

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD

UNADOPTED MINUTES  
September 2, 2009

1. CALL TO ORDER

The regular meeting of the Solano Community College District Governing Board was called to order at 7:00 p.m., on Wednesday, September 2, 2009, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, California 94534-3197, by Board President A. Marie Young.

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

At the request of Board President Young, Trustee Thurston 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  
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

Members Absent:

None

Others Present:

Ross Beck, Director of Public Relations, Marketing and Communications  
Jay Field, Vice President, Technology and Learning Resources  
Trudy Largent, J.D., Interim Director, Human 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

4. APPROVAL OF AGENDA

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

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Mr. Thomas Grube, President of CTA, requested to comment on Item 7.(b), page 2, line 25, Rich Consultants, Health Benefits Consultant (Independent Contractors). Mr. Grube's comments were delayed to later when this item appeared on the agenda.

6. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

Ms. Cecilia Panduro, Vice President of ASSC, reported that:

--fall 2009 ASSC members were sworn in at the first official meeting held yesterday by our advisor, Dr. Lisa Waits, Vice President of Student Services.

--Dr. Waits presented Policy No. 5300, Student Conduct and Discipline, which the ASSC is currently reviewing.

--the ASSC will hold an all-day retreat on September 12, at which time parliamentary procedures, shared governance, the Brown Act, and future activities will be discussed. The officers discussed budget issues, and in particular proposed cuts to categorical programs (matriculation, EOPS, CalWORKs, and disabled students) and the negative impact on students.

--tomorrow, September 3, ASSC will be hosting a Student Budget Forum with an opportunity to ask questions of the Superintendent/President.

--the students are currently planning activities for fall Solano Daze, September 21-25, and Club Promo Day, September 23. Ms. Panduro stated the students are excited about the new semester.

(b) Academic Senate

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

--the deadline for accreditation working groups' narratives was today to our newly selected accreditation editor, Ms. Tracy Schneider (English Instructor and SLOs Coordinator). The Board and campus community were invited to look at the accreditation wiki at <http://techlr.pbworks.com> for completed working group drafts.

--he was pleased to announce that the Academic Senate has found a replacement administrative assistant substitute, Ms. Connie Adams, who appears on the current agenda.

--he has been asked to serve on the Academic Senate for California Community Colleges (ASCCC) faculty development committee, with the first meeting scheduled in Sacramento tomorrow.

--it was nice to meet Dr. Trudy Largent, our new Interim Human Resources Director, who gave an update at the recent Senate meeting on the Interim CBO search and the permanent CBO search.

--Ms. Ferdinanda Florence, Chair of the Study Abroad Committee, presented the proposed Study Abroad/Travel Abroad Web site at [http://www.solano.edu/fine\\_arts/sats/faculty.html](http://www.solano.edu/fine_arts/sats/faculty.html).

--Dr. Renee Moore, Chair of the Distance Education Committee, presented Catalog language that would precede online offerings that advises students that some of our online classes at SCC may require a face-to-face final that would be given at the College. The Senate is discussing the pros and cons of this move.

--the Academic Senate 2009-10 goals are: accreditation reports and establishing standing subcommittees, enrollment management, constitution/representation, and online elections.

There was discussion among the Trustees about students enrolled in online programs outside of our boundaries, and in particular students in the military. Dr. Lamb agreed to research what procedures we have in place for our military studying abroad and will report back to Dr. Laguerre.

(c) Shared Governance Council

Dr. Robin Steinback, Vice President of Academic Affairs, reported that:

--the Shared Governance Council met August 26, 2009, and reviewed the job descriptions for the Director of Fiscal Services and Bond Accountant and reviewed the meeting schedule for the year, reaching consensus that the Council should meet again in the summer. The draft agenda for the current Board meeting was reviewed, and there was spirited discussion about Board Policy No. 2005, Shared Governance and Responsibilities.

(d) Superintendent

Superintendent Laguerre recognized Dr. Trudy Largent, Interim Director of Human Resources, who was attending her first Board meeting.

- *Accreditation Update*

Dr. Robin Steinback reported how pleased she is that Ms. Tracy Schneider has agreed to be the accreditation report writer and thanked Ms. Erin Farmer for her involvement, as the previous writer, during the recent Flex Cal activities.

