

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD

UNADOPTED MINUTES  
April 5, 2008 Special Retreat Meeting

1. CALL TO ORDER

A special retreat meeting of the Solano Community College District Governing Board was called to order at 9:00 a.m., on Saturday, April 5, 2008, in the conference room at the Staybridge Suites, 4774 Business Center Drive, Fairfield, California 94534, by Phil McCaffrey, Governing Board President.

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

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

3. ROLL CALL

Members Present:

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

\*Arrived after roll call.

Members Absent:

None

Others Present:

Rob Simas, Director of Research and Planning  
Judy Spencer, Executive Coordinator, Superintendent/President and Governing Board

4. APPROVAL OF AGENDA

Moved by Trustee Keith and seconded by Trustee Murphy for approval of the agenda, with the addition of the following closed session item, per Government Code § 3549.1:

- (a) Conference with Labor Negotiator  
Agency Negotiator: Gerald F. Fisher, Superintendent/President  
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers-Local 39

The motion passed unanimously to approve the agenda as amended.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

There were no comments from members of the public

6. BOARD RETREAT (NO ACTION REQUIRED):

- (a) Accountability Reporting for the Community Colleges Report – Rob Simas, Director of Research and Planning

Rob Simas, Director of Research and Planning, distributed the Accountability Reporting for the Community Colleges (ARCC) 2008 Report: Level Indicators Self-Assessment and Solano Community College's Self-assessment and Response. Director Simas stated this information was previously presented to the Academic Senate and Division Deans. Mr. Simas reported that the response was written collaboratively by Superintendent/President Fisher, Academic Senate President Kropp, Vice President Steinback, and himself. A joint response is planned by the Academic Senate and Division Deans this spring for sun-shining the report to the campus community to be sure everyone understands every aspect of the report.

Mr. Simas explained that the ARCC report is built on the accountability model. The purposes are to assist the policy decisions for the Legislature and provide guidance on how the college can be better. Colleges are not compared within the report, but rather the report is to help individual colleges be able to look at their own change over a three-year period of time.

There was discussion about Student Progress and Achievement: Degree/Certificate/Transfer (Table 1.1.), Student Progress and Achievement Rate and the article in the *Vallejo-Times Herald* that reported we transfer 50% of our students. Director Simas stated the conclusion in the paper was not accurate and elaborated on how the denominator in determining transfer is the point of issue. Our Student Progress and Achievement Rate from 2001-2002 to 2006-2007 was 49.7%, down 2.65% from 1999-2000 to 2004-2005 (reference: Table 1.1 – ARCC for SCC). When approximately one-third of our students shift enrollments between semesters, it is difficult to get a handle on the denominator for calculating an accurate transfer rate. Table 1.1 is based on a cohort of students. The newspaper mistook transfer rates versus Student Progress and Achievement Rates.

College Peer Grouping (Table 1.11) was discussed. It was noted Solano College's rates have mostly increased compared to the statewide rates. Director Simas stated it is difficult to compare college to college because educational levels are different, which is why the state went to peer grouping.

Director Simas stated that the Chancellor's Office Web site and the link to the ARCC reports is a useful tool in answering how Solano College compares to other colleges statewide.

Director Simas reviewed the last page of the report with the Trustees which outlines the responsibilities for the College and District contacts for the 2008 ARCC Report.

Board President McCaffrey, on behalf of the Board, thanked Director Simas for taking the time to meet with the Trustees and for the data presented to them through the report.

(b) Accreditation Mid-Term Report Due October 15, 2008

Superintendent/President Fisher advised he has asked the Academic Senate to pursue a faculty-driven response in the preparation of the College's Mid-term Report. Currently, the Academic Senate is devoting one hour of their two-hour bi-weekly meetings to this work. It is the Senate's goal to assemble the information, narratives, and evidence needed to write the report by May 15, 2008.

Educational administrators have been assigned to coordinate the writing of the Special Report, due October 15, 2008, that demonstrates the institution's resolution of the four recommendations noted: Recommendation 2—Director Simas (Improving Institutional Planning); Recommendation 6—Dr. Christensen (Staffing and Organization Stability); Recommendation 7—Vice President Brewington (Fiscal Integrity and Stability); and Recommendation 8—Superintendent/President Fisher (Leadership).

