

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES
August 5, 2009

APPENDIX A

Questions/Comments/Concerns

Prepared by Trustee A. Marie Young, President SCCD Governing Board

Dr. Laguerre, please have staff to respond in writing to my questions and concerns that are contained in this document, prior to our August 5th Board meeting. Depending on the answers given to my questions and the replies made to my concerns will determine whether or not I will ask any of the question(s) or state my concern(s) in open session at Board meeting tonight. Please write answers/comments below related questions/concerns. Share responses with each Board member. Thanks in advance for the staff's response to this document. Hopefully, there will not be a need for me to ask follow-up questions.

1. Item 7.(b): Page 1 Consent Calendar-Human Resources-Regular Assignment 2009-10:

- **Psychiatric Mental Health Nursing Instructor** (8/13/09) – Why is this coming before the board as a “to be announced” item? **The search for the position was in progress as the agenda was being prepared. Instead of bringing the item after the fact, we had the place holder as is customary and provided the information to the Board at the meeting.** How is this position funded? **The position is supported through the regular budget.** If grant funded, what is the duration of the grant? **Not Applicable.**
- **Medical Surgical Nursing Instructor** (8/13/09) – Why is this coming before the board as a “to be announced” item? **The search for the position was in progress as the agenda was being prepared. Instead of bringing the item after the fact, we had the place holder as is customary and provided the information to the Board at the meeting.** How is this position funded? **The position is supported through the regular budget.** If grant funded, what is the duration of the grant? **Not Applicable.**

• **Short-term, Temporary & Substitute Assignments:**

Interim Vice President, Administrative & Business Services-No name, Dates, or salary amount. This item was pulled on July 22, 2009 because name, dates or salary amount were not stated. **The item was pulled because we were not able to make the hire.** Information requested should be provided prior to Board meeting tonight. If not, pull item. **The candidate we would have brought forward withdrew from consideration. The item needs to be pulled.**

2. Item 7.(b): Page 2 Consent Calendar-Human Resources-Short-term, Temporary & Substitute Assignments.

- **Barbara Kelley-Cosmetology Lab Assistant** (7/1/09-8/19/09) – Is this a former employee that retired? If so, what is the status of her position? When did she retire? What is the policy of hiring retired employees back as full time employees?

Yes, this is a former employee that has retired. Her prior position is initially being advertised internally consistent with the CSEA collective bargaining agreement. She retired effectively 5/22/09. Policy 4710 addresses the question relative to hiring retired employees. This policy provides authority for the district to hire retired employees back as full-time employees.

- **Dawn Post & Dyan Smith-Children's Programs Specialist (7/6//09-7/23/09)** -This is an after the fact reporting. Why is it late?

The schedules for these two employees were not arranged until the end of June due to a last minute schedule change by another teacher who was previously scheduled to work. The request for this item missed the cut off for an earlier board agenda. Subsequent to missing the cut off, it sat on a desk of an H.R. employee that was on vacation and was not picked up until that person returned from vacation.

3. Item 7.(e): Page 11-Renewal of Interagency Agreement Between the Solano Community College and The Foundation For California Community Colleges.

- Although, the period of the agreement (July 1, 2009 to June 30, 2010) is stated in a separate document included in the Board packet for August 5th Board meeting, the period of the agreement should also be included on page 11 of the Board's agenda with the summary statement, which is standard procedure. Why is this late?

This is a renewal of an existing agreement. As you may notice, the last signature was obtained on June 30th. There was no opportunity to present it to the Board prior to the meeting on August 5. We do not dispute the need for the date to be included on the agenda. To the extent possible, this will be attended to in the future.

4. Item 7.(g): Page 15-Clinical Site Contract Renewals Between Solano Community College and Laurel Creek Health Center and Crestwood Behavioral Health, Inc.

- Although, the effective date of July 1, 2009 and the term and renewal are stated in a separate document included in the Board packet for August 5th Board meeting, the period of the agreement should also be included on page 15 of the Board's agenda with the summary statement, which is standard procedure. Why is this late?

We did not receive the contracts back from the sites in time for them to be on earlier Board agendas. Although these contracts are renewals of previous contracts, we are not currently (this semester) using these sites. I had these contracts updated in anticipation of future clinical placements and to document for the Board of Registered Nursing that all of our hospital contracts are current. On contract renewals like this and where there is no material change, the Board may decide to empower the Superintendent/President to approve them without Board involvement.

