

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD

UNADOPTED MINUTES

August 19, 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, August 19, 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, Ms. Sarah Rohrs from the *Vallejo Times-Herald* 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  
Rosemary Thurston  
Lillian M. Nelson, Student Trustee  
Tom Henry, Special Trustee  
Jowel C. Laguerre, Ph.D., Secretary

*\*Arrived After Roll Call*

Members Absent:

Sarah E. Chapman

Others Present:

Ross Beck, Director of Public Relations, Marketing and Communications  
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

Board President Young made the following statement advising those present that the District has installed a new recording system that is quite sensitive and picks up conversations all over the

room. Anyone having the urge to talk among themselves was asked to step outside the room. Board President Young advised further the following statement would be reflected on future Board agendas: “SCCD Governing Board Meetings are recorded per Government Code Sections 54953.5 and 54953.6 and Education Code Section 72121(a). Recordings shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Section 6250.”

#### 4. APPROVAL OF AGENDA

Dr. Jowel Laguerre, Superintendent/President, pulled item 10.(a) from the agenda, page 96, to be reviewed at a future meeting.

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

*Trustees Claffey and Keith arrived at 7:05 p.m.*

#### 5. COMMENTS FROM MEMBERS OF THE PUBLIC

CTA President, Mr. Thomas Grube, requested to comment on Item 7.(a), page 4, line 5, Rich Consultants, Health Benefits Consultant. Mr. Grube’s comments were delayed to later when this item appeared on the agenda.

#### 6. REPORTS (NO ACTION REQUIRED):

##### (a) Academic Senate

Dr. Jeffrey Lamb, Academic Senate President, distributed packets to the Board members that included the Senate roster and meeting dates for 2009-10 AY, an excerpt from the *Local Senates Handbook*, a flier from the ASCCC, and the May issue of the *Senate Rostrum*.

Dr. Lamb reported:

--on the election and composition of officers for 2009; representatives for the 2008-2010 and 2009-2011 terms; the first meeting of the Senate was held August 14, 2009, stating the Senate met in the morning and joined the educational administrators in the afternoon. Superintendent/President Laguerre attended a portion of the afternoon joint meeting, sharing words of welcome back to a new semester and comments on his reorganization plan and future reorganization of the vice presidents. The Senate has been invited to dialogue with the S/P their thoughts on the impact of the reorganization of positions. The Senate was given an update on our new integrated planning process. Goals for the year are still being worked on, which will include continuation of work on accreditation. The next step for the College will be the full implementation of SLOs across the College, to be completed by 2012.

*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).*

(b) Shared Governance Council

Jay Field, Vice President of Technology and Learning Resources, reported that the Shared Governance Council met on August 12, 2009, and discussed Policy 4000, the composition of hiring committees, and how confidential and classified units work, with research for additional information to be conducted by Dr. Trudy Largent. The decision was made to reduce the number of hard copies for the Governing Board Agenda that are produced by Graphics. Dr. Laguerre's reorganizational plan was discussed with an opportunity for questions and answers. If new job descriptions have to come about, it was discussed that they would be brought to the SGC for information only. Dr. Laguerre reported on the budget forums that were held on the Fairfield, Vacaville, and Vallejo campuses. The students will be holding their own budget forum in the near future. Accreditation was discussed and the integrated planning process was approved by the SGC. Policy 2005 governing Shared Governance was discussed. Revisited by the Council was the flying of the flag at half-staff and the U.S. flag code procedures that are to be followed.

(c) Superintendent

- ***Donation***

*Solano Community College Educational Foundation on behalf of Students Helping Students Grant from Chinese-American Association of Solano County and Yin McDonald's*

Superintendent Laguerre introduced distinguished guest, Mr. C.C. Yin, who presented to the Solano College Educational Foundation checks in the amount of \$5,000 from Yin McDonald's and \$5,000 from the Chinese-American Association of Solano County. Accepting the gifts was Mr. Mac McManigal from the Foundation, Superintendent Laguerre, and Board President Young. Mr. Yin stated it is an honor to show support to Solano College family. The money is earmarked for "Students Helping Students", which is a fund for students who have difficulty buying textbooks. Mr. Yin stated that this is the beginning of a continued partnership and he looks forward to giving continued support to education.

Mr. McManigal responded by stating the Foundation is appreciative of everything Mr. Yin and the Chinese-American Association have done, including the recent reception held in honor of Superintendent/President Laguerre.

