

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES

August 18, 2010

1. CALL TO ORDER

A meeting of the Solano Community College District Governing Board was called to order at 6:30 p.m., on Wednesday, August 18, 2010, in the Administration Building, Room 626, at 4000 Suisun Valley Road, Fairfield, California 94534, by Board President 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
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:

Phil McCaffrey

**Arrived after roll call.*

Others Present:

J. Arturo Reyes, Executive Vice President, Academic and Student Affairs
Roy V. Stutzman, Consultant, Finance and Administration
Karen H. Ulrich, Director of Human Resources
James Ennis, Interim Chief Information Systems Officers
Peter F. Bostic, Executive Director, Institutional Advancement
Judy Spencer, Executive Coordinator, Superintendent-President and Governing Board

4. APPROVAL OF AGENDA

Dr. Laguerre made the following specific corrections to the Agenda by pulling Items 12.(b); 13.(c); and 14.(a) as follows:

12.(b), Revised Classified Position Description of Extended Campus Assistant to Student Services Assistant 1 and a New Position Description of Student Services Generalist, CSEA/Chapter #211, Page 15

13.(c) New Position Description for Assistant Director of Human Resources and Human Resources Analyst, Page 58

14.(a) New Solano Community College District Governing Board of Trustees Quarterly Evaluation Form, Page 66

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

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Honeychurch recognized Mr. Tom Grube, President of the Solano College Faculty Association, who requested to speak on Item 12.(e), Agreement with Total Compensation Systems, Inc.

Mr. Grube began by stating, “We continue to hear about financial concerns, uncertainty over the state budget, and cash flow concerns. Now I see that the College is planning to give \$5,900, plus an additional \$1,600 per meeting to Total Compensation Systems, Inc., to redo a study they performed for the District two years ago. That’s \$7,500 if they only show up once, more if there are additional meetings. The outcome will be that Total Compensation Systems will either tell us we should add a little or slightly reduce the \$225,000 amount the District currently contributes annually to a JPA to pay future retiree benefits.

The goal was to build a nest egg in which the cost of retiree benefits would have already been put away by the time they retire. The stated goal two years ago was to reach a point where benefits are fully funded in 30 (perhaps now 28) years. Many assumptions need to be made when performing such a study. How much will rates increase for retiree health benefits? What rate of return will we see on the money invested? How many employees will be hired and retire in the next 30 or 28 years? They’re trying to predict the retirement of employees who haven’t even been hired yet.

My point is that this is an inexact science. A group of accountants recommends that you hire accountants every two years to redo and study and perhaps tweak the annual contribution. This is like paying a financial advisor \$200 to meet every month who occasionally tells you to contribute another \$50 toward your retirement.

I’ve argued before that the expenditure of \$225,000 a year toward future retiree benefits was not necessary, when ‘pay as you go’ has served us just fine for 50 years. I’ve pointed out that the revenue generated by current employees is paying for the benefits of our recent retirees, and do so willingly knowing that the next generation will do the same for them. Now is tough

economic times and we're paying twice--once for the recent retirees, while also funding our own future benefits.

Whether or not you see the necessity of continuing to contribute to the JPA, I hope you'll see that redoing the study every two years is excessive--especially given the inexact nature of the work. Seven thousand five hundred dollars (\$7,500) every two years to have someone guess whether you should bump the contribution up or down a couple thousand dollars seems a bit excessive. Despite the lofty name, the Governmental Accounting Standards Board is not a government agency, but an accounting group telling you that you need to hire more accountants more often for this particular task. Please reconsider this use of the tax dollars of the citizens you represent."

Board President Honeychurch recognized Ms. Monica Brown, a Fairfield resident and mother of a first-year Solano College student. Ms. Brown offered congratulations to the four Trustees who are running for the Board unopposed. Ms. Brown expressed concern that it doesn't appear that every teacher at Solano has access to paper and high speed duplication machines, expressing some challenges met by her son during the first week of school. When her son comes home and says a particular professor doesn't have a syllabus prepared or that equipment is broken or not available—that this is a concern to her.

Board President thanked Mr. Grube and Ms. Brown for their comments.

Board President Honeychurch recessed the meeting at 6:40 p.m.

