

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**UNADOPTED MINUTES
November 5, 2008 (Amended)**

1. **CALL TO ORDER**

A meeting of the Solano Community College District Governing Board was called to order at 7:00 p.m., on Wednesday, November 5, 2008, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, California 94534-3197, by Phil McCaffrey, Governing Board President.

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

At the request of Board President McCaffrey, Dean Robert Johnson led those present in the pledge of allegiance to the flag of the United States of America.

3. **ROLL CALL**

Members Present:

Phil McCaffrey, President
A. C. "Tony" Ubalde, Jr., Rel.D., Vice President
James M. Claffey
Denis Honeychurch, J.D.
Pam Keith
Stephen Murphy, J.D.
A. Marie Young
David R. Brannen, Student Trustee
Lisa J. Waits, Interim Secretary

Members Absent:

None

Others Present:

Ross Beck, Director of Public Relations, Marketing and Communications
Jay Field, Vice President, Technology and Learning Resources
Don Mourton, Ph.D., Interim Vice President, Student Services
Robin L. Steinback, Ph.D., Vice President, Academic Affairs
Judy Spencer, Executive Coordinator, Superintendent/President and Governing Board

4. APPROVAL OF AGENDA

The following specific correction was made to Agenda Item 10.(a), Page 42, Consideration of Sabbatical Leaves: Alba Christiansen should be ***Abla*** Christiansen and Florence Ferdinanda should be ***Ferdinanda Florence***.

Moved by Vice President Ubalde and seconded by Trustee Claffey to approve the Agenda as corrected. The motion carried unanimously.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President McCaffrey recognized Ms. Laura Strand, Stationary Engineers, Local 39 Representative. Ms. Strand distributed to the Board a copy of a memorandum dated November 5, 2008, from Local 39 regarding Interim Superintendent/President Waits and the public criticism that has followed with the recent changes in administration of Solano Community College. The memo stated that Local 39 supports the efforts of I/SP Waits to get a clear and accurate accounting of the District's revenues, expenditures and budget priorities. To accomplish this task, an investigation of the actions of the Vice President of Administrative and Business Services is required. Local 39 urged the Board to allow the internal procedures to come to completion. With an accurate accounting rendered, the Board will have an opportunity to review Dr. Waits' actions and decide as a body whether she administered Board policy appropriately, and whether additional action may be warranted. The memo was signed by 32 members of Local 39. A copy of the memo is available for review in the Office of the Superintendent/President.

Board President McCaffrey thanked Ms. Strand for her comments.

Board President McCaffrey recognized Mr. Joseph Johnson, a forty-year resident of Solano County who expressed his concern over the Board's 4-3 votes on critical issues, which in his opinion is not good for the public image of the Board. Perceptions in the local newspapers are that too much micromanagement is coming from the Board. The College's accreditation status is alarming. Mr. Johnson stated there needs to be more transparency by the Board. Mr. Johnson asked why the Board doesn't meet in other cities within the county so more people can attend the Board meetings. Mr. Johnson expressed his opinion that many members of the Board don't take their retreats seriously. If the Board is a policy-making body, it is important for the Board to create synergy among themselves. Mr. Johnson, retired from education, emphasized the importance of the Board to find a way to settle the contracts for the College. Mr. Johnson stated, "How you treat your own is a reflection of you." Mr. Johnson concluded by commenting that the people want to see positive action taken by this body (the Board) and he hopes it will happen very shortly.

Board President McCaffrey thanked Mr. Johnson for his comments.

Board President McCaffrey recognized Mr. Tom Grube, CTA President, who requested to speak before the Board regarding a vote of no confidence in the Governing Board. Mr. Grube reported that the Executive Board of the Solano College Faculty Association voted unanimously to give

its members the opportunity to vote on a Resolution of No Confidence in the Governing Board. Mr. Grube reported that 100% of the faculty voting on this resolution cast a vote in support of the Resolution of No Confidence. Mr. Grube asked the Board to let their Chief Negotiator negotiate and to give him the flexibility to make a decent contract offer.

