

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES
BOARD RETREAT
June 22, 2010

A continental breakfast was enjoyed by the Board of Trustees prior to the meeting being called to order.

1. CALL TO ORDER

A Board Retreat of the Solano Community College District Governing Board was called to order at 8:35 a.m., on Tuesday, June 22, 2010, in the Napa Room of the Courtyard by Marriott Hotel, 1350 Holiday Lane, Fairfield, California 94523, by Board President Denis Honeychurch.

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

Board 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., President
Marie Young, Vice President
Sarah E. Chapman*
James M. Claffey
Pam Keith
Phil McCaffrey*
Rosemary Thurston
John M. Glidden, Student Trustee
Tom Henry, Special Trustee
Jowel C. Laguerre, Ph.D., Secretary

**Arrived after roll call*

Members Absent:

None

Others Present:

Trudy Largent, J.D., Interim Human Resources Director
Judy Spencer, Executive Coordinator to Superintendent/President and Governing Board
Thomas Grube, SCFA President

4. APPROVAL OF AGENDA

Moved by Vice President Young and seconded by Trustee Thurston to approve the Agenda as presented.

Trustee Claffey moved to remove Item 13.(c), Approval of Special Trustee Agreement with Thomas Henry, stating this type of business should be conducted in a regular meeting. The motion was seconded by Vice President Young.

Discussion ensued relative to the concern that this type of business conducted at a Board Retreat doesn't allow for adequate discussion. However, it is understood, with the practice of conducting one regular Board meeting and one Board Study Session a month, timing can be an issue as it relates to taking care of regular Board business.

Trustee Thurston recommended that the contract be written on a month-to-month basis, since it can be terminated within thirty days, and that Board President Honeychurch meet with Chancellor Scott to discuss the contract. Special Trustee Henry commented that if it is the desire of the Board, that Chancellor Scott would be willing to address the contract for the Special Trustee. Mr. Henry reported that typically the state engages a special trustee until the institution is removed from sanctions one year later. However, the state does give the Board latitude to have a different trustee if they so desire. If the Board or the Chancellor's Office feels the special trustee is no longer effective, then according to Title 5 regulations, the BOG appoints another special trustee until the institution no longer has this need. Mr. Henry stated that he has appreciated working with the Board, but if the relationship isn't reciprocal, then the Chancellor's Office will need to step in and work towards identifying another special trustee per state regulations.

Superintendent/President Laguerre stated that he received a call from Chancellor Scott who expressed support for the continued services of Mr. Henry because of the progress that the Board has made. He indicated, if needed, he would welcome a conversation with Mr. Honeychurch.

Dr. Laguerre reminded the Board that Mr. Henry's contract was due to expire before July 21 and that Mr. Henry was not able to attend the June 16 meeting; thus, it was not placed on the agenda for discussion and approval on June 16th.

Board President Honeychurch recommended keeping the item on the agenda in light of the fact that Mr. Henry has done a good job for Solano Community College and the Chancellor recommends that the College engage a special trustee. Mr. Henry is familiar with our situation and has done what is appropriate and in the best interest of the College; therefore, it seems it would not be prudent to make a change at this time.

Trustee Thurston requested that the Board take additional time to review the contract and vote on it at the next regular meeting. Trustee Claffey indicated he would not have a problem extending the contract for an additional month and bringing it back in July for discussion and action at that time.

Vice President Young withdrew her second to Trustee Claffey's motion to remove Item 13.(c). from the agenda. The motion died for lack of a second.

The motion to approve the agenda as presented passed with one no vote from Trustee Claffey.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

There were no comments from members of the public.

6. BOARD RETREAT (NO ACTION REQUIRED)

(a) Welcome and Overview

Dr. Pamela Fisher welcomed the Board members to the retreat and reflected on the last two years since the search for a Superintendent/President at Solano Community College began. When the Board chose ACCT to consult with, Dr. Fisher committed to help the Board do what they needed to do, and together have worked through some difficult issues.

(b) Background

- Board History and Issues

The Board reviewed Policy No. 1020, Code of Ethics, and the Code of Conduct developed in February 2009. Dr. Fisher commented, as an outsider, that her observation is that the Board has come a long way, and that she will be celebrating with them when the institution is finally off sanctions, which will be a compliment to all who have worked so diligently. Dr. Fisher encouraged the Board not to lose sight of how much progress has been made.

The Board members were asked to respond to where they believe the Board is today in comparison to a year ago.

- Update on Accreditation Standards, Recommendations and College Response

Dr. Jowel Laguerre, Superintendent/President, gave a brief update on where the College is with accreditation, and the progress being made. He stated that accreditation is more than having to write reports, and that the College is making excellent progress in meeting the standards of accreditation, as well as establishing a positive relationship with the Commission. A measureable outcome will be a change in our accreditation status, which will allow the College to channel energies in other areas where we want to go.

