

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD

UNADOPTED MINUTES  
September 21, 2011

1. CALL TO ORDER

A regular meeting of the Solano Community College District Governing Board was called to order at 6:30 p.m., on Wednesday, September 21, 2011, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, California 94534-3197, by Vice President A. Marie Young.

~ *MOMENT OF SILENCE* ~

A moment of silence was held in memory of student-athlete Ennis Johnson who died September 14, 2011. Mr. Johnson was a second-year football athlete out of Armijo High who also played men's basketball last season. Vice President Young dedicated the meeting of September 21, 2011, to the family and memory of Ennis Johnson.

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

Vice President Young requested that Professor Charlene Snow, SCFA President, lead those present in the pledge of allegiance to the flag of the United States of America.

3. ROLL CALL

Members Present:

A. Marie Young, Vice President  
Sarah E. Chapman  
James M. Claffey  
Pam Keith  
Rosemary Thurston  
Lexi Parmer, Student Trustee  
Jowel C. Laguerre, Ph.D., Secretary

Members Absent:

Denis Honeychurch, J.D., President  
Phil McCaffrey

Others Present:

Peter F. Bostic, Executive Director, institutional Advancement  
Sandra Dillon, Interim Director, Human Resources  
Yulian I. Ligioso, Vice President, Finance and Administration  
Arturo Reyes, Executive Vice President, Academic and Student Affairs  
Judy Spencer, Executive Coordinator, Superintendent-President and Governing Board

4. APPROVAL OF AGENDA

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

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Vice President Young recognized Ms. Charlene Snow, President of the SCFA, who requested to comment on the treatment of a SCFA Representative on the Health Care Committee.

Vice President Young recognized Mr. Timothy Carstensen, SCC Bookstore, who requested to comment on Item 13.(b)., Approval to Enter into Agreement with Barnes and Noble for Bookstore Outsourcing. Mr. Carstensen's comments were deferred to later on the agenda.

Vice President Young recognized Mr. Jared Riley, Solano College Judo Club, who requested to comment on the status of the Judo/Self Defense programs and the development of the Dr. Tanaka Judo Center.

Vice President Young recognized Mr. Cedric Brooks, SCC Student, who requested to comment on the DSP program.

*A full and complete copy of the comments made by Ms. Charlene Snow, Mr. Carstensen, Mr. Riley, and Mr. Brooks are available for review on the Solano Community College Web site at [www.solano.edu](http://www.solano.edu), Governing Board – Minutes – September 21, 2011 – Appendix A.*

Vice President Young recessed the regular meeting at 7:46 p.m.

6. CLOSED SESSION

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

Vice President Young called the Closed Session to order at 7:51 p.m.

7. RECONVENE REGULAR MEETING

Vice President Young reconvened the regular meeting at 8:01 p.m.

8. REPORT OF ACTION TAKEN IN CLOSED SESSION

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

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

9. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

Ms. Anna Maria Eljach, ASSC Governing Board Representative, reported that:

--Solano Daze started Monday and it has been a success thus far. Each day, ASSC is hosting a different and unique event. Today was Club Promo Day and the Student Body was very interested in the extracurricular activities and groups Solano Community College has to offer. We want the students to know more about what ASSC is about and for many people to get more involved.

--the students have unfrozen their budget. The reason for the budget being frozen in the first place was to try and be cautious with spending because there was not much money compared to previous years. There were many problems last school year and as a result no events were able to take place. This includes the funding cycle for clubs and Professors who can ask for a contribution from ASSC for field trips, conventions, etc.

--for many years now, SCC has graciously been given a verbal agreement promising \$20,000 to the students. The students are hopeful that this can continue even now with the outsourcing of the Bookstore. About 94% of the ASSC budget goes back into the Student Body. We try to host events and help the other school clubs. It is imperative for the health of the College that we continue to offer different activities to the students in order to help them prepare for their future endeavors.

(b) Academic Senate

There was no report from the Academic Senate.