A full and complete reporting of Mr. Grube's comments is available on the Solano College Web site at www.solano.edu (Governing Board – Minutes – November 5, 2008 – **Appendix A**).

Board President McCaffrey thanked Instructor Grube for his comments.

Board President McCaffrey recognized Ms. Lisa Romero, an instructor in the Health Occupations Division. Ms. Romero commented on a car accident she experienced in 2005 and the care she received through three different health care insurance plans—Kaiser, Health Net, and Blue Shield. Ms. Romero stated she came to Solano College because it gave her the opportunity to take advantage of Blue Shield insurance, even though the move resulted in a significant cut in her annual pay from previous educational institutions and hospital settings. Ms. Romero compared the services of the three providers and how Blue Shield allowed her more options, and in her opinion, more quality care. Now that she is at risk of losing the one thing that initially attracted her to SCC (the option of having Blue Shield insurance as one of her benefits), Ms. Romero urged the Board not to take the District's Health Care consultant at his word when he says Health Net will offer the same coverage, but for less money, because based on her personal experiences "it most assuredly does not."

Board President McCaffrey thanked Ms. Romero for her comments.

Board President McCaffrey recognized Ms. Bonnie Whitney, a student at Solano College, who requested to comment on the Solano Faculty Association informational picketing facts obtained before the Board meeting; in particular the proposed new class cancellation policy which enables Deans to cancel classes 2-3 weeks into the semester. Ms. Whitney commented this is unfair to the students who buy their books, may require financial aid, have transportation issues, and often times must adjust home and work schedules only to find out classes are cancelled after the semester starts.

Board President McCaffrey thanked Ms. Whitney for her comments.

Board President McCaffrey recognized Ms. Kandy Pires, a student at Solano College, who requested to speak in support of the resolution from faculty. Ms. Pires didn't speak for all students, but stated many are not too happy right now and that they feel they have been kept in the dark. We don't know why the Board seems to be having problems, but whatever happens in the Board meetings trickles down and affects faculty, staff, and students. Students read in the paper that we may lose our accreditation, which means all the work we've done at Solano will have been done for nothing. Ms. Pires stated that Solano has great faculty, great staff, and that she loves her teachers. Ms. Pires commented that the Board "needs to get it together and get it done."

Board President McCaffrey thanked Ms. Pires for her comments.

Board President McCaffrey recognized Ms. Nicole Stinnett, also a student at Solano College since 1996, who requested to speak on behalf of faculty who have been working for more than 16 months without a contract. Ms. Stinnett commented that she has always encountered caring teachers, and they deserve to have their contract settled. Ms. Stinnett also commented on the proposed new class cancellation policy which is not a good policy for students. If classes are going to be cancelled, they need to be cancelled timely so students can get into another class.

Board President McCaffrey thanked Ms. Stinnett for her comments.

Board President McCaffrey recognized Ms. Melissa Reeve, a full-time English faculty instructor in the Humanities Division, who requested to speak on the importance of having a competitive contract for recruitment and retention of high quality instructors and shared some of her experiences of working without a contract and the effects of younger faculty transferring to other districts. When we think of recruiting faculty at Solano, she said, it is worth keeping in mind that the College should offer a competitive salary and benefits package that makes younger faculty want to make Solano their home. Ms. Reeve commented on the waste of resources that goes into the hiring process when the best qualified instructors turn down jobs at this College because they get better offers elsewhere, or leave after a few years for better pay. Younger faculty have options with districts that pay better. Ms. Reeve commented that she has seen what can happen at other institutions and doesn't want to see it happen at Solano and urged the Board to move forward in resolving the contract issues.

Board President McCaffrey thanked Ms. Reeve for her comments.

