

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD

UNADOPTED MINUTES  
November 19, 2014

1. CALL TO ORDER

A Regular Meeting of the Solano Community College District Governing Board was called to order at 7:00 p.m., on Wednesday, November 19, 2014 in the Back-Half of the Cafeteria, located at 4000 Suisun Valley Road, Building 1400, Fairfield, California 94534, by Board Vice President A. Marie Young.

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

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

3. ROLL CALL

Members Present:

A. Marie Young, Vice President  
Monica Brown  
Denis Honeychurch, J.D  
Michael A. Martin  
Rosemary Thurston  
Naser J. Baig, Student Trustee  
Jowel C. Laguerre, Ph.D., Secretary

Members Absent:

Pam Keith, President  
Sarah E. Chapman, Ph.D

Others Present:

Roger Clague, Chief Technology Officer  
Wade Larson, D.M., Associate Vice President, Human Resources  
Shirley Lewis, J.D., Chief Student Services Officer  
Yulian Ligioso, Vice President, Finance and Administration  
Leigh Sata, Executive Bonds Manager  
Casey Bess, Associated Solano Students Council President  
Michael Wyly, Academic Senate President  
Renee Pegues, Executive Coordinator, Superintendent-President/Governing Board  
Judy Spencer, Chief of Staff

4. APPROVAL OF AGENDA

Moved by Trustee Honeychurch and seconded by Trustee Martin to approve the Agenda as presented. The motion carried unanimously.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Board Vice President Young recognized Mr. Jeff Uquillas, Solano Community College Classified Employee who requested to comment on safety of the water-based fire protection system and their certifications. Mr. Uquillas is concerned that certifications are not current and violations and ongoing issues are not being addressed. He wanted to make sure someone was addressing the issues and the system was being inspected and maintained for the safety of everyone.

Board Vice President Young recognized Professor Terri Yumi who requested comment on the upcoming performances of Solano Community College's Production of the Nutcracker Ballet. Professor Yumi wanted to extend a warm invitation to all of the Board members to attend one of the upcoming performances. There are over hundred and fifty people involved in the production, including a fifty piece orchestra consisting of students, faculty and alumni. The production runs for two weekends: November 28-30 and December 6 and 7. Tickets are available at [brownpapertickets.com](http://brownpapertickets.com). Please bring your families and friends.

Board Vice President Young recessed the Regular Meeting at 7:12 p.m.

6. CLOSED SESSION

(a) Conference with Labor Negotiator

Agency Negotiator: Wade Larson, D.M., Associate Vice President, Human Resources  
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39

(b) Public Employee Discipline/Dismissal/Release

(c) Public Employee Performance Evaluation – Superintendent-President

Board Vice President Young called the Closed Session to order at 7:17 p.m.

7. RECONVENE REGULAR MEETING

Board Vice President Young reconvened the Regular Meeting at 7:58 p.m.

8. REPORT OF ACTION TAKEN IN CLOSED SESSION

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

Board Vice President Young reported the Board discussed Public Employee Discipline/Dismissal/Release in Closed Session, and no action was taken.

Board Vice President Young reported the Board discussed Public Employee Performance Evaluation-Superintendent-President in Closed Session, and no action was taken.

9. COMMENTS FROM MEMBERS OF THE PUBLIC (CONTINUED)

There were no comments from members of the public.

10. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

ASSC Governing Board Senator, Avian Hancock reported that:

“Good evening Solano Community College Honorable Governing Board of Trustees, Superintendent, Dr. Laguerre, Vice-president, Diane White, local dignitaries, Public Officials, SCC faculty and Students. My name is Avian Hancock, I am The ASSC Governing Board Senator, and I am very pleased to present to you a report on behalf of the 2014-15 ASSC. I’ll begin with informing the Governing Board about our recent General Assembly conference in Los Angeles, CA. The conference was held from November 15<sup>th</sup>-17<sup>th</sup>, 2014. While at conference we were able to attend workshops which cultivated our student leadership skills, allowed us to network with other campuses, and enabled us to vote on the legislation impacting the student body and programs. A Budget was approved to cover the expenses to attend the conference, we traveled by airplane to and from the conference. Dr. Slade accompanied and advised the Executive Board of ASSC and myself to maintain structure and did an excellent job. General Assembly had a record day, all resolutions were voted on for the first time in GA’s history which rapped up an informative day for the ASSC.

