

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD

UNADOPTED MINUTES  
January 20, 2010

The Governing Board Audit Subcommittee met before the regular meeting in the Superintendent/President's Office at 5:30 p.m.

1. CALL TO ORDER

A meeting of the Solano Community College District Governing Board was called to order at 6:00 p.m., on Wednesday, January 20, 2010, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, California 94534-3197, 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.

On behalf of the Solano Community College District Governing Board, Board President Honeychurch dedicated the meeting of January 20, 2010, in honor of the Island Nation of Haiti, Dr. and Mrs. Jowel Laguerre and their families and friends, as well as other California Community College students, faculty, and staff from Haiti, extending good thoughts and well wishes for all.

3. ROLL CALL

Members Present:

Denis Honeychurch, J.D., President  
A. Marie Young, Vice President  
Sarah E. Chapman  
James M. Claffey  
Pam Keith  
Phil McCaffrey  
Rosemary Thurston  
Lillian M. Nelson, Student Trustee  
Tom Henry, Special Trustee  
Jowel C. Laguerre, Ph.D., Secretary

Members Absent:

None

Others Present:

Ross Beck, Director of Public Relations, Marketing and Communications  
James Ennis, Interim Chief Information Systems Officer  
Trudy Largent, J.D., Interim Director, Human Resources  
Carey Roth, Vice President, Administrative and Business Services  
Lisa J. Waits, Ed.D., Vice President, Student Services  
Judy Spencer, Executive Coordinator, Superintendent/President and Governing Board

4. APPROVAL OF AGENDA

Moved by Trustee McCaffrey and seconded by Vice President Young to approve the Agenda as presented. The motion carried unanimously.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

There were no comments from members of the public.

Board President Honeychurch recessed the regular meeting at 6:07 p.m.

6. 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.)

Board President Honeychurch called the Closed Session to order at 6:10 p.m.

7. RECONVENE REGULAR MEETING

Board President Honeychurch reconvened the regular meeting at 6:50 p.m.

8. REPORT OF ACTION TAKEN IN CLOSED SESSION

President Honeychurch reported that the Board held Conference with Labor Negotiator, CCA/CTA/NEA, Operating Engineers – Local 39 in Closed Session, and no action was taken.

The Board discussed Public Employee Discipline/Dismissal/Release in Closed Session and took action not to extend the appointment of the following positions beyond June 30, 2010: Vice President, Academic Affairs and Vice President, Student Services.

The following roll call vote for Resolution No. 09/10-11 not to extend the appointment of the Vice President of Academic Affairs was taken in Closed Session and passed as follows:

AYES: Trustee Thurston, Trustee McCaffrey, Vice President Young, Trustee Keith, Trustee Chapman, and President Honeychurch  
NOES: Trustee Claffey  
ABSTAIN: None  
ABSENT: None

The following roll call vote for Resolution No. 09/10-12 not to extend the appointment of the Vice President of Student Services was taken in Closed Session and passed as follows:

AYES: Vice President Young, Trustee Keith, Trustee Chapman, Trustee Thurston, and President Honeychurch  
NOES: Trustee McCaffrey and Trustee Claffey  
ABSTAIN: None  
ABSENT: None

The Board discussed Public Employee Discipline/Dismissal/Release in Closed Session and took action to abolish the following position: Director of Public Relations, Marketing and Communications.

The following roll call vote for Resolution No. 09/10-13 to abolish the position of Director of Public Relations, Marketing and Communications was taken in Closed Session and carried as follows:

AYES: Trustee Keith, Trustee Chapman, Trustee Thurston, Trustee McCaffrey, Trustee Claffey, Vice President Young, and President Honeychurch  
NOES: None  
ABSTAIN: None  
ABSENT: None

9. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

Student Nelson reported that the semester just began and the first meeting of the ASSC is next Tuesday. The ASSC Senate will be seated a week from then.

(b) Academic Senate

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

--training was available during Flex Cal on accreditation standards. We are actively mobilizing ourselves as faculty, staff, and administration to take on the task of writing our next Self-Study Report. It is due in eighteen months.

--we went a semester without a Basic Skills Coordinator. Susan Crawford was hired as the BSI Coordinator for spring; Josh Scott as the BSI Humanities Coordinator, and Corinne Kirkbride as the BSI Math Coordinator.

--we had an opportunity to discuss divisional responses to our strategic planning based on our December workshops. Rob Simas, Director of Research and Planning, attended a Senate meeting and talked about the process of gathering input and giving feedback to constituents.

--the Senate was fortunate to have Dr. Laguerre share updates and items of interest, such as changes he has made both internally and externally, and ways he is reaching out to the community and connections with our legislature, which will be significant to the College.