6. CLOSED SESSION

- (a) Conference with Labor Negotiator
Agency Negotiator: Karen Ulrich
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39
- (b) Public Employee Discipline/Dismissal/Release
(No additional information required.)
- (c) Public Employment
Title: Superintendent-President
- (d) Conference with Labor Negotiator (Govt. Code 54957.6)
District Designated Representative: Denis Honeychurch, J.D.
Unrepresented Employee: Superintendent-President
- (e) Student Suspension and/or Disciplinary Matter Pursuant to Education Code 72122

Board President Honeychurch called the Closed Session to order at 6:45 p.m.

Trustee Chapman arrived at 6:50 p.m.

7. RECONVENE REGULAR MEETING

Board President Honeychurch reconvened the Regular session at 7:45 p.m.

8. REPORT OF ACTION TAKEN IN CLOSED SESSION

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

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

Board President Honeychurch reported that the Board discussed Public Employment of the Superintendent-President in Closed Session, and no action was taken.

Board President Honeychurch reported that the Board held Conference with Labor Negotiator District Designated Representative, to discuss the contract of the Superintendent-President in Closed Session, and no action was taken.

Board President Honeychurch reported that the Board discussed Student Suspension and/or Disciplinary Matter Pursuant to Education Code 72122 and voted to uphold the District in its determination relative to the student's appeal.

9. REPORTS (NO ACTION REQUIRED)

- *Certificate of Appreciation – John Nagle*

Superintendent-President Jowel Laguerre introduced Ms. Margaret Manzo, Executive Director of the Fairfield Main Street Association, who presented a Certificate of Appreciation to John Nagle of the Physical Education, Wellness and Athletics Division, for his quality volunteerism in the city of Fairfield. Ms. Manzo expressed sincere thanks to Mr. Nagle, members of the Men's Basketball Team (some of whom were present in the audience) and Mr. Jesse Branch, President of the Boosters Club, for their support. Events held in the city of Fairfield would not be possible if it was not for the quality of volunteers, "and we are grateful that we can depend on Solano Community College."

Trustee Keith extended her sincere thanks for the efforts of Mr. Nagle and those associated with him. Trustee Chapman indicated she has known Mr. Nagle since he was a small child and commended him for his energy and enthusiasm and for being an inspiration and motivator to the young men at Solano College. He truly has a passion for the community in which he lives. There was applause from those present in the audience.

- *Accreditation Status Update*

Dr. Jeff Lamb, Accreditation Liaison Officer, and Dean of Academic Success and Learning Resources, reported that the institution is still moving forward on two fronts with the October reports. Dr. Lamb advised that he was able to give the Board Accreditation Subcommittee an in-

depth update about the review of the Standards, Wiki (vehicle used to keep track of the narratives); and insights in terms of the Special Report. Dr. Lamb reported how grateful he is for the Board's attendance and questions. Three hours of time was dedicated to working specifically on the Self-Study Report during Flex Cal. It was good for the organizers to get a sense of where the work is being done and where input is still needed. The overarching structuring proved to be fruitful. There are some areas where recruitment is still needed, i.e., Facilities, Fiscal Services and Human Resources.

Dr. Lamb advised he has had conversations with Mr. Jack Pond from the ACCJC who has been quite helpful in making appropriate suggestions and has responded favorably with how we are going about framing responses for Recommendations 6 and 8. The suggestion was made for him (Dr. Lamb) to attend the ALOs Conference in November, as well as to consider serving on a Visitation Team in the future.

The first draft of Recommendations 1, 8, and 6 and the Special Report should be ready for campus consideration on Monday, August 23. Ms. Tracy Schneider has advised that the first draft of the Special Report for Recommendations 1 and 8 is on the Wiki. Other recommendations will be available in another week or so.

Trustee Thurston commented that she attended the presentation for the subcommittee and was impressed with the good progress that is being made and asked that her fellow Trustees access the Wiki to more thoroughly read the documents. Dr. Laguerre reminded the Board that everyone is invited to attend the meetings for accreditation. They are educational and the College can benefit from their feedback.

- ***Banner Update***

Mr. Jim Ennis began by stating, "The Banner project is progressing fairly well. I say fairly well because it has not been without problems. For example, earlier this month, we experienced growing pains where the use of the system hit a mark which caused performance to degrade. As is frequently the case, the symptoms pointed us in the wrong direction and it took several fix attempts before we found the actual cause. Unfortunately, this caused problems for everyone using the system for about a week as we worked with the experts at SunGard to determine the cause and how to correct it.

