

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES
June 5, 2013

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 June 5, 2013, in the Administration Building, Room 626, 4000 Suisun Valley Road Fairfield, California 94534, by Board President Chapman.

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

At the request of Board President Chapman, Trustee Young led those present in the pledge of allegiance to the flag of the United States of America.

3. ROLL CALL

Members Present:

Sarah E. Chapman, President
Pam Keith, Vice President
Monica Brown
Michael A. Martin
Rosemary Thurston
Denis Honeychurch, J.D.*
A. Marie Young
Latifah Alexander, Student Trustee
Jowel C. Laguerre, Ph.D., Secretary

Members Absent:

None

Others Present:

Yulian Ligioso, Vice President, Finance and Administration
Judy Spencer, Executive Coordinator, Superintendent-President and Governing Board

**Trustee Honeychurch arrived after roll call.*

4. APPROVAL OF AGENDA

Board President Chapman reported that Dr. Jowel Laguerre, Superintendent-President, made the following correction to the Agenda as follows:

Item 9.(b), Resolution of the Board of Trustees of the Solano Community College District Approving Amended and Restated Bylaws for the Solano Community College District Citizens Bond Oversight Committee, Resolution No. 12/13-26, will be amended. Action will be requested to combine the two CBOC committees as requested and approve the Bylaws at a future meeting.

Item 9.(c), Lease Agreement for Suites 201 and 203 Located at 360 Campus Lane, Fairfield, California, Page 22, Line 13, should read as follows: Base rent for year one will be ~~\$1.40~~ **\$1.44** per square foot monthly, with 3% annual escalation increase.

Moved by Trustee Brown and seconded by Trustee Keith to approve the Agenda as corrected. The motion carried unanimously.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Chapman recognized Professor Yumae who requested to comment on the SCC Music Department and Benicia Ballet Theatre performance of *Sleeping Beauty*.

The Solano Community College's (SCC) Theatre will be graced with the enchanting ballet, *Sleeping Beauty*, presented by the SCC Music Department in conjunction with Benicia Ballet Theatre (BBT). The story will be told via two show offerings at the SCC Fairfield Campus Theatre on Saturday, June 15, at 7:00 p.m., and Sunday, June 16, at 2:00 p.m., with a special preview dress rehearsal on Saturday, June 15 at 10:30 a.m. Ticket prices are \$22.00-Adults; \$18.00-Seniors/Military; \$15.00-Students (children must have a ticket); \$10.00- Preview Dress Rehearsal. Tickets can be purchased online at www.brownpapertickets.com/event/373359 or by phone at 707 746-6757.

Tchaikovsky's lush music brings the classic *Sleeping Beauty* fairy tale to life in this family-friendly production, performed with a full 55-piece symphony orchestra. This premiere for BBT brings new sets and choreography to the enchanted ballet originally choreographed by Marius Petipa in 1890. A beautiful cast of all ages presents the triumph of goodness over evil in a graceful ballet incorporating fine technique, and a spirit of joy.

"We are bringing together over 120 performers from throughout Solano County and giving the community a quality, artistic performance. The collaboration of the SCC Music Department and Benicia Ballet Theatre will make for a very special celebration of this beautiful ballet story," stated Professor Teri Yumae.

6. REPORTS (NO ACTION REQUIRED):

(a) Student Success Scorecards

Facilitated by Peter Cammish, Dean, Research and Planning; Dr. Erin Vines, Dean, Counseling and Special Services

Dean Peter Cammish, Research and Planning, reported on the Student Success Scorecard. Attention was drawn to College Profile; in particular the percentage of the full-time faculty and median credit section size as indicators of efficiency. Persistence was explained as consecutive

enrollment of degree-seeking students. The reason given for College Prepared being lower than College Unprepared was that College Prepared students may complete their requirements within two semesters. Thirty (30) units were identified as an area where wage gains can be made. Completion was defined and focused on in the low completion rates for College Unprepared students, particularly for certain demographic groups. The low scores for ESL and Math Remedial Completion were highlighted as an area for particular concern.

