

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD

UNADOPTED MINUTES  
September 7, 2011

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, September 7, 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  
Sandra Dillon, Interim Director, Human Resources  
Yulian I. Ligioso, Vice President, Finance and Administration  
J. Arturo Reyes, Executive Vice President, Academic and Student Affairs  
Judy Spencer, Executive Coordinator, Superintendent-President and Governing Board

4. APPROVAL OF AGENDA

Moved by Trustee Thurston and seconded by Vice President Young 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.

6. REPORTS (NO ACTION REQUIRED):

(a) Summer 2011 French Club Trip to France

*Facilitated by Professor Lorna Marlow-Munoz and Students*

Dr. Jowel Laguerre, Superintendent-President, greeted the four students present in French, i. e., Ms. Holly Donohoe, Ms. Morgan Lasater, Ms. Marsha Collins-Vaughn, and Ms. Leslie Seal, welcoming them to the SCC Board Study Session. The students responded to him translating what was said in English.

Professor Lorna Marlow-Munoz presented to the Board a PowerPoint presentation highlighting French travel experiences dating back to 2001. Fifteen students accompanied her to Paris this past summer. The students each shared in the presentation highlighting their personal experiences and how much the trip meant to them. The students had the opportunity to visit cathedrals, museums, an opera house; monuments, homes in the surrounding areas, schools, and were also fortunate to ride bikes in Versailles. The program is cost effective because of an exchange program in place that allows the students to stay with local families.

Ms. Marlow-Munoz stated that sadly the program is on the list for program discontinuance and that all concerned are working hard to save the program. Many former SCC students are working in jobs that ordinarily they would not be qualified for if it were not for their knowledge of the French language.

Trustee Keith shared how moved she was by the emotion of some of the students and stated how grateful she is that the Board can be a part of their life-changing experiences. In light of the current economy and cuts, it is discouraging sometimes. Trustee Keith commented that when she becomes discouraged that she will remember the faces of the students and what Solano College means to them.

There was applause from those present in the audience for an informative presentation.

(b) Paperless SCCD Board Agenda Presentation

*Facilitated by Dr. Jowel Laguerre, Superintendent-President and  
James Ennis, Director, Technology Support Services*

In the absence of Mr. Jim Ennis, Mr. James “Kimo” Calilan, Manager of Technology Support Services, gave a brief overview of the plan to facilitate the Board in their efforts to go “green” with a paperless agenda and attachments. One of the ways the Board feels they can support sustainability is to join the many other corporations and institutions that conduct business in a paperless environment.

The Technology Department will provide each Board member with a pre-loaded laptop for them to view the agenda and attachments at each meeting. An additional screen will be placed in the

Board Room for the members of the Board and those present in the audience to view the agenda and presentations from both sides of the room. All agendas, minutes, and attachments will be available for review on the SCC Web site at [www.solano.edu](http://www.solano.edu) – Governing Board, prior to each meeting. Mr. Calilan emphasized the importance of the Board members using their solano.edu e-mail address in order to have the information that will be sent to them each month more accessible. Home e-mail addresses may not be able to accommodate the transmission of large documents.

When the Board Room is remodeled, new technology and equipment will be implemented.

Dr. Laguerre stated that in an effort to continue to support cost containment, paper agendas that are requested by the public will continue to be mailed, but with the payment of a yearly fee. Pursuant to Government Code Section 54954.1, the District is going to begin charging a fee effective January 1, 2012, to offset the costs of mailing copies of agendas and board packets, and that any future requests to receive mailed copies of the agenda and packets must include payment of the fee (which the District will establish).

Trustees Chapman and Young thanked Dr. Laguerre and the staff in the IT Department for their efforts in moving the Board forward in this manner. Both Trustees publicly embraced this change.

#### 7. CONSENT AGENDA – ACTION ITEMS

Item 4., Approval of Agenda, page 2, line 2, Board President Honeychurch, should read ***Vice President Young***.

Item 17, Items from the Board, page 13, line 12, should read, She ~~was~~ asked ***that copies be made to make copies*** and distributed to the members of the Board for their information.

#### Superintendent-President

(a) Minutes from the Regular Meeting held August 17, 2011

#### Human Resources

(b) Employment - 2011-2012

#### Academic and Student Affairs

(c) Proposed Academic Calendar for 2012-2013

Moved by Trustee Keith 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.

