

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

UNADOPTED MINUTES
December 15, 2010

1. CALL TO ORDER

A meeting of the Solano Community College District Governing Board was called to order at 7:00 p.m., on Wednesday, December 15, 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. ADMINISTRATION OF OATH OF OFFICE TO RETURNING GOVERNING BOARD MEMBERS - SARAH E. CHAPMAN, DENIS HONEYCHURCH, PAM KEITH, AND A. MARIE YOUNG

Board President Honeychurch introduced the Honorable Ramona J. Garrett, Presiding Judge, Superior Court of California, County of Solano, who administered the oath of office to returning Trustees Sarah E. Chapman, Denis Honeychurch, and Pam Keith. The Honorable Trina Thompson, Presiding Judge – Juvenile Division, Alameda County, was introduced by Superintendent-President Laguerre, and administered the oath of office to returning Board member A. Marie Young.

With the authority granted by the Constitution of the State of California, the Honorable Judge Garrett and the Honorable Judge Thompson proclaimed the returning trustees duly appointed and installed to assume the duties as trustees of the Solano Community College Governing Board. The inductees were honored with a round of applause.

Board President Honeychurch recessed the meeting at 7:15 p.m., to allow the newly sworn in Trustees to greet their families and friends.

Board President Honeychurch reconvened the regular meeting at 7:22 p.m.

4. 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

John M. Glidden, Student Trustee
Tom Henry, Special Trustee
Jowel C. Laguerre, Ph.D., Secretary

Members Absent:

None

Others Present:

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

5. APPROVAL OF AGENDA

Dr. Jowel Laguerre, Superintendent-President, made the following specific correction to the agenda as follows: Calendar of Board Meetings for 2011, Item 6, page 3, line 21, added **June 1, 2011** and deleted line 23 ~~June 22, 2011 (Board Retreat)~~.

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

6. ANNUAL ORGANIZATIONAL MEETING OF THE GOVERNING BOARD

(a) Election of Governing Board Officers for the 2010-11 Year – President, Vice President and Appointment of Secretary

Trustee Keith nominated Trustee Honeychurch for President and Trustee Young for Vice President. The nomination was seconded by Trustee Chapman.

Trustee Claffey nominated Trustee Young for President. Trustee Young declined the nomination.

The motion to nominate Trustee Honeychurch for President and Trustee Young for Vice President passed with a six to one vote. Trustee Claffey voted no.

Trustee Young moved to appoint Dr. Jowel Laguerre as Secretary of the Board for 2010-11. The nomination was seconded by Trustee Keith.

Trustee Claffey moved to appoint Special Trustee Henry as Secretary of the Board for 2010-11. The nomination was seconded by Trustee McCaffrey.

The motion to appoint Dr. Jowel Laguerre as Secretary of the Board for 2010-11 passed with a six-to-one vote. Trustee Claffey voted no.

The motion to appoint Special Trustee Henry as Secretary of the Board for 2010-11 failed with a six-to-one vote. Trustee Claffey voted yes.

Board President Honeychurch recognized Special Trustee Henry who requested to address the Board.

Special Trustee Henry began by making the following comments:

“The Board entered into a contract with the State Chancellor's Office in the appointment of a Special Trustee at Solano Community College District. The primary charge of the Special Trustee is the maintenance of fiscal stability and accreditation.

I appreciate and support the Board's decision regarding its earlier action to continue the current leadership of Trustee Honeychurch at President and Trustee Young as Vice President. As the Board knows, effective leadership and stability of governance has been a focus of ACCJC. In January and June, there will be two critical ACCJC hearings and the continuity of Board leadership will be helpful.

In addition to my charge of fiscal stability and accreditation, the Special Trustee also monitors the Board relative to the code of conduct and whether the Board is respectful to each other and employees. This evening, Trustee Claffey, I considered your action disrespectful to Dr. Laguerre and the Special Trustee. I would like to caution you regarding your behavior.”

Newly elected President Honeychurch thanked the Board for their endorsement of him as President for 2010-11.

(b) Establishment of Dates, Time and Location of Governing Board Meetings

The Trustees discussed the start time of 6:30 p.m. as opposed to reverting back to the past practice of starting the meetings at 7:00 p.m. Trustee Honeychurch and Thurston requested that the start time be 7:00 p.m.

Student Trustee Glidden asked if the Board Retreat could be held later in the semester because the new Student Trustee will be elected and assume office in May 2010. President Laguerre stated if the new Student Trustee is known that perhaps an accommodation can be made to invite this person to the Retreat.