CTE Completion was presented, noting the low rates in 50 or over age group; although it was acknowledged that it is impossible to determine the value for this age group from the data provided.

The Student Equity Plan, presented by Dr. Erin Vines, Dean of Counseling, consisted of data that was compiled by the researcher Dean Cammish. The committee developed goals and activities aimed at closing the student equity gaps. In April, the Student Success Scorecard was rolled out from the Chancellor's Office. The Student Equity Plan Committee reviewed the document and determined that we should utilize one data set rather than two (Student Equity Plan and Student Success Scorecard). The team integrated the goals and activities from the Student Equity Plan with the Scorecard data when the same equity gaps existed. The team then analyzed the Scorecard to determine if additional equity gaps existed. The team then added additional goals and activities aimed to close equity gaps. The document is in draft form and will be delivered to Dean Cammish by next week so that he can integrate it into the institutional planning process software where planning documents live. It is expected that this will satisfy Accreditation Recommendation 5 that requires us to integrate Student Equity into the planning process.

Trustee Honeychurch arrived at 6:47 p.m.

Dr. Jowel Laguerre stated that he will ask the Basic Skills Committee to make a presentation to the Board reflecting the good results by remedial students sometime in the fall.

Dr. Vines thanked the Board, Dr. Laguerre, and his colleagues for his experience at Solano Community College, which he added, "has been wonderful." Opportunities at Solano Community College enabled him to be better prepared to look forward for other career advancements. He stated how much he will miss his friends and colleagues and again thanked the Board for the ability to serve the institution.

Dr. Vines received congratulatory applause from those present in the audience.

- Academic Senate

There was no report from the Academic Senate.

7. CONSENT AGENDA – ACTION ITEMS

Board President Chapman reported that Dr. Jowel Laguerre, Superintendent-President, made the following corrections to the Consent Agenda as follows:

Item 7.(b), Human Resources Consent Agenda, Page 1, Lines 24-38, should read as follows:

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Zhanjing Yu	Dean of Math and Science Range 49/6	08/01/13
TBD	Executive Bonds Manager	TBA
Eric Bullis	FT Theater Acting/Directing Instructor	08/09/13
TBA	FT Graphic Design Instructor	TBA
Joel Powell	FT Political Science Instructor	08/09/13
TBA	FT Theater Technical Instructor	TBA
Paul Hidy	FT Auto Technical Instructor	TBA
TBA	Accounting Specialist II (Accounts Payable)	TBA
TBA	Science Lab Technician (50% Time)	TBA

Superintendent-President

- (a) Minutes from the Board Study Session held May 1, 2013. Minutes from the Regular Meeting held May 15, 2013, will be approved at a future meeting.

Human Resources

- (b) Employment 2012-2013; Gratuitous Service; Resignations, 2013 and 2014 Summer Work Schedule

Finance and Administration

- (c) Personal Services Agreements
 (d) Warrant Listings

Academic and Student Affairs

- (e) Request for Approval of Curriculum Actions as Submitted by the Curriculum Committee, a Subcommittee of the Academic Senate

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

Dr. Laguerre thanked the faculty and staff for their time and energy spent on hiring our new positions. The quality of applicants interviewed was exceptional. The College will be served by the individuals being approved.

Dr. Jowel Laguerre introduced Mr. Roger Clague, our new Chief Technology Officer.

8. ITEMS REMOVED FROM CONSENT AGENDA

There were no items pulled from the Consent Agenda.

9. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent-President

- (a) Second Reading, Solano Community College District Policy No. 2045, Series 2000 – New

The Governing Board establishes and regularly reviews broad institutional policies and appropriately delegates responsibility to implement these policies. Trustee Thurston, Chair of the Board Policies and Procedures Adhoc Subcommittee, stated this new policy has been reviewed by the Adhoc Subcommittee, vetted through the Shared Governance Council, and President's Cabinet. The procedures were presented for information at the May 15, 2013, Board meeting.

Moved by Trustee Young and seconded by Vice President Keith to approve the Solano Community College District Policy No. 2045, Series 2000, as presented. The motion carried unanimously.

