

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD

UNADOPTED MINUTES  
October 15, 2014

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, October 15, 2014, at the Vallejo Center, Lecture Lab 136, located at 545 Columbus Parkway, Vallejo, California, 94591, by Board President Pam Keith.

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

At the request of Board President Keith, Ms. Diane White, Interim Vice President of Academic Affairs, led those present in the pledge of allegiance to the flag of the United States of America.

3. 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\*\*

*Vice President Yulian Ligioso, was Acting Secretary, until the arrival of Dr. Laguerre.*

\*Trustee Thurston participated via teleconference from 437 Southport Way, Vallejo, California 94590 - 707 643-2450.

\*\*Dr. Jowel Laguerre, Superintendent-President, participated via teleconference arriving after roll call.

Members Absent:

None

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

4. APPROVAL OF AGENDA

Board President Keith reported that Dr. Jowel Laguerre, Superintendent-President, made the following corrections to the Agenda:

Item 13.(e), Collaboration Agreement between Cello International Tennis Academy (CITA), Solano Community College (SCC) and Solano Community College Educational Foundation (SCCEF), Page 51, was pulled from the agenda.

Moved by Trustee Brown and seconded by Trustee Martin to approve the Amended Agenda as corrected. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Naser J. Baig Concurred.

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

NOES: None

ABSENT: None

5. COMMENTS FROM MEMBERS OF THE PUBLIC

There were no comments from members of the public.

Board President Keith recessed the Regular Meeting at 6:37 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

Board President Keith called the Closed Session to order at 6:42 p.m.

7. RECONVENE REGULAR MEETING

Board President Keith reconvened the Regular Meeting at 7:15 p.m.

*Dr. Jowel Laguerre joined the meeting via teleconference at 7:15 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.

9. COMMENTS FROM MEMBERS OF THE PUBLIC (CONTINUED)

Board President Keith recognized Professor James DeKloe, President, Solano College Faculty Association, who requested to comment on the Midterm Accreditation Report.

Professor Jim DeKloe, representing the Solano College Faculty Association, communicated a protest from the Association over the Board's behavior and procedure for adopting the Midterm Accreditation Report.

10. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

Dr. Rischa Slade, Director of Student Life, introduced the newly elected ASSC Governing Board Senator, Mr. Avian Hancock.

Mr. Avian Hancock, Governing Board Senator, gave the following report. Vice President Young, at the end of Mr. Hancock's report, requested that the entire report be included in the minutes.

“My name is Avian Hancock, and 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 would like to begin my report to inform the Governing Board that the ASSC and its Director and Advisor, Dr. Slade, held a Retreat in early September 2014 on the main campus to learn how to properly execute parliamentary procedures by using Roberts Rules of Order and the Brown Act, and the roles and responsibilities of each ASSC Senator and Executive Board member. The ASSC was given a presentation by Dr. Shirley Lewis, Solano College's Chief Student Services Officer, on shared governance highlighting Assembly Bill 1725. She also shared the responsibilities of the Student Trustee, and explained the smoking ban on all SCC campuses. There was a brain-storming session at the Retreat where all in attendance submitted ideas for new ASSC and Inter-Club-Council activities for SCC students and faculty. During the Retreat, ASSC President Bess explained the roles of each SCC and ASSC committees, and who the contact persons are that head each SCC committee.

The Seating and Oath by ASSC Officers

I am very happy to report to you that all ASSC Senate Officer and Executive Board positions have been filled, and all members have been sworn-in and have been seated for the 2014-15 term, with the exception of the officer position of Kinesiology Senator.

Ratification of 2013-14 Business

The 2014-15 ASSC has ratified all ASSC and Inter-Club Council (ICC) business for the 2013-14 term, and the 2014-15 ASSC has approved a budget for the 2014-15 term.

#### ASSC Conference for Fall 2014

The ASSC will be sending three delegates and their Advisor, Dr. Slade, to the California Community College Student Affairs Association Conference, which will be held in Los Angeles, California, during the weekend of October 17 - 19, 2014. A budget has been approved to cover the expenses to attend the conference, and the delegation from SCC will travel by airplane to and from the conference. Dr. Slade has advised the SCC student delegates to the conference to maintain the rules while at conference and to demonstrate a professional decorum, attitude, and behavior while at the conference.

#### SCC Hiring Committees

ASSC President Bess, appointed two ASSC Senators to the hiring committee for the position of Dean of Counseling, and appointed two ASSC Senators to the hiring committee for the position of Vice-President of Academic Affairs.

#### Procedural Review Committee

The 2014-15 ASSC reactivated its Procedural Review Committee on September 23, 2014, and has three ASSC Senators that meet with Professor Joel Powell to practice parliamentary procedures by using Roberts Rules of Order and the Brown Act, and to study how to revise and update the ASSC Constitution, Bylaws, and the ASSC Election Code. This will serve two purposes: (1) The ASSC governing documents will be up to date; and, (2) This will allow the ASSC to hold a Special Election in the spring of 2015 that will allow SCC students the opportunity to vote for a transportation fee to self-subsidize a SCC bus program. The amount of a transportation fee is yet to be determined. Also, the training with Dr. Powell will be on going throughout the 2014-15 term. Additionally, the ASSC Student Riders Committee will seek to consult with the College attorney with any legal issues that may arise or that the ASSC may face in the pursuit of getting the students to pass a transportation fee via a Special Election.

