

The Governing Board Accreditation Leadership Adhoc Subcommittee will met prior to the Board Meeting at 4:00 – 5:00 p.m., in Building 100, Room 101, located at 4000 Suisun Valley Road, Fairfield, California 94534, to discuss the ACCJC Midterm Report.

The Governing Board Measure Q Adhoc Subcommittee met prior to the Board Meeting at 5:00 p.m., near the Administration Building, Room 626, located at 4000 Suisun Valley Road, Fairfield, California 94534, to tour the 600 Building.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES
September 3, 2014

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, August 6, 2014, in the Administration Building, Suite 201, 360 Campus Lane, 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, Ms. Leslie Fay, Interim Coordinator, Workforce Development and Continuing Education, led those present in the pledge of allegiance to the flag of the United States of America.

3. ROLL CALL

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

Others Present:

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
Diane M. White, I/Vice President, Academic Affairs
Renee Pegues, Executive Coordinator, Superintendent-President/Governing Board
Judy Spencer, Chief of Staff

4. APPROVAL OF AGENDA

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

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Keith recognized Professor DeKloe, President of the Solano College Faculty Association, who requested to comment on the budget.

Professor DeKloe began by quoting the first line from the August 12 - September 2, 2014, edition of *The Tempest*.

“We all know that Solano has a reputation for cancelling classes due to low enrollment, which usually causes students to feel resentment or frustration towards the administration.”

Professor DeKloe stated that is our reputation as a College—one that cancels classes. In reference to the newspaper article, a short fall in the budget is mainly due to an offset of revenue from FTES. We have been talking like it is something outside of our control. A portion of the shortfall is a problem we have to own and partly something that we need to fix.

At this point in our history, we should not strive for efficiency but rather FTES. We got efficiency. If we want complete efficiency, we should close Vallejo. Professor DeKloe commented he would like us to fundamentally change our attitude from efficiency to serving student; offer classes even if they fall below class maximums. We should serve students, maximize FTES, and suspend efficiency, which means our budget is \$2.6M leaner, efficient but not where we want to be.

Dr. Jowel Laguerre, Superintendent-President, commented that the District is diligently working towards cancelling fewer classes, but that we have a lot of work to do on both the faculty side and administration side in order to not have the reputation as a college that cancels classes. We also need to address contracts and make the schedule as efficient as possible.

Board President Keith recognized Mr. George Guynn, President of the Central Solano Citizen/Taxpayer Group (CSCTG), who requested to comment on the Property Purchase Contract – 1683 to 1699 North Ascot Parkway, Vallejo, CA 94591. Mr. Guynn’s comments were deferred to later on the agenda.

Board President Keith recessed the Study Session at 6:42 p.m.

6. CLOSED SESSION

- (a) Conference with Labor Negotiator
Agency Negotiator: Yulian Ligioso, Vice President, Finance and Administration
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39
- (b) Public Employee Discipline/Dismissal/Release
- (c) Conference with Real Property Negotiator
Property: Northgate Office Park, N.W. Corner Turner and Ascot Parkways,
Vallejo, CA 94591
Negotiating Party: Jowel C. Laguerre, Ph.D.
Negotiating Parties: Solano Community College District and Leigh Sata
Under Negotiation: Price and Terms of Payment

Board President Keith called the Closed Session to order at 6:46 p.m.

7. RECONVENE REGULAR MEETING

Board President Keith reconvened the Board Study Session at 7:36 p.m.

8. REPORT OF ACTION TAKEN IN CLOSED SESSION

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

Board President Keith reported that the Board held Conference with Real Property Negotiator and discussed the property known as Northgate Office Park, N.W. Corner Turner and Ascot Parkways, Vallejo, CA 94591 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) Solano Leadership Academy Experiences – June 2, 3, and 4, 2014
Facilitated by Laurie Gorman (Administrative Leadership); Jeff Lehfeldt (Operating Engineers, Local 39), and Professor Melissa Reeve (Faculty)

Ms. Laurie Gorman, Executive Coordinator, Academic Affairs, reported to the Board on her three-day experience with the Solano Leadership Academy held this summer. She commented

that she learned a lot from the presenters and facilitator, Dr. Pam Fisher, as it relates to communication styles, leadership at all levels; leadership from the state and national perspective; Mr. Scott Lay, President of the Community College League of California, understanding budgets both internally and externally, and institutional success at the College.

Ms. Gorman stated that each participant had an opportunity to share at the end of the Academy what leadership meant to them. Laurie shared with the Board her Solano Community College tenure, identifying herself as one who always works behind the scenes, having never thought of herself as a leader per se. She learned from the Academy that we are all leaders simply by our work in moving the Institution forward. She commented that she can always portray the College in a good light; promote the College from within and outside in the community; and be a role model and example--always promoting the positive things that happen regularly at the College. These are things she can do as a leader. "Leaders are there to serve, not just lead."