Finance and Administration

- (b) Resolution of the Board of Trustees of the Solano Community College District Approving Amended and Restated Bylaws for the Solano Community College District Citizens' Bond Oversight Committee, Resolution No. 12/13-26

Kerrigan Bennett, Esq., Bond Counsel with Stradling Yocca Carlson and Rauth, at the January 15, 2013, meeting presented the benefits (economy of scale, efficiency, and effectiveness) of a combined oversight committee covering both Measure G and Q. This dual oversight role was discussed with and supported by the existing Measure G Citizens' Bond Oversight Committee. David Casnocha, Esq., of Stradling Yocca Carlson and Rauth was present to answer questions.

The goal of the revised Bylaws is to merge the Prop 39 committees for 2002 and 2012 into a single committee. Since 2002, a change in law is that committee members may serve three consecutive two-year terms instead of two. Also, since 2002, members were subject to the Form 700, (Conflict of Interest Statement); but this too has changed. It was determined that it was not advisable that members be subject to it. All other responsibilities that start with the Board, remain with the Board, (selection and prioritization of projects and administration of the program).

Mr. Casnocha reported that the first batch of bonds in the amount of \$120M was successfully sold. The refunding of Measure G will occur when the Market improves.

Moved by Vice President Keith and seconded by Trustee Brown to approve combining the two CBOC committees into one and amending the Bylaws as requested by the CBOC Subcommittee for approval at a future meeting.

The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE: Latifah Alexander Concurred.

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

NOES: None

ABSENT: None

(c) Lease Agreement for Suites 201 and 203 Located at 360 Campus Lane, Fairfield, California

Dr. Jowel Laguerre, Superintendent-President, presented the Lease Agreement for Suites 201 and 203 located at 360 Campus Lane, Fairfield, California, a three-year lease, with an optional two years, for approximately 17,626 rentable square feet on the second floor of 360 Campus Lane, which is located in the office park directly south of the Fairfield Campus. Base rent for year one will be \$1.44 per square foot monthly, with 3% annual escalation increase. Additionally, the pro rata share of building operating expenses and utilities are projected to be \$.48 per square foot per month and \$.10 per square foot per month respectively.

This space will serve multiple purposes, i.e., temporary offices for the users of Building 600 during the final stages of design and during construction of the modernization project from approximately July 2013 through December 2014. Subsequently, this space will be used as “swing space” for the initial Measure Q projects. Additionally, this space will be used by the current Measure G program management and construction management teams and the future Measure Q program management and construction management teams.

Moved by Trustee Brown and seconded by Trustee Young to approve the Lease Agreement for Suites 201 and 203 Located at 360 Campus Lane, Fairfield, California, as presented. The motion carried unanimously.

(d) Approval to Extend Agreement with Facilities Master Planning Firm

Dr. Jowel Laguerre, Superintendent-President, presented the extended agreement with a facilities master planning firm.

The extended agreement to contract for professional services represents an extension to the original agreement with STV/vbn to move into Phase 2 of the Facilities Master Plan. Additional services in Phase 2 include: project management/process planning; extension on finalizing the Facilities Master Plan; accessibility transition plan; signage and way finding master plan, security, safety, life safety master plan and review and recommendations to the District telephone/data/audio visual infrastructure and technology plans; design and sustainability

guidelines and standards; digital mapping of underground utilities; Fairfield traffic and parking analysis; expanded Unoma; work ticketing; Building 600 surge space identification; District infrastructure master plan; FF&E master plan; civil assessment & maintenance planning of infrastructure; and District-wide space inventory verification & update in FUSION.

A copy of the contract is available for review in the Office of the Superintendent-President and Office of the Vice President of Finance and Administration.

Moved by Trustee Young and seconded by Vice President Keith to approve the extended agreement for facilities master planning with STV/vbn as presented. The motion carried unanimously.

Human Resources

(e) Public Hearing and Adoption of District's Initial Proposals to Operating Engineers/Stationary Engineers, Local 39

In accordance with Government Code Section 3547, Board President Chapman recessed the regular meeting and called the public hearing to order at 7:15 p.m. In hearing no comments from members of the public, Board President Chapman closed the public hearing and reconvened the regular meeting at 7:16 p.m.

