

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES
March 18, 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, March 18, 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, 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:

A. Marie Young, President
Denis Honeychurch, J.D., Vice President
James M. Claffey
Pam Keith
Phil McCaffrey
Vacant, Area #1
Rosemary Thurston
David R. Brannen, Student Trustee
Tom Henry, Special Trustee
Dr. Robert Jensen, 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
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

Board President Young made specific correction to the agenda as follows:

Agenda Item 9.(c), Page 12, lines 10 - 19, should read as follows: Governing Board approval is requested to accept the bid from ~~Southwest Offset Printing~~ **Wesco Graphics, Inc.**, for the printing, mailing and delivery of the 2009-2010 Summer Schedule of Classes, 2009-2010 Fall Schedule of Classes and 2010 Spring Schedule of Classes; **Southwest Offset Printing for the printing, mailing and delivery of the** 2009-2010 Fall Community Services Bulletin (VISTAS), and 2010-2011 Spring Community Services Bulletin (VISTAS); as well as from *The Daily Republic* for printing and delivery of the Catalog for 2009-2011.

Bid #09-006 closed on Monday, March 9, 2009. Bids were sent to 18 potential vendors and 9 were received. Staff recommends awarding Bid #09-006 to: ~~Southwest Offset Printing~~ **Wesco Graphics, Inc.**, for the amount of **\$147,631.00**; **Southwest Offset Printing for the amount of \$67,220.00** and *The Daily Republic* for the amount of \$6,189.27.

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

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Young recognized Ms. Keziah Pagtakhan, a 17 year old senior at Hogan High School, who requested to comment on the Solano College Theater Program. Board President Young thanked Ms. Pagtakhan for her comments.

Board President Young recognized Mr. Tony Wade, a freelance writer for the *Daily Republic* in Fairfield, who requested to comment about saving the theater program at Solano College. Board President Young thanked Mr. Wade for his comments.

Board President Young recognized Ms. Monica Brown, a member of the public, who requested to comment on the upcoming State Budget Initiatives on the May 19, 2009, Special Election Ballot. Board President Young thanked Ms. Brown for her comments.

A full and complete reporting of comments made by Ms. Keziah Pagtakhan, Mr. Tony Wade, and Ms. Monica Brown are available on the Solano College Web site at www.solano.edu (Governing Board – Minutes – March 18, 2009 – **Appendix A**).

6. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

Ms. Lillian Nelson, ASSC President, reported that:

--Solano Community College's courses will continue to be accepted by other schools and colleges. Ms. Nelson gave to each Board member a "blue card" emphasizing that Solano

College is accredited and to register May 4th for Intersession, summer and fall classes! The back of the blue card states that the ASSC, faculty, staff, and administration ask for support by students to: continue their studies this semester, continue to pursue their educational goals at SCC, and to register for summer and fall 2009 courses. Ms. Nelson thanked the Graphics Department for their efforts in getting the card printed in time to distribute to students and Board members.

--SCC was represented at the *March on Sacramento* this past Monday, March 16, 2009. The message was to continue investing in education.

--the student election campaign begins March 30 with voting to take place the following week.

--the students are hoping to move into their new building by the end of April.

--the ASSC Executive Board is going to Washington, D.C. for legislative advocacy tomorrow morning, returning Monday, March 22.

--Walt Gray from Channel 3 will be in downtown Fairfield tomorrow at the government buildings on Texas Street at approximately 4:30 a.m. Ms. Nelson will be there with the blue cards telling students that Solano College is still accredited.

(b) Academic Senate

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

--he and Dr. Jensen have met on several occasions on different venues. Dr. Lamb stated he is enjoying Dr. Jensen's professionalism and accessibility. What is most reassuring about Dr. Jensen is the way he affirms the values that faculty has been advocating for quite some time: transparency, accountability, and communication.

--Dr. Steinback and he have been in regular contact about all things accreditation.

--he continues to meet with the Process Evaluation and Review Team (PERT) which is moving forward with the Integrated Planning Process. The document is taking great shape. Dr. Steinback is an advocate of this process.

--due to his involvement with the Superintendent/President Search he could not attend the last Academic Senate meeting, which was run by Former President Gail Kropp. The Senate discussed the Academic Senate Plenary, three resolutions, and were brought up to speed on Title 5. Ms. Kropp identified a document from 1992 that talked about delineation and cooperation between the Senate and union. This discussion will continue.

