

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, September 19, 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 Denis Honeychurch led those present in the pledge of allegiance to the flag of the United States of America.

3. 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:

Mazie Brewington, Vice President of Administrative and Business Services  
Richard Christensen, Ed.D., Director, Human Resources  
Jay Field, Vice President, Technology and Learning Resources  
Kathy Rosengren, Interim Vice President of Academic Affairs  
Lisa Waits, Ed.D., Interim Vice President of Student Services  
Pat Cordry, Executive Coordinator, Superintendent/President and Governing Board

4. APPROVAL OF AGENDA

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

Board President Keith recessed the regular meeting at 7:03 p.m. at which time the Board and Interim Superintendent/President Fisher moved into the Superintendent/President's office for the Closed Session.

5. CLOSED SESSION

- (a) Public Employment  
Title: Superintendent/President

Board President Keith called the Closed Session to order at approximately 7:05 p.m. and adjourned the Closed Session at approximately 7:17 p.m.

At 7:18 p.m., Board President Keith called a five-minute recess.

6. RECONVENE REGULAR MEETING

Board President Keith reconvened the regular meeting at 7:23 p.m.

7. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Keith reported that she was absolutely delighted to announce that the Governing Board has made a decision about a new Superintendent/President and the Board is happy to announce that Gerry Fisher has accepted the position of Superintendent/President. Board President Keith recessed the meeting at this time for the Board and public to honor Superintendent/President Fisher with a toast of sparkling cider provided by Trustee Ubalde.

Board President Keith reconvened the regular meeting at 7:35 p.m.

8. COMMENTS FROM MEMBERS OF THE PUBLIC

Jesse Branch, Chair of the Community Services Commission for the City of Fairfield (also former SCC employee and Boosters' Club President), congratulated Gerry Fisher and invited Board members and guests to attend two upcoming events promoted by the City of Fairfield: (1) Marine Corps Band performance on Thursday, September 27, 6 p.m., at the Community Center on Texas Street; and (2) Veterans Day Parade on November 11. Last year, Vice President Mazie Brewington was a grand marshal in the parade. Flyers were distributed about the parade. Mr. Branch looked forward to good representation from Solano Community College at the events.

Angela Echeverri congratulated Superintendent/President Fisher and then, along with Alvin Rosa, MESA student, announced that students of the SCC MESA Program are organizing a

fundraising effort for earthquake relief—“Californians for Peru,” on Friday, October 12, 2007, 6-10 p.m., in the cafeteria. The event will include a food drive and a clothes drive of which donated items will be forwarded to the San Francisco Peruvian Embassy. Monetary donations will be directed to the Bay Area Chapter of the Red Cross. Flyers on the event were distributed to Board members and the audience as everyone was invited to participate in the family event. In response to Trustee Young’s question about notifying the public, Ms. Echeverri stated that the committee has been working on media letters which are expected to be released by Friday, September 21.

Board President Keith commented that she has been on the Governing Board 13 years and throughout that time, Solano Community College students come to the Board and talk about charitable events they are doing. Board President Keith stated that she is continually impressed with the generosity of Solano Community College students and how they reach out to people both in the United States and other countries.

#### 9. REPORTS (NO ACTION REQUIRED)

##### (a) Associated Students of Solano College

Board President Keith and Trustee Young complimented ASSC President Sandhu for the wonderful job he did while participating in the Vallejo Center Grand Opening. ASSC President Sandhu thanked the Board for the opportunity students had in helping with the Grand Opening and described it as “a good day for all the departments to get together to enjoy a positive event where everyone felt involved.”

Harjot Sandhu, ASSC President, congratulated Superintendent/President Fisher on receiving a “shortened title” and reported that:

--ASSC held a successful Club Promo Day with 23 clubs participating on September 19, 9 a.m. to 2 p.m., in Building 1400. There are two new clubs on campus: (1) International Society of Pharmaceutical Engineers Solano Chapter and (2) American Medical Student Association Solano Chapter.