SCC Hiring Committees - ASSC President Bess, Appointed 2 ASSC Senators to the hiring committee for the position of Dean of Counseling and appointed two to the hiring committee for the position of Vice-President of Academic Affairs whom were an ASSC Senator and ASSC Vice-president.

ASSC Student Riders Committee - The ASSC and Student Riders Committee has continued their campus-wide effort to get the word out to students and faculty about the upcoming Special Election in the Spring of 2015. The election will allow students to vote on a transportation fee to subsidize the SCC Bus Program. Currently, a Pilot Bus Program implemented in the Spring of 2013 serves 64 SCC students enabling low income students access to low cost bus passes that will allow each student to attend classes all semester long. This ensures student success is not hindered by lack of transportation. The ASSC Student Riders Committee meets every Tuesday Room #1421, in the ASSC Boardroom at 2:30-3:30p.m.

ASSC Fall 2014 Outreach Activities

The ASSC collaborated with **The Asian American Donor Program** to host a 2-day Bone Marrow Donation Station in The Student Union Center November 18<sup>th</sup> and 19<sup>th</sup>, 2014. We are

also planning to host and coordinate “The Out of the Darkness” Suicide prevention event which is to be held at the main campus in March of 2015. There will be a 5k walk to promote suicide awareness in our communities during this the program.

The ASSC will also collaborate with the inter-club Council and students Organization of Latinos, to coordinate a “Christmas Drive” where donations will be collected for charity for the winter holiday season.

Additionally, The Inter-club Council’s, SCC Gamers, are preparing to host a Super Smash Brothers gaming Tournament, held at the main campus in The Student Union Center on December 5<sup>th</sup>, 2014. The SCC Gamers Club has sent-out invitations to students from Region two Community Colleges. There will be a limit of 20 student from each of the participating colleges.

This concludes my report, thank you for your time tonight.

Special thanks to ASSC advisor Dr. Slade for her dedication, guidance, and infectious jubilant attitude which builds a great foundation for our student government.

Thank you and good evening.”

Board Vice President Young appreciated his report and asked that Mr. Hancock’s written report be added to the minutes.

(b) Academic Senate

Academic Senate Michael Wyly reported that:

“At the Fall 2014 Plenary, SCC was well represented thanks Senate VP LaNae Jaimez, BSI Coordinator and Standing Committee Chair Melissa Reeve. I was present as well and served as Delegate. Perhaps not surprisingly, given my previous reports, one of the key topics of this plenary was the three technology initiatives related to the recommendations of the Student Success taskforce, Common Assessment, Educational Planning and Online Education. Also in attendance at Plenary was past Senate President as a presenter in her capacity as Committee Member of the Common Assessment and Common Multiple Measures Committee. As we move forward, Professor Gunther will work with the Senate to provide the College with future updates to better inform the campus community of developments on these fronts.

Also at Plenary was an excellent panel discussion on Gender Equity, including Title 9. Some issues identified in this discussion included the continued provision of child care for students who are parents, as well as gender and a gender identification and thinking about privilege, bias and hegemony in the classroom. It is my intent to agendize items of this conversation for the Senate to consider, including how it may relate to the completion agenda as well as looking ahead to next fall’s flexcal and professional development.

Finally, I will be forwarding to all Senators the results of the Saturday session and its resolution voting. I will be sure to include the Board in this email to keep you apprised of ASCCC positions.

On a related note, I am excited to announce that SCC faculty have been invited to present at the ASCCC 2015 Academic Academy in March of next year. SCC will present on its FYE program as a best practice to address student equity and success, including its incorporation of accelerated

composition and learning communities. In the coming weeks, I will be working closely with BSI Coordinator and subcommittee chair, Melissa Reeve, other key SCC faculty, and faculty at Cosumnes River, to arrange this breakout session. I should therefore have more information for you shortly.

Prison Pilot -I am pleased to report that the Curriculum Committee and the Academic Senate have approved a pilot process by which a course modification proposal may be submitted by discipline faculty to the Curriculum Committee for review and potential approval as a Correspondence course. Furthermore, the DE committee has just approved the process of developing/approving a process by which individual courses would then be approved. I expect that the Senate will confirm the recommendations of its subcommittee at its next meeting on Dec 1. This description means that Curriculum is now prepared to approve courses for the DE: Correspondence method in preparation for a set of initial offerings at the Prison.