*Trustee Claffey arrived at 10:00 a.m.*

The Board spent a significant amount of time identifying examples from the last one and one-half years of when they followed proper procedures and where they failed, as reflected in the Accreditation Report on Leadership. The Board members identified specific instances of micromanagement, especially during Board meetings. There was agreement that it is important to follow Board policy that allows individuals to speak up to three minutes on any one topic, unless extended by the Board President. The Trustees discussed their role as it relates to employees on campus and the importance of following processes in directing the Superintendent/President to address individual concerns. There was agreement that there are sufficient policies and processes and checks and balances on campus that everything should work properly without interference by the Board.

A subcommittee was formed to address Recommendation 8: Leadership, comprised of Trustee Young, Chair; Trustee Claffey and Trustee Keith. They agreed to begin their work on this recommendation by scheduling their first meeting on Monday, April 7, 2008, at 2:00 p.m., with the Superintendent/President in his office. They will look in depth into the processes that are in place that gives faculty and staff the opportunity to be equally represented, as well as the Board's responsibility in following proper protocols.

It was recommended that the Board have another visit from the Community College League of California (CCLC) to reinforce the Governing Board's role through leadership and that quarterly updates of the Board's progress be discussed at future Board meetings.

There was discussion about how new hires are educated about policies and processes for dealing with conflict on an on-going basis. The Trustees recommended that regular opportunities for

employees to attend sessions related to our policies and processes be included on a required Flex Cal day, on an on-going basis, and that it should begin this fall 2008.

(c) Brown Act Amendment – July 1, 2008 Requirement

Superintendent/President Fisher reminded the Board of his visit to Sacramento in February, together with Judy Spencer, to investigate the software program called BoardDocs® -- the paperless governance solution to preparing Board agendas. Since this time, Mr. Fisher reported that the Curriculum Office is now in the process of migrating from WebCMS to a new software program called CurricUNET. The purpose of CurricUNET is to facilitate all phases of curriculum development and approval. Associated with this software package is a component called AgendaNET, which is another way to prepare meeting agendas for immediate access via the Web.

AB 343 amended the Brown Act to provide that all supportive information be available to the public, not only in the location on the agenda of the meeting, but also authorizes it on the agency's Web site. These provisions go into effect on July 1, 2008.

Superintendent/President Fisher reported that as of March 19, 2008, there is a posting on the Solano College Web page under Governing Board of not only the Board agendas and minutes, but the attachments supporting the March 19, 2008, meeting. Mr. Fisher stated, while we have complied with the intent of the law, we will continue to explore other alternatives that address the preparation and distribution of the Governing Board agenda—gaining efficiency that is beneficial for all concerned.

(d) Board Evaluation - Subcommittee Chair Pam Keith

This item was tabled to a future meeting for review by the Governing Board. The Board Self-evaluation Subcommittee, consisting of Trustee Keith, Chair; President McCaffrey, and Trustee Young, will be meeting in the near future to revamp the existing board self-evaluation instrument.

(e) Presidential Search – 2008-2009

Superintendent/President Fisher reported that the next Presidential Search for 2008-2009 has been budgeted for \$25,000. A draft projected timeline for the Superintendent/President Search was shared with the Trustees. Depending on the variables such as committee schedules, candidates' availability, and the Board's schedules, this timeline could be compressed or lengthened with the estimated timeline being from six to eight months.

A Board Presidential Search Subcommittee was formed, consisting of President McCaffrey, Chair; Vice President Ubalde, and Trustee Young to begin work on the presidential search, establishing criteria and setting timelines. Superintendent/President Fisher was asked to obtain copies of the last Search Committee's criteria and timelines. The subcommittee agreed to meet early in the week of April 14, 2008.

(f) Kitchell CEM Add Services

Superintendent/President Fisher distributed to the Trustees SCCD Measure G Kitchell CEM contract extension information covering the Kitchell CEM staffing plan and projected billing from March 2008 through June 2010 for the Vacaville Center, Buildings 1400, 1700, 1800A, 1200, 1300, Chillers and Boilers, and Sports Fields. Also distributed was a grid on Measure G schedules to complete existing projects through August 2010, and an activity report through December 13, 2007, of projects completed. President Fisher reported that originally the Kitchell CEM contract was scheduled to end September 2008 (a five-year contract).