--ASSC will host a new event on October 30, called Energy Awareness Day, where ASSC will give away 2000 CFL light bulbs, courtesy of PG & E. Guest speakers will include Frank Kitchen, Director of Facilities, who will speak about the Board’s goal of greening Solano Community College by making its processes environmentally friendly.

--ASSC’s Political Activities committee will hold a non-partisan voter education forum in mid-October to register voters, invite local candidates and political groups to come and speak.

##### (b) Academic Senate

Gail Kropp, Academic Senate President, expressed gratitude to the Governing Board on behalf of the faculty on naming Gerry Fisher as the District’s new Superintendent/President.

Academic Senate President Kropp reported that:

--the Senate met on September 17 where the meeting began with an accreditation update from Interim Vice President Kathy Rosengren who had circulated the draft October 15 report campus-wide on Friday, September 14. Senators discussed the report and will vote to approve the report on October 1. The Senate heard an update on the Banner system by Vice President Jay Field and Admissions & Records Dean Catherine Fites notifying faculty of new online items and announced the Banner Faculty Advisory Team to meet bi-weekly over the next five months. Five faculty members will be named by the Senate to serve on the Team by providing input into the type of training that will be needed as well as interests and concerns of faculty in the Banner conversion. The Senate heard a report from the Learning Outcomes Assessment Coordinator Tracy Schneider who delivered a progress report on Student Learning Outcomes development (refinement) and reported on the assessment component now underway. She also discussed the trainers' proposal regarding assessment procedures and the timeline. The Senate voted to accept the proposal, a five-year sketch of how to implement assessment on the campus. Other discussion included staff development funds carried over from last year's budget and how the funds should be allocated (80 percent to conferences and 20 percent to mini grants), new Board policy regarding animals on campus and the need to buy a new Dictaphone machine for the Senate office.

(c) Shared Governance Council

Dr. Lisa Waits also congratulated Superintendent/President Fisher on his "shortened title." She reported that the first Shared Governance Council meeting of the year took place on Wednesday, September 12, at which time the SGC established meeting schedule, reviewed timelines for Board policy updates for Human Resources and Fiscal Services and the first reading of the new policy about animals on campus was held prior to the policy moving on to the Academic Senate. At the end of the meeting, SGC members were reminded of the Vallejo Center Grand Opening.

(d) Superintendent

Superintendent/President Gerry Fisher reported that:

--he would like to like reiterate the positive feeling expressed by many about the Vallejo Center Grand Opening. He noted that approximately 500 people attended. Superintendent/President Fisher encouraged people to read the Saturday, September 15 editorial in the Times-Herald as it indicates that the Center is more than just a building. The article eloquently states what the public expects from the Center and the impact it will have on people's lives over time in providing a first class place for education to happen for many future generations. Students will begin moving over to the new Center on Thursday, September 27, and all students will have been moved from the JFK Library in downtown Vallejo by Monday, October 1, to the new Center at 545 Columbus Parkway. The final paving of the street and final overlay was expected to be completed September 19 and by the end of the week, the street lights should be activated and become fully operational. A detailed accounting of the event was provided in the written

Superintendent/President's Report and is included in the minutes as follows and requested by Superintendent/President Fisher:

### **VALLEJO CENTER GRAND OPENING – SEPTEMBER 15, 2007**

The Grand Opening of the Solano Community College Vallejo Center and the dedication of the Bill Thurston Building took place on Saturday, September 15, 2007 at the new center located on 545 Columbus Parkway in Vallejo. Guest speakers were Rosemary Thurston, wife of the late Trustee Bill Thurston, Board President Pam Keith, Stan Arterberry, former Superintendent/President of Solano Community College, the Honorable Steve Messina – Mayor of Benicia and the Honorable Tony Intintoli – Mayor of Vallejo.

Approximately 500 were in attendance at the gala event.

