

SOLANO COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

ADOPTED MINUTES

June 17, 2015

1. CALL TO ORDER

A Regular Meeting of the Solano Community College District Governing Board was called to order at 6:30 p.m., on Wednesday, June 17, 2015, in the Denis Honeychurch Board Room, Room 626, 4000 Suisun Valley Road, Fairfield, California 94534, by Board President Young.

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

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

3. ROLL CALL

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

Others Present:

Roger Clague, Chief Technology Officer
Wade Larson, D.M., Associate Vice President, Human Resources
Shirley Lewis, J.D., Chief Student Services Officer
Yulian Ligioso, Vice President, Finance and Administration
Leslie Minor, Ph.D., Vice President, Academic Affairs
Michael Wyly, Academic Senate President
Yashica Crawford, Ph.D., Chief of Staff
Jill Crompton, Executive Coordinator, Superintendent/President-Governing Board

4. APPROVAL OF AGENDA

The following CONSENT AGENDA-ACTION ITEMS are pulled from the agenda:

11.(j) Agreement with Tri-Valley Men's Senior Baseball League, Page 18

11.(m) 2015-2016 Student Health Services Contract, Page 28

The following INFORMATION ITEM – NO ACTION REQUIRED is pulled from the agenda:

15.(d) Contract Award to Gilbane for Construction Management Services for the Science Building Project (Phase I), Page 44

Moved by Trustee Keith and seconded by Trustee Thurston to approve the Agenda as amended. The motion passed unanimously.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

There were no comments from members of the public.

6. CLOSED SESSION

Board President Young called the Closed Session to order at 6.35 p.m.

- (a) Conference with Labor Negotiator (Govt. Code § 54957.6)
Agency Negotiator: Wade Larson, D.M., Associate Vice President, Human Resources
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39
- (b) Conference with Legal Counsel—Anticipation Litigation
Significant exposure to litigation pursuant to subdivision (d) of Govt. Code §54956.9:
four potential case(s)
- (c) Conference with Legal Counsel—Existing Litigation
(Subdivision (a) of Govt. Code §54956.9)
Case #: FCS045285 and Case #: FCS045360
- (d) Public Employee Discipline/Dismissal/Release (Govt. Code § 54957)
- (e) Public Employee Performance Evaluation (Govt. Code §54957)
Jowel C. Laguerre, Ph.D., Superintendent-President

7. RECONVENE REGULAR MEETING

Board President Young reconvened the Regular Meeting at 7:41 p.m.

8. REPORT OF ACTION TAKEN IN CLOSED SESSION

The Board held Conference with Labor Negotiator and CCA/CTA/NEA, CSEA, Operating Engineers—Local 39 and no action was taken.

The Board held Conference with Legal Counsel—Anticipated Litigation and no action was taken.

The Board held Conference with Legal Counsel—Existing Litigation and no action was taken.

The Board held conference with Public Employee Discipline/Dismissal/Release and no action was taken.

The Board held Conference for Public Employee Performance Evaluation, 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) Academic Senate

The following statement was provided by Prof. Michael Wyly and is being presented in the minutes in its entirety:

President Young, Trustees, S-P Laguerre, Colleagues and Members of the Public:

As a reminder, I was unable to present to the Board last month due to my last-minute absence. Thank you again for understanding. As such, I am here today primarily to summarize for you Senate progress as well topics which should inform Senate goals for the next academic year.

However, before I summarize these conversations, I would first like to report the success of Dare to Declare in galvanizing faculty involvement in the 2015 commencement ceremony. With over 50 faculty members in attendance, this graduation was one of the most well-attended in years. Clearly, we have more work to do as we should have all 140 FT faculty present to celebrate the success of our students, but I am very thankful nonetheless to our senators for making this graduation such a priority. Thanks to their work and representation, not only was faculty participation more than doubled, but our colleagues participated directly on the graduation stage as we had faculty speakers as well as faculty on hand to congratulate each graduate. I would also like to thank Dr. Laguerre, Dr. Slade and the SCC Foundation for their support of key changes aimed at elevating faculty roles in commencement.