The pilot program approved by Curriculum for spring 2015 identifies three to five (3-5) courses to be offered. As the program advances, Curriculum and DE will work with Administration to assess the program's development, including its approval processes. This assessment will inform any suggested changes to the process for subsequent approvals. Too, the Senate, Curriculum and DE will encourage the College to develop a clear plan for how this program might be advanced to arrive at its goal of offering an AA degree available to prisoners. This plan would need to be vetted both by the Senate and by discipline faculty members, especially those disciplines which are likely to be solicited for involvement should the program mature into one which can offer a degree.

As we continue to move forward in a manner that promotes consensus and which keeps the program Title 5 compliant, the Senate will continue to encourage strong communication, a clear timeline and a detailed plan. As a final note, I would like to thank Dale Crandall-Bear, Curtiss Brown, Leslie Minor, Diane White and Dr. Laguerre for their leadership. Not only has this stage of the process been a pronounced success, but it has become a model for arriving at a consensus, one I hope will serve us well as we initiate other plans which require the active involvement of all shared governance constituencies.

On other fronts, the Senate and its representatives continue to be actively involved in multiple arenas, including CID and ADT compliance, AB 86, High School Outreach planning, our current petition to be one of the pilot community colleges to offer Bachelor's degrees in CA, faculty development, as well as working with Dr. Laguerre to develop goals for the completion agenda.

At the end of this term, the Senate will review its goals set initially at the outset of the semester, including more recent updates, in preparation for the forthcoming spring semester. I will share this information with you at the December meeting.

A joint task force was created to fill a whole in our process with regards to part-time and emergency hiring. We will be taking the recommendations to Shared Governance Council and the President's Cabinet.”

Trustee Brown wanted to thank the Academic Senate for reaching out to the high schools.

(c) Shared Governance Council – No Report

(d) Superintendent

Dr. Laguerre wanted recognize the collaborative effort of the Academic Senate as well as the committees in moving us forward. He thanked President Wyly for what he and his colleagues have done.

He also wanted to update the Board in terms of the bachelor's degree. We have put forward a degree in engineering technology. Thirty two colleges have expressed interest and put forth proposals and only fifteen will be selected. We will do the best we can.

Pleased and sad that we have identified an individual to replace current Chief of Staff, Ms. Judy Spencer. Her name is Dr. Yashica Crawford. She holds a Bachelor of Arts degree in Political Science, a, Bachelors of Science, and a Masters and Ph.D. in Educational Psychology. As an educator, she served as an assistant professor, professor and department chair at Patton University. She is very excited to join Solano Community College.

11. CONSENT AGENDA – ACTION ITEMS

Dr. Jowel Laguerre, Superintendent-President, made the following corrections to the Consent Agenda:

Item 11.(a), Page 1, Consent Calendar - Human Resources, Line 1, Regular Assignment, Chief of Staff – TBD should read *Yashica Crawford, Range 43/Step 3, effective December 1, 2014.*

Human Resources

(a) Employment – 2014-2015; Gratuitous Service

Finance and Administration

(b) Personal Services Agreement

(c) Warrant Listings

(d) Contract Amendment with Miyamoto International Inc., for Professional Services for Vacaville Annex Classroom Building and Vallejo Autotechnology Center Swing Space Project

Academic Affairs

(e) Memorandum of Understanding between Vallejo City Unified School District and Solano Community College District

(f) Faculty Scholarships for Community College Entrepreneur Pathway Training,

(g) Faculty Entrepreneurship Champion Minigrants

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

12. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

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

(a) Resolution Honoring the Retirement of Keith W. Brown

Moved by Trustee Thurston and seconded by Trustee Brown to approve the resolution honoring the retirement of Keith W. Brown. The motion carried unanimously with the following roll call vote:

STUDENT TRUSTEE ADVISORY VOTE: Naser J. Baig Concurred.

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

NOES: None

ABSENT: Trustee Chapman and Board President Keith

14. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent-President

(a) Veterans and Military Service Member Graduation Requirement Waivers, Resolution No. 14/15-13

This is a joint resolution by our academic senate

Moved by Trustee Brown and seconded by Trustee Martin to approve the Veterans and Military Service Member Graduation Requirement Waivers, Resolution No. 14/15-13. The motion carried unanimously with the following roll call vote:

STUDENT TRUSTEE ADVISORY VOTE: Naser J. Baig Concurred.

