

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD

UNADOPTED MINUTES  
May 21, 2008

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 21, 2008, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, California 94534-3197, 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. ADMINISTRATION OF OATH OF OFFICE TO STUDENT TRUSTEE FOR 2008/2009

Board President McCaffrey administered the oath of office to David R. Brannen, newly elected Student Trustee for 2008-2009. With the authority granted to Board President McCaffrey by the Constitution of the State of California, David R. Brannen was proclaimed as duly appointed and installed to assume the duties as a student trustee of the Solano Community College Governing Board.

Superintendent/President Gerald F. Fisher was pleased to congratulate and announce that Student Trustee David Brannen, a former student of Solano College, received the degrees of Bachelor of Arts in Political Science and Bachelor of Arts in Legal Studies at the commencement exercises held on Monday, May 19, 2008, from the University of California, Berkeley. He is once again attending Solano College to prepare for the Law School Admission Test (LSAT), Graduate of Records Exam (GRE), and graduate school application. Superintendent/President Fisher stated that David is a fine student, with many accomplishments, and we welcome him on the Solano Community College District Governing Board. The audience gave Student Trustee Brannen a round of applause.

4. 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  
David R. Brannen, Student Trustee  
Gerald F. Fisher, Secretary

Members Absent:

None

Others Present:

Ross Beck, Director of Public Relations, Marketing and Communications  
Richard Christensen, Ed.D., Director, Human Resources  
Jay Field, Vice President, Technology and Learning Resources  
Robin L. Steinback, Ph.D., Vice President, Academic Affairs  
Lisa J. Waits, Ed.D., Vice President, Student Services  
Judy Spencer, Executive Coordinator, Superintendent/President and Governing Board

5. APPROVAL OF AGENDA

The following represents a specific correction to the Agenda, Item 10.(g), Associate in Arts University Studies with Emphasis Degree, page 48, line 25, which should read as FREN 001, 002, 003, 004, **011, 012**, 031, 032, 033, 034; page 48, line 31, which should read as SPAN 001, 002, 003, 004, **011, 012**, 025, 031, 032, 033, 034; and page 50, line 25, DRAFT 56, which should read as **DRFT 056**.

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

6. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President McCaffrey recognized Tom Warren, Philosophy Instructor.

Instructor Warren commented that he wrote a letter on April 30, 2008, to his Division Dean, Dr. Andreini, who had recently completed a formal faculty evaluation on him. In his letter to Dr. Andreini, he stated he was returning the confidential envelope that he assumed was his formal evaluation, challenging Dr. Andreini's right to evaluate him as an invalid evaluation procedure.

Instructor Warren contended that the Collective Bargaining Agreement language pertaining to peer review of faculty is in direct conflict with the State of California Education Code and asked the District to show cause why they are not complying with the Education Code and, thus, denying him legal entitlement to a mandatory peer review faculty evaluation.

Mr. Warren stated that the Governing Board is no doubt aware that the California Education Code directs that all California community college faculty evaluations shall include, but not be limited to, a peer review process. There is nothing in the context of the state code language that suggests that the term "shall" means anything but "required." By contrast, the pertinent language in the College's Collective Bargaining Agreement reads as follows:

“If the faculty member chooses to have a peer evaluation, he/she shall notify the immediate supervisor, in writing, during the first four weeks of the evaluation semester. ...The faculty member has the option of including or not including the peer evaluation form in the formal evaluation.”

Mr. Warren stated, in his opinion, that the two documents (California Education Code and the Collective Bargaining Agreement) are in conflict with each other and challenged the District to show cause why it continues to pursue what appears to be a policy of non-compliance with the Education Code. He stated further that he feels the California Education Code supersedes local jurisdiction of contracts.

The implementation of mandatory peer review at SCC, in Instructor Warren’s opinion, is one of the greatest and healthiest innovations that the faculty could accomplish. It would effectively shift the burden of faculty performance evaluations onto the shoulders of the faculty, which is the way it is in all colleges and universities across the land, including the vast number of community colleges in California.

Instructor Warren concluded by stating the adoption of a genuine peer review evaluation procedure would be collegially effective and that he will wait for a response to his pending formal grievance.

Superintendent Fisher stated that since the item in question is being discussed in negotiations that this is not the appropriate time or place for this issue to be addressed and that the Board has no comments at this time.

Board President McCaffrey thanked Instructor Warren for his comments.

Tom Grube, Math Instructor and President-Elect of the faculty association, was recognized by Board President McCaffrey.