Your Academic Senate ends the spring 2015 semester with substantial good work of which the College should be proud. At our final meeting, the Senate reviewed its goals for the 2014-15 AY in part to determine progress as well as to inform its goals for the next academic year. In addition, the Senate discussed its implementation of an assessment survey to provide next year's Senate with a better idea of where to focus and/or improve its goals, processes and communications. Your Senate also discussed other pressing items of Senate concern not addressed in Spring 2015 goals but which, nevertheless, required discussion and/or action during the spring term.

Most of these items have been the subject of previous reports to the Board. As such, I will only speak briefly to each item at this time unless the Trustees have specific questions or concerns which I would of course be glad to work to address.

1. **Planning for C-ID and ADT compliance:** SCC is well positioned to meet its C-ID and ADT requirements by the June 30, 2015 deadline. The Curriculum Committee will continue to work toward forthcoming C-ID and ADT benchmarks for the AY 2015-16.
2. **Review of Proposed New Policy for Co-requisite and Prerequisite Approval:** The new policy and procedure is approved and ready to be implemented for forthcoming curriculum reviews. Moreover, we have presented it to the Board of Trustees for inclusion in Board Policy.
3. **Faculty Development Committee: Established plus budget and process, to take effect in AY 15-16.**

Last academic year, the Senate explored the idea of expanding the charge(s) of its current Flex-Cal standing committee to include faculty development, including the faculty development funds currently distributed to faculty by the Office of Academic Affairs. After presenting the content of these conversations to the Senate on August 11, 2014, the Senate voted to rename the subcommittee the Faculty Development Committee, and to expand its charges accordingly. Further, in cooperation with its subcommittee, the Senate has appointed a task force to identify and develop review/vetting criteria and procedures for Senate consideration. Senate will also discuss the current balance of these funds with Administration as well as the transfer of these funds to Senate control.

IMPORTANTLY, per the request of the Senate and in cooperation with Dr. Laguerre, VP Ligioso and the President's Cabinet, the Faculty Development Committee will have a budget (~\$50,000) from which to award peer-vetted requests for faculty development.

Please look for more information from the Faculty Development Committee at the beginning of the fall term to include deadlines for these requests as well as possible additional membership on the committee to achieve sufficient representation from each School.

4. **High School Outreach Taskforce:** At our 5.4.15 meeting, Jose Ballesteros reported on the Access 2 College Task Force (formerly known as High School Task Force Outreach). Currently we have high school students taking classes at Solano (dual enrollment); an Early College High School program where students can take high school courses as well as college courses; and we are offering college courses at the high school sites (major emphasis for Task Force). Per the report—also included in the minutes-- goals of the taskforce continue to be framed on the group's initial charges:

- A. Develop a Memorandum of Understanding (MOU) template that can be used for high school partners that would like classes at their site Status: Dixon Unified School District MOU is being used as a template. Template is in final revisions;
 - B. Develop a list of recommended classes for high school students; Status: Taskforce evaluated a list of classes provided by a counselor and each member solicited feedback on courses from faculty in their area. List of recommended classes is undergoing final revisions.
 - C. Develop a list of required items and timeline that new high school partners must have to offer classes at their site. Status: A draft timeline was presented at the March meeting; final revisions are currently being made.
 - D. Evaluate and recommend tools and support for high schools to demonstrate college readiness per common core. Status: Mark Frazier, Chief Academic Officer from Vacaville Unified School District, and staff will present information on the common core at the April meeting. Committee recommends that faculty receive training on the common core.
5. **Senate will continue to support Student Success Taskforce Planning**, including Common Assessment and AB 86.
 6. **Accreditation Planning for the Self-Study**: As you should be aware, we are working with the Office of the President as well as Academic Affairs to initiate our self-study in a timely fashion. Briefly, these plans include a steering committee composed of faculty and administrative co-chairs per standard and a writer who will work closely with the ALO. Please look for more information on this item in summer as well as early fall.
 7. **Program Discontinuance Policy**: Charged by the Academic Senate, a taskforce chaired by Mark Berret will pilot this policy in AY 2015-16 with the goal of reviewing and improving programs at SCC.
 8. **Peer Review**: Per Education Code and Title 5, the Academic Senate will be involved in the development of any peer review language. The Senate will work in concert with the Faculty Association. We are currently working to make strides in cooperation with Administration and the Faculty Association. We should note that progress on this front would be reflected in our self-study.
 9. **Emergency and Part-Time Hiring Policy**: The Senate had approved and presented successfully to Shared Governance an updated and more robust policy and procedure. We anticipate BoT approval at the recommendation of HR.