In terms of the report due October 2010, the College is working in the areas where we feel the last report had concerns. We are making a diligent effort to make sure we make the expectations that have been laid out for us. Recommendation #8 has to do with leadership and governance by the Board. The group working on this recommendation, which includes representation from a Board subcommittee, has met with Special Trustee Henry for his support and advisement. We have made progress, but still need to make sure we continue moving forward as there could still

be a tendency to micromanage. Leadership from Dr. Jeff Lamb and Mr. Tom Grube has been good.

Trustee McCaffrey arrived at 9:20 a.m.

The Board discussed goals and priorities for the next three months prior to the submission of the October 2010 report.

Board President Honeychurch recessed the Board Retreat at 9:30 a.m.

Trustee Chapman arrived at 9:31 a.m.

7. CLOSED SESSION

- (a) Public Employee Performance Evaluation
(Jowel C. Laguerre, Ph.D., Superintendent/President)
- (b) Public Employee Discipline/Dismissal/Release
(No additional information required.)

Board President Honeychurch called the Closed Session to order at 9:35 a.m.

Trustee Claffey left the meeting at 12:15 p.m.

8. RECONVENE BOARD RETREAT

Board President Honeychurch reconvened the Board Retreat at 12:45 p.m.

9. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Honeychurch reported that the Board discussed the performance evaluation of the Superintendent/President and no action was taken.

Board President Honeychurch reported that the Board discussed public employee discipline, dismissal, and release and no action was taken.

The Board held a working lunch.

10. BOARD RETREAT (NO ACTION REQUIRED) - CONTINUED:

- (a) Board of Trustees' Self-Assessment

Dr. Pamila Fisher distributed the Board of Trustees' Self-Assessment as prepared by the ACCT. Topics evaluated included the following: Board organization, policy role and direction, Board-CEO relations, community college and student relations; community relations, standards for college operations, Board leadership, advocating for the College; Board education, and specific

performance goals for the year. A full and complete copy is available for review in the Office of the Superintendent/President.

Noted from the discussion was a need to get quarterly reports on facilities. There are needs in this area due primarily to lack of resources. Recommendation was given to hold a Board Study Session with planning around the institution's physical operations and how we are understaffed. Mr. Grube suggested tapping into the resources of the adaptive horticulture program.

Board leadership was discussed, and in particular when staff report to the Board. Body language speaks loudly and it was recognized that the Board needs to be cognizant of what they say and how they say it. If there is disagreement in what is heard, it should be deferred to the CEO.

Mr. Tom Grube commented that he would like to know when Board members are attending local events so he can remind faculty not to corner Board members and attempt to "have their ear." There was consensus the Board members do not want to feel uncomfortable attending college events.

There was discussion how the survey might be improved upon.

(b) Board and CEO Relationships

The Board members discussed possible Board and CEO future goals. A formal list will be developed and brought to the Board at a future meeting for approval.

(c) Fiscal Outlook and Planning

There was no discussion.

Board President Honeychurch recessed the Board Retreat at 2:45 p.m.

Trustee McCaffrey left the meeting at 2:45 p.m.

11. CONSENT AGENDA – ACTION ITEMS

Human Resources

(a) Employment 2009-2010; Resignation; Employment 2010-2011, and Gratuitous Service

Moved by Trustee Chapman and seconded by Trustee Keith to approve the Consent Agenda as presented. The motion carried unanimously.

12. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

13. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent/President

- (a) Approval of Agreement Between Professional Personnel Leasing, Incorporated, (PPL), and Solano Community College District

Moved by Trustee Thurston and seconded by Trustee Keith to approve the Agreement between Professional Personnel Leasing, Incorporated (PPL), and Solano Community College District as presented. The motion carried unanimously.

- (b) Approval of Agreement Between TRR School Business Consulting Contract and Solano Community College District

Moved by Vice President Young and seconded by Trustee Keith to approve the Agreement between TRR School Business Consulting Contract and Solano Community College District as presented. The motion carried unanimously.

- (c) Approval of Special Trustee Agreement with Thomas Henry

Concerns were expressed about the agreement with Special Trustee Henry and discussion included the Board's fiduciary responsibility. Since classes have been cut, the Board needs to be vigilant with their fiscal responsibility in other areas as well. Another concern expressed was the fact that the Board doesn't get a report from Special Trustee Henry on his activities unless they specifically ask for one. The desire to have this included in the contract was expressed. The contract does say the consultant will submit a detailed billing for services rendered. It was noted the District shall be provided a copy of the written report that is sent to the Chancellor's Office. The question was raised if these reports have been written. Trustee Thurston requested that the Board entertain lowering the number of days that the special trustee works for the District in order to lower costs.

Special Trustee Henry welcomed the opportunity to talk about the contract. He began by stating the Chancellor's Office designated the number of days needed at the College. Mr. Henry felt the work could not be accomplished in less than two days per week. At Compton, the special trustee worked five days a week. He stated further that in reality he is working more than two days per week because there is much work still to be done, and he makes himself available five days a week.

