

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES
October 17, 2012

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 17, 2012, at the Solano Community College Vallejo Center, located at 545 Columbus Parkway, Vallejo, California 94591, in the Lecture Hall, Room 136, by Board President Rosemary Thurston.

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

At the request of Board President Thurston, Dr. Jerry Kea, Dean of the Vallejo Center, led those present in the pledge of allegiance to the flag of the United States of America.

3. ROLL CALL

Members Present:

Rosemary Thurston, President
Sarah E. Chapman, Vice President
Denis Honeychurch, J.D.
Pam Keith*
Phil McCaffrey
Catherine M. Ritch
A. Marie Young
Kayla Salazar, Student Trustee*
Jowel C. Laguerre, Ph.D., Secretary

Members Absent:

None

*Arrived after roll call.

Others Present:

Charo Albarrán, Interim Director, Human Resources
Susanna Gunther, O.D., Academic Senate President
Yulian Ligioso, Vice President, Finance and Administration
J. Arturo Reyes, Executive Vice President, Academic and Student Affairs
Judy Spencer, Executive Coordinator, Superintendent-President and Governing Board

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Given the Board's right to modify the order of business in the manner it deems appropriate, Board President Thurston announced that Closed Session would be held at the end of the meeting.

4. APPROVAL OF AGENDA

Moved by Trustee McCaffrey and seconded by Trustee Young to approve the Agenda as modified. The motion carried unanimously

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Thurston recognized John Glidden, who requested to comment on *The Tempest* Web page.

Board President Thurston recognized Mr. John Glidden, former SCC Student Trustee, and currently *The Tempest* news editor. Mr. Glidden advised he wanted the Board and those present in the audience to know that *The Tempest* Web site has extensive information on the upcoming 2012 Board election. In viewing the Web site (www.solanotempest.net), it was noted all eight candidates have information relative to their educational background, current occupation, why they are running for election to the Governing Board, how they feel about Measure Q, and much more. Their ideas, stances, and contact information is also available; a very viable resource for anyone interested in getting to know the candidates better.

Board President Thurston recognized Mr. Eric Christen, Executive Director for the Coalition for Fair Employment in Construction (CFEC). Mr. Christian began by stating that he appeared before the Board in 2003 when the District Governing Board placed a union crafted Project Labor Agreement (PLA) on all Measure G bond work. The \$164 million Measure G had been passed by voters in 2002 with no hint that a controversial PLA would be used. The PLA vote occurred despite vigorous opposition from local contractors and contractor associations such as CFEC.

PLAs force workers to pay union dues, pay into union pension plans, be hired through a union hiring hall, and explicitly forbids non-union apprentices from working at all. PLAs are so controversial that they have been banned in 11 entities in California including the city of San Diego where in June citizens voted 58% - 42% to forbid them.

At the time of the Board's vote in 2003, the College's own construction manager told the Board a PLA would add 5% - 15% to the cost of any project. Last summer, the most comprehensive study on PLAs ever conducted was released by the National University System Institute for Policy Research and found PLAs add 13% - 15% to the cost of a project. What that means for the SCDD was their \$164 million bond was reduced by up to \$24 million in value.

"Now SCDD wants another bond, this time for \$350 million." said Mr. Christen. "The reason? Measure G wasn't large enough to cover their needs." Mr. Christen stated he will educate voters

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about why they might want to think twice about giving the Board more money until it assures them it will place workers and taxpayers ahead of union bosses.

Student Trustee Salazar arrived at 6:37 p.m.

6. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

Ms. Latifah Alexander, ASSC Board Representative, reported that:

--the ASSC elections are over. The following represents the fall slate of officers: Leah Ferrell, President; Alonzo Brown, Vice President; Angela Buford, Legislative Advocate, and Kayla Salazar, Student Trustee. The students now have a full executive board with newly appointed officers.

--the ASSC Retreat was held on September 29 at The Salvation Army Kroc Community Center in Suisun. Also discussed was the possibility of special memberships for access to the Kroc Center for students.