Dr. Jowel Laguerre, Superintendent-President, presented the District's initial proposal to the Operating Engineer/Stationary Engineers, Local 39, 2012-2015 Collective Bargaining Agreement. After a sufficient amount of time allotted for public response, it was recommended that the Board receive the proposals for negotiations.

Moved by Vice President Keith and seconded by Trustee Young to receive the District's Initial Proposals to Operating Engineers/Stationary Engineers, Local 39. The motion carried unanimously.

(f) District and CSEA Chapter #211 Consideration and Possible Approval of Tentative Agreement on Collective Bargaining Reopeners for 2012-2013

Dr. Jowel Laguerre, Superintendent-President, presented the District and CSEA Chapter #211 Consideration and Possible Approval of Tentative Agreement on Collective Bargaining Reopeners for 2012-2013.

Tentative agreement has been reached between the District and CSEA, 2012-13 Reopening Proposals to the Collective Bargaining Agreement. The CSEA ratified the Tentative Agreement on May 2, 2013. The administration recommended approval of the tentative agreement as follows:

- Increase in the salary schedule by 1% retroactively to November 1, 2011.
- Increase in the 2012-2013 salary schedule by 1% retroactively to November 1, 2012.

- No layoffs from July 1, 2013 to June 30, 2014.

Moved by Trustee Thurston and seconded by Trustee Brown to approve the District and CSEA Chapter #211 Tentative Agreement on Collective Bargaining Reopeners for 2012-2013. The motion carried unanimously.

Academic and Student Affairs

(g) Small Business Sector Navigator Grant

Dr. Jowel Laguerre, Superintendent-President, presented the Small Business Sector Navigator Grant.

The California Community Colleges Chancellor's Office has selected Solano Community College to receive a grant to host the Small Business Sector Navigator which is a statewide leadership position that will be coordinating the small business programs of all 112 community colleges across the state. The Sector Navigators are part of the new "Doing What Matters for Jobs and the Economy" framework that the Chancellor's Office is implementing in FY 2013-2014. Mr. Charles Eason, Director of the Solano College Small Business Development Center (SBDC), was named as the Small Business Sector Navigator. Working with ten Deputy Small Business Sector Navigators across the state, the Small Business Sector Navigator will provide technical assistance to colleges developing credit, non-credit, and not-for-credit programs in the area of small business and entrepreneurship.

The amount of the grant is \$372,500 and the term of the agreement will cover the period from July 1, 2013 through June 30, 2014. The grant may be renewed annually for up to an additional four years contingent on successful completion of required outcomes and availability of funding.

A copy of the grant agreement is available in the Office of the Superintendent-President, the Office of the Vice President of Finance and Administration, and in the Office of the Small Business Development Center.

Moved by Trustee Young and seconded by Trustee Honeychurch to approve the Small Business Sector Navigator Grant. The motion carried unanimously.

Information Systems

(h) Strata Information Group (SIG) Consultant

Dr. Jowel Laguerre, Superintendent-President, presented the request for a Strata Information Group (SIG) Consultant.

The Financial Aid Office is requesting the services of a SIG Consultant to perform many Banner implementations to support the functionality and delivery of Financial Aid. This will align the efficiencies needed to run the Financial Aid programs and will include the many required updates

from the federal regulations as well as state to accommodate the needs for student financial aid administration. There are fourteen (14) different programs under the Financial Aid umbrella, all of which require many hours of assessment and evaluation keeping in line with federal and state regulations. The consultant will review and assess the needs and provide support and implement efficiencies to allow us to complete the required work and handle the excessive work load. The project will be paid out of Board Financial Assistance Program (BFAP) general fund dollars and will also be counted toward the Financial Aid Maintenance of Effort (MOE) requirement by the state. The rate for this service is \$155 per hour through June 30, 2013, and may increase to \$160 per hour starting July 1, 2013, for a total cost range of \$25,260.

Moved by Trustee Thurston and seconded by Trustee Martin to approve the Strata Information Group (SIG) Consultant request. The motion carried unanimously.

