

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD

UNADOPTED MINUTES

**Board Study Session on 2007-08 Board Goals**

A Board Study Session was called to order at 6:05 p.m. with all members present. Board members deliberated the following suggested goals for 2007-08 brought forward from the May 2, 2007 Study Session: (1) Pacific Rim Institute; (2) Funding Unfunded Liabilities; (3) Marketing Solano College; (4) Approve and plan the construction of a Safety Training Facility on the SCC Vacaville Campus; (5) Approve and plan the establishment of a Pacific Rim Institute at the Vacaville Campus and strengthen the ties between Solano College and Xian, China; and (6) Greening of the Campus.

After discussion, it was the consensus of the Board that the following areas would serve to formulate Board's goals for 2007-08: (1) Funding Unfunded Liabilities; (2) Marketing; and (3) Greening of the Campus. In addition, the Board directed the Interim Superintendent/President to initiate talks with the City of Vacaville to gather and share information on a public safety training facility in Vacaville.

Regarding the proposal for a Pacific Rim Institute, Board members requested further study, specifically, what resources and faculty would have to be committed, how much revenue would be generated and what the projected FTES would be; find out the costs SCC would incur as well as the costs other institutions have incurred to start a program and the number of staff utilized for the program; determine facility use for the Institute; obtain more information about how it would be structured, what the responsibilities of the College would be and what really exists in the proposal.

In response to Trustee Claffey's question as to whether a study was already underway and whether there was existing staffing to do the study, Interim Superintendent/President Fisher stated that to his knowledge, a study has not been done. Interim Superintendent/President Fisher stated that it sounded as though Trustee Ubalde was speaking of an International Student Program. Interim Superintendent/President Fisher explained that international students come to the U.S. on F1 Visas for purposes of study, pay the non-resident rate and the enrollment fee of \$20 per unit. He mentioned other colleges such as Santa Monica and DeAnza-Foothill College have International Programs where they actively recruit and develop entire departments. He stated that they go on overseas recruiting ventures, advertise and have an office of international students to address issues particular to international students. Vice President McCaffrey commented that Ron Zak had some connection to Jian, China last year through a study that he was doing and requested more information on Professor Zak's study.

Trustee Ubalde clarified that the Pacific Rim Institute would be part of the College's programs rather than a separate entity unto itself.

Concern was expressed about funding unfunded liabilities as well as funding for the new Vallejo and Vacaville Centers and filling the Superintendent/President position and other interim administrative positions before taking on another task at this time. Concern was also expressed about the political ramifications about the proposal for a Pacific Rim Institute. Concern was expressed about current enrollment being flat at the present time and under our growth limit. Until Vallejo and Vacaville are settled in, we will not know whether we have a “cushion to grow.”

Board President Keith suggested that further study be done by Trustee Ubalde on the Pacific Rim Institute proposal to show how the project would be structured and what the responsibilities of the College would be.

#### Unfunded Liabilities

Regarding the unfunded liabilities goal, Trustee Claffey reported that the auditors have informed the Board’s Audit Committee that the accounting rules have changed and the District must take action to take care of its unfunded liabilities. Trustee Claffey stated that the District has almost \$1 million in an account for this purpose; however, we need to set aside approximately \$300,000 each year. Trustee Claffey stated that he would like to see a plan for the District to ultimately liquidate the unfunded liabilities over a 10-15 year period as required by the new accounting rules.

#### Marketing Solano College

Regarding the marketing goal, Interim Superintendent/President Fisher suggested that marketing the College came up in the MIG study in the development of the Educational Master Plan. Interim Superintendent/President Fisher recommended that Trustee Young’s suggestion for monthly seminars for parents and students in 5<sup>th</sup>-12<sup>th</sup> grades could be included under the Marketing Plan as a component under marketing and outreach. Interim Superintendent/President Fisher suggested that the overall goal of the Board could be to develop a marketing strategy for Solano Community College and then have staff work on this strategy and bring it back to the Board for their review. With the hiring of a new Director of Public Relations, Marketing, and Communication, this would be one of the major responsibilities.