Moved by Trustee Chapman and seconded by Trustee McCaffrey to approve the calendar schedule for meeting dates, time, and locations of Solano Community College District Governing Board meetings for 2011 as amended, beginning at 6:30 p.m. The motion passed with a five-to-two vote. Trustees Honeychurch and Thurston voted no.

(c) Selection of Representative to the Solano County School Boards Association

Moved by Trustee Keith and seconded by Trustee Chapman to appoint Vice President Young as the Solano Community College District Governing Board's representative to the Solano County School Boards Association for 2010-11. The motion carried unanimously.

7. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Honeychurch recognized Ms. Karen Mitchell, who requested to comment on Item 11.(a). Ms. Mitchell's comments were deferred to later when this item appeared on the agenda.

Board President Honeychurch recognized Ms. Becky Lum, Instructor in the Physical Education, Athletics, and Wellness Division, who requested to comment on the Badminton course. Ms. Lum's comments were deferred until after the Superintendent-President's report.

Board President Honeychurch recognized Mr. Joseph Johnson, a Fairfield resident, who requested to comment on the Badminton course. Mr. Johnson's comments were deferred until after the Superintendent-President's report.

Board President Honeychurch recognized Ms. Laurie Savage, a member of the Solano Badminton Club and Badminton student, who requested to comment on the Badminton course. Ms. Savage's comments were deferred until after the Superintendent-President's report.

*A full and complete report of Instructor Lum's, Mr. Johnson's, and Ms. Savage's comments are available for review on the Solano College Web site at www.solano.edu (Governing Board – Minutes – December 15, 2010 - **Appendix A**).*

8. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

Ms. Jaezzel Gomez Jemera, ASSC Governing Board Representative, reported that:

--the Student Study Lounge, held in 1400, was successful, offering students a nice, quiet place to study for their finals, with refreshments, and is a safe place.

--ASSC purchased scantrons, Blue Books, and pencils from the bookstore for students who were unable to get them during the Bookstore's business hours. They were provided for free.

--ASSC approved the purchase of new kiosks for the campus.

--the canned food drive was a success. Club donation competition was as follows:

- First place – Badminton Club – 325 cans donated
- Second place – French Club – 305 cans donated
- Third place – Phi Theta Kappa (PTK), Honors Society – 155 cans donated
- Fourth place – Society for the Advancement of Chicanos and Native Americans in Science (SACNAS) – 150 cans donated

--the DeStress Fair went well. Popcorn, hot apple cider, hot chocolate, and silk-screened shirts were sold.

--more than 20 people were screen and tested for HIV during the World AIDS Day event.

(b) Academic Senate

Mr. Thomas Watkins, Academic Senate President, reported that:

--for a long time, Solano College has accepted the Advanced Placement (A.P.) scores so high school graduates have received credit for specific general education courses. However, SCC doesn't award credit for the International Baccalaureate (I.B.) exam. Students receive I.B. credit at CSUs, U.C.s, and for IGETC transfer. Some university students have received a year of credit through their I.B. exam and begin college as sophomores. It's a similar concept to the A.P. Armijo High School, for example offers I.B. coursework, yet Solano doesn't honor these high achieving students and may be turning students away in the process. SCC Articulation Officer, Robin Arie-Donch, came to the Senate with a request that Solano College honor the I.B. In order for this to happen, a directive will be needed. The way to get a policy directive is to start with the Senate drafting a policy and if approved, will go to the Shared Governance Council and the Governing Board. Senators Cittadino and Christiansen agreed to draft the policy.

--while Study Abroad is not currently an official program, a lot of ground work has been done, so if it grows to program size, the committee will be prepared to move it forward.

--the issue of a Memorandum of Understanding (MOU) with the American Public University System (APUS) has been postponed, to be revisited at a future date.

--the topic of whether Solano College faculty could be called by the typical title of "professor" rather than "instructor" was brought up again by Senator Kleeberg. The Senate passed a resolution to this effect in 1995, which was not submitted to the Governing Board. The resolution or an updated revision will be brought back to the Senate next semester for more discussion.

--the Senate should complete the revision of the Senate Constitution and Bylaws at the first meeting of the spring semester.

--an item of information has gained a permanent place on the Senate agenda entitled S-P Report. The Senate would like to pass on to the Board that the Senators always look forward to the S-P Report as he (Dr. Laguerre) shares with them the "news of the day" with open dialogue and discussion. This is one of many of the great things happening on campus.