10. INFORMATION/ACTION – ACTION MAY BE TAKEN

- (a) Proposed New Job Description, Human Resources Technician (Confidential), Administrative Leadership Group (ALG)

It has been determined there is a need for a new position in the Office of Human Resources, Human Resources Technician (Confidential) in the Administrative Leadership Group (ALG). This position was previously held by the Executive Assistant to the HR Director. It became advisable to convert it into a new position based on the current needs of the department.

Moved by Trustee Thurston and seconded by Trustee Young to approve the new job description for Human Resources Technician as presented. The motion carried unanimously.

11. INFORMATION

- (a) Initial Presentation of California School Employees' Association, Chapter #211's Bargaining Proposals to the District on 2013-2014 Reopeners

Pursuant to Government Code Section 3547 and for the purpose of notice ("sunshining"), CSEA Chapter #211 has submitted its initial bargaining proposal to the District to open Article IX Pay and Allowances; Article XI Health and Welfare Benefits Item 11.4.1; Article XII Holidays Item 12.7, and Appendix G Professional Growth. Public comment on such proposals shall be received at the next Governing Board meeting scheduled June 19, 2013.

- (b) Initial Presentation of the District's Bargaining Proposals to the California School Employees' Association, Chapter #211 on 2013-2014 Reopeners

The SCC District and the CSEA Chapter #211 are preparing to enter into negotiations for the period of 2013-14. This item introduces the District's proposals to CSEA for the purpose of public notice ("sunshining") to open on Article XVII Job Vacancies and Article XVIII Classification and Reclassification. Pursuant to Government Code Section 3547, public

comment on such proposals shall be received at the next Governing Board meeting scheduled June 19, 2013.

(c) Integrated Energy Efficiency Update

At the Board meeting of March 20, 2013, Dwight Calloway, Director of Facilities, introduced Company Energy Solutions (CES), a premier energy service company providing comprehensive and proven energy infrastructure development, asset manage, and efficiency improvements to a wide range of institutional, state, and local government customers, including California community colleges. CES outlined five major energy reduction measures: exterior lighting, interior occupancy sensors, HVAC improvements, Energy Management System improvements, and a Virtual IT solution.

The switch to the solar power panels was turned on this morning. The whole project is expected to be completed by September or October. The District will continue to move forward with alternative energy efforts. The completion project will be a “ribbon cutting” event with members of the community invited to witness the culmination of this important step in Solano Community College’s effort to have more sustainability.

In follow up to the CES study, the District now proposes to competitively bid out the energy efficiency initiatives and obtain guarantees on energy saving solutions as appropriate.

(d) Tentative District General Fund Budgets and Proposed Time and Place for the Public Hearing and Adoption of the Official District Budgets for 2013-2014

Vice President Yulian Ligioso presented for information the first reading of the Tentative District General Fund Budgets and Proposed Time and Place for the Public Hearing and Adoption of the Official District Budgets for 2013-2014. The public hearing and adoption of these official 2013-2014 budgets, in accordance with CCR, Title 5, Section 58301, is tentatively scheduled for the Board meeting of September 4, 2013, location to be announced.

The PowerPoint presentation included highlights of the May Revise, spending levels for all categories within the District, and College revenue assumptions.

A full and complete copy of the tentative budget is available for review in the Office of the Vice President of Finance and Administration and the Office of the Superintendent-President.

Special thanks were extended to staff in the Finance Department for their work in the preparation of this document, i.e., Director of Fiscal Services Patrick Killingsworth; Ms. Judy Yu, Accounting Manager; and Ms. Phyllis Braaksma, Interim Business Operations Coordinator.

(e) CCFS-311Q Financial Report Third Quarter FY 2012-2013

Vice President Yulian Ligioso presented AB 2910, Chapter 1486, Statutes of 1986 requires California community college districts to report quarterly on it financial condition. The CCFS-

311Q quarterly financial report for the third quarter of FY 2012-2013 was reviewed by the Board. VP Ligioso stated the District is on track with spending patterns on target.