--the students have been attempting to hold a special ceremony for Ashley Mills. Ms. Mills was a Solano student who was murdered in the night after arriving home from class in early September. They students have not been able to make contact with her family; therefore, putting a hold on their efforts out of respect for the family.

--the students received news that *The Tempest* is getting new kiosks, but in their contract it states that they have the right to advertise on the kiosks. ASSC has a contract with Pepsi, and in the contract it states not to advertise any competitor brands around campus. A few senators and the student advisor have requested that *The Tempest* revise their contract and present it to ASSC. Thus far *The Tempest* has not responded.

--the Proposition 30 BBQs were held last Tuesday and Wednesday at Vallejo and Vacaville respectively, along with a BBQ on the Fairfield campus on Wednesday. L&L Hawaiian BBQ was served and over 100 people were registered.

--the students had a bone marrow drive October 3, 4, and 6, 2012, at the Fairfield campus. Approximately one hundred donors were added to the National "Be the Match" Registry.

--no offers have been accepted for snack vendors. Two representatives for RQK Vending made an offer to ASSC.

--the ASSC has been trying to get a parliamentarian to give a seminar on parliamentary procedures this semester. Due to the election and timing, it has been decided to have the parliamentarian give a seminar in the spring.

--the next ASSC meetings will be held October 23 at the Vallejo Center and October 30 at the Vacaville Center.

(b) Academic Senate

Dr. Susanna Gunther, Academic Senate President, began by saying that she wanted to talk about a particular subject that has given the Academic Senate some concern.

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"The Academic Senate has some concerns associated with the current implementation of the Memorandum of Understanding (MOU) signed, as well as the current resources being applied, and actions being taken primarily by the administration, Governing Board, and staff members at Solano College to develop an International Education Program (IEP) and our International Students Program (ISP).

The Academic Senate does not feel that shared governance was followed related to decisions involving these educational programs, in spite of the fact that 'Educational Programs' is #4 of the list of 10 + 1 items for which the Academic Senate has purview. The faculty, with the exception of a handful of English as Second Language (ESL) faculty, was not apprised of the MOU signed by the administration and approved by the Governing Board until after it was approved. Plans associated with international students were never brought to the Senate by the administration for collegial consultation.

Additionally, although the Academic Senate is not unsupportive of the idea at some point of developing an IEP and expanding our ISP, the Academic Senate has concerns about whether the timing of our current actions is prudent considering the following facts:

- International student tuition at Solano Community College is \$189/unit more than for a local student. Thus, an international student pays \$7,050 per year for a 15-unit/semester load. (This is $30 \times [\$189 + \$46]$). However, Solano does not receive apportionment for international students, and international students are not counted towards "cap." Thus, each international student represents only an additional "profit" from tuition of approximately \$2,050 per year. (This is \$7,050/year tuition - \$5,000/year due to no apportionment). Dr. Laguerre has pointed out that by adding international students to already existing transfer classes we can add enrollment without adding expense. (Of course, this would also be true if we were to recruit and add local transfer students to these classes.)
- Although our current policy has international students being given the same enrollment priority as our local students, Barbara Fountain has mentioned that as our international student program develops it may become necessary to give international students higher enrollment priority than our local students because the international students have minimum unit requirements to maintain their visas. As the main mission of Solano College involves educating the students in our community, this decision would have potentially serious negative effects on the ability of our local transfer students to enroll in impacted transfer level classes. In spite of the fact that the presence of more international students would cause a potential increase in the number of some of the transfer-level classes offered, if international students preferentially fill these classes then having increased numbers of offerings may not actually offer local students access to enroll in necessary courses. Dr. Laguerre has stated that there are no plans at this time to increase the enrollment priority for international students.
- The administration has mentioned creating a business plan for the International Students Program (ISP), but so far none has been developed, or at least this is what I have been told by both Dr. Laguerre and Vice President Ligioso. In spite of no written plan, significant resources have been expended (including \$50,000 for the MOU recruiter, and

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significant human resources to get information and develop plans, arrange housing, and transportation, create advertisement pamphlets, etc.). The Academic Senate believes that there should be a written business plan as well as a detailed document describing the expected outcomes from the plans associated with the development of our International English and International Student Programs and that this plan should include details about how these outcomes will be regularly assessed.