#### ASSC Student Riders Committee

The ASSC has continued with their campus-wide effort to get the word out to students and faculty about the upcoming Special Election in the spring of 2015 that will allow the students to vote to support a transportation fee to self-subsidize an SCC bus program. Currently, a pilot bus program, which was implemented in the spring of 2013, serves 64 SCC students where 45 students at the main campus and 15 SCC students at the two Centers (Vallejo and Vacaville) campuses receive four \$60.00 passes for just \$5.00 for part-time students and \$7.00 for full-time students. They receive enough bus passes to get to their SCC campuses all semester long to ensure student enrollment numbers remain steady in order to create a high probability of student success so that SCC doesn't lose any students due to a lack of transportation resources. The ASSC is considering for the fall 2014-15 term to purchase additional bus passes for other SCC students in need of this very in-demand and valuable resource, as many students do come on a daily basis to the Student Life office asking if and when more bus passes will be available. The ASSC will also be presenting a petition to SCC students to gauge whether students will support a transportation fee. The ASSC Student Riders Committee meets every Tuesday at 2:30-3:30p.m., in Room #1421, the ASSC Conference Room.

### ASSC Fall 2014 Outreach Activities

The ASSC will be hosting a two-day Bone Marrow Donation Station in the Student Union Center. They will be hosting “The Asian American Donor Program” of Alameda, along with the program’s coordinators. This event will take place in March 2015 in the Student Union Center during peak hours of both days.

The ASSC is proud to announce that they have a proposal on the table that is up for “Action” to host and coordinate “The Out of the Darkness” Suicide Prevention Program, which is to be held at the main campus. There will be a 5K walk to promote suicide awareness in our communities. The ASSC also has a proposal on the table that is up for “Action” to collaborate with the Inter-Club Council, Students’ Organization of Latinos (SOL), to coordinate a “Christmas Drive” where donations will be collected for charity for the winter holiday season. The charities to benefit will soon be announced. Additionally, the Inter-Club Council’s club, SCC Gamers, are preparing to host a “Super Smash Brothers Gaming Tournament” to be held at the main campus in the Student Union Center on December 5, 2014. The SCC Gamers have sent out invitations to students from Region 1 through 4 community colleges. There will be a limit of 20 students from each of the participating colleges, and there will be prizes to be won by contestant participants. Further details and gaming criteria are being organized and created. The ASSC will report back on this item once the plans for the event are established.

### ASSC Local Outreach with SCC student Services

The ASSC will be sending two delegates to “The Solano Town Center” (formerly the Westfield Shopping Mall) in Fairfield, California, on October 18, 2014, to join SCC faculty and Student Services personnel in assisting with the College’s outreach program. The ASSC and ICC are continuing to move forward with bigger and better in-reach and out-reach programs, events, and services for SCC students and faculty during the 2014-15 term. The ASSC did send several delegates, including ASSC President Bess, to participate in the annual “California Coastal Clean-up Day” on September 20, 2014, where 600 pounds of trash and 110 pounds of recyclables were collected at Dan Wilson Creek, which runs behind the “Doc” Hollister Stadium.

### The ICC and Club Promo Day

The ICC is up and running, and club activity is at a high and vibrant pitch. The ICC came together on September 17, 2014, for Club Promo Day. There were 45 clubs represented, including some new ICC clubs, such as: the Entrepreneurialship Club, Karate club, the SCC Musicians Live Club, and the SCC Art Club, which has been revived after five years. There was a reading of the U.S. Constitution to commemorate “Constitution Day” during Club Promo Day. Also, the Black Student Union (BSU), and the African-American Male Scholars Clubs hosted a new fall term program on October 8, 2014, called “Autumn Bliss 2014: A Multi-cultural Unity in The Community” designed to celebrate a new school term, and to celebrate new student goals and aspirations. It was designed to celebrate all SCC students. Furthermore, five other ICC Clubs collaborated with the Black Student Union and the African-American Male Scholars Clubs who hosted an “Autumn Bliss Super Smash Brothers Blitz” video gaming competition. The SCC Karate Club presented students and faculty with a non-contact demonstration of martial arts. The SCC Musicians Live Club presented students and faculty with live music from several genres. The Japanese Art and Culture Club presented students and faculty with a bake sale and an art sale. The BSU and the African-American Male Scholars provided live Rock, Rap, Funk and Reggae music from local and regional entertainers and musicians, with two poet laureates to

recite insightful poems throughout the event on an hourly basis. The event lasted from 9:30 a.m. to 2:30 p.m., in the Student Union Center. The event, “Autumn Bliss”, was attended heavily all day long. The students and faculty were very pleased with this event, and are asking for more such events as this to be presented by the ASSC and ICC Clubs during the 2014-15 term. Additionally, the BSU and the African-American Male Scholars and five other ICC Clubs have collaborated to host a “Solano-Contra Costa Holiday Food Drive” during fall 2014. Also, the ASSC is currently accepting funding requests for fall 2014 from the ICC as well as from SCC instructors. The deadline for these applications is Friday October 10, 2014. The ASSC Vice-President will chair the Funding Committee.

This concludes my report, and I want to thank you for your time tonight for allowing me to report on ASSC and ICC business and activities including its in-reach and out-reach efforts, programs, events and services on behalf of SCC students and faculty.”

The Board congratulated Mr. Avian Hancock for a well thought out and delivered report. Trustee Brown expressed her interest in the ASSC Student Riders Committee (SRC) and volunteered to help in any way she can. Dr. Slade reported that she will give future updates to the Board on the SRC Committee when they become available.