--the Senate met with the educational administrators and discussed late add petitions and problems associated with apportionment. We need to capture the money and growth and keep students at Solano College.

--Rob Simas gave an update on PERT and how the planning processes are evolving.

--faculty hiring was discussed. From the Senate perspective, if we lose significantly more faculty, it will impact our ability to serve students in order for them to complete their requirements in a significant way.

--Dr. Steinback gave an update on our faculty obligation number (FON). The trend is not going in the direction we would like.

*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).*

(c) Shared Governance Council

There was no report from the Shared Governance Council.

(d) Superintendent

Dr. Jowel Laguerre, Superintendent, reported that Dr. Robin Steinback fell on campus and will be having surgery tomorrow. She is expected to be off work for six to eight weeks. Best wishes were extended to Dr. Steinback for a speedy recovery.

- ***Accreditation Status Update***

There was no accreditation status update.

- ***Banner Update***

Mr. James Ennis, Chief Information Systems Officer, reported on a mid-December meeting with SunGard and stated that there has been a lot of success made and that staff has been working hard to make this success happen. Mr. Ennis stated that there has been active involvement of key decisions makers and that “the employees should be recognized for their efforts working on the implementation while continuing to perform their existing job duties.” Mr. Ennis gave a PowerPoint presentation that identified the tasks ahead as well as potential problems as we move forward in the implementation of Banner. A copy of the PowerPoint presentation is available for review in the Office of the Superintendent/President and the Office of the Interim Chief Information Systems Officer.

Trustee Keith wanted stated for the record that she is aware of how hard everyone is working at their jobs, with less time and resources to do them. While we can't offer much, we can offer our gratitude for the fine job that people are doing. Trustee Keith extended a sincere thank you to all who are working so hard.

Trustee Claffey asked about the capability of producing the 310 report through Banner, and Mr. Ennis responded by stating if it is determined that producing the report is a high priority it can take precedence over other things that need to be done. Until now, Banner priorities have centered on things that will increase funding.

*At this time, Dr. Laguerre introduced Ms. Nalini Srinivasan, our new Director of Fiscal Services, and Ms. Kimi de los Reyes from the Community College League of California, who will be making a presentation later in the meeting.*

- ***Measure G Bond Program Update***

Mr. David Froehlich, Director of Facilities, reported that the Vacaville Center project is winding down and Building 1300 is gearing up. The Vacaville project survived the “monsoon” with very few leaks in the buildings, which were in areas where windows have not been placed. The roof and ceiling were dry. We are close to finalizing the delay claim with the contractor. We are close to having a contract completed with the architect for Building 1300. The timing is going to be a little longer than we had originally hoped, but we should start the design in earnest in about two months.

Mr. Lester Young, Project Manager for Kitchell CEM, reported on the past, present and future plans for the construction management group. Initially there were eight employees and now they are down to five and are looking at future cutbacks. In the past year, six major projects have been completed on the Fairfield campus. Kitchell is currently working with the District in the reconciliation of the Bond projects to determine how many dollars are left and how those dollars should be spent on the remaining projects. Additional Board Study Sessions will be held to discuss this topic in more detail. The Measure G Bond Web site is currently being updated with new photos.

- ***Vacaville Center Opening***

Ross Beck, Director of Public Relations, Marketing and Communications, reported that the final date for the opening of the Vacaville Center is still being worked on. It is still our hope to have Congressman Miller as our keynote speaker. Until the congressional voting calendar is established, Congressman Miller cannot commit to this invitation. The Vacaville Center Committee has been expanded to include Trustees Chapman and McCaffrey and Academic Senate President Lamb. The committee is working with Dr. Laguerre on the naming protocol of the building. The Board previously adopted a resolution to name the building after Barbara J. Jones, former Trustee of the SCCD Governing Board. Updates as they are known will be reported at future Board meetings.

Dr. Laguerre reported that thanks to the generosity of the county government, the College had an opportunity to work with a lobbying firm in Washington, D.C. to seek greater support for the College. In that sense, we are pursuing the following major funding avenues: partial funding for the new Library, Science building on the Fairfield campus; Biotechnology building in Vacaville, and a higher education center in Vallejo (a second building).

Dr. Laguerre reported that the College is involved in several activities that could bring in additional funding: Student Support Services Grant—Trio Grant; exploring a Title III Grant, and congressional support for “set aside funding.”

Under SB Grant 70, we are in receipt of \$427,750, thanks to the work of Ms. Deborah Mann in Workforce and Economic Development and Contract Education.

