

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES
February 1, 2012

1. CALL TO ORDER

A Board Study Session of the Solano Community College District Governing Board was called to order at 6:30 p.m., on Wednesday, February 1, 2012, in the Faculty/Staff Lounge, Room 1401A, located at 4000 Suisun Valley Road, Fairfield, CA 94534, by Board President Rosemary Thurston.

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

Board President Thurston requested Ms. Dee Alarcón, Educational Foundation Board President, to lead 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
A. Marie Young
Anamaria Eljach, Student Trustee
Jowel C. Laguerre, Ph.D., Secretary (via teleconference)*

*The Westin Washington National Harbor
471 Waterfront Street
National Harbor, Maryland 20745

Members Absent:

James M. Claffey
Phil McCaffrey

Others Present:

Peter F. Bostic, Executive Director, Institutional Advancement
Sandra Dillon, Consultant, Human Resources
J. Arturo Reyes, Executive Vice President, Academic and Student Affairs
Judy Spencer, Executive Coordinator, Superintendent-President and Governing Board

4. APPROVAL OF AGENDA

Board President Thurston reported that Dr. Jowel Laguerre, Superintendent-President, made the following specific correction to the Agenda as follows: Item 11.(a), District's Initial Proposals for the Successor Agreement Between the District and Solano College Faculty Association (SCFA), was pulled from the agenda.

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

5. COMMENTS FROM MEMBERS OF THE PUBLIC

There were no comments from the public.

6. REPORTS (NO ACTION REQUIRED):

(a) Dinner with Solano Community College Educational Foundation

A dinner was enjoyed by the Solano Community College District Governing Board and Solano Community College Educational Foundation Board.

In a collaborative spirit over dinner, the invited guests gave their name and birth place, educational background, and shared with those present their best day at Solano Community College and why.

(b) 2011-12 Goals for Solano Community College District Governing Board

Facilitated by Dr. Jowel Laguerre, Superintendent-President

Dr. Jowel Laguerre stated that one of the reasons for the existence of the Educational Foundation Board is to support the College. One of the ways the Foundation can best do that is to share similar goals. Dr. Laguerre commented on each of the five BOT goals and how the Foundation can lend their support and contribute to accomplishing the daunting tasks before the Trustees.

Board President Thurston asked the Foundation Board members what areas they could use assistance from the Board of Trustees. Mr. Walter Quinn gave an example of how the Vacaville Rotary is supporting rescue kids with scholarships and how Mr. Peter Bostic and others from the College are lending support and interest. Becoming and staying involved in the community is an excellent way of supporting the Foundation Board.

There was discussion among both Boards how Solano Community College is the best value for the dollar with one of the best reputations for transfer. More information needs to be shared with parents about data of our success rates; who has transferred and completed, as opposed to those that transferred to four-year institutions directly from high school.

Vice President Chapman asked the Foundation Board how successful the College has been in keeping the Foundation Board apprised of significant changes that have come about and gave the example of the Middle College concept. Dr. Laguerre commented that we do a good job, but can always improve. Dr. Laguerre stated that he is meeting with Ms. Alarcón monthly and would enjoy the opportunity to meet with the Foundation Board members more frequently. Keeping the Foundation Board very informed will enable them to do their best work on behalf of the college.

(c) Institutional Advancement Unification

Facilitated by Mr. Peter Bostic, Executive Director, Institutional Advancement

Mr. Peter Bostic, Executive Director, Institutional Advancement, gave a PowerPoint presentation on the Educational Foundation Strategic Development for 2012-2018. The study session objectives including clarifying relationships between the Board of Trustees and Education Foundation Board, holding joint meetings between Foundation Board and BOT at least once a year; participating in resource identification for the Foundation, supporting College efforts that improve the fiscal picture, and providing support for College budget challenges.

Mr. Bostic compared the two Mission Statements that are driven by giving and similar in context.

Mr. Bostic identified the definition of gifts, both as unrestricted and restricted.

An important aspect of planning is strategic development, which is a more comprehensive way of looking at College fundraising. It examines a wide variety of planning like strategies, and then defines the role of each person, from the trustee and the president, to the community volunteer in implementing the strategies. Timing, resource allocation and integration of effort are all part of strategic development. Mr. Bostic's PowerPoint identified development strategies, four elements of successful development, unification of support, and the components that lend to successful strategic development, i.e., commitment, leadership, adequate fundraising resources; professional staff and volunteers, a comprehensive fundraising plan with clear priorities, and enough time to do the job.

Mr. Bostic led those present in a collaborative exercise that focused on team building, problem-solving, outreach, implementation of strategic goals, and planning, by addressing various scenarios that could potentially benefit both the Educational Foundation and the College. The exercise demonstrated how successfully both Boards can work together.