President-Elect Grube stated that his appearance before the Board is less than 48 hours before the semester ends with the union contracts for the current year still not settled. For years we’ve asked to settle contracts in advance and the District has refused. Now, a decisive move by the Board is needed to avoid a situation where we begin next year with the contract for this year still unsettled. Constantly bargaining a year or two behind harms our efforts to recruit new faculty, as they are presented with a salary schedule that is two or more years behind. Without a settlement, the status quo remains in place regarding health care. Mr. Grube stated that the unions have no intention of making any giveaways regarding next year’s health care until this year’s contract is settled with a worthwhile salary offer for next year.

Instructor Grube said that the District’s Chief Negotiator continues to report that the Board has not authorized him to improve the District’s salary offer (a 2% salary increase if significant concessions are made on health care). Mr. Grube said there wasn’t a realistic assumption that we would take a pay increase that was less than half of COLA and a significant reduction in our health care package in the future.

Mr. Grube stated further that perhaps the Board doesn't want to make a better salary offer until we have a better picture of our financial situation. The academic year is nearly over. "It is not our fault that the Budget Director didn't produce a third quarter budget update until a week ago. It isn't our fault that the Budget Director is away at a conference. Faculty who've attended conferences this year are wondering what small fraction of their expenses might get reimbursed. Does the Budget Director wonder if her conference expenses are covered? Why should our raise for this year be held back until at least September"?

The Governor's May revise is now out. We're not going to be hit with a reduction in apportionment.

Mr. Grube stated that he has examined the General Fund expenditures through the first three quarters, as recently provided by the District's Budget Director. Some expenditures will vary from quarter to quarter, but others proceed in a more linear fashion. Mr. Grube distributed to the Board a table reflecting additional analysis of General Fund Expenditures as of March 31, 2008, with his addition of two columns reflecting "apparent padding", or the difference between the working budget and column F to more easily determine where some padding might exist.

It appears that the College has budgeted for a 7% retroactive pay increase for this year. It appears that we're on a pace to spend a half million dollars less on benefits than the budgeted amount. The lions share of the benefit costs are for health care--a fixed monthly expense. There will be an increase in statutory benefits that are tied to salary, but this padding is more than three times as much as it needs to be.

Spending from the supply budget does accelerate in the fourth quarter, but fourth quarter spending would need to be at a rate four times higher than the rate for the first nine months to spend the budgeted amount. The capital outlay budget appears to be padded by over a million dollars. The fiscal year is 90% complete and the quarter million dollar "Reserve for Contingencies" hasn't been touched. Even if the entire amount budgeted for salary increases is paid in salary increases, the \$1.9 million in padding added to the budget will fill the projected deficit with nearly a million dollars to spare.

If the District expects faculty to make concessions on health care, faculty will expect additional compensation elsewhere. The salary increases recommended for full-time faculty are equivalent over a two-year period to the 7% increase budgeted for this year, and a very modest 0.27% over COLA (which we realize is likely zero) for next year<sup>1</sup>. In exchange for some caps on health care costs, an increase in compensation for our adjunct faculty<sup>2</sup> and the opportunity for them to have health care<sup>3</sup>.

- 1- Instructor currently earning \$70,000 gets \$74,900 with a 7% increase this year and \$75,102 with an additional 0.27% next year. \$150,002 total for two years. Under our proposal, an instructor gets \$73,171 this year after a 4.53% increase and \$76,830 after a 5% increase next year, \$150,001 for two years.
- 2- At this very modest pace we'll reach the agreed to definition and goal of adjunct parity in 2024. Two years to go from a category differential of 4.9% to 7.5% when the goal is to reach 25%.

- 3- Half of the cost of the cheapest plan to be borne by the District, half by the employee. Half of the District's share will be reimbursed by the State (AB 420).

Board President McCaffrey thanked Instructor Grube for his comments.

7. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

ASSC President Harjot Sandhu reported that:

--this would be his last report to the Governing Board stating that it has been a honor to be associated with the ASSC. We have had an exciting year with the dedication of the new Vallejo Center and Building 400, as well as the dedication of the new clock. These are undertakings that the District and students have accomplished together. Mr. Sandhu reported that he will be transferring to U.C. Berkeley to pursue a degree in public health. Mr. Sandhu congratulated David Brannen on his election as the new Student Trustee, and Lillian Nelson as the new ASSC President. He said he is leaving the ASSC in their capable hands, as well as with the continued support of Dr. Shirley Lewis.

The Governing Board congratulated Mr. Sandhu on a job well done and thanked him for his service to Solano College.