There will be a group of administrative leadership traveling to Sonoma State University and Sacramento State University to persuade these institutions to start planning now to come to Solano County. This is, in part, in keeping with the promises we made to the voters.

The College is expanding its efforts to connect with the city of Winters. A group of us will be returning there for more conversations. We intend to do the same for the city of Dixon.

Dr. Laguerre recognized the following individuals for their incredible work during the recent Flex Cal required day: Sam McKinney from athletics, George Maguire for bringing Tom Hanks to campus, and Pei-Lin Van’t Hul for her incredible dedication to doing the jobs of two people.

Dr. Laguerre advised he will be providing under separate cover a copy of an e-mail from Dr. Barbara Beno, President of the ACCJC, together with a copy of her letter to Dr. Jack Scott, Chancellor, dated January 20, 2010, relative to suggestions made for improvements in the operations of the Commission.

10. CONSENT AGENDA – ACTION ITEMS

Superintendent/President

- (a) Minutes for the Meeting of December 16, 2009, will be provided at a future meeting.
- (b) Authorization of Payment for Board Members’ Absence, Resolution No. 09/10-09

Human Resources

- (c) Employment – 2009-10; Gratuitous Service

Administrative and Business Services

- (d) Warrant Listings

- (e) Change Order No. 4 to American River Construction, Inc., Building 100 Interim Remodel
- (f) Change Order No. 13 to Roebbelen Contracting, Inc., Construction of Vacaville Campus – New Classroom Building
- (g) Amendment to Service Agreement with Kaplan McLaughlin Diaz Architects (KMD) for the Vacaville Center
- (h) Establishment of the Nonresident Tuition Fee for 2010-11, Resolution No. 09/10-10

Academic Affairs

- (i) Agreement Between CTE Pathways Initiative and Solano Community College District to Manage Grant Activities
- (j) Clinical Site Contract Renewal Between Solano Community College and Sutter Health Sacramento Sierra Region

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

11. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

12. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Administrative and Business Services

- (a) Extension of Lease Agreement with Sierra Bay Properties, Inc., for the Vacaville Center

Mr. David Froehlich, Director of Facilities, presented the extension of the lease agreement with Sierra Bay Properties, Inc., for the Vacaville Center. This lease originated in October 1997, was subsequently extended twice, and expired on December 31, 2009. A simple six-month (1/1/10-6/30/10) extension was negotiated at the same lease rate (\$1.36 sq. ft. or \$18,958.40 per month).

Moved by Trustee Thurston and seconded by Trustee Chapman to approve the extension of the lease agreement with Sierra Bay Properties, Inc., for the Vacaville Center, effective January 1, 2010 through June 30, 2010. The motion carried unanimously.

- (b) Extension of Agreement with Kitchell Construction Management Services

Mr. David Froehlich, Director of Facilities, presented the extension of agreement with Kitchell Construction Management Services which expired December 30, 2009. The new one-year contract extension gradually reduces the staff levels from eight to two at the completion of the

Vacaville project. Billing rates were negotiated to remain the same as last year, with the total not to exceed the amount for 2010 as \$457,628.

Moved by Trustee Keith and seconded by Vice President Young to approve the extension of Agreement with Kitchell Construction Management Services for \$457,628, to remain in effect until December 31, 2010. The motion carried unanimously.

(c) District Independent Audit Report for Fiscal Year 2008-09

Dr. Laguerre reported that the Board's Audit Subcommittee met to review the audit document with District staff and the representatives from Perry-Smith LLP prior to the meeting.

Ms. Tina Treis, Partner with Perry-Smith LLP, Certified Public Accountants, presented the District Independent Audit Report for the fiscal year 2008-09, for the year ended June 30, 2009, together with the independent auditor's report.

A copy of the a letter to the Audit Committee and Board of Trustees from Perry-Smith LLP and the full and complete financial statements with supplemental information for the year ended June 30, 2009, is available for review in the Office of the Superintendent/President and the Office of the Vice President of Administrative and Business Services.

Moved by Trustee McCaffrey and seconded by Vice President Young to accept the District Independent Audit Report for Fiscal Year 2008-09. The motion carried unanimously.

Academic Affairs

(d) California Clean Energy Workforce Training Program Grant

Dean John Urrutia, Business, Computer Science and Career Technical Education Division, presented the California Clean Energy Workforce Training Program Grant between the SCCD and the State of California, Employment Development Department, Workforce Services Division. This 18-month grant, in the amount of \$418,750, will be used to support the development and implementation of the Solano Community College Green Education Program. Classes begin in February of this year.