--the Academic Senate Code of Conduct has been discussed in the shared governance groups, which will be presented to the Board at a future meeting.

The full and complete report by Dr. Lamb to the Board is available on the Academic Senate blog at www.sccsenate.blogspot.com

(c) Shared Governance Council

Dr. Richard Christensen, Director of Human Resources, reported that the Shared Governance Council met and that the majority of the meeting was devoted to the Accreditation Show Cause Report.

(d) Superintendent

Interim Superintendent, Dr. Robert Jensen, reported that:

--the accreditation working groups and report writer, Ms. Erin Farmer, have completed the first draft of the Show Cause Report. Dr. Jensen personally thanked everyone who has been involved with the project. Editing is still going on and will continue until the final report is given to the accrediting commission. The draft report is posted on the SCC Intranet for review and comments, located under events and activities.

--the Fiscal Services office is working with the auditors and is hopeful to be able to have the audit completed soon. I have met with the auditors and finance team regularly in the past few weeks and have been kept informed where we are in the process of getting this work done.

--we are developing a “game plan” to complete the Banner implementation. I will be coming back to the Board with an update and a timeline regarding completion of the Banner core modules.

--the Measure G Citizens’ Bond Oversight Committee (CBOC) has one vacancy on its membership. The seat became available in late January; a notice was placed in local papers, and six individuals asked for an application. Only two were returned. An interest letter was sent to the remaining people, and one response was received indicating he may do work for the District in the future, which is an exclusion to membership. The District is seeking to fill a slot with a person who “demonstrates interest in and/or experience with the mission and facilities of the District; such as, citizen members of occupational advisory groups, local business representatives, or representatives of local civic organizations (bylaws).” The District requests the Board to forward any eligible individual/s name for membership consideration. Applications may be obtained by contacting Judy Anderson in the Business Services Office. If interest is not generated, the District anticipates providing the two current applicants on file to the Board subcommittee for its review, and nominating one person to the CBOC.

7. CONSENT AGENDA – ACTION ITEMS

Superintendent/President

- (a) Minutes for the March 4, 2009 Meeting

Human Resources

- (b) Employment – 2008-09; Gratuitous Service

Administrative and Business Services

- (c) Donation

- (d) Warrant Listings

- (e) Designation of Surplus Property and Authorization to Sell, Resolution No. 08/09-28

Moved by Trustee Keith and seconded by Trustee McCaffrey 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

Superintendent/President

(a) Board Vacancy – Area #1

Dr. Robert Jensen, Interim Superintendent/President, advised that the Solano Community College District received a resignation from Dr. Stephen Murphy from the Governing Board on March 3, 2009.

Dr. Jensen advised the Board has an option to make an appointment to the position or hold an election at the next regularly scheduled general election. Dr. Jensen recommended that the Board choose a provisional appointment because of the current cost restraints. Dr. Jensen shared a draft calendar that would fulfill the District's obligation to fill the vacancy for the remainder of the unexpired term within a sixty-day timeframe.

Moved by Trustee McCaffrey and seconded by Trustee Keith to make a provisional appointment to fill the vacancy, subject to conditions in Education Code Section 5090, and SCCD Board Policy 1013. The motion carried unanimously.

(b) Ballot for California Community College Trustees (CCCT) Board of Directors Election-2009

A subcommittee of the Governing Board, consisting of Trustees Keith (Chair); Claffey, and Young recommended for election to the statewide California Community College Trustees (CCCT) Board of Directors the following candidates: **Cy Gulassa**, Peralta CCD; **Janet Chaniot**, Mendocino-Lake CCD; **Marcia E. Zableckis**, Barstow CCD; **Jacqueline Simon**, Mira Costa CCD; **Christopher Stampolis**, West Valley-Mission CCD, and **Eva Kinsman**, Copper Mountain CCD.

The official ballot, as provided in Attachment #1, must be postmarked by April 25, 2009.

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

Administrative and Business Services

(c) Bid #09-006 – 2009-10 Summer & Fall Schedule of Classes; 2010 Spring Schedule of Classes; 2010 Spring Schedule of Classes; 2009-10 Fall & 2010-11 Spring Community Services Bulletin, and 2009-11 Catalog

Moved by McCaffrey and seconded by Trustee Keith to accept the bid #09-006. The motion carried unanimously.

