

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD

UNADOPTED MINUTES  
November 4, 2009

Board Study Session for Measure G Bond Update and Prioritization of Projects

A Board Study Session was called to order at 6:00 p.m., with all members present, with the exception of Board President A. Marie Young who was excused. After introductory remarks by Dr. Laguerre, Mr. Lester Young from Kitchell CEM provided Measure G Bond program history. Major highlights of this history included:

- November 2002, voters approved the Bond Measure for \$124,500,000.
- May 2003, Vice President Willard Wright and Director Ray Ogden established, and the Board subsequently approved, the list of 42 original Bond projects.
- September 2004, preliminary notice was submitted to the Chancellor's Office for the Vallejo and Vacaville sites.
- August 2005, completion of Building 500 and Building 1800B swing space renovation projects.
- December 2005, Interim Vice President John Hendrickson presented to the Board the first draft re-prioritization and re-budgeting of Measure G projects at December 7, 2005, Board meeting.
- July 2006, review of re-prioritization and budget re-allocation of Measure G projects at the Steering Committee. Presentation to the Board December 7, 2005, subsequently revised at this meeting.
- September 2007, grand opening of the new Vallejo Center.
- February 2008, grand opening of the Student Services Center (Building 400).
- September 2008, construction started on new Vacaville Center Project, with completion scheduled for the first quarter of 2010.
- March 2009, Dr. Robert Jensen, Interim Superintendent/President, replaced Dr. Lisa J. Waits.
- March 2009, David Froehlich named Director of Facilities.
- July 2009, Dr. Jowel Laguerre installed as the new Superintendent/President of the Solano Community College District.
- November 4, 2009, Board Study Session.

The Board members were given the Quarterly Bond Update for Measure G Bond Program.

Mr. Froehlich, Director of Facilities, presented a Bond funding work sheet, which included original program budget, final approved project budget, and actual/projected expenditures. Included in this report were the remaining projects with preliminary funding estimates, but no prioritization. Mr. Froehlich discussed each of these projects with the Trustees with a suggested prioritization. Operating on a moratorium of projects, the Board agreed to hold another work study session November 18, 2009, to continue discussion of the prioritization of the projects.

A copy of the Bond funding work sheet as presented is available for review in the Office of the Superintendent/President and in the Office of the Director of Facilities.

1. CALL TO ORDER

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A meeting of the Solano Community College District Governing Board was called to order at 7:10 p.m., on Wednesday, November 4, 2009, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, CA 94534-3197, by Denis Honeychurch, Governing Board Vice President.

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

Vice President Honeychurch led those present in the pledge of allegiance to the flag of the United States of America.

3. ROLL CALL

Members Present:

Denis Honeychurch, J.D., Vice President  
Sarah E. Chapman  
James M. Claffey  
Pam Keith  
Phil McCaffrey  
Rosemary Thurston  
Lillian M. Nelson, Student Trustee  
Tom Henry, Special Trustee  
Jowel C. Laguerre, Ph.D., Secretary

Member Absent:

A. Marie Young, President

Others Present:

Ross Beck, Director of Public Relations, Marketing and Communications  
James Ennis, Interim Chief Information System Officer  
Susan Rinne, Interim Director, Fiscal Services  
Trudy Largent, Interim Director, Human Resources  
Robin L. Steinback, Ph.D., Vice President, Academic Affairs  
Judy Spencer, Executive Coordinator, Superintendent/President and Governing Board

4. APPROVAL OF AGENDA

Superintendent/President Laguerre made the following specific correction to the agenda as follows:

Consent Calendar – Human Resources – Item 7.(b), Page 1, Line 8, Kathleen Callison, Contract Ed Assessment Testing, hourly rate \$26.11, **should be \$39.17 per hour.**

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Moved by Trustee McCaffrey and seconded by Trustee Keith for approval of the Agenda as corrected. The motion carried unanimously.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Vice President Honeychurch recognized Mr. Pat Wirsing, Sr. Compliance Officer, Northern California Electrical Construction Industry (NCECI), who requested to comment on the maintenance contract for low voltage in the Technology Department, relative to the apparent successful bidder and the bid not including prevailing wages. Walker Communications and Integrity Data and Fiber were the two bidding contractors. Mr. Wirsing suggested that Walker Communications provided a fair bid that included the honest rates of pay on a prevailing wage job that merits a second look. Mr. Wirsing requested that the Board examine the issues and re-evaluate the award made to the project.