When I asked, the administration was unaware of the existence of any data related to the effect having a large number of international students transferring from a community college has on the transfer rate of local residents. With respect to transfer students, it is important to monitor the transfer rate for California residents once this program is functioning. It is not a success to see an overall increase in the Solano College transfer rate once this program is initiated if this increase actually includes an underlying decrease in the transfer rate of Californian students. This is a realistic possibility because, similar to Solano College which is now paying to recruit them, both U.C. and CSU schools tend to be preferential to international student admissions due to the California budget and the higher tuition that these students pay.

According to the currently being updated Student Equity Plan for Solano, Solano College does not enroll minority students in numbers which reflect the counties endemic demographics. Also, the success rates for minority student populations are not as high as for other groups. One of the arguments used to recommend the International English Program is that it will increase diversity. By paying to recruit international students rather than local culturally diverse students, it is true that our ‘diversity’ numbers will probably go up. Similarly, by paying to recruit primarily wealthy and educated foreign students, the success of our ‘diverse’ student populations may also improve, but as I am sure the Governing Board is aware, this is not the type of diversity nor the type of improvement in student success and equity to which California’s policy’s related to diversity and student equity refer. This is not to say that our local students would not benefit from exposure to students from other countries and cultures, as they certainly would. However, making the argument that a main advantage of the IEP and ISP is increasing diversity when we are not successfully addressing our local diversity issues is problematic.

The Academic Senate respectfully requests that the Governing Board stop moving forward with the IEP until shared governance has taken place, and the issues and concerns brought forward by the Academic Senate have been addressed. This may not be a beneficial time to begin an International English Program, and to pay to increase our international student enrollment, in light of the fact that we are currently seriously under-enrolled and under-funded and in fact in danger of losing \$2,000,000 if we are unable to get enrollment levels up to those necessary for center status at the Vacaville and Vallejo Centers during this spring/summer. It is important that we take measures to ensure that Solano College does everything possible to be fiscally responsible and to serve our Solano County population in the most effective way possible.”

Dr. Laguerre stated he is not aware of any discussions that surround providing priority registration for our international students. The diversity we are talking about is global awareness. There is a lot we can learn from other countries. There does seem to be some confusion on exactly what we have paid for and Dr. Laguerre will continue to work with Dr. Gunther, together with Ms. Shemila Johnson, in working out the business plan.

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(c) Superintendent

Dr. Jowel Laguerre, Superintendent-President, introduced Interim Chief Edward Goldberg, who requested an opportunity to present a Citizen Commendation Award to Keith Hayes.

Interim Chief Goldberg began by stating that on October 9, 2012, at about 10:30 a.m., a student inadvertently left his iPad in a grey case leaning up against the exterior wall of the 1800 building. When he returned to retrieve it, the iPad was gone. Officers went to the various classrooms in the building and told the faculty and students about the missing iPad. No one had seen it. They checked with the campus lost and found to no avail. At about 11:30 a.m., Student Worker Keith Hayes brought the iPad to the Police Department. Keith heard the officers reporting the loss and later saw another student with the iPad, recognizing it by its grey case. Keith convinced the other student to give it to him and then brought it to the Police Department. Keith asked for the owner to come to the Police Department so he could meet him. The owner was overwhelmed with emotion when Keith gave him his iPad. Keith is deserving of special recognition for his act of kindness and good citizenship. Accordingly, Keith Hayes was awarded the Solano College Police Department's Citizen Commendation Award.

There was applause from those present in the audience.