(c) Shared Governance Council

Ms. Sandra Dillon, Interim Director, Human Resources, reported that:

--Vice President Ligioso gave an update on the budget. He shared that the state leaders are working to have the fee increase postponed until July 2012. With all triggers considered, SCCD is down \$1.5M. He is using the concept of the stability fund for anticipated additional expenditures.

--the proposed SGC goals were reviewed and approval is expected at the September 28, 2011, meeting.

--the Council is leaning toward not having a Board Policy Subcommittee, but would rather set aside time monthly to review policies and to have policies come up for review one by one and not as one big block.

(d) Superintendent

- *Solano County CERT Drill*

Dr. Jowel Laguerre, Superintendent-President, introduced Professor Ingeborg Bourdon, who teaches Nutrition in the School of Human Performance and Development. Professor Bourdon announced the upcoming Solano County Community Emergency Response Teams (CERT) Drill scheduled Saturday, October 15, 2011, 8:00 a.m. – 1:00 p.m., which will be held at Solano Community College. This is the first CERT drill this year, which will be hosted by Solano County, with participation coming from all cities within the county. Ms. Bourdon stated that when there is an emergency, the chance of the first responders getting to us may not be timely. It is important to have community members trained in the basics. Volunteers have been organized through the local fire or police community. This event will enable volunteers to practice what they have learned.

Professor Bourdon invited all Board members to participate if their schedules permit.

Trustee Keith thanked Professor Bourdon for her efforts on behalf of the College. She said it is reassuring that citizens are coming forward and donating their time and energy.

Vice President Young inquired what has been done relative to emergency preparedness and recognized Chief Steve Dawson who reported that last spring a “drop and cover drill” was held and was quite successful. There was participation by students and staff. Over the course of this semester, several “active shooter” workshops were held. In November, a multi-jurisdictional active shooter drill will be held. Through the efforts of Ms. Rachel Dwiggin-Beeler, we are targeting January 2012 for a larger group of CERT training. A small grant from the Chancellor’s Office will be funding the Training.

Trustee Chapman inquired which of our faculty members are supposed to be certified in CPR and first aid. Chief Dawson responded that there is no requirement for this training. However, the College has over one hundred trained individuals and that we will start with recertification again in the future. We have an active program with no legal requirements except in the Children’s Programs.

Dr. Laguerre interjected how saddened the campus community is by the sudden death of our student athlete—*one of our own*—Mr. Ennis Johnson. The College has been working with the family as much as possible. There will be a viewing September 22 between 3:30 and 9:00 p.m., at the Bryan-Braker Funeral Home located at 1850 W. Texas Street in Fairfield, and an hour before the funeral at the Mt. Calvary Baptist Church, 1735 Enterprise Drive, Fairfield, 10:00 a.m., Friday, September 23, 2011. The service will begin at 11:00 a.m.

The Counseling Office has responded well by supporting our student athletes. Several members of our administration spoke with students and the team coaches have been doing the best they can to assist students in this time of sorrow. A moment of silence will be observed at the game on Saturday—the first home game since his passing.

- *Registration Statistics Overview*

Dr. Jowel Laguerre, Superintendent-President, introduced Ms. Barbara Fountain, Director of Admissions and Records, who presented to the Board an updated registration statistics overview for the fall 2011 semester.

Director Fountain apologized for the misinformation in the previous report. She distributed the updated information. Ms. Fountain stated that the College will continue to represent the information in a clear and concise manner in order to avoid confusion again.

- *Accreditation Status Update*

J. Arturo Reyes, Executive Vice President, Academic and Student Affairs, updated the Board on the upcoming visit to Solano Community College by the ACCJC Visiting Team scheduled October 24-27, 2011. Mr. Reyes reported that the Self-Study Report was sent timely and that the final version is available for review on the SCC Web site. All the links are electronically connected and live. EVP Reyes thanked Director Jim Ennis and Mr. Scott Ota for their efforts to complete the task. It was daunting, and their expertise made it easy to complete in a timely manner.