I would like to thank Mayor Intintoli, City Council members and the City of Vallejo staff for their support in making our educational center in Vallejo a reality. I would like to express appreciation to Mayor Steve Messina for his attendance, participation and the support of the City of Benicia for the new Center.

I would like to recognize the following community partners who generously donated to the event: Kaplan McLaughlin Diaz, architect; Kitchell CEM; Ralph Larsen & Son, Inc.; SCC Exhibition Design Class; SCC Education Foundation; SCC Steel Drum Band; SCC Jazz Ensemble; Jelly Belly; C.C. Yin and Vallejo Community Access Television.

I also want to personally convey my special thanks to the Vallejo Center Grand Opening ad hoc committee including Board President Keith, Trustee Ubalde and Trustee Young; Kitchell, CEM; Frank Kitchen and the Maintenance Staff; Marge Trolinder and the Graphics Staff; Jay Field and the Technology Services Staff; Sabine Goerke-Shrode; Janene Whitesell and the Exhibition Design class; Nancy Hopkins; Joy Warren; Dr. Charles Shatzer; Jerry Kea; Diana Haley; John Siefert; Dr. Lisa Waits; Mazie Brewington; Laurie Gorman; Nora O'Neill; Judy Spencer; Jessica Mallian; Pat Cordry and all of the faculty and staff who worked so diligently to make the Grand Opening a success.

The first classes to move from the current Vallejo JFK Library location will officially move to the new Vallejo Center on Columbus Parkway on Thursday, September 27. All remaining classes will move to the new location on October 1. The Columbus Parkway final asphalt overlay was completed today and we should have functional street lights at the intersection of St. John's Mine Road and Columbus Parkway by the end of the week.

Superintendent/President Fisher further reported that:

--The Solano Transportation Authority (STA) has prepared a Draft Environmental Impact Report (DEIR) for the North Connector Project for a by-pass road that will come from Abernathy Road along the freeway, across Suisun Valley Road and connect to Highway 12 without going onto the freeway. Copies of the notice were received and provided to Governing Board members in the

attachments to the written Superintendent's Report. A copy of the DEIR is also available for the Board's review in the Superintendent/President's Office. A public hearing will be held on October 3, 2007, at the Solano County Administration Center, Room 1600, 675 Texas Street, Fairfield, CA. Comments on the DEIR must be received no later than 5:00 p.m. on October 26.

--a new postal address for the new Vacaville Center will be 1951 North Village Parkway. Superintendent/President Fisher expressed appreciation to Lester Young who worked with the City of Vacaville to obtain the mailing address.

--The 4<sup>th</sup> Annual Tech Prep Seminar designed for administrators and teachers in Career Technical Education, Business, Computer Science and Biotechnology will be held on Wednesday, September 26, 4:30 to 6:30 p.m., in the Solano Community College Board Room.

--Bob Myers, Dean of Physical Education and Athletics, and he attended the Bay Valley Conference Presidents and Athletic Directors meeting on Thursday, September 13, 2007, at the Contra Costa Community College District Office. This year's focus was on rules and changes affecting out-of-season competition.

-- The Solano College Hall of Fame Banquet will be held on Monday night, October 22, at the Hilton Garden Inn in Fairfield. The no-host cocktail hour begins at 6:00 p.m. with the banquet beginning at 7:00 p.m. Board members should notify Pat Cordry as soon as possible if they plan to attend.

-- A very positive article appeared in the Daily Republic on August 31, 2007 about work force development work Solano Community College is doing with Abbott Laboratories. Solano Community College is providing a Spanish class for management staff of Abbott Laboratories to be able to fluently communicate with many of their Spanish-speaking employees. Abbott Laboratories is a health care company that develops medicines, technologies and nutritional products. The Fairfield plant manufactures the Zone Bar, one of its nutritional products. Its diverse staff of 213 employees is 30 percent Hispanic, 28 percent Filipino, 26 percent White and 12 percent Black. Superintendent/President Fisher expressed appreciation to Ms. Mann for all of her good work in negotiating contract education agreements such as the one with Abbott Laboratories.