Dr. Robert Jensen made an important comment for everyone to understand, which was that the purchasing agent for the College is the gatekeeper that we count on when bids come in to be sure they meet our specifications. There was some confusion on this particular agenda item. The President depends upon this person, and it is important that other people in the organization understand the implications of influencing change after the purchasing agent makes a call. This person has the authority to make the call of acceptance or rejection. Dr. Jensen stated he is depending on the integrity of the process and stated publicly that his expectation is that the purchasing agent understands her role in the bid process and that others on campus do not have authority to arbitrarily change bids.

Ms. Susan Rinne, Interim Fiscal Services Director, introduced to the Board Ms. Laura Scott, Purchasing Technician/Buyer for the District.

(d) Resolution to Authorize Signatures on Official Documents, Resolution No. 08/09-29

Dr. Jensen reminded the Trustees that this item was pulled from the March 4, 2008, agenda for more clarification. There was some question as to whether or not official financial documents required one or more signatures.

Moved by Trustee McCaffrey and seconded by Trustee Thurston to approve Resolution No. 08/09-29 as presented. The motion carried unanimously with the following roll call vote:

STUDENT TRUSTEE ADVISORY VOTE – David R. Brannen concurred.

AYES – Trustee Claffey, Trustee Thurston, Trustee Keith, Vice President
Honeychurch, Trustee McCaffrey, and President Young

NOES – None

ABSENT – Vacancy, Area #1

(e) Authorization to Award Contract for the Building 100-Selective Asbestos Abatement Project, Bid #09-007

Dr. Christensen, Director of Human Resources, presented the request of approval for Bid #09-007 to Asbestos Management Group of California, Inc., for the selective asbestos abatement for Building 100 in the low bid amount of \$29,200. This project involves the removal and disposal of specified asbestos-containing materials in the existing building with total floor area of approximately 40,600 square feet.

Moved by McCaffrey and seconded by Trustee Keith to accept the approval of Bid #09-007, for the low bid amount of \$29,200. The motion carried unanimously.

(f) Proposed Agreement with tBP Architecture to Prepare Final Project Proposal for Building 1200

Dr. Robert Jensen, Interim Superintendent/President, recused himself from this Board item stating Mr. Beckett from tBP/Architecture worked for him approximately ten years ago.

Moved by Trustee McCaffrey and seconded by Trustee Keith to accept the proposed agreement with tBP/Architecture to prepare the final project proposals for Building 1200. The motion carried unanimously.

Academic Affairs

(g) Request for Approval of Curriculum Actions as Submitted by the Curriculum Committee, a Subcommittee of the Academic Senate

Dr. Robin Steinback, Vice President of Academic Affairs, presented the request for approval of Curriculum Committee activities during the month of February 2009. The Curriculum Committee approved a modification to graduation requirements by meeting Math standards at the Intermediate Algebra level. The Fine and Applied Arts/Behavioral Sciences Division authored a new degree in Sociology, a new major. The committee deleted PE 310 (Peak Performance for Sports) and PE 005H (Intermediate Aerobic Exercise).

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

(h) Request for Approval of an Infant/Toddler Resource Grant Contract Number CCAP-8447

Ms. Christie Speck, Director of the Children's Programs, presented the request for an approval of Infant/Toddler Resource Grant Contract Number CCAP-8847. The Children's Programs will receive \$3,493.00 for the current fiscal year to purchase equipment and materials and provide staff training.

Moved by Trustee McCaffrey and seconded by Trustee Keith to approve Grant Contract Number CCAP-8447 for \$3,493.00 as presented. The motion carried unanimously.

(i) Agreement Between the Children's Network and Solano Community College District Pursuant to Facilitation for a Strategic Planning Retreat for the Solano County Child Care Planning Council for Contract Education

Ms. Deborah Mann, Program Developer for Contract Education and Community Services, presented a request for approval of an agreement between Solano Community College District and the Children's Network for contract education in the amount of \$2,500.00.

The District will provide development and facilitation of a Strategic Planning Retreat for the Solano County Child Care Planning Council. The development and facilitation includes a preparatory meeting with the council; creation, delivery and interpretation of a questionnaire; and strategic planning retreat facilitation, resulting in a new three-year Strategic Plan.