Solano Community College hosted a pre-visit with Mr. Jerry Patton (Chair), and Mr. Thomas Jones, both from the College of the Desert, in order to work out the logistics of the visit. A schedule of activities is being developed as a result of this visit.

The Visiting Team will be hosted in Building 400 (Career and Transfer Center) and the conference room adjacent to these offices.

Dr. Laguerre requested that the Board keep their calendars clear for possible meetings with the Team during October 24-27. When it has been determined how the Team wants to interact with the Board, that information will be communicated as soon as it is available.

## 10. CONSENT AGENDA – ACTION ITEMS

### *Superintendent-President*

- (a) Minutes for the Board Study Session held September 7, 2011

### *Human Resources*

- (b) Employment – 2011-2012; Gratuitous Service; and Resignation

Finance and Administration

- (c) Warrant Listings

Academic and Student Affairs

- (d) Renewal of Small Business Development Center Consultant and Professional Services Agreement with City of Vallejo

- (e) 2011-2012 Local Agreement for Child Development Training Consortium 11-12-2502

Moved by Trustee Keith and seconded by Trustee Thurston 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. RETIREMENTS OF STAFF WITH 10 OR MORE YEARS OF SERVICE

- (a) Resolution Honoring Ralphine Andrus

Dr. Jowel Laguerre, Superintendent-President, stated how happy he was to honor Ms. Andrus, but how sad that the College is losing her service. Dr. Laguerre stated he had the personal opportunity of working with Ralphine for a year and was pleased with how effective she was as an administrative assistant, providing good service to the Library when he was the Acting Director of the Library.

Dr. Laguerre presented the resolution honoring Ralphine Andrus, who has served the Solano Community College District with distinction since August 1983, when she became a Secretary 1 to the Director of Learning Resources. Ralphine is retiring after 28 years of faithful service to the District from her current shared position as Executive Assistant to the Deans of the School of Human Performance and Development and the School of Liberal Arts, effective September 30, 2011.

Dr. Laguerre quoted in part from the Resolution as follows:

*Whereas, Ralphine Andrus, will retire from her current shared position as Executive Assistant to the Deans of the School of Human Performance and Development and the School of Liberal Arts, effective September 30, 2011, after 28 years of dedicated service to the District; and*

*Whereas, Ralphine Andrus' support of Solano Community College programs and activities has always been enthusiastic and has earned her the*

*respect of the community, the College staff, faculty, and students; now, therefore  
be it*

*Resolved, That Ralphine Andrus will be sorely missed, and the Governing  
Board expresses its sincere appreciation for her many contributions and extends  
their best wishes in her well-deserved retirement and future endeavors.*

There was applause from those present in the audience.

Moved by Trustee Thurston and seconded by Trustee Keith to approve the resolution honoring Ralphine Andrus' retirement from the Solano Community College District. The motion passed unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE – Lexi Parmer concurred.

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

NOES: None

ABSENT: Trustee McCaffrey and President Honeychurch

Ms. Andrus thanked the Board for the opportunity to serve at Solano Community College. Working at the College has been the highlight of her working career. She stated that she developed many friendships over the years and hopes they will continue in her new "life" as a retiree.

### 13. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

#### Finance and Administration

- (a) Agreement Between Solano Community College District and Community College League of California (CCLC)

Dr. Jowel Laguerre, Superintendent-President, presented the Agreement between Solano Community College District and Community College League of California (CCLC).

The District is desirous of utilizing the League's Redistricting program in order to evaluate the needs of the District in regard to its Trustee election process. The League is qualified by experience knowledge, and materials to assist with the coordination and supervision determining this need. The fee structure for the work conducted under this agreement shall not exceed a total of \$35,000. Should the work extend beyond March 1, 2012, this contract may be extended at the discretion of both the District and the League.

Moved by Trustee Keith and seconded by Trustee Thurston to approve the Agreement between the Solano Community College District and Community College League of California (CCLC) for a total not to exceed \$35,000.