(b) Academic Senate

Professor Michael Wyly, Academic Senate President, reported that:

--since his last report to the Board, President Wyly reported that the Senate has met twice-- September 29 and October 6. The next meeting is Monday, October 20.

--at the September 29, 2014, meeting, the Senate voted unanimously to approve proposed changes to the Academic Program Review process. Moreover, a detailed email was submitted to all faculty and administrators summarizing the proposed changes as well as the rationale for these changes. In summary, because the current program review process already includes faculty collaboratively writing the Self-Study, feedback by the Deans and from faculty on the Academic Program Review Committee, as well from the Vice President of Academic Affairs, the newly approved process allows the self-study to be advanced to the Academic Senate President, the Superintendent-President, and the Board of Trustees for information. Once reported as information, the Program Review Self-Study will be published on the Web site and all the other supporting documentation will be retained in the Office of Research Planning, and Institutional Effectiveness. These changes will be presented to Shared Governance Council and forwarded to the Superintendent-President’s Cabinet for information/reporting purposes.

--representatives of the Solano College Faculty Association, including its President, presented to the Senate, at the invitation of its President, to share possible goals for a possible Peer Review process. Faculty are a long way from developing any actual proposed process, but both the SCFA and the Senate agree that such a conversation would need to start with both elected bodies agreeing to basic goals, especially as Ed Code requires the involvement of the Senate while the numerous contractual elements and implications necessitate a partnership with the faculty association. That said, we are very much in the early stages of a dialogue.

--the Senate continues to work with various college groups to advance and enable courses to be offered to the prison. As the Board is aware, there are key curricular issues per Title 5. Any correspondence method of instruction must adhere to the strict guidelines for Distance

Education. As such, the Senate, in cooperation with its subcommittees, Distance Education and Curriculum, are working to develop a process by which discipline faculty may submit courses for approval for this mode of instruction. At its meeting on September 29, Professor Kamber Ste. Maria presented the program to the Senate and Senators are currently working with their respective Schools to solicit input from various disciplines. Moreover, the Curriculum Committee has been working per the direction of the Senate to vet an approval process, also in consultation with faculty. At present, faculty have numerous concerns which will need to be addressed before Curriculum will approve a procedure for course approval. Professor Wyly stated he has met with the Curriculum Chair, Professor Curtiss Brown, as well as Dean Leslie Minor, to develop strategies to address faculty concerns. The Senate is working earnestly to conform to the aggressive calendar proposed by the College, but until these concerns can be addressed, the Senate does not anticipate an approved process. The Senate is hopeful, if cautious, that we can develop a process by end of term, but we will need full cooperation from the campus community.

--the Senate is working with the Office of the President to assemble a joint task force charged with the development of a comprehensive plan for how SCC is able to work with its high school partners. Dr. Laguerre, Interim Vice President White, and Professor Wyly have subsequently met and agreed to the charges and composition of this task force. Currently, the Senate President is working with Academic Affairs to issue a joint statement and to solicit involvement/participation from faculty. Looking ahead, we hope to have the bones of a plan put together by the end of the term.

--the Senate has been working to support the accreditation process in the composition of the Midterm Report submitted to ACCJC earlier today. That said, at this juncture, I must communicate some concerns regarding the process of the development of the report. These principle concerns are outlined as follows:

- At the last special meeting of the Board of Trustees, the Senate approved the report, but the BOT assigned a task force to meet with the Accreditation Coordinator to review the latest draft. At that time, the Student Trustee voiced concern that any action performed by a task force and not in public meeting could constitute a violation of the Brown Act. That said, it has been reported to the Senate that key changes were argued by the assigned task force, and these changes were included in the report without public vetting or final board approval. As such, I echoed the concerns voiced by the Student Trustee, and I encourage the BOT to look carefully at its recent actions.
- Based on these same reports, I worry for the College when I receive reports of Trustees ordering faculty and/or staff. Since many of our current Board members were on the Board during our last accreditation crisis, Professor Wyly stated that the Board will recall that similar actions resulted in the accusation of Board micromanagement. Professor Wyly respectfully encouraged the Board to look carefully at its recent actions and to work to avoid the perception Board micromanagement of the employees of the College. Professor Wyly stated he will work earnestly to understand more thoroughly the details of these concerns.

--at the next Senate meeting, the Senate will review and take action on proposed minor changes to the process of course shell review by the Distance Education (proposed and presented by the committee through its Chair). The Senate will be hosting faculty chair Shawn Carney, who will report on the progress of our AB 86 report. Discussions will continue on the next steps for the Prison Project as it relates to curriculum and Senate purview.

--the Senate will review and discuss the accreditation process as presented by the Accreditation Coordinator. In part, the Senate is hopeful this conversation will empower us as we look forward to our forthcoming Self-Study Report.

(c) Shared Governance Council

Ms. Diane White, Interim Vice President, Academic Affairs, reported that:

--the Shared Governance Council met October 8 and October 15

--on October 8, Dr. Laguerre provided a report on the highlights of the status of the Accreditation Midterm Report, stating it was nearly complete, and that it is time to begin planning for the next full Self-Study Report. Dr. Laguerre reported on the scheduled ribbon cutting for the AutoTech program in Vallejo, October 9, at 1301 George Street.