--Leslie Rota, Dean of Fine & Applied Arts/Behavioral Sciences, and Chris Guptill, Managing Director of Solano College Theatre, are proud to announce that Solano Community College productions, directors, designers and students have once again been recognized by the community at this year's Arty Awards. The Artys are a joint presentation by The Daily Republic and Fairfield Community Services celebrating the best of Solano County theater.

--The Solano College Small Business Development Center will host an open house on Thursday, October 4, 4-6 p.m., at their new location on 360 Campus Lane, Suite 102, Fairfield, CA. The open house will highlight SBDC services, consultants and client success stories. Board members were asked to notify Pat Cordry if they wished to attend.

--The first draft of the SCC Accreditation Progress report was sent out on Friday, September 14, to the Division Deans, and members of the Academic Senate, Executive Council, Financial and Budget Planning Advisory Council (FABPAC), and the Shared Governance Council (SGC). The Shared Governance Council will review the draft at their regularly scheduled meeting on September 26 and FABPAC will review the document at their upcoming meeting on October 3. The report will be submitted to the Governing Board for their review at the October 3 Board meeting.

- **Bond Update**

Scott Colt, Kitchell CEM, Program Manager, reported that:

--bids for the Building 1400 renovation project will be received on September 25. The expectation is that approximately 20 contactors are interested in submitting bids.

--the advertisement for the 1700A and B renovation project will begin this week.

--the advertisement for the 1800A renovation project will start the first week of October.

--the final plans for Vacaville Center will be submitted this week to the Department of the State Architect.

--one other project, the Sports Complex, is still in the planning stages; however, it is near completion.

10. CONSENT AGENDA – ACTION ITEMS

Superintendent/President

- (a) Minutes for the Meeting of September 5, 2007

Human Resources

- (b) Employment – 2007-08; Gratuitous Service

Administrative and Business Services

- (c) Warrant List

- (d) Construction Change Order No. 11, Approval for W. A. Thomas Co., Inc., Bid No. 06-005

- (e) Construction Change Order No. 13, Approval for Ralph Larsen and Son, Inc., Bid No. 06-002

Academic Affairs

- (f) California Early Childhood Mentor Program Letter of Agreement Appropriation/Grant No. 93:575

Board President Keith announced the following corrections to the September 5 Board minutes:

1. Page 2, under item 5, COMMENTS FROM MEMBERS OF THE PUBLIC, “baseball” should read, “softball” throughout the paragraph.
2. Page 2, under item 6. (b), “ASSC President” should read: “Academic Senate President.”
3. Page 8, under item 15, “disclosed” should read “reported” and after the last sentence add the phrase “on Items (a) through (d).”

Moved by Vice President McCaffrey and seconded by Trustee Ubalde for approval of the Consent Agenda with the above-listed corrections. The motion passed unanimously.

11. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

12. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Academic Affairs

- (a) Renewal Agreement Between Solano Community College District and Dixon Fire Department to Offer Firefighter Academy Classes

Bob Johnson, Dean of Career Technical Education, presented this item requesting the Board’s approval of a three-year facility usage agreement with the Dixon Fire Department where the Firefighter 1 Academy Fire 140 is offered. The new agreement increases the number of students per academy from 30 to 35. Mr. Johnson stated that the termination of the agreement would be agreeable between all users and authorizes a 30-day notice of termination by either party. The agreement would become effective September 20, 2007 for the fall academy.

Moved by Vice President McCaffrey and seconded by Trustee Ubalde for approval of the renewal agreement between Solano Community College District and the Dixon Fire Department to offer Firefighter Academy classes. The motion passed unanimously.