Board President McCaffrey recognized Marc Lancet, Art Instructor, who commented on the waste of resources for faculty to have to attend Board meetings to demonstrate their desire for the District to settle their contract as opposed to focusing on lesson plans. Sitting at the table isn't working. Faculty are trying to find ways to communicate. Mr. Lancet commented on methods of communication used in the past and present, i.e., the airplane, "coffin thing", door hangers, etc. He said faculty want to settle, and would like to settle without taking any more time away from students and family.

Trustee Keith noted that putting the Board members' personal addresses and phone numbers on door hangers all over the county did not demonstrate an act of "safety", which the faculty is promoting. One trustee had his life threatened by this act and another trustee's unlisted phone number of 40 years was compromised. This trustee emphasized the importance of positive impact—not just impact.

6. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

Anthony Rivera, ASSC Governing Board Representative, reported that:

--students from Solano College attended the Community College Student Advisory Association Leadership Conference, which was an opportunity for student governments across California to get together and exchange ideas that benefit students.

--a Halloween Dance was held on October 31. The dance was an opportunity to fund raise for the Matt Garcia Youth Center, and also to jump start the canned food drive, which will be held until December 5.

--the ASSC has identified an I.D. Card Committee that is talking to local businesses to see if they can get them to implement student discounts to give incentives for students to have I.D. cards. There is no requirement for students to have I.D. cards; therefore, the goal is to build value into the cards which will encourage students to want them.

(b) Academic Senate

Dr. Jeff Lamb, Academic Senate President, reported that:

--in the post-accreditation document meeting with the Shared Governance Council, most of the time was dedicated to reviewing strategic proposals and the charge to prioritize these proposals before sending them to FABPAC.

--the Academic Senate had a discussion with Dr. Waits on the accreditation document and the future organization of the Senate's Accreditation Committee.

--Dr. Robin Steinback discussed with the Senate how they might best appropriate Rob Simas' time to provide data and data analysis for the Basic Skills Initiative, the availability to meet with Deans and Senate on Program Review and funding, and how to best organize the Accreditation Committee.

--priorities and funding for their different plans and initiatives were discussed with the Basic Skills Committee.

--the S/P Search Advisory Committee membership received a thorough orientation about the search process, confidentiality, and timeline.

--the Accreditation Ad Hoc Committee met and discussed constant leadership, data first, and evidence second.

--the full-time faculty hiring priorities for 2009-2010 were approved.

--Josh Stein gave an update on the Basic Skills Committee.

--Rob Simas reported on "the big picture" for strategic planning.

A copy of the full and complete Academic Senate report to the Board is available on the Academic Senate blog at www.sccsenate.blogspot.com.

(c) Shared Governance Council

Vice President Jay Field reported on the Shared Governance Council meeting held October 22, 2008. The Council discussed the strategic proposals that came from the Enrollment Management/Retention Task Force. This resulted in a discussion of the strategic planning process to be followed. President Waits will call a special meeting of a special work group to develop a proposal to SGC about the role they play in that process. The Council discussed the substantive change reports for Vallejo Center and Aeronautics Program at the Nut Tree, which were passed unanimously. Some understaffing concerns at Vallejo were addressed by the

unions. Dr. Lamb informed the Council of the direction that the Academic Senate is moving toward with regard to Accreditation. The Campus-wide Committees/Task Forces/Councils/Coalitions list for 2008-09 has been forwarded to responsible individuals for updating. The completed document will be placed on the College Web site when completed. College area reports were heard.

(d) Superintendent

Interim Superintendent Lisa Waits gave a PowerPoint presentation and reported that:

--she and Dr. Steinback met with U.C. Davis Vice Chancellor of Student Affairs, Dr. Fred Wood, and his U.C. Admissions and Student Retention staff on October 28. They provided data on the last three fall enrollments of Solano Community College transfer students to U.C. Davis (fall 2008—81 students; fall 2007—72 students, and fall 2006—76 students). There was agreement to strengthen the ties between SCC and U.C. Davis by sharing data, exploring ways to deepen SCC faculty ties to U.C. Davis, invite U.C. Davis representatives to College meetings, and to display U.C. Davis/Solano student transfer experiences via YouTube clips on SCC's Web site and building LCD screens.

