

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD

UNADOPTED MINUTES  
June 2, 2010

1. CALL TO ORDER

A Board Study Session of the Solano Community College District Governing Board was called to order at 6:30 p.m., on Wednesday, June 2, 2010, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, California 94534-3197, by Board Vice President A. Marie Young.

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

At the request of Vice President Young, Student Trustee John Glidden 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, Vice President  
Sarah E. Chapman  
James M. Claffey  
Pam Keith  
Rosemary Thurston  
John M. Glidden, Student Trustee  
Tom Henry, Special Trustee  
Jowel C. Laguerre, Ph.D., Secretary

Members Absent:

Denis Honeychurch, J.D., President  
Phil McCaffrey

Others Present:

Trudy Largent, J.D., Interim Director, Human Resources  
Carey Roth, Vice President, Administrative and Business Services  
Judy Spencer, Executive Coordinator, Superintendent/President and Governing Board

4. APPROVAL OF AGENDA

The Board reserves the right to modify the order of business in the manner it deems appropriate; consequently, Vice President Young amended the order in which items were discussed. They are recorded, however, in the order in which the agenda was published.

Moved by Trustee Keith and seconded by Trustee Thurston to approve the Agenda as modified. The motion carried unanimously.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

There were no comments from members of the public.

6. REPORTS (NO ACTION REQUIRED):

- (a) SCC Green Education Program (GEP), Student Employment Council—Student Presentation entitled “Green Jobs and Sustainability—Student Opportunities in Solano County”  
*Facilitated by Paul Fair, GEP Manager/Lead Instructor*

Dr. Jowel Laguerre, Superintendent/President, introduced Mr. Paul Fair, Green Education Program Manager and Lead Instructor for the Green Education Program.

Mr. Fair introduced Mr. Brad Smith, who began the presentation with a PowerPoint, stating the Green Education Program Student Employment Council was formed with the goal of providing resources and opportunities to enable students in the SCC Green Education program to attain employment supporting sustainability. Recognizing the availability of federal, state and local grants, programs, incentives, subsidies and rebates promoting energy efficiency and “green” buildings, the council will help facilitate student transition to employment arising from job growth stimulated by these programs within Solano County.

Mr. Ray Zavala continued with the PowerPoint presentation and reported on the current programs and influences, occupation opportunities, green education student skills and experiences, and what is needed from the Employer Council. In the opportunities sector of **renewable energy**, the following were identified: photovoltaic, solar heating (water and space heating); wind energy, geothermal, and research and development (R&D). Opportunities in **energy efficiency** included: energy auditors, home energy raters, building performance specialists, retrofitting specialists, resource conservation and energy efficiency managers; project managers for design and construction work, building controls systems technicians, HVAC mechanic; technician or installer, compliance analyst, energy regulation specialist, and building operators and engineers. **Water efficiencies** opportunities included: landscape, irrigation systems, rain water harvesting, education and awareness training, residential efficiency, and research and development (R&D). **Building professionals** opportunities were identified as: LEED Project participation, sustainable building consulting, education and credentialing; architects, landscape and architects and engineers and compliance planning. All of the **building trades** are impacted with new sustainable skills.

Ms. Angela Wade continued by identifying the **Business** opportunities, which are extensive, and to name a few include grant writing, grant management, energy auditing and consulting, water auditing and consulting, renewable energy companies; rainwater harvesting companies, sustainable contracting (new construction, residential and commercial); sustainable landscaping company, electric vehicle infrastructure, sustainability consulting, carbon credit tracking and trading, and rebate tracking and administration. Ms. Wade talked about her project of putting together a business plan that will enable her to go out and begin a green business. She is looking for courses from Solano Community College that will help her meet her goals.

The Board thanked Mr. Fair and the student presenters for leading us into a more sustainable world.

Dr. Laguerre responded to Trustee Chapman's inquiry about what he sees the College doing in the future, which is to continue being vigilant in this area. He advised the Board that we are working as hard as possible towards applying for an EDD Solicitation for Concept Paper that will award five \$4,000,000 grants to address the need for skilled workers in the green economy, which is due June 14 that will address the need for skilled workers in the green economy. The good news that makes us feel reasonably competitive is that we have done a good job with our current grant thus far. Another advantage is our cost per student, as we have exceeded the norm that is usually expected from the Employment Development Department. Using the same criteria, we are targeting 800-1000 students through the existing training network of the Small Business Development Center. They have a known training environment. These monies are intended to put people back to work in the construction industry and are aiming at training construction companies through the SBDC so they can qualify and give them opportunity to participate in grants in the retrofit arena. The objective is to be innovative as much as possible.

