

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**UNADOPTED MINUTES  
December 17, 2014**

The Governing Board Measure Q Adhoc Subcommittee met prior to the Board Meeting at 4:00 p.m., in the ASSC Conference Room, Room 1421, located at 4000 Suisun Valley Road, Fairfield, California 94534.

A reception to welcome and congratulate re-elected Trustee Pam Keith, (Area 1); and continuing Trustees A. Marie Young, (Area 2); Denis Honeychurch, J.D., (Area 4); and Sarah E. Chapman, Ph.D., (Area 6) to the Solano Community College District Governing Board and Ribbon Cutting for the Administration Building was held at 6:00 p.m., in the Administration Building, Board Room 626, prior to the Board meeting.

**1. CALL TO ORDER**

A meeting of the Solano Community College District Governing Board was called to order at 7:00 p.m., on Wednesday, December 17, 2014, in the Administration Building, Room 626, at 4000 Suisun Valley Road, Fairfield, California 94534, by Board President Keith.

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

At the request of Board President Keith, Judge Ramona Garrett led those present in the pledge of allegiance to the flag of the United States of America.

**3. ADMINISTRATION OF OATH OF OFFICE TO RETURNING GOVERNING BOARD MEMBERS: PAM KEITH, A. MARIE YOUNG, DENIS HONEYCHURCH, J.D., AND SARAH E. CHAPMAN, PH.D.**

Dr. Jowel Laguerre, Superintendent-President, introduced the Honorable Ramona J. Garrett, Presiding Judge, Superior Court of the State of California, County of Solano, Vallejo, California, who administered the oath of office to re-elected Trustee Pam Keith (Area 1); Trustee Denis Honeychurch (Area 4); and Trustee Sarah E. Chapman (Area 6).

Dr. Jowel Laguerre, Superintendent-President, introduced the Honorable Trina Thompson, Presiding Judge, Superior Court of the State of California, County of Alameda, Oakland, California, who administered the oath of office to re-elected Trustee A. Marie Young (Area 2).

With the authority granted by the Constitution of the State of California, the Honorable Judge Garrett and the Honorable Judge Thompson proclaimed the trustees duly appointed and installed to assume the duties as trustees of the Solano Community College District Governing Board. The inductees were honored with a round of applause.

Special point of privilege to present a Stonedene replica model to Pam Keith for her service as Governing Board President and in appreciation for outstanding leadership of Solano Community College District

4. ROLL CALL

Members Present:

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

Members Absent:

None absent

Others Present:

Roger Clague, Chief Technology Officer  
Wade Larson, D.M., Associate Vice President, Human Resources  
Yulian Ligioso, Vice President, Finance and Administration  
Leigh Sata, Executive Bonds Manager  
Michael Wyly, Academic Senate President  
Shirley Lewis, Chief Student Service Officer  
Yashica Crawford, Ph.D., Chief of Staff  
Judy Spencer, Chief of Staff

Special point of privilege by President Keith, who extended sincere appreciations to Chief of Staff Judy Spencer in celebration of her retirement. Each Trustee shared comments in appreciation of Ms. Spencer.

5. APPROVAL OF AGENDA

Board President Keith announced that Dr. Jowel Laguerre made the following corrections to the amended agenda:

Item 12.(a), Honorary Degrees – January 18, 2015, Page 81, line 9, ~~Mrs. Wright~~ should read ***Jean Sunny Johnson Wright.***

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

6. ANNUAL ORGANIZATIONAL MEETING OF THE GOVERNING BOARD

(a) Election of Governing Board Officers for the 2014-2015 Year – President, Vice President, and Appointment of Secretary

Trustee Thurston moved to nominate Trustee A. Marie Young for President of the Board. Trustee Honeychurch seconded the nomination. Trustee A. Marie Young was elected President by acclamation. Unanimous

Trustee A. Maire Young moved to nominate Trustee Martin for Vice President of the Board. Trustee Honeychurch seconded the nomination. Trustee Martin was elected Vice President by acclamation. Unanimous

Moved by Trustee A. Marie Young and seconded by Trustee Thurston to appoint Dr. Jowel Laguerre as Secretary of the Board for 2014-2015. The motion to appoint Dr. Jowel Laguerre as Secretary carried unanimously.

