

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES

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, December 6, 2006, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, CA 94534-3197, by Denis Honeychurch, Past President.

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

Past President Honeychurch led those present in the pledge of allegiance to the flag of the United States of America.

3. ADMINISTRATION OF OATH OF OFFICE TO NEW AND RETURNING GOVERNING BOARD MEMBERS – DENIS HONEYCHURCH, PAM KEITH, STEVE MURPHY AND A. MARIE YOUNG

Vice President Gerry Fisher introduced Dee Alarcón, Solano County Superintendent of Schools, who administered the oath of office to Denis Honeychurch, Stephen Murphy and A. Marie Young. The inductees were honored with a round of applause. Past President Honeychurch thanked everyone for coming to the meeting and commented that this is a new beginning for the Board. He conveyed regrets of Superintendent/President Perfumo who was unable to attend the meeting as well as Vice President Pam Keith who is recovering very well after recent surgery. Vice President Keith will be sworn into office for her fourth term at the December 20 meeting.

4. ROLL CALL

Members Present:

James M. Claffey
Denis Honeychurch, J.D.
Phil McCaffrey
Stephen Murphy, J.D.
A. C. "Tony" Ubalde, Jr., Rel.D.
A. Marie Young
Lillian Nelson, Student Trustee
Gerald F. Fisher, Vice President, Student Services

Members Absent:

Pam Keith, Vice President

Others Present:

Mazie Brewington, Vice President, Administrative & Business Services
Marjorie Carson, Ed.D., Interim Vice President, Academic Affairs
Richard Christensen, Ed.D., Director, Human Resources
Jay Field, Vice President, Technology & Learning Resources
Pat Cordry, Executive Coordinator, Superintendent/President and Governing Board

5. APPROVAL OF AGENDA

Past President Honeychurch announced the following correction to item 10. (c) - Consideration of Sabbatical Leaves: on page 15 of the attachments, under the summary, for Annette Dambrosio, “Fall 2007” should read “Spring 2008” and a correction to the November 27, 2006 unadopted minutes, page 2, under item 9, “wad” should read “was.”

Moved by Trustee McCaffrey and seconded by Trustee Ubalde for approval of the agenda. The motion passed unanimously.

6. COMMENTS FROM MEMBERS OF THE PUBLIC

On behalf of the Faculty Association, Diane White, CTA President, congratulated and welcomed new Board members A. Marie Young and Stephen Murphy. She expressed appreciation to Board members for all of the time and energy the position of Board Member entails as they serve the College and most especially, our students. Ms. White also congratulated Denis Honeychurch and expressed appreciation to him for the experience and many years of service he brings to the Board. Ms. White also acknowledged Pam Keith for her years of service, dedication and how much she has given to this institution.

Past President Honeychurch thanked CTA President White and commented that Ms. White is one of Solano’s finest instructors.

7. REPORTS

(a) Associated Students of Solano College (ASSC)

Sana Kharufeh and Sarah Sickles reported on the following ASSC activities:

--As part of ASSC’s efforts to decrease student drop-out rates, ASSC is collaborating with other groups on campus toward having a textbook for every class on reserve in the library. Books are being collected from students during textbook buy-back week. ASSC is also obtaining lists from the Bookstore and Division Deans of books to be used for the following semester.

--Related to the student retention project, the students are concerned about the need to develop new strategies that address the under-prepared students in English, basic skills and math. ASSC

is discussing ways to work with Academic Affairs and Student Services on how to fulfill the new Title 5 math graduation requirement.

--The World AIDS day event was well-attended. Appreciation was expressed to Dr. Perfumo, Erin Vines and Dr. Richard Christensen. Noel Robinson, Health Center Nurse, made people aware that 743 Solano County residents have died from AIDS and 1,474 Solano County residents are currently living with AIDS.

--Attendance at the Winter Jam was great with performances by the Performing Arts Club.

--ASSC and ICC hosted the annual appreciation luncheon on December 5.

--The annual "Living the Dream" multi-cultural celebration in honor of Martin Luther King, Jr. will be held on January 13, 2007, 3-6 p.m., in the cafeteria.