Dr. Laguerre also reported that we have some major work to do District wide in terms of the environment. There is the possibility for us to develop policies in order for our college to commit to sustainability, recycling, etc. The Administrative Leadership Group (ALG) is meeting with Ms. Pamela Wallace from Honeywell Building Solutions on Friday, June 4, who will present information on what opportunities exist for operating on less energy through modern day technologies and how to achieve environmental goals.

*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 the Green Education Program.*

- (b) CCFS-311Q Financial Report, Third Quarter, FY 2009-10  
*Facilitated by Nalini Srinivasan, Director, Fiscal Services*

Ms. Nalini Srinivasan, Director of Fiscal Services, presented the CCFS-311Q quarterly financial report. AB 2910, Chapter 1486, Statutes of 1986, requires California community college districts to report quarterly on their financial condition. The CCFS-311Q quarterly financial report, along with a narrative, for the third quarter of FY 2009-10, was provided for review and information. A copy of the third quarter report is available for review in the Office of Vice President of Administrative and Business Services and the Office of the Superintendent/President.

Vice President Young asked if the financial report was filed in a timely manner, to which Ms. Srinivasan responded in the affirmative. Vice President Young commented that the report did not come to the Board for their review prior to the filing dated and requested that in the future the information be provided to the Board in a timely fashion for proper review before submission. Ms. Srinivasan apologized and stated it would be handled more appropriately in the future.

Vice President Young advised she had questions regarding the 311 financial report, to which both Vice President Roth and Director Srinivasan agreed to respond to as requested. See Appendix A.

- (c) Tentative District Budgets and Proposed Time and Place for the Public Hearing and Adoption of the Official District Budgets for 2010-11

*Facilitated by Carey Roth, Vice President, Administrative and Business Services*

Mr. Carey Roth, Vice President of Administrative and Business Services, gave a PowerPoint presentation on the tentative 2010-11 District budgets. Included in the presentation was information relative to the College's values for budget development, parameters for budget development, what has already occurred at the state level, 2010-11 principal budget issues, and revenue assumptions and FTES. Detailed information on budget revenue/expense measures was also made available in his report to the Board.

The public hearing on these official 2010-11 budgets is tentatively scheduled for the Board meeting of September 15, 2010, in the Board Room of the Solano Community College District, 4000 Suisun Valley Road, Fairfield, California. The Board adoption date is also tentatively scheduled for the Board meeting of September 15, 2010, in accordance with California Code of regulations, Title 5, Section 58301. These dates are subject to change and are contingent on the final passage of the state budget. The District has 60 days to adopt its 2010-11 budgets after the state's budget passage.

Vice President Young stated that she presented to Dr. Laguerre six pages of questions and comments relative to the CCFS-311Q Financial Status Report and the Tentative Fiscal Year 2010-11 District Budgets. Dr. Laguerre advised that the questions would be answered and made available to the Board members by Friday, June 11. (*A full and complete reporting of the questions and answers are available on the Solano College Web site at [www.solano.edu](http://www.solano.edu) (Governing Board – Minutes – Board Study Session – June 2, 2010 – Appendix A).* The specific questions asked during the meeting, with answers, are reflected in this appendix.

Vice President Young, together with Student Trustee Glidden, asked why two different tentative budget reports were submitted to the Board, one prior to the meeting, and one during the meeting. Vice President Roth responded that the reports are a work in progress, and information changed from the time the information was initially provided to the Board. Vice President Young requested that the Board receive the same information that will be presented the night of the Board meeting in order for the Trustees to adequately review and study the information before seeing it for the first time at the Board meeting.

(d) Banner Update

*Facilitated by James Ennis, Interim Chief Information Systems Officer*

Mr. James Ennis, Interim Chief Information Systems Officers, distributed to the Board a binder reflecting information on the Banner project from April 1, 2010 through May 7, 2011. The contents of the binder included project organization, project master calendar, project schedule (still in draft form); project charter and scope, risk management plan, communications plan; integrated change control process, and change request form.

Progress highlights were noted as following:

- Training: Budget Management, Student Admissions and Records, and Budget Development
- Updates: 71 patches and 18 upgrades installed
  - Regulatory credit card processing and VTEA MIS questions

- Planning: Created new structure for organization
  - Banner Steering Committee Policy
  - Banner Operations Team – Project Management Team
  - Functional Area Teams – Advisory to Banner Operations; Advisory Groups; Advisory for faculty/students and Information Technology
- Project Documents
  - Project Master Calendar (target dates of training)
  - Project Schedule (first draft)
  - Project Charter and Scope
    - Defines the project
    - Essentially contract language with additions; preliminary timelines; milestones, deliverables and approvals; constraints, assumptions, and project organization
- Risk Management
  - Defines risk identification methodology; identifies and rates risks; addresses mitigation strategies
- Communications Plan
  - Identified project who, what, when, where, and how of communications
- Change Control Process and Change Request Form
  - Describes process to be used for project scope change
- Future:
  - Continued refinement of planning documents
  - Continued progress to stabilize Banner 7
  - Begin Banner 8 work (go live dependent on a state of readiness; not a date)
  - Continue to plan advancement implementation
  - Implement new features of Banner 8

The Board requested that this report be made available in the minutes as a link or appendix on the SCC Web site.