#### Public Safety Training Facility

After discussion, it was the consensus of the Board to direct Interim Superintendent/President Fisher to initiate talks with the City of Vacaville to gather and share information on the matter of a public safety training facility rather than adopt this as a Board goal. It was noted that the City of San Bernardino has benefited from having a program through Homeland Security and that the proposed facility would be a regional center for northern California. Some Board members requested that Interim Superintendent/President Fisher meet with City of Vacaville officials and bring back further information concerning funding, use of College property and retaining title to the property as well as noise disturbing residents and students.

Greening of the Campus

It was the consensus of the Board that Greening of the Campus would be a Board goal for 2007-08 as the District needs to seriously explore options for the Vallejo Center, Vacaville Center as well as the Suisun Campus along with monies to do whatever can be done considering the financial implications to the District. Trustee McCaffrey suggested leasing property to an energy company and then buying back energy at a substantial savings. Trustee Honeychurch asked that the financial impact be thoroughly researched. Trustee Murphy expressed a concern that the College implement only “tried and true” solutions. Trustee Claffey suggested that Frank Kitchen, Director of Facilities, be heavily involved in the Greening of the Campus discussions, research and planning.

It was the consensus of the Board that Interim Superintendent/President Fisher work with the Executive Council to format the above areas into goals, metrics and timelines and bring them back to the Governing Board for final comment and/or editing at a future meeting.

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, May 16, 2007, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, CA 94534-3197, by Pam Keith, Governing Board President.

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

At the request of Board President Keith, Trustee Young led those present in the pledge of allegiance to the flag of the United States of America.

3. ADMINISTRATION OF OATH OF OFFICE TO STUDENT TRUSTEE FOR 2007/08

Board President Keith administered the oath of office to Lillian Nelson who was recently re-elected to the position of Student Trustee and welcomed her back for another year with the Board.

4. ROLL CALL

Members Present:

Pam Keith, President  
Phil McCaffrey, Vice President  
James M. Claffey  
Denis Honeychurch, J.D.  
Stephen Murphy, J.D.  
A. C. “Tony” Ubalde, Jr., Rel.D.

A. Marie Young  
Lillian Nelson, Student Trustee  
Gerald F. Fisher, Interim Secretary

Members Absent:

None

Others Present:

Marjorie Carson, Ed.D., Interim Vice President, Academic Affairs  
Richard Christensen, Ed.D., Director, Human Resources  
Jay Field, Vice President, Technology & Learning Resources  
Lisa Waits, Ed.D., Interim Vice President of Student Services  
Pat Cordry, Executive Coordinator, Superintendent/President and Governing Board

5. APPROVAL OF AGENDA

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

6. COMMENTS FROM MEMBERS OF THE PUBLIC

Michael Wyly, Instructor in the English Department and this year's advisor for the *Suisun Valley Review*, gave a brief review of the publication. The following four editors of the magazine introduced themselves and spoke briefly about various aspects of the *Suisun Valley Review*: Nathan Norton read an excerpt on the history of the *Suisun Valley Review* established in 1980; Chelsey Chavez spoke about the achievements of the editorial staff in attaining a perfectly bound cover with a spine rather than the stapled binding used in previous years which now allows the voice of the magazine to be extended from the SCC Bookstore put in community bookstores as well and double the circulation from 250 copies to 500 this year; submissions have also more than doubled; Amber Campana thanked the Board for their support and the following people for their time and energy to make the *Suisun Valley Review* a success: Sally Bailey, Janice Larsen, Kathy Rosengren, Marge Trolinder and the Graphics Staff, Jay Field and Ruth Fuller, Quinton Duval and the English Department. Tina Ristine-Freethy invited Board members to a reading at 3 p.m. in the Library on Friday, May 18. Copies of the *Suisun Valley Review* were distributed to Governing Board members.

As a member of the *Suisun Valley Review* editorial staff, Student Trustee Nelson thanked the English Department for providing this opportunity for the students to work together and produce a quality publication such as the *Suisun Valley Review*.

7. REPORTS

(a) Associated Students of Solano College (ASSC)

Shawn Bee, ASSC President, presented the last ASSC report for the academic year and his final report as ASSC President which summarized ASSC projects and events over the last year including:

--ASSC began the year by working on the Master Landscaping Plan and funding it at \$28,000. ASSC is hopeful that the plan will make the campus more welcoming to all students, faculty, staff and administrators. ASSC President Bee expressed ASSC's hope that the plan would also be approved by the Governing Board.

