

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD

UNADOPTED MINUTES

January 21, 2009

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, January 21, 2009, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, California 94534-3197, by A. Marie Young, Governing Board President.

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

At the request of Board President Young, Dr. Robin L. Steinback, Vice President of Academic Affairs, led those present in the pledge of allegiance to the flag of the United States of America.

3. ROLL CALL

Members Present:

A. Marie Young, President  
Denis Honeychurch, J.D., Vice President  
James M. Claffey  
Pam Keith  
Phil McCaffrey  
Stephen Murphy, J.D.  
Rosemary Thurston  
David R. Brannen, Student Trustee  
Tom Henry, Special Trustee  
Lisa J. Waits, Ed.D., Interim 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  
Don Mourton, Ph.D., Interim Vice President, Student Services  
Robin L. Steinback, Ph.D., Vice President, Academic Affairs  
Judy Spencer, Executive Coordinator, Superintendent/President and Governing Board

4. APPROVAL OF AGENDA

Moved by Trustee McCaffrey and seconded by Trustee Keith to approve the Agenda as presented. The motion carried unanimously.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Young recognized Ms. Shannon Caimol, Solano College Student, who requested to speak on accreditation. Ms. Caimol stated when she heard that the College might lose their accreditation that she felt disheartened. Solano College is a chance for people who can't afford to go to four-year institutions. Ms. Caimol commented that if this happens, all of her hard work, and the work of her friends, will be for nothing. We are spending our money here because we want an education in order to better ourselves, and we can't do that if we have to buy gas to go to places like Sacramento or Napa. We are the future here and I hope you (the Board) can do something about this to get it right and make it better.

Board President Young thanked Ms. Caimol for her comments.

6. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

Lillian Nelson, ASSC President, reported that:

--yesterday (January 20) was the first day of class and ASSC met and held a Senate Select meeting to fill ASSC Senate positions.

--the students are looking forward to moving back into the renovated 1400 Building. A grand opening is being planned for the end of April with campus-wide, multi-cultural representation.

--the Solano Hispanic Chamber of Commerce will be hosting a mixer on Wednesday, January 28, 2009, on campus beginning at 5:30 p.m. – 7:30 p.m. in the 400 Building. This is going to be a special mixer that we plan on having each year from now on that encourages students and business professionals to mix and mingle together. The event is free to students, faculty, staff, and Board members.

--the students are once again planning to march in March to the state capitol to protest the budget cuts to California community colleges. Trustee McCaffrey and Student Trustee Brannen stated that they will be participating.

(b) Academic Senate

Dr. Jeff Lamb, Academic Senate President, reported that:

--he has been in constant contact with Dr. Waits and Dr. Steinback regarding the Chancellor's visit to the College discussing our new special trustee, budget, and defining the future of our accreditation report.

--the Flex Cal events the week of January 13 were a time for reflection and professional development, with a theme orchestrated by the Disability Services Program (DSP), faculty, and

the Flex Cal Committee chaired by Chuck Spillner. The day was geared to help faculty and staff better understand how to serve our students with disabilities. There was an array of other opportunities for faculty to better serve our students, including MySolano for Faculty, eTeachers Best Practices, eCollege workshops, Transfer and Articulation Issues for Faculty, and a discussion on Accreditation Standards and our next Self-Study. Dr. Waits introduced our new special trustee, Mr. Tom Henry, who graciously gave three and one-half hours of his time for constant questions and answers from faculty. The Academic Senate and educational administrators met jointly for an informational presentation by Lesley Kawaguchi from the Academic Senate for California Community Colleges (ASCCC).

--as we work through the challenges of accreditation, he stressed the importance of both trust and leadership at the College. The faculty and staff are anxious and concerned for our students and attested to the hard work that our campus community puts forward. We need to rebuild trust between faculty and the Board and the Board and College. We are at a place where we are willing to do our part as faculty. We want to work and produce and work towards change, and we expect no less from our Board of Trustees, and we look forward to a more open and professional relationship with the Board. We have the tools to positively change our accreditation status and create a culture of “living the standards of accreditation.” The four recommendations we face are valid criticisms of our College, and the question is, “Are we willing to make the necessary changes to live the standards of accreditation?” I am confident that we can and will as long as we work together.