Two open campus forums on accreditation were held August 24, and 25, 2009, for students, faculty, staff, and members of the public and press. There were approximately 35 in attendance at both forums. We are on target with our work in terms of our timeline for the draft accreditation report. The goal is for the first completed draft of the Special Report to be ready by September 10, 2009, if not before, and posted on the SCC Intranet. On September 16, Accreditation Summit I is scheduled, with participation by the SGC and Academic Senate, serving as our Accreditation Steering Committee, to review the submitted documents. Working group chairs are posting their groups' narrative on the wiki (location of Web site identified in Dr. Lamb's Academic Senate report). Dr. Steinback advised the Accreditation Summit II will be held in the afternoon of September 23, 2009, to finalize the ACCJC Special Report, with

submission to the Board for information that evening and approval at the October 7, 2009, meeting.

- ***Banner Update***

Vice President Jay Field, Technology and Learning Resources, reported on a working feature of Banner, and guided the Board of Trustees to the SCC Web site to show how faculty currently are interacting with Banner. Vice President Field demonstrated through MySolano how faculty can communicate with students through a dashboard interface which allows faculty to access students, their IDs, and ways to e-mail them. Custom programming gives faculty more functionality in creating attendance rosters and posting grades, and necessary changes occur instantaneously.

Discussion among the Board of Trustees included the implementation of an online grade book and how this affects student retention. Vice President Field responded that the online grade book through Banner is not currently available and that eCollege, our online provider, provides an online Web site for all classes at the College. In the interim, any faculty member can use this Web site to enter grades; thus, creating a grade book that is fairly sophisticated. Eventually we will get to the one available through Banner. Faculty do the follow up on students who have dropped. Special Trustee Henry expressed his interest in knowing how we follow up on students who have dropped, which constitutes a lack of revenue, and if we track these students over a period of time. Vice President Honeychurch inquired about the process for students to enroll in a pass/fail class online. Vice President Field responded that he would investigate and report back to Dr. Laguerre on his findings.

- ***Measure G Bond Program Update***

Mr. David Froehlich, Director of Facilities, reported that:

--Building 1400, Student Center, is complete, occupied and in use, with the exception of some minor warranty work.

--Building 100, Interim Remodel – milestone one was completed August 3, 2009 (ESL, Reading and Writing Labs, Classrooms 135 and 136, and some staff office spaces). Milestone two is scheduled to be completed the end of September.

--Building 1700A, gymnasium, and 1700B, adaptive P.E., is completed. Installation of the canopy will be scheduled soon. We have DSA approval to move forward.

--the Athletic Fields are completed. Minor irrigation problems are being addressed through warranty work.

--the Chiller addition project is complete and in the close out phase.

--the new Vacaville Center is going great, with roof and exterior wall sheathing installation in progress. The parking lot asphalt is scheduled for installation soon, with interior wall framing, mechanical, electrical, and plumbing work on-going. We are still on schedule to be open in February or March 2010.

Board discussion surrounded warranties and how long they are good for. Mr. Froehlich stated generally speaking front-end documents require a one-year general contractor warranty for

buildings and landscape. It doesn't start until we accept the building, with agreement with the contractor when the time begins. Roofs have a 25-year warranty.

Superintendent Laguerre requested Dr. Lisa Waits, Vice President, Student Services, and Mr. Arthur Lopez, Interim Dean of Financial Aid, to give the Board an update on financial aid.

- ***Financial Aid***

Dr. Waits gave a brief overview of the challenges that have occurred in the financial aid area for the past six months. In June 2009, Dr. Waits stated that the Board approved a request to have an outside consultant review the Office of Financial Aid to help us move to best practices. In her report, she had noted several areas that needed improvement. On July 20, 2009, Mr. Art Lopez began as Interim Dean of Financial Aid and Special Services and began to intensely address the needed changes. We implemented two major changes in how we are working with financial aid students:

- Ending of unsubsidized and alternate/private loans. Basically the unsubsidized loans increased four times over a one-year period. These loans all are part of the institution's student loan default rate which has increased over the past three years from 9.8% (2004) to 15.1% (2006, which is the most current data). The Federal government will end an institution's ability to grant Federal Aid to students if the default rate reaches 25% or higher. Additionally, the law has changed and the institutional default rate will be calculated differently and all Financial Aid Directors anticipate that the default rates will increase. All of this means that Solano has to conservatively monitor student loans. Ending the granting of the unsubsidized loans and alternate/private loans will lower our institutional risk. These changes were made prior to the 2009-2010 student loan paperwork distribution to students. This year, loan applications were distributed on August 31, 2009. Art Lopez noted that on average, Solano students had a combined cumulative loan debt of \$14,277.
- Satisfactory Academic Progress (SAP). Mr. Lopez has reviewed over 400 student appeals and has made appointments with the students to discuss the implications of the loans and why he can no longer approve financial aid for students with high-unit values. The students are limited in the amount of aid they can use to 150% of their academic program. Typically an associate's degree program is 60 units; 150% of that would be 90 units which allows for students to change their majors, etc. The 150% limitation does not include 30 units of Basic Skills work that a student may need to complete. At Solano, we have students who are not making academic progress and have very high unit values. Mr. Lopez has had a student with an attempted load of 343 and earned 240 units and requested financial aid. It has not been unusual for Mr. Lopez to see appeals with students with 200-plus units. The students with the high-unit values have exceeded the 150% limitation for financial aid. The students are using up all of their available aid without transferring.

Students (qualified) currently have access to \$7,500 in grants (free money) and \$4,500 in subsidized loans.

The staff is working towards developing and offering debt-management workshops as a part of orientation and before receiving financial aid from Solano College.

Dr. Waits stated this is a significant, necessary change in our student culture. We need to re-train student expectations of what financial aid is meant to be. We are receiving complaints; however, Mr. Lopez has met and will continue to meet individually with students to help them understand these changes. The entire college community needs to understand that we do not want our students to be unduly burdened with high debt as they progress towards their degree/certificate.

The decision has been made to no longer continue to participate in the Stafford Unsubsidized and Alternative Loan Programs beginning in the 2009-10 academic year. Taking away unsubsidized loans will not affect our enrollment.

The question was raised how many students applied for unsubsidized loans, and Dr. Waits responded by stating in 2007-08 (figures are still being run for the past year) there was a total of 1,018 students, totaling \$3,504,808, i.e., 549 subsidized and 469 unsubsidized. We will not be turning away the unsubsidized student because there is still money available.

Board President Young thanked Dr. Waits and Mr. Lopez for this financial aid report.

Dr. Laguerre stated at the last meeting there were two requests for information as follows, and respondents were invited to the meeting to address those concerns.

Vice President Honeychurch previously asked Dr. Laguerre what financial impact there is on the College by our allowing the Fairfield-Suisun Unified School District to use our swimming pool for practice. Dean Bob Myers reported to the Board that our supply costs for the pool are minimal (\$162 per day to keep the pool open) and that the FSUSD is currently being charged \$1,125 per high school for water polo from now until November 2, 2009. These numbers do not reflect costs for materials, heating, or personnel, which are expenses already in place. Dr. Laguerre agreed to investigate the District costs further.

Trustee Claffey asked Dr. Laguerre to research and report back on an agreement with a biotech firm in Richmond entered into about a year ago. Dr. David Redfield stated there have been various topics concerning biotechnology that have come before the Board, but felt Trustee Claffey was referring to an agreement with Biotix. Attempts were made to forge agreements with Biotix, which eventually involved the services of attorneys. The process became so cumbersome that it was finally dropped and the collaboration ended with no use of the facility.

Dr. Redfield went on to report that Solano Community College is a test site for BioRad—testing new educational tests for biotechnology. They provide the College with kits and our students use the kits, and then we report to BioRad how the kits have worked, what is good, and what is bad. They use our students' observations to improve their educational instruction and curriculum with those kits. Ms. Jennifer Low, Biotech Technician, was on the cover of their last publication that described all the educational kits that they have.

Superintendent Laguerre reported that we continue to receive bad news about categorical funding. When we went to the budget meeting in Sacramento last week, we were told we would

be fortunate to get 50% of what we were promised. More recently, we are hearing that it might be 25%. The budget picture is dimmer and dimmer.

Dr. Laguerre stated he has had several meetings with the local chambers of commerce and stated Mr. Ross Beck, Director of Public Relations, Marketing and Communication, is doing a great job getting us more involved.