It was reported that approximately \$1.293 million will be rolled back into the program reserves from the Vallejo Center project. Building 400 could end up with a reserve of \$1.3 million. The last audit report, presented to the Board on March 5, 2008, indicated \$10 million in interest on bonds that have been issued thus far. We have allocated only \$5.9 million of this money. It is a reasonable expectation that we have approximately \$8 million in interest. The task at hand is to determine how we will allocate any additional dollars that become available on the remaining projects. The transfer from the unallocated program reserve to fund program management add services totals \$1,605,314. This money has not been budgeted for any project to date. Buildings 1200 and 600 (including the Board Room) are under design now. The five projects currently underway include: 1800A, 1400, 1700A&B, and the Vacaville Center, which bids April 23, 2008.

Kitchell CEM is recommending that another project manager be hired due to the complexity and nature of the remaining projects as opposed to the previous projects completed. Superintendent/President Fisher stated that we, in addition, should have hired an accounting clerk position from the beginning who would manage the financial commitments from the Bond measure. Measure G has been a heavy burden on our Fiscal Services Department.

A Board Building 600 Subcommittee was formed to work with the campus Building 600 Committee as follows: Trustee Honeychurch, Chair; Vice President Ubalde, and Trustee Keith. Superintendent/President Fisher advised that the Building 600 Committee typically meets on a Tuesday or Wednesday. This subcommittee is particularly interested in the remodel of the Board room.

Superintendent/President Fisher clarified for the Board members the responsibilities of the consultant, Chris Rhoden, which are to coordinate the physical moves of faculty and staff and placement of new furniture, which are not related to construction.

Superintendent/President Fisher reported that while we have had to reduce the scope of some projects, we have stayed within budget and touched almost all projects, which many districts have not had success in doing.

Board President McCaffrey recessed the regular meeting at 11:20 a.m.

7. CLOSED SESSION

Board President McCaffrey called the Closed Session to order at 11:21 a.m., and adjourned the Closed Session at 11:55 a.m.

8. RECONVENE REGULAR MEETING

Board President McCaffrey reconvened the regular meeting at 11:56 a.m.

9. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President McCaffrey reported that the Board held conference with Labor Negotiator representative on CCA/CTA/NEA, CSEA, Operating Engineers-Local 39, and no action was taken.

*Trustee Murphy left the meeting at 11:56 a.m.*

BOARD RETREAT (NO ACTION REQUIRED) – CONTINUED:

(g) 2007-2008 Board Goals Update

Superintendent/President Fisher distributed the original Board Goals for 2007-2008.

Funding Unfunded Liabilities

Superintendent/President reported that we have set aside money which is accruing interest which can only be used for unfunded liabilities amounting to approximately \$1.2 - \$1.3 million. When the actuarial study is complete, this information will go to the Board for information. We will not know what our actual liability is until the actuarial study is completed. We believe we are about three years ahead of our payment schedule that would begin in the 2008-2009 year.

Enhancing Community Perception of Solano Community College

Superintendent/President Fisher updated the Board on some of the accomplishments made by Mr. Ross Beck, our new Public Relations, Marketing and Communications Director, to date.

Excerpts of the goal are:

Solano Community College District needs to establish a comprehensive marketing and communication plan in order to address the following implementation elements developed from the Educational Master Plan:

- (A.) Enhance overall image and awareness of Solano Community College (SCC) with the public and media by reinforcing SCC as a quality educational institution based on academic excellence, convenience and cost-effectiveness.

***Accomplishments:***

***Web site home-page redesign***  
***Schedule of Classes redesign (Summer 2008)***  
***Graphics Standards Policy development in progress***  
***Broader usage of SCC logo for branding of college***  
***Various new articles in local newspaper (i.e. Speech & Debate Team)***

- (1.) Increase student awareness of SCC through enhanced College publications (include multi-lingual strategies) and matriculation programs.

***New matriculation brochure.***

Superintendent/President Fisher distributed for review by the Trustees the new matriculation brochure, together with the pamphlet identifying the College Success Institute Summer Program 2008, scheduled June 23 – July 25, 2008.

- (C.) Leverage the Center openings in Vallejo and Vacaville as opportunities to communicate SCC learning opportunities with the general public.

***Accomplishments:***

***News articles and class schedule covers regarding openings of Vallejo Center and Student Services building.***

- (F.) Continue to support outreach efforts to maintain student demographic representation of the County, to support the Student Equity Plan targets and to support continued access for disabled students.

