

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES

Board Study Session

August 3, 2011

1. CALL TO ORDER

A Board Study Session of the Solano Community College District Governing Board was called to order at 6:30 p.m., on Wednesday, August 3, 2011, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, California 94534-3197, by Board President Denis Honeychurch.

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

Board President Honeychurch led those present in the pledge of allegiance to the flag of the United States of America.

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
Lexi Parmer, Student Trustee
Jowel C. Laguerre, Ph.D., Secretary

Members Absent:

Phil McCaffrey

Others Present:

Peter F. Bostic, Executive Director, Institutional Advancement
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

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

Item 10.(c), Agreement for Business and Fiscal Consulting Services with Ron Cox, ELS Group, LLC, page 10. Page 3 of 6 of the agreement, Article 5, Solicitation of Consultants, *should be eliminated*. Page 5 of 6 of the agreement, Appendix A, line 9, ~~June 30, 2010~~ should read **June 30, 2011**; line 15, ~~June 30, 2011~~ should read **June 30, 2012**.

A copy of the corrected agreement was made available to the members of the Board of Trustees and the public.

Item 11.(a), Revised Classified Job Description – Financial Aid Advisor, page 18, line 4, salary placement is ~~Range 13~~, should read as **Range 12**.

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

5. COMMENTS FROM MEMBERS OF THE PUBLIC

There were no comments from members of the public.

6. REPORTS (NO ACTION REQUIRED):

(a) Gainful Employment: Meeting Federal Title IV Requirements

Facilitated by Dr. Chris Myers, Interim Director, Research and Planning

Dr. Jowel Laguerre, Superintendent-President, stated that many discussions have been held around the country relative to proprietary schools not providing the best education for students with employment opportunities. Congress has been working hard to make these institutions accountable. One way was to pass a rule that would require them to report accomplishments on the part of their students for data. If it is good for the private schools, then it should be good for community colleges; therefore, we are now part of this requirement. This now applies to all institutions providing occupational training. In anticipation of this new federal requirement, Dr. Laguerre informed those present that Solano College is working hard to change our processes and track students effective fall 2011. The Title IV requirement became effective July 1, 2011.

Dr. Chris Myers, Interim Director of Research and Planning, gave a PowerPoint presentation on gainful employment: meeting Federal Title IV requirements. Federal Title IV regulations require disclosing specified information for educational programs leading to direct employment (i.e., certificate programs) to prospective students via the Web site. It requires reporting specified student data to the federal government, which is provided by the Chancellor's Office. Information that is required to be disclosed includes occupations for which students are prepared to enter, program costs, median loan debts, program completion, and the job placement rate (waived for California community colleges). Examples for reporting the information were shared and Web sites for more information were identified.

California Community Colleges have been given a waiver for complying for the time being; however, the time will come when we will be required to do the work. Dr. Laguerre stated that in order to be a head of the curve that we have begun to track our students accordingly, and extended thanks to EVP Arturo Reyes and his staff, together with staff from the IT Department, for implementing our processes.

Mr. Chuck Eason, Director of the Small Business Development Center, was recognized and stated that “not-for-credit” programs are not included in this requirement, but that the College still tracks our students.

A copy of the PowerPoint presentation is available for review in the Office of the Superintendent-President and the Office of the Director of Research and Planning.

(b) Future Board Study Sessions

Facilitated by Dr. Jowel Laguerre, Superintendent-President

Dr. Jowel Laguerre, Superintendent-President, presented a draft of Board Study Session topics to be discussed in the 2011-2012 academic year. The Board reviewed the topics and associated timelines and made suggestions for change accordingly.

(c) Board Development Survey

*Facilitated by Dr. Jowel Laguerre, Superintendent-President and
Dr. Chris Myers, Interim Director, Research and Planning*

Dr. Chris Myers, Interim Director, Research and Planning, presented a draft Board development survey. Based on the outcome of the Board Retreat held April 20, 2011, the Board indicated their desire at that time to have more activities to participate in. The purpose of this survey is to identify those activities.

Dr. Myers stated that a link would be provided to the Board members in order for them to complete the survey online. In the essence of time, the Board was asked to complete the online survey no later than August 11, 2011.