(b) Academic Senate

Gail Kropp, Academic Senate President, congratulated re-elected and new Board members prior to reporting that:

--the Senate met on December 4 at which time she shared two alerts from the State: one regarding faculty and staff development funds coming to SCC this year and the second alert reminded local senates of the Title 5 mandated requirements that distance education (DE) courses be separately reviewed and that they must ensure regular effective contact between instructor and students. In his directive, Academic Senate President Walton emphasized that the accreditation process is beginning to take a closer look at DE programs, in general, and at online degree programs, in particular. Academic Senate President Gail Kropp commended the Senate for its work this last year in bringing SCC's processes into Title 5 compliance.

--Dr. Marjorie Carson, Vice President of Academic Affairs, has been very supportive of Ms. Kropp's efforts to bring the Student Learning Outcomes (SLO) Coordinator at Cabrillo College to SCC for Flex Cal workshops and to send faculty to the State Academic Senate Accreditation Institute January 5-6. Dr. Carson is also meeting with the SLO Task Force, participating in two work sessions in which selected SLOs have been critiqued from each area that have been drafted this fall.

--the Senate discussed the conversion to the Banner system and the desire to include student SCC email accounts as part of the package; mission and charge of the Ad Hoc Basic Skills Study Committee being formed to deal short term with planning for the expenditure of \$84,000 one-time funds this year and long-term needs in the area of basic skills; planning and timing for local implementation of the new math graduation requirement; and Educational Master Plan – Senate response, upcoming Flex Cal session.

Academic Senate President Kropp, stated that in her last report to the Board, she spoke about the November 6 joint meeting between the Academic Senate and the Deans at which time the groups

discussed and voted on the full-time faculty hiring priorities for 2007-08, agreeing on 15 full-time faculty positions for next year (13 replacements, two new positions) and prioritizing a further three positions on a “just in case” basis. At the conclusion of the meeting, the Superintendent/President, who was present throughout the deliberations, congratulated all present on prioritizing and selecting new faculty positions for the upcoming year. Ms. Kropp stated that the senators and administrators left the meeting pleased that the process had worked once again as they had been able to reach consensus and looked forward to this year’s round of faculty hiring. Academic Senate President Kropp reported that on December 4, however, a “truncated list “ of full-time faculty positions was sent out by the Human Resources (HR) Department at the direction of the Superintendent/President—three of the 15 positions were missing from the list. One of the three positions is in an area identified in three successive accreditation reports as needing to be strengthened and expanded. Academic Senate President Kropp reported that inquiries to the HR Department were met with the following response: “we have flown the positions we were directed to fly; beyond that we are not at liberty to discuss the faculty positions.” She stated that the faculty are legitimately concerned that the entire list was not put forward, that the process may be subverted and urges an expeditious resolution of whatever impediments may exist which are preventing the College from proceeding with the hiring process for all 15 voted-on positions.

Past President Honeychurch expressed appreciation for the work that was done on distance learning and commended the Senate for the integrity their work has brought to the institution. He also directed the administration to research the matter of the three missing positions and provide a response to the Senate’s concern at the next meeting.

(c) Shared Governance Council

Jay Field, Vice President of Technology and Learning Resources, reported that the Shared Governance Council took no formal action at its last meeting on November 29. Topics of discussion included the Vision 2020 Educational Master Planning process and the accreditation progress report, of which an update was given on each. The usual area updates were also provided.

(d) Superintendent

On behalf of Dr. Perfumo, Vice President Gerry Fisher stated that she regrets that she was not able to be at the meeting for the swearing in of the new trustees. Vice President Fisher stated that Dr. Perfumo has asked that he convey to the Board that there will be a welcoming reception on December 20, from 6 to 7 p.m., preceding the next Board meeting, to celebrate the successes of Denis Honeychurch, Pam Keith, Stephen Murphy and A. Marie Young. Vice President Fisher also stated that Vice President Keith, who also could not attend the Board meeting, will be sworn in at the December 20 meeting.

--Solano’s Judo Team, under the tutelage of Dr. Jimmy Tanaka, competed at the City College of San Francisco on December 2, and won the gold at the Goodwill Team Tournament once again

for the 11th time and finished with three individual gold medals from first-time competitors: Arlo Anderson, Raneil Buenviaje and Derek Nelson.