(c) Shared Governance Council

J. Arturo Reyes, Executive Vice President of Academic and Student Affairs, reported that:

--the Shared Governance Council met on December 8, 2010.

--Dr. Lamb and Dr. Myers gave an update on the Process Evaluation and Review Team (PERT) and Integrated Planning Process (IPP). Discussion included adding faculty to the committee, continuing to monitor the planning process and planning proposals.

--Dr. Lamb gave an update on the Self-Study Report for October 2011.

--Dr. Laguerre gave a report on the Community College Completion Agenda, goals for the community college graduation rates, and Bachelors degree attainment, issues related to student completion, and the importance of addressing the achievement gap.

--Mr. Roy Stutzman gave a budget update.

- the Council reviewed the job description for the Accounting Manager position.
- the Council endorsed the ASSC purchase of three new kiosks, as presented by ASSC President, Lexi Parmer.
- College area reports were heard.

EVP Reyes concluded by stating that after a collaborative process that included faculty, Deans, the Office of Academic and Student Affairs, and the President's Office that we are hopeful to move forward in the recruitment of six faculty positions for 2011-12 as follows: Welding, Aeronautics, Nursing, English, Math, and Anthropology.

(d) Superintendent

- ***Accreditation Status Update***

Dr. Jeff Lamb, Accreditation Liaison Officer, reported that:

--our goal was to create a first draft of the Accreditation Comprehensive Self-Study Report by December 15. We are about 90% complete with this goal. Most of the work can be viewed at <http://techlr.pbworks.com>. Some groups have more evidence than narratives, while others are just the opposite, but in general we are making good progress toward turning in the Self-Study Report by August 2011.

--over the break, Ms. Tracy Schneider and I will be taking a close look at the first draft to create a second draft and highlight strengths and weaknesses in our progress. Ms. Schneider will be getting back to most co-chairs with a completed second draft in January. From there we will have a series of conversations and "back and forth" exchanges between working groups and the editor until we come up with a final draft at the end of May 2011. During the summer of 2011, the Senate and SGC have agreed to approve the final draft. During this same time we will be working on post-production. The final draft is expected to be presented to the Board in early August.

Dr. Lamb distributed to the Board a copy of the Self-Study Timeline for spring, summer and fall 2011.

- ***Banner Update***

Dr. Laguerre reported that staff continues to work as hard as they can on Banner. The Banner 8 conversion was not without its challenges, but we are working with SunGard to correct a lot of the issues we are having and are making progress.

Trustee Keith commented that the dedication of faculty, staff and administration is commendable. People are working harder than they ever expected they would have to work, and beyond what they are getting paid for.

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

There was no report.

- ***Institutional Advancement***

Mr. Peter Bostic, Executive Director of Institutional Advancement, reported that:

--a successful winter holiday breakfast celebration, located in the cafeteria, was held on December 2, 2011. This event was endorsed by the holiday committee, union and senate presidents, and the Office of the Superintendent-President. EVP Reyes and Deans were servers for staff and their children and children from our Children's Programs. All were surprised when Santa came to town to announce *who had been naughty and who had been nice*. A musical treat was provided by our very own choir led by Ms. Kristy Juliano, with a group sing-along of The Twelve Days of Christmas facilitated by Ralphine Andrus. Instructor Sean Maddox provided remarks on non-denominational Christmas. The Horticulture Program donated beautiful centerpieces. The event was truly a unifying experience.

--in the spring semester, we will be implementing the Evening Administrator function. A manager-level administrator will make him or herself available, visible, and engaging during the hours of 5 p.m. – 9 p.m. to faculty, staff, students, and the public. This process correlates with our number one strategic goal.

--Solano Community College has once again been named the number one institution of higher education by the Readers of Fairfield.

--the Educational Foundation is trying to encourage planned gift giving. Mr. Bostic was proud to announce our newest Heritage Member, Trustee Phil McCaffrey.

- ***Special Trustee***

There was no report.

Superintendent-President Laguerre requested Dean Bob Myers from the Physical Education, Athletics and Wellness Division, to give an update on the status of the Badminton course in his division.