Dr. Laguerre thanked Yin McDonald's and the Chinese-American Association for supporting our students, which is extremely important in these difficult times. Superintendent Laguerre thanked Mr. Yin for his promise of wanting to do more in the future. Dr. Laguerre stated, "With state funding, we can be good. With private funding we can be excellent."

- ***Accreditation Status Update***

Dr. Robin Steinback, Vice President of Academic Affairs and Accreditation Liaison Officer, reported that the accreditation timeline was shared through a variety of venues—the Shared Governance Council, joint meeting of the Academic Senate and Educational Administrators,

Executive Cabinet, FaBPAC, and a number of Flex Cal presentations. During Flex Cal, Dr. Steinback and Dr. Lamb provided an overview of our approach and process, which included our assessment of our Special Report, together with a presentation by Ms. Tracy Schneider on SLOs and Standard II. Rob Simas, Director of Research and Planning, gave a presentation on what constitutes evidence. Next week, Academic Affairs is hosting open campus forums on accreditation (open to the entire campus community), Monday, August 24, 2009, 12:00-1:00 p.m., and Tuesday, August 25, 2009, 5:00-6:00 p.m., which will be an opportunity to solicit input on ways our College is addressing the ACCJC recommendations. The accreditation working groups are convening, and the working group addressing Recommendations 2 and 3 has been working consistently since May. The Wiki is up and information on our accreditation working groups and links to reports are on the Web site. We are currently on track for the September 2 deadline to submit to the Board for information the follow-up Special Report.

- ***(State) Budget Update***

Ms. Susan Rinne gave a report on the general apportionment cuts for 2008-09 and 2009-10, noting that the impact from the proposed budget for 2009-10 is \$1,591,124 (*which does not include federal stimulus backfill*).

The possible expected federal backfill for 2009-10 is \$600,061.

The state has extended the deadline for submitting adopted budgets to October 15, 2009. Ms. Rinne advised the Board that she would be bringing the budget to the Board for adoption on October 7, 2009.

Dr. Jowel Laguerre stated that open budget forums were held, which were well attended by faculty and staff and that he was happy to hear from the community with their suggestions that might be made relative to budget cuts. Classes started today, and we ran out of parking spaces in Vallejo, which is no surprise. Our staff has worked hard to get everyone enrolled. We had long lines, but all in all students have been served, and on behalf of the Board Dr. Laguerre thanked the faculty and staff for the wonderful work they did to allow students access to our institution. We continue to work harder and harder to make it easier for our students to come to Solano College.

Dr. Laguerre introduced Mr. Lester Young, from Kitchell CEM, who made a special presentation to the Board. Mr. Young presented an award given to Kitchell CEM on behalf of the Solano Community College District from the Western Council of Construction Consumers for the Vallejo Center Project, recognizing excellence, engineering design and construction for 2009.

Trustee Keith, at the request of Superintendent Laguerre, relayed a story of a recent experience at the Vallejo Center. When she pulled into the drive of the Center, she saw a wedding party in full regalia with a professional photographer taking photographs of a wedding party in front of the building. Trustee Keith approached a woman and asked what was happening. The woman responded that wedding photographs were being taken, and asked if that was okay. Trustee Keith responded that it was fabulous and wondered if the wedding party consisted of students. The woman responded by stating that most of them were from Vallejo and some were former

students of Solano College at one time or another, and that the bride and groom loved the architecture and wanted their official wedding pictures taken in front of the building. Trustee Keith stated that the award given to the College was a good opportunity to tell her story, and that it is fabulous that the community embraced the building in this way.

Superintendent Jowel Laguerre responded to an inquiry from Trustee McCaffrey in a previous Board meeting relative to a potential breach of contract if there are two ATM machines on campus. Dr. Laguerre stated that the agreement excluded anything we already had in place. Accordingly, the ATM in the cafeteria should be fine.

Superintendent Jowel Laguerre responded to the fiduciary responsibility and concern from Board President Young in a previous meeting relative to salaries for consultants and if amounts exceed the Board approved salary schedule if that is okay. Dr. Laguerre responded in the affirmative that it is okay for consultants to exceed the salary schedule.

