

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**UNAPDOPTED MINUTES**

Wednesday, November 4, 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, November 4, 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 President Young, Eric Thelan led those present in the pledge of allegiance to the United States of America.

**3. ROLL CALL**

A. Marie Young, President  
Michael Martin, Vice President  
Monica Brown  
Sarah E. Chapman, Ph.D.  
Denis Honeychurch, J.D.  
Pam Keith  
Rosemary Thurston  
Larry Bartlow, Student Trustee  
Stan R. Arterberry, Secretary

Others Present:

Tom Beckett, Interim Executive Bonds Manager  
Gregory Brown, Vice President of Student Services  
Dr. Wade Larson, Associate Vice President of Human Resources  
Yulian Ligioso, Vice President of Finance and Administration  
Dr. Leslie Minor, Ph.D., Vice President of Academic Affairs  
Dr. Yashica J. Crawford, Chief of Staff

**4. APPROVAL OF AGENDA**

It was moved by Trustee Keith and seconded by Trustee Martin to approve the Agenda as presented. The motion passed unanimously.

**5. COMMENTS FROM MEMBERS OF THE PUBLIC (CLOSED SESSION ITEMS)**

President Young recognized Melvin Rodrick, who expressed concerns regarding the property purchases in Vallejo that are close Belvedere and stated that the purchases impacts the City of Vallejo's tax base.

President Young recognized Erin Farmer, SCFA President, who introduced herself to the board and shared information from an open letter that was presented to SP Arterberry.

- 6. CLOSED SESSION** – President Young called 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) Public Employee Discipline/Dismissal/Release (Govt. Code § 54957)
  - (c) Conference with Legal Counsel—Anticipated Litigation  
Significant exposure to litigation pursuant to subdivision (d) of Govt. Code §54956.9:  
one potential case
  - (d) Conference with Legal Counsel—Existing Litigation (Subdivision (a) of Govt. Code §54956.9)  
Case #: FCS045285 and Case #: FCS045360
- 7. RECONVENE REGULAR MEETING** – President Young reconvened the Regular Board meeting at 7:00 p.m.

**8. REPORT OF ACTION TAKEN IN CLOSED SESSION**

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

The Board discussed Public Employee Discipline/Dismissal/Release and no action was taken.

The Board held Conference with Legal Counsel – Potential Litigation and no action was taken.

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

**9. COMMENTS FROM MEMBERS OF THE PUBLIC (CONTINUED)**

There were no comments from members of the public.

**10. CONSENT AGENDA – ACTION ITEMS**

Superintendent-President

- (a) Minutes for the Regular Meetings held on October 21, 2015

Human Resources

- (b) Employment – 2015-2016, Page 1

- (c) Proposed Revision to the Administrative Leadership Group Salary Schedule 2015-2016, Page 2

It was moved by Trustee Thurston and seconded by Trustee Keith to approve the consent agenda. Student Trustee Bartlow advisory vote was yes. The motion passed unanimously.

## **11. ITEMS REMOVED FROM CONSENT AGENDA**

There were no items removed from the agenda.

## **12. NON-CONSENT AGENDA ITEMS – ACTION ITEMS**

### Academic Affairs

- (a) Clinical Experience Agreement Between Solano Community College District and University Retirement Community, Davis, California, Page 5

It was moved by Trustee Keith and seconded by Trustee Brown to approve the Clinical Experience Agreement. Student Trustee Bartlow advisory vote was yes. The motion passed unanimously.

- (b) Resolution No. 15/16-16 Declaring an Emergency and Authorizing District Staff to procure Necessary Goods, Services and Supplies Without Complying with Bidding Requirements, Page 16

VP Ligioso reported that the water heater leaked and damaged the drywall and carpet in the Vacaville Annex building. The purpose of the resolution is to ask the Board to move immediately to work with district staff to fix the damaged areas.

Resolution No. 15/16-16 passed unanimously with the following roll call vote:

STUDENT TRUSTEE BARTLOW ADVISORY VOTE: YES

AYES: Brown, Chapman, Honeychurch, Keith, Young, Martin, Thurston

NAYS: None

ABSENT: None

ABSTAIN: None

## **13. BOARD STUDY SESSION (NO ACTION REQUIRED)**

- (a) Solano College Emergency Preparedness Plans  
*Facilitated by Yulian Ligioso, Vice President of Finance*

VP Ligioso introduced Sherriff Tom Ferrara and Don Ryan, Manager of the County Office of Emergency Services (OES) who presented information on the emergency services that are

provided in Solano County. He also introduced Lt. Eric Thelen who provided an overview of how SCC readying itself for emergencies.