12. ITEMS FROM THE BOARD

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

May 2013

21 - SCC Nursing Class of 2013 Pinning Ceremony. Trustees Brown, Martin, and Thurston also attended this ceremony.

22 - Tutored, as a volunteer, mathematics to student athletes, who are participants in an after school S.T.E.M. program, at Vallejo High School.

23 - SCCD Commencement Exercise.

24 - Vallejo Center Expansion Advisory Committee Meeting.

28 - Vallejo Juneteenth Planning Committee Meeting. Juneteenth is on June 15th. For more information visit www.vallejojunteenth.com. SCC will have an information booth at Juneteenth.

29 - Solano EDC Breakfast at the Hilton Garden Inn Fairfield. The Keynote Speakers were Jay Speck and Don DuBain. Jay Speck, Solano County Superintendent of Schools, spoke on “Ending Chronic Absence: Awareness to Action.” Don DuBain, Solano County District Attorney, spoke on “How Reducing Truancy Reduces Crime.” The breakfast program concluded with the presentation of 2013 Pre-K Business Champions Awards.

29 - Solano County Black Chamber of Commerce (SCBCC) May Biz Mixer & Vallejo African American “Women’s Legacy Award” Ceremony honoring Mrs. Maxine Box. The event was held at Vallejo Courtyard Marriott.

31 - 92nd Fire Fighter I Academy Graduation Ceremony. This was held at SCC Vacaville Center. Twenty-four students were in the graduation class. Trustees Brown, Thurston, and Martin also attended this ceremony.

June 2013

01 - Vallejo Pista SA Nasyon (Filipino Festive Event) – Vallejo Waterfront.

04 - Measure Q Advisory Committee Meeting in SCC Board Room. Trustee Brown is an alternate Board representative for this committee. At this meeting, Trustee Young represented Dr. Chapman.

05 - Tutored, as a volunteer, mathematics to student athletes, who are participants in an after school S.T.E.M. program, at Vallejo High School.

Trustee Brown expressed how happy she was to be able to give her daughter, Alisha, her diploma at the recent 2013 Commencement Ceremony.

Trustee Honeychurch reported that he ran into Mr. Tom Henry, former Special Trustee, in an airport, who said hello and continued to wish the Board well.

Trustee Thurston advised she would submit her items in writing for inclusion in the Board minutes.

Board President Chapman reported that she attended the African-American Graduation Ceremony, which was an excellent program held on May 19. The Nursing Pinning Ceremony, held May 21, was also special for our students. Dr. Chapman expressed how impressed she was with the graduating class during commencement. They displayed passion, an attentive attitude, and respect, without prompting from anyone. Dr. Chapman thanked Trustee Young for attending the Measure Q Committee meeting on her behalf.

13. ANNOUNCEMENTS

Dr. Jowel Laguerre invited the members of the Board to join the Administrative Leadership Group (ALG) for lunch on **Friday, June 7, 2013, 1:00 – 2:00 p.m.**, at the Rancho Solano Club House, 3250 Rancho Solano Parkway, Fairfield. Please RSVP with Judy Spencer no later than this evening.

Dr. Jowel Laguerre announced that the Board Retreat will be held on Saturday, June 8, 2013, beginning at 8:30 a.m. – 2:30 p.m., and will be held in the Faculty/Staff Lounge – Building 1400 (1401A).

Dr. Jowel Laguerre reported, as noted at the Organizational Meeting held in December 2012, Building 600 will experience a remodel/renovation in 2013, (effective July 2013); therefore the Board meeting locations are subject to change until the remodel/renovation has been completed. The July 17, 2013, BOT meeting will be held at 360 Campus Lane, Fairfield, California. Upcoming meeting locations will be announced at a future date.

There will be a Celebration of Life for Profession David Froehlich on Saturday, June 8, 2013, at 3 p.m., in the Campus Theatre, Building 1200.

14. CLOSED SESSION

President Chapman reported there would be no Closed Session.

15. ADJOURNMENT

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

JCL:js

APPROVED

SARAH E. CHAPMAN, Ph.D.
BOARD PRESIDENT

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