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

NOES: None

ABSENT: Trustee Chapman and Board President Keith

(b) Resolution Proclaiming December 1, 2014 as World AIDS Day at Solano Community College, Resolution No. 14/15-14

Moved by Trustee Honeychurch and seconded by Trustee Thurston to approve resolution proclaiming December 1, 2014 as World AIDS Day at Solano Community College, Resolution No. 14/15-14. The motion carried unanimously with the following roll call vote:

STUDENT TRUSTEE ADVISORY VOTE: Naser J. Baig Concurred.

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

NOES: None

ABSENT: Trustee Chapman and Board President Keith

(c) Second Reading – Solano Community College District Policy and Procedures – Series 4000 – Board Policy No. 4800 – Revised (In Part)

Moved by Trustee Thurston and seconded by Trustee Honeychurch to approve the Solano Community College District Policy, Series 4000, Board Policy No. 4800 – Revised (In Part) as presented. The motion carried unanimously.

(d) Second Reading – Solano Community College District Policy and Procedures, Board Policy No. 1096 – Distribution of Tickets or Passes – New

Moved by Trustee Thurston and seconded by Trustee Martin to approve the Solano Community College District Policy, Board Policy No. 1096 – Distribution of Tickets or Passes - New. The motion carried unanimously.

Finance and Administration

(e) Letter of Engagement with Vavrinek, Trine, Day & Co., LLP (VTD) to Conduct the Federal Indirect Cost Calculation

Solano Community College (SCC) received its first large federal grant this year: \$199,960 from the National Science Foundation. Receiving this grant makes SCC eligible to apply for a federal indirect cost rate determination. Indirect costs are those costs which are not readily identifiable with a direct grant cost, and include costs like the salaries of administrative staff, facilities costs, office supplies, and some technology and communications costs. Securing an Indirect Cost Rate will allow the College to capture the costs of real administrative work done in support of grant programs. Once granted, this rate can be used for all future federal grants.

Two firms were evaluated to conduct the federal indirect cost calculation. The District recommends to engage the services of Vavrinek, Trine, Day & Co., LLP (VTD) to assist the College in developing an indirect cost plan and prepare the submission for Federal approval.

Moved by Trustee Brown and seconded by Trustee Honeychurch to approve the letter of engagement with Vavrinek, Trine, & Day to conduct the federal indirect cost calculation as presented. The motion carried unanimously.

(f) Compensation Agreement between City of Dixon and Solano Community College District for Sale of Pardi Market Site

The City of Dixon's Redevelopment Agency (RDA) was dissolved by State statute on February 1, 2012. This statute, known as ABx1 26 or "the Dissolution Act," calls for the un-winding of redevelopment and the disposition of former redevelopment agency property, such as the Dixon

Pardi Market Site (Pardi), located at the southeast corner of A Street and First Street. Pardi has a physical address of 165 East A Street, and is referenced by Assessor Parcel Number 116-061-140.

Dixon intends to purchase Pardi using the attached Compensation Agreement, approved by the California Department of Finance for this transaction. This Compensation Agreement identifies, among others, the purchase price, legal description, and estimated percentage share of the proceeds derived from the sale of Pardi to each Taxing Entity listed on Exhibit A. Solano Community College is identified in Exhibit A. The appraised value of the Pardi Market site is \$140,000. Solano Community College's projected share is \$4,039.98.

Moved by Trustee Martin and seconded by Trustee Brown to approve the compensation agreement between the City of Dixon and Solano Community College District for the sale of the Pardi Market Site as presented. The motion carried unanimously.

(g) Contract Award to Swinerton Management and Consulting for Construction Management Services for the Autotechnology Project

Board approval was requested for a contract award to Swinerton Management and Consulting for construction management services for the Autotechnology project at the Vallejo Center. A request for qualification and proposal (RFQ/P) was issued by the District for PM/CM services and two rounds of interviews were conducted. Swinerton Management and Consulting was selected as one of the Measure Q Construction Managers.

Contract negotiations are complete and the Governing Board was asked to approve the Swinerton Management and Consulting construction management contract for the Autotechnology Project. The contract includes management of pre-construction and construction services including the development of criteria documents, Design/Build Entity pre-qualification and selection, estimating, on site construction management during construction and final project close-out.