Superintendent Fisher commented that it has been a pleasure to see Harjot develop into a confident and mature young man and hopes the experiences he has gleaned from his interactions and involvement in student government will continue to make him successful in everything he does. He stated that it has been a pleasure to have Harjot at Solano and wished him well at U.C. Berkeley. The audience gave Harjot a round of applause.

(b) Academic Senate

Academic Senate President Gail Kropp reported that:

--the Academic Senate met for the last time this semester on Monday, May 19, 2008, and discussed the faculty interface with Banner. The Senate discussed at length the importance of meaningful faculty participation and decision making and how best to accomplish this in the next three months, as well as into the fall. The need for more training of faculty on Banner, when and how it should be accomplished, was also discussed.

--the Senate discussed an Academic Free and Responsibility Statement. There was agreement that the Senate needs to simultaneously draft a policy and procedures on professional ethics and to assign this to a subcommittee task force in August using information from the American Association of University Professors (AAUP) as a guide in writing the statement.

--a presentation was given by Erin Farmer, Chair of the Curriculum Committee, and Robin Arie-Donch, Counselor/Articulation Officer, on proposed revisions to two Liberal Arts Degrees. This

information was passed by the Curriculum Committee at their final meeting held May 13, and is being presented to the Board for approval later on in the agenda.

--she updated the Senate on the excellent responses from the responsible parties working on Standards 2 and 4 as it relates to the Accreditation Mid-term Report, and on the selection of the faculty co-author, Curriculum Chair Erin Farmer.

--there were two actions items approved: (1) LOAC and Trainers' Recommendation that Solano Community College designate the Four Core Competencies (The Core 4) as its institutional goals applicable to all programs, degrees and certificates, and (2) the revised four-year assessment cycle under which course SLOs and core competencies will be assessed simultaneously.

Academic Senate President Kropp indicated this is her last report and thanked the Board for their attention to her Senate reports over the last four years. Ms. Kropp introduced Dr. Jeffrey Lamb, Spanish Instructor, to the Board who will be replacing her as Academic Senate President in the fall.

A round of applause was extended to Senate President Kropp for her hard work over the past four years on behalf of the College.

(c) Shared Governance Council

Dr. Rich Christensen reported that:

--he chaired the May 14, 2008, Shared Governance Council meeting, which was not attended by the majority of members. The accreditation process was discussed, with no further business being conducted.

(d) Superintendent

Superintendent Gerald F. Fisher report that:

--he was pleased to report that former Solano Counselor and Alpha Gamma Sigma (AGS) Advisor, Dick Luna, received the AGS Distinguished Advisor Award for his many years of service to the State AGS Advisory Board at the 82<sup>nd</sup> Annual Spring Convention for Alpha Gamma Sigma--the California Community College Honor Society.

--on Thursday and Friday (May 15 and 16) of last week, we had challenges with excessive heat problems in Buildings 400 and 200. With the installation of two inline pumps to assist with the cooling process, we are anticipating that the problem will not be experienced again in Building 400. This week, due to declining temperatures, there has not been a problem for employees. In addition, the cooling pump went out in Building 200, but was replaced on Monday of this week. The problem seems to be resolved in this building as well.

Superintendent Fisher acknowledged and thanked Vice President Lisa Waits (Acting Superintendent), and Director Rich Christensen for their quick reaction and solutions to the needs on campus.

--earlier in the day, Jonathan Mooney, author and public speaker with a learning disability, spoke at the career fair held at the Dan Foley Cultural Center in Vallejo. Mr. Mooney is a dyslexic writer and activist who did not learn to read until he was 12 years old. He is a graduate of Brown University's class of 2000 and holds an honors degree in English Literature. This event was co-sponsored by the Vallejo Transition Partnership Project, Vallejo City Unified School District, and Solano College's Disability Services Program, and was well attended by approximately 100 hundred junior and senior high school students, primarily from the city of Vallejo. Staff members Cheryl Luster-Williams and Ron Nelson from the Disability Services Program provided applications and financial aid information, as well as the new Student Services flyer informing students about services available at Solano College.

--on May 15, 2008, Governor Schwarzenegger released his 2008-09 May Budget Revision. The proposal contains significant changes to his January proposal. This document marks the "real" start of the budget development process.

The Governor proposes raising \$15.2 billion through borrowing against future State Lottery revenues. A ballot measure will be required to accomplish this objective. He proposes using these additional revenues to address the state's fiscal imbalance over the next three years.