--the Council expressed some concerns over the Dixon High School MOU, i.e., Item 10, rules and regulations to be adhered to by students and faculty. Additional information was requested. The SGC voted to have a follow-up meeting on October 15 to have their concerns addressed.

--the Smoking on Campus Policy and Procedure, No. 4215, was discussed. The Council expressed an interest in revising both the policy and procedure to designate places to smoke on campus. It is their desire to form an Adhoc Subcommittee and bring back their recommendations to the SGC and the SPC for their consideration.

--they reviewed the October 15 BOT Agenda.

--there was no quorum for the October 15 special meeting, with only four members present. Dr. Laguerre joined the meeting via teleconference. After hearing some of the concerns regarding the Dixon MOU, Dr. Laguerre suggested that Item 10 should be modified to reflect a student handbook, which can be provided to the SGC members upon request.

(d) Superintendent

Dr. Jowel Laguerre, Superintendent-President, requested to comment in response to the statements made by Professors DeKloe and Wyly in reference to the Board. Dr. Laguerre stated that to make sure everyone understands accurately, the Board did not act inappropriately in any way with regard to the Midterm Report. The Board took their duties very seriously and made sure that the report represented the College in an accurate and appropriate light. He shared further that when it comes to the "one" employee they direct, it is the Superintendent-President of the College. The Board members went to him and made him responsible for changes they wanted to see happen. Any action that needed to be taken was his responsibility. The Board did not direct anyone else to do anything. When it comes to the Midterm Report, Dr. Laguerre stated that he is the person who is accountable to the Board and for the report. He stated further that he did not want the wrong perception to go out to the public or the accrediting commission.

11. CONSENT AGENDA – ACTION ITEMS

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



Item 11.(c), Page 2, Consent Calendar-Human Resources, Lines 2-5, Regular Assignment, Sandra Diehl, Horticulture Faculty 50% Fall 2014; Ken Williams, Horticulture Faculty 50% Fall 2014, should read:

**Change in Assignment**

<b><i>Sandra Diehl</i></b>	<b><i>Horticulture Faculty half-load (50%) of a full-time load</i></b>	<b><i>Fall 2014</i></b>
<b><i>Ken Williams</i></b>	<b><i>Horticulture Faculty half-load (50%) of a full-time load</i></b>	<b><i>Fall 2014</i></b>

Vice President Young asked for clarification of 11.(c), Change in Assignment for Professors Diehl and Williams; and 11.(l) Request for Approval of Curriculum Actions as Submitted by the Curriculum Committee, a Subcommittee of the Academic Senate, Page 20, without removing the items from the Consent Agenda.

**Superintendent-President**

- (a) Minutes for the Regular Meeting held August 20, 2014; Regular Meeting held September 17, 2014; the Board Study Session held October 1, 2014, and Special Meeting held October 8, 2014.
- (b) Donations

**Human Resources**

- (c) Employment – 2014-2015; Gratuitous Service

**Finance and Administration**

- (d) Personal Services Agreement
- (e) Warrant Listings
- (f) Contract ARMS Enterprises
- (g) Contract Amendment with Utelogy Corporation for Professional Services for District Information Technology Infrastructure Project
- (h) Contract Amendment with Dutra Cerro Graden for Property Purchases Consulting Services
- (i) JLC Contracting Notice of Completion for Small Capital Projects – B100 Staff Lounge
- (j) Approval of the Inspector of Record Services Pool of Firms
- (k) Approval of the Special Inspections Services and Testing Lab Pool of Firms

Academic Affairs

- (l) Request for Approval of Curriculum Actions as Submitted by the Curriculum Committee, a Subcommittee of Academic Senate
- (m) Agreement between Solano Community College District and Chabot-Las Positas Community District for California Early Childhood Mentor Program

Vice President Young stated her question for clarification of adjunct positions and half-load (50%) of a full-time load positions. Dr. Laguerre responded by saying these positions are different from adjunct positions, which are limited to a 30% load. Professors Diehl and Williams are eligible for health benefits that are at a prorated rate of their assignment. Adjuncts do not participate in our health plans. Dividing one position into two half-time positions meets current contractual language. Dr. Laguerre stated he worked with the faculty association and discussed the change with SGC and Cabinet. While it is unusual for Solano Community College, it is not for other institutions and addresses our need in the Landscaping and Adaptive Horticulture programs.

Vice President Young asked for clarification of Item 11.(l), Page 20, New Courses (CP14-107) Prepare for Math Success. Interim Vice President White advised this course prepares for basic skills courses, such as Pre-Algebra, in order for students not to have to take multiple classes.

Moved by Trustee Chapman and seconded by Trustee Martin to approve the Consent Agenda as corrected. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Naser J. Baig Concurred.

AYES: Trustee Chapman, Trustee Honeychurch, Trustee Martin, Trustee Thurston, Vice President Young, Trustee Brown, and Board President Keith  
NOES: None  
ABSENT: None

12. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

13. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent-President

- (a) Agreement between Solano Community College District and the Department of Corrections and Rehabilitation, California State Prison - Solano

California State Prison - Solano (CSP-Solano) and Solano Community College District (SCCD) agree to allow inmates housed at CSP-Solano to participate in college courses offered through an accredited college general education program. This program is defined as an academic transfer curriculum provided through correspondence education by SCCD.

The scope of this Agreement will provide the inmates housed at CSP-Solano an opportunity to earn college credits while incarcerated within the California Department of Corrections and Rehabilitation (CDCR) at no negative fiscal impact to CDCR or CSP-Solano.

