information.

Mr. Mitchell and Mr. Chaffee gave a PowerPoint presentation of the two options (Option 1 and Option 3—with Option 3 essentially being the same as option 1, with the biggest difference in District 5). The Board members interacted with Mr. Mitchell and Mr. Chaffee with questions and answers relative to their presentation.

A copy of the PowerPoint presentation and Options 1 and 3 Maps are available for review in the Office of the Superintendent-President.

Dr. Laguerre stated that after the Board makes their final decision and approves the option they wish to move forward with that the information will then go to the public for their input. There will be a thirty-day turnaround time for all concerned parties to have been informed by December. The goal is to have all the work completed by March 2012.

This item will return for approval at the November 16, 2011, Governing Board meeting.

Google maps will be made available to the Board of Trustees and links are herewith attached to these minutes.

www.redistrictingpartners.com/solano/map1

www.redistrictingpartners.com/solano/map3

(b) Review of Benefit Services by PSW Benefit Resources

Ms. Sandra Dillon, Interim Director of Human Resources, introduced Mr. Peter Wantuch of PSW Benefit Resources, who provided a review of benefit services provided for Solano Community College.

Mr. Wantuch began by identifying SCC employee benefit/insurance services provided by PSW as follows:

- Established rapport and confidence with bargaining units, Human Resources, and management.
- Reviewed and clarified all current in-force insurance plans.
- Created an online benefit information center for employee/dependent use on a 24/7 basis.
- Successfully negotiated July 1, 2011, medical insurance renewal rates below normal market levels.
- Presented numerous alternative medical insurance benefits/rates savings options.
- Explored alternate insurance providers, carriers, and vendors/arrangements for savings.
- Successfully assisted in filing for claims refunds with the Employee Retirement Reimbursement Plan—current pending refund of \$48,000.
- Collectively met monthly with all bargaining units and management to review insurance concepts and discussed viable savings options.
- Provided material and assistance for July 1, 2011, Dependent Child Special Open Enrollment.
- Conducted dependent audit yielding over \$172,000 in annual savings to Solano Community College.
- Assisted in providing all employee materials for November 1, 2011, open enrollment.
- Conducted benefit administrative training for Human Resources and Payroll Departments with ongoing assistance and training being provided.
- Direct resolution of claims and administrative issues with employees, dependents, and Human Resources Department.
- Goal of PSW Benefit Resources is to be the Human Resources Benefits Administrator for Solano Community College.

(c) Facilities Master Plan Presentation by ARCHITECTURE/vbn

Dr. Jowel Laguerre, Superintendent-President, presented the Facilities Master Plan Presentation by ARCHITECTURE/vbn. As part of the College's long-range strategic planning processes on July 20, 2011, the Board approved a request to solicit proposals for a Facilities Master Plan. Over the next two weeks, the Finance and Administration Office sent such Requests for Proposals to twenty-two (22) firms who also participated in an on-site information pre-bid conference on August 9, 2011. The District subsequently received nine submittals and all nine firms were interviewed by a panel consisting of faculty, staff, and managers who short-listed three firms as prospective candidates. After extensive reference checking, ARCHITECTURE/vbn was determined to be the recommended finalist. As a result of that

process, ARCHITECTURE/vbn provided a presentation of its approach to the planning process, how they interface with the Educational Master Plan effort and some discussion of the results of their effort.

The Review Team Panel consisted of Ms. Laura Scott, Mr. David Froehlich, Professor Jim DeKloe, Mr. Rich Augustus, Ms. Debbie Luttrell-Williams, V.P. Yulian Ligioso, and Mr. Roy Stutzman.

Presenting from ARCHITECTURE/vbn were Rob Barthelman-Principal; Suniya Malhotra, Professional Architect; and David Gates, Landscape Architect.

Mr. Barthelman stated that they propose to work with the District by mapping out opportunity not only by identifying facilities, but long-term investments that come from this study. Facilities master planning is not putting buildings on campus, but rather facilitating curriculum that the District is trying to provide to students. As architects, they change perceptions by talking more about how the facilities support educational master planning. As they go through this process working with stakeholders of District, they are integrally involved, and data is discussed for capturing facilities to support current and future needs that are done efficiently and effectively. Any planning is ensuring everyone affected by that planning has an opportunity to be involved. We don't come in and say this is our process, but instead we work within the established structure of District. Mr. Barthelman concluded by stating this is a great opportunity for both processes to benefit each other—facility and educational master plan—and is looking forward to working with the District.

The contract with ARCHITECTURE/vbn will be approved at the next Board meeting.

(d) Proposed Naming Opportunity for the Fitness Ramada

Ms. Terri Pearson-Bloom, Interim Dean of School of Human Performance and Development, presented the Proposed Naming Opportunity for the Fitness Ramada.

Dean Bob Myers has served the Solano Community College District with distinction for 19 years as the Dean of Physical Education and Athletics Division. Under the direction of Bob Myers, the Physical Education and Athletic programs soared to new heights, winning numerous championships and achieving great success on and off the field. Bob Myers founded the Solano College Athletic Hall of Fame, of which he was recently inducted. His contributions, accomplishments, and accolades are many and the students were the true benefactors.