The Governor proposes fully funding Proposition 98 in 2008-09, as opposed to suspending Prop 98 as he had proposed in January

#### Current Year (2007-08)

The May Revision proposed an augmentation of approximately \$69 million to partially backfill the current-year property tax shortfall. In addition, about \$6 million in other technical adjustments is available to address the shortfall. Taken together, this would address approximately \$75 million of the \$92 million current-year shortfall.

#### Budget Year (2008-09)

The May Revision proposed the following changes to the 2008-09 budget:

- An augmentation of \$138.7 million, reflecting a downward adjustment in estimated property tax revenues for 2008-09.
- An increase of \$35.5 million for enrollment growth, bringing the total growth funding in the budget year to \$95.5 million (1.67 percent).
- An increase of \$572,000 to restore the reduction proposed in the Governor's Budget to the Foster Care Training program which will preserve approximately \$700,000 of federal matching funds for training foster parents.
- Provisional budget bill language is proposed to provide districts flexibility to transfer funds between categorical programs in two programmatic areas.

In addition, the following provisions are unchanged from the January budget proposal:

- No cost-of-living adjustment.
- No increase in California Community College (CCC) student fees—they remain at \$20 unit.
- Proposed cuts to CCC categorical remain (averaging 7 percent), with the exception of the revised proposal for the Foster Care Training program noted above.
- Proposed elimination of new Competitive Cal Grants.

#### Governor's Budget – Impact on Solano College

- Relief in current year for property tax shortfall issue. It is estimated the College's share is now at \$188,417.
- College Lottery allocation of \$1.6 million is in question.
- 2008-09 new revenue only attainable through growth.
- Selected categorical program reductions create difficult cut decisions.
- Access good for students at \$20.00 a unit; however, elimination of new Competitive Cal Grants could affect enrollment.

Superintendent Fisher stated that we are not anticipating a quick budget resolution in the near future.

--after concluding an extensive national search, the Board of Governors of the California Community Colleges unanimously selected State Senator Jack Scott to be the 14<sup>th</sup> Chancellor of the state community college system. Dr. Scott will officially assume his new role as Chancellor of the 109-college system on January 1, 2009, after completing his Senate term at the end of 2008.

--we are pleased to announce that the Career Technical Education Division was awarded a \$350,000 collaborative grant. With these funds, the division will be marketing and taking the Mechatronics Program down to the middle schools in Solano County.

--Mr. Ken Williams and Ms. Sandra Diehl, adjunct faculty members from the Horticulture Department, are currently enrolled in a series of five classes with the Horticulture Therapy Institute of Denver, Colorado. From May 15 – 18, 2008, they attended the third class in the series. The classes have been taught at the San Francisco Botanical Gardens classroom. This past Friday (May 16), the class, consisting of Sandy and Ken, along with 16 other students and the instructor from the institute, came to Solano Community College to spend a day in our classroom and interacted with the current Adaptive Horticulture class. Of the 16 students visiting the campus, one was from Korea, one from Brazil, one from North Carolina, one from Georgia, one from Colorado, and the remaining from various California cities, such as San Diego, Moss Beach, Campbell, Half Moon Bay, San Rafael, and other local cities. After touring the facility and getting acquainted with everything we have to offer, the Adaptive class arrived. They had an hour and a half program set up with the Horticulture Therapy students interacting and directing the Adaptive students in various Horticulture activities. There were also case managers from Dream Catchers involved in the program. The program included activities that the Horticulture Therapy students would use in a therapy setting at any one of various venues,



such as a rest home, assisted living facility, recovery center, etc. After the program, all were treated to a barbeque chicken lunch that was cooked and provided by the Horticulture Club President and a fellow student. There were a total of 38 for lunch. The instructor and Horticulture Therapy Institute Director, Ms. Rebecca Haller, were very impressed with our facility and all the possibilities we have to offer for Adaptive Horticulture, as well as the main stream Horticulture program. The Institute is considering doing more classes at SCC in the future.

--an Advanced Manufacturing Programs Open House is planned at the Anheuser-Busch Fairfield Brewery Visitors' Center on Wednesday, May 28, 2008, from 4:00-8:00 p.m. for graduating high school seniors and their parents. This will be an opportunity to meet local manufacturing company representatives from Anheuser-Busch, Rexam, Clorox, Amcor, Solano Garbage, and the Workforce Investment Board to learn about career opportunities in manufacturing, as well as explore certificate and degree programs with Solano College Mechatronics, Solano ROP, and the Fairfield-Suisun Adult School.