-- on December 1, a Vision 2020 meeting was held with Deans, Managers and the Curriculum Committee along with Moore, Iacafono and Goltsman, Inc. (MIG) to review information from the external environmental scan as well as internal data from faculty and deans. This information will be consolidated and provided to the Academic Senate President to use during their Flex Cal workshop and then they will use those results to bring back the first draft of the Educational Master Plan in late January or early February.

Charles Shatzer, Associate Vice President of Workforce Development and Foundation Director, gave an update on the Educational Foundation's auction fundraiser. The Foundation auction closed November 30 and had three goals: (1) to hold the first collaborative fundraiser including the Theater, the Scholarship Foundation, the Boosters Club and Cosmetology; (2) connect with the community; and (3) raise funds.

Associate Vice President Shatzer reported that 125 businesses made donations to the Foundation and that extensive press coverage was given to the event. As of the close of the auction, \$35,464 was made. The target was \$25,000-30,000.

Trustee McCaffrey congratulated Associate Vice President Shatzer on the most successful fundraiser in over four years with the Foundation. Trustee McCaffrey and Associate Vice President Shatzer also thanked ASSC for their assistance with the auction.

Associate Vice President Shatzer stated that we now have a data base of 33,000 emails of past students. Trustee Ubalde also extended his congratulations and stated that the fundraising goal was almost doubled. Associate Vice President Shatzer stated that the response to the online auction was overwhelming from the community.

Trustee Claffey asked about online auction plans for next year. Associate Vice President Shatzer responded that most all groups indicated an interest in participating in the auction again.

Trustee Young asked if any money was generated from the data base to which he replied affirmatively (80-85 percent). He stated that over 1,000 hits were made and in the last eight hours of the auction, \$15,000 was generated.

A round of applause was given at this time.

Vice President Fisher also announced that the annual Holiday Party will be held on Thursday, December 7, 3:00 – 6:00 p.m., at the Rockville Inn. All faculty, staff and Board members were invited to attend.

- **Bond Update**

Scott Colt, Kitchell CEM, Program Manager, presented a brief PowerPoint overview of the current status of the Measure G program. Copies of a draft flyer on Bond projects were given to the Board. At this time, work is being done to build a new Vallejo Center, renovation of projects on campus and the Vacaville Center is in the design phase. Completed projects total \$7.7 million (including scheduled maintenance site utility projects, renovation of Building 300, 500 and 1500, construction of swing space Building 1800B and associated restroom facility); projects in construction total approximately \$34 million (barrier removal project in adherence to ADA requirements, Building 400 – new Student Services building, renovation of Buildings 700 and 800, new office annex, four miles of underground piping for the main heating/cooling system on campus, and the new Vallejo Center); projects in design represent approximately \$46 million over six major projects—five on campus and the new Vacaville Center as well as some infrastructure projects i.e., the replacement of the transformer substations on campus and replacement of boilers and the addition of a chiller.

Mr. Colt showed an overview of the campus map which depicted completed projects, projects in progress and projects starting in 2007. A photo rendition of new Vallejo Center was also called to the Board's attention. It is expected that construction will be completed by mid-fall next year. Mr. Colt informed the Board that the roof for the Vallejo Center will be done by the end of this week. He also commented that we are well along the way with the two-story building partitions as well. Mr. Colt advised the Board that staff will be moved back into Building 700 in time for classes to begin on January 22 and he also anticipated that the new office annex will be completed in time for the summer term. When Building 700 is completed, renovation of Building 800 will begin immediately with completion in the spring.

Mr. Colt showed photos of the new Student Services Center, which is a two-story, 38,000 square foot building with a construction bid of \$10.3 million. Walls for the new building will begin to stand up on December 11.

Projects in Design

Mr. Colt indicated that there are 10 projects in design with the largest being the new Vacaville Center followed by the renovation of Building 1700, 1400 (Student Center) and Building 1800A (Vocational Education). We are also in design phase for the boiler replacement and transformer substation replacement.