Moved by Vice President Honeychurch and seconded by Trustee Thurston to approve the agreement as presented for \$2,500.00. The motion carried unanimously.

(j) Agreement Between Bay Area Clean Water Agencies (BACWA) and Solano Community College District for Math Refresher and Preparation for Water and Wastewater Training for Contract Education

Ms. Deborah Mann, Program Developer for Contract Education and Community Services, presented a request for approval of an agreement between Solano Community College District and Bay Area Clean Water Agencies (BACWA) for contract education in the amount of \$3,300.00.

Moved by Trustee Keith and seconded by Trustee Thurston to approve the agreement between Solano Community College District and BACWA for \$3,300.00. The motion carried unanimously.

(k) Career Technical Education Community Collaborative Project Grant

Dean Robert Johnson, Career Technical Education Division, presented a request for approval of a Career Technical Education Community Collaborative Project Grant in the amount of \$399,360 from the Chancellor's Office of the California Colleges to develop and continue career exploration curricula in the middle schools of Solano County and to promote advanced manufacturing careers including regional wind energy in Solano County. Dean Johnson advised this is the second time the College has been awarded a grant to continue efforts of outreach in middle schools.

Moved by Vice President Honeychurch and seconded by Trustee McCaffrey to approve the Career Technical Education Community Collaborative Project Grant in the amount of \$399,360 as presented. The motion carried unanimously.

Vice President Honeychurch stated he believes the grant to be a positive opportunity for the College and asked what the cost is to the College to implement the requirements of the grant.

Dean Johnson responded by stating the CTE Collaborative Grant awarded to Solano Community College allows for our continued effort to involve middle schools in Solano County in presenting Career Awareness through the Real Game Curriculum to promote the Mechatronics Program. The grant will also include high schools in the effort. The grant is primarily a pass through type with the majority of the funds committed to Rockridge Partners, Inc., to do project management and meet the grant work plan. There is \$34,360 committed to Solano for grant support beyond the amount of the Rockridge Partners, Inc. contract.

Trustee Thurston requested that the following spelling errors be corrected on page 38: *Benicia* vs. Benecia and *Springstowne* vs. Springtown.

(l) Personal Services Contract with Rockridge Partners

Robert Johnson presented a request for approval of an eighteen-month personal services contract with Rockridge Partners, Inc. Rockridge Partners will provide program management, outreach

and technical services for the District in conjunction with the Career Technical Education Community Collaborative Project Grant recommended in Item 9(k). The grant will continue the career exploration curriculum and outreach to the middle schools of Solano County for the advanced Manufacturing Program (Mechatronics) at Solano Community College. This program is funded from February 1, 2009 through July 31, 2010 in the amount of \$365,000.

Moved by Trustee McCaffrey and seconded by Vice President Honeychurch to approve the personal services contract in the amount of \$365,000 as presented. The motion carried unanimously.

10. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Accreditation Progress Report 2009

Dr. Robin L. Steinback, Vice President of Academic Affairs and Accreditation Liaison Officer, presented a progress report on the process and accreditation work groups established to prepare our college response for the Show Cause Report due to the ACCJC on April 1, 2009.

Dr. Steinback stated that since the last Board meeting, we continue to be Solano—we are the Falcons. Dr. Steinback thanked Dr. Jensen for his leadership in this effort. It is also due to the efforts of our management, faculty, staff, and student team that has brought us to where we are today with our Show Cause Report. The first draft of the Show Cause Report, created by Ms. Farmer, was shared with the Board members. A message has gone to the campus community inviting commentary and contributions. Accreditation Summit 1 is scheduled Friday, March 20, which will be an opportunity to add polish to the document.

(b) District 2008-09 Budget Revision

Ms. Susan Rinne, Interim Director of Fiscal Services, gave a presentation on revisions to the District's 2008-09 budget, which included components that comprised the current budget deficit. Ms. Rinne stated the budget revision came to the Board as information because of the new format. It seemed prudent for the Board to see the budget revision as preliminary work before approving at the April 1, 2009 Board meeting.

The PowerPoint included the following information:

Definitions -

- The goal is to have expenditures equal to or less than current year revenue.
 - A balanced budget
- When expenditures exceed revenue.
 - Deficit spending

2008-09 SCC Budget Revision

- Reflects proposed changes to the working budget.
- Outlines increase and decreases to both revenue and expenditures

- Presented as information tonight
- Will be brought to the April 1 Board meeting for approval.