--we are continuing the Banner implementation for students who are registering for summer. Students have experienced some frustration in using the login procedures and the delay from application to registration. Superintendent Fisher stated he will give a more detailed Banner and summer registration update at the June 4, 2008, meeting.

--a copy of the recruitment and selection process information was made available to the Trustees.

- *Bond Update*

Ron Richards, Kitchell CEM, reported that:

Vacaville Center

--as stated at the last meeting, we were hopeful to bring before the Board a recommendation for an award. As of this date, we have not determined who the low responsible bidder is for this project. The original low bidder, Mascon Construction, made a mistake in their bid and requested that their bid be removed. The second low bidder had an irregularity in their bid package. The third bidder has stated we have been non responsive. We do not see that this delay will significantly impact our construction schedule.

Building 1700B

--is still in structural review. Portable tents are in place and classes have been moved out from the gymnasium. The contractor now has full access to the gym.

Building 1300 (Art) and Building 1200 (Theater)

--we have established building committees and the design process is currently underway.

8. CONSENT AGENDA – ACTION ITEMS

Superintendent/President

- (a) Minutes for the Meeting of May 7, 2008

Human Resources

- (b) Employment 2007-08; Gratuitous Service; Request for Reduced Workload; Resignation

Administrative and Business Services

- (c) Warrant Listings
- (d) Construction Change Order No. 2 Approval for J. W. and Sons, Inc. – Bid No. 08-002
- (e) Construction Change Order No. 3 Approval for J. W. and Sons, Inc. – Bid No. 08-001
- (f) Construction Change Order No. 2 Approval for Alten Construction, Inc. – Bid No. 08-003
- (g) Construction Change Order No. 19 Approval for W. A. Thomas Co., Inc. – Bid No. 06-005
- (h) Proposed Amendment of Agreement with Bond Program Manager, Kitchell CEM

The following represents specific correction to the Consent Agenda, Item 8.(b), page 1, line 8, Employment 2007-08, Regular Assignment for April Takahashi, Student Services Assistant III, effective date May 21, 2008, which should read as an effective date of **May 22, 2008**.

Moved by Trustee Honeychurch and seconded by Trustee Murphy for approval of the Consent Agenda as corrected. 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

Administrative and Business Services

- (a) Amendment to Agreement with LPA Architecture for Building 400, Student Services Center

Frank W. Kitchen, Director of Facilities, presented an amendment to the agreement with LPA Architecture for Building 400, Student Service Center, for additional design services. This additional service is owner-requested and requires revisions to the existing work stations at each reception counter to meet ergonomic requirements recommended by the District's consultant. The amendment to the agreement will cost \$5,400.

Moved by Trustee Keith and seconded by Trustee Young to approve the request for additional design services with LPA Architecture for Building 400, Student Services Center, as recommended by the District's consultant for \$5,400.00. The motion passed unanimously.

(b) Proposed Agreement with Independent Inspections Incorporated for the Vacaville Center Project, Bid No. 08-008

Frank W. Kitchen, Director of Facilities, presented for approval an agreement with Independent Inspections Incorporated to provide inspection services for the Vacaville Center Project. Education Code Section 39153 and Title 24 of the California Code of Regulations requires the District to provide competent, adequate and continuous inspection of each construction project. The inspection services are expected to begin in June 2008 and last approximately 18 months. The firm is a Division of State Architect (DSA) approved inspector. The total fee for services is not to exceed \$315,000.

Moved by Vice President Ubalde and seconded by Trustee Young to approve the agreement with Independent Inspections Incorporated for the Vacaville Center Project, Bid No. 08-008, for services not to exceed \$315,000. The motion passed unanimously.

(c) Amendment to Agreement with Kaplan McLaughlin & Diaz (KMD) for Additional Design Services for the Vacaville Center

Frank W. Kitchen, Director of Facilities, presented an amendment to the agreement with Kaplan McLaughlin & Diaz (KMD) for additional design services for the Vacaville Center. These additional services are owner and agency requested changes, which are an additional exterior staircase from the second floor and a shading device on the second floor roof deck. The cost of the additional design services totals \$10,540.

Moved by Trustee Murphy and seconded by Trustee Keith to approve the amendment to the agreement with Kaplan McLaughlin & Diaz (KMD) for additional design services for the Vacaville Center totaling \$10,540.00. The motion passed unanimously.