*Board President Honeychurch, on behalf of the Board, extended congratulations to Trustee Thurston on her birthday.*

9. RETIREMENT OF STAFF WITH 10 OR MORE YEARS OF SERVICE

(a) Resignation to Retire – Ralphine Andrus

Dr. Jowel Laguerre, Superintendent-President, stated that Ms. Andrus has served the District for over 28 years. For those who were unaware, Dr. Laguerre commented that Ralphine has been the “voice of Solano” in the message telephone center for the public.

Moved by Trustee Keith and seconded by Trustee Thurston to approve the resignation to retire for Ralphine Andrus, effective September 30, 2011. The motion carried unanimously.

10. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Finance and Administration

(a) Resolution Establishing Ad Valorem Tax Rates for the 2011-2012 Fiscal Year, Resolution No. 11/12-07

Yulian Ligioso, Vice President of Finance and Administration, presented the resolution establishing the Ad Valorem Tax Rates for the 2011-12 Fiscal Year, Resolution No. 11/12-07. Each year, pursuant to Revenue and Taxation Code Section 93, the Board establishes the rates to be levied on the voter-approved bonded indebtedness for Fiscal Year 2011-2012. The District is required to furnish the Solano County Auditor-Controller’s Office with this information, as well as the 2011-2012 debt service requirements. The bonds are general obligations of the District payable solely from the proceeds of ad valorem taxes. The resolution certifies the tax rate and authorizes the county to place an ad valorem tax against the taxable property in the District’s service region to pay for the 2005 General Obligation Refunding Bonds and 2006 Series B Bonds.

Moved by Trustee Keith and seconded by Trustee Thurston to approve the resolution establishing Ad Valorem Tax Rates for the 2011-2012 Fiscal Year, Resolution No. 11/12-07. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Lexi Parmer concurred.

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

NOES: None

ABSENT: Trustee McCaffrey

(b) Proposed 2011-2012 District Budgets

Yulian Ligioso, Vice President of Finance and Administration, presented the proposed 2011-2012 District budgets for adoption.

Vice President Ligioso began by identifying the District resources and expenditures, i.e., \$78.4 million in revenues and \$88.8 million in expenditures, and their specific allocations. An overview of the 2010-2011 year-end results for revenues and expenditures (from selected accounts) were identified, amounting to a total of \$2,581,325. A review of the June 30, 2011 ending balance was estimated to be \$5,788,325. Plans for use of the stability fund in 2011-2012 and 2012-2013 was identified as follows: (1) offset operating 2011-12 deficit of \$1,463,000 and delay permanent reductions with one-time stability funds; and, (2) set aside \$1.7 million in stability funds for 2012-2013 in anticipation of cost increases and further state reductions.

Development of the 2011-2012 budgets began in January 2011 with the following broad objectives:

- Balance operating revenues and expenditures by 2012-2013.
- Preserve student access and services to extent possible.
- Designate/maintain a “stability fund” to mitigate effects of mid-year cuts imposed by state and anticipated continued fiscal challenges in 2012-2013.
- Maintain levels of permanent workforce, invest in professional development.

Looking back at a decade of enrollment growth and apportionment revenues at the District, state FTES apportionment levels were compared from 2002-2003 to 2011-2012. Projected for 2011-2012 is 9200 FTES; with paid FTES 8449, for a reduction of -2.2% amounting to \$43,881,001.

Current income versus current expenses amounts to \$1,463,237 (one-time fund available to offset the 2011-2012 deficits). Vice President Ligioso shared the comparisons of assumptions reported in the tentative budget to the adoption budget, which were close in nature.

Major *revenue* assumptions for 2011-2012 were identified as follows:

- 6.2% workload reduction.
- Re-benching of FTES.
- No COLA.
- Enrollment fee increase to \$36/unit.
- Bookstore outsourcing revenues.
- Categorical programs budgeted at 2010-2011 levels.