***Accomplishments:***

***New Spanish language page in Schedule of Classes***  
***New Spanish language page in redesign of website home page***

**Projects Completed:**

**Class Schedules – Our number one marketing element**

- Focus on advantages of SCC and college
- Major redesign for greater readability and visual appeal
- Easy registration process
- *What's New* to attract greater interest
- Expand awareness of Centers
- Outreach to Latinos with Spanish language page
- Registration advertising reinforcing look and message

**SCC Brochure – Outreach (Matriculation funded)**

- Visually appealing general information brochure
- Separate program information sheets with integral design
- Expand awareness of Centers

**Public Relations – Increased Awareness of SCC**

- SCC as Higher Education Center: coop ads, Web page
- News articles
- Participation in district events: Economic Development Corporation (EDC); Leadership Vallejo and Vacaville, Chambers of Commerce

**Communications**

- Internal meetings with faculty and staff
- External meetings

Projects in Progress:

**Marketing Subcommittee of Enrollment Management/Retention Task Force  
Graphic Design Standards – Branding SCC**

**Web Site Redesign – Improved image and 24/7 access**

- Greater visual and information appeal
- Greater awareness of My.Solano (Banner) Web portal
- Customer format (potential student, student, faculty and staff, public)
- Content Management System – Empower staff and students

**Outreach Materials – Support for Programs and Services**

- SCC presentation folder
- General SCC brochure
- SCC Program templates, consistency of information
- Outreach videos; English, Spanish

**Campus and Center Imaging Campaigns – First Impressions**

- Banners on poles, branding and services awareness
- Signage Policy, branding in information awareness
- Campus Clean-up, branding and quality awareness

Superintendent/President Fisher shared with the Trustees some of the changes that the campus will be seeing on the SCC Web site in the near future, thanks to the efforts of Director Beck.

Greening of the Campus

The following updates were provided by Director Frank Kitchen, Facilities and Maintenance:



**Description:**

In an effort to address the renewable energy concerns of the District, the following projects are delineated for implementation in 2007/08 and 2008/09.

**Goal:**

It is the intent of the District to improve our renewable energy capability by the following means:

- (A.) Convert all fluorescent lighting on the campus from 40 watt tubes to the new Phillips 25 watt white light tubes, realizing an annual savings of approximately \$108,000 per year.

***Current Status:***

***This project is on going using our custodial staff to change out the fluorescent tubes. Consideration is currently being given to hiring student workers to increase productivity. This will improve our productivity and increase our savings by completing the project earlier.***

- (B.) Enter into a 3<sup>rd</sup> party power purchase agreement with a reputable solar power company through a bid process. The company would purchase and install the solar power system and then sell us the electrical power from the solar power system at a reduced rate that is lower than what we are currently paying PG&E. The 3<sup>rd</sup> party would get the tax write-offs, and we would get the PG&E incentives. This is the same arrangement that many community colleges have on their solar power systems. In the contract, we would have the right to purchase the system at any time before the 15-year contract converts to our ownership. This would be important if another bond measure was passed and we earmarked energy conservation as a goal. Implementation of this project would enable the District to reduce energy costs and greenhouse gases.

***Current Status:***

***MMA Renewal Ventures has completed the first step of conducting an energy audit and will be making a presentation the week of April 7, 21008. John Chaney, CEO of MMA has found a better financial third party agreement that will also be presented for the College's consideration.***

- (C.) Install Variable Frequency Drives (VFD's) on all electrical motors rated at 5 horsepower and up for all campus equipment. There are an estimated 65 electrical motors that fit the criteria for VFD installation. The estimated cost of purchase and installation is approximately \$200,000. Implementation of this project would decrease operating electrical energy costs for the District by 15%, with payback in 6.6 years.

***Current Status:***

***This project is just getting started with the replacement of the Boiler Project in Building 2000. Part of the project will be new circulating heating hot water pumps that will use variable frequency drive technology. The Boiler and chiller pumps are the largest on campus and will***

***provide the best energy savings for use. This represents a good start and will be continued with the Chiller Project. This will complete all the major large pumps in the central plant. From here we will start replacing the larger air handler motors on campus.***

- (D.) Install two new high-efficiency boilers, with the option to install a small boiler to heat the pool so the main larger boilers can be shut down for the summer. Turely Associate Engineering is currently conducting the engineering studies to determine how much energy costs can be saved with a smaller boiler. PG&E offers some incentive for replacing the larger boilers and using the smaller boiler for heating the pool. The large boilers are currently scheduled for installation this fall. Solar heating panels are also recommended for heating the pool by placing them on the roof of Building 2000 (Central Plant). Implementation of this project will reduce heating energy costs and lower our NOX emission from combustion gases, which will result in a decrease of our annual discharge fees with the Solano Air Quality Board.