Mr. Colt stated that at the December 20 Board meeting, a detailed presentation will be given to the Board on the master plan for the new Vacaville Center, including a schematic design, over the next 20 years.

Mr. Colt also shared with the Board an artists' rendering of the main lobby interior design in Building 1400.

Trustee Young questioned completion of Building 1500 as she noticed a big hole in the wall. Mr. Colt acknowledged this and stated that Building 1500 is not 100 percent complete.

Trustee McCaffrey suggested inviting the City Manager and City Council members of Vacaville to the next meeting. Vice President Fisher stated that it was the Steering Committee's thought that the Board would want the first view. Vice President Fisher informed the Board that a meeting was held last Thursday with Planning Department representatives at the City of Vacaville to talk about issues that they need to be involved with, not so much the architectural design and approval, but location of the main entrance, flow in and out of the campus as well as connections for sewer and power.

Mr. Colt informed the Board that we are in the early stages of design for the Vacaville Center and Kitchell's goal is to finish design of Phase 1 by next summer and submit the plans for review and approval by the Division of the State Architect (DSA) and hope to be able to go out to bid in fall 2007.

It was the consensus of the Board to inform City of Vacaville representatives about the architectural presentation to the Board at the December 20, 2006. It was noted that a groundbreaking for the new Vacaville Center probably could be held early next fall.

8. CONSENT AGENDA – ACTION ITEMS

Superintendent/President

- (a) Minutes for the Meetings of November 15 and 27, 2006

Human Resources

- (b) Employment 2006-07; Resignation

Administration and Business Services

- (c) Warrant Listings

- (d) Construction Change Order Approval for Bell Products, Inc. – Bid No. 05-006

Academic Affairs

- (e) Renewal of Interagency Agreement Between Solano Community College and the Foundation for California Community Colleges
- (f) California Early Childhood Mentor Program Letter of Agreement Appropriation/Grant No. 93:575

Moved by Trustee Young and seconded by Trustee Ubalde for approval of the Consent Agenda. The motion passed unanimously.

9. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

10. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent/President

(a) Set the Date, Time and Place for the Annual Organizational Meeting

In accordance with Education Code Section 72000(c)(2)(A), the Governing Board of the Solano Community College District designates the Board meeting of December 20, 2006, as the annual organizational meeting of the Board. The organizational meeting will be held at 7:00 p.m., Room 626, at the Solano Community College campus, 4000 Suisun Valley Road, Fairfield, CA 94534-3197. At the annual organizational meeting the Governing Board will:

1. Elect a President, Vice President and appoint a Secretary for 2006-07;
2. Establish the dates, times and locations of the Governing Board meetings;
3. Select a representative to the Solano County School Boards Association.

It is recommended that the Governing Board approve the date, time and place for the organizational meeting as set forth above.

Vice President Fisher pointed out that the proposed calendar of Board meeting dates includes a retreat on Saturday, March 3, 2007 and some months have only one meeting scheduled (January, April, July and November).

Moved by Trustee McCaffrey and seconded by Trustee Young for approval of the date, time and place for the organizational meeting as December 20, 2006, at 7:00 p.m., in the Board Room #626, at Solano Community College, 4000 Suisun Valley Road, Fairfield, CA 94534-3197. The motion passed unanimously.

(b) Second Reading and Approval of Revisions to New Policy 1018 on Violation of Board Code of Ethics

Vice President Fisher stated that proposed new policy 1018 is being brought back to the Board (after Shared Governance Council review) with two modifications: (1) move the last bulleted paragraph to make it the top bulleted paragraph; and (2) delete the words, “be prepared to” in the same moved paragraph.

Moved by Trustee Young and seconded by Trustee Ubalde for approval of the revisions to new Policy 1018 on Violation of the Board Code of Ethics as submitted.

Trustee Murphy expressed concerns about the specificity of the language and background of the policy. Vice President Fisher stated that the District subscribes to a policies and procedures service by the Community College League of California (CCLC) that uses the educational legal firm of Liebert, Cassidy and Whitmore that supplies all districts with examples of Board policy and keeps up to date with the legislature as new laws are passed. The Violation of the Board Code of Ethics policy is recommended by CCLC. Vice President Fisher clarified that the draft policy originated from a Board Subcommittee.