Dr. Lamb informed the Board that Ms. Christy Martin is working in the Academic Senate Office on an interim basis until the administrative assistant position can be filled.

*A copy of the full and complete Academic Senate report to the Board is available on the Academic Senate blog at [www.sccsenate.blogspot.com](http://www.sccsenate.blogspot.com).*

(c) Superintendent

Interim Superintendent/President Lisa Waits reported that:

--Ms. Katie Knopp, All-American, the Suisun native, was a stalwart forward with the Solano Community College women’s soccer team for two years leading the Falcons to a 30-10-4 record and back-to-back Bay Valley Conference titles.

--the Executive Council debriefed the power outage occurrence and learned it was a very rapid recovery for the kinds of serious issues experienced, in comparison to previous years with similar problems. Sincere thanks were extended to the dedicated staff who went “above and beyond” in the recovery effort: Dr. Richard Christensen, Stan Dobbs, Vice President Jay Field; Kathy Nesler, Richard Cross, Jeff Lehfeltd, Ralph Meyer; Jim Ennis, Kimo Calilan, Rich Augustus, Ross Beck; Wulff Electric, and their subcontractors, Dean Dixion and Kevin Englesbie. Trustee McCaffrey, on behalf of the Board, extended sincere thanks to everyone involved.

--she, Vice President Steinback and Interim Director of Fiscal Services, Susan Rinne, and Mr. Ross Beck attended the recent budget meeting in Sacramento. Scott Lay from the League reported that many proposals are being worked on, but that we are really talking month-to-month

in our planning for community colleges. The “Big 5” in Sacramento are meeting and working in committee, but there is still not a lot of new information.

--Stan Dobbs, from the maintenance and operations department, would enlighten the Board regarding the recent power outage.

- ***Bond Update***

Stan Dobbs, Independent Contractor, reported that:

--the campus lost all power at 2:30 a.m. on Saturday, January 17, 2009. Restoration took approximately four days with crews working extremely long shifts. The power was restored on Tuesday (January 20) at approximately 7:00 a.m., which was a remarkable rapid recovery. Mr. Dobbs shared a map with the Board identifying where the outage occurred (between substations 1 and 2), which was not caused by PGE. The existing cable is very old and has been in service for a long time and usually wears out after 25-30 years. This campus was built in 1970. Our substation transformers need to be repaired and upgraded, as well as many of the underground lines. An example of the destroyed cable versus what the newly installed cable looks like was shared with the Board members. With the power being out, a major problem encountered was that students could not register for classes; consequently we brought in a huge transformer on a diesel truck and parked it in front of substation 4, which powered Building 100 (IT) and allowed registration to continue. The Bond Oversight Committee will be proactive in requesting an RFQ to upgrade the infrastructure systems through Measure G funds.

- ***Accreditation Update***

Interim Superintendent/President Waits reported that:

--the Board is committed to recovery at this institution and acknowledged their efforts with information. They have asked the Superintendent/President to include information about accreditation and the EdMAC Report at Board meetings, which will be standing items for future Board meetings.

--to date we have not had a response from the ACCJC.

--the Shared Governance Council will serve as the accreditation steering committee, effective November 2008, and is working with the Academic Senate.

--the Board held a workshop on “effective trusteeship” in January 2009.

--the Board passed a resolution for a special trustee in January 2009.

--under the leadership of Dr. Jeff Lamb, the Academic Senate brought a statewide leader to the College during Flex Cal to work on accreditation with the Senate, Executive Council, Shared Governance Council, and administrative Deans.

--Dr. Robin Steinback, Accreditation Liaison Officer, is developing standards for evidence collection and cataloging.