(b) Establishment of Dates, Time, and Location of Governing Board Meetings

Moved by Trustee Keith and seconded by Trustee Thurston to approve the calendar schedule for meeting dates, times, and locations of Solano Community College District Governing Board meetings for 2015 as presented. The motion carried unanimously.

(c) Selection of Representative to the Solano County School Boards Association

Moved by Trustee Honeychurch and seconded by Trustee Martin to appoint Trustee Chapman as the Solano Community College District Governing Board's representative to the Solano County School Boards Association for 2014-2015. The motion carried unanimously.

7. COMMENTS FROM MEMBERS OF THE PUBLIC

- a. Kelly Napolitano, stage manager in theatre department, distributed invitation to the play entitled "Rhinoceros" and would like the Board to attend. Trustee Brown commented on the amazing singing in the production.

8. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC) - Student Trustee Haig

- a. Activities budget increased by \$7K. Meeting on January 29<sup>th</sup> for pre-semester planning. Info is requested to be sent to me if they would like to attend. Chapman – was Ligioso able to assist with audit. Very grateful for assistance and a matter of inaccurate record keeping. Also made himself very available.

(b) Academic Senate – Michael Wyly

- a. Students have finished finals. Senate held last meeting on December 8<sup>th</sup>, and met with Dr. Laguerre this morning. Grateful to Senate for great semester. Took action on 4 items, 2 are resolutions. First, passed unanimously in support of Children’s Program. Called attention to student equity, interdependence, and title 9. Also passed resolution for Annette Dambrosio for her efforts and joint AB86 plan to provide adults with basic skills, classes for immigrants, and programs for adults with disabilities. Summary of plan was presented and Senate voted unanimously on the draft. Acceptance of revised student equity plan. Thanks to Shirley Lewis and Jocelyn Mouton. Reminder of Senate goals, summary of plans for 2015 term, including mutual prioritization of student success goals. Senate will host David Morse on January 8<sup>th</sup> to facilitate workshop. The information related to plans will be shared with bargaining units, as it will affect adult education.

(c) Shared Governance Council – Vice President Ligioso

Congrats to reelection of trustee members and election to trustee board. The Shared Governance Council met on December 10 and addressed the following agenda items:

Dr. Laguerre was present to deliver a Superintendent-President’s report and answer questions about the agenda for tonight’s Governing Board meeting. Dr. Larson provided the Council with an update from Human Resources. Vice President Ligioso presented a budget update. Interim Vice President White presented the 2014-2015 and 2015-2016 academic calendars with minor revisions. The Council voted to accept these modifications. Wyly presented information on Senate’s proposed revisions on requirements. Shirley Lewis provided information on student equity plan, and there was discussion on the progress on 1421 smoking on campus

(d) Superintendent

Sprinklers update by Vice President Ligioso, presented by Dwight Calloway (Director of Facilities), update from November 19<sup>th</sup> meeting. Allegations related to sprinkler system. 5 year warranty on sprinkler risers. They have to be certified, and there were discrepancies (faulty gauges, mislabels or no labels). Quote was provided to give repairs and they could be done in-house. Was provided feedback from engineers regarding if this was a task in their job description. Vendor was selected to complete inspection after repairs were done and company has many years of experience. Cordelia Fire Department served as 3<sup>rd</sup> layer of inspection, which had not been done previously. Vacaville and Vallejo were already inspected, and Fairfield passed. Certifications are available for viewing. Dr. Laguerre thanked the board for their support during the renovation, and noted that staff will be relocating to the new space in January.

9. CONSENT AGENDA – ACTION ITEMS

Dr. Jowel Laguerre made the following specific corrections to the Consent Agenda:

Item 9.(b), Consent Calendar, Human Resources, Page 4, Line 6, TBD Business Operations Coordinator, Bond – **PULLED**; Line 7, Jocelyn Mouton, Dean of Counseling (**Range 49, Step 5**); Line 8, TBD Executive Assistant, Human Resources – TBD – **PULLED**; Line 9 TBD **Sara Simmons** Reading/Writing Lab Technician (**Range 14, Step 1**) 1/6/15; Line 10, Leslie Minor, Vice President, Academic Affairs (**Range 53, Step 5**) 1/1/15.