Trustee Murphy stated that he certainly agreed with the spirit of the policy; however, he questioned a portion of the language in the first and last bulleted paragraphs indicating that “highest standards of conduct and ethical behavior” had no point of reference, and the words, “perceived” and “code” in the last paragraphs lacked firmness.

After brief discussion, Trustees Young and Ubalde agreed to withdraw their motion and second and to table this item to the first meeting in January (January 17, 2007).

It was also the consensus of the Board that a subcommittee consisting of Trustees Murphy and Young be established to develop substitute language for the policy and bring it back for the full Board’s consideration.

Past President Honeychurch cautioned against any member of the Board providing legal advice to the Board.

Vice President Fisher explained the shared governance process which would mean that any proposed revision would need to be submitted to the SGC for review and that the Shared Governance Council would not meet between now and the Board meeting in January. Vice President Fisher stated that the schedule for bringing the policy back to the Board (after SGC review) would need to push the date to the second meeting in February, at least. Past President Honeychurch directed that policy come back for information at the January 17, 2007 Board meeting.

Academic Affairs

(c) Consideration of Sabbatical Leaves

Anne Bevilacqua extended appreciation to all members of the Sabbatical Leave Committee who recommended that the following instructors be granted Sabbatical Leaves for the 2007-2008 academic year:

Dale Crandall-Bear – Spring 2008	\$12,500
Annette Dambrosio – Spring 2008	\$12,500
Mark Lancet – Academic Year 2007-2008	\$25,000
TOTAL	\$50,000

In calculating the costs for these requests, there will not be an unused balance for the 2007-08 academic year.

Moved by Trustee Ubalde and seconded by Trustee McCaffrey for approval of Sabbatical Leaves for the above instructors as presented. The motion passed unanimously.

11. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Photography Travel Abroad Course

Ron Zak, Photography Instructor, stated that after he received a Fulbright in 1989, he started doing study abroad programs for community colleges, starting in Paris. This is the first photography program to do credit study in a foreign land (India). Copies of information about the course were distributed to Board members. Twenty-three students have signed up for the trip. Preliminary planning for a travel abroad class usually starts about a year in advance. Professor Zak will be accompanied on the trip with a national guide at all times to ensure that all logistics are properly handled freeing him to handle the academics of the class.

Trustee Young inquired about a PowerPoint presentation to the Board after the trip and also suggested a video presentation on our website so that the community will see what took place. Mr. Zak indicated that a report would be provided and that he would work with the District's new webmaster on streaming and/or still photographs that could be placed on the web as advertisement.

(b) District's Annual Financial and Report to the State Chancellor's Office: CCFS-311

Mazie L. Brewington, Vice President of Administrative & Business Services, gave a presentation on the CCFS-311 report, the District's annual financial and budget report that is filed with the State Chancellor's Office. Copies of budgetary explanations of the 311 report were provided to Board members and elaborated on by Vice President Brewington. Vice President Brewington assured the Board that a more extensive orientation for Board members is being planned and much more detail will be provided in the near future.

Vice President Brewington highlighted the General Fund and fiscal solvency of the District and mentioned other funds: Debt Service Fund (Bond Program), Capital Projects Fund, Revenue Bond Construction Fund, Proprietary Fund (Bookstore- profitable operation), Fiduciary Funds (ASSC Trust Fund, Student Body Center Fee Fund, Student Financial Aid Trust Fund, Scholarship and Loan Trust Fund and other trust funds (mostly club activity)). Vice President Brewington reported that as of June 30, 2006, the ending balance is \$4.4 million and the District is in "good shape" financially. In the Financial and Budget Planning Advisory Committee (FABPAC) meeting, the Budget Development Calendar for 2007-08 was set which also means that work is starting much earlier on the budget than done in prior years. Quarterly financial reports for 2006-07 will be brought to the Board beginning in January. For 2006-07, we have a Gann Appropriations Limit of \$42.7 million and we anticipate we will receive \$40.4 million. Vice President Brewington reviewed the analysis of the ending balance for the General Fund

noting that approximately \$1 million is applied to designated projects. She also called the Board's attention to the analysis of compliance with the 50 percent law. Solano's calculation of 52.12 percent for 2005-06 has been audited and verified by Perry-Smith for the year. She also explained that the detail of the General Fund revenue reflects exact resources for the General Fund. Vice President Brewington explained that the District is required to maintain two separate accounts for lottery funds—unrestricted lottery and Proposition 20 Lottery Fund (restricted only to instructional materials). She also mentioned the analysis of inter-fund transfers.