Vice President Honeychurch recognized Ms. Krysta Morlan, who desired to comment on the budget may impact students. Ms. Morlan, who is very interested in what is happening at Solano Community College and the continued success of the College, expressed concern about the cuts to the services and how it is going to affect students. Ms. Morlan commented that she has gotten where she is today because of the services available to students. If there isn't support to students in the future, she stated her concern about the students who may fall through the cracks and ultimately will not be successful. Ms. Morlan advised she is gathering a petition of signatures supporting the continuation of student services.

Vice President Honeychurch thanked both Mr. Wirsing and Ms. Morlan for their comments.

6. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

Ms. Claudia Romero, ASSC Governing Board Representative, reported that:

--that on Tuesday, November 3, 2009, ASSC took action on proposals from student clubs, faculty, and staff requesting grant funds. ASSC awarded the following grants:

- Nursing class of spring 2010 received \$738.00 to assist nursing students with the registration costs for a nursing board review course.
- Dr. Karen McCord's Social Science 53 Civil Rights Travel Course received \$2,500 to help with the cost of the bus rental while touring the south.
- Phi Theta Kappa Honor Society received \$250 to host their spring induction ceremony.
- The National Society of Black Engineers Student Chapter received \$1,000 to help send three students to their national convention.
- The Math, Engineering, Science Achievement Student Society, or MSS, received \$524 to help cover the costs of science supplies for their elementary school science outreach program.

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- Math/Science Department received \$1,211 to replace their histological slide collection in the Biology laboratories, which will be used by anatomy and physiology students.
- Art Department received a grant of \$900 to replace the ceramics slab roller in the ceramics lab.
- Martin Luther King, Jr., “Living the Dream” Planning Committee, received \$1,000 to cover their 2010 event expenses.

--the tribute to Benita Hatcher was well attended by students and staff, including Dr. Laguerre, Dr. Waits, and Dean Bob Myers.

--the ASSC Political Action Committee is planning to hold a student rally on the quad on November 19, 2009, to protest cuts to class sections, the reorganization, and the high cost of textbooks, as well as to raise awareness of other student issues.

(b)     Academic Senate

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

--that he was a presenter at the recent Scholarship Foundation Awards Ceremony.

--the spring Flex Cal activities are planned around global citizenship. Mr. Peter Manzel, author of the photography book entitled, *The Material World*, will give the keynote address. There will also be several workshops to prepare us for our next accreditation self-study.

--he had opportunity to speak with both Commission representatives, Drs. Nixon and Stephens, during the recent ACCJC Team Visit, and assured him that while Solano Community College still has room for improvement that we are moving in the right direction.

--in the Senate meeting, the Senators discussed the Student Services Board Policy, “Standards of Student Conduct” as well as the “Academic Integrity Policy.”

--within our new Integrated Planning Process (IPP), the Senate and Deans serve as the review groups for Strategic and/or Operational Proposals that are related to our Strategic Goal #1. Four strategic and two operational proposals have been reviewed.

--the Senators want to express their most heartfelt condolences to Board President A. Marie Young. They are saddened by the loss of her husband and hope she finds comfort in the lifetime of memories his life brought to her.

*A 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)     Shared Governance Council

Dr. Laguerre reported that the SGC met October 28, 2009, and discussed the proposed revised Board Policy 6203, Honorary Degrees. Further discussion will take place with the appropriate parties involved. The Council tabled future discussion of the strategic proposal submitted by the Enrollment Management Committee regarding the addition of Women’s Water Polo. Broad participation was requested for the future strategic planning meetings (December 3 & 4), with community involvement on December 11. A draft Strategic Plan is expected in spring 2010. Dr. Laguerre’s reorganization plan was reviewed for the first time, which includes cutbacks on the number of vice presidents for purposes of budgetary issues and the need to reinvest in basic

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skills, recruitment, and other important matters. The Governing Board will hold a study session prior to their meeting on November 18 to discuss the reorganizational plan in depth. Tonight's Board agenda was reviewed and area reports were heard.