(e) Board District Policies and Procedures Subcommittee Update  
*Facilitated by Trustee Rosemary Thurston, Chair*

The Governing Board Subcommittee, consisting of Trustee Rosemary Thurston, Chair; Trustee Pam Keith, and Vice President A. Marie Young, has reviewed all of the 1000 series policies. They are recommending no changes to the Board Policies listed below, except to put at the bottom of each policy the following notation: **REVIEWED JUNE 2, 2010.**

BP 1002 The Solano Community College District  
BP 1003 District Mission  
BP 1005 Legal Basis & Authority  
BP 1018 Notification of Absence  
BP 1025 Regular Meetings  
BP 1026 Annual Organizational Meeting  
BP 1027 Special Emergency Meetings

BP 1028 Recessed Meetings  
BP 1029 Adjourned Meetings  
BP 1032 Hearings on Budget  
BP 1044 Direct Requests for Board Action  
BP 1046 Recording  
BP 1057 Board Action to Determine Whether or Not an Issue Directly Affects the College  
BP 1071 Communication Among Board Members  
BP 1080 Animals on Campus

A report of the changes needed in other Board Policies, together with new policies, will be presented for information at the June 16, 2010, Board meeting.

7. CONSENT AGENDA – ACTION ITEMS

Human Resources

(a) Employment – 2009-10

Moved by Trustee Keith and seconded by Trustee Thurston 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 – ACTION ITEMS

(a) Resolution Authorizing Temporary Borrowing from the Solano County Treasurer-Tax Collector in Accordance with Article XVI of the California Constitution, Resolution No. 09/10-26

Mr. Carey C. Roth, Vice President, Administrative and Business Services, presented the resolution authorizing temporary borrowing from the Solano County Treasurer-Tax Collector in accordance with Article XVI of the California Constitution, Resolution No. 09/10-26.

It is necessary to conduct this transaction due to the state deferring its apportionment allocation to the District. The District would have a negative cash flow because payroll must be finalized one day before the state apportionment is to be received. The shortage is in the amount of \$3,119.614, to be borrowed from the Solano County Treasurer and immediately repaid in accordance with state law.

By resolution, the Solano County Board of Supervisors authorized the County Treasurer to make such transfer to the District at its meeting on May 25, 2010.

The Board asked Dr. Laguerre why a special meeting was not called to discuss this issue earlier. Dr. Laguerre responded that when the need was realized, it was too late. Dr. Laguerre agreed to

call a special meeting in the future. Special Trustee Henry stated, for clarification, that the state is out of money. The fact is the District issued an early TRAN, as did other districts. The District had an opportunity to revisit whether they needed to do a mid-year TRAN. The analysis was determined at that time that it wasn't needed. The fact is if the state would have given us the \$8 million they owed us, we wouldn't have experienced this need. The May apportionment came in one day later than when we needed it. "These are extenuating circumstances, not an excuse," said Mr. Henry. A mid-year TRAN would have taken care of the cash flow issues. We will be short again in June and we can go to the County for assistance. Mr. Tom Grube advised that the payroll was earlier than normal due to a provision in the union contract related to the holiday.

Trustee Thurston recommended that the College get this information to the public, advising it is a state problem; not our problem. Dr. Laguerre responded that he will be writing an opinion editorial (op-ed) piece for each paper.

Moved by Trustee Keith and seconded by Trustee Thurston to approve the resolution authorizing temporary borrowing from the Solano County Treasurer-Tax Collector in accordance with Article XVI of the California Constitution, Resolution No. 09/10-26. The motion carried unanimously with the following roll call vote:

STUDENT TRUSTEE ADVISORY VOTE – John M. Glidden concurred.

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

NOES: None

ABSENT: Board President Honeychurch and Trustee McCaffrey

Vice President Young recessed the Board Study Session at 8:51 p.m.

10. CLOSED SESSION

- (a) Public Employee Discipline/Dismissal/Release  
(No additional information required.)

Board President Honeychurch called the Closed Session to order at 9:01 p.m.

11. RECONVENE BOARD STUDY SESSION

Vice President Young reconvened the Board Study Session at 9:21 p.m.

12. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Honeychurch reported that the Board discussed Public Employee Discipline/Dismissal/Release in Closed Session, and no action was taken.

13. ADJOURNMENT

There being no further business, the Board Study Session was adjourned at 9:22 p.m.

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DENIS HONEYCHURCH, J.D.  
BOARD PRESIDENT

APPROVED

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JOWEL C. LAGUERRE, Ph.D.  
SECRETARY