10. **Correspondence Courses:** In Fall 2014, in cooperation with Curriculum and DE committees, the Senate approved a correspondence pilot to be assessed at the end of Spring 2015. After reports by VP Minor, DE Chair Crandall-Bear and CC Chair Brown, as well as a review of student and faculty surveys including identified weaknesses and plans for addressing those weaknesses, your Senate endorsed an expansion of the existing program for the AY 2015-16 to include additional reports/assessments at the end of the fall and spring terms.
11. **Intuitional Effectiveness Indicators:** The Senate approved the target goals recommended by the Shared Governance IE taskforce, and these goals subsequently passed Shared Governance in preparation for BoT approval and submission to the CCCCO previous to the June 30, 2015 deadline. Your Senate President will also participate in workshops with the visiting IE teams next week in areas appropriate to the 10+1.
12. **Academic Program Review:** As reported elsewhere, the Senate worked closely with its Program Review Sub-Committee to vet and approve modifications to the program review process and template, including a condensed version for CTE programs which must report every two years.
13. **Hiring Priorities for AY 15-16:** The Senate remains committed to a predictable and timely process for the determination of hiring priorities.
14. **Dare to Declare:** The Senate continues to work with Counseling in preparation for an information campaign dedicated to completion to commence in F 2015. In addition, the Senate worked closely with Administration to enhance greatly faculty visibility and roles at this year's graduation. With over fifty (50) faculty in attendance as well as faculty speakers and faculty participation in the congratulating of our graduates, this year's graduation was a very successful first step.
15. **Intuitional Learning Outcomes / General Education Learning Outcomes:** In collaboration with the Assessment Committee, your Senate reviewed and took action to approve draft ILOs and GELOs to forward to Shared Governance. This is a vital step in preparation for our forthcoming self-study.
16. At its last meeting, the **Senate solicited a follow-up re: an emailed exchange** between the vice-president of student success and the Senate president: 1. The Vice President of Student Success emailed correction that no interviews had occurred was correct: the committee reviewed applications only before making its

recommendation to Administration. 2. Per the remaining content of that email, the Senate has already addressed the identified issues related to the hiring process sufficiently and appropriately. The Senate posed no further questions and conveyed its continued support for its actions of Summer and Fall 2014.

17. **Self-Assessment:** With the assistance of Research and Planning, the Senate is commencing two self-assessment surveys, one for senators and committee co-chairs and one for all faculty. Please look to your email for this survey. Combined with our revised goals at the end of this academic year, your 2015-16Ay Senate should be well-positioned to review and approve its goals for the next academic year, come August.
18. **The Equivalency Committee:** Per Policy 4005, under “Equivalency Procedures: Equivalency Procedure: Section E”: “the Equivalency Committee shall consist of: Five (5) members: one (1) Student Services Manager, one (1) Academic Manager, three (3) Faculty appointed by the Senate (not more than one (1) from any division, but must include at least one (1) from the Trade and Technical Division). A representative from Human Resources Department will serve as support staff.”

Per the emailed solicitation of service, the Senate appointed the following three faculty to this committee: Kevin Anderson (CTE); Mary Gotch-Posta (Psychology) and Terri Pearson-Bloom (Kinesiology).

19. The Senate Executive team is interested in **exploring new ways of soliciting interest** for the various appointments and committees, and will explore this topic with the Senate come fall term.
20. **Continued 3SP and Student Equity Support and Participation.**

Looking ahead—

1. In addition to the above items, your Senate will be working closely with its Curriculum Committee, Bio-manufacturing faculty as well as Administration as the College works to establish the newly approved BS degree in Biomanufacturing. We already have an initial planning meeting scheduled, and I look forward to sharing our progress with you.
2. For Summer 2015, Senate President Michael Wyly and Curriculum Chair Curtiss Brown participated in the ASCCC Leadership Institute in June 2015 as well as the 2015 Curriculum Institute (where they will be accompanied by a larger SCC team in July).

3. Thanks to the on-going support of the Office of the President and Academic Affairs, your senate representatives will continue to attend and participate in key governance meetings for the months of June, July and August, including Shared Governance, Enrollment Management and Board meetings.

Gratitude for the invitation to participate in the AYGI Breakfast and working toward faculty goals for support. Express success to Dr. Laguerre in his future endeavors.