5. Item 9.(a): Page 16 – Administrative Reorganization and Eliminations of Positions.

- This item should be moved as an information item.

Staff reviewed the policies and could not find any indication that this item needed to be presented "For Information" and then "For Action." We made the decision to go for approval based on the fact that the Board was briefed on the issue before. We would encourage the Board to approve items or ask that they be returned if there are too many unanswered questions. It makes sense for the Board to review policies and budgets twice before they are implemented. If the Board wants

for reorganization to be read twice, staff would be pleased to draft a policy to that effect. We would encourage the Board to adopt policies that clarify these issues. Staff can definitely send proposals to that effect.

6. Item 9.(d): Page 27-Remaining Furniture Purchase for the Building 100-Library Remodel Project.

- In order to ratify this request a listing of items should be attached. Please provide listing prior to Board meeting for review. Item may need to be pulled for further review.

This item is very time critical for the opening of the renovated library sections. We didn't attach a list to this item because the first portion of the purchase was approved on June 17th without a list attached or requested. It is a 29-page document. The totals on the new list will differ from the Board item total because we were able to talk them down some more on the price. List is attached to e-mail response.

7. Item 9.(e): Page 28 is a little bit more specific; however, please provide before the Board meeting tonight the specific items that total \$291,242.26 for Computer Systems. Also, please provide the specific items included in the total of \$16,833.65 for Smart Classroom Equipment & Furniture.

The requisition has all the specifications and I trust the IT professionals to be accurate. The Superintendent/President reviewed all the items and was satisfied.

8. Item 9.(f): Page 29-ATM Agreement Between Solano Community College District and Solano First Federal Credit Union?

- Is this a new or renewal agreement? If renewal, it should be listed in title and narrative. If not, is there an ATM machine currently in the student union? If so, what is the disposition of that machine?

This is a new agreement, as the bank has changed its name from CMT to Solano First Federal Credit Union. Yes there is currently an ATM machine in the student union, which is the machine that will be covered under this contract. No disposition of the machine is required.

9. Item 10.(d): Page 103-Response to 2008-2009 Grand Jury Report.

- Should this report have a **requested action** of approval or acceptance? According to the Grand Jury Report, the Board should respond to this item by August 10, 2009; therefore, I believe that the Board should approve or accept the response content on August 5th.

This item does not require action, approval or acceptance. It has been to the Board several times for information.

10. Item 10.(e): Pages 112-117 – District 30 Day Follow-Up on 2007-08 Audit

- **Page 113-Capital Assets- Column 3-** How long has the implementation of the Fixed Asset Module in Banner been postponed? What is the reason? Same question for **page 116 under Section 4 Internal Controls-Inventory.**

The current schedule for the Fixed Asset module to be trained and implemented is October 2009. The postponement is due to other Banner implementation priorities.

- **Page 117-Section 5-Material Weakness-State Compliance-Appportionment Attendance Report (CCFS-320).**
- **Column 2-Corrective Action from June 30, 2008 Audit-** Who were the two consultants and when were their hire approved by the Board ~~they hired~~? Are they still employed, if so through what period? Who specifically on the staff is involved in the training? Which Vice President (by Job Description) has responsibility for the CCFS 320 Report? Who is currently preparing the report?

The two consultants were Floyd Hogue and Moire Charters from Leadership Resource Solutions. The contract with this company was approved at the July 16, 2008 Governing Board Meeting. They are not still employed with us, as this was a 2008/09 agreement. The staff involved in the training is the Interim Dean of Admissions and Records. Vice President Student Services has the responsibility for the CCFS 320 reports. The report is currently prepared by the Interim Dean of Admissions and Records.

- **Section 6-State Compliance-Matriculation-Column 1-**Who authorized these expenses? Who signed off on the Matriculation report?

The expenses were authorized by the Vice President of Student Services. The Vice President of Student Services and the President of the College sign off on the Matriculation report.

11. As a matter of Organization, please add a column (for the 60 & 90 day audit follow-up reports) that identifies the staff person that has responsibility for implementation and corrections of the audit findings.

This will be done on the 60 and 90 day follow-up reports.

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