(d) Superintendent

• *Accreditation Status Update*

Dr. Robin Steinback, Vice President of Academic Affairs, and Accreditation Liaison Officer, expressed sincere appreciation and many thanks to members of the Governing Board, students, staff, faculty, and managers who participated in writing the report as well as in interviews with the site team on October 29. The next steps in our accreditation process are that the Commission will meet in January and we will learn of their findings later in the month. In addition to the Follow-Up Report, the College is involved in the launching of our Self Study for reaffirmation of accreditation. In September, a team of thirteen attended training in Sacramento, hosted by the Los Rio District, on the Self Study process. In October, Dr. Laguerre sent a team of three (Ms. Tracy Schneider, SLOs and Assessment Coordinator; Mr. Rob Simas, Research and Planning; and Dr. Robin Steinback, Accreditation Liaison Officer) to the National Assessment Institute in Indianapolis, Indiana, hosted by Indiana University and Purdue University, the premier assessment institute. It covered everything from theories and policies regarding assessment at the macro level to strategies that can be used in the classroom and counseling sessions, or the micro level, and everything in between. We have come back with many ideas to share. In January, during required Flex Cal, time has been reserved to officially launch our Self Study.

• *Banner Update*

Mr. Jim Ennis, Interim Chief Information System Officer (CISO), reported on the Banner recovery task status in the format used by Dr. Don Mourton in the past, reflecting projects completed, in process, and rescheduled. Mr. Ennis reported that there has been continued progress. We are moving forward with position control with HR integrating with Fiscal Services. The payroll memo project is nearing completion. The faculty load project is ready to begin its next phase. We have scheduled 320 training for December and final OES training this month. We are continuing to plan for the Banner 8 implementation. The basic Banner 8 software is in operation and ready to be tested. The test database has been converted; now we need to build the rest of the Banner environment so that we can test all the components of the integrated system and build a production system. There will be two production systems in operation until we can fully convert.

Mr. Ennis reported that he has held discussions recently about the Banner organization structure and what things are left to do. In the near future, he will come back with recommendations on how we might better organize ourselves and plan for the rest of the implementation that needs to be occurring. We are up to the tasks at hand and looking forward to support of the Board in making it all happen.

Trustee Claffey asked if December 31 is still a good date for completion. Mr. Ennis responded that this is not a good date for full implementation. At this point in time, Mr. Ennis could not

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give a date for full implementation and will bring more precise data to the Board at a future meeting. In his opinion, Mr. Ennis stated that full implementation is taking longer than anyone anticipated because of an existing resource issue. *People simply have more on their plates than they can handle.*

Vice President Honeychurch expressed appreciation to Mr. Ennis for his candor.

- ***Donation from Pacific Gas and Electric Company***

Mr. John W. Mabry, Senior Account Manager from PG&E was introduced, who publicly thanked the District for all the good work that has been done over the past few years. He stated that Building 1900 has had a lot of good things happening in terms of energy conservation; therefore, PG&E wishes to show their thanks for letting us partner with Solano College and for you doing your part. Mr. Mabry presented to Dr. Laguerre a check in the amount of \$91,696.26 in energy rebates.

Dr. Laguerre responded by stating that this check is a testimony to the good work that our staff in facilities have been doing. Dr. Laguerre commented how pleased he is with the partnership we have with PG&E and believes it will only get better.

- ***IPEDS Report***

Mr. Rob Simas, Director of Research and Planning, presented the highlights of the Integrated Post-Secondary Education Data System (IPEDS) Data Feedback Report for 2009, which covered AY 2007-08. A copy of the report and the full PowerPoint presentation are available for review in the Office of the Superintendent/President and Office of Research and Planning.

Dr. Laguerre announced how proud he is of our nursing students who were called upon by the County to provide emergency services to help with the vaccination of people with the H1N1 flu shots. The Chief Executive Officer of North Bay has stated that had it not been for our nursing students that the County would be in dire straits this season.

Superintendent Laguerre reported that a meeting with trade industry leaders took place on November 2, with participation by labor leaders, businesses, and city officials. Trustee Thurston was able to attend, along with participation by select deans and our center directors. More meetings will take place in the future to continue these discussions. There was good representation by the College and major interest demonstrated by the community. Later in the day, Dr. Laguerre reported that he and Dr. Conrad from the Math/Science Division attended the Farm Bureau Directors' Meeting where agriculture programs and opportunities for the College were discussed. We are willing to explore, with their support, what we can do for the County in this area.