*The full and complete report from Dean Myers is available for review on the Solano College Web site at www.solano.edu (Governing Board – Minutes – December 15, 2010 - **Appendix A**).*

Dr. Laguerre commented to the audience that it is his hope that speakers who have an issue with any aspect of the College that they first will go directly to the person in charge, and if necessary to their immediate supervisor, and if not satisfied, to the President of the College. If I (President Laguerre) fail to address the issue, then it is appropriate to bring the concerns to the Board. It is proper if you are going to speak about somebody at a Board meeting that they be given the courtesy to know ahead of time so they too can attend the meeting.

Dr. Jowel Laguerre, Superintendent-President, wished everyone happy holidays and expressed a sincere thank you to all for what they have done to support the College and what administration has proposed. He asked that everyone be safe and to enjoy their holiday break.

9. CONSENT AGENDA – ACTION ITEMS

Dr. Jowel Laguerre, Superintendent-President, has made the following specific correction to the Consent Agenda as follows:

Item 9. (b), Page 4, lines 10 – 22 - **Change in Assignment** for Karen Jackson and Leigh Anne Jones was pulled from the agenda.

Superintendent/President

- (a) Minutes for the Meetings of November 3, and 17, 2010. Minutes for the Board Study Session held December 1, 2010, will be approved at a future meeting.

Human Resources

- (b) Employment – 2010-2011; Gratuitous Service
- (c) Revised CSEA, Chapter #211 Classified Job Description – From Extended Campus Assistant to Student Services Generalist

Finance and Administration

- (d) Warrant Listings
- (e) Resolution to Authorize Signatures on Official Financial Documents, Resolution No. 10/11-14
- (f) Contract Authorization and Signatures for District Bank Accounts, Resolution No. 10/11-15
- (g) Resolution to Appoint the Official Primary and Alternate Representative to the Northern California Community Colleges Self-Insurance Authority, Resolution No. 10/11-16
- (h) Resolution to Appoint the Official Primary Representative to the Retiree Health Benefit Program Joint Powers Agency (JPA), Resolution No. 10/11-17

Academic and Student Affairs

- (i) Renewal Agreement Between Bay Area Clean Water Agencies and Solano Community College District to Provide Special Education Services
- (j) Extension of Contract with Strata Information Group
- (k) Renewal of AT&T Master Agreement

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

10. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

11. RETIREMENTS OF STAFF WITH 10 OR MORE YEARS OF SERVICE

(a) Resignation to Retire – Sharron G. Murray

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Sharron G. Murray	Administrative Assistant II Workforce and Economic Development 10 Years, 2 Months	December 30, 2010

Board President Honeychurch recognized Ms. Karen Mitchell, Executive Assistant, Office of Institutional Advancement, who commented on Ms. Murray’s retirement.

Ms. Mitchell began by commenting, “I have known Sharron for eleven years. As a colleague and friend, she has always been there for me. I feel like we helped each other through many happy and difficult times in our lives.

Solano Community College is what brought the two of us together, but it was our personalities that kept us together as friends. Sharron can make me laugh with her quick wit and infectious charm, and she is always fun to be around. She has a way of looking at things and making you see the humor of the situation.

I know that there are many hard workers on this campus, and I know that Sharron falls in that category. I’ve been here many a Saturday when she was in the Human Resources Office working to ensure that the candidates and the interview committee had everything they needed for their interviews. Having been an applicant for several positions at SCC, I would like to say that Sharron treated me with professionalism and respect, and her actions were ethical—she is truly a class act.

I will miss you (Sharron) being on campus and going to lunch with you. I wish you all the best and I know you will be on the water hanging out on your boat very soon! Congratulations, my friend!”

Ms. Mitchell gifted Sharron with a beautiful bouquet of flowers. There was a round of congratulatory applause from those present in the audience.

(b) Resolution Honoring Sharron G. Murray

J. Arturo Reyes, Executive Vice President Academic and Student Affairs, presented the resolution honoring Ms. Sharron G. Murray.

Ms. Murray began serving the College in spring 2000 when she began working as a student worker in Human Resources from June 1 – October 18, 2000. She began her regular assignment

in Human Resources on October 19, 2000, serving in various capacities in that department until July 11, 2010. Sharron is retiring from her current position as Administrative Assistant II in Workforce and Economic Development for Contract Education and Training, effective December 30, 2010.

EVP Reyes read from the resolution honoring Ms. Murray the following excerpt: “Whereas, Sharron Murray’s dedication and commitment to Solano Community College has earned the respect of the community, the College staff, faculty and students; now, therefore be it resolved that Sharron Murray will be sorely missed, and the Governing Board expresses its sincere appreciation for her many contributions and wishes her well in her well-deserved retirement and future endeavors.”