(d) Amendment to Agreement with Kaplan McLaughlin & Diaz (KMD) for Additional Design Services for the Vallejo Center

Frank W. Kitchen, Director of Facilities, presented for approval an amendment to the agreement with Kaplan McLaughlin & Diaz (KMD) for additional design services for the Vallejo Center. These services include an adjustment to the existing original contract, are owner-requested and include a revised lawn mower and trash enclosure, grasscrete revision, and hydroseed with weed abatement. The cost of the additional design services totals \$20,575.

Moved by Trustee Young and seconded by Trustee Keith to approve the amendment to the agreement with Kaplan McLaughlin & Diaz (KMD) for additional design services for the Vallejo Center totaling \$20,575. The motion passed unanimously.

- (e) Bid No. 08-006, Authorization to Award Contract to Central Valley Engineering & Asphalt, Inc., for the Parking Lot “B” Renovation Project

Frank W. Kitchen, Director of Facilities, presented Bid No. 08-006, authorization to award contract to Central Valley Engineering & Asphalt, Inc., for the parking lot “B” renovation project, which is adjacent to the new Student Services Center, Building 400, in the amount of \$29,480. The apparent low bid by Sierra National Asphalt of \$28,700 was deemed non-responsive due to failure of the bidding contractor to sign the subcontractor list form in the bid package.

Moved by Trustee Young and seconded by Trustee Keith to approve Bid No. 08-006, authorization to award contract to Central Valley Engineering & Asphalt, Inc., for the parking lot “B” renovation project in the amount of \$29,480. 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 2007-2008 Curriculum Committee, presented the approved curriculum-related items for the spring 2008 semester by the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate. The approval of the Governing Board is requested as required by the California Community College Chancellor’s Office.

Moved by Trustee Young and seconded by Trustee Keith to approve the spring 2008 curriculum-related items as submitted by the Curriculum Committee, a subcommittee of the Academic Senate. The motion passed unanimously.

Vice President Ubalde inquired as to why Tagalog is not being offered. Academic Senate President Kropp was recognized by stating that we have courses in place, and when there has been a demand, the classes have been taught. The major challenge is the hiring of faculty who meet the minimum qualifications to teach our courses.

- (g) Associate in Arts University Studies with Emphasis Degree and Associate in Arts in Interdisciplinary Studies with Emphasis Degree

Erin Farmer, Chair of the Curriculum Committee, presented the Associate in Arts University Studies With Emphasis Degree and Associate in Arts in Interdisciplinary Studies with Emphasis Degree that replace the existing Associate in Arts Liberal Arts Degree that is no longer in compliance with Title 5.

Moved by Trustee Young and seconded by Trustee Claffey to approve the Associate in Arts University Studies with Emphasis Degree and Associate in Arts in Interdisciplinary Studies with Emphasis Degree that replaces the existing Associate in Arts Liberal Arts Degree that is no longer in compliance with Title 5. The motion passed unanimously.

Student Services

(h) 2008-2009 Student Health Services Contract

Dr. Shirley Lewis, Director of Student Development, presented the 2008-2009 Student Health Services contract with the Solano County Health and Social Services Department to provide students health services for the period of July 1, 2008 – June 30, 2009.

This year marks the seventeenth year the Health Center has been in operation. The center was established in the 1991-92 academic year. Over 2,000 students and over 400 faculty and staff use the services of the Student Health Center on an annual basis.

Dr. Lewis reported that upon approval of the contract, the Center will provide the following services to the College:

- 1 FTE Public Health Nurse (PHN) who administers and coordinates the program. A health services assistant performs clerical, receptionist, and medical records functions. The contract provides for a minimum of 190 days to meet College and student needs, including outreach at our extended campus sites and with the Children's Program.
- The contract provides that Solano College will pay personnel costs of \$148,228, including 46% fringe benefits, 21.18% in administrative countywide overhead, and a 7.08% increase in services and supplies in the amount of \$4,400 for medicine and pharmaceuticals, medical supplies, and mileage.

The total 2008-09 contract cost increased from \$168,832 in 2007-08 to \$184,023, which is an increase of \$15,191 (9 percent), due largely to increases in the hourly rate that the County is required to pay in public health nurse salaries. Based on the projected carry forward and income in the 2008-09 academic year, there is adequate funding to pay for this contract and program support. The contract reflects maximum costs and a maximum amount. The College will only be charged for actual costs.

Moved by Vice President Ubalde and seconded by Trustee Keith to approve the 2008-2009 Student Health Services contract with a total budget expense of \$184,023. The motion carried unanimously.

11. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Progress in Student Learning Outcomes (SLOs) Assessment

Ms. Tracy Schneider, Learning Outcomes Assessment Coordinator (LOAC), presented the College's progress in the area of Student Learning Outcomes (SLOs) and the timeline for future semesters. Packets were distributed to the Board of Trustees that included the SLOs brochure, current SLO/SAO statistics, the SLOs Assessment Cycle, 2007-08 SLOs Report, Cross-Division Assessment Analysis information, and the Solano Community College Competencies, adopted by the Solano College Academic Senate on March 12, 2007. Ms. Schneider reported that all

current SLOs documentation, including the reports provided, are now available via the campus Intranet, thanks to the efforts of Rob Simas, Director of Research and Planning.

Ms. Schneider reported that this year our faculty has made great progress on Student Learning Outcomes. Overall, we currently have SLOs written for 85% of all courses. In the fall, the Academic Senate approved the implementation of Four Core Competencies (The Core 4) as the outcomes for our G.E. program. After consulting with Dr. Steinback, LOAC Schneider recently recommended to the Senate that these be considered the SLOs for all of our programs, as well as our institutional SLOs.

As LOAC, Ms. Schneider stated she has attended and/or presented at several conferences over the course of this year, including Senate Plenaries, Student Success Conferences, Curriculum Institutes, Accreditation Institutes, and regional SLO Coordinators meetings. From these various venues Ms. Schneider stated she is proud to report that Solano College is ahead of many other colleges in terms of “closing the assessment loop” (i.e., doing more than writing the SLOs).

The College had its first campus-wide SLOs assessment discussion during spring flex, January 2008. Based on data from all divisions, except the Career Technical Education Division, a total of 137 faculty members (116 full-time and 21 adjunct) and two deans participated in discussions. A total of 69 faculty members had assessment data to share. It is our hope that far more faculty members complete their pilot assessments this semester so that they will have data to share during fall flex 2008. During this first pilot semester, 63 courses were assessed—6% of the courses we offer. Again, we hope that this number will increase as we move through the rest of our pilot semesters. Ideas for increasing adjunct faculty participation in the second half of our two-year pilot are being considered by Vice President Steinback and me.

The remaining step necessary to complete the pilot assessment cycle is tying assessment data into planning. All divisions have now done assessments, discussed results, and problem-solved solutions; however, at this time only the Humanities and Physical Education and Athletics divisions have made concrete connections to priorities, implementation plans, and timelines. The divisions will have an hour of their fall flex meetings dedicated to making these connections so that, as accreditation requires, SLOs data will from now on be used as a basis for planning and decision making at all levels on campus.

As indicated in the Assessment Cycle handout, Ms. Schneider stated that after the pilot all courses will be assessed twice in each four-year cycle to be coordinated with division program reviews. This revised cycle differs from the one previously approved by the Senate in that course SLOs and the Core 4 will now be assessed simultaneously so that the same data will simply be analyzed in different ways for different purposes. This streamlining should make the process more effective and less time consuming. To this end, division Trainers are currently working toward (or have finished) coding courses to the applicable Core Competencies. Once the post-pilot cycle begins, SLOs assessment and subsequent planning will become an established institutional process.

Trustee Murphy thanked LOAC Schneider for this important information and thanked her for her hard work on behalf of the College.

Academic Senate President Kropp was recognized and reported that Instructor Schneider is constantly being sought after by various groups in the state for her expertise. She assumed an enormous responsibility and has done an incredible job. A round of applause was extended to Ms. Schneider.

Superintendent/President Fisher stated that when we started this process we were behind the curve, and thanks to the hard work and efforts of LOAC Schneider and our Trainers we are now ahead and should do well in our accreditation visit next October.

Vice President Ubalde inquired if the Basic Skills Initiative (BSI), SLOs and our Student Equity Plan are basically interconnected, and Ms. Schneider responded in the affirmative.

(b) Solano Community College Governing Board How Do We Rate Checklist

Trustee A. Marie Young, Chair of the Board Accreditation Leadership Subcommittee, presented a proposed checklist to be used as a tool in evaluating the progress of the Solano Community College District Governing Board in identifying the institution's resolution of Recommendation 8: Leadership and the success of the Board. The purpose of the checklist is to identify the Board's perception of their leadership on a quarterly basis. The Accreditation Leadership Subcommittee members also include Superintendent/President Fisher, Trustee Keith, and Trustee Claffey.