At the risk of getting technical, the basic problem was that the database and the server it was running on were not tuned for optimum performance. The settings we had were arrived at based on our limited knowledge and experience at the time of the original implementation and worked fine for the last three years, but then the growth in utilization that occurred finally hit the point where sufficient memory was not available to do all that was being asked of the database. At that point, everyone trying to get access slowed down, which cause many transactions to timeout or get errors. But we did correct the problem by allocating the maximum memory available to the database and server and establishing a monitoring program to ensure the problem does not happen again. With that taken care of, we turned our attention back to the Banner Project and proceeded to get ready to move into the Banner 8 testing phase of our project. At this time, we are recreating the Banner 8 environment and refreshing it with current data so we can begin unit testing at the end of August.

Unit testing continues through early October when we will begin what is called integration testing, which simply tests the relationship between modules. Following integration testing, we anticipate having two weeks to resolve any outstanding issues and make the decision to **go live** during the week of Thanksgiving. The recommendation to **go live** will come from the Banner Operations Team, which consists of first-line managers from all the functional areas of the College and will be made to the Steering Committee, which is composed of top-level management. Our recommendation and decision must be made on staff's readiness to **go live** and not a deadline, although we realize there are not many dates when the **go live** could occur with minimal impact and effort. Still, we believe **go live** must be based on a state of readiness; not a date!

After the **go live** for Banner 8, we will be with implementing new features in Banner 8, as well as beginning the implementation of the advancement module and continuing the expansion of the MySolano functionality. The actual target date for rolling out the new MySolano portal has not been set yet, but has been discussed to be around the beginning of spring 2011. Advancement **go live** is expected to be in April 2011.”

Vice President Young asked if the Banner system is protected against viruses and Mr. Ennis responded enthusiastically by stating absolutely.

- *Institutional Advancement Update*

Mr. Peter Bostic, Executive Director of Institutional Advancement, distributed to the Board copies of three ads that have been developed conveying a new look designed to reflect higher education, showing diversity and potential careers. Mr. Bostic advised he has begun to redesign the Web site with Kanatsiz Communications at KCOMM.com. Mr. Bostic encouraged the Trustees to go to their Web site and look at their clientele base. They are a world-renowned company and only charge a small fee for their services.

Mr. Bostic announced the Clean and Green event, scheduled September 25, 2010, beginning at 8:30 a.m. - 2:30 p.m., is the College's first advancement activity. Mr. Bostic stated that we are asking the campus community and public to spend time cleaning our facility in preparation for our 65th birthday. The goal is to create unity and spirit, to improve the campus appearance, and introduce our 65th anniversary year, Green Education awareness, with a BBQ planned at the end of the day. Several hundred people are expected to participate.

Kitchell CEM has taken the lead with our image campaign and has contributed \$15,000 to date.

There are many grants available that we are working towards applying for, i.e., Nursing, Workforce Development, Green, AT&T, Haiti Tec, to name a few. Financial stability will come from our ability to maximize grants available.

Staff is currently working on alumni development to get an infrastructure in place. Building a stronger data base will help build strong support.

The Foundation is here to support every aspect of the College. All are encouraged to view themselves as an adjunct foundation of funding for bringing in resources for all areas on campus and to cultivate their own donors.

There is a master agreement between the Foundation and the Board of Trustees that hasn't been updated for awhile. This agreement will be discussed at a future Board Study session.

Trustee Chapman advised that it is her understanding Cal Maritime Academy is planning a career fair October 8 in partnership with the College and others. Trustee Chapman agreed to send the information to the Board of Trustees for their planning purposes.

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

Mr. David Froehlich, Director of Facilities, advised the city has started repaving Suisun Valley Road and has completed the portion on the south end and has starting splitting up the lanes and repaving the rest of Suisun Valley Road, a project which should take about six weeks. They have a good plan in place for completion of this project. The Solano Transportation Authority has broken ground at the back of the campus on the perimeter road where we will eventually have an extra parking strip in that area. This will probably last for several months while the city's contractor excavates and then installs a large water pipe the entire length of the campus. Again, there should be no complete blockage, but there may be some backups during high traffic periods.