--at the President's exit interview with the Accreditation Team, the Team expressed their appreciation for the campus hospitality and noted that the highlight of their day had been to meet with our students. Dr. Waits publicly thanked those involved with the Team site visit and reported that the Commission meets in January 2009 and will then provide a report back to us regarding our accreditation.

--the 8th Wildland Fire Academy Graduation was held October 29, and congratulated the 27 cadets that began the academy and also completed the course. The graduation was dedicated to the 7 Greyback Fire Fighters killed in the line of duty on August 6, 2008, in a helicopter crash in the Shasta-Trinity National Forest.

- *Bond Update*

Stan Dobbs, Independent Contractor for the Maintenance and Operations Department, reported that:

--construction for Phase 1 of the Faculty/Staff dining room is complete. Rough framing and electrical of the Phase 2 process has begun.

--the final fire alarm test is scheduled for the week of November 10 in the gymnasium and rough electrical and mechanical work is on-going in 1700B.

--grading for the building pad is complete at the new Vacaville Center, with project completion still scheduled for January 2010.

--the remaining work on the athletic fields is expected to be completed by the end of November.

--DSA back check approval for the Chiller Project is scheduled the week of November 10.

--the District received \$4,500 from PGE for lighting upgrades performed at the Vallejo Center.

--the Bond Oversight Committee met, and a short tour of the campus was provided for the three new committee members.

--a shuttle service will be made available at the Vallejo Center while the temporary parking lot improvements are made, which should last about one week.

--overall the District fared well with minimal leaks after the first rain.

7. CONSENT AGENDA – ACTION ITEMS

Superintendent/President

- (a) Minutes for the Meeting of October 15, 2008

Human Resources

- (b) Employment – 2008-09; Gratuitous Service

Administrative and Business Services

- (c) Warrant Listings
(d) Construction Change Order No. 8 Approval for Alten Construction, Inc. – Bid No. 08-003
(e) Construction Change Order No. 8 Approval for J. W. and Sons, Inc. – Bid No. 08-001

Academic Affairs

- (f) California Early Childhood Mentor Program Letter of Agreement Appropriation/Grant No. 8079
(g) 2008-2009 Local Agreement for Child Development Training Consortium 08-09-2502
(h) Renewal of Solano College Small Business Development Center (SBDC) County Contract
(i) Agreement Between Insulfoam and Solano Community College District to Provide Sexual Harassment Training for Contract Education
(j) Agreement Between SEIU UHW-WEST and Joint Employer Education Fund and Solano Community College District to Math and English Assessments for Contract Education

Trustee Keith requested the removal of Item 7.(b) Employment – 2008-09, Independent Contractors, page 3, line 1, Leadership Resource Solutions, Inc., Consultant.

Moved by Trustee Young and seconded by Trustee Murphy for approval of the Consent Agenda as presented, with the removal of 7.(b) as noted. The motion carried unanimously.

8. ITEMS REMOVED FROM CONSENT AGENDA

The trustees engaged in discussion of 7.(b), regarding the request by the Superintendent/President to hire a consultant through Leadership Resource Solutions, Inc., to support and assist the current Fiscal Services staff in performing day-to-day functions, including accounting, budget audit reviews, and state fiscal reports involving categorical, Bond Measure, and general fund accounts. This item was originally presented to the Board for approval at the October 15, 2008, meeting with a different job description and was tabled for further discussion. ***Trustee Keith read from the October 15 agenda the job description that was tabled. Trustee Keith then requested clarification on why the job description being discussed was changed as noted above.***

Dr. Waits reported that she recently met Mr. Bob Curry, who is currently providing consultant support for Banner and Fiscal Services and Mr. Curry concurred that it might be better and less expensive for the District to secure regional support as opposed to someone from out of state. This person will provide similar support without Banner support. Dr. Waits stated that Mr. Curry's contract will end mutually by the end of the term.