- (b) Community Services Fall 2007 Instructors and Classes

Deborah Mann, Program Developer, Contract Education and Community Services, presented the Fall 2007 Community Services Vistas classes and instructors for the Board’s approval. Trustee Young asked about some of the classes being held prior to the item being submitted to the

Governing Board. Superintendent/President Fisher stated that we need to be responsive on Community Services classes and we try to make every attempt to try to bring the courses to the Board in advance of dissemination of the Vistas to the community. He further explained that on contract education courses, SCC needs to be very responsive to the businesses in the community and; therefore, the timing does not always lend itself to Board approval before the class is provided. Due to business necessity, some items, such as contract education courses, would be brought to the Board after the class has started; however, it is the intent to always bring the items to the Board before the classes are offered.

Trustee Claffey suggested that Community Services classes be offered at the Vallejo Center in the future. Board President Keith stated that this is something that could be considered in the future.

Ms. Mann indicated that she would be happy to expand Community Services classes into the Vallejo Center. She stated that they are trying to diversify and make the classes more interesting to address the desires and needs of the community.

Moved by Trustee Young and seconded by Trustee Ubalde for approval of Community Services fall 2007 instructors and classes. The motion passed unanimously.

### 13. INFORMATION ITEMS – NO ACTION REQUIRED

#### (a) Basic Skills Plan

As a result of discussion at the last Board meeting, Kathy Rosengren, Interim Vice President of Academic Affairs, presented an informational report on the various components of the Basic Skills Plan of which the results of the Plan will be presented to the Board at the December 5 Board meeting.

The charge of the Basic Skills Initiative, funded by the State, is to examine the basic skills efforts on campus, to develop a plan to improve and increase Basic Skills effectiveness at Solano and begin to implement the plan. Basic Skills involves reading, writing, math, English as a Second Language, information competency as well as support programs such as tutoring, faculty mentoring and the Summer Bridge Programs. Colleges were encouraged to follow the recommendations of the Research and Planning Group for the California Community Colleges as set forth in a research manual published by the Research and Planning Center for Student Success.

At Solano College, the Basic Skills Initiative began last spring with Dr. Marjorie Carson, Gail Kropp, Dr. Dave Redfield and Kathy Rosengren. Outlines for a plan were developed and a team of five faculty coordinators (total reassigned time of 1.4 FTE) was established to bring the plan to implementation. As of the fall semester, the team has begun to develop a concrete plan to increase Basic Skills effectiveness and anticipate phasing in the plan in January 2008. The team consists of: Dr. Emily Blair – tutoring; Dr. Chris McBride – faculty mentoring program for full and part-time faculty; (vacant due to retirement of Dr. Susan Messina - Summer Bridge

Program); Diane White – supplemental instruction; Ruth Fuller—information competency; Josh Stein—reconfiguration of reading, writing and ESL labs to a Student Success Center; and Math component— coordinator position is currently being advertised.

Once the last two coordinator positions are filled, the release time for the project will be 1.8 FTE, all paid for by the Basic Skills Initiative. Ultimately, the Committee will combine all of the efforts into the First Year Experience which attempts to orient and support new students to flourish in their academic efforts. The last charge of the Initiative will be to design an evaluation instrument to measure the effectiveness of the plan that has been put into place.

At the December 5 Board meeting, the committee will report on the progress of the Initiative and those components that will be in place.

Interim Vice President Rosengren reported that we are about to begin the second advertisement of the late start classes offered at the new Vallejo Center which start the week of October 15. IVP Rosengren reported that of the 20 classes offered, nine classes are already full. Trustee Ubalde asked about the demographics of the students taking classes at Vallejo to which IVP Rosengren indicated that this will be determined in the near future.

Trustee Young asked for a copy of Ms. Rosengren’s Basic Skills report.

(b) Preview of Student Orientation DVD

Dr. Lisa Waits, Interim Vice President of Student Services, gave a report on the multi-generational college environment and provided a preview of the new Student Orientation DVD—a joint project between Student Development, the Associated Students of Solano College, and the Office of the Vice President of Student Services. She compared the generational mix of Traditional students (age 60+), Baby Boomers (ages 41-60), Generation X (ages 25-40) and Generation Y Millennial students (ages 3-24) we serve at Solano. Generation X and Generation Y Millennial students will be the primary student market for the next 15-20 years.