--ASSC collected as many textbooks as possible to donate to the Library so that students who cannot afford high-end textbooks can use them on reserve. Books that could not be put on reserve were shipped to Better World Books, a literacy program that sends books to people in Africa.

--Outreach for Student Services is now complete and the DVD will be available for view at the upcoming financial aid/orientation day on Saturday, May 19.

--the Ambassador Program has been an asset to the College in working with Counseling, Tech Prep, Financial Aid and other departments on getting Solano Community College's name out and in the minds of the youth in our community.

--Building 1400 remodel plans are finished and it is anticipated that the project will begin in September or October.

--Students attended many forums last year. ASSC was successful in getting students to attend the Basic Skills Forum and Vision 2020 forum. ASSC President Bee stated that Solano has hit a "pivotal point" in Basic Skills and the summer schedule. He expressed concern that some of the classes that students have the most trouble with—English and math—are being offered Monday through Saturday for three-hours per day. He stated that ASSC feels that students do not want to attend class six days a week for a three-hour period each day for three weeks. ASSC President Bee expressed concern about the workload this schedule would place on students and faculty.

--ASSC is excited about purchasing the Brain software of which ASSC funded \$2,400; however, it was later learned that funding was not needed to obtain the software. The \$2,400 will be used toward other needed programs at Solano.

--ASSC held a moment of silence, sent a book of condolence and helped sponsor a shooter awareness forum in light of the incident that took place at Virginia Tech.

--ASSC has actively worked on establishing a constitution for this region for the statewide Student Senate for the California Community College and representing Solano Community to the Statewide Student Senate.

--ASSC President Bee stated that community involvement has played a huge part in shaping him and he expressed hope to see community involvement continue. He suggested that SCC review its policies and procedures regarding facility use to our community and clubs on campus as he feared the concept of community would be lost in the name of Solano Community College.

--ASSC President Bee expressed pleasure in working with everyone and cited valuable tools he has gained at Solano that will help him succeed at the university level.

Interim Superintendent/President Fisher asked that the record reflect that ASSC President Bee is at the top of IS/P Fisher's list of 30 years for leadership capabilities and he is an outstanding young man. IS/P Fisher assured Mr. Bee that the experiences he has had over the past year will be something that he will talk about 15-20 years hence and that all of the hard work he has put into his experiences here at Solano will be returned to him three, four or five-fold. IS/P Fisher thanked Mr. Bee for his leadership and stated that it has been a pleasure working with Mr. Bee.

Board President Keith stated that although she was delighted that Mr. Bee will be moving on in his educational career, she is also sad to see him leave and encouraged him to return to SCC to say hello. Deborah Mann expressed her agreement with the comments about Shawn and stated that she will miss Shawn. Trustee Ubalde stated that he was truly impressed and thankful to Mr. Bee for reaching out to the community. Trustee Young extended best wishes to Mr. Bee in his academic endeavors and complimented his excellent people skills. Trustee Honeychurch also extend his best wishes to Shawn.

Board President Keith informed Mr. Bee that the facilities policies are in subcommittee at present and will be submitted to a subcommittee of the Governing Board in the near future.

(b) Academic Senate

Interim Vice President Carson reported that Ms. Kropp is ill.

(c) Shared Governance Council

Dr. Christensen reported that the Shared Governance Council met on May 9 and discussed the program discontinuance policies and procedures; budget priorities for Financial and Budget Planning Advisory Council (FABPAC); job descriptions for the Alternate Media Specialist, Director of Public Relations, Marketing and Communications; and the Director of Children's Programs. The SGC also reviewed the Board agenda and heard reports from constituent groups.

(d) Superintendent

Interim Superintendent/President Gerry Fisher reported that:

--Librarian Sandra Rotenberg recently published a chapter called "Developing and Assessing an Online Library Instruction Course" in the book Going the Distance: Library Instruction for Remote Learners. Sandy was also on the closing panel discussion "On the Cutting Edge with Social Software in the Learning Process" for the recent Educause Western Regional Conference in San Francisco. On Friday, May 11, she participated as a panel member in two Web broadcasts in the Ready2Net series hosted by CSU Monterey Bay.