The board was asked to approve a contract for Swinerton Management and Consulting in the amount of \$932,176.

*The contract award is available online at <http://www.solano.edu/measureq/planning.php>.*

Moved by Trustee Brown and seconded by Trustee Thurston to approve the contract award to Swinerton Management and Consulting for construction management services for the Autotechnology Project as presented. The motion carried unanimously.

(h) Contract Award to Swinerton Management and Consulting for Construction Management Services for Biotechnology Project

Board approval was requested for a contract award to Swinerton Management and Consulting for construction management services for the Biotechnology project at the Vacaville Center. A request for qualification and proposal (RFQ/P) was issued by the District for PM/CM services and two rounds of interviews were conducted. Swinerton Management and Consulting was selected as one of the Measure Q Construction Managers.

Contract negotiations are complete and the Governing Board is asked to approve the Swinerton Management and Consulting construction management contract for the Biotechnology Project. The contract includes management of pre-construction and construction services including the development of criteria documents, Design/Build Entity pre-qualification and selection, estimating, on site construction management during construction and final project close-out.

The board was asked to approve a contract for Swinerton Management and Consulting in the amount of \$ 1,255,256.

Moved by Trustee Martin and seconded by Trustee Thurston to approve the contract award to Swinerton Management and Consulting for construction management services for the Biotechnology Project as presented. The motion carried unanimously.

*The contract award is available online at <http://www.solano.edu/measureq/planning.php>.*

Vice President Young recognized Trustee Honeychurch who requested to approve Items 14.(i) – 14.(m) if there were no objections from his fellow Trustees. There were no objections.

Moved to approve agenda items 14.(i) – 14.(m) Moved by Trustee Honeychurch and seconded by Trustee Brown. The motion carried unanimously.

(i) Contract Award to WeidnerCA for Vacaville and Vallejo Centers Building Identification Project

Board approval was requested for a contract award to WeidnerCA for the exterior building signage at the Vacaville and Vallejo Centers. The scope of work includes manufacturing and installation of identification signage as approved by board resolution. A Request for Proposal (RFP) was issued to three (3) firms and all three firms submitted a proposal for the work. WeidnerCA submitted the lowest responsible and responsive bid at \$11,241. The other bids were Ellis and Ellis Sign Systems for \$11,499.26 and Martinelli Environmental Graphics for \$16,089.34.

The Board was asked to approve the contract with WeidnerCA to perform this work.

The total contract is in the amount of \$11,241.00.

*The contract award is available online at <http://www.solano.edu/measureq/planning.php>*

(j) Contract Award to Communication Strategies for Technology Design Services for Districtwide Information Technology Infrastructure Project

Board approval was requested for the approval of a technology design services contract with Communication Strategies for the districtwide information technology infrastructure project.

The scope of work includes preparation of a condition assessment report, development of design criteria, documentation, specific drawings, and specifications that describe the District's criteria for the upgrade of network infrastructure performance. The drawings and specifications will be used to procure a vendor to perform the information technology upgrade.

The Board was asked to approve a contract to Communications Strategies in the amount of \$29,913.00.

*The contract award is available online at <http://www.solano.edu/measureq/planning.php>.*

(k) Bid Award to Professional Asbestos and Lead Services Inc., for the Utility Infrastructure Upgrade - HVAC/EMS Efficiency Project

Board approval was requested for award of contract to Professional Asbestos and Lead Services Inc., in the amount of \$197,235 for the Utility Infrastructure Upgrade – HVAC/EMS Project asbestos abatement services.

The scope of work includes the demolition, removal, and mitigation of materials containing asbestos as indicated in approved plans for several building located on the Fairfield campus. The HVAC and EMS systems are being upgraded to increase the efficiency of the systems in Buildings 100, 500, 700, 800, 1400, 1500, 1600, and 1700 and the removal of asbestos is required prior to installation of new ductwork and equipment. Based on the attached bid analysis, Professional Asbestos and Lead Services is the lowest responsive, responsible bidder.

The Board was asked to approve a contract for Professional Asbestos and Lead Services Inc. in the amount of \$197,235.00.

*The bid award is available online at <http://www.solano.edu/measureq/planning.php>.*

(l) Contract Award to Crown Worldwide Moving and Storage for Moving Services for the Administration Building Renovation (Building 600) Project

Board approval was requested for a contract award to Crown World Moving and Storage. The scope of work includes assisting staff with packing boxes, moving boxes, and several pieces of furniture from 360 Campus Lane to Building 600 as part of Administration Building Renovation (Building 600) Project.