This naming opportunity is being proposed to honor the service of Bob Myers to Solano Community College, and in particular to recognize the monetary and gift in-kind donations he procured for the College through his fundraising. Bob Myers went above and beyond in this area. Bob solicited corporate sponsorships, sought out individual gifts, held fundraisers, and through his efforts was able to generate hundreds of thousands of dollars, in the course of his career, in contributions to the College. Ms. Pearson-Bloom stated she is asking, on behalf of the School and campus community, that Bob Myers be honored for these financial contributions by naming the Fitness Ramada after him. The Fitness Ramada was a facility that was realized through the efforts

and vision of the Measure G P.E. Bond Committee, of which Bob chaired. How fitting that a fitness facility that he helped to create, that was once just a patch of grass, will now bear his name. Robert L. Myers is certainly deserving of such a lasting recognition.

A trustee inquired where the Ramada exists. Ms. Pearson-Bloom responded by stating it is the area in between the soccer field and the new annex outside the soccer field. It is a roof structure over a fitness turf area with no walls; only four poles.

Dr. Laguerre indicated that Board Policy states that the Superintendent-President will consult and ask for the support of the Educational Foundation Board before making the recommendation to the Board. Dr. Laguerre stated he has met with the President of the Board and they do support this naming opportunity.

This item will return to the Board for action at the next regular meeting.

15. ANNOUNCEMENTS

Trustee Chapman acknowledged receipt of the letters of appeal from students in the Physical Education Adaptive P.E. classes, encouraging the District to maintain their classes.

16. ITEMS FROM THE BOARD

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

September 2011

23 – SCCD Educational Master Plan presentation by MIG, Inc., at the Vallejo Center.

24 – Solano County Education Initiatives' Conference, which was held at Solano College Theatre.

24 – Vallejo Sister City Annual Auction Dinner.

October 2011

01 – 5th Annual Awards and Recognition Gala, which was held at C.C. Yin's Ranch

03 – SCC 2011 Athletic Hall of Fame Induction Ceremony, which was held at the Hilton Garden Inn in Fairfield.

12 – Attended the American Association of University Women presentation by our Tech Prep class for 2011. We sponsored these 8th grade girls from Vallejo and Benicia to attend a week long Math and Science workshop at Sonoma State University.

14 – Vallejo Education and Business Alliance (VEBA) Committee meeting, which was held at the Vallejo Center.

14 – Attended the Listening Tour on Middle College, which was held at Contra Costa College.

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

September 2011

- 23 – Vallejo Center Expansion Advisory Committee meeting at the Vallejo Center.
- 23 – SCCD Educational Master Plan presentation by MIG, Inc., at the Vallejo Center.
- 24 – Solano County Education Initiatives' Conference, which was held at Solano College Theatre. The theme was *Increasing Student Achievement – What Teachers, Parents and the Community Must Do!* The opening keynote and workshop presenter was Mychal Wynn, author, educational consultant and parent advocate.
- 24 – Vallejo Sister City Annual Auction Dinner, which was held at the museum on Mare Island.
- 25 – Citizens for Vallejo Candidates Forum, which was held at the Masonic Temple in Vallejo.
- 26 – Interagency Committee meeting, which was held in Vallejo City Manager's Office.

October 2011

- 01 – 5th Annual Awards and Recognition Gala, which was held at C.C. Yin's Ranch. The theme for the gala was *Inspire Learning*.
- 03 – SCC 2011 Athletic Hall of Fame Induction Ceremony, which was held at the Hilton Garden Inn in Fairfield. One of Vice President Young's mathematics students at SCC, Quisha Simon, was an inductee. Quisha was inducted because of her outstanding contributions she made to the soccer team while at Solano. She is the daughter of Cynthia Simon, SCC employee.
- 11 – 2012 Vallejo Juneteenth Committee meeting. Vice President Young was elected vice president of this committee.
- 14 – Vallejo Education and Business Alliance (VEBA) Committee meeting, which was held at the Vallejo Center.
- 14 – Attended the Listening Tour on Middle College, which was held at Contra Costa College. The Listening Tour was on middle college as it exists on their campus. This tour was also attended by Trustee Chapman.
- 18 – VEBA's Constitution and Bylaws Committee meeting was held at the Vallejo Center. Vice President Young is chair of this committee.

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

September 2011

- 24 – Solano County Education Initiatives' Conference, which was held at Solano College Theatre.

October 2011

- 14 – Attended the Listening Tour on Middle College, which was held at Contra Costa College.

Trustee Chapman thanked all those who supported the recent Golf Tournament supporting the SKIP program.

President Honeychurch reported that he participated in the recent Ironman Race held in Hawaii, stating further that he ran for a "brief period of time" with Special Trustee Henry, who was vacationing on the island.

17. ADJOURNMENT

There being no further business, the meeting adjourned at 8:35 p.m.

JCL:js

BOARD AGENDA.10.19.11.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