Mr. Jeff Lehfeltdt, Maintenance and Operations Department, and President of Local 39, emphasized his "D" personality profile, i.e., DOMINANCE, which he learned about himself at the Academy—a trait he shares with Dr. Laguerre. The "D" style has emphasis on shaping the environment by overcoming opposition and challenge. Tendencies are getting immediate results, taking action and accepting challenges. "D's" are motivated by challenge, power and authority, with direct answers. Fears are loss of control in their environment; being taken advantage of. They are self-confident, direct, decisive, risk-takers, with limitations of impatience and lack of concern for others. Mr. Lehfeltdt gave examples of how the personality test has been useful in his interaction with others, and how the leadership training has helped him at the negotiation table. He stated that he shares what he learned with his constituents regularly and is grateful that this experience is now in his "tool box."

Ms. Melissa Reeve, English Professor and Basic Skills Coordinator, also serves on the SCFA negotiating team. She thanked the Board for the opportunity to participate in the Academy. Since serving the College as a faculty member for thirteen (13) years, she has been attracted to various roles of leadership, except that she thinks of them as stepping up to do work that no one else wants to do. Ms. Reeve stated that she continually wants to know more of what is happening within the Institution, i.e., Academic Senate, Enrollment Management, Basic Skills, etc. Meetings can be tough, but at the same time as learning opportunities to see how the pieces all go together to form the organization. Melissa stated that she appreciated the opportunity to learn more about leadership internally, working groups with employee groups on campus; people working together on problem-solving tasks, and how all members contribute to the whole. She now has a broader view of how things work within the college systems having heard from the outside presenters like Dr. Helen Benjamin, Mr. Scott Lay from the League, and Dr. Andrew Jones, all presenters of "note." The finance piece from the state level, policy, and legislation, was informative and useful information. Most of us are not equipped with enough information to do our jobs; therefore, we try to solve problems within our sphere of influence. A broader view of how we can contribute to the Institution is a bonus. We need to think about how we can contribute to reshaping ourselves during transition. All districts are suffering from enrollment problems, but colleges can solve these challenges from within by changing the model from within--helping students be more efficient and successful. Professor Reeve stated in her opinion

our focus should be on graduating students, enrollment management, completion, and rebranding. Ms. Reeve again thanked the Board for the opportunity to know more so she can think differently.

(b) California State Prison (Solano)

Facilitated by Dr. Kenya Williams, Principal, Vaca Valley Adult School

Dr. Kenya Williams began her presentation by stating that she heard a common theme from the presenters before her, i.e., how we can increase our enrollment and keep classes open for our students. Dr. Williams spoke to the Board about a potential partnership with the College and California State Prison (Solano). Currently, the prison has 4,186 inmates and 600 are enrolled in college. The prison has a relationship with Coastline Community College, Feather River College, and Palo Verde College, to name a few. In doing so, the prison has reached its maximum and wants to join in a relationship with Solano Community College, using a distance education model to expand enrollments and FTES.

Why is college important to incarcerated individuals? A recent study from the National Institute of Justice stated inmates have a 67% chance of returning to prison with no education; 24% with a high school diploma, and 10% if they have a degree. Education is important, and the legislature and the prison understand this. Reasons to enter into a partnership with Solano Community College are: there is a captive audience that is willing to work and learn; the Bachelor's and Master's degree instructors are equipped to monitor exams, and a facility exists to provide classrooms. Prisoners are enthusiastic about college because they are fully aware that "second chances" don't come around very often. The prison acknowledges that this is a win-win situation that can lead to released prisoners who become productive citizens who are able to get jobs.

SB 1391 is on the Governor's desk to be signed and will dictate how we move forward, but we need to begin planning now so we are prepared to begin this next semester.

Dr. Laguerre stated that a proposed Memorandum of Understanding will return to the Board for approval September 17, 2014.

(c) Admissions and Records Services Update

Facilitated by Barbara Fountain, Associate Dean, Admissions, Assessment & Scheduling

This presentation was postponed to October 1, 2014.