--Congratulations are in order for Head Baseball Coach Scott Stover and the SCC baseball squad. Coach Stover was named Bay Valley Conference (BVC) "Coach of the Year" after winning the first Solano baseball championship in over 20 years. His team finished with a record of 32-12. Solano lost in the first round of the playoffs to Santa Rosa Junior College.

--In other baseball news freshman catcher Ryan Lipkin, from Vanden High School was named the BVC "Player of the Year." Ryan has received a scholarship to attend USF for the next three years. Also being named all-conference were Calen Yost, sophomore shortstop from Rodriquez High School, freshman left fielder AJ Contreras from Valley Christian High School, Kris Cole, a freshman pitcher from Middletown High School, and Eric Nyquist, a sophomore pitcher from Fairfield High School.

--Superintendent John Aycock of the Vacaville Unified School District will host the June 4 Select Committee dinner meeting. State Superintendent Jack O'Connell will serve as the keynote speaker for the evening.

--Professor Joe Conrad will receive one of the 2007 Teaching Excellence Awards from the American Mathematics Association of Two Year Colleges (AMATYC) at their fall conference in Minneapolis next November. This is an impressive award not just for Joe, but for Solano as well. The AMATYC Teaching Excellence Award is given in odd-numbered years to outstanding two-year college math instructors. Selection criteria include instructional effectiveness and support of students, professional involvement, interaction with colleagues, and service to the department, division, and college.

--On Monday, May 14, the Athletic Program was host to a review of the entire program by a team of four Athletic Directors from the Bay Valley Conference and the Conference Commissioner. The review is a requirement of the Athletic Commission that programs be evaluated once every five years. Dr. Bob Myers is to be commended for an outstanding job of preparing for and hosting this all day review. The visiting team was very impressed with our program and cited the excellent leadership provided to the Department by Dean Myers as well as the involvement and commitment of our entire coaching staff. A complete report from the team will be returned to the College sometime in the month of June.

--Approximately 100 faculty and staff attended the Retirement and Recognition Dinner on May 11. Fun was had by all and people spoke fondly about their time at Solano.

--Dr. Karen McCord, Psychology (Ethnic Studies/Social Science), has been voted Teacher of the Year by Solano students she has taught and mentored. Dr. McCord was honored recently at the Alpha Gamma Sigma banquet on May 3.

--Dr. Lisa Waits, Interim Vice President of Student Services, announced that graduation will take place on Thursday, May 24, at 7:30 p.m. Board members were asked to report to Room 1725 at 7:00 p.m. to prepare for the processional. Assembly Member Noreen Evans representing the California Assembly 7<sup>th</sup> District will serve as the keynote speaker. Dr. Waits distributed copies of information for Board members to review prior to graduation.

## UPDATES

### **Vallejo Center Buy-A-Brick Campaign**

Interim Superintendent/President Fisher informed the Board of the Vallejo Center Buy-A-Brick campaign sponsored by the Solano College Education Foundation. He announced that the purchase of the bricks can be handled over the internet. The Web site will be “live” graduation night. Interim Superintendent/President Fisher stated that there are plans to also have the “Buy-A-Brick” campaign for an area between buildings 300 and 400 when the new Student Services building comes online as well as when the new Building 1400 comes online, an area for faculty and staff retirement recognition on the outside patio area. Trustee Young suggested that the Buy-A-Brick campaign brochure be sent to businesses and organizations in Solano County. Board President Keith suggested that provisions be made for acknowledgements if bricks are bought as a gift for someone.

Regarding the hiring status report, Interim Superintendent/President Fisher stated that there are only a few faculty positions left to fill.

- **Bond Update**

Scott Colt, Program Manager, Kitchell CEM, brought up the Measure G Web site and showed the overall plan and floor plans for the new Vacaville Center. Mr. Colt reviewed the difference between the last design version and the design before the Board at this time. He explained that in the previous design, the main entrance lobby was extended so the roof would be a featured element of the design; however, after a closer evaluation, the design proved to be very expensive and it was felt that the money would be better spent inside the building. Mr. Colt explained that the architects looked at the size of the learning lab, the multi-use room, storage space and developed a much better floor plan for the second floor. The second floor now has a suite of offices, meeting space and faculty lounge that opens onto a 1,000 square foot outdoor deck with a sun shading device. Mr. Colt stated that very soon the projects in construction will get smaller and the number of projects in completion will get larger. He stated that this summer projects

will go out to bid and construction will start in the fall with three more projects; therefore, the Board will see less plans in design and more projects in construction.