Trustee Young extracted from the current job description for the Director of Fiscal Services seven duties that are that person's responsibility, commenting after having read these seven responsibilities to those present that everything listed in the current agenda item 7.(b) are the duties of the Director of Fiscal Services. This trustee asked the question, "Is it not true that currently the District should be going through the year-end audit where we will be able to identify any internal control weaknesses in the fiscal services area? My understanding is that the Director of Fiscal Services should be working on these items according to the job description for the position." We have someone on board whose responsibility is to do this work, yet we are considering another consultant.

Dr. Waits responded that we need to provide additional support at this level in the institution. We have issues that need to be worked through in Fiscal Services, and if we continue to rely on Mr. Curry, we will have higher costs than what the consultant under consideration would render. The workload is considerable. You have heard staff talk about the Banner implementation and work involved with the Bond Measure. Dr. Waits commented these two projects alone hit Fiscal Services really hard.

Trustee Honeychurch supported Dr. Waits' efforts to improve upon the efforts of the Office of Fiscal Services. Another trustee commented that whether or not the Board has made the right decisions in the past relative to consultants, after talking to Mr. Tom Henry, it is pretty clear that since our permanent Vice President of Administrative and Business Services is on administrative leave that assistance is needed in this department. The current agenda item is a different description of the work to be performed (compared to October 15, 2008), for the same amount of money, and is probably more accurately described.

Moved by Trustee Murphy and seconded by Vice President Ubalde to approve the consultant from Leadership Resource Solutions, Inc., to support and assist the current Fiscal Services staff. The motion carried. Trustee Keith voted no. Trustee Young abstained for lack of information. Student Trustee Brannen concurred with a yes advisory vote.

9. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Academic Affairs

(a) Interagency Agreement Between Solano Community College and the City of Fairfield Fire Department to Offer State Fire Marshal Courses for Incumbent Fire Fighters

Robert Johnson, Dean of the Career Technical Education Division, presented the Interagency Agreement between Solano Community College and the City of Fairfield Fire Department to offer FTES generating California State Fire Marshal courses for incumbent fire fighters per Government Code §53060 and Education Code §78021, at no cost to the District.

Moved by Vice President Ubalde and seconded by Trustee Murphy to approve the Interagency Agreement between Solano Community College and the City of Fairfield Fire Department to offer California State Fire Marshal courses for incumbent fire fighters. The motion carried unanimously.

(b) Interagency Agreement Between Solano Community College and the Vacaville Fire Department to Offer State Fire Marshal Courses for Incumbent Fire Fighters

Robert Johnson, Dean of the Career Technical Education Division, presented the Interagency Agreement between Solano Community College and the Vacaville Fire Department to offer FTES generating California State Fire Marshal courses for incumbent fire fighters per Government Code §53060 and Education Code §78021.

Moved by Trustee Young and seconded by Trustee Murphy to approve the Interagency Agreement between Solano Community College and the Vacaville Fire Department to offer California State Fire Marshal courses for incumbent fire fighters. The motion carried unanimously.

(c) Resolution in Support of Fire Technology Program, Resolution No. 08/09-13

Dean Robert Johnson, Career Technical Education Division, presented a resolution supporting the reaccreditation by the California State Fire Marshal of the Fire Technology Program, the Wildland Fire Academy (Fire 113), and the Fire Fighter 1 Academy (Fire 140), Resolution No. 08/09-13.

Moved by Vice President Ubalde and seconded by Trustee Keith to approve Resolution No. 08/09-13 supporting the reaccreditation by the California State Fire Marshal of the Fire Technology Program, the Wildland Fire Academy and the Fire Fighter 1 Academy. The motion carried unanimously with the roll call vote as follows:

STUDENT TRUSTEE ADVISORY VOTE: David R. Brannen concurred.