(d) Cohort Default Rate Update and Default Prevention Plan

Facilitated by Robin Darcangelo, Associate Dean of Students, Financial Aid, EOPS/CARE, & Veterans

Associate Dean Darcangelo gave an update on the Cohort Default Prevention Plan and current rates. Following is a recap of the report given to the Board of Trustees:

- Department of Ed released the three-year Cohort Default Rates last September. Solano Community College (SCC) had a rate of 31.5% for FY 2010, and a projected three-year rate above 30% for FY 2011.
- SCC was required to develop a Default Prevention Plan and submit to the Department of Education (DOE). Our plan was approved and our data indicated that loan defaulter had little to nothing to do with Financial Aid, but rather educational outcomes and student support services.
- Spring 2014 was the PILOT for implementing the plan with a third party servicer. Education Credit Management Corporation (ECMC) was hired to work with our delinquent borrowers.
- SCC was in jeopardy of losing Title IV funds if the trends continued.
- Spring efforts were successful.
- Newly released information indicates the new projection is 28.29%; below compliance threshold and sanctions for 2012.
- Projection for FY 2013 should be in the teens.
- It is extremely important that the Institution continues to support the efforts going forward as the Cohort Default issue will remain; however, we are confident we will be successful as an Institution.
- The Default Plan provides additional tools for the outcome of student success. The Plan is aligned with the student success model.

(e) Enrollment Management Update

Facilitated by Peter Cammish, Dean of Research, Planning and Institutional Effectiveness

Trying to stimulate growth with efforts that have increased number of sections offered and number of faculty teaching hasn't always translated into increased FTES. Although we have seen an increase, it has not been proportional to the increase in scheduled sections. Our fill rates haven't changed significantly from last semester. Significant efforts from I/VP White and Deans has meant that as of today a little over 5% of sections were cancelled. The vast majority of these sections will be because they were severely under enrolled. This semester we have a greater headcount than in the last two years. Enrollments are down from 2012--29K to 27K approximately. The reason is the decrease in sections per students; each student actually taking 0.1 few classes, which over 10,000 students adds up to a lot of enrollments.

Some of the potential reasons why students are not taking a full load include: improving economy, repeatability, changes in Financial Aid regulations, and schedule and/or curriculum

issues. This could be part of a local trend, with low enrollments reported in some of our local colleges. In fall 2014, we will be sending a survey to students on schedule preferences.

Dean Cammish stated we still need to address scheduling and curriculum issues. Scheduling is a daunting task, i.e., you think you know what students want when really you don't. Data is important as we plan new schedules. The Vice President and Deans have always looked critically at scheduling and enrollment and we are making progress.

A full and complete copy of the PowerPoint presentation is available for review in the Office of the Superintendent-President and in the Office of the Research, Planning and Institutional Effectiveness.

(f) Educational Master Plan

Facilitated by Diane White, Interim Vice President, Academic Affairs

Interim Vice President White gave an update on the Educational Master Plan, a tool used in implementing and carrying out specific goals that enact strategies for the College. Faculty and staff begin by prioritizing goals that have come from the Educational Master Plan. The Institution chooses a goal or strategy on which to start a project. A sample EMP implementation project form was provided to the members of the Board with an example of beginning a project.

Continuous updates will be given to the Board on the progress of the EMP in the years to come.

11. NON-CONSENT AGENDA ITEM – ACTION ITEMS

(a) Property Purchase Contract – 1683 to 1699 North Ascot Parkway, Vallejo, CA 94591

Board President Keith recognized Mr. George Guynn who requested to comment on this item. Real estate goes up and down depending on the amount of income in a community and the supply of real estate available. In 2007, the market peaked and then a steep fall occurred for many property owners. Mr. Guynn said, as he looks at this proposal, it looks to him like it isn't the best bargain the District can get in that we don't have to pay property tax, but rather carrying costs. The concept of highest and best use of real estate and the question of a parking lot and athletics are the highest and best use of the property before you buy. Measure Q is not a blank check. You didn't have a definite spending plan in the beginning, which doesn't equate to best spending practices. Mr. Guynn recommended that the Board concentrate on the core mission and not to get too involved with the frills that are subsidiary.

The Board was presented with a contract for the purchase of real property located at 1683 to 1699 North Ascot Parkway in Vallejo, California 94591. The terms of the contract and status of negotiation has been shared with the Governing Board in previous closed sessions. The contract was vetted by District Counsel.

The purchase price is \$6,520,500. This is a reduction from the original signed letter of intent (LOI) of \$7,200,500. The price falls within two sets of appraisals provided by the seller (\$6,800,000) and the District (\$6,230,000).

The property will be used in the short term for parking and athletic fields and in the long term for the growth of the Vallejo Center.

The property will be purchased with Measure Q funds.

Moved by Trustee Thurston and seconded by Vice President Young to approve the Property Purchase of 1683 to 1699 North Ascot Parkway, Vallejo, CA 94591 as presented. The motion carried unanimously.