7. CONSENT AGENDA – ACTION ITEMS

Superintendent/President

- (a) Minutes for the August 5, 2009 Meeting

Human Resources

- (b) Employment – 2009-10; Gratuitous Service; Faculty Request for Professional Growth Leave (Unpaid Leave of Absence)

Administrative and Business Services

- (c) Warrant Listings
- (d) Change Order No. 1 to American River Construction, Inc., Building 100 Interim Remodel Project
- (e) Change Order No. 5 to Roebbelen Contracting, Inc., Construction of Vacaville Campus – New Classroom Building
- (f) Construction Change Order No. 8B to Alten Construction, Inc., Building 1700B – Adaptive Physical Education Building
- (g) Construction Change Order No. 13 to Alten Construction, Inc., Building 1700 – Gymnasium
- (h) Construction Change Order No. 16 to J.W. & Sons, Inc., Modernization Contract for Building 1400/Student Union
- (i) Amendment to Service Agreement with Kaplan McLaughlin & Diaz Architects (KMD) for the Vacaville Center

Academic Affairs

- (j) Augmentation to the Enrollment Growth Grant for Associate Degree Nursing Programs
- (k) MESA Grant Agreement Amendment

Board President Young announced that Trustee Keith, at the last Board meeting, reported that she was in attendance at the Solano County Fair Board of Directors Luncheon on July 23, 2009, together with Dr. Laguerre and Dr. Thomas Kea (August 5, 2009 Minutes, page 12, first paragraph). Trustee Keith also stated at that time that Board President Young attended as well. President Young was desirous of having this reflected in the minutes.

Board President Young recognized Mr. Thomas Grube, CTA President, who requested to comment on Item 7.(b), Rich Consultants, Health Benefits Consultant, line 5, page 4. Mr. Grube apologized for not being fully prepared to discuss this item, but thought that in the past Mr. Rich was charging \$100 per hour for his services, not to exceed \$25,000 per year. Mr. Grube respectfully requested that the Board pull this item from the agenda to clarify the exact hourly amount being paid to Rich Consultants, stating \$225.00 per hour seems high for our health care consultant. Mr. Grube again apologized for not being better prepared with more definitive information.

Trustee Thurston requested that Item 7.(b), Rich Consultants, Health Benefits Consultant, line 5, page 4, be removed from the Consent Agenda.

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

8. ITEMS REMOVED FROM CONSENT AGENDA

After hearing Mr. Grube's comments, and listening to concerns expressed by members of the Board, it was moved by Trustee Thurston and seconded by Trustee McCaffrey to have Item 7.(b), Rich Consultants, brought back to the Board at the next meeting with clarification of the hourly rate charged by Rich Consultants in the previous year compared to the hourly rate being charged for 2009-2010. The motion carried unanimously.

9. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent/President

- (a) Administrative Reorganization and Elimination of Positions

Dr. Jowel Laguerre, Superintendent/President, presented the Administrative Reorganization and Elimination of Positions Plan for approval as a response to the 2009-2010 budget. The Executive Cabinet, working with FaBPAC and the Shared Governance Council, decided to slightly modify the structure of the organization to absorb some budget cuts. Changes of

reporting included in the organizational charts were noted in the Agenda. Dr. Laguerre reported that the vice presidents discussed this item with the Board at their August 10, 2009 Retreat, which provided an opportunity for questions and answers by the Board about the reorganization plan at that time.

Trustee Thurston stated she supports the reorganization plan, but again expressed concern with respect to the vocational side of our College offerings. Scattering the CTE course offerings across the campus divisions leaves us without a leader to explore new offerings and oversee current offerings to make sure they are in compliance with state and federal law and needs to be addressed in the future and hopefully corrected.

Board President Young asked Special Trustee Henry if he supports approval of the reorganization plan in the absence of an approved budget which is expected in October. Special Trustee Henry responded in the affirmative that this plan will fit within that budget.

Moved by Vice President Honeychurch and seconded by Trustee Keith for approval of the Administrative Reorganization and Elimination of Positions Plan as presented. The motion carried unanimously.

(b) Adjournment of Regular Scheduled Meeting of September 16, 2009 to September 23, 2009

Dr. Jowel Laguerre, Superintendent/President, presented the request for adjournment of the regular scheduled meeting of September 16, 2009 to September 23, 2009, stating the Brown Act provides that the Board may adjourn a regular meeting to a time and place specified in the “order of adjournment.”

The purpose of this change is to accommodate the dissemination of information and eventual approval of the Accreditation Special Report with Visit. This meeting date change would eliminate the need for a special Board meeting.

Moved by Trustee Keith and seconded by Trustee McCaffrey for approval of the adjournment of the regular scheduled meeting September 16, 2009 to September 23, 2009. The motion carried unanimously.

Human Resources

(c) New Class Specifications for Positions in the Administrative Leadership Group – Director of Financial Aid (Classified Manager), Director of Admissions and Records (Classified Manager)

Dr. Jowel Laguerre, Superintendent/President, presented the new class specifications for positions in the Administrative Leadership Group – Director of Financial Aid (Classified Manager), and Director of Admissions and Records (Classified Manager). These job descriptions were revised as part of the District’s restructuring plan [referenced above in Item 9.(a)] which are tied to the (now) approved reorganization plan.