Vice President Brewington was complimented by Trustees Murphy and Young on the thoroughness and clarity of the report.

Trustee Claffey asked if the budget has been rolled forward from last year and filled the accounts to which Vice President Brewington replied that the majority have been rolled and that currently, we are in consultation with all deans, verifying all numbers and addressing the \$100,000 contingency line item to support any unforeseen circumstances. Vice President Brewington stated that the 2000 accounts are still being worked on and are expected to be finished next week.

Student Trustee Nelson stated that Dr. Shirley Lewis is having difficulty with Student Development funds as well as ASSC funds. Vice President Brewington stated that she was unaware of any problem and assured Student Trustee Nelson that the funds for the students are in the proper student accounts. Student Trustee Nelson stated that students are frustrated as their paperwork is returned to them indicating either there is no money in the account or the code numbers are incorrect. Vice President Brewington assured the Board that there is a protocol to follow. She also commented that there are quite a number of funds that had to be updated according to the new TOP codes issued by the State Chancellor's Office. A refinement of the account numbers has been done and departments are being provided with the appropriate assistance to insure that the Administrative and Business Services Office receives documentation with the appropriate numbers. It was the consensus of the Board that Vice President Fisher talk with Dr. Shirley Lewis to get a specific accounting of the issues prior to meeting with Vice President Brewington and Dr. Lewis to make sure that the appropriate budget codes are followed so that vendors are not paid three to four months later. Vice President Fisher will bring a progress report back to the Board on the matter.

(c) Proposed New Classified Job Description: Student Services Assistant III—Admissions and Records

Richard Christensen, Ed.D., Director of Human Resources, presented the new job description for Student Services Assistant III – Admissions and Records which has been approved by CSEA, Chapter #211.

This item will return for action under the Consent Agenda at the December 20, 2006 meeting.

12. ANNOUNCEMENTS

There were no announcements.

13. ITEMS FROM THE BOARD

Trustee McCaffrey thanked members of the Bookstore staff, and Frances Mason in particular, who was present in the audience, for hosting the holiday party in the Bookstore on December 6. Trustee Ubalde also echoed appreciation.

Trustee Claffey stated that he was appalled that the Academic Senate could not get an answer from Human Resources and stated that if the Senate had any further difficulties, they should bring their concerns directly to the Board.

Past President Honeychurch recessed the regular meeting at 8:23 p.m.

14. CLOSED SESSION

- (a) Conference with Labor Negotiator
Agency Negotiator: Richard Christensen, Ed.D.
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers – Local 39
- (b) Public Employee Discipline/Dismissal/Release

Past President Honeychurch called the Closed Session to order at 8:30 p.m. and adjourned the Closed Session at approximately 9:02 p.m.

15. RECONVENE REGULAR MEETING

Past President Honeychurch reconvened the regular meeting at 9:05 p.m.

16. REPORT OF ACTION TAKEN IN CLOSED SESSION

Past President Honeychurch reported that the Board heard a report on negotiations and the Board voted to terminate the contract of President Paulette Perfumo as of December 6, 2006 and the vote was a roll call vote with Denis Honeychurch and A. Marie Young dissenting, voting “no.” The vote was four to two (4-2) with Pam Keith unable to be in attendance because of illness to terminate the contract of Paulette Perfumo. Past President Honeychurch stated that in a second motion, the Board has asked Vice President Gerry Fisher to act as an Interim until a replacement can be found. The motion passed with a majority vote. A Marie Young voted “no.”

17. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:08 p.m.

GFF:pc

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APPROVED

DENIS HONEYCHURCH PAST PRESIDENT	GERALD F. FISHER INTERIM SECRETARY
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