There was applause and a standing ovation from those present in the audience honoring the efforts of Ms. Sharron Murray.

Moved by Trustee McCaffrey and seconded by Vice President Young to approve the resignation of Ms. Sharron Murray, effective December 30, 2010. 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, Trustee McCaffrey, and Board President Honeychurch

NOES: None

ABSENT: None

Ms. Murray thanked the Board for the resolution and for the opportunity to work for Solano Community College.

Superintendent-President Laguerre acknowledged Ms. Susan Foft, the newly approved Director of Fiscal Services. Vice President Ligioso was also present. Dr. Laguerre stated that we are pleased to have such talented and dedicated professionals joining our institution. There was applause from the audience.

12. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Finance and Administration

(a) Extension of Agreement with Professional Personnel Leasing

Dr. Jowel Laguerre, Superintendent-President, presented the extension of agreement with Professional Personnel Leasing (PPL) to the Board. It is requested to utilize Mr. Stutzman’s services on an hourly basis from January 1, to February 28, 2011, for an amount not to exceed \$15,000, which includes PPL’s service fee.

Moved by Trustee McCaffrey and seconded by Vice President Young to approve the extension of agreement with Professional Personnel Leasing for an amount not to exceed \$15,000, which includes PPL's service fee. The motion carried unanimously.

(b) Agreement with Atkinson, Andelson, Loya, Ruud, and Romo

Dr. Jowel Laguerre, Superintendent-President, presented the Agreement with Atkinson, Andelson, Loya, Ruud, and Romo. The District desires to engage the law firm for specialized legal advice and to perform legal services, including, but not limited to, advice and representation as requested by the College President. Fees will be applied as specified in the contract.

Moved by Vice President Young and seconded by Trustee McCaffrey to approve the Agreement with Atkinson, Andelson, Loya, Ruud, and Romo. The motion carried unanimously.

(c) Agreement with Liebert Cassidy Whitmore

Dr. Jowel Laguerre, Superintendent-President, presented the Agreement with Liebert Cassidy Whitmore. The District desires to engage the law firm for specialized legal advice and to perform legal services, including, but not limited to, advice and representation as requested by the College President.

Moved by Trustee Chapman and seconded by Trustee Keith to approve the Agreement with Liebert Cassidy Whitmore. The motion carried unanimously.

(d) Three-Month Extension of No-Cost Lease for the Former Vacaville Center Building

Mr. David V. Froehlich, Director of Facilities, proposed the three-month extension of a no-cost lease (monthly maintenance costs only) for the former Vacaville Center Building located at 2000 N. Village Parkway. The agreement to lease the original Vacaville Center building expired on June 30, 2010.

Moved by Trustee McCaffrey and seconded by Vice President Young to approve the three-month extension of a no-cost lease for the former Vacaville Center Building through March 31, 2011, as agreed to by the property owner, Sierra Bay Properties, Inc. The motion carried unanimously.

Academic and Student Affairs

(e) Foundation for California Community Colleges Grant for Youth Empowerment Strategies for Success (YESS) Program

Dr. Jowel Laguerre, Superintendent-President, presented the Foundation for California Community Colleges Grant for Youth Empowerment Strategies for Success (YESS) Program. The grant is a collaborative between SCC and Solano County Office of Education. The grant will provide case management for 20 foster youth who are in the process of transitioning from care and to include those who have left foster care, as this population presents our next great

challenge. The grant period is January 1 through June 30, 2011, with refunding expected (but not yet granted) for 2011-12, amounting to \$22,500.

Moved by Trustee Keith and seconded by Vice President Young to approve the Foundation for California Community Colleges Grant for Youth Empowerment Strategies for Success (YESS) Program. The motion carried unanimously.

(f) Sabbatical Leave Recommendations for Academic Year 2011-2012

J. Arturo Reyes, Executive Vice President of Academic and Student Affairs, introduced Michele Arce, Sabbatical Leave Committee Chair, who presented the Sabbatical Leave recommendations for the Academic Year 2011-2012 as follows:

Adrienne Cary – Fall 2011
Alena Hairston – Spring 2012
Renee Moore – Spring 2012
Marc Pandone – Spring 2012

Moved by Vice President Young and seconded by Trustee Keith to approve the Sabbatical Leave recommendations for the Academic Year 2011-2012 at a cost of \$70,000. The motion carried unanimously.