Major *expenditure* assumptions for 2011-2012 were identified as follows:

- Step/columns \$346,624
- 1% salary increase \$282,108
- Health care cost increase of \$837,010 or 12%
- Increase in PERS \$206,309
- ALG concessions \$228,140
- 2 faculty positions \$127,596
- Property & Liability Insurance \$419,362

- Utilities cost increase at 3%
- OPEB contribution\$123,000

**UNRESTRICTED GENERAL FUND**

<b>REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE</b>	<b>Adopted Budget 2010-11</b>	<b>Projected Yr Totals 2010-11</b>	<b>Proposed Budget 2011-12</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 2,747,941</b>	<b>\$ 5,788,325</b>	<b>\$ 4,325,088</b>
	<b>5.47%</b>	<b>11.86%</b>	<b>9.04%</b>

Vice President Ligioso stated, given the three-year perspective, “we cannot operate business as usual.” Effective 2013-2014, it is expected the District would be operating in a deficit by \$1,485,000 million dollars.

Vice President Ligioso shared with the Board members the proposed budgets for 2011-2012 for the Debt Service Fund (21); Child Development Fund (33); Capital Outlay Fund (41); Measure G Bond Fund (42); Bookstore Fund (51); Self-Insurance Fund (61); Financial Aid Fund (74); and other trust funds comprised of ASSC business, i.e., the student body center fee, scholarships and loans, and student club funds.

Finally, Vice President Ligioso shared with the Board the total authorized staffing for the 2011-2012 fiscal year for faculty, classified, and ALG employees, totaling 337.58. Vice President Ligioso congratulated Dr. Laguerre and the Board for maintaining staff levels.

Moved by Vice President Young and seconded by Trustee Keith to approve and adopt the 2011-2012 budgets as presented. The motion carried unanimously.

Vice President Young thanked Vice President Ligioso for a very thorough and comprehensive report.

*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.*

Board President Honeychurch asked for clarification of the strategic planning process, which Dr. Laguerre briefly outlined for President Honeychurch and the Board. This process evolved as a result of the ACCJC recommendation to improve our planning processes. In years past, the District did not have budgets to support the plans. Today, faculty, staff, and students review suggested proposals that are in the best interest of the College and funding is identified on how to achieve the proposals.

Trustee Chapman inquired about related costs for health insurance, utilities and the projects that may decrease these costs and what is actually occurring to decrease costs in these areas. Dr. Laguerre responded that Mr. Peter Wantuch, the District healthcare consultant, will be giving a presentation at a future Board Study Session on health care costs and containment. Vice

President Ligioso commented that next to salaries and benefits, utilities are the District's largest expense. Discussions are being held with the unions relative to the high cost of health care. The District is working with PGE in terms of grants available and programs that support savings. Recently, the District was rebated \$30,000 for its efforts in conservation. Some districts are undertaking solar projects. The passage of a new Bond could fund technology and deferred maintenance over a longer period of time.

Dr. Laguerre commented that the District is currently conducting a healthcare audit of staff, which is identifying staff and members of their families who continue to be eligible for health care versus those who should have been dropped from the healthcare rolls. To date, the District has experienced a savings of \$89,000 in this area alone, and the audit is not complete.

Dr. Laguerre re-emphasized to the Board that the adopted budget is projecting 9200 FTES, with the state paying us 8449 FTES, for a difference of 751 FTES. Each FTES is worth \$4,600. Even though we have cut classes, we are still carrying over 700 full-time students that we are not getting paid for, and this is important information for the community to be aware of when they ask the question about our need to cut classes.

Dr. Laguerre concluded by stating that with all the pain the District has experienced, we have only laid off 1.5 FTE this year. Although many adjunct faculty did not have classes, it is important to remember that no full-time faculty have been released. Times have been tough in both industry and in government, and staff and administration at the College have been working hard to "weather the storm." We are maintaining "people" as much as possible and taking steps to be more fiscally sound, which is part of our recovery.

11. INFORMATION ITEMS – NO ACTION REQUIRED

(a) CCFS-311Q Financial Report, Fourth Quarter, FY 2010-2011

Yulian Ligioso, Vice President of Finance and Administration, presented the CCFS-311Q financial report for the fourth quarter, 2010-2011. AB 2910, Chapter 1486, Statutes of 1986, requires California community college districts to report quarterly on its financial condition.

Board President Honeychurch recessed the Board Study Session at 7:46 p.m.

12. 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 7:55 p.m.

13. RECONVENE REGULAR MEETING

Board President Honeychurch reconvened the Board Study Session at 8:20 p.m.

14. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Honeychurch reported that the Board held conference with Labor Negotiator, CCA/CTA/NEA, CSEA, and 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.

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:21 p.m.

JCL:js

BOARD STUDY SESSION MINUTES.09.07.11.FINAL

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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.**