Superintendent-President

- (a) Minutes for the Board Study Session held November 3, 2014; the Regular Meeting held November 19, 2014, and Minutes for the Board Study Session held December 3, 2014, will be approved at a future meeting.

Human Resources

- (b) Employment – 2014-2015
- (c) District Reclassification, Athletic Assistant
- (d) Revised Job Description, Dean of Health Sciences

Finance and Administration

- (e) Personal Services Agreements
- (f) Warrant Listings
- (g) Contract Award to Lionakis for Architectural Services for Science Building (Phase I) Project Phase 1
- (h) Contract Award to Dovetail for Program Level Furniture, Fixtures and Equipment Consulting Services

Academic Affairs

- (i) Memorandum of Understanding between ChildStart Incorporated and Solano Community College District
- (j) Memorandum of Understanding between Bay Area Clean Water Agencies and Solano Community College District
- (k) Amended Children's Programs Contract for the California State Preschool Program

- (l) Amended Children’s Programs Contract for the General Childcare Program
- (m) Agreement with VentureTech, LLC., for Business Plan Pitch Competition Services
- (n) Personal Services Contracts for Continuing Education
- (o) Services Agreement between the City of Vallejo, California and Solano College Small Business Development Center
- (p) Child Care Tuition Increase

Student Services

- (q) Associated Students of Solano College (ASSC) 2014-2015 Budget
- (r) Request for Approval of the Amended Academic Calendars for 2014-2015 and 2015-2016 as Submitted by the Academic Calendar Advisory Committee

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

10. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

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

- (a) Resignations to Retire – Cindy Murashige and Annette Dambrosio

<u>Name</u>	<u>Assignment &amp; Years of Service</u>	<u>Effective</u>
Cindy Murashige	Police Services Technician 12 years of service at SCC	12/31/2014
Annette Dambrosio	Reading/English Instructor 29 years and 3 months of service at SCC	12/16/2014

Moved by Trustee Keith and seconded by Trustee Brown to approve the resignations to retire for Cindy Murashige, effective December 31, 2014; and Professor Annette Dambrosio, effective December 16, 2014. The motion carried unanimously.

- (b) Resolution Honoring the Retirement of Judy Spencer

Judy Spencer has served the Solano Community College District with distinction since September 25, 2000, when she began working as the Executive Assistant to the Vice President of Academic Affairs. Ms. Spencer has served in various capacities during her career, including Executive

Coordinator to the Superintendent-President/Governing Board and finally as Chief of Staff. She is retiring after 14 years and 3 months of service on December 30, 2014.

Moved by Trustee Keith and seconded by Trustee Chapman to approve the resolution to retire for Judy Spencer, effective December 30, 2014, with the following roll call vote.

ROLL CALL VOTE (unanimous decision)

Ms. Judy Spencer responded by saying, “Congratulations to our returning trustees. Thank you for this resolution and kind words. I am humbled by these words but grateful that you feel I have made a difference. It means so much to me. It is almost 17 years since I joined the Solano Community College staff, and throughout this time I have very much enjoyed working with an amazing team of professional administrators, and dedicated faculty and staff who have been committed to ensuring the success of our students. This College is an institution, thanks to the leadership of the Board and Superintendent-President, which is well on the way to becoming nationally recognized as a place that will continue to provide quality, affordable higher education to our community. I am grateful and proud to have been a part of the hard work accomplished over the time I have been here. Of course, there have been good times and bad. And once again, we find ourselves having to do more with less. But we always seem to be able to fasten our seat belts and do whatever it takes to keep the institution open and a viable place of higher learning for our students.