A walkthrough of the site was completed on Friday, October 31, 2014, including Chipman, Corovan, Crown, Empire, and Suddath Relocation Companies. Four (4) proposals were received on November 4, 2014 and the lowest responsive, responsible bidder was Crown World Moving and Storage with a price of \$2,521.

The Board was asked to approve a contract to Crown World Moving and Storage in the amount of \$2,521.00.

*The contract is available online at <http://www.solano.edu/measureq/planning.php>.*

(m) Contract Award to Optima Inspections Inc., for Project Inspector Services for the Utility Infrastructure Upgrade - HVAC/EMS Efficiency Project

Board approval was requested for the award of contract to Optima Inspections Inc., for monitoring and inspection services for the Utility Infrastructure Upgrade – HVAC/EMS Energy Efficiency project. Optima Inspections Inc., is part of October 15, 2014 Board approved pool of Project Inspectors for the Measure Q Bond Program.

The Consultant will provide construction oversight and project inspection services in accordance with the approved District State Architect (DSA) plans and will ensure code compliance throughout the project.

The board was asked to approve a contract for Optima Inspections Inc., in the amount of \$12,600.00.

*The contract award is available online at <http://www.solano.edu/measureq/planning.php>.*

Academic Affairs

(n) Resiliency Fund Grant Agreement

This grant from the Resiliency Fund is for the College Pathways North Bay Network benefitting foster youth enrolled in campus support programs.

The term of this grant shall be from November 1, 2014 through October 31, 2015. Total amount of grant funds requested is \$75,000. This agreement will take effect when signed by the Grantee's authorized representative and a signed original is received by the Resiliency Fund. Approval is requested at this time.

*A copy of the Agreement is available for review in the Office of the Superintendent-President.*

Moved by Trustee Honeychurch and seconded by Trustee Martin to approve the Resiliency Fund Grant Agreement as presented. The motion carried unanimously.

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

During the fall 2014 semester in the months of October and November 2014, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by Title 5, Chapter 6, Subchapter 2, beginning with §55100.

Moved by Trustee Thurston and seconded by Trustee Honeychurch to approve curriculum actions as submitted by the Curriculum Committee, a Subcommittee of the Academic Senate. The motion carried unanimously.

15. INFORMATION/ACTION ITEMS – ACTION MAY BE TAKEN

Human Resources

Vice President Young recognized Trustee Thurston who requested to approve Items 15.(a) and 15.(b) if there were no objections from her fellow Trustees. There were no objections.

Moved to approve agenda items 14.(i) – 14.(m) Moved by Trustee Thurston and seconded by Trustee Brown. The motion carried unanimously.

(a) Revised Job Description Human Resources Generalist – (Confidential - Administrative Leadership Group)

The representative duties were revised to include all human resources functions including, but not limited to, classification, compensation and payroll, benefits management, human resource information systems, recordkeeping, compliance, onboarding, training, performance management, leave management, Equal Employment Opportunity compliance, and labor relations.

Mr. Larson, Associate Vice President, Human Resources stated that this is part of the reorganization of the Human Resources department. This is an existing position. He clarified that this is a down grade in salary and is a cost savings to the District

(b) Revised Job Description Human Resources Executive Assistant – (Confidential-Administrative Leadership Group)

The representative duties were revised and minimum qualifications were revised to include all support areas of Human Resources. The Human Resources Executive Assistant is the professional entry level classification among the Human Resources Division support staff series. Performance of duties requires a working knowledge of district policies, rules, regulations, the organizational structure, and the ability to maintain confidentiality.

(c) Revised Job Description Director of MESA and High School Programs – (Confidential - Administrative Leadership Group)

We already have a mesa instructor, this is important to strengthen the connection to the HS. The job description was revised to include the additional duties resulting from the high school programs. This position will be placed on Range 43 of the 2013-2014 Administrative Leadership Group Salary Schedule.

Trustee Brown asked for clarification as to whether the salary range had increased as well. Mr. Larson, Associate Vice President, Human Resources could not verify that range at this time.

Moved by Trustee Brown and seconded by Trustee Martin to approve revised job description for the Director of MESA and High School Programs – (Confidential -Administrative Leadership

Group) as presented. The motion carried unanimously.