Trustee Claffey inquired if the applicants understand they are supposed to complete their projects as outlined. EVP Reyes responded in the affirmative, acknowledging that this responsibility has been made clear to the instructors.

(g) Memorandum of Understanding Between Meyer Corporation and Solano Community College District for Special Educational Services

Deborah Mann, Director of Workforce and Economic Development, presented the Memorandum of Understanding between Meyer Corporation and Solano Community College District for Special Educational Services.

Moved by Vice President Young and seconded by Trustee Keith to approve the Memorandum of Understanding between Meyer Corporation and Solano Community College District for special educational services with the District being compensated for \$9,500.00 for all educational services rendered. The motion carried unanimously.

13. INFORMATION/ACTION ITEMS – ACTION MAY BE TAKEN

(a) Administrative Leadership Group Proposed New Job Description – Accounting Manager

Mr. Roy Stutzman, Consultant, Finance and Administration, presented the proposed new job description for Accounting Manager, a classified manager position in the Administrative Leadership Group (ALG). This job was formerly known as the Bond Accountant. Upon the arrival of Ms. Ryland and himself, Mr. Stutzman stated upon further review there was doubt the Bond Accountant

position would be able to adequately meet the needs of the District in the area of Fiscal Services, especially as it relates to staff support and Banner coordination. This position is that of a working manager who will also serve as the Chief Bond Accountant, participate in budget development and assist budget managers in managing their budgets.

Roy Stutzman, Consultant, Finance and Administration, presented the Administrative Leadership Group (ALG) proposed new job description for Accounting Manager.

Moved by Vice President Young and seconded by Trustee Thurston to approve the new job description for Accounting Manager, to be placed on the ALG salary schedule at Range 42. The motion carried unanimously.

(b) Employee Benefits Consulting and Administration Broker

Ms. Karen Ulrich, Director of Human Resources, presented the employee benefits consulting and administration broker agreement between Solano Community College and PSW Benefit Resources and Insurance Services. The District has determined that an outside broker, consulting and related professional services, are required in order to administer certain District employee and retiree insurance programs. The purpose of this Agreement is to retain a consultant for the provision of said services as specified within the agreement.

Ms. Ulrich introduced Mr. Peter S. Wantuch, Principal/Agent for PSW Benefit Resources and Insurance Services, who will be replacing Rich Consultants.

Moved by Trustee Keith and seconded by Trustee McCaffrey to approve the employee benefits consulting and administration broker, PSW Benefit Resources and Insurance Services, located in Burlingame, California, as recommended by the Health Benefits Committee comprised of representatives from faculty, management, and classified staff. The motion carried unanimously.

(c) Proposed Academic Calendar for 2011-2012

Ms. Barbara Fountain, Director of Admissions and Records, presented the proposed academic calendar for 2011-2012, as recommended by the Academic Calendar Advisory Committee that received the endorsement of the Community College Association/California Teachers Association/National Education Association (CCA/CTA/NEA) bargaining unit, in accordance with the collective bargaining agreement.

Moved by Vice President Young and seconded by Trustee Keith to approve the proposed Academic Calendar for 2011-2012, as presented. The motion carried unanimously.

14. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Annual Financial Report - CCFS-311 for Fiscal Year 2009-10

Mr. Stutzman, Consultant, Finance and Administration, apologized to the Board for the timing of the CCFS 311, the annual state required financial report reflecting actual revenue and expenditures, balance sheets and other detail for 2009-10 as well as budgeted revenue and

expenditures for 2010-11. Due to leadership turnover in Finance, there was a delay in “closing” the accounting records for the 2009-10 year. This work was only completed within the past couple of days which allowed the CCFS 311 to come to the Board at this meeting.

Mr. Stutzman commented that the CCFS 311 has been reorganized in its presentation; therefore, it doesn’t look exactly like those the Board has seen in the past. The State Chancellor’s Office dictates the format and the District must use the template provided.

Mr. Stutzman referred the Board to page 4, which reflects District compliance with the 50% law at 50.43%.

In addition to the District General Fund, all District funds are reflected in the report. Page 33 reflects revenue and expenditures for the District General Fund, into which most of the revenue received by the District is credited and expenditures are reflected. Mr. Stutzman pointed out the net decrease in fund balance of \$2,021,223 for 2009/10. This was projected to be approximately \$800,000 when the 2009-10 budget was adopted in the fall of 2009. The reasons given for change were: (1) Approximately \$600,000 expenditures over budget, i.e., utilities, bank charges, maintenance charges and smaller amounts from other contracts and services, and (2) The remaining \$600,000 is reflected in “bad debt” write-offs to clean up prior year categorical receivables and \$160,000 of student Accounts Receivables that are judged to be uncollectable. As a result, the fund balance is reflected at end of 2009-10 at \$3,207,000 and \$2,747,941 as budgeted in 2010-11. Projected fund balance can be characterized as “Reserve for contingencies” in 2010-11 of 5.5%.