Officer Ryan described the OES, which include maintaining the county's emergency plans, law and fire mutual aid, Solano Communications Center (dispatch), manage federal grants, and 24/7 emergency operations centers and volunteer teams. The Clery Act requires that the district have an emergency operations plan, exercise and document the plan, have an ability to communicate with students and staff in an emergency and publicize the plan each year.

He asked that we determine a primary and secondary operations center, potentially including 360 Campus Lane. He described the purpose of the need for establishing these plans. While the emergency may last a few moments, the recovery can last for a long time. Officer Ryan showed the video "Run, Hide, Fight", funded by the Federal Emergency Management Agency to provide an information on what to do in an active shooter situation and how this information can be used to help prepare the district in an emergency situation.

Trustee Brown reflected on the stabbing at UC Merced that happened today, and asked about the presence of officers that walk the campus. Lt. Thelan stated that the goal is to have the officers walk on foot. Trustee Chapman talked about the courses that need to be taken for segments of the community. For 100, 200 and 700-level courses, everyone on the staff should take them. The 300 and 400-level courses are for those who are leading a segment of the Emergency Operations Center. He commented that these courses were also necessary if SCC applies for federal funds to recover in an emergency situation. Trustee Martin asked about training on recognizing behaviors of suspected persons. The sheriff commented that this is not included, but he recommended that a Terrorism Liaison Officer could provide an hour-long class on how to recognize these behaviors, and faculty may be the most appropriate to complete the training. Trustee Brown asked about what could be done to prepare students on campus. He stated that the most important task is to message if anyone sees something, to say something. Also a one-sheet handout for students could be distributed. President Young asked about videos that may be available for students, and he stated that FEMA, FBI has them available on the web and can provide it through links.

Chief Thelan offered information specific to Solano. The college has a one-page active shooter response available on our website. We also have an incident response plan drafted in June 2009 and we have plans to update this. We are currently working to reestablish the Safety Committee and Lt. Thelan will chair this along with a member from Human Resources. We will also reestablish the Building Coordinator program. We are working with establishing a training using Department of Homeland Security funding to host a scenario based active shooter training along with Cordelia and other agencies in the county. At new student orientations and new employee orientations, they will receive training. To get the college in training with NEMS, SIMS and ICS, we will be seeking a consultant with West coast consulting, recommended by Keenan and Associates, our risk management company.

Dr. Chapman asked about criminal offenses that are prevalent on campus. Lt. Thelan stated that Clery Act means a report on crimes is needed each year. We have periodic property crimes, a

few sexual assaults/indecent exposure, a couple of stalkings, but most often, car break-ins. There were no reported crimes at Vacaville and a couple at Vallejo. He is working with Kitchell on lighting and other security needs.

SP Arterberry offered appreciations to Lt Thelan for his leadership and stated that we are one family and it is his desire that we get to the goal of recognizing that we are in this together and that this is a time for unity.

President Young asked about when videos will be made available to students, and he confirmed that videos will be sent out by tomorrow in a message and on a website. President Young asked about sending out a communication with this information. Jim Buchanan will be sending out information to the community about how to report areas of campus that need to be addressed (i.e. doors that do not close).

(b) Review of Solano Community College Mechatronics Program  
*Facilitated by Dr. Leslie Minor, Vice President of Academic Affairs*

Dr. Leslie Minor and Dean Morinec provided an update to information shared during public comment at the October 7<sup>th</sup> board meeting regarding the status of the Mechatronics program. There are currently grants that are available and part of program discontinuance is to either improve the program or discontinue it. The county office of education offer opportunities to advertise the program and have K-12 schools that have expressed great interests. Dean Morinec mentioned the starting pay is \$20 per hour and there are job opportunities available in this county and major employers. There is a need to continue to update the program to ensure that it is relevant and responsive to industry standards.

(c) New Science Building and Renovation of Building 300  
*Facilitated by Yulian Ligioso, Vice President of Finance and Tom Beckett, Interim Executive Bonds Manager*

Tom Beckett, Interim Executive Bonds Manager, discussed the plans for Building 300, which included the importance of right sizing and best fit for facilities. The goals of the creation of the Science Building (Phase I) was to relocate all existing programs in Building 300, relocation of a large lecture class remaining in Building 300, and the need for an astronomy program space was not addressed. The Veterans Program was put in the Science Building and away from Student Services in Building 400. The proposal is to have Veteran's to return to Building 400 with comparable space that was initially described. Phase II of the project reviewed the plans for Building 300. There was no compelling use described for the space, and the recommendation is to remove Building 300 and stabilize and improve the site. Requirements are to eliminate portables 1-5 and remove Building 100 (excess capacity). The tutoring center would be moved to Building 100 (the new building will be called the Learning Resources Center). The career transfer center will move from the first floor to the second floor, now available from the tutoring center move.