***Current Status:***

***These two Boilers are currently being replaced by R.E. Corporation. They are currently in the demolition phase of the project, which started on March 12, 2008, and will continue for the next few months with a completion date of September 2, 2008. These new high-efficiency boilers will lower our emissions and cost less to operate. The project is on schedule and on budget at this time.***

- (E.) Convert our diesel-powered grounds equipment items and vehicles to run on bio-diesel fuel made from plants. There are 12 ground equipment items and vehicles that will be converted. The approximate cost is \$535 per vehicle, for a total cost of \$6,420. This conversion will provide lower emissions and better air quality. The availability of the bio-diesel fuel in California should improve over the next two years. Implementation of this project will enable the District to further reduce greenhouse gases and improve air quality.

***Current Status:***

***The Facilities Department Mechanical Technician is currently researching and requesting the availability of the Bio-Diesel fuel to include proper storage tanks and delivery. Local accessibility is just now becoming available in limited amounts.***

- (F.) Design and construct the Vacaville Center using green-sustainable practices by utilizing existing concrete and asphalt structures onsite, reducing landfill deposits and soil imports to the site, using recycled and renewable products, reducing solar heat gain through use of new technology roofing and window materials, designing landscape (trees) to provide solar shading and providing bio-swales to capture asphalt runoff. The implementation of this project will protect the environment while, at the same time, providing energy cost savings for the District.

***Current Status:***

***The design of the Vacaville Center is complete and approved by the Department of State Architecture (DSA). The design has included all of the items listed above and will provide substantial dollar savings over the life of the building. We authorized KMD Architects to conduct a detailed study on complying with LEED's (Leadership Energy Environment Design) certification for the Vacaville Center. The study proved that we were not able to obtain a LEED's rating without major design changes and new construction. Not only was it a design problem, but it would seriously affect the construction schedule by at least 10 or 11 months because it would have to be completely reviewed by DSA again, plus additional construction time and cost. The cost was estimated at \$3.5 million. Unfortunately, the request for LEED's certification came too late in the project design state to be able to install all the design requirements to reach a LEED's levels of certification.***

- (G.) Adhere to green-sustainable practices in the remodel of Buildings 1400, 1700 and 1800A. The architectural firm of TLCD has already identified design factors that will comply with this goal and has incorporated those ideas into their model. Implementation of this project will further decrease energy costs for the District.

***Current Status:***

***Buildings 1400, 1700 and 1800A are currently under remodel/construction using the TLCD design guidelines to the contractors that will comply with the green-sustainable practices and procedures. During the on-going remodel and construction of these buildings, the Inspector of Record (IOR) will ensure that all the design elements required by TLCD will be included in the construction phase in addition to the mandatory code requirements. The Director of Facilities and Kitchell CEM will also be inspecting the construction phase to ensure the design guidelines from TLCD are conformed to along with good construction practices and code requirements.***

Trustee Keith shared an article from the *New York Times* (Wednesday, March 26, 2008) by Steven Greenhouse, who reported, "Everyone knows what blue-collar and white-collar jobs are, but now a job of another hue—green—has entered the lexicon. Presidential candidates talk about the promise of "green collar" jobs—an economy with millions of workers installing solar panels, weatherizing homes, brewing biofuels, building hybrid cars, and erecting giant wind turbines." There was discussion about developing Certificates for new educational opportunities in our "green" future.

(h) Begin Discussion of 2008-2009 Board Goals

There was agreement by the Trustees to stay with the existing 2007-2008 Board Goals through 2008-2009, and at a future date encompass long-range, three-year goals.

(i) Items from Board

There was no discussion of Reporting Out from Conferences.

There were no items from the Board.

(j) Comments from the Board

There were no comments from the Board

10. ADJOURNMENT

There being no further business, Board President McCaffrey adjourned the meeting at 12:46 p.m.

GFF:js

BOARD MINUTES RETREAT.04.05.08.FINAL

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PHIL McCAFFREY, PRESIDENT

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APPROVED  
GERALD F. FISHER, SECRETARY