Moved by Trustee Brown and seconded by Trustee Martin to approve the agreement between Solano Community College District and the Department of Corrections and Rehabilitation, California State Prison - Solano as presented. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Naser J. Baig Concurred.

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

NOES: None

ABSENT: None

(b) Memorandum of Understanding between Solano Community College District and Dixon Unified School District for Collaborative Educational Opportunities

Solano Community College District (SCCD) and Dixon Unified School District (DUSD) have been working on an agreement to implement collaborative educational opportunities. This program started last January, and both DUSD and SCCD are interested in furthering this collaborative partnership.

Moved by Trustee Brown and seconded by Vice President Young to approve the memorandum of understanding between Solano Community College District and Dixon Unified School District for Collaborative Educational Opportunities as presented. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Naser J. Baig Concurred.

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

NOES: None

ABSENT: None

(c) Resolution Honoring Denis Honeychurch, Resolution No. 14/15-09

Board approval was requested for Resolution No. 14/15–09 to honor Denis Honeychurch for his 29 years of service to the Solano Community College District by naming the Board Room in the Administration Building, Building 600, on the Fairfield Campus, which shall be called the “Denis Honeychurch Board Room.”

Moved by Trustee Chapman and seconded by Vice President Young to approve the resolution honoring Denis Honeychurch, Resolution No. 14/15-09. The motion carried unanimously with the following roll call vote:

STUDENT TRUSTEE ADVISORY VOTE: Naser J. Baig Concurred.

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

NOES: None

ABSTAIN: Trustee Honeychurch

ABSENT: None

(d) Resolution Honoring Dr. Frances G. Nelson, Resolution No.14/15-10

Board approval was requested for Resolution No. 14/15–10 to honor Dr. Frances G. Nelson for her success and many contributions to the Solano County education community and as a recipient of the 2014 Women of the Year Award.

Moved by Trustee Brown and seconded by Vice President Young to approve the resolution honoring Dr. Frances G. Nelson, Resolution No. 14/15-10. The motion carried unanimously with the following roll call vote:

STUDENT TRUSTEE ADVISORY VOTE: Naser J. Baig Concurred.

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

NOES: None

ABSENT: None

Finance and Administration

(e) Collaboration Agreement between Cello International Tennis Academy (CITA), Solano Community College (SCC) and Solano Community College Educational Foundation (SCCEF)

This item was pulled from the Agenda.

Board President Keith recognized Vice President Young who requested to approve Items 13.(f -1) if there were no objections from her fellow Trustees. There were no objections.

(f) Contract Award to ED2 International for Architectural Services for Biotechnology and Science Building Project

Board approval was requested for the contract award to ED2 International to provide “criteria document” architectural services for Vacaville Center Biotechnology Building Project. This project will be delivered utilizing the Design-Build project delivery method. The first step in the process is to hire a criteria architect to work closely with the users to develop a criteria package from which the “Design-Build Entity” will work from. Criteria include layouts and program details about each classroom and lab, relationships between rooms and other detailed information about the function of each space, and even a suggested “look and feel” for the building.

The request for proposal was issued to the firms deemed most qualified for this work from the Board approved “architects pool,” and on September 19, 2014 the District received five proposals. A selection committee consisting of two faculty members and one Lab Technician, two Deans, District staff and the design and construction managers, reviewed the proposals and selected and interviewed the top three firms. The committee recommended ED2 International as the criteria document architect for the Biotechnology Building Project.

(g) Contract Award to Lionakis for Architectural Services for Autotechnology Building Project

Board approval was requested for the contract award to Lionakis to provide “criteria document” architectural services for Vallejo Center Autotechnology Building project. This project will be delivered utilizing the Design-Build project delivery method. The first step in the process is to hire a criteria architect to work closely with the users to develop a criteria package from which the “Design-Build Entity” will work from. Criteria include layouts and program details about each classroom and lab, relationships between rooms and other detailed information about the function of each space, and even a suggested “look and feel” for the building.

The request for proposal was issued to the firms deemed most qualified for this work from the Board approved “architects pool,” and on September 19, 2014 the District received six proposals. A selection committee consisting of three faculty members, two Deans, District staff and the design and construction managers, reviewed the proposals and selected and interviewed the top three firms. The committee recommended Lionakis as the criteria document architect for the Autotechnology Building project.

(h) Contract Award to Joseph Gumina for Equipment Planning Services for Vallejo Autotechnology Swing Space Project

Board approval was requested for the contract award to Joseph Gumina for equipment planning services for the Vallejo Automotive Technology Swing Space Project. The consultant will develop specifications for new tools and equipment required for classroom instruction required for the spring 2015 instructional curriculum. The tools specified will meet NATEF Accreditation standards and are required to complete the classwork for the classes identified as follows:

- ATEC133 Automotive Engine Repair
- ATEC134 Automatic Transmissions/Transaxles
- ATEC135 Automotive Engine Performance
- ATEC136 Automotive Manual Drivetrains and Axles

Total fee for this contract is \$3,000.

(i) Contract Award to HRA Consulting Engineers for Electrical Engineering Services for Biotechnology and Science Swing Space Project

Board approval was requested for a contract award to HRA Consulting Engineers. The scope of work includes the design and specification of electrical upgrades required to modify an existing

classroom at the Vacaville Center. The classroom is being converted to a biotechnology laboratory to support the biotechnology program until the new Biotechnology building is constructed.