Trustee Young reported that the Board's subcommittee met three times to address the General Recommendation 8: Leadership in the Progress Report from the Accreditation Team dated October 15, 2007, which reads as follows:

“In order for the Governing Board to focus on the institution's major issues and questions of policy, the Board of Trustees is encouraged to delegate full responsibility and authority to the President to implement and administer Board policies and the operation of the College. The institutional leaders should likewise foster empowerment, innovation, and institutional excellence through dialogue that builds trust and increases focus on student learning and assessment of learning outcomes, institutional effectiveness, and integrity.” Also stated, “Further, the Board plans to conduct a self-evaluation of their progress on this issue every three months as long as necessary for this policy to become standard practice.”

This item will return to the Governing Board for approval at the June 4, 2008, meeting.

## 12. ANNOUNCEMENTS

Superintendent/President Fisher announced that the Board of Trustees will gather at the baseball club house no later than 3:30 p.m., on Friday, May 23, 2008, prior to the commencement event which will be held at the Doc Holliday Stadium. Parking permits are available from Superintendent/President Fisher.

## 13. ITEMS FROM THE BOARD

Board President McCaffrey solicited from the Board their availability to attend and participate in a special Accreditation Leadership Workshop on Saturday, July 26, 2008, 9:00 a.m. – 1:00 p.m., location to be determined. There was consensus that all would be able to attend. Superintendent/President Fisher will confirm this date with Mr. Bill McGinnis, consultant with the Community College League of California, who consults with governing boards and leadership teams. His area of expertise is in board effectiveness, planning, and institutional effectiveness.

It was announced that the Vacaville Center Groundbreaking will be held on June 24, 2008, at 10:00 a.m. Participants will meet at our current facility, 2000 N. Village Parkway, in Vacaville. The ceremony will be held at the construction site across the street from the current Center.

Trustee Keith complimented Dr. Shirley Lewis on the fantastic job she does every year on graduation, and expressed her confidence that this year's graduation, while in a completely new venue, will be just as memorable for students.

Trustee Young announced that she attended the following College and community events:

May 2008

**09** – Chaired the Accreditation Leadership Subcommittee meeting. Draft #3 of the proposed leadership checklist was perused and amended. The committee decided to include the final draft of the checklist as an information item on the May 21 Board agenda for information. Also, the format of the Board's written response to Recommendation 8: Leadership was discussed.

**09** – Solano Community College 26<sup>th</sup> Annual Retirement and Recognition event at the Hilton Garden Inn in Fairfield, California.

**10** – "Tribute to Philmore Graham", which was held at McCormack Hall, Solano County Fairgrounds. Mr. Graham founded the Continental of Omega Boys' Club in Vallejo in 1966.

**12** – Juneteenth Planning Committee meeting at the Campfire Boys' and Girls' Club in Vallejo. Juneteenth will be held this year on Saturday, June 21, 2008, 6:30 p.m., at Martin Luther King, Jr. Plaza on Mare Island Parkway in Vallejo, California. Trustee Young invited the Board to attend this community event.

**15** – Reception for newly elected officials in Vallejo. The reception was held at the Union Baptist Church in Vallejo and was sponsored by the African American Alliance.

Vice President Ubalde announced that he attended the following College and community events:

May 2008

**09** – Hosted two city council members from Benicia at the Vallejo Center for a tour with Dr. Jerry Kea, Center Director.



**09** – Solano Community College 26<sup>th</sup> Annual Retirement and Recognition Dinner.

**10** – “Tribute to Philmore Graham”, founder of the Continental of Omega Boys’ Club in Vallejo.

**15** – African American Alliance.

**17** – Filipino for Affirmative Action 35<sup>th</sup> Anniversary in Emeryville, California.

Board President McCaffrey announced that he also attended the Solano Community College 26<sup>th</sup> Annual Retirement and Recognition Dinner on May 9. He expressed sincere thanks to all concerned who made the celebration a very nice event.

Board President McCaffrey recessed the regular meeting at 8:38 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  
(No additional information required.)

Board President McCaffrey called the Closed Session to order at 8:47 p.m., and adjourned the Closed Session at 9:06 p.m.

**15. RECONVENE REGULAR MEETING**

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

**16. REPORT OF ACTION TAKEN IN CLOSED SESSION**

Board President McCaffrey reported that the Board held conference with Labor Negotiator on CCA/CTA/NEA, CSEA, Operating Engineers—Local 39, and discussed public employee discipline/dismissal/release in Closed Session, and no action was taken.

**17. ADJOURNMENT**

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

GFF:js

APPROVED

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PHIL McCAFFREY, PRESIDENT

GERALD F. FISHER, SECRETARY