More time will be spent to confirm the categorical receivable write-off and if more of that revenue is assured the adjustment can be made in 2010-11.

A copy of the Annual Financial and Budget Report for Fiscal Year 2009-10 is available for review in the Office of the Superintendent-President and in the Office of the Vice President of Finance and Administration.

(b) CCFS-311Q Financial Report, First Quarter, FY 2010-11

Mr. Roy Stutzman, Consultant, Finance and Administration, presented the (revised) CCFS 311Q, 1st quarter financial report for 2010-11. Mr. Stutzman pointed out that this report covers the period ending September 30, 2010. At that point in time, due to the delay in the state budget, the District had not received any apportionment revenue; consequently, cash balances show a significant negative number in excess of \$8M. The agreement with the county allowed the District to “go negative” with the county underwriting expenditures, pending receipt of apportionment payments. Apportionment in arrears was received in October after the budget was signed by the Governor. The 2nd quarter financial report will show that receipt.

A copy of the revised Financial Report, First Quarter, FY 2010-11, is available for review in the Office of the Superintendent-President and in the Office of the Vice President of Finance and Administration.

15. ANNOUNCEMENTS

Dr. Jowel Laguerre, Superintendent-President, reminded the Board of Trustees of the scheduled special-called Board Meeting to be held January 12, 2011, 6:30 p.m., in the Board Room, to discuss the Anatomy of a Budget.

At the Annual Board Dinner held prior to the Board meeting in honor of Trustee Denis Honeychurch, Dr. Laguerre reported that a plaque was presented to him in appreciation for his outstanding leadership of the Solano Community College District as Governing Board President during 2010.

16. ITEMS FROM THE BOARD

Trustee Claffey referred to an e-mail dated November 24, 2010, from Special Trustee Henry to the Board, which was, in his opinion, an inappropriate attempt to influence the Board regarding the nomination of President and Vice President, and from his perspective, beyond the scope of his position as Special Trustee.

Trustee Thurston wished everyone a restful and happy holiday. Trustee Keith and McCaffrey both wished for everyone a safe and joyous holiday.

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

November 2010

18 – Solano County Black Lawyers Association Wine and Cheese Reception, which was held at Havana Sol Restaurant in Vallejo.

19 – SCCD Accreditation IVB Subcommittee meeting.

27 – Attended and was one of the co-chairs of Kappa Beta Omega Chapter of Alpha Kappa Alpha Sorority, Inc., 33rd Annual Debutante Ball, which was held at the Concord Hilton Hotel. The theme was “Precious Pearls: Global Leadership through Timeless Service.” The Honorable Osby Davis, Mayor, City of Vallejo, was the guest speaker.

30 – Joined Senator Lois Wolk for the Elected Women of the Fifth Senate District Luncheon, which was held at the Club Pheasant in West Sacramento. It was a no-host event consisting of current and incoming elected women of Solano, Yolo, San Joaquin, and Sacramento Counties to network and discuss issues of mutual interest. Trustees Chapman and Thurston also attended the luncheon.

December 2010

01 – Vallejo Center Expansion Advisory Committee meeting. Trustee Thurston also attended.

05 – Annual Holiday Gala of Solano County Chapter of the Links, Inc. The gala was held at the Gaia Hotel in American Canyon.

08 – Solano EDC Breakfast Event, which was held at the Hilton Garden Inn in Fairfield. The keynote speaker was Nicole Woolsey Biggart, Director of the U.C. Davis Energy Efficiency

Center, and a special presentation was given by Charles Rieger, Solano Center for Business Innovation.

09 – 2011 Vallejo Juneteenth Planning Committee meeting. Trustee Thurston also attended this meeting.

12 – Benicia-Vallejo American Association of University Women (AAUW) Branch Annual Holiday Party. Members were asked to select and bring gifts for members of needed families. The gifts are donated to Safe Quest and Fighting Back for distribution. Trustee Thurston also attended this event.