(b) Agreement between MikroTik SIA, LLC and Workforce Development and Continuing Education

This item is to initiate an Agreement between MikroTik SIA, LLC and Solano Community College Workforce Development and Continuing Education (WDCE). The scope of the Agreement allows the College to become a MikroTik Academy for the purposes of offering MikroTik certification courses. There are no expenses associated with this agreement. This agreement was vetted through Legal Counsel.

Moved by Vice President Young and seconded by Trustee Martin to approve the Agreement between MikroTik SIA, LLC and Workforce Development and Continuing Education as presented. The motion carried unanimously.

12 INFORMATION – NO ACTION REQUIRED

(a) Proposed 2014-2015 District Budgets

Vice President Ligioso began with an overview of the District budgets for 2014-2015 that included a sound fiscal management self-assessment summary, FY 2013-2014 year-end closing; FY 2014-2015 general fund estimates/savings/encroachments; proposed FY 2014-2015 adoption budget, FY 2014-2015 District resources and use, and three-year look ahead.

The sound fiscal management self-assessment items requiring immediate attention were identified as deficit spending, enrollments, bargaining agreements, unrestricted general fund staffing, and retiree health benefits. The checklist will monitor: fund balances, unrestricted general fund balances, cash flow borrowing, management information systems; position control, budget monitoring, leadership/stability, District liability, reporting, and internal controls.

With the assumptions used, while based on historic patterns and still broad estimates, we are seeing a continued deteriorating picture that must be dealt with—four years of deficits—not a sustainable operating budget. If nothing is done by 2016-17, the District is essentially insolvent, the year we submit our Accreditation Self-Study Report; therefore, 2014-15 is only the

beginning, we must forge ahead—stay focused on and strengthen our core business, credit FTES, tackling the structural deficit.

Vice President Ligioso reported that the Chancellor’s Office will accept the adopted District budgets on September 18; therefore, there will not be a need to hold a special meeting for formal adoption prior to this date.

A full and complete copy of the PowerPoint presentation with facts and figures for all budgets is available for review in the Office of the Superintendent-President and in the Office of the Vice President of Finance and Administration. The FY 2014-2015 Adopted Budget is available for review on the Solano College Web site at www.solano.edu.

13. ANNOUNCEMENTS

The Honorable Mike Thompson (U.S. Congressman, 5th District) and Honorable Osby Davis (Mayor, City of Vallejo) will join AT&T for a grand opening of an innovative Vallejo store of the future on Friday, September 5, at 9:00 a.m., 976 Admiral Callaghan Lane (Suite D), Vallejo California. The College will also be featured.

14. ITEMS FROM THE BOARD

Trustee Brown asked those present to remember personally the observance and importance of 9/11 in honor of Patriot Day.

Trustee Chapman reported that she attended an event with U.S. Congressman John Garamendi, together with other elected officials, who visited our campus today. Our faculty and staff in Career Technical Education were very supportive. It was one of those days that recognized some of the wonderful things we are doing at Solano Community College. It will be great to see what we can do with the \$200,000 that the College received from the National Science Foundation.

Superintendent-President Laguerre asked the Trustees to contact Judy Spencer if they are interested in sending a letter in support of SB 1391 (Hancock): Inmate Education Programs: Computation of Apportionments.

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

August 2014

- 21** - Vallejo Business Alliance Mixer at First Bank on Spring Road.
- 22** - Ribbon Cutting Ceremony at tennis Court on Amador Street in Vallejo.
- 25** - Measure E (Fix Our Vallejo Schools) Steering Committee meeting.
- 27** - Vallejo City Unified School District Board Meeting. Vallejo Education and Business Alliance (VEBA) 2014 four scholarship winners were recognized.
- 27** - Measure E Campaign Kick Off event at USA Classic Car Museum in Vallejo.
- 28** - Solano EDC Breakfast at Fairfield Hilton Garden Inn.

September 2014

- 01** - Napa Solano Central Labor Council & Iron Workers Union Local 378 Labor Day Breakfast on Bayshore Road in Benicia.
- 02** - Measure E Steering Committee meeting.
- 02** - Board Adhoc Assessment Committee meeting chaired by Trustee Young.
- 03** - SCCD Accreditation Leadership Adhoc Subcommittee meeting.
- 03** - Measure Q Steering Committee meeting.
- 03** - SCCD tour of Building 600 on Fairfield campus.

Board President Keith announced that we are fortunate to have former SCCD Student Trustee John Glidden as an editor at the *Vallejo Times Herald*. He is doing a nice job making sure the College gets good coverage.

Trustee Martin announced that he too attended the event with Congressman Garamendi, who was enthusiastic about our programs and who also agreed to meet with Dr. Laguerre to offer additional support as needed.

15. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:45 p.m.

JCL:js

BOARD STUDY SESSION MINUTES.09.03.14.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