Dr. Jowel Laguerre, Superintendent, reported that he attended the annual Solano College Scholarship Foundation event last Friday, October 12, 2012, in the cafeteria. Every year this event grows and the quality of students increases. The Solano College Scholarship Foundation is a non-profit corporation that awards scholarships to Solano College students on the basis of academic achievement and demonstrated potential for excellence. The Foundation is administrated by a Board of Directors providing representation from the communities of Solano County. Awards total over \$30,000. Emeritus Dorothy Hawkes did a fantastic job in recognizing our worthy students this year.

Dr. Laguerre reported that the ACCJC Team Visit will occur on Tuesday, November 13, 2012. Preparations are being made for this important visit.

The Kaiser/SCC Wellness Event was held on campus October 6, 2012, and was well attended. Dr. Laguerre expressed sincere appreciation to Interim Chief Goldberg and Director Calloway for the special care of our guests, with special recognition to Ms. Janice (J.J.) Eaves who worked tirelessly on this event.

Trustee Keith arrived at 7:04 p.m.

7. CONSENT AGENDA – ACTION ITEMS

Board President Thurston reported that Dr. Jowel Laguerre, Superintendent, made the following specific correction to the Consent Agenda: Item 10.(d), Finance and Administration Consent Calendar, page 4, line 6, Jason McKnight, Amount \$7,215.00 should read **\$4,485.00**.

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Trustee McCaffrey requested the following correction be made to Item 10.(d), page 6, line 6, Edward T. Goldberg, Interim Campus Police Chief, effective August 31, 2012 – March 30, 2012, which should read ***March 30, 2013***, not to exceed \$39,000.

Superintendent-President

- (a) Minutes for the Board Study Session held October 3, 2012, will be approved at a future meeting.

Human Resources

- (b) Employment – 2012-2013; Resignations; Gratuitous Service; Approval of Assignment Change

Finance and Administration

- (c) Warrant Listings

- (d) Personal Services Agreements

Academic and Student Affairs

- (e) Memorandum of Understanding Between Solano Community College District and Cole Professional Cleaning Supplies

- (f) Renewal of Education and Training Program for the Travis Firefighters

- (g) Request for Approval of Curriculum Actions as Submitted by the Curriculum Committee, a Subcommittee of the Academic Senate

- (h) 2012-2013 Local Agreement Number 12-13-2502 for Child Development Training Consortium

Moved by Trustee Keith and seconded by Trustee McCaffrey to approve the Consent Agenda as corrected. The motion carried unanimously.

8. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

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

- (a) Resignations to Retire – Steve Dawson, Mary Ann Haley, Richard Kleeberg, George Maguire, John Nogué, Esther Pryor, and Earl Wylie

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Ms. Charo Albarrán, Interim Director, Human Resources, presented the following resignations to retire.

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Steve Dawson	Chief Campus Police Department ALG, 10 years of service	10/16/12
Mary Ann Haley	Cosmetology Instructor School of Career Technical Education and Business CTA, 14 years of service	05/23/13
Richard Kleeberg	Business Law & Management Instructor School of Career Technical Education and Business CTA, 23 years of service	05/23/13
George Maguire	Theater Instructor School of Liberal Arts CTA, 16 years of service	12/20/12
John Nogué	Biology Instructor School of Science CTA, 32 years of service	05/23/13
Esther Pryor	Dance, Physical Education Instructor School of Human Performance and Development CTA, 38 years of service	05/23/13
Earl Wylie	Business Instructor School of Career Technical Education and Business CTA, 15 years of service	05/23/13

Moved by Trustee Honeychurch and seconded by Trustee McCaffrey to approve the following resignations to retire respectively: Steve Dawson, October 16, 2012; Mary Ann Haley, May 23, 2013; Richard Kleeberg, May 23, 2013; George Maguire, December 20, 2012; John Nogué, May 23, 2013; Esther Pryor, May 23, 2013; and Earl Wylie, May 23, 2013. The motion carried unanimously.

10. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Finance and Administration

- (a) Change Order No. 05 to D.L. Falk Construction Contract for Building 1300 (Fine Arts)
Addition/Remodel

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Mr. Thon Smith, Kitchell CEM, presented the Change Order No. 05 to D.L. Falk Construction, Contract for Building 1300 (Fine Arts) Addition/Remodel in the amount of \$32,882.