The consultant will assess the existing electrical system, design and document any upgrades required to support new fixtures and equipment and coordinate with the District facilities department.

This swing space project is funded as part of the Biotechnology and Science Building and is in the amount of \$ 3,700.00.

(j) Contract Award to JLC Contracting for Small Capital Projects – Vacaville Center Furniture Anchorage Project

Board approval was requested for a contract award to JLC Contracting for construction services for a small capital project – the Vacaville Center Furniture Anchorage project.

The contractor will anchor several bookcases and upper cabinets in Vacaville Center offices as part of the Division of the State Architect's (DSA) close out process.

The total contract is in the amount of \$ 2,330.00.

(k) Contract Award to EADoc LLC., for Measure Q Bond Program Consulting Services

As part of the financial controls for the Measure Q Bond program, specialized software is required to track the design, construction and financial status of various Bond projects. Features required by the District include a Web-based project platform, a clean interface allowing the management team, design team, and contracting team to track submittals, RFIs, bulletins and other standard construction documentation. Invoicing and the ability to interface with the District's Banner system were identified as desired features.

The program management team performed due diligence with other community college districts and evaluated three options. After meeting face to face and viewing online demonstrations of this (and one other) program, the team determined that EADoc LLC will provide the most appropriate and cost effective software platform for the Measure Q program.

This contract will allow the consultant to begin the data gathering and implementation phase. The scope includes meetings with District stakeholders and members of the program management team. Subsequent scopes of work are included in the Kitchell CEM program management contract with the District retaining all rights to content.

(l) Contract Award to Premier Chemical Environmental Solutions for Vacaville and Vallejo Centers

Board approval was requested for the contract award to Premier Chemical Environmental Solutions (PCES) to provide environmental consulting for the Vallejo and Vacaville Centers.

PCES will amend the existing emergency response plan to address new challenges created by the (Bond funded) installation of the solar photovoltaic systems at each campus.

The amended plan will be provided to emergency rescue personnel to better prepare them in the event of an emergency. This is a requirement of the California Health and Safety Code – Chapter 6.95. PCES is a previously approved District vendor that currently provides these services to the District’s Facilities team at all three campuses.

The total contract is in the amount of \$ 17,600.00.

Moved by Vice President Young and seconded by Trustee Honeychurch to approve Items 13.(f-1) as presented. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Naser J. Baig Concurred.

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

NOES: None

ABSENT: None

Academic Affairs

(m) Faculty Entrepreneurship Mini-Grants

The Chancellor’s Office selected Solano Community College to host the statewide Small Business Sector Navigator Grant which is a statewide leadership position that coordinates small business programs at the 112 community colleges across the state. Part of the Small Business Sector Navigator Grant work plan included issuing a Request for Application (RFA) to fund ten \$5,000 Faculty Entrepreneurship Champion Mini-grants across the state. Board approval was requested for the first three of these mini-grant agreements with the following grantees:

<u>College</u>	<u>Faculty Project Director</u>	<u>Amount</u>
San Joaquin Delta College	Martha Villarreal	NTE \$5,000
Fresno City College	Janel Carrigan	NTE \$5,000
San Bernardino CCD	Bruce Underwood	NTE \$5,000

Moved by Trustee Chapman and seconded by Trustee Martin to approve Faculty Entrepreneurship Mini Grants as presented. The motion carried unanimously.

STUDENT TRUSTEE ADVISORY VOTE: Naser J. Baig Concurred.

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

NOES: None

ABSENT: None

14. INFORMATION/ACTION ITEMS – ACTION MAY BE TAKEN

(a) Service Contract with Paul Cheng for International Student Marketing and Recruitment

Board approval was requested to enter into a service agreement with Paul Cheng to provide direct international student marketing and recruitment primarily, but not limited to Asia on behalf of the Solano Community College District.

- Promote SCC in Asia, primarily, but not limited to, in China, Vietnam, Malaysia Indonesia, and Korea for the purposes of student recruitment.
- Engage in direct marketing activities, such as, attending fairs and conducting seminars, visit embassies, educational institutions, agent events, and other relevant recruitment activities.

The contract term is October 2, 2014 through October 1, 2015, unless terminated prior with five-day advanced written notice from SCCD. Payments shall not exceed \$40,000. This contract has been vetted by legal counsel.

Moved by Trustee Chapman seconded by Vice President Young to approve the service contract with Paul Cheng for International Student Marketing and Recruitment as presented. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Naser J. Baig Concurred.

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

NOES: None

ABSENT: None

Board President Keith recognized Mr. Paul Cheng in the audience. Mr. Cheng stated how pleased he is with this opportunity for Chinese students to come to America to learn and also help Solano College students with Calculus and more advanced Math courses. In return, the opportunity for the international students to learn and speak better English makes this a win-win for both countries.

Board President Keith recognized Vice President Young who requested to approve Items 14.(b-d) if there were no objections from her fellow Trustees. There were no objections.

(b) Agreement between Solano Community College District and Liebert Cassidy Whitmore for Investigative Services

This agreement was entered into between Liebert Cassidy Whitmore, A Professional Corporation and Solano Community College (SCCD). Liebert Cassidy Whitmore will utilize its skills, training and professional judgment in employment law to provide SCCD with investigative services as requested by SCCD or otherwise required by law. This agreement may be terminated by either party upon a thirty-day written notice.