7. CONSENT AGENDA – ACTION ITEMS

Superintendent/President

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- (a) Minutes for the Meetings of October 7, 2009 and October 21, 2009

*Human Resources*

- (b) Employment – 2009-10; Approval of Reclassifications, CSEA, Chapter #211; Gratuitous Service

*Administrative and Business Services*

- (c) Warrant Listings

- (d) Change Order No. 3 to American River Construction, Inc., Building 100 Interim Remodel

*Academic Affairs*

- (e) Small Business Development Center (SBDC) Contract with City of Vallejo

Moved by Trustee McCaffrey and seconded by Trustee Claffey to approve 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) Resolution of Intent to Withdraw from the Schools Excess Liability Fund (Self) Excess Insurance Program, Resolution No. 09/10-03

Ms. Susan Rinne, Interim Director of Fiscal Services, presented the resolution of intent to withdraw from the Schools Excess Liability Fund (SELF) Excess Insurance Program. Currently, the SELF Program provides \$20 million of excess liability to coverage to the District beyond the \$5 million primary liability coverage provided by the Statewide Association of Community Colleges (SWACC) Joint Powers Agreement. In 2006, members of SWACC indicated that SELF may no longer be the best vehicle for that layer of excess liability coverage. The adoption of this resolution will address potential gaps in coverage and issues of following form throughout all layers of coverage. The District has been a supporter of and participated in SWACC since 1993. To provide the District with this alternative, effective July 1, 2010, it is necessary that the District notify SELF no later than December 31, 2009.

Moved by Trustee McCaffrey and seconded by Trustee Keith to approve the resolution of intent to withdraw from the Schools Excess Liability Fund (SELF) Excess Insurance Program. The motion carried unanimously with the following roll call vote:

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STUDENT TRUSTEE ADVISORY VOTE: Lillian M. Nelson concurred.

AYES: Vice President Honeychurch, Trustee Keith, Trustee Chapman, Trustee Thurston, Trustee McCaffrey, and Trustee Claffey

NOES: None

ABSENT: Board President Young

Academic Affairs

- (b) Clinical Site Contract Agreement Between Solano Community College and Opportunity House, Vacaville

Dean Máire Morinec, Health Occupations, Public Safety, and Family Studies Division, presented a clinical site agreement between Solano Community College and Opportunity House in Vacaville, which benefits the nursing program by providing students with more clinical sites for senior students in which to practice.

Moved by Trustee McCaffrey and seconded by Trustee Keith to approve the clinical site contract agreement between Solano Community College and Opportunity House in Vacaville. The motion carried unanimously.

- (c) Child Development Careers (CDC) Program Grant Amendment

Dean Máire Morinec, Health Occupations, Public Safety, and Family Studies Division, presented a grant amendment (0810-42) between the Children Development Careers Program and Solano Community College, which reflects a redesign of the Child Development Careers (CDC) Program. Dean Morinec reported this grant amendment was previously known as the TANF grant.

Moved by Trustee McCaffrey and seconded by Trustee Keith to approve the Child Development Careers (CDC) Program Grant Amendment as presented. The motion carried unanimously.

- (d) Agreement Between Childstart Incorporated and Solano Community College District to provide Assessment Contract Education

Dean John Urrutia, Business and Computer and Technical Division presented an agreement between Childstart Incorporated and Solano Community College District to provide Math and English assessments for contract education at a rate of \$1000.00.

Moved by Trustee Keith and seconded by Trustee McCaffrey to approve the agreement between Childstart Incorporated and Solano Community College District to provide Math and English assessments for contract education at a rate of \$1000. The motion carried unanimously

Student Services

- (e) Administrative Relief for Student Services Categorical Programs

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Board Vice President Honeychurch advised the public that anyone desiring to make comments on the administrative relief for student services categorical programs would be heard at this time.

Hearing no comments, Dr. Jowel Laguerre, presented the Categorical Flexibility Assembly Bill X4 2 (the education budget trailer bill) which provides categorical flexibility for districts for some categorical programs. Administration recommended that it transfer \$227,809 from Matriculation into the Disabled Students Program (DSP) funds for the 2009-10 fiscal year. This is possible, in part, because of the 2008-09 carry-over funds.

Moved by Trustee Thurston and seconded by Trustee Chapman to approve the transfer of \$227,809 Matriculation funds into Disabled Students Program (DSP) funds in compliance with the provisions in Assembly Bill X42. The motion carried unanimously.

10. INFORMATION ITEMS – NO ACTION REQUIRED

(a) CCFS-311 Financial Report, First Quarter, FY 2009-10

AB 2910, Chapter 1486, Statutes of 1986, requires California Community College Districts to report quarterly on its financial condition. Ms. Susan Rinne, Interim Director of Fiscal Services, presented the CCFS-311 quarterly financial report, along with a narrative for the first quarter of FY 2009-10.