This Change Order includes seven Change Order Requests (CORs), in which four of these items are for unforeseen conditions regarding additional firebrick required for the new chimney, additional framing at the roof perimeter, and installation of missing storm drain piping. Two CORs address the contractual completion date extensions and the milestone 4 duration extension and one COR that is an Architect error/omission that adds structural stability to the low walls at the new metal lockers for a total change order amount of \$32,882.

Mr. Smith reported that this project is approximately three months behind and is well within the 10% contingency for change orders (3.8%). Staff is expected to get back into the building in February.

Moved by Trustee Young and seconded by Vice President Chapman to approve the Change Order No. 05 to D.L. Falk Construction, Contract for Building 1300 (Fine Arts) Addition/Remodel. The motion carried unanimously.

11. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Solar Energy Update

Julian Ligioso, Vice President of Finance and Administration, presented the Solar Energy Update.

District staff and its consultants evaluated proposals submitted by various vendors and have been negotiating an energy service contract and facility financing contracts(s) for the design, construction, and operation of solar/photovoltaic systems with SunPower Corporation Systems.

Clyde Murley presented an update on the status of the energy service contract, and Steve Nielsen presented an update on the facility financing contracts via PowerPoint.

The PowerPoint included information on the background and proposed timeline for the solar project, with target date for systems coming online May through September 2013.

A summary of the proposed solar electric system (fixed-tile carports) for all three locations (Fairfield North and South; Vacaville, and Vallejo) was identified. SunPower will operate and maintain the system for 25 years. SunPower will guarantee 97% of the expected annual KWh output over this period of time. The District will receive approximately \$1.1M in solar rebates from PGE over five years. The District will enjoy an estimated \$27M in PGE bill savings over 25 years. The turnkey purchase will be financed with 100% qualified energy conservation bonds (QECBs) with no out-of-pocket expenses to the District.

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The solar systems themselves are sized to produce the greatest possible annual PG&E bill reduction. The locations are based on the Educational Master Plan and guidance from the District architects.

The expected economic benefits (annual budget savings) are \$46,000 for 17 years and the cumulative general fund benefit at year 25 is expected to be \$11,078,000.

Shade and environmental benefits were identified. Solar systems provide 159,000 square feet of shade in campus parking lots. The green energy reduces greenhouse gas emissions with an equivalent offset equally 3,195 tons of carbon dioxide per year. The same emission offset is equal to taking 31 passenger vehicles “off the road” each year. The District will own 100% of the solar project’s “renewable energy credits” or RECs. Locations of the solar carports were identified at each site.

Trustee Ritch requested to see the calculations and contracts prior to the meeting when this item will be presented for approval.

A public hearing on the energy service contract and the facility financing contracts will be noticed at the regularly scheduled Board meeting on November 7, 2012.

A full and complete copy of the PowerPoint presentation is available for review in the Office of the Vice President of Finance and Administration and the Office of the Superintendent-President.

(b) Compass Energy Solutions

Mr. Dwight Calloway, Director of Facilities, presented Compass Energy Solutions (CES), a company the District intends to engage the services of to expand the PG&E analysis to an investment grade audit. CES will evaluate, design, and upgrade identified cost effective, energy efficient projects, i.e., interior and exterior lights, HVAC (heating, ventilation, and air conditioning, the technology of indoor and automotive environmental comfort), and the Emergency Management System (EMS).

CES has extensive experience in the California community college system, working closely with the Chancellor's Office, the California Community College Investor Owned Utilities (CCC/IOU), as well as PG&E and the California energy Commission in securing rebates and low interest loans.

Dr. Laguerre commented that Mr. Calloway, having come from Barstow Community College District, has extensive experience in energy efficiency, especially as it relates to solar and wind power.

(c) Solano Community College District Governing Board How Do We Rate Checklist Summary

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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 polices 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.

Dr. Jowel Laguerre, Superintendent-President, presented the results of the third quarter, "How Do We Rate Checklist" summary for July, August, and September 2012. This checklist is used 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.