Moved by Trustee McCaffrey and seconded by Trustee Keith to approve the California Clean Energy Workforce Training Program Grant in the amount of \$418,750, as presented. The motion carried unanimously.

(e) Agreement Between Los Rios Community College District and Solano Community College District to Deliver Software Training to Kaiser Employees

Ms. Deborah Mann, Program Developer, Workforce and Economic Development Contract Education, presented the agreement between Los Rios Community College District and Solano Community College District to deliver software training to Kaiser employees at a rate of \$33,240.00 for services rendered. Classes will be held at both the Vacaville and Vallejo Centers.



Moved by Vice President Young and seconded by Trustee Thurston to approve the agreement between Los Rio Community College District and Solano Community College District to deliver software training to Kaiser employees at a rate of \$33,240.00 for services rendered. The motion carried unanimously.

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

In the absence of Ms. Erin Duane, Chair of the Curriculum Committee, Dr. Jeff Lamb, Academic Senate President, presented the curriculum actions as submitted by the Curriculum Committee, a subcommittee of the Academic Senate, for the months of November and December 2009.

Moved by Vice President Young and seconded by Trustee McCaffrey to approve the curriculum actions for the months of November and December 2009 as presented. The motion carried unanimously.

Trustee Chapman inquired about the number of course deletions in the area of textiles and clothing, together with the program major deletions in this area. Are certificates or degrees being eliminated? Dr. Lamb agreed to inquire and report his findings to Dr. Laguerre. He was unaware of the circumstances behind these deletions other than typically it is due to low or no enrollment or faculty to teach these courses.

13. INFORMATION/ACTION ITEMS – ACTION MAY BE TAKEN

(a) City of Fairfield Request for Easement, East-West Water Transmission Pipeline Project

Mr. David Froehlich, Director of Facilities, presented the city of Fairfield request for an easement, East-West Water Transmission Pipeline Project, Phase II Project. This project will require an easement approximately 20' wide running virtually along the entire southerly edge of the Fairfield campus property line and on/contiguous to one lane of the east-west parking lot perimeter roadway. Subsequent to an appraisal of the property in question, numerous discussions and negotiations, the city of Fairfield in exchange for the easement is offering:

- Paving of all four lanes of the affected roadway, essentially the full length of the south perimeter road, bordering the south edges of parking lots 1, 3, and 5
- Payment of the sum of \$40,000, which equates to the appraised value of the property in question.

Moved by Vice President Young and seconded by Trustee McCaffrey to approve the city of Fairfield request for an easement, East-West Water Transmission Pipeline Project. The motion carried unanimously.

14. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Retiree Health Benefit Update

Ms. Kimi de los Reyes, Director, District Services for the Community College League of California, gave a retiree health benefit update on the status of the Solano Community College's investments with the JPA irrevocable trust fund. Ms. de los Reyes also introduced Mr. Christopher Stoddard who accompanied her.

Ms. de los Reyes gave a PowerPoint presentation beginning with a brief background of GASB 43/45, which is a recommendation from the Governmental Accounting Standards Board that requires public entities to study and identify the extent of their unfunded liability for retiree health benefits. These are often referred to as OPEB (Other Post Employment Benefits) liabilities. GASB requires that each entity establish a plan for how this cost will be addressed. The plan is important on three fronts: independent auditors will be looking for a plan; lack of compliance could impact a districts' rating for bonds, and accrediting commission will be looking for evidence of a plan. Solano Community College District chose to utilize the League's JPA—an irrevocable trust structure with an IRS private letter ruling obtained in 2008. The JPA is governed by a board of directors comprised of a representative from each participating district. Currently there are 25 districts participating.

Mr. Stoddard presented the JPA investment program, investment performance and statistical analysis. It was noted that even though the 2008 year was riddled with major losses throughout the financial markets, the program gained \$14,051.82. As assets have grown, the JPA has graduated from mutual funds to separately managed accounts. Upcoming enhancements include transition large cap equity to separately managed accounts and the identification of additional complements to core equity and bond strategies.

A copy of the full PowerPoint presentation is available for review in the Office of the Superintendent/President and the Office of the Vice President of Administrative and Business Services.

(b) District Budget Projections for 2010-11

Mr. Carey C. Roth, Vice President, Administrative and Business Services, presented a PowerPoint that provided the Board with an update and highlights on the forecast for the District's 2010-11 budgets, together with information from the recent Governor's budget workshop.