And that concludes my report to the Board of your Senate's AY 2014-15. Questions?

- (b) Shared Governance Council

There was no Shared Governance Council report.

- (c) Superintendent-President

Dr. Jowel Laguerre described his participation in a meeting with constituents for the Andrew Young Global Institute (AYGI) and it was well attended. He commented that SCC is well positioned to direct conversations for the betterment for our students and community that support the college. Several partners will join SCC in these efforts, including Contra Costa, DeAnza College and Peralta.

Several Trustees provided support for the AYGI partnership and want to ensure that future press includes SCC prominently when discussing the partnership.

11. CONSENT AGENDA – ACTION ITEMS

Superintendent-President

- (a) Minutes for the Special Board Meeting of May 31, 2015
- (b) Donations, Page 1

Human Resources

- (c) Employment –2015-2016; Gratuitous Service; Resignation of Employees; Academic Adjunct Assignments Summer 2015, Page 2
- (d) District and California Teachers Association, 2014-2015 Collective Bargaining Agreement, Page 6

Finance and Administration

- (e) Personal Service Agreements, Page 11
- (f) Warrant Listings, Page 13

- (g) Contract Amendment to MADI Architects for Architectural Services for Building 1600 Roof Replacement Project, Page 15*
- (h) Contract Amendment to Visions Management for Move Management Services for Building 1200 Performing Arts Renovation (Phase 1) Swing Space Project, Page 16*
- (i) Contract Award to Dovetail for Furniture, Fixtures and Equipment Consulting Services for the Autotechnology Building Project, Page 17 *

*Items removed from the Consent Agenda to 12. Items Removed from Consent Agenda for additional discussion.

Academic Affairs

~~(j) — Agreement with Tri Valley Men's Senior Baseball League, Page 18 —~~ This item was removed from the agenda

- (k) Renewal of Memorandum of Understanding between Goodrich Corporation and Solano Community College District, Page 22
- (l) Renewal of Children's Programs Contract General Child Care Program, Page 25

Student Services

~~(m) — 2015 2016 Student Health Services Contract, Page 28~~ This item was removed from the agenda

Moved by Trustee Thurston and seconded by Trustee Keith to approve the Consent Agenda items 11.(a) through 11.(f) and items 11.(k) and 11.(l) as amended. The motion passed unanimously.

12. ITEMS REMOVED FROM CONSENT AGENDA -

- 12.(a) Contract Amendment to MADI Architects for Architectural Services for Building 1600 Roof Replacement Project, Page 15 (previously 11.(g))

Trustee Brown expressed concern about the amendment, and whether there was an opportunity to discuss the scope of work with the original project. Ines Zildzic of Kitchell clarified that during the initial assessment of Building 1600, it was determined that additional work was needed. The architect was already working on 1800a and 1900, and this was a cost-savings approach to include this in their scope of work.

- 12.(b) Contract Amendment to Visions Management for Move Management Services for Building 1200 Performing Arts Renovation (Phase 1) Swing Space Project, Page 16 (Previously 11.(h))

Trustee Brown asked about Visions Managements experience, if they had walked the grounds, and if they were the lowest bid. Ms. Zildzic stated that Visions has done this before, and has come in as the lowest bid. They have completed a lot of community college work and they also walked the site with the project managers and determined that the project required special equipment.

12.(c) Contract Award to Dovetail for Furniture, Fixtures and Equipment Consulting Services for the Autotechnology Building Project, Page 17 (Previously 11.(i))

Trustee Brown asked for clarity of this contract and should this scope of work have been included as an original part of the package. Ms. Zildzic commented that SCC is getting some efficiencies for individual projects related to the Autotechnology project, and has used this service in other instances. Trustee Thurston added that there was a report in the Measure Q Committee from Dovetail, and that they were explicit about what they were doing. She acknowledged that there were concerns in the past that SCC had not received good quality, but the hope is that SCC will have good quality fixtures and furniture that will last a long time. She stated she is in favor of the contract moving forward.

Moved by Trustee Keith and seconded by Trustee Thurston to approve item 12.(a), 12.(b), and 12.(c). The Motion passed unanimously.

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

(a) Resignation to Retire – Kathy Nesler, Page 33

Moved by Trustee Thurston and seconded by Trustee Martin to approve the retirement of Kathy Nesler. The motion passed unanimously.

14. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Moved by Trustee Chapman and seconded by Trustee Honeychurch to approve items 14.(a) through 14.(e) with one motion.

Trustee Brown asked for clarity on item 14.(c) and the plans for the portable classrooms when they are not in use. Dr. Laguerre stated that SCC will return them after use.

The motion passed unanimously. The following items were approved:

Finance and Administration

(a) Contract Award to Consolidated Engineering Laboratories for DSA Special Inspection Services for Building 1200 Performing Arts Renovation (Phase 1) and Swing Space Project, Page 34

(b) Contract Award to the Shalleck Collaborative Inc., for Equipment Consulting Services

- for Building 1200 Performing Arts Renovation (Phase 1) Project, Page 35
- (c) Contract Award to CA Architects for Architectural and Engineering Services for Small Capital Projects – Portable Classrooms Phase II and Building 1800 Classroom, Page 36
- (d) Solano Community College District Nomination to the Board of Directors for the Statewide Educational Wrap-Up Program Joint Powers Authority, Page 37
- (e) Tentative District General Fund Budgets and Proposed Time and Place for the Public Hearing and Adoption of the Official District Budgets for 2015-2016, Page 38

15. INFORMATION/ACTION ITEMS – NO ACTION REQUIRED

- (a) Hanover Pacific, LLC Student Housing Presentation, Page 39

Robert Kim, Executive Managing Director provided a presentation on student housing. He emphasized the public-private partnership of the company and that they can provide a turn-key solution and pride themselves on working well with their host campuses. Mr. Kim provided a review of completed projects at the University of La Verne and at the Western University of Health Sciences. He reviewed the scope of the public/private structure, including the financing of the project under a 501(c)(3). For 30 years, Hanover would be the owner of the project and at the end of the project term, it will be delivered to the college for a nominal fee. Hanover Pacific would ask SCC for a 40-year ground lease, and first-fill agreement, and a marketing agreement. Hanover Pacific would also request an MOU if study results show that there is a demand for student housing.

With tax exempt bond financing, the bond owners would like it to run 10 years beyond. The risk is shifted to Hanover Pacific. The host campus accepts all of the benefits. The company makes their money from the percentage of the development fee, operations costs that are subtracted, and a repair/replacement fund.

Trustee Brown asked about how much rent would be charged for the dorms. Mr. Kim stated that there are a lot of variables that influence rent costs, including type of dormitory and amenities. Trustee Martin asked whether a survey of the area would be completed to determine the demand for student housing. Mr. Kim stated that a demand study may be needed and would engage a third party for the demand study for an independent review.

Trustee Chapman asked for clarity if the costs for the preliminary demand study would be absorbed by Hanover Pacific. Mr. Kim stated that Hanover is the developer and will fund the entire initiative up front. He further stated that based on data on the student body, they would complete a campus-wide survey and focus groups and this process will take approximately 2 months to complete.

The board provided consensus to Dr. Laguerre to work with Hanover Pacific on the next steps in the process.

A presentation is available in the Superintendent-President's Office

- (b) Measure Q California Environmental Quality Act Update – Vallejo Autotechnology Building Project, Page 40

Dr. Laguerre made the Board aware of the CEQA process, and once completed, the Board will hear the results of the study prior to moving forward with the project.

- (c) Initiation of Contract Negotiations with Rudolph & Sletten for the Design and Construction of the Biotechnology and Science Building Project, Page 42

Dr. Laguerre informed the Board that we will begin negotiations for the design construction for the project. The contracts will be brought to the Board for consideration in a future board meeting.

- ~~(d) Contract Award to Gilbane for Construction Management Services for the Science Building Project (Phase I), Page 44~~ This item was removed from the agenda.

16. ANOUNCEMENTS

Trustee Young and Trustee Thurston are members of the Vallejo Planning Committee and invited those resent to the Vallejo Juneteenth Festival, which will take place on Saturday, June 20th from 11 am – 6 pm at City Park.

17. ITEMS FROM THE BOARD

There were no items from the Board.

18. ADJOURNMENT

It was moved by Trustee Honeychurch and seconded by Trustee Thurston to adjourn the meeting. There being no further business to come before the Board, the meeting was adjourned at 8:45 p.m.