The motion carried unanimously.

(b) Approval to Enter into Agreement with Barnes and Noble for Bookstore Outsourcing

Vice President Young recognized Mr. Timothy Carstensen, SCC Bookstore, who requested to comment on Item 13.(b)., Approval to Enter into Agreement with Barnes and Noble for Bookstore Outsourcing. Mr. Carstensen's comments are recorded in Appendix A.

Vice President Ligioso, Vice President of Finance and Administration, acknowledged the work of Juan Valenzuela and Thomas Trujillo who were instrumental in getting the proposal through.

Vice President Ligioso presented the Agreement with Barnes and Noble for bookstore outsourcing. This proposal provides for reimbursement of existing bookstore staff salaries and benefits, and financial re-numeration to the College as follows: a minimum income guarantee of \$350,000 per year, plus a percentage of net sales; a \$200,000 sign on bonus; \$25,000 toward facilities upgrades; \$50,000 for a new point of sale system; and \$15,000 in scholarships for ASSC. The estimated fiscal impact of bookstore services outsourcing would be approximately \$350,000 to \$450,000 per year in additional revenues to the College.

Moved by Trustee Thurston and seconded by Trustee Keith to approve the Agreement with Barnes and Noble for bookstore outsourcing. The motion carried unanimously.

Trustee Chapman inquired about the average amount of money that has gone to the students over the last four years; if it has been increasing or varied over the years. Dr. Laguerre indicated that we do not want to tie the hands of the company too much, but will definitely look and see what contributions have been made to ASSC and make sure they are treated fairly. Dr. Laguerre stated he was not comfortable with increasing the amount to students based on volume increases. The District will look at the average and make a recommendation from there.

Trustee Thurston commented that one of the four reasons for making this change was to make things better for students; therefore, the total revenue may not increase because of the advantages to students.

(c) Approval to Enter into Agreement with Bond Counsel and Campaign Consulting Firms

Yulian I. Ligioso, Vice President of Finance and Administration, presented the Agreement with Bond Counsel and Campaign Consulting Firms.

After an extensive review process, staff recommends the District engage the services of the bond counsel firm Strandling, Yocca, Carlson & Rauth for all aspects of legal services relating to the issuance of public general obligation bonds from the preliminary analysis and feasibility phases through bond issuance, if the measure is approved by the voters. Staff further recommends that the District engage the services of the campaign consulting firm Lew Edwards Group to advise the District through the information phase of the process prior to Board resolution authorizing

placement on the ballot. Lew Edwards Group would work with the District staff to develop effective public relations and communication strategies.

Moved by Trustee Keith and seconded by Trustee Thurston to approve the Agreement with Bond Counsel and Campaign Consulting Firms as identified. The motion carried unanimously.

14. INFORMATION/ACTION ITEMS – ACTION MAY BE TAKEN

(a) Five-Year Network Support Contract

Mr. James Ennis, Director of Technology and Support Services, presented the five-year network support contract arranged through Cisco Systems, with Key Government Finance, Inc., at zero interest, and provides for reduced annual payments at a fixed annual rate for the five-year term of the agreement; thus, allowing the District to not only save money on support costs but know what our costs will be for the existing network hardware and software for the next five years in exchange for the five-year commitment. It is estimated this contract will save the District approximately \$4,070.57 per year, or \$20,352.85 over the five-year term of the agreement for currently covered hardware and software. Credit will be provided for equipment that goes off support and can be applied to new equipment added to the support contract over the course of the agreement.

Moved by Trustee Keith and seconded by Trustee Thurston to approve the five-year network support contract arranged through Cisco Systems, with Key Government Finance, Inc. The motion carried unanimously.

15. INFORMATION ITEMS – NO ACTION REQUIRED

(a) 2013-2017 Five-Year Construction Plan (2013-2014 First Funding Year)

Dr. Jowel Laguerre, Superintendent-President, presented the 2013-2017 Five-Year Construction Plan. This plan is a working/planning document in the State Chancellor's Office, which is required to be updated, signed and re-submitted to the Office of the Chancellor this time each year.