A full and complete copy of the PowerPoint is available for review in the Office of the Superintendent-President and the Office of Institutional Advancement.

(d) Master Agreement between Solano Community College District (SCCD) and Solano Community College Educational Foundation

Facilitated by Dr. Jowel Laguerre, Superintendent-President, and Mr. Peter Bostic, Executive Director, Institutional Advancement

Dr. Laguerre presented the draft agreement between Solano Community College District (SCCD) and Solano Community College Educational Foundation that expired several decades ago. The one that existed wasn't really effective. After some feedback from the Office of Institutional Advancement and the Educational Foundation Board President, and after looking at the financial constraints of the College, the goal is for the new agreement to better provide fund raising for salaries and benefits for the Executive Director with reimbursement to the College.

Dr. Laguerre highlighted the major changes in the new proposed Master Agreement.

Educational Foundation Board President Alarcón stated, after a quick review of the document, expressed concern about what reimbursement means specifically, i.e., if we are to generate funds to pay the salary of the Executive Director, how much are we responsible for in order to be able to direct needed funds raised, in-kind, to everything else that needs to be planned for strategically and the best way to go about planning.

In answer to Ms. Rhuenette Alum's question about next steps, Dr. Laguerre stated after the Educational Foundation Board and SCCD Governing Board have an opportunity to review the draft Master Agreement in more depth that he will meet with Educational Foundation Board President Alarcón and/or the Executive Committee to make a decision on how best to move forward. The goal is to finish the agreement in mid-March 2012.

Ms. Alarcón thanked Board President Thurston for the opportunity to meet with the Governing Board over dinner and for the invitation to share ideas. Ms. Alarcón commented that she hoped this would be an annual event.

7. CONSENT AGENDA – ACTION ITEMS

Board President Thurston reported that Dr. Jowel Laguerre, Superintendent-President, made the following specific correction to the Consent Agenda: Item 7.(a), Page 10, line 4, to be announced, Director of Human Resources, was pulled from the Consent Agenda.

Human Resources

(a) Employment 2011-2012; Gratuitous Service; Resignation

Moved by Trustee Keith and seconded by Vice President Chapman 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 for further discussion.

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

(a) Resignation to Retire – James Ennis

Dr. Jowel Laguerre, Superintendent-President, stated how much he has appreciated the services of Mr. James Ennis to the District. A resolution will be presented in honor of Mr. Ennis' service at the appropriate time.

Moved by Trustee Young and seconded by Trustee Keith to approve the resignation to retire for James Ennis, Director of Technology Services, effective June 30, 2012. The motion carried unanimously.

10. INFORMATION/ACTION ITEMS – (ACTION MAY BE TAKEN)

Human Resources

(a) Small Business Development Center Proposed Restructure

Dr. Jowel Laguerre, Superintendent-President, reported that the Small Business Development Center completed a restructure as a result of the retirement of the Administrative Assistant I, (20 hours week, 12 month, Range 10), and layoff of the Small Business Development Center Specialist, (40 hours week, 12 month, Range 13), over the past two years. Mr. Eason proposed to eliminate those classified positions and create an Administrative Assistant II, (20 hours week, 12 month, Range 11), position for the Center. The proposal has received input and concurrence from the CSEA, Chapter #211.

Moved by Trustee Keith and seconded by Vice President Chapman to approve the proposed restructure in the Office of the Small Business Development Center as presented. The motion carried unanimously.

11. INFORMATION ITEMS – (NO ACTION REQUIRED)

(a) District's Initial Proposals for the Successor Agreement Between the District and Solano College Faculty Association (SCFA)

This item was pulled from the Agenda.

Board President Thurston recessed the meeting at 8:50 p.m.

12. CLOSED SESSION

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

- (b) Public Employee Discipline/Dismissal/Release
(No additional information required.)
- (c) Public Employee Performance Evaluation
(All Contract Faculty)

Board President Thurston called the Closed Session to order at 8:55 p.m.

13. RECONVENE REGULAR MEETING

Board President Thurston reconvened the regular meeting at 9:35 p.m.

14. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Thurston reported that the Board held Conference with Labor Negotiator for 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.

Board President Thurston reported that the Board discussed Public Employee Performance Evaluations for all contract faculty, and no action was taken.

15. ADJOURNMENT

There being no further business, the meeting adjourned at 9:36 p.m.

JCL:js

BOARD STUDY SESSION MINUTES.02.01.12.FINAL

ROSEMARY THURSTON
BOARD PRESIDENT

APPROVED

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