Dr. Laguerre commented he is continuing with his discussions with the various constituents on campus regarding the reorganizational plan.

7. CONSENT AGENDA – ACTION ITEMS

Superintendent/President

- (a) Minutes for the Board Retreat held August 10, 2009, and Regular Meeting held August 19, 2009

Human Resources

- (b) Employment – 2009-10; Gratuitous Service; Resignation

Administrative and Business Services

- (c) Warrant Listings
- (d) Authorization to Declare as Surplus and Donate Physical Education Items to Vanden High School
- (e) Final Acceptance and Notice of Completion (NOC) for Bell Products, Inc., Building 2000 Chiller Addition Project

Academic Affairs

- (f) Small Business Development Center (SBDC) Contract with City of Fairfield
- (g) Clinical Site Contract Agreement Between Solano Community College and Global Center for Success

Dr. Laguerre removed Item 7.(b), page 2, line 25, Independent Contractors, Rich Consultants, Health Benefits Consultant.

Board President Young recognized Mr. Tom Grube, CTA President, who requested to comment on Rich Consultants, Health Benefits Consultant. Mr. Grube withdrew his request to comment on this item since it was removed from the agenda.

Board President Young reported the following specific correction to the Board Meeting Retreat Minutes of August 10, 2009: Page 7, paragraph 2, line 2, ~~clarify~~ should be **clarity**.

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

8. ITEMS REMOVED FROM CONSENT AGENDA

Dr. Laguerre stated that Item 7.(b), Independent Contractors, Rich Consultants, Health Benefits Consultant, would return to the Board for approval at the September 23, 2009, Board meeting.

9. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Administrative and Business Services

(a) Proposed Agreement to Participate in the Chancellor's Office Tax Offset Program (COTOP)

Ms. Susan Rinne, Interim Director of Fiscal Services, presented the proposed agreement to participate in the Chancellor's Office Tax Offset Program (COTOP) for the recovery of fees of most student debts, to include enrollment fees, out-of-state fees, library fines, campus student loans, and personal checks written with non-sufficient funds. Under COTOP, the Chancellor's office requests the Franchise Tax Board to offset (deduct) the amount owed to a district from the student's/debtor's personal state income tax refund, lottery winnings, or other state refund. The Franchise Tax Board remits any amounts offset to the Chancellor's Office, which then authorizes the State Controller to disburse the offset amount, minus a 25% administrative fee, to the participating district.

Moved by Trustee Keith seconded by Trustee McCaffrey for approval of the agreement to participate in the Chancellor's Office Tax Offset Program (COTOP). The motion carried unanimously.

(b) Recommend Appointments to the Measure G Citizens' Bond Oversight Committee

Trustee Thurston, Chair of the Board CBOC Subcommittee, stated the two vacancies on the Bond Oversight Committee are for one citizen representing a senior citizen organization and one citizen representing a business organization. Section 5.1, Membership of the Citizens' Bond Oversight Committee Bylaws, states that every effort will be made to maintain broad geographic representation of the District. The two open seats are currently filled by people from Vallejo. In order to keep broad geographic representation, it is preferable to appoint two people from Vallejo. The Board Subcommittee reviewed the applications and made the following recommendations: Mr. Jack Goldsmith representing a senior citizen organization, and Mr. Stan Arterberry representing a business organization. Trustee Thurston read each candidate's occupation and experience.

Moved by Thurston and seconded by Vice President Honeychurch for approval of the appointment of Mr. Goldsmith and Mr. Arterberry to the Measure G Citizens' Bond Oversight Committee. Trustee Claffey requested a roll call vote for each candidate.



Motion to approve the appointment of Mr. Goldsmith carried unanimously with the following roll call vote:

STUDENT TRUSTEE ADVISORY VOTE: Lillian M. Nelson concurred.

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

NOES: None

ABSENT: None

Motion to approve the appointment of Mr. Arterberry carried with the following roll call vote:

STUDENT TRUSTEE ADVISORY VOTE: Lillian M. Nelson abstained.