16. ANNOUNCEMENTS

Trustee Chapman announced an event being held Saturday, September 24, 2011, which will be held in the SCC Theatre, 8:30 a.m. – 12:30 p.m., *Keeping It REAL!* The focus *is* increasing student achievement, "What Teachers, Parents and the Community Must Do!" Opening keynote and workshop presenter is Mr. Mychal Wynn, author, educational consultant, and parent advocate. This event is being coordinated through the Solano County Education Initiatives' Conference. The program chair is Dr. Karen McCord, who may be contracted for more information.

Trustee Chapman reminded the Board of the 5<sup>th</sup> Annual Classic for Kids golf tournament, scheduled Friday, September 23, 2011, 10:00 a.m., at the Chardonnay Golf Club. Raffle tickets in the amount of \$2 each are still available. The benefit of the tournament is to connect 100% of Solano County's children with healthcare.

17. ITEMS FROM THE BOARD

**Trustee Thurston** reported that she attended the following College and community events:

August 2011

**26** – Taste of Vallejo event sponsored by Leadership Vallejo.

**28** – Supervisor Linda Seifert event for Fairfield School Board Candidates Judi Honeychurch and Pat Shamansky.

**31** – Solano EDC Breakfast Event with speaker political Columnist Dan Walters of the Sacramento Bee.

September 2011

**09** – Napa/Solano Building Trades Labor Reception at the Benicia Yacht Club.

**15** – Solano College Community Forum at the Community Center in Benicia.

**Trustee Chapman** reported that she attended the following College and community events:

August 2011

**25** – Educational Master Plan Forum facilitated by MIG, Inc., at the Vacaville Center.

September 2011

**12** – Vacaville City Schools Select Committee. President Laguerre shared his vision and information on the Middle College High School concept. We have had opportunity to visit a site in Contra Costa County where this program is effective. Another visit will be scheduled in October.

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

August 2011

**19** – Vallejo Education and Business Alliance (VEBA) Bylaws Committee meeting. Vice President Young serves as Chair of the Bylaws Committee of VEBA. The meeting was held at the conference room of SCC Vallejo Center.

**26** – Taste of Vallejo fundraiser which was held at the Dan Foley Cultural Center in Vallejo. This event was sponsored by Leadership Vallejo. The proceeds benefitted Citizens on patrol and Solano County's Guardian Angels Chapter.

- 20 – VEBA Bylaws Committee meeting at the Vallejo Center.
- 31 – Solano EDC Breakfast at the Hilton Garden Inn in Fairfield.

September 2011

- 05 – Napa/Solano Central Labor Council Labor Day breakfast, which was held in Benicia.
- 08 – Business Partnership Candidates Public Forum at Touro University Auditorium.
- 13 – Worked at the registration table at Vallejo High School for the United College Action Network (U-CAN) 12<sup>th</sup> annual Historically Black College Recruitment Fair. Over 800 students attended the fair and about 400 students were enrolled, on site, into college. The students were asked to bring their transcripts and ACT/SAT scores. Members of Vice President Young’s sorority, Kappa Beta Omega Chapter of alpha Kappa Alpha Sorority, were responsible for providing a light breakfast and working the registration table.
- 20 – Candidates Forum at Vallejo City Hall Chambers. This forum was sponsored by the African American Alliance, Vallejo Black chamber of Commerce, and Vallejo branch of the NAACP, of which Vice President Young holds membership in these three organizations. The Vallejo Alumnae Chapter of Delta Sigma Theta Sorority was also a sponsor of this well attended forum.

18. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:15 p.m.

JCL:js

BOARD MINUTES.09.21.11.FINAL

\_\_\_\_\_ APPROVED

—  
DENIS HONEYCHURCH, J.D.  
BOARD PRESIDENT

JOWEL C. LAGUERRE, Ph.D.  
SECRETARY

**CCD 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.**