Dr. Waits reviewed recruiting truths about marketing to these various age groups and the importance of using technology to reach and retain younger students while at the same time using technology and other ways to communicate with other students. Dr. Waits pointed out that Solano is unique in its demographics in that 60 percent of our students are between the ages of 19 and 24 or 70 percent if the 25-29 age bracket is added. She noted that the ages are more evenly disbursed at most community colleges. It is critical that the College find ways to actively engage young students; therefore, Dr. Waits shared with the Board some major areas to prepare for this challenge: (1) Webmaster, Information Technology and Marketing (Public Information Officer, Banner system); (2) creating interaction at every opportunity; (3) providing great content is vital; and (4) being creative in the Enrollment Management Team.

Dr. Waits showed a new Student Services DVD which is an attempt to begin a dialogue with students at a deeper level. Dr. Waits acknowledged and thanked Dr. Shatzer for his assistance with the Student Development and Student Government aspect of the video. Trustee Young

suggested that the Math Lab be included in the next video. Superintendent/President Fisher stated that in January when the new Building 400 is occupied, Building 400 would be another showcase for the next video. Trustees Ubalde and Young requested a copy of Dr. Waits' PowerPoint presentation.

14. ANNOUNCEMENTS

Vice President McCaffrey announced that on Thursday, September 20, he will attend an event in Dixon for Assembly Member Lois Wolk.

15. ITEMS FROM THE BOARD

Trustee Ubalde announced that Trustee Murphy and he attended the Solano Community College sports fundraiser held recently.

Trustee Young announced that she attended the following Solano College and community events: (1) September 11, 2007 - met with Board President Keith and Trustee Claffey to write the Board's response to recommendation #8 on leadership in the accreditation report; (2) Vallejo Interagency meeting along with Board President Keith and Superintendent/President Fisher who gave an excellent PowerPoint presentation on the Vallejo Center Grand Opening; (3) September 11, 2007 - Vallejo City Council meeting where Board President Keith and she invited the public to attend the Grand Opening; (4) September 15, 2007 – participant in the Grand Opening; and (5) Jack and Jill Day at the Vallejo Waterfront and California Maritime Academy.

Board President Keith announced that the Community College League of California (CCLC) Annual Convention will be held on November 15-17 in San Jose and traditionally, Solano has sent two Board members. Vice President McCaffrey and Trustee Ubalde volunteered to attend and were asked to contact Ms. Pat Cordry about arrangements.

Board President Pam Keith reiterated that the Vallejo Center Grand Opening on Saturday, September 15, was "absolutely fabulous." She stated that it was great to see the Vallejo community come out and be so excited about the new center. Board President Keith stated that most of all, she wanted to thank all employees, who are too numerous to mention individually, for a really a great job. She expressed her sincere gratitude for all for stepped up to the plate and worked above and beyond the call of duty to make the Grand Opening a success. Other Board members echoed Board President Keith's sentiments.

Board President Keith recessed the regular meeting at 8:43 p.m.

16. CLOSED SESSION

- (b) Conference with Labor Negotiator  
Agency Negotiator: Richard Christensen, Ed.D.  
Employee Organizations: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39

16. CLOSED SESSION (CONTINUED)

- (c) Public Employee Discipline/Dismissal/Release  
(No additional information required.)

Board President Keith called the Closed Session to order at approximately 8:57 p.m. and adjourned the Closed Session at 9:06 p.m.

17. RECONVENE REGULAR MEETING

Board President Keith reconvened the regular meeting at 9:07 p.m.

18. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Keith reported that the Board met in Closed Session and discussed negotiations with the Board's Labor Negotiator, discussed Public Employee Dismissal/Discipline/Release and took no action on either item.

19. ADJOURNMENT

There being no further business, Board President Keith adjourned the meeting at 9:09 p.m.

GFF:pc

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APPROVED

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PAM KEITH  
PRESIDENT

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GERALD F. FISHER  
SECRETARY