--the Accreditation and College-wide Issues Seminar was taught by Dr. Lesley Kawaguichi on January 12, 2009. This training was attended by faculty, Academic Senate, the Shared Governance Council, and all of the administrative team.

--the Executive Council is reviewing a recovery matrix every meeting (a copy of work completed to date was shared with the Board members).

--select faculty and members of the administrative team will be attending the Accreditation Workshop in San Jose this weekend.

--there will be a Board workshop on Accreditation with Dr. Barbara Beno from ACCJC on February 20, 2009.

- *EdMAC Update*

There was no new information at this point in time.

7. CONSENT AGENDA – ACTION ITEMS

Superintendent/President

- (a) Minutes for the meeting held December 17, 2008, and Special Meetings held January 5, and 7, 2009
- (b) Authorization of Payment for Board Members' Absence, Resolution No. 08/09-20

Human Resources

- (c) Employment – 2008-09; Gratuitous Service; Employment 2009-10

Administrative and Business Services

- (d) Warrant Listings
- (e) Establishment of Nonresident Tuition Fee for 2009-10, Resolution No. 08/09-21
- (f) Construction Change Order No. 10 Approval for Alten Construction, Inc., Bid No. 08-003
- (g) Construction Change Order No. 10 Approval for J.W. and Sons, Inc. – Bid No. 08-001
- (h) Amendment to Agreement with TLCD Architecture for Building 1700A-Gymnasium
- (i) Amendment to Agreement with tBP Architecture of the Building 100 Interim Remodel

Academic Affairs

- (j) Community Services Spring 2009 Instructors and Classes
- (k) Agreement Between Macro Plastics, Incorporated and Solano Community College District to Provide Electrical Safety Training for Contract Education

- (l) Agreement Between Macro Plastics, Incorporated and Solano Community College District to Provide Introduction to Electricity and Electronics Training for Contract Education

Moved by Trustee Keith and seconded by Trustee Claffey for approval of the Consent Agenda as presented. The motion carried unanimously.

8. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

9. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Administrative and Business Services

- (a) Approval for Agreement with SafirRosetti for Security Design Services for Bookstore in Building 1400

Mr. Lester Young, Kitchell CEM, presented the agreement with SafirRosetti for security design services for the Bookstore in Building 1400. The design will include an access control system, security cameras and intrusion alarm system. The total fee for services is \$6,885.

Student Trustee Brannen asked if competing firms had been contacted, to which Mr. Young responded in the affirmative. Vice President Honeychurch asked if the campus police will be reviewing the final documents, to which Mr. Young responded again in the affirmative.

Moved by Trustee McCaffrey and seconded by Vice President Honeychurch to approve the agreement with SafirRosetti for security design services for the Bookstore in Building 1400 for \$6,885. The motion carried unanimously.

- (b) Authorization to Award Contract to Bell Products, Inc., for the Chiller Addition Project, Bid No. 09-003, Page 44

Mr. Lester Young, Kitchell CEM, presented the contract for the Chiller Addition Project located in Building 2000. It was recommended that authorization be given to award the contract to Bell Products, Inc., the lowest of eight bids, for \$489,441.00.

Moved by Trustee Keith and seconded by Trustee Murphy to award contract to Bell Products, Inc., for the Chiller Addition Project, Bid No. 09-003, for \$489,441.00. The motion carried unanimously.

- (c) City of Vacaville Development Impact Fees for the Vacaville Center Project

Mr. Lester Young, Kitchell CEM, presented the city of Vacaville development impact fees for the Vacaville Center Project. Board approval was requested to prepare the necessary documents

to issue payment to the city of Vacaville for development impact fees due and payable as per the terms stipulated in the Vacaville Center Development Agreement approved by the Board in 1999. In building the new Vacaville Center, the District is considered a developer and subject to infrastructure and development impact fees during new construction. The total cost is \$469,897.00 and will derive from Measure G Bond funds.