The Governor has proposed 2.2% increase in funding for 2010-11. However, it is not expected this will occur. The District is preparing for a best-case scenario of 0%; a mid-case scenario of -3%, and a worst-case scenario of -5% for reductions. The projected deficit FY 10/11 with 0% funding would be \$1,608,416; -3% would be \$2,969,081; and -5% would be \$3,876,191. How the legislature sets the budget will ultimately affect how many students we can serve. Dr. Laguerre asked everyone to advocate for the Governor's proposed increase whenever possible.

A copy of the full PowerPoint presentation is available for review in the Office of the Superintendent/President and in the Office of the Vice President of Administrative and Business Services.

(c) Proposed Revision of the 6000 Series of the Board Policies – Policy No. 6203

In the absence of Dr. Robin L. Steinback, Vice President, Academic Affairs, Dr. Jowel Laguerre presented the proposed revision to policy and associated administrative procedures for Board Policy Series 6000 – Policy No. 6203 – Honorary Degrees. This revision was reviewed and endorsed by the Superintendent/President’s Cabinet and the Shared Governance Council. This offers the College the opportunity to recognize prominent citizens of the county and people who have been good to the college. We would like to implement this policy this year.

This item will return to the Board for approval at the February 17, 2009, Board meeting.

15. ANNOUNCEMENTS

Dr. Laguerre reminded the Board of their invitation to the Solano County School Boards Association dinner meeting and officer election on Monday, February 1, 2010, beginning at 5:30 p.m. at the Solano County Office of Education. If interested in attending, please contact Judy Spencer prior to Tuesday, January 26, 2010.

16. ITEMS FROM THE BOARD

Trustee Thurston reported that on December 20, 2009, she was privileged to listen to our own Solano Choral Society, directed by Helen Intintoli—*Sounds of the Season*. She also attended the first, second and sixth day celebrations of Kwanzaa in December, which were held in Vallejo. On January 14, 2010, she participated in a Chamber of Commerce session on how to improve education in Vallejo. On January 15, Trustee Thurston attended the required day of Flex Cal activities, which included the College Address by Superintendent/President Laguerre. She reported that she attended the Martin Luther King, Jr., celebration at the College on January 16.

Student Trustee Nelson reported that the students are collecting funds for “Haiti Relief.” Contributions will be given to the American Red Cross.

Trustee Chapman reported she was able to accompany Superintendent/President Laguerre on a visit to the city of Winters, which included the Chair of the Chamber of Commerce and Mayor. Trustee Chapman suggested it would be nice to include these individuals on the Vacaville Opening Committee.

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

December 2009

**17** – SCC Annual Holiday Party which was held on campus. Trustees Chapman and Thurston also attended the party.

**19** – North Vallejo Senior Group’s Christmas luncheon. Mrs. Betty Frank, who is an immediate past member on the Solano Community College Citizens’ Bond Oversight Committee representing Vallejo Senior Citizens Organizations, is the group’s coordinator.

**20** – Solano Choral Society presentation of *Sounds of the Season* directed by Helen Intintoli. The event was held at Our Lady of Mount Carmel Church in Fairfield. Trustee Thurston was present at this musical event as well.

**26** – First Day of Kwanzaa celebration in Vallejo. The first day symbolizes the principle of Umoja (unity). Trustee Thurston was present.

**27** – Second Day of Kwanzaa celebration in Vallejo. The second day symbolizes the principle of Kujichagulia (self determination). Dr. Laguerre and Trustee Thurston were also in attendance.

**31** – Sixth Day of Kwanzaa celebration in Fairfield. The sixth day symbolizes the principle of Kuumba (creativity). Trustee Thurston was present.

January 2010

**09** – Vallejo Symphony Orchestra performance at Hogan High School. Trustee Thurston was present.

**13** – Solano Community College Umoja Program Scholars (UPS) Mentor Orientation. Trustee Chapman was also present at this orientation session.

**14** – Attended a planning session in Vallejo with a group of citizens coming together to discuss education in Vallejo.

**15** – All of the morning sessions (9:00 a.m.-12:00 Noon) of SCC Flex Cal. President Honeychurch and Trustees Claffey, Thurston, and Student Trustee Nelson were in attendance.

**16** – A Multicultural Celebration in Honor of Dr. Martin Luther King, Jr., which was held at Solano Community College. Trustee Thurston also attended this event.

**18** – Attended a program honoring Reverend Dr. Martin Luther King, Jr., at Hogan High School. This program was sponsored by the Vallejo Chapter of the NAACP, which is the second oldest NAACP Chapter in the State of California.

17. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:35 p.m.

JCL:js

BOARD MINUTES.01.20.10.FINAL

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DENIS HONEYCHURCH, J.D.  
BOARD PRESIDENT

APPROVED

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JOWEL C. LAGUERRE, Ph.D.  
SECRETARY