Interim Superintendent/President Fisher also pointed out the progress being made at the Vallejo Center via the Measure G Web site and stated that the goal is to update the Web site every few weeks with current pictures. The Measure G updates can be viewed through [www.solano.edu](http://www.solano.edu) and then click on the right under Measure G Bond “What’s New.” Dates for the pictures can be determined by “right clicking” on the image and then “Properties.”

8. CONSENT AGENDA – ACTION ITEMS

Superintendent/President

- (a) Minutes for the Meeting of May 2, 2007

Human Resources

- (b) Employment 2006-07; Gratuitous Service; Request to Rescind Resignation; Employment 2007-08

Administrative and Business Services

- (c) Warrant Listings
- (d) Construction Change Order No. 2 Approval for K & L Grading and Paving, Inc. – Bid No. 07-001
- (e) Construction Change Order No. 4 Approval for W. A. Thomas, Inc. – Bid No. 06-005
- (f) Final Acceptance and Notice of Completion for K & L Grading and Paving, Inc. – Bid No. 07-001
- (g) Construction Change Order No. 7 Approval for Ralph Larsen and Son, Inc. – Bid No. 06-002
- (h) Construction Change Order No. 9 Approval for J. W. & Sons, Inc., Bid No. 06-004

Academic Affairs

- (i) 2006-07 Local Agreement Amendment for Child Development Training Consortium Agreement
- (j) Meyer Corporation – Business Writing Training

Trustee Ubalde stated that under item 12. on page 11 of the May 2, 2007 minutes, second paragraph, the second sentence should include “and Latino” after the word, “Filipino” to read “Filipino and Latino.”

Moved by Trustee Young and seconded by Trustee Ubalde for approval of the Consent Agenda as amended. 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

Human Resources

- (a) Public Hearing on District Contract Openers to the District and CSEA, Chapter #211 Collective Bargaining Agreement for 2007-08 Through 2009-2010 with CSEA, Chapter #211

Board President Keith recessed the regular meeting at 7:57 p.m. and opened the public hearing. In hearing no comments from the public, Board President Keith closed the public hearing and reconvened the regular meeting at 7:58 p.m.

Moved by Vice President McCaffrey and seconded by Trustee Ubalde to adopt the District Contract Openers proposal to the District and CSEA, Chapter #211 Collective Bargaining Agreement for 2007-08 through 2009-10 with CSEA, Chapter #211. The motion passed unanimously.

- (b) Operating Engineers/Stationary Engineers Local #39 Openers to the District and Operating Engineers/Stationary Engineers, Local #39 2004-07 Successor Collective Bargaining Agreement

Dr. Richard Christensen presented this item to the Governing Board and recommended that the Board: 1) receive the proposal, 2) indicate the proposal is available to the public in the Superintendent/President’s Office at the College, and 3) set a public hearing for June, 6, 2007.

Moved by Trustee Ubalde and seconded by Vice President McCaffrey for approval of the requested actions as recommended above. The motion passed unanimously.

- (c) Proposed Agreement with the Cooperative Purchasing Network (TCPN) for Instructional and Office Furnishings

On behalf of Vice President Mazie Brewington, Frank Kitchen, Director of Facilities, introduced this item proposing an agreement with the Cooperative Purchasing Network (TCPN) to purchase commodities and/or services under the same terms, conditions, and prices as is available to all

TCPN members/participants. The agreement would allow the College to purchase items less expensive (approximately four percent) than many organizations we are currently with and is especially important for fixtures, furniture and equipment as we continue with Measure G renovations.

Trustee Ubalde asked if the local community would receive any of the tax. Interim Superintendent/President Fisher stated that since the company is based in Texas, he would guess that the items would be taxed at the California rate; however, he will obtain the information from Vice President Brewington and inform the Board.

Moved by Trustee Ubalde and seconded by Vice President McCaffrey for approval to enter into an agreement with The Cooperative Purchasing Network. The motion passed unanimously.