The last six months, since 9.(a), as President Laguerre eludes to, have been bittersweet for me. I counted the days but only to keep my mind off of it! It is interesting the thoughts that go through your mind when you know your “paid” working days are coming to an end and a new chapter of life is about to begin. I have worked my entire life, but have never enjoyed my working career as much as I have here at the College. I now look forward to spending more time with my loved ones and friends, an objective which includes extensive travel plans. I shall, of course, miss my colleagues very much, but am confident that each and every one of you will continue to ensure that Solano Community College remains among the best within the state and beyond.

Words of T.S. Eliot say:

*“For last year's words belong to last year's language  
And next year's words await another voice.  
And to make an end is to make a beginning.”*

Thank you Dr. Crawford for saying yes to Solano Community College. I leave the Board and President in good hands with your leadership. At my awesome retirement party, and thank you to everyone who came, I shared that I will not say good-bye because that infers that I am leaving – which I am – and that I’m not coming back – but I am – and that I will forget – which I will not. You were always there for me and I shall never forget. So I bid you farewell until we meet again. I love you all! Thank you for everything.”

12. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent-President

(a) Honorary Degrees – January 18, 2015

Moved by Trustee Thurston and seconded by Trustee Chapman to approve the following individuals for honorary degrees to be awarded at the 14<sup>th</sup> Annual Martin Luther King, Jr., Community Celebration on January 18, 2015: C.C. Sabathia, Amber Sabathia, and Mrs. Wright. The motion carried unanimously.

Human Resources

(b) District and Operating Engineers/Stationary Engineers, Local 39 2014-2016 Collective Bargaining Agreement

Dr. Wade Larson, Associate Vice President of Human Resources, presented the tentative agreement between Operating Engineers/Stationary Engineers, Local 39 and the District. Local 39 ratified the tentative agreement on December 3, 2014

Moved by Trustee Keith and seconded by Trustee Chapman to approve the District and Operating Engineers/Stationary Engineers, Local 39 2014-2016 Collective Bargaining Agreement presented. The motion carried unanimously.

Academic Affairs

(c) Memorandum of Understanding between Sonoma State University and Solano Community College District

An agreement between Solano Community College District identified as “SCCD” and Sonoma State University identified as “SSU” was presented to the Governing Board for approval.

Whereas “SCCD” is in receipt of Stuart Foundation and Emily and David Pottruck Fund Grants of \$150,000 to plan the development and implementation of a Multi-Campus Network.

This Memorandum of Understanding between ‘SCCD’ and ‘SSU’ is in place to plan the development and implementation of the North Bay Network that increases the College persistence and graduation rates of foster youth in Solano and Sonoma Counties. The term of this agreement is November 1, 2014, through October 30, 2015.

Moved by Trustee Brown and seconded by Trustee Keith to approve the Memorandum of Understanding between Sonoma State University and Solano Community College District as presented. The motion carried unanimously.

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



During the fall 2014 semester in the months of November and December 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 Chapman and seconded by Trustee Brown to approve the request for approval of Curriculum actions as submitted by the Curriculum Committee, a Subcommittee of the Academic Senate as presented. The motion carried unanimously.

Student Services

- (e) Resolution Honoring Dr. Martin Luther King, Jr., Holiday, January 19, 2015, Resolution No. 14/15-16

Approval was requested for Resolution No. 14/15-16 to observe the Dr. Martin Luther King, Jr., Holiday, January 19, 2015, and commemorate throughout the year with appropriate programs, ceremonies, and activities.

Moved by Trustee Keith and seconded by Trustee Thurston to approve the Resolution Honoring Dr. Martin Luther King, Jr., Holiday, January 19, 2015, Resolution No. 14/15-16. The motion carried unanimously with the following roll call vote.