(c) Contract with TurboDATA

The Solano Community College Police Department (SCCPD) issues approximately 10,000 parking citations annually with a potential of \$200,000 (minimum) in revenue each year. The objective of parking enforcement is to encourage compliance to District policies as well as Education and Vehicle Codes.

Parking citations are handwritten or issued via a large handheld device. Both methods are outdated, can increase the potential for entry error, and requires office staff labor to process at several levels, along with postage to and from the SCCPD.

TurboDATA has no startup cost, is Web-based, and will eliminate all paper processes and mailings from the SCCPD. turboDATA uses a Samsung construction grade smartphone handheld device that will also function as a phone, high-definition camera, push-to-talk radio, global positioning system (GPS), with license plate reader software. Seven devices are requested by the SCCPD.

The annual equipment and operating costs are approximately \$17,000.00 with a revenue offset of 100% from parking enforcement generated fees and fines.

(d) Memorandum of Understanding between Contra Costa County Office of Education and Solano Community College District

An agreement between Solano Community College District identified as “SCCD” and Contra Costa County Office of Education identified as “CCCOE” was presented to the Governing Board for information/action.

This Financial Memorandum of Understanding between ‘SCCD’ and ‘CCCOE’ representing the Diablo Gateway to Innovation (DGI) will set forth the terms under which the Partners will work together as a regional consortium.

The (DGI) is composed of local educational agencies, community college districts, and business partners. “SCCD” will partner with Benicia High School. The agreement was entered into by the Partners on July 1, 2014 and ends on June 30, 2019, in anticipation of the receipt of the funds from the grant. The grant total is \$136,000. These are matching funds to be expended during the next four years.

Moved by Vice President Young and seconded by Trustee Thurston to approve Items 14.(b-d) as presented. The motion carried unanimously.

15. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Associated Students of Solano College (ASSC) 2014-2015 Budget

Ms. Hanh Pham, Treasurer of the Associated Students of Solano College, presented the ASSC 2014-2015 budget. Governing Board Policy 5515, *Associated Students Finance*, specifies that the Associated Students of Solano College (ASSC) budget shall be adopted as provided for in the Constitution of the ASSC and shall be presented to the Governing Board for review and informational purposes. The funds of the ASSC shall be deposited, loaned, or invested in one or more of the ways authorized by law, and shall be subject to an annual audit.

Dr. Laguerre thanked the students for getting this information to the Board earlier than they have over the past few years, and especially thanked Dr. Rischa Slade, Director of Student Life, for her leadership, and gave her the challenge to help the students present a tentative budget before the academic year ends in 2015.

(b) Contract Award to Kitchell CEM for Measure Q Program and Design Management

On August 21, 2013, the Governing Board approved item 13 (d), the “Measure Q Recommended [Operating] Structure.” The structure included an in-house team hired to manage the bond, as well as invoicing and purchasing. The structure also envisioned a consulting program manager hired to manage specific projects.

A request for qualification and proposal (RFQ/P) was issued, and a subsequent interview was conducted of the five most qualified teams. The panel recommended three teams for a second interview and Kitchell CEM was selected to become the Measure Q Program and Design Manager. The two other finalists were selected to become Construction Managers.

On May 7, 2014, the Governing Board approved item 9.(c), “Program Management Selection” which included a short form “start-up” contract for \$360,000 to allow Kitchell CEM to begin work while negotiation of a long form contract was ongoing.

Contract negotiations are complete and the Governing Board is asked to approve the Measure Q Program and Design Management contract for Kitchell CEM. The contract duration is four years and has the following features:

1. Program Start Up – this phase includes the creation and implementation of a program procedures manual, appropriate financial control and approval mechanisms, a bond spending plan and overall program schedule, and other activities as appropriate.
2. Program and Design Management Services – this phase includes ongoing program and design management services for the duration of the first set of projects as set forth in the Board approved facilities master plan. Specific activities include design management of architects and engineers, the creation of professional service vendor “pools,” multiple RFQ and RFP solicitations from the professional service community, overall coordination of the program and the various consultants, contract negotiation, FFE and move management oversight, and other activities as appropriate.
3. EADoc Document Control System – the contract includes the cost of EADoc, a construction management system that enables all members of the team to communicate effectively with each other and provide document control, tracking and management for the District. The system will provide standard report that will be customized for the District’s

various constituents. The system is provided to the District without mark up by Kitchell and the content within the system remains the property of the District.

4. Pre-Planning Phase – the contract includes a stipulated sum for services that supported the District’s early projects, including management of the District Energy Infrastructure Project (Solar Photovoltaics and ESCO program), the Autotechnology Building Swing Space project, Small projects at B-100, 200 and 400, and small infrastructure projects at the two Centers. In all cases, the District received value for the work performed and could not have managed the work without Kitchell’s support.

The contract for Kitchell CEM for program and design management services is in the amount of \$6,376,735.00. The contract negates the previously approved short form contract and includes a credit to the District.

This item will return to the Board for approval at a future date.

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

The Governing Board establishes and regularly reviews broad institutional policies and appropriately delegates responsibility to implement these policies.

This revised Board policy has been vetted through the Shared Governance Council, Superintendent-President’s Cabinet, and reviewed by the Board Policies and Procedures Adhoc Subcommittee. Approval will be requested at the next regular meeting of the Board.

- Board Policy No. 4800 – Appendix C (Replacement) and Appendix E (New)

This item will return to the Board for approval at a future date.