AYES: Trustee Chapman, Trustee Thurston, Vice President Honeychurch, Trustee Keith, and Board President Young

NOES: Trustee McCaffrey and Trustee Claffey

ABSENT: None

(c) Change Order No. 2 to American River Construction, Inc., Building 100 Interim Remodel Project

Dr. Laguerre asked that Items 9.(c) and (d) be discussed as one item. Dr. Laguerre stated he believes we need to do a better job as far as construction activities are concerned and also believes it is important to have strong construction management when it comes to these projects and to make sure our Director of Facilities is doing everything he can relative to policy and the direction of the Board.

Mr. Froehlich discussed the concerns about recent change orders and the challenges with architects and the DSA. He commented he would like the Board to be more comfortable with change orders because they aren't always a bad thing and are necessary to keep the projects moving. Built into the budget is 10% of the total cost of the project. The District is getting value for changes, and is carefully looking at errors and omissions by the contractors.

Moved by Vice President Honeychurch and seconded by Trustee Chapman to approve Change Order No. 2 to American River Construction, Inc., Building 100 Interim Remodel Project as presented. The motion carried unanimously.

(d) Change Order No. 1 to the Enercon Contract for Environmental Study of the SCCD California Medical Facility (CMF) Fire Training Site (Confirming)

Moved by Trustee Keith and seconded by Trustee McCaffrey to approve change order no. 1 to the Enercon Contract for Environmental Study of the SCCD California Medical Facility (CMF) Fire Training Site as presented. The motion carried unanimously.

Academic Affairs

(e) Subrecipient Agreement with Solano County

Mr. Charles Eason, Director of the Small Business Development Center, presented the Subrecipient agreement with Solano County. Solano County was recently awarded a \$300,000 Community Development Block Grant (CDBG), Program Economic Enterprise Fund Grant for a microenterprise assistance program. This agreement is for the Solano College SBDC to act as a Subrecipient on the grant to provide training and technical assistance to Microenterprises located in the unincorporated areas of the county and the four non-entitlement cities (Benicia, Dixon, Rio Vista, and Suisun City). The funds from this contract will also be used to meet the local cash match requirements for the Small Business Administration (SBA) funding for the SBDC. The service agreement is for a total of \$111,070 and effective for the period September 23, 2009 through December 31, 2011.

Moved by Trustee McCaffrey and seconded by Trustee Keith for approval of the Subrecipient Agreement with Solano County as presented. The motion carried unanimously.

10. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Integrated Planning Process Presentation

Mr. Rob Simas, Director of Research and Planning, presented a brief overview of the Integrated Planning Process (IPP), highlighting the items/processes added since spring 2009. A copy of the full report and PowerPoint presentation is available for review in the Office of Research and Planning and in the Office of the Superintendent/President.

11. ANNOUNCEMENTS

There were no announcements.

12. ITEMS FROM THE BOARD

***Board President Young dedicated the Board meeting in memory of faithful staff member Ms. Dolores Curiel, Counselor.***

Trustee McCaffrey attended the Student Veteran Organization BBQ and enjoyed the U.S. Army presentations.

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

August 2009

**20** – Attended the Solano EDC breakfast at the Hilton Garden Inn, Fairfield. Trustee Thurston, Dr. Laguerre, and Mr. Ross Beck were also in attendance. The topic of discussion was *Economic Impact of the Wine Industry on Solano County*.

**21** – In Suisun, attended the SCC Theater Season Gala Event. The play presented was “Much Ado About Nothing” by William Shakespeare, along with Dr. Laguerre and Judy Spencer.

**24** – Attended the 100 Days and Beyond Planning Committee Meeting.

**24** – Attended the Accreditation Forum in the Board Room.

**24, 28 and 31** – Attended the SCCD Accreditation Leadership Group Meeting.

**26** – Attended the Second Annual Women’s Equality Day Celebration, where all elected females representing Solano County in attendance were honored for their civic accomplishments. Trustee Thurston was also in attendance. We received a Certificate of Special Congressional Recognition from The Honorable George Miller, Member of Congress, and a California State Legislature Certificate of Recognition from Assembly Member Noreen Evans and Senator Pat Wiggins. The event was held at the Bay Terrace Theater in Vallejo.

13. CLOSED SESSION

There was no Closed Session.

14. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:25 p.m.

JCL:js

BOARD MINUTES.09.02.09.FINAL

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A. MARIE YOUNG  
BOARD PRESIDENT

APPROVED

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JOWEL C. LAGUERRE, Ph.D.  
SECRETARY