The six participants responded in the affirmative that the Board has been an effective leader this quarter.

12. ANNOUNCEMENTS

Student Trustee Salazar announced that the Student Organization of Latinos (SOL) has come together to celebrate el Dia de los Muertos with the College community, Friday, November 2, 11 a.m. – 1 p.m., in the 1400 Building. This is a festival celebrating the reunion of dead relatives with their families. There will be an altar with offerings to celebrate the lives of lost loved ones. All are invited to attend.

13. ITEMS FROM THE BOARD

Student Trustee Salazar reported that she attended a BBQ in support of Measure Q and gave a speech to students in support of Proposition 30. The ASSC adopted a resolution in Support of Proposition 30 and Measure Q.

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

October 2012

10 and 17 – Volunteer tutor of Mathematics to over 30 junior varsity football students in an after school program at Vallejo High School.

10 – Attended a welcome reception at the Simulation Center at California Maritime Academy for President Rear Admiral Thomas Cropper.

10 – Participated in a planning committee meeting for 2013 Vallejo Juneteenth.

11 – California Retired Teachers Association (CalRTA) Solano Division #24 Luncheon which was held at the Courtyard Marriott in Fairfield.

12 – Attended Vallejo Education and Business Alliance (VEBA) meeting, which was held at California Maritime Academy.

12 – Participated in Solano College Scholarship Foundation Awards Ceremony, together with Trustees Thurston and Chapman.

14 – Attended a Breast Cancer Fundraising Event, which was held at Vallejo Team Superstore.

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Vice President Chapman reported that she attended a Redevelopment Agency meeting in Winters on October 2 and again October 9. The Solano School Boards Association held a meeting that she could not attend, but are planning the annual BOT Dinner, date to be announced.

In the interest of time, Board President Thurston advised her College and community events would be recorded in the minutes.

Board President Thurston attended the following College and community events:

October 2012

04 - Attended fundraiser for State Senator Lois Wolk at Supervisor's Linda Seifert's home in Suisun.

05 - Attended Suisun Redevelopment Oversight Committee meeting

06 - Attended the 56th Anniversary Celebration for the Filipino-American Community of Fairfield, Suisun and Vacaville at Our Lady of Mt. Carmel Parish Hall in Fairfield.

10 - Attended the Vallejo Education and Business Alliance welcome reception for Rear Admiral Thomas Cropper, President of the California Maritime Academy at the Simulation Center on the campus of the Maritime Academy.

11 - Attended a fundraiser for Measure Q sponsored by Kitchell.

12 - Attended Suisun Redevelopment Oversight Committee meeting.

12 - Attended the 40th Celebration Awards Presentation for Solano College Scholarship and gave the welcoming address.

14 - Attended the 5th Annual Iscah Uzza in the PINK fundraiser at TEAM Chevrolet in Vallejo. The Iscah Uzza Foundation provides breast and prostate screenings to the uninsured and underinsured as well as financial relief to the growing number of diagnosed patients under the age of forty.

Board President Thurston recessed the Regular Meeting at 8:05 p.m.

14. CLOSED SESSION

(a) Conference with Labor Negotiator
Agency Negotiator: Charo Albarrán
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39

(b) Public Employee Discipline/Dismissal/Release

Board President Thurston called the Closed Session to order at 8:10 p.m.

15. RECONVENE REGULAR MEETING

Board President Thurston reconvened the Regular Meeting at 8:29 p.m.

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16. REPORT OF ACTION TAKEN IN CLOSED SESSION

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

17. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:30 p.m.

JCL:js

BOARD MINUTES.10.17.12.FINAL

APPROVED

ROSEMARY THURSTON
BOARD PRESIDENT

JOWEL C. LAGUERRE, Ph.D.
SECRETARY

SCCD Board minutes are summarized per SCCD Board Policy 1045 and 1046. To listen to the full deliberation of the Board, please contact the Office of the Superintendent-President within thirty (30) days