12 – Supervisor Linda Seifert’s Holiday Open House. Guests were asked to bring a gift of an unwrapped toy or children’s pajamas for the Cordelia Fire Department’s holiday drive.

14 – Dee Alarcón, Solano County Superintendent of Schools, retirement celebration, which was held at the Waterman Room at the Solano County Office of Education. Special Trustee Henry also attended this celebration.

Trustee Chapman reported that she attended the SCCD Accreditation IVB Subcommittee meeting, at which the French Club and staff came through singing holiday carols in French. Trustee Chapman attended the Vacaville Select City and School meeting held at the Vacaville Center. She also attended the Planned Parenthood and Business Dinner in Santa Rosa. Trustee Chapman enjoyed the holiday recognition open house held at Dr. and Mrs. Laguerre’s home; a delightful evening that was well attended with great food prepared by Mrs. Laguerre. She attended the Delta Sigma Theta World Program, which collaborated with the College to present information on health and international development. Trustee Chapman was also a speaker at this event. Trustee Chapman wished for everyone a happy, joyous, and safe holiday and happy new year.

Special Trustee Henry addressed Trustee Claffey’s comment regarding the Special Trustee’s scope as follows: “I would like to address Trustee Claffey's comment regarding the Special Trustee's scope. I would respectfully ask the Board to revisit the contract the District has with the Special Trustee. The contract addresses the authority of the Special Trustee relative to the applicable Board of Governor's Title 5 Regulations and Education Codes. Providing advice to the Governing Board is not only within the scope, it is a charge of the state. As long as there is a Governing Board and the District remains under the watch of the ACCJC and State Chancellor's Office, a Special Trustee will continue to provide the Board with advice relative to accreditation, fiscal stability issues, and those duties applicable to Title 5 and the Education Code Sections.”

Board President thanked the Board for their confidence in him for the next year and welcomed Trustee Young as Vice President, who has been so helpful to him in the past year. Board President Honeychurch commented the main reason he continues to serve in this capacity is to maintain the positive momentum of the Board, with the goal to be removed from ACCJC sanctions.

The Board discussed participation on their various subcommittees and leadership for 2011 was identified as follows:

- **Board Self-Evaluation Subcommittee**

- Chair Keith, President Honeychurch, and Vice President Young
- **Citizens' Bond Oversight Committee (CBOC)**
Chair Thurston, Trustee Claffey, and Vice President Young
 - **Accreditation Leadership Subcommittee**
Chair Young, Trustee Chapman, and Trustee Claffey
 - **Building 600 Subcommittee**
Chair Honeychurch, Trustee Keith, and Trustee McCaffrey
 - **Solano County School Boards Association (elected 12/15/10 at organizational meeting)**
Vice President Young
 - **Audit Subcommittee**
Chair McCaffrey, Trustee Thurston, and Vice President Young
 - **Vacaville City Schools Select Committee**
Trustee Chapman and Trustee McCaffrey (rotate as needed)
 - **Policies and Procedures Subcommittee**
Chair Thurston, Trustee Keith, and Vice President Young
 - **CCCT Board of Directors Subcommittee – (Meets in January to nominate in January if someone from the SCCD Board is running and prepares a ballot for a vote from the SCCD in March 2011).**
Chair Keith, Trustee Chapman, and Trustee Claffey

17. CLOSED SESSION

Board President Honeychurch recessed the regular meeting at 9:05 p.m.

- (a) Conference with Labor Negotiator
Agency Negotiator: Karen H. Ulrich
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39
- (b) Public Employee Discipline/Dismissal/Release
(No additional information required.)
- (c) Public Employee Performance Evaluations

Board President Honeychurch called the Closed Session to order at 9:08 p.m.

18. RECONVENE REGULAR MEETING

Board President Honeychurch reconvened the regular meeting at 9:24 p.m.

19. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Honeychurch reported that Conference was held with Labor Negotiator and CCA/CTA/NEA, Operating Engineers-Local 39; Public Employee Discipline/Dismissal/Release was discussed, and that public employee performance evaluations were discussed in Closed Session, and no action was taken.

20. ADJOURNMENT

There being no further business, the meeting adjourned at 9:25 p.m., and at the request of Trustee McCaffrey, *in honor of Ms. Sharron Murray's retirement.*

JCL:js

BOARD MINUTES.12.15.10.FINAL

DENIS HONEYCHURCH, J.D.
BOARD PRESIDENT

APPROVED _____

JOWEL C. LAGUERRE, Ph.D.
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