Moved by Trustee McCaffrey and seconded by Vice President Honeychurch for approval of the new class specifications for positions in the Administrative Leadership Group – Director of Financial Aid (Classified Manager), and Director of Admissions and Records (Classified Manager), as presented. The motion carried unanimously.

- (d) Revised Class Specifications for Positions in the Administrative Leadership Group – Director of Research & Planning (Classified Manager), Executive Coordinator – Special Projects (Confidential)

Dr. Jowel Laguerre, Superintendent/President, presented the new class specifications for positions in the Administrative Leadership Group – Director of Research & Planning (Classified Manager), and Executive Coordinator – Special Projects (Confidential). These job descriptions were revised as part of the District’s restructuring plan [referenced above in Item 9.(a)].

Moved by Trustee McCaffrey and seconded by Trustee Thurston for approval of the new class specifications for positions in the Administrative Leadership Group – Director of Research & Planning (Classified Manager), and Executive Coordinator – Special Projects (Confidential), as presented. The motion carried unanimously.

Trustee Thurston commended Superintendent/President for moving the Director of Research and Planning under his supervision and for this position fostering and enhancing a research-positive environment within the institution that supports data-driven decision making.

Administrative and Business Services

- (e) AB 2910 Quarterly Report, Fourth Quarter, FY 2008-09

AB 2910, Chapter 1486, Statutes of 1986, requires California community college districts to report quarterly on its financial condition. The CCFS-311 financial report, along with a narrative for the fourth quarter of FY 2008-09, was reviewed by the members of the Board.

The CCFS-311 is required to be submitted to the State Chancellor’s Office prior to August 31, 2009. The fourth quarter reflects revenues received and expenses paid through June 30, 2009. As the 2008-09 fiscal year accruals and payables are calculated and entered, the projected year actual for revenue and expenditures will change.

Ms. Susan Rinne, Interim Director of Fiscal Services, presented a PowerPoint on the Fourth Quarter Report (required to be filed four times during the fiscal year). The Fourth Quarter Report reflects actual revenue received and expenditures through June 30, 2009. Closing entries will change the noted figures for the unaudited actuals. Identified in the PowerPoint presentation were changes to the revenue from the Third Quarter Report, changes to expenditures from the Third Quarter Report, and 2008-09 Fourth Quarter Report unrestricted funds.

A full and complete copy of the PowerPoint presentation is available for review in the Office of the Superintendent/President and in the Office of Fiscal Services.

Vice President Honeychurch inquired what the anticipated savings are in 2009-10 for the clean up at Vacaville. Ms. Rinne responded there is an anticipated savings of approximately \$700,000.

Board President Young asked four questions relative to Item 9.(e), which were answered to her satisfaction.

Moved by Trustee McCaffrey and seconded by Trustee Keith for approval of the AB 2910 Quarterly Report, Fourth Quarter, for FY 2008-09, as presented. The motion carried unanimously.

Academic Affairs

- (f) Agreement Between Macro Plastics, Incorporated and Solano Community College District to Provide Consulting and Assessment for Development of a Pocket Guide for Technicians for Contract Education

In the absence of Ms. Deborah Mann, Mr. John Urrutia, Dean of Business and Career Technical Education, presented the agreement between Macro Plastics, Incorporated and the District to provide consulting and assessment for development of a pocket guide to assist with plant technician troubleshooting for Contract Education. Macro Plastics, Incorporated will compensate the District for all services rendered and expenses at a rate of \$2,300.00.

Moved by Trustee McCaffrey and seconded by Vice President Honeychurch for approval of the agreement between Macro Plastics, Incorporated and the District to provide consulting and assessment for development of a pocket guide to assist with plant technician troubleshooting for Contract Education in the amount of \$2,300.00. The motion carried unanimously.

- (g) Revision of the 6000 Series of the Board Policies

Dr. Robin L. Steinback, Vice President of Academic Affairs, presented the revisions of the 6000 Series of the Board Policies for Academic Affairs, which included the following: (Course Repetition); 6010 (Course Auditing ); 6020 (Open Enrollment in Courses); 6023 (Prerequisite, Co-requisites, and Course Advisories); 6025 (Remedial Coursework Limit); 6030 (Required Instructional and Other Materials); 6040 (Credit by Exam); 6060 (Fingerprinting Prerequisite for Early Childhood Education Field Practice Classes); 6100 (Program and Curriculum Development); 6200 (Graduation Requirements for Degrees and Certificates); 6205 (Philosophy and Criteria for Associate Degree and General Education); 6400 (Field Trip Authorization); 6411 (Grade Changes); 6412 (Grading Record Retention), and 6430 (Academic Freedom).