(d) District Reclassification – Administrative Assistant III to Administrative Assistant IV – Vacaville Center

The District is reclassifying the Administrative Assistant III at Vacaville Center to Administrative Assistant IV. The Administrative Assistant IV at the Vacaville Center will be responsible for scheduling the Fire Technology courses as well as the Aeronautics courses. This position will also be responsible for the room assignments for the Vacaville Center and the Annex. In addition, the Administrative Assistant IV is responsible for completing Board agenda items for the dean, represents the dean and the district at area meetings when the dean is unavailable.

This is a District initiated reclassification and the process has been vetted through CSEA.

Moved by Trustee Thurston and seconded by Trustee Honeychurch to approve the reclassification of the Administrative Assistant III to Administrative Assistant IV for the Vacaville Center as presented. The motion carried unanimously.

Finance and Administration

(e) A.G. Spanos Corporation (AGS) Requests for Right-of-Entry and Pedestrian Access Easement to the Solano Community College Trail

A.G. Spanos Corporation (AGS) is proposing to build a 286-unit apartment complex on a 13-acre site located on Business Center Drive in the City of Fairfield. As part of the construction of the project, they would like to provide pedestrian access from the apartment complex to the Solano Community College trail system. The City of Fairfield has encouraged AGS to reach out to SCC, since the SCC trail connects directly to the Fairfield Linear Park Trail system.

The proposed pedestrian access pathway will connect to the existing college-owned trail north of the project. Exhibit A shows the proposed trail connection location in relationship to the apartment project and the existing SCC trail and facilities. A five-foot wide concrete pathway would be constructed from the apartment site to SCC's existing asphalt trail. In addition, a five-foot wide opening in the existing chain link fence, located along the trail, will be required for the pathway connection (Exhibit B). AGS has agreed to repair or replace the existing chain link fence along SCC's property line. AGS will be responsible for the cost of the pedestrian trail connection improvements.

The Board expressed concerns regarding maintenance and upkeep and requested more information. Vice President Ligioso will arrange for A.G. Spanos Corporation to present at a future meeting.

No action was taken at this time.

(a) Annual Financial Report - CCFS-311 for Fiscal Year 2013-2014

Yulian Ligioso, Vice President, Finance and Administration, presented the 2013-2014 Annual Financial and Budget Report–CCFS-311. The report has been filed and certified online as required with the California Community Colleges Chancellor’s Office.

*A copy may be obtained from the Office of the Vice President of Finance and Administration, and is available for review online at: [http://www.solano.edu/finance\\_admin/fiscal\\_reports.php](http://www.solano.edu/finance_admin/fiscal_reports.php)*

(b) CCFS-311Q Financial Report, First Quarter, Fiscal Year 2014-2015

AB 2910, Chapter 1486, Statutes of 1986, requires California community college districts to report quarterly on their financial condition. The CCFS-311Q quarterly financial report for the first quarter of FY 2014-2015 was presented to the Board for review and information.

Mr. Ligioso reported that revenues are tracking as expected and are going to be slightly above the deficit that was originally identified.

*A copy may be obtained from the Office of the Vice President of Finance and Administration*

17. ANNOUNCEMENTS

Trustee Brown wished everyone a Happy Thanksgiving next week.

Student Trustee Baig Wanted to thank Trustee Young for speaking at his meeting.

11:30am – Party for COS Spencer.

Trustee Chapman wanted to dedicate this meeting to Dr. Stephen Honeychurch.

18. ITEMS FROM THE BOARD

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

November 2014

**08** - Associated Students of Solano College event in Cafeteria where student representatives from other community colleges were in attendance

**10** - Toured SCCD Building 600 with members of SCC CBOC members

**17** - Vallejo Interagency Committee Meeting at Vallejo City Manager’s Office

**18** - City of Vallejo Participatory Budget Committee meeting that was held at JFK Library Joseph Room

**18** - Vallejo Center Expansion Advisory Committee Meeting at the Vallejo Center Conference Room

**19** - Measure Q Advisory Committee Meeting in ASSC Conference Room

**19 - SCCD's Board dinner with students**

**19. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:55p.m.

JCL:rp

14.11.19 BOARD MINUTES FINAL

\_\_\_\_\_  
PAM KEITH  
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.