We have recovered from the flood at the Vacaville Center. There was no permanent damage, mold, or mildew in the final report. The only project left to do is touch up paint. None of the repairs were charged to the District.

We are currently working on small infrasture projects. Another building is finished with the fire alarm ring out project. The remaining four will be completed when we do the modernization projects. The chiller project is ongoing.

We have received construction drawings and are reviewing them for the Building 1300 remodel. We are on schedule with the remodel of Building 600 and have held preliminary discussions with the architect. We will be establishing a committee for this project in the next couple of weeks.

- ***Special Trustee Update***

While there may not always be a report, Special Trustee thanked Dr. Laguerre for the opportunity to give updates to the Board relative to his efforts on behalf of the District. Mr. Henry stated that for the last two weeks he has been focusing on the recruitment process relative to the positions of Vice President for Finance and Administration and the Director of Fiscal Services and would make additional comments when Item 13.(b) appears later on the agenda.

(a) Superintendent

At the July 21, 2010, regular meeting, the Board asked for clarification if there had been payments made to Dannis, Wolver and Kelley. Dr. Jowel Laguerre reported, upon investigation, that there was a payment made in the amount of \$325 to Miller, Brown, Dannis on March 3, 2010, for work done related to the construction program in December 2009. Technically, there were no payments made to Dannis, Wolver, Kelley. This firm underwent a name change fairly recently.

At this same meeting, there was discussion about travel and other out-of-pocket costs for the Bond auditors, Vavrinek, Trine, Day & Co, LLP. In a response from VTD concerning any additional expenses for the Bond Audit, we have been assured there will be no additional expenses.

Dr. Laguerre apologized to the Board on behalf of the team for a less-than-perfect agenda. As discussed at the recent Board Retreat, instead of giving the Board last minute or incomplete information, it was decided to pull items and correct others as needed. We are working to get the agenda cleaner and more accurate.

The state budget is still “in the development stage.” It is not expected that there will be any serious consideration of the budget until about the beginning of September. We will bring to the Board a resolution to urge the legislature to pass a budget at the first meeting in September. We met with two legislators previously (Assemblywoman Yamada and Senator Wolk) and will meet next week with the staff from Senator Wiggins’ office, Mr. Tom Bartee and Mr. Sean McNeils.

Seventy-two districts have signed for the support of SB 1440, the transfer bill in the Assembly.

Dr. Laguerre reported on the recent article in the *Daily Republic*, dated July 13, 2010, featuring ex-Solano athlete Bobby Guillory’s offer of a two-year contract with the San Francisco 49ers. We wish him the very best and a successful career in the NFL.

Dr. Laguerre expressed sincere thanks on behalf of the Board to the front line staff for getting the semester started. Included were Admissions and Records staff, Financial Aid, the Counseling staff, as well as staff in facilities, the Police Department, Human Resources, the Deans’ assistants, Bookstore staff, and the Placement Office. Their efforts were outstanding. Dr. Laguerre continued by saying our processes have not been flawless, and there is still a long way to go to better serve students. Dr. Laguerre stated to the Board that we are fully aware that some of our processes need to be improved upon from student recruitment to welcoming students to the alumni association. We are not giving star service to our students when they receive e-mails about class cancellations the day the class starts or when they arrive for class, or if we do not have clear targets for students to receive their financial aid, which is not meant as a criticism to any of our employees. We have first-class employees who rise to the occasion when we give them an opportunity to improve their services and processes. Dr. Laguerre indicated he has asked Dean Bob Myers to survey our students and our employees to ascertain their level of satisfaction. We will, however, not wait for that to start making changes where we know they are necessary.

(b) Shared Governance Council

Mr. Arturo Reyes, Executive Vice President for Academic and Student Affairs, reported that the Shared Governance Council met jointly with FaBPAC on July 28, 2010 and again August 18, 2010. Discussion held on August 18th included the Accreditation Special Report and Self-Study Report, Flex Cal updates, and the tentative budget for 2010-11, together with the assumptions for short fall and the “people and things” list. Director Ulrich provided the job description for the Human Resources Analyst. The Council reviewed and approved Series 1000 policies as presented. Dean Myers discussed strategic planning and how it can be incorporated into the College, with specific coordination from groups on campus and PERT taking the lead. Dr. Laguerre discussed potential international involvement with Haiti Tec and Akashi, Japan. There was discussion of policy implementation of Honorary Degrees.