AYES – Trustee Honeychurch, Trustee Keith, Trustee Murphy, Vice President Ubalde, Trustee Young, Trustee Claffey, and Board President McCaffrey

NOES – NONE

ABSENT – NONE

10. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Consideration of Sabbatical Leaves

Dr. Robin L. Steinback, Vice President of Academic Affairs, advised the Sabbatical Leave Committee for 2009-2010 met and are recommending the following instructors be granted Sabbatical Leaves for the 2009-2010 academic year:

Abla Christiansen – Spring 2010
George Daugavietis – Spring 2010
Erin Farmer – Fall 2009
Ferdinanda Florence – Spring 2010

This item will return to the Board for approval at the November 19, 2008, Board meeting.

(b) Revised Class Specifications for Cosmetology Lab Technician

Dr. Lisa Waits, Interim Superintendent/President, presented the revised class specifications for Cosmetology Lab Technician, with input and concurrence from the Classified School Employees Association, Chapter #211, to correctly reflect the minimum qualifications of the position. Dean Johnson clarified that presently the California State Board of Barbering and Cosmetology no longer offers an instructor license, and our job position requires it. This change in the job description offers equivalency language.

In accordance with Governing Board practice, the job description will be presented for Board action at the November 19, 2008, Board meeting under the Consent Calendar for Human Resources.

11. ANNOUNCEMENTS

There were no announcements.

12. ITEMS FROM THE BOARD

Vice President Ubalde reported that he attended the following College and community events:

October 2008

22 – Attended an event co-sponsorship of the Solano Community College and Solano Economic Development Corporation.

23 – Vallejo Center Student Summit, with over 300 students in attendance.

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

October 2008

16 – Attended the North Vallejo Health Collaborative Steering Committee meeting at Elsa Widenmann Elementary School in Vallejo. The committee met with two program consultants from the California Department of Education Learning Support and Partnership Division. Trustee Young was informed and received thanks from Dr. Maryann Straub, one of the consultants, that an idea she suggested at an all-day state-sponsored workshop last year had been implemented by the state.

18 – Attended the Second Annual Award and Recognition Banquet presented by the Solano Hispanic Chamber of Commerce, which was held at the C.C. Yin Estate in Vacaville.

25 – Received Theta Pi Chapter Omega Citizen of the Year 2008 Award at their luncheon, which was held at Zio Fraedos in Vallejo. Trustee Young stated she will also receive recognition by the organization on November 15 at their area banquet in Sacramento, and on November 16 when the organization worships at Mt. Calvary Baptist Church in Fairfield.

29 – Attended a breakfast, which was sponsored by Solano Economic Development and six area chambers of commerce. The event featured *2008 Election Update and a Look Ahead*. Dick Castner, Executive Director, U.S. Chamber of Commerce, Western Regional Office, was the keynote speaker. The event was held at the Hilton Garden Inn, Fairfield.

November 2008

02 – Attended Vallejo USD Adkins Scholars Project—100 Men Can Cook fund raiser, which was held at Dan Foley Cultural Center in Vallejo.

Trustee Murphy, in an effort to be open and candid with the Board members consistent with his duties under the Governing Board Code of Ethics, advised he talked to the Accreditation Team about possible systemic changes to the District, such as a transition to a multi-college district, or redistricting. As our District continues to grow, we are experiencing growing pains. Trustee Murphy advised his fellow Board members he is looking into this and will share the results of his research when completed.

13. CLOSED SESSION

Board President McCaffrey reported that there would be no Closed Session.

14. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:48 p.m.

LJW:js

BOARD MINUTES.11.05.08.FINAL

APPROVED _____
PHIL McCAFFREY LISA J. WAITS, Ed.D.

PRESIDENT

INTERIM 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.