ROLL CALL VOTE

- (f) 2014-2017 Student Equity Plan (Updated August 25, 2014)

The Board of Trustees approved the Solano Community College Student Equity Plan (SEP) on September 18, 2013. The update to the Student Equity Plan 2014-17, includes:

- Updated student equity data for the years fall 2008 through fall 2013;
- Analysis of California Community College Chancellor's Office (CCCCO) Data Mart and Data on Demand data to measure disproportionate impact (DI) using the 80% Rule for the following five disaggregated subgroups: gender, ethnicity, age, disability status, and economically disadvantaged;
- Additional student populations addressed by gender (as defined in the U.S. 2010 census), as mandated by June 2014 legislative changes, including current or former foster youth, veterans, low income students, more than one race, and some other race;
- Revised SEP goals and activities to address and monitor disparities, based on the DI study and the 2013-14 Student Equity program review; and
- Coordination with the Student Success and Support Program (SSSP) Plan.

A copy of the updated Plan by the Student Equity Committee, dated August 25, 2014, was provided to the Board under separate cover and is available for review in the Superintendent-President's Office.

Moved by Trustee Chapman and seconded by Trustee Keith to approve the updated 2014-2017 Student Equity Plan as presented. The motion carried unanimously.

13. INFORMATION/ACTION ITEMS – ACTION MAY BE TAKEN

Superintendent-President

(a) Agreement between Solano Community College District and Huameijiadai Investment Management Company, LTD., and United States Education Foundation, Inc.

An agreement between Solano Community College District identified as “SCCD” and Huameijiadai Investment Fund Management Company, Ltd., identified as “Huameijiadai” and the United States Education Foundation identified as “USEF” is in place to provide certificate training courses to international students from China in basic aircraft maintenance technologies. Business Registration Number for the record: 110105017724247

Dr. Laguerre commented that the agreement may be terminated by providing the other parties with 60-day notice in writing stating reason for termination. This agreement was vetted by legal counsel. We have an opportunity to support our aviation program through enrollment of students from China. We will hire continuing education instructors. This will be an add-on to the current program and will not take away from our current offerings. Trustees wanted assurance that the new program “shall not” take away from the current program and would like to see entire proposal before it comes back for action, which includes vision, partners, fiscal and all that is required of the program. Proposal will return for approval at a future board meeting.

14. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Workforce Development and Continuing Education/Small Business Development Center Reorganization

In light of budget considerations, it is necessary to reorganize how the Workforce Development and Continuing Education (WDCE) functions are performed. The best option is to combine the WDCE, with the Small Business Development Center (SBDC) and Workforce Grants (WG) under one umbrella. This reorganization includes a reduction of positions specifically to WDCE and merges all other functions under WDCE/SBDC. This is informational for the Board, and has a cost savings is \$150k per year. Kelly Penwell will lead this effort.

Board President Young recessed the Regular Meeting at 8:15 p.m.

15. 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) Student Suspension and/or Disciplinary Matter Pursuant to Education Code, §72122
- (d) Conference with Real Property Negotiator  
Property: Northgate Property Purchase, N.W. Corner Turner and Ascot Parkways  
Negotiating Party: Leigh Sata, Executive Bonds Manager  
Under Negotiation: Terms
- (e) Public Employee Performance Evaluations  
Chief Student Services Officer  
Vice President, Academic Affairs  
Vice President, Finance and Administration  
Superintendent-President

Board President Young called the Closed Session to order at 8:25 p.m.

16. RECONVENE REGULAR MEETING

Board President Young reconvened the Regular Meeting at 9:40 p.m.

17. REPORT OF ACTION TAKEN IN CLOSED SESSION

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

Board President Young reported that the Board discussed a Student Suspension and/or Disciplinary Matter Pursuant to Education Code, §72122 in Closed Session, and no action was taken.

Board President Young reported that the Board discussed Public Employee Performance Evaluations for the following: Chief Student Services Officer, Vice President, Academic

Affairs; Vice President, Finance and Administration, and Superintendent-President in Closed Session, and no action was taken.

18. COMMENTS FROM MEMBERS OF THE PUBLIC (CONTINUED)

There were no comments from members of the public.

19. ANNOUNCEMENTS

20. ITEMS FROM THE BOARD

Discussion and approval of the SCCD Governing Board Adhoc Subcommittees for 2015 has been postponed until the January 21, 2015 board meeting.

21. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:42 p.m.

JCL:yc

BOARD MINUTES.12.17.14.DRAFT

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A. MARIE YOUNG  
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.