(b) Consideration of Sabbatical Leaves

Dr. Robin L. Steinback, Vice President of Academic Affairs, presented for consideration by the Board four applications for sabbatical leaves for the 2010-2011 academic year as follows:

Mary Gumlah – Fall 2010  
George Maguire – Fall 2010  
Marianne Flatland – Spring 2011  
Gene Thomas – Spring 2011

The additional cost to SCCD is estimated for adjunct faculty at the median hourly rate of \$62.44 per hour, for a total of \$59,942.40 for the year. This item will return to the Board for approval on November 18, 2009.

(c) New Class Specification for Graphic Arts Technician

Dr. Trudy Largent, Interim Director of Human Resources, presented the new class specification for the position of Graphic Arts Technician. In accordance with Governing Board procedure, the revised class specification will be presented for Board action at the November 18, 2009, meeting under the Consent Calendar for Human Resources.

(d) Revised Class Specification for Veterans Certification Specialist

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Dr. Trudy Largent, Interim Director of Human Resources, presented the revised class specification for the position of Veterans Certification Specialist. In accordance with Governing Board procedure, the revised class specification will be presented for Board action at the November 18, 2009, meeting under the Consent Calendar for Human Resources.

11. ANNOUNCEMENTS

Dr. Jowel Laguerre, Superintendent/President, announced that the future Board meetings would be held as follows:

- Wednesday, November 18, 2009 – Vallejo Center Lecture Hall  
6:30 p.m. – Board Study Session for continued discussion of Measure G Bond Update and Prioritization of Projects, together with a first review of the Reorganization Plan.  
**7:30 p.m. – Start of Regular Meeting**
- Wednesday, December 2, 2009 – Vacaville Center  
7:00 p.m. – Start of Regular Meeting

12. ITEMS FROM THE BOARD

Trustee Claffey expressed his concerns about the comments made by Mr. Wirsing, NCECI, and requested that the Superintendent/President review any irregularity of the bidding process for electrical work that may have occurred. Dr. Laguerre responded that he is in the process of reviewing the matter.

Trustee Thurston reported that on November 1 she attended a workshop sponsored by Kappa Beta Omega Chapter of Alpha Kappa Alpha Sorority, Inc., on Census 2010. The 2010 Census will be hiring many part-time workers to conduct the census, and our students can apply for these part-time positions. Trustee Young coordinated this event and also attended.

On November 2, Trustee Thurston also attended a meeting arranged by Dr. Laguerre and Ms. Dawn LaBar from State Senator Lois Wolk's office with trade and industry leaders to discuss how we could work together on workforce development.

Trustee McCaffrey advised that he visited the College of the Redwoods in Crescent City on October 7, which he said is a very nice facility.

Trustee Chapman reported that she attended the Vacaville Select Committee on City and School Relations in Vacaville on Monday, November 2, which was a meeting that addressed emergency operations within the city and procedures that are in place for the city. Chief Dawson shared Solano College's operations in the event of an emergency, which differs from the K-12 system. Additional discussions will take place at the meeting scheduled in February 2010, which will be hosted by Solano Community College at the Vacaville Center.

13. CLOSED SESSION

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Vice President Honeychurch announced that the Board would be holding Conference with Real Property Negotiators on property located at 201 Auto Mall Parkway, Vallejo, California, and if there are any public comments to be made on this Closed Session item that they would be heard at this time.

There were no comments from the public. Vice President Honeychurch recessed the regular meeting at 8:20 p.m.

- (a) Conference with Labor Negotiator  
Agency Negotiator: Trudy Largent, J.D.  
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39
- (b) Conference with Real Property Negotiator  
Property: 201 Auto Mall Parkway, Vallejo, California  
Negotiating Party: Jowel C. Laguerre, Ph.D.  
Negotiating Parties: Solano Community College District and Ford Credit Company  
Under Negotiation: Price and Terms of Payment
- (c) Public Employee Discipline/Dismissal/Release  
(No additional information required.)

Vice President Honeychurch called the Closed Session to order at 8:30 p.m.

**14. RECONVENE REGULAR MEETING**

Vice President Honeychurch reconvened the regular meeting at 8:52 p.m.

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

Vice President Honeychurch reported that there was no Conference was held with Labor Negotiator, CCA/CTA/NEA, Operating Engineers -- Local 39; no Public Employee Discipline/Dismissal/Release discussion was held, and that Conference was held with Real Property negotiators and no action was taken.

**16. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:53 p.m.

JCL:js

BOARD MINUTES.11.04.09.FINAL

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APPROVED \_\_\_\_\_

DENIS HONEYCHURCH, J.D.  
BOARD VICE PRESIDENT

JOWEL C. LAGUERRE, Ph.D.  
SECRETARY