Moved by Trustee McCaffrey and seconded by Trustee Murphy to approve the City of Vacaville Development Impact Fees for the Vacaville Center Project amounting to \$469,897.00. After discussion, Trustee McCaffrey withdrew his motion.

Vice President Honeychurch expressed concerns over what was agreed to in 1999 since the document has not been reviewed in some time, and what payments have been made to Vacaville, if any, and how this impacts the total cost of the almost one-half million dollar fee. While the recommendation may be correct, Vice President Honeychurch asked for further clarification in the event there might be some offset of monies paid in the past.

Dr. Waits indicated she has reviewed the prior documents that the Board entered into with the city. This is an agreement that was long standing and has been before the Board in previous years.

Moved by Vice President Honeychurch and seconded by Trustee Thurston to table this item to a future Board meeting for more information and discussion. The motion carried with one no vote from Trustee McCaffrey.

(d) Authorization to Issue Request for Qualifications (RFQ) for Soil Testing at the CMF Medical Facility Site

Moved by Trustee Thurston and seconded by Vice President Honeychurch to authorize the issuance of a Request for Qualifications (RFQ) for soil testing at the CMF Medical Facility site. District staff will present the results of the RFQ and recommend bid award at a Board meeting in the near future. The motion carried unanimously.

Academic Affairs

(e) City of Fairfield/SCC District Joint Facility Use Agreement

Associate Vice President Charles Shatzer presented the City of Fairfield/SCC District Joint Facility Use Agreement. The proposed agreement has been reviewed and approved by District and city administrators and is deemed to be mutually beneficial in providing use of each other's facilities to further the goals and programs of both entities. The mutual intent is to provide the best service with the least possible expenditure of public funds. The term is identified for five years, notwithstanding a 30-day cancellation provision. This item was presented to the Board for information at the December 17, 2008, Board meeting.

Vice President Honeychurch expressed his concern over not having Exhibit F readily available. Dr. Waits stated the full agreement was in the December 17, 2008, Board packet and had been

reviewed by both legal counsels. It was clarified that this agreement is a fee neutral agreement, with the exception of out-of-pocket expenses (listed in Exhibit F) that will be paid for by the using party.

Moved by Trustee McCaffrey to approve the City of Fairfield/SCC District Joint Facility Use Agreement. The motion failed for lack of a second. The item will be brought back to the Board on February 4, 2009, for their consideration after the Board has familiarized themselves with Exhibit F.

10. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Retiree Health Benefits Actuarial Study by Total Compensation Systems, Inc.

Interim Superintendent/President, Dr. Lisa Waits, introduced Mr. Geoffrey Kischuk, President of Total Compensation, who gave a PowerPoint presentation on the GASB 43/45 and Retiree Health Benefits. The Actuarial Study of Retiree Health Liabilities was provided to the Board members under separate cover. This complete study is available for review in the Office of the Superintendent/President's Office and in the Office of Administrative and Business Services.

Included in Mr. Geoffrey Kischuk's report was information on the changing landscape, current plan, fiscal implications, the GASB Qualified Plan and the advantages of full pre-funding. The current fiscal implications are an increased cost of full funding in the amount of \$233,000, and compared to most agencies, the difference is not huge. There may be cost recovery options from categorical programs. If funds can be advanced, it would reduce what needs to come out of the general fund. Mr. Kischuk indicated that Solano College is approximately 80% ahead of most community colleges in meeting their obligation, which is commendable. While there is no mandate to pre-fund, it would have a favorable impact on the Board ratings, maximum benefit security, make other post employment benefit costs responsive to payroll, reduce long-term cash expenses due to higher investment income and generational equity. Next steps are to continue to refine the plan to respond to the GASB 43/45 challenges.

Vice President Honeychurch thanked Trustee Claffey who was initially responsible for bringing this matter to the attention of the College and engaging the services of Geoffrey Kischuk. Trustee Murphy stated that we have done a good job in developing consensus, and suggested looking at ways to funding the retiree health benefits, which will take the College in the right direction, and bring this information back for more discussion at a future Board meeting.