10. CONSENT AGENDA – ACTION ITEMS

Dr. Laguerre has made the following specific corrections to the Consent Agenda as follows:

Item 10.(b), Consent Calendar – Human Resources, pages 1, 2, and 6. A copy of the corrections was made available to the Trustees at their places, as well as for the public on the press table.

Vice President Young asked what the salary range for regular assignments is for Range 8 and Range 10 for Employment 2010-2011, on page 1, beginning with line 9, and ending with line 20. Director Ulrich reported that the following are the salary ranges as requested: Range 8 - \$30,097.08 - \$37,439.26; Range 10 - \$32,780.16 - \$40,808.76. Vice President Young asked what the salary range for change in assignments is for Employment 2010-2011, on page 2, beginning with line 11, and ending with line 22. Director Ulrich reported that she would need to check on the information for Ms. Fawziya Abdullah and would report back to the Board. The change in salary for Mr. David Froehlich is an additional 5% to his current salary. There is no change in salary for Mr. Steven Springer. The change for Mr. Thomas Trujillo is moved to Step 4 - \$57,889.

A complete copy of the corrections made to Item 10.(b) Consent Calendar – Human Resources, is available for review on the Solano College Web site at www.solano.edu (Governing Board – Minutes – August 18, 2010 - **Appendix A**).

Superintendent-President

- (a) Minutes for the Meeting of July 21, 2010 and Board Study Session held August 4, 2010

Human Resources

- (b) Employment – 2009-2010; Employment 2010-2011; Gratuitous Service; Resignations; 2010-2011 Winter and Spring Break Work Schedule; Approval of Reclassifications, CSEA, Chapter #211

Finance and Administration

- (c) Warrant Listings
- (d) Eligible Training Provider Agreement (ETPA) with the Stanislaus County Department of Employment and Training Alliance Worknet
- (e) Construction Change Order No. 6 for Valley Crest Landscape Development Inc., Athletic Fields Renovation Project, Bid No. 08-005
- (b) Employment – 2009-2010; Employment 2010-2011; Gratuitous Service; Resignations; 2010-2011 Winter and Spring Break Work Schedule; Approval of Reclassifications, CSEA, Chapter #211

Student Trustee Glidden requested that Item 10.(b), Consent Calendar, Human Resources, be removed in order to discuss the specific change in assignment of David Froehlich from Director of Facilities to Director of Facilities and supervisor for Graphic Arts and College Police, August 1, 2010 to December 31, 2010, page 2.

Moved by Vice President Young and seconded by Trustee Thurston to approve the Consent Agenda, with the removal of Item 10.(b), and as corrected. The motion carried unanimously.

11. ITEMS REMOVED FROM CONSENT AGENDA

Student Trustee Glidden asked to have Item 10.(b) removed from the Consent Agenda and inquired why the Police and Graphics Departments were not reporting to the Superintendent-President in the absence of a permanent Vice President of Finance and Administration. Mr. Glidden expressed concerns by the students relative to safety. Superintendent-President responded by stating that the change of assignment is temporary and that he is choosing to delegate this authority as a routine responsibility on a day-to-day basis, but that in case of an emergency the President would automatically assume full responsibility.

Moved by Trustee Keith and seconded by Trustee Chapman to approve Item 10.(b) as removed from the Consent Agenda. The motion carried unanimously. Student Trustee Glidden cast an advisory no vote.

12. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent

- (a) Resolution Recognizing the Centennial of Fresno City College, Resolution No. 10/11-04

Superintendent Jowel C. Laguerre, Ph.D., presented the Resolution Recognizing the Centennial of Fresno City College, Resolution No. 10/11-04. Fresno City College was established in 1910

by then-superintendent of Fresno Schools, Dr. Charles L. McLane, to bring higher education to the Central Valley. Solano Community College District congratulates Fresno City College on the occasion of celebrating their 100th anniversary and providing educational excellence to the citizens of the Fresno community and the State Center Community College District. Dr. Laguerre stated that as a good neighbor it gives the College pleasure to recognize this milestone in Fresno City College's history.