(d) Proposed Agreement with tBP Architecture to Prepare Initial Project Proposal (IPP) for the Library/Learning Resource Center, Building 100 Reconstruct/Expand Project

Frank W. Kitchen, Director of Facilities, introduced this item requesting the Board's approval to enter into an agreement with tBP Architecture to provide services in preparing an Initial Project Proposal (IPP) for the Solano College Library/Learning Resource Center, Building 100 Reconstruct/Expand Project. The proposed IPP is required to be submitted to the State Chancellor's Office by July 1. Total compensation for services is not to exceed \$9,500.00. Mr. Kitchen stated that they are trying to present a better image to the students, faculty and staff through the remodel of Building 100. Mr. Kitchen indicated that only so much can be done to remodel Building 100 without getting into a seismic code issue. Another issue is the fact that many of the Building 100 occupants will move into new Building 400 when it opens in the fall.

Moved by Trustee Young and seconded by Vice President McCaffrey for approval for the District to enter into an agreement with tBP Architecture to provide services in preparing an Initial Project Proposal (IPP) for the Solano College Library/Learning Resource Center, Building 100 Reconstruct/Expand Project. The motion passed unanimously.

(e) AB 2910 Quarterly Report, Third Quarter, FY 2006-07

Dr. Christensen presented the Third Quarter report on behalf of Vice President Brewington and summarized the following: -revenues are at \$47,340,000; expenditures are \$46,456,000; revenue over (under) are \$883,000; beginning fund balance is \$4,415,000; and the ending fund balance is \$5,299,000. The percentage of General Fund balance to General Fund expenditures is 11.4 percent.

Moved by Vice President McCaffrey and seconded by Trustee Young to accept the quarterly report as presented. The motion passed unanimously.

Academic Affairs

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

Erin Farmer, Chair of the Curriculum Committee, introduced this item to the Governing Board seeking approval by the Board of the curriculum-related items approved during the spring 2007 semester by the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate.

Trustee Honeychurch asked about Spanish Cinema for Conversation. Professor Farmer explained that the class is both substance and conversation it includes Hispanic theory, Hispanic culture, Latin America and Spanish culture.

Moved by Trustee Ubalde and seconded by Vice President McCaffrey for approval of the curriculum actions as submitted by the Curriculum Committee, a Subcommittee of the Academic Senate. The motion passed unanimously.

11. INFORMATION ITEMS – NO ACTION REQUIRED

(a) First Reading of Revisions to Governing Board Policies, Series 1000

Gerald F. Fisher, Interim Superintendent/President, presented the first reading of Governing Board Policies, Series 1000 and informed the Board of the hard work of the Shared Governance Council members in analyzing all of the policies in Series 1000. Renumbering of the series was done. Series 1000 contains 65 policies, 12 of which are new policies proposed by the Community College League of California Policies and Procedures Service. The last major review of this Series occurred in 1999. Some policies have been combined where possible.

Series 1000 completes most of the Board's goal to review all policies with the exception of Series 1100 (Community Service) which will return to the Board after the work of the Facilities Task Force is complete. Interim Superintendent/President Fisher stated that the Facilities Task Force would meet later in the week and it is expected that the Board Subcommittee on Facilities would receive notification to meet with the Task Force later in June.

It was the consensus of the Board to bring Series 1000 back to the Board at the June 6 meeting.

(b) New Job Description for Director of Public Relations, Marketing and Communications

Richard D. Christensen, Ed.D., Director of Human Resources, presented the new job description that addresses the needs of the District for a full-time Director of Public Relations, Marketing, and Communications.

Board President Keith questioned reference in the job description to the knowledge and ability to add, subtract, multiply and divide, using whole numbers, common fractions, decimals and stated

that it would seem that this would go without saying. She also commented that she found it interesting that the use of basic computer skills in Word, Excel and Outlook were contained in the Director of the Children's Programs but not in the job description for the Director of Public Relations, Marketing and Communications. Trustee Claffey suggested that the job description for the Director of Public Relations, Marketing and Communications include knowledge of the Adobe publication software for layout and design, i.e., the industry standard.

In accordance with Governing Board procedure, the new class specifications will be presented for Board action at the June 6, 2007 meeting under the Consent Calendar for Human Resources with the suggested modifications by Governing Board members.