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

The Governing Board establishes and regularly reviews broad institutional policies and appropriately delegates responsibility to implement these policies.

The revised policy and has been vetted through the Shared Governance Council, Superintendent-President’s Cabinet, and reviewed by the Board Policies and Procedures Adhoc Subcommittee. Approval will be requested at the next regular meeting of the Board.

- Policy No. TBD – Distribution of Tickets or Passes - New
- Board Procedure No. TBD – Distribution of Tickets or Passes – New (informational only)

This item will return to the Board for approval at a future date.

(e) Human Resources Reorganization.

Over the past few months, the Human Resources Department has undertaken an extensive review and evaluation of its functions and priorities. Upon the arrival of Dr. Larson as the Associate Vice President of Human Resources, it was confirmed that the reorganization will be more conducive to the success of the Human Resources function and department. It provides the Human Resources Office with the infrastructure to make the changes needed to build the necessary support mechanism for the success of Solano Community College as an organization.

(f) Solano Community College District Governing Board “How Do We Rate Checklist” Summary – Third Quarter 2014

In order for the Governing Board to focus on the institution’s major issues and questions of policy, the Board of Trustees is encouraged to delegate full responsibility and authority to the President to implement and administer Board policies and the operation of the College. The institutional leaders should likewise foster empowerment, innovation, and institutional excellence through dialogue that builds trust and increases focus on student learning and assessment of learning outcomes, institutional effectiveness, and integrity.

The Accreditation Leadership Adhoc Subcommittee will present for information the results of the third quarter “How Do We Rate Checklist” summary for July, August, and September 2014. This checklist is used as a tool in evaluating the progress of the Solano Community College District Governing Board in identifying the institution’s resolution of the Accreditation Team recommendations.

Dr. Laguerre commented that the general consensus of the Board’s perception of their leadership for this quarter was good, for a total score of 87 out of a possible 99. He said we have work to do and are addressing our issues.

16. ANNOUNCEMENTS

Trustee Martin announced the big news for his area, that being PG&E plans a high-tech training facility in rural Winters. Discussions are being held relative to a potential training partnership between the District and PG&E for our students and citizens in Solano County. This partnership has the potential to create jobs.

Trustee Chapman announced the fall Solano County School Boards Association fall dinner to be held Monday, October 27, 2014, beginning at 5:30 p.m., at the Solano County Office of Education, 5100 Business Center Drive, Fairfield. Two scholarships are being awarded to SCC students coming from the Benicia and FSUSD, and they are very excited about this recognition. The keynote speakers for the evening, Dr. Jowel Laguerre and Cast, will provide an informative presentation of an array of exciting projects and partnerships. Please RSVP with Judy Spencer as soon as possible.

*Dr. Laguerre left the meeting at approximately 8:35 p.m.*

Student Baig announced a matter of a sensitive nature, stating he feels there is a discrepancy in the ASSC Budget that was presented earlier in the evening. In the absence of Dr. Laguerre, Vice President Ligioso asked Student Trustee Baig to call his office for further discussions.

#### 17. ITEMS FROM THE BOARD

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

##### October 2014

**02** - Presentation by Ms. Ruthie Bolton, Olympic Gold Medalist, who was sponsored by SCCD Ethnic Studies Program. The presentation was held in room 1421 Fairfield Campus.

**06** - Vallejo City Unified School District (VCUSD) Measure E Bond Campaign Committee meeting.

**07** - Vallejo Focus Group (Measure Q) meeting at Vallejo Center.

**07** - As SCCD's representative on Vallejo's Participatory Budgeting (PB) Committee, Vice President Young attended PB's Vote Results Dinner Party. The first announcement of the winning projects were stated. The event was held at the Filipino Community Center on Amador Street in Vallejo.

**08** - SCCD Accreditation Leadership Adhoc Committee meeting that was held in the conference room of the Superintendent-President's Office. Vice President Young serves as the Chair of the subcommittee. Trustees Chapman and Martin are committee members and were present at the meeting.

**08** - SCCD Special Board meeting to discuss the Midterm Report.

**09** - Vallejo Education Business Alliance Nominating Committee meeting.

**09** - SCCD Vallejo Center Auto Tech Opening Ceremony on Georgia Street in Vallejo. In the absence of Board Chair Pam Keith, Vice President Young greeted the guests on behalf of the Board.

**10** - Vallejo Education Business Alliance Committee meeting that was hosted by Vallejo City Unified School District. The meeting was held at the District office in Vallejo.

**10** - SCCD Accreditation Leadership Adhoc Subcommittee meeting that was held in the Conference Room of the S/P. This meeting was held as the result of the direction given to the Adhoc Subcommittee by the Board at its Special Board meeting held on October 8, 2014.

**11** - National Bar Association Event at Friendship Baptist Church. The topic was "Know Your Rights." Excellent speakers! Over 600 people were in attendance. The speakers' comments were mainly directed at the many youth who were in attendance.

**11** - Physical Education Facility Ribbon Cutting Ceremony at Cal Maritime in Vallejo.

**15** - Tutored mathematics to Vallejo High School athletes in an after school mathematics tutorial program.

#### 18. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:45 p.m.

BOARD MINUTES.10.15.14.FINAL

\_\_\_\_\_ APPROVED \_\_\_\_\_  
PAM KEITH JOWEL C. LAGUERRE, Ph.D.  
BOARD PRESIDENT 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.