Moved by Vice President Young and seconded by Trustee Thurston to approve the resolution recognizing the Centennial of Fresno City College, Resolution No. 10/11-04. 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, Vice President Young, and Board President Honeychurch

NOES: None

ABSENT: Trustee McCaffrey

Human Resources

- (b) Revised Classified Position Description of Extended Campus Assistant to Student Services Assistant 1 and a New Position Description of Student Services Generalist, CSEA/Chapter #211

This item was pulled from the Agenda.

Finance and Administration

- (c) Resolution Establishing Ad Valorem Tax Rates for the 2010-11 Fiscal Year, Resolution No. 10/11-05

Roy V. Stutzman, Consultant, Finance & Administration, presented the resolution establishing Ad Valorem Tax Rates for the 2010-11 Fiscal Year, Resolution No. 10/11-05. Board approval is requested for Resolution No. 10/11-05, establishing the ad valorem tax rates and debt service for the 2010-11 fiscal year.

Moved by Trustee Keith and seconded by Trustee Chapman to approve the resolution establishing Ad Valorem Tax Rates for the 2010-11 fiscal year, Resolution No. 10/11-05. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE – John M. Glidden concurred.

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

NOES: None

ABSENT: Trustee McCaffrey

(d) Extension of Lease Agreement with Sierra Bay Properties, Inc., for the Previous Vacaville Center Facility

Superintendent Laguerre presented the Extension of Lease Agreement with Sierra Bay Properties, Inc., for the previous Vacaville Center facility. Board approval is requested to extend the lease on the previously used Vacaville Center facility. The owner, Sierra Bay Properties, Inc., has agreed to a no-rent, District pays utilities and expenses-only lease for the next five months—through December 31, 2010—while the District evaluates possible future use options for the facility.

Moved by Vice President Young and seconded by Trustee Thurston to approve the Extension of Lease Agreement with Sierra Bay Properties, Inc., for the previous Vacaville Center Facility. The motion carried unanimously.

(e) Agreement with Total Compensation Systems, Inc.

Mr. Roy V. Stutzman, Consultant, Finance and Administration, presented the Agreement with Total Compensation Systems, Inc. Board approval is requested to contract with Total Compensation Systems, Inc., (TCS) to perform a retiree health benefits actuarial study. Mr. Stutzman stated whether one agrees with the concept of post employee benefits being funded, or how one feels about the authority behind the governmental accounting standards for recommendation, the valuation and prefunding concept has been embraced by important agencies. It has become part of the federal audit requirements to periodically value the post employment benefits in the state. It has become part of the state audit requirements that are included in the audit guide that our local auditors use to audit institutions and what they are looking at is how current we are and how the District is attempting to prefund the study. More importantly at this time for the District, the ACCJC is interested in this evaluation of how we are prefunding because it is a part of an evaluation of the stewardship of the institution and our commitment to making provision for the cost of the benefits. Mr. Stutzman felt it was time to have an evaluation done while the Self Study is being developed and have the evaluation in place before the Team visit.

Trustee Thurston inquired about the visitation of TCS. Mr. Stutzman stated that initially there was a need for Total Compensation Systems, Inc., to personally come before the Board and give a report because it was new. Because the numbers essentially have not changed, the District can give the report and as a result save the District money. The recommendation is that the report be conducted every two to three years.

Moved by Vice President Young and seconded by Trustee Chapman to approve the Agreement with Total Compensation Systems, Inc. The motion carried unanimously.

13. INFORMATION/ACTION ITEMS – ACTION MAY BE TAKEN

(a) Higher One, A Financial Aid Management Company

Mr. Arthur Lopez, Interim Dean of Enrollment Management and Financial Aid, introduced Mr. Ray Parrish, Regional Manager for Higher One.

Dean Lopez stated that once again he is requesting approval to further re-engineer our financial aid services in order to better serve our students, increase staff productivity, and generate cost savings to the College District.

Solano Community College produces and mails approximately 20,000 financial aid checks to students each year—a time-consuming and costly process. As a result of this research, both the Financial Aid and Fiscal Services Offices are recommending approval to secure the services of Higher One, a financial aid management company that provides the service of distribution of financial aid funds.