(c) New Job Description for the Director of the Children's Programs

Richard D. Christensen, Ed.D., Director of Human Resources, presented a new job description for the Director of the Children's Programs, which is being moved from a faculty position to one of a classified manager. Trustee Claffey asked about the salary range to which Dr. Christensen replied that the position would be at range 43 or approximately \$80,000. Student Trustee Nelson commented that this item is number 5 on the priority list and with the May Revise, and according to FABPAC, it looks as though this might be as far as the District would be funding items. She stated that she would like to see this position higher on the priority list. Interim Superintendent/President Fisher commented that with the May Revise, the District is taking a conservative approach and funding only items 1-5 on the budget priority list for a total cost of approximately \$350,000. After the state budget is final, then the District will re-assess the SCC budget.

In accordance with Governing Board procedure, the revised class specifications will be presented for Board action at the June 6, 2007 meeting under the Consent Calendar for Human Resources.

(d) Revised Class Specifications for Alternate Media Specialist

Richard D. Christensen, Ed.D., Director of Human Resources, informed the Board that the job description for the Alternate Media Specialist has been changed to more accurately reflect the current needs and demands of the position in teaching and learning technology within the Disabled Student Programs.

In accordance with Governing Board procedure, the revised class specifications will be presented for Board action at the June 6, 2007 meeting under the Consent Calendar for Human Resources.

(e) Revenue and Expense Report for the Period Ending March 31, 2007

Since Vice President Brewington was in attendance at a critical budget conference, Dr. Christensen was asked to help present several of Vice President Brewington's items to the Board. Dr. Christensen presented the General Fund Revenue and Expenditure Report for the period ending March 31, 2007 for the Board's information and stated that we are at a total revenue receipt of 74 %; total expenses are at 65%; the excess revenue over expenses is

\$871,000 and the projected fund balance is now at \$1,857,000. The revenue and expenses are on track and the budget is in balance. There are approximately two months remaining before the final budget picture is completed for 2006-07.

12. ANNOUNCEMENTS

There were no announcements.

13. ITEMS FROM THE BOARD

Trustee Ubalde stated that he attended the following Solano College and community events: June 2--Filipino Celebration of Nations; California Community College Trustees Conference in S.F on May 4-6 where he learned that the number of interim community college presidents in the state were 62 vacancies out of 109 districts and the competition is a reality the Board will need to face; Superintendent/President Search Committee meeting last week; open house for staff at Vallejo Center; Senior Round Table recently organized by the City of Vallejo; the Ambassador of the Philippines reception; the annual dance performance and the Office Technology Advisory Committee meeting on May 15.

Trustee Young stated that she attended the following Solano College and community events since the last Board meeting: 75<sup>th</sup> anniversary performance of the Vallejo Symphony at Hogan High School; May 9 - Superintendent/President Search Committee to select a community representative; May 10 - Black Chamber of Commerce grand opening mixer; May 11 – SCC 25<sup>th</sup> annual Retirement & Recognition celebration; May 12 - African-American Women's Forum - From a Position of Power hosted by Congressman George Miller at the Richmond City Council Chambers; May 15 – Occupation/Technology Advisory Committee meeting; and Vacaville VIP Day which included networking, bus tour of Vacaville (which included Solano College's 60 acres) and a gourmet luncheon.

Trustee Murphy thanked Trustee Young for coming to the Vacaville VIP Day and for her support of the Vacaville Center.

Board President Keith recessed the regular meeting at 8:25 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
- (c) Conference with Legal Counsel—Anticipated Litigation  
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9:  
1 potential case

Board President Keith called the Closed Session to order at 8:35 p.m. and adjourned the Closed Session at 9:10 p.m.

15. RECONVENE REGULAR MEETING

Board President Keith reconvened the regular meeting at 9:11 p.m.

16. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Keith reported that the Board met in Closed Session and held discussion with their Labor Negotiator on CTA, CSEA and Operating Engineers—Local 39; had no discussion on Public Employee Discipline/Dismissal/Release and took no action on item 14. (c).

17. ADJOURNMENT

There being no further business, Board President Keith adjourned the meeting at 9:12 p.m.

GFF:pc

BDMINUTES.051607.FINAL

APPROVED

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PAM KEITH  
PRESIDENT

\_\_\_\_\_  
GERALD F. FISHER  
INTERIM SECRETARY