A copy of the PowerPoint presentation given by Mr. Geoffrey Kischuk is available in the Office of the Superintendent/President and the Office of Administrative and Business Services.

(b) Proposed Increase in Student Worker Tutor Hourly Wage

Dr. Richard Christensen, Director of Human Resources, presented the proposed increase in student worker tutor hourly wages. The Executive Council recommends an increase in the student worker tutor hourly rate from \$8.00 per hour to \$8.00/\$9.00/\$11.00 per hour, based on



experience, to be effective January 1, 2009. It was noted that increasing all student worker wages at this time, while well deserved, would be cost prohibitive.

In accordance with Governing Board procedures, the increases will be presented for Board action at the February 4, 2009, meeting under the Consent Calendar for Human Resources.

(c) Solano Community College District Governing Board How Do We Rate Checklist Summary

Board President Young presented the third “How Do We Rate Checklist” Summary for October, November, and December 2008. This checklist is used as a tool in evaluating the progress of the Solano Community College District Governing Board in identifying the institution’s resolution of the Accreditation Team recommendations.

Board President Young commented that the Board evaluated themselves with an overall perception grade of “below average” for the quarter October, November, and December 2008. At the Board’s January 10, 2009, Board Retreat, collectively the Board acknowledged that they have to stay focused on what their role is as Board members. The retreat emphasized “effective trusteeship.” Dr. Pamela Fisher of ACCT was an excellent facilitator. She presented information that was a must for each Board member to know and she also did an outstanding job of getting Board members to interact with each other relative to topics presented. With her direction, the Board agreed to follow a “SCCD Board Code of Conduct” which was developed at the retreat and is being presented for information this evening. Board President Young stated, “I am optimistic, with the advice from Special Trustee Henry, and the information garnered from Dr. Pamela Fisher at the retreat, that our Board will earn and give itself a grade of ‘average’ or above for the next quarter.”

(d) Governing Board Code of Conduct

Board President Young stated that the Board of Trustees, at their Board Retreat held January 10, 2009, discussed at length specific actions they could take that would improve their working relationships and effectiveness. With assistance from the retreat Consultant, a rough draft of a “Code of Conduct” was developed. The Consultant and Board President were asked to refine this list and bring a draft to the Board for their formal approval at a future meeting.

The roles and responsibilities of community college governing boards are spelled out in the Education Code, in Title 5, in board policy, and in widely accepted published literature. In addition to the items included in those documents, the Board of Trustees of Solano Community College District concur that the specific practical guidelines (as outlined in the proposed Code of Conduct) are essential to effective trusteeship. As a Board, they commit to striving to follow them wherever possible and to respectfully remind one another of these guidelines whenever necessary.

This item will return to the Board for approval at the February 4, 2009, meeting.

11. ANNOUNCEMENTS

There were no announcements.

## 12. ITEMS FROM THE BOARD

Trustee Murphy commented, at this time of crisis at the College, that the recent power outage was a clear example of people coming together, as they have done in the past, to work at resolving a critical issue affecting students, faculty, and staff, and that they did an excellent job. Those who worked so hard to get the campus open before classes began deserve tremendous “kudos.” Trustee Murphy also commented that the consensus of the Board is real. Relative to the items tabled tonight for more information, he stated he and others exercised restraint in order to achieve consensus, which took a degree of soul searching, and commended his fellow Board members for their efforts.

Board President Young reminded the Board that Dr. Ubalde was nominated by the Board last February 2008 to run for a seat on the California Community College Trustees (CCCT) Board of Directors and asked if anyone from the Board was interested in running for a seat this year. If any Board member is interested, the Board was asked to be prepared to make a nomination no later than February 4, 2009.

Board President Young asked for volunteers to serve on a subcommittee to make recommendations for the election of the statewide California Community College Trustees (CCCT) Board of Directors. The following volunteered to serve: Trustee McCaffrey, Trustee Murphy, and Trustee Thurston. Board President Young appointed Trustee Murphy to serve as Chair.