For the Veterans Center on the first floor, the goal will be to create serenity space, study space and outdoor space, and will have more space available than the initial plan. The incentive is that there will be additional space in the new science building. SCC would have a \$3.5 million savings that can be used for something else. The approval for changes will be requested at the November 18<sup>th</sup> Board of Trustees meeting. The Veterans space would be available in 12-18 months, 2 years ahead of schedule if in the initial plan to be placed in the science building.

Trustee Chapman appreciated the opportunity for Tom to review the history of the initial planning, and liked the concept. She asked if he could meet with the students on campus to understand the concept. He acknowledged that plans are already in place to walk them through the plans. Trustee Thurston stated the importance of these plans to include students and that they agree that it was the most logical. Trustee Martin asked about modernizations and upgrades inside of the space. Tom stated that the spaces will be renovated for all of the moves based on their needs. Student Trustee Bartlow asked if the merging of the Academic Success Center will happen. Tom stated that there will be the group tutoring area, along with Academic Success Center and other tutoring spaces. The move will be estimated to take place within 18 months. Trustee Brown cited that she liked the move and the saving of funds.

(d) Superintendent-President

There was no report from SP Arterberry.

**14. INFORMATION ITEMS (NO ACTION REQUIRED)**

(a) West Coast Consulting Group, Inc. Contract for Emergency Preparedness Plan Update and Training, Page 16

VP Ligioso stated that this contract is part of the overall plan to prepare the College in case of an emergency situation. WestCoast provides this training statewide, and since it is linked to Keenan, and we will receive a discount. This contract will come back as a firm proposal at the November 18<sup>th</sup> board meeting. Trustee Thurston asked for clarity on the availability of copies of the written materials available to SCC. Ligioso stated that we will make more copies. The emergency planning will at a minimum go to those assigned to incident command, and have the ability to expand this to the building coordinators. These individuals would also complete the face-to-face trainings. Trustee Martin asked for clarity on where the funds will be coming from, and VP Ligioso stated that they will come from general funds and we will work to see if we can use partial funding through safety funds.

(b) Intent to Apply for Substantive Change Proposal/Bachelor's Degree in BioManufacturing, Page 25

VP Minor stated that to ensure that SCC is in compliance with being able to offer the Bachelor's degree program in Biomanufacturing, she has put forth the intent to apply for a substantive change along with the proposal. This is the first step in this process. The board packet included a congratulatory letter from Chancellor Brice Harris and the change proposal for Board review.

(c) Affordable Care Act (ACA) and Impact Study Update, Page 29

VP Ligioso introduced the Board to Bob Schoenherr, VP at Keenan and Associates, who provided a workforce analysis and impact study report in consultation with payroll, human resources and information technology. The report examines employees to determine compliance with Affordable Care Act and determines overall impact on our campus. Overall, he reported that news was good for SCC. In 2015, we are required to offer coverage to 75% of employees, and we currently offer it to 99% and SCC is in compliance. The report also examined if it would make sense to cancel insurance and provide funds to employees to purchase their own insurance. The report determined that this is discouraged because it would be cost-justified and not practical for collective bargaining. Trustee Brown commented that she had additional questions regarding the report and would provide them to SP Arterberry for response.

**15. ANNOUNCEMENTS**

There were no announcements from the Board.

**16. ITEMS FROM THE BOARD**

The Board by consensus agreed moved the November 18<sup>th</sup> board meeting to take place on November 19<sup>th</sup> due to interviews of the Superintendent/President finalists.

Trustee Chapman expressed appreciations for those that participate in the raffle and announced that Sandra Therrien won the grand prize trip to Las Vegas.

President Young attended and/or participated in the following:

Oct.18: Solano Community College Retirees Association Fall Luncheon that was held at the Benicia Yacht Club

Nov. 1: Vallejo City Unified School District Willie B. Adkins Scholars Project - "100 Men Can Cook" fundraiser that was held at Dan Foley Cultural Center in Vallejo

Nov. 3: (8:00 a.m. to 8:10 p.m.), Superintendent-President Search Committee Interviews of semi-finalists. I am the chair of this committee.

Nov. 4: (4:00 p.m.), SCCD Measure Q Steering Committee meeting

**17. ADJOURNMENT**

It was moved by Trustee Honeychurch and seconded by Trustee Chapman to adjourn the meeting. There being no other business before the Board, the meeting was adjourned at 9:00 p.m.