Board President Honeychurch asked Mr. Henry if he would share a bi-monthly report with the Board, together with a copy of his monthly invoice, to which Mr. Henry responded in the affirmative.

Mr. Henry reaffirmed the fact that while the Board could elect to have another special trustee other than himself, they do not have the prerogative to not have a special trustee at this point in time. A special trustee typically stays one year after ACCJC sanctions are removed.

Trustee Thurston asked Board President Honeychurch if he would be willing to meet with the Chancellor to discuss our status and report back to the Board. Mr. Honeychurch responded that he is prepared to meet with Chancellor Scott, together with Dr. Laguerre.

Mr. Henry stated that in the face of classroom cuts, we do need to look carefully at everything. He continued by stating that normally he is not one to support his own position, but that regardless of his hourly rate, he did secure approximately \$4 million that the District would not have had ordinarily. Mr. Henry stated he is working on behalf of the Board and the Chancellor's Office. Through the jointly approved contract with the Chancellor's Office and District, Mr. Henry is working towards fiscal stability and accreditation status.

There was agreement that Mr. Henry's monthly invoice would be shared with the Board of Trustees on a regular basis.

Moved by Vice President Young and seconded by Trustee Chapman to approve the Special Trustee Agreement with Thomas Henry as presented. The motion carried unanimously.

Administrative and Business Services

- (d) Resolution to Authorize Signatures on Official Financial Documents, Resolution No. 09/10-29

Moved by Trustee Keith and seconded by Vice President Young to approve the Resolution to Authorize Signatures on Official Financial Documents, Resolution No. 09/10-29. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE – John M. Glidden concurred.

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

NOES: None

ABSENT: Trustee Claffey and Trustee McCaffrey

- (e) Contract Authorization and Signatures for District Bank Accounts, Resolution No. 09/10-30

Moved by Trustee Keith and seconded by Trustee Thurston to approve the Contract Authorization and Signatures for District Bank Accounts, Resolution No. 09/10-30. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE – John M. Glidden concurred.

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

NOES: None

ABSENT: Trustee Claffey and Trustee McCaffrey

- (f) Letter of Engagement with Perry Smith LLP to Conduct Measure G Bond Financial Reconciliation

Moved by Trustee Keith and seconded by Trustee Thurston to approve the letter of engagement with Perry Smith LLP to conduct Measure G Bond financial reconciliation. The motion carried unanimously.

(g) Tentative 2010-11 Budgets and Proposed Date and Location for the Public Hearing and Adoption of the Official Budgets for 2010-11

Mr. Roy Stutzman and Ms. Terri Ryland presented the tentative 2010-11 budgets and proposed date and location for the public hearing and adoption of the official budgets for 2010-11. A PowerPoint outlined revenue assumptions and FTES, funded versus reported FTES, 2010-2011 estimated apportionment, expenditure assumptions, changes between years with negative impact; expenditure reductions, and totals for the general fund based on the foregoing assumptions. A full and complete copy of the PowerPoint presentation is available for review in the Office of the Superintendent/President and the Office of Finance and Administration.

Vice President Young presented questions to Mr. Stutzman and Ms. Ryland, which were answered to her satisfaction.

Dr. Jowel Laguerre advised that Mr. Stutzman held a budget forum, which approximately 40 people attended. After being on the job for only three days, both Mr. Stutzman and Ms. Ryland are to be commended for their hard work in providing a document we can be comfortable with until the state budget is approved. Mr. Stutzman reminded the Board that a tentative budget must be approved, per Title 5 regulations, prior to July 1 of any given year. This budget will be subject to changes prior to approval in September 2010. The public hearing on the official 2010-2011 budgets is tentatively scheduled for the Board meeting of September 15, 2010. The Board adoption date is tentatively scheduled for September 15, 2010 in accordance with CCR, Title 5, Section 58301. The date is subject to change contingent on the final passage of the state budget. Upon the state's budget adoption, the District has 60 days to adopt its 2010-11 budgets.

Special Trustee Henry commented that both Mr. Stutzman and Ms. Ryland could be anywhere in the state providing their expertise, but that they chose to come to Solano Community College because of their commitment to the area and institution. He stated how fortunate we are to have them.

The Board thanked both Mr. Stutzman and Ms. Ryland for their presentation.

Moved by Trustee Thurston and seconded by Trustee Keith to approve the Tentative 2010-2011 Budgets and Proposed Date and Location for the Public Hearing and Adoption of the Official Budgets for 2010-2011. The motion carried unanimously.

Academic Affairs

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

Moved by Trustee Keith and seconded by Trustee Chapman to approve the curriculum actions as submitted by the Curriculum Committee, a subcommittee for the Academic Senate, for the month of May 2010. The motion carried unanimously.

14. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:45 p.m.

JCL:js

BOARD RETREAT MINUTES.06.22.10.FINAL

DENIS HONEYCHURCH, J.D.
BOARD PRESIDENT

APPROVED

JOWEL C. LAGUERRE, Ph.D.
SECRETARY