Proposed revisions to the Series 6000 policies were reviewed and endorsed by the Executive Cabinet March 10, 2009, and the Shared Governance Council May 27, June 24, and July 8, 2009.

Vice President Steinback corrected Policy No. 6010 as follows:

Paragraph 4, page 78, to read as corrected: Priority in class enrollment shall be given to students ~~enrolled in~~ **desiring to take** the course for credit towards a degree or certificate. **Petitions to**

**audit a course will be accepted after class size enrollment requirements have been determined for credit students.** Paragraph 7, page 78, was eliminated.

Moved by Trustee Keith and seconded by Trustee McCaffrey for approval of the revisions of the 6000 Series of Board Policies for Academic Affairs as presented and corrected. The motion carried unanimously.

10. INFORMATION ITEMS – NO ACTION REQUIRED

- (a) Revision of 1000 Series of Board Policies, Policy No. 1069 – Evaluation of Superintendent/President, (NEW); Policy No. 1070 – Board Self-Evaluation, (REVISED)

This item was pulled from the agenda to be resubmitted at the next Board meeting for information.

11. ANNOUNCEMENT

Student Trustee Nelson announced that the ASSC Budget Forum is scheduled September 3, 2009, between 1:30-3:30 p.m., in Room 1421 (ASSC Conference Room).

12. ITEMS FROM THE BOARD

Vice President Honeychurch reported that he participated in the Flex Cal function involving the Green Valley Falls hike (Vallejo Water District property), which he recommended as an activity to the Board next year. It was very beautiful and a great opportunity to meet with faculty and staff and to get educated on the botany of the area.

Vice President Honeychurch reported that recently there have been cutbacks in K-12 Fairfield-Suisun Unified School District that include not heating their swimming pools, which compels them to practice at Solano Community College. The District claims they will save approximately \$278,000 by having their teams practice here. Vice President Honeychurch asked Dr. Laguerre what financial impact this has on the College and if he would report back to the Board if we are spending community college funds to support the K-12 district. Dr. Laguerre agreed to investigate and report back at the next meeting.

Trustee Claffey stated that approximately one year ago we entered into an agreement with a Bio Tech firm in Richmond to use our incubators in our Bio-Tech program and wondered if anything had come from that agreement. Dr. Laguerre agreed to research and report back at the next meeting.

Trustee Thurston attended the memorial service for Joe Thomas of Benicia on August 15, 2009. She spoke at the service to express appreciation for Joe's dedicated support and service to Solano Community College. Joe served on our Bond Oversight Committee for two terms from 2003 through 2007. Trustee Thurston reported that she also attended the opening day Flex Cal meeting and luncheon on August 18, 2009. Dr. Laguerre gave an excellent speech which was very well received by the faculty and staff. I received many positive comments from staff that are looking forward to working with him.

Student Trustee Nelson reported that she participated in a Flex Cal workshop on teacher and student relationships and found it interesting and noted that the room was packed at both sessions. She is hoping it will be scheduled again in the spring with more student participation on the panel. It was a great exchange between students and faculty.

Board President Young reported that she attended the following College event:

August 2009

**18** – The SCC Flex Cal morning presentations in the Little Theater and stayed for the staff luncheon. Needless to say, she said, Dr. Laguerre gave a very dynamic “call to arms” speech to our Solano College family.

Board President Young announced that the Board would be holding Conference with Real Property Negotiators on property located at 201 Auto Mall Parkway, Vallejo, California. Board President Young announced 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.

Board President Young recessed the regular meeting at 8:14 p.m.

**13. CLOSED SESSION**

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

Board President Young called the Closed Session to order at 8:20 p.m., and adjourned the Closed Session at 8:37 p.m.

**14. RECONVENE REGULAR MEETING**

Board President Young reconvened the regular meeting at 8:40 p.m.

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

Board President Young reported that conference was held with Labor Negotiator, CCA/CTA/NEA, CSEA, Operating Engineers—Local 39; Public Employee

Discipline/Dismissal/Release was discussed, 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 8:41 p.m.

JCL:js

BOARD MINUTES.08.19.09.FINAL

\_\_\_\_\_  
A. MARIE YOUNG  
BOARD PRESIDENT

APPROVED \_\_\_\_\_

JOWEL C. LAGUERRE, Ph.D.  
SECRETARY