Revisions to Revenue

- -\$308,213 (Elimination of the .68% COLA by Governor)
- -\$ 60,646 (Decrease in prior-year lottery allocation by state)
- +\$ 1,080 (West Grant Award)
- +\$ 44,000 (JPA Risk Margin funds available for emergency phones)

TOTAL -\$323,779

Revisions to Expenditures

- +\$1,294,759 (Increased to include items on the 2/11/09 presentation by IS/P Waits)
- +\$ 44,000 (Increased to include emergency phone system)
- +\$ 1,080 (West Grant Award)
- +\$ 15,000 (Increase to audit firm cost as approved on 3/4/09)

TOTAL +\$1,354,839

2008-09 Revised Working Budget Unrestricted Funds

- 2008-09 Revised Budget
 - Revenue \$50,065,916
 - Expenditures \$51,816,384

2008-09 Deficit Spending Amount = \$1,750,466

A detailed outline of 2008-09 Budget Deficit Information was presented. A copy of the PowerPoint presentation is available for review in the Office of the Superintendent/President and the Office of the Director of Fiscal Services.

Vice President Honeychurch made the comment that he liked the new format. He asked what the 5% unrestricted general fund amounted to, and Ms. Rinne responded by stating \$2,590,000 based on the current expenditures in the budget.

There being no concerns expressed with the format presented, this item will return to the Board for approval at the April 1, 2009 Board meeting.

11. ANNOUNCEMENTS

Student Trustee Brannen announced that he too will be traveling to Washington, D.C., along with Lillian Nelson and other students, and was able to secure time to take a tour of the Nation's Capitol and will be entering the U.S. Supreme Court.

Board President Young announced that the 63rd Commencement will take place Friday, May 22, 2009, at 7:30 p.m. in the gymnasium. The Board members were asked to give their cap and

gown requests to Judy Spencer no later than May 6, 2009. The caps and gowns will be delivered to the Trustees with their Board packets on May 14, 2009.

12. ITEMS FROM THE BOARD

Vice President Honeychurch announced that he spoke to a class at the Solano College Vacaville Center on criminal justice careers. He was invited as the criminal defense lawyer segment for the class. He stated he found the opportunity to be both interesting and fascinating for him.

Student Trustee Brannen announced he has been involved with the faculty and staff in working on the accreditation report. He indicated how proud he is to represent the students and indicated he has been impressed with the collegial and renewed spirit of togetherness exhibited during this process.

Special Trustee Henry advised that he and Dr. Jensen together invited Dr. Douglas Houston, Superintendent/President from Lassen Community College, to work with the College on the accreditation report. Having recently participated as an accreditation visiting team member at Palomar College, it was felt Dr. Houston would have a lot to offer Solano as we come to the finish line in writing our Show Cause Report. Mr. Henry introduced Dr. Houston, who was in the audience, to those present.

Board President Young thanked every segment of the College for their hard work and all the time and energy expended in getting the accreditation report done. “It will be ready, and we will be off show cause,” she said. There was a round of applause from the audience in agreement with President Young.

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

March 2009

09 – SCCD Presidents’ Meeting with an agenda of evidence relative to Recommendations 1 and 8 of the Accreditation Report.

17 – One of five elected officials who were presenters at a Community Forum in Vallejo that was sponsored by the African-American Alliance, Vallejo Chapter of the NAACP, and the Solano County Black Chamber of Commerce. Trustee Thurston was one of the presenters. Each presenter was given five minutes to share with the audience any topics relative to their elected position. Ten minutes were allocated per presenter for questions from the attendees.

- Superintendent/President Search Update

There was no Superintendent/President Search update.

Board President Young recessed the regular meeting at 8:20 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

Board President Young called the Closed Session to order at 8:31 p.m., and adjourned the Closed Session at 9:22 p.m.

14. RECONVENE REGULAR MEETING

Board President Young reconvened the regular meeting at 9:25 p.m.

15. REPORT OF ACTION TAKEN IN CLOSED SESSION

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

16. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:26 p.m.

RDJ:js

BOARD MINUTES.03.18.09.FINAL

A. MARIE YOUNG
BOARD PRESIDENT

APPROVED

DR. ROBERT JENSEN
INTERIM SECRETARY