Higher One will provide students with safe and convenient methods of receiving their financial aid awards electronically, by either disbursing funds to existing checking or savings accounts, or if a student doesn't have a bank account, an optional free checking account with a debit ATM card. The cost for this service is forty cents per refund disbursement, which is significantly less than what the District is currently paying to send out financial aid award checks through the mail. Currently, it is costing the District around \$10,543 to mail out checks per year. This does not include the staff hours to print and mail out the checks.

Moved by Trustee Keith and seconded by Vice President Young to approve Higher One, A Financial Aid Management Company, to help the College disburse student refunds more efficiently and securely, and to provide students fast, secure, and convenient ways to receive and access their financial aid monies. The motion carried unanimously.

(b) Revised Position Descriptions for Vice President, Finance & Administration (Classified Manager) and Director of Fiscal Services (Classified Manager) in the Administrative Leadership Group

Dr. Jowel Laguerre advised that the position descriptions as presented have been reviewed and approved by the Shared Governance Council. We are compiling a list of resources we can use for an extended search. We want to reach out to as many areas as possible to get a good pool of candidates. We plan to recruit for a period of 45 days and will determine at this time if we have a good enough pool to proceed or if we have to go out again.

Vice President Young requested what the salary ranges are for Ranges 51 and 52. Director Ulrich reported that the salary range for Range 52 is a low of \$105,887 (Step 1) and a high of \$135,473. Range 51 is a low of \$102,740 (Step 1) and a high of \$129,980.

Special Trustee Henry commented that if our fiscal shop isn't in order, then nothing is in order, and impacts all areas on campus. Mr. Henry looked at both positions and in his opinion the salaries are not competitive. As stated in the past, Mr. Henry reiterated that we are in a human resources crisis within the state. There are more positions open than there are skilled, experienced, ready people to assume the responsibilities, and in his opinion the salaries are not competitive. In addition, there are other factors that attribute to the thin field that we saw the last time we recruited for both positions. There are a number of factors that drive this. The accreditation status drives this, locale of institution and cost of living in particular environments,

and compensation. In a state survey, the average salary for single colleges for the CBO (survey position 3); position is approximately \$160,512 - \$165,012. The state average for the Director of Fiscal Services (survey position 8) is \$117,683. From the purview of the Special Trustee, Mr. Henry stated it is important to him that the College becomes more competitive and consideration be given to the competitiveness of the salaries and recommended consideration of a salary range for \$140,000-\$160,000 (top-end would be state-wide average) for the CBO, and \$93,000-118,000 (state average is \$117,683), for the Director of Fiscal Services, for the skill level needed for the Solano Community College District.

Trustee Claffey expressed his concern for his fiscal responsibility and questioned how sound the study is that was conducted. Trustee Henry agreed to make the 2010 ACCCA Benchmark Survey for salaries for single-campus districts available to the Trustees for their review and information.

Dr. Laguerre advised that the Board of Trustees were being requested to approve the job descriptions—not the salary ranges. There was agreement to continue discussions of the salary ranges at the September 1 Board Study Session.

Moved by Trustee Keith and seconded by Trustee Thurston to approve the Revised Position Descriptions for Vice President, Finance & Administration (Classified Manager) and Director of Fiscal Services (Classified Manager) in the Administrative Leadership Group. The motion carried unanimously.

- (c) New Position Description for Assistant Director of Human Resources and Human Resources Analyst

This item was pulled from the Agenda.

14. INFORMATION ITEMS – NO ACTION REQUIRED

- (a) New Solano Community College District Governing Board of Trustees Quarterly Evaluation Form

This item was pulled from the Agenda.

- (b) Memorandum of Understanding Between Solano Community College District and Haiti Tec

Dr. Jowel Laguerre, Superintendent-President, presented the Memorandum of Understanding (MOU) between Solano Community College District and Haiti Tec. One of the ways the District can help Haiti is to develop and maintain a mutually beneficial relationship with a peer institution, e.g., Haiti Tec. The American Association of Community Colleges (AACC) has encouraged our institutions to help internationalize the community college movement. This relationship would support that goal.

This is an opportunity for Solano Community College to work closely with a technical college in Haiti, with an opportunity to change the educational landscape in Haiti. The institution after the earthquake is in need of partnerships.

Board President Honeychurch asked how much the venture would cost and Dr. Laguerre responded by stating essentially nothing. Mr. Bostic shared with the Board that we have submitted a grant request to the U.S. Department of Education that would help institutions like Haiti Tec. In essence, faculty members from Haiti would come to the United States and grant money would support them, and the College would get tuition and some indirect costs from these monies.