The various Board subcommittees were reviewed and the following changes were made to existing Board subcommittees as follows:

- Board Self-Evaluation Subcommittee (no change):  
Chair Keith, Trustee McCaffrey and President Young
- Citizens’ Bond Oversight Committee (CBOC) Subcommittee:  
Chair Thurston, Trustee Claffey, and President Young
- Presidential Search Subcommittee:  
Chair McCaffrey, Vice President Honeychurch, and President Young
- Accreditation Leadership Subcommittee (no change):  
Chair Young, Trustee Claffey, and Trustee Keith
- Building 600 Subcommittee:  
Chair Honeychurch, Trustee Keith, and Trustee McCaffrey
- Solano County School Boards Association (effective 12/17/08):  
President Young
- Audit Subcommittee:  
Chair Claffey, Trustee McCaffrey, and Trustee Thurston

Board President Young reported that she attended the following College and community events:

December 2008

**27** – Attended the Vallejo 8<sup>th</sup> Community Kwanzaa Celebration at Vallejo Naval and Historical Museum.

January 2009

**06** – In the morning, attended the installation ceremony for Linda Seifert to the Solano County Board of Supervisors. In the evening, attended an open house for Supervisor Linda Seifert, which was held at the Sticky Rice Bistro in Fairfield.

**09** – Along with Interim Superintendent/President Waits and Vice President Steinback, attended the ACCJC meeting in Millbrae, California, where College representatives gave a five-minute presentation relative to our accreditation status.

**14** – Attended two of Special Trustee Tom Henry’s question and answer sessions on campus during Flex Cal, which were held in the Little Theater and cafeteria.

**18** – Attended the SCCD Multicultural Celebration in honor of Dr. Martin Luther King, Jr., which was held at the Fairfield Community Center in Fairfield.

**19** – Served on the Planning Committee for the Dr. Martin Luther King, Jr., Celebration and A Pre-Presidential Inauguration, which was held at Hogan High School in Vallejo. The event was sponsored by my sorority, Kappa Beta Omega Chapter of Alpha Kappa Alpha Sorority, Inc., in partnership with Vallejo City Unified School District Willie B. Adkins Scholars. At the event, on behalf of the SCCD Trustees, Dr. Lisa Waits, members of the Executive Council, teachers, other staff members, students, and myself gave “greetings.” Trustees Keith and Thurston were also in attendance.

Trustee Thurston advised she attended all of the above events with President Young, with the exception of the Flex Cal activities and Planning Committee for Dr. Martin Luther King Jr., Celebration.

Board President Young recessed the regular meeting at 8:44 p.m.

13. 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 Young called the Closed Session to order at 8:55 p.m., and adjourned the Closed Session at 9:55 p.m.

14. RECONVENE REGULAR MEETING

Board President Young reconvened the regular meeting at 9:57 p.m.

15. REPORT OF ACTION TAKEN IN CLOSED SESSION

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

Board President Young reported that the Board discussed public employee discipline/dismissal/release in Closed Session and took action not to renew the contract/appointment of the Vice President of Administrative and Business Services beyond June 30, 2009.

The following roll call vote taken in Closed Session passed unanimously as follows:

AYES: Trustee Murphy, Vice President Honeychurch, Trustee Thurston, Trustee Keith,  
Board President Young, Trustee McCaffrey, and Trustee Claffey

NOES: None

ABSENT: None

16. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:58 p.m.

LJW:js

BOARD MINUTES.01.21.09.FINAL

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APPROVED \_\_\_\_\_

A. MARIE YOUNG  
PRESIDENT

LISA J. WAITS, Ed.D.  
INTERIM SECRETARY

**SCCD Board minutes are summarized per *SCCD Board Policy 1045 and 1046*. To listen to the full deliberation of the Board, please contact the Office of the Superintendent/President within thirty (30) days.**