There was agreement to bring this item back to the Board for approval at the September 1 Board Study Session.

(c) CCFS-311Q – Financial Report, Fourth Quarter, FY 2009-10

Mr. Roy Stutzman, Consultant for Finance and Administration, presented the CCFS-311Q – Financial Report, Fourth Quarter, for the year 2009-10. AB 2910, Chapter 1486, Statutes of 1986, requires California community college districts to report quarterly on its financial condition. The CCFS-311Q quarterly financial report, along with a narrative, was provided to the Board for their review.

Mr. Stutzman directed the Board's attention to page 74, IV. Unrestricted General Fund Revenue, Expenditure and Fund Balances, year-to-date actuals (column 3), stating that there are expenditures that the District hasn't received reimbursement for, but that when 2009-10 books are closed the corrections will be made. Mr. Stutzman reported that the report was as of June 30, 2010.

Vice President Young inquired if everything had been posted when the report was completed if the District would be showing a positive balance. Mr. Stutzman responded that the bottom line would be at least zero or reflect a positive balance.

Trustee Claffey inquired if we are having luck collecting redevelopment funds. Ms. Terri Ryland responded that the District has received most of what is owed to them, and that we are still going after money that is still owed. All of the education agencies in the county have banded together, and after a significant legal settlement in Los Angeles County we are strategizing how to go about getting what is still owed. Monies received are deposited into the capital facilities fund.

15. ANNOUNCEMENTS

Trustee Keith congratulated her fellow Trustees who are running in the upcoming election unopposed. There was applause from those present on their overwhelming victories (Trustees Chapman, Honeychurch, Keith, and Young).

16. ITEMS FROM THE BOARD

Trustee Chapman apologized to Dr. Lamb for not being able to attend the accreditation meetings due to physical challenges but promised to do better in the future.

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

July 2010

- 22** – SCCD Subcommittee meeting on Accreditation—Recommendations 1 and 8.
- 24** – Vallejo Inter-Tribal Council 15th Anniversary POWWOW honoring our sacred sites, which was held at Service Club Park, Mare Island Way, Vallejo.
- 26** – 2010 Vallejo City Unified School District Summer School Graduation Ceremony.
- 26** – Vallejo Next General Business and Education Learning Community Master Planning Committee meeting.
- 28** – Solano County Black Chamber of Commerce 2010 Annual Scholarship Luncheon, which was held at the Courtyard Marriott in Vallejo. Trustee Thurston also attended this event.,
- 28** – Vallejo Downtown Wednesday Night Celebration.
- 29** – SCC Chancellor’s Round Circle Luncheon held in the back-half of the cafeteria.

August 2010

- 02** – Vallejo Next Generation Business and Education Learning Community Master Planning Committee meeting.
- 04** – Board Accreditation Subcommittee meeting.
- 06** – Visited the office of Senator Lois Wolk and Assemblymember Mariko Yamada, together with Dr. Laguerre and Trustee Thurston.
- 12** – Napa Valley College dedication of their Performing Arts Theater Center and welcome for their new President, Dr. Edna Baehre. Trustee Thurston also attended this event.
- 13** – SCC Flex Cal morning session, lunch, and campus budget forum.
- 14** – Solano College Theater presentation of Romeo and Juliet at the Harbor Theatre in Suisun City. Trustee Thurston was in attendance also.
- 16** – Vallejo Next Generation Business and Education Learning Community Master Planning Committee meeting.

Trustee Thurston reported that she attended several neighborhood gatherings for the National Night Out Celebration supported by Fighting Back Partnership in Vallejo on August 3, 2010. She also attended the American Cancer Society Vallejo Relay for Life event on August 7th, together with Vice President Young.

17. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:19 p.m.

JCL:js

BOARD MINUTES.08.18.10.FINAL

_____ APPROVED _____
DENIS HONEYCHURCH, J.D. JOWEL C. LAGUERRE, Ph.D.
BOARD PRESIDENT SECRETARY

SCCD Board minutes are summarized per *SCCD Board Policy 1045 and 1046*. To listen to the full deliberation of the Board, please contact the Office of the Superintendent/President within thirty (30) days.