7. CONSENT AGENDA – ACTION ITEMS

Superintendent-President

(a) Minutes for the Regular Meeting held July 20, 2011

Human Resources

(b) Employment - 2011-2012

Academic and Student Affairs

(c) Renewal Contract of Small Business Administration (SBA) Funding for Small Business Development Center (SBDC)

Board President Honeychurch reported that Dr. Jowel Laguerre made the following correction to the Consent Agenda as follows:

Item 7.(b), page 1, Consent Calendar – Human Resources – Employment 2011-1012:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
To be announced <u>Should read:</u>	<i>Cosmetology Lab Technician</i>	To be determined
ERIKA SMITH	\$18.34 hour/\$14,323.54 annually	August 11, 2011
To be announced <u>Should read:</u>	<i>Human Resources Manager</i>	To be determined
CHARO ALBARRAN	ALG Range 42 - \$70,411 - \$89,094 annually	August 22, 2011
To be announced <u>Should read:</u>	<i>Director of Research & Planning</i>	To be determined
PETER CAMMISH	ALG Range 40 - \$65,100 - \$82,373 annually	September 19, 2011

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

8. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

9. RETIREMENTS OF STAFF WITH TEN OR MORE YEARS OF SERVICE

(a) Resignations to Retire – Michelle Duleck and Paul Stilwell

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Michelle Duleck	Aeronautics Lab Technician 23 years, 2 months	07/19/11
Paul Stilwell	Auto Body Instructor 25 years, 3 months	10/31/11

Moved by Trustee Thurston and seconded by Vice President Young to approve the resignation to retire for Michelle Duleck, effective July 19, 2011, retroactively; and, Paul Stilwell, effective October 31, 2011. The motion carried unanimously.

10. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent-President

(a) Resolution Directing the Solano Community College District to Explore Opportunities for Collaboration, Resolution No. 11/12-03

Dr. Jowel Laguerre, Superintendent-President, presented the resolution directing the Solano Community College District to explore opportunities for collaboration and shared use of facilities, equipment and services with various entities in the city of Vallejo in an effort to reduce costs and maintain service levels.

Dr. Laguerre advised, that in conversations with Trustee Thurston, it was agreed that this is a good process to have with other cities and agencies, and that conversations will be held with the city of Suisun. It is a positive move to have mutual support to provide to us and others.

Trustee Keith suggested that given the fact that the city of Vallejo is engaging in conversations about emergency preparedness that it might be good to include this topic in future discussions.

Moved by Trustee Thurston and seconded by Vice President Young to approve the resolution directing the Solano Community College District to explore opportunities for collaboration, Resolution No. 11/12-03. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE – Lexi Parmer concurred.

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

NOES: None

ABSENT: Trustee McCaffrey

Finance and Administration

(b) Agreement for Business and Fiscal Consulting Services with Barbara Gross, CPA

Yulian Ligioso, Vice President, Finance and Administration, presented the agreement for business and fiscal consulting services with Barbara Gross, CPA. Mrs. Gross will be working on updating the District's fixed asset group of accounts as part of and in preparation for the FY 2010-11 audit. The terms of the agreement will be from August 4, 2011 – December 31, 2011, with total expenses not to exceed \$5,000.

Moved by Vice President Young and seconded by Trustee Chapman to approve the agreement for business and fiscal consulting services with Barbara Gross, CPA, with total expenses not to exceed \$5,000. The motion carried unanimously.

(c) Agreement for Business and Fiscal Consulting Services with Ron Cox, ELS Group, LLC

Yulian Ligioso, Vice President, Finance and Administration, presented the agreement for business and fiscal consulting services with Ron Cox, ELS Group, LLC. Mr. Cox will provide consulting services to the District in the FY 2010-11 year-end close and audit, as well as the finalization of the FY 2011-12 adoption budget. The terms of agreement will be from August 4, 2011 – December 31, 2011, with total costs not to exceed \$30,000.

Moved by Vice President Young and seconded by Trustee Thurston to approve the agreement for business and fiscal consulting services with Ron Cox, ELS Group, LLC, with total costs not to exceed \$30,000, as amended. The motion carried unanimously.

Academic and Student Affairs

(d) Draft 2011 Accreditation Self-Study Report

Dr. Jeff Lamb and Ms. Tracy Schneider, Accreditation Coordinator, presented the draft 2011 Institutional Self-Study Report of Reaffirmation of Accreditation, a collaborative effort by administration, faculty, staff, and students. Ms. Schneider highlighted the changes from the draft self-study report presented to the Board for information July 20, 2011. Ms. Schneider stated that there is a “huge” improvement in the report due to the important piece of work the Board Accreditation Leadership Subcommittee provided.

The report is expected to be finalized tomorrow, August 4, 2011, and sent out for final formatting. This should take about ten days. Printing will also be handled through an outside source, with an expected mail date of August 19, 2011. It is due in the ACCJC office no later than August 24, 2011. Ms. Schneider advised the Board that her next task will be to link the evidence and make the final discs.

EVP Arturo Reyes is in the process of coordinating the site visit, which will be October 24-27, 2011. At that time, an addendum updating our work at Solano College will be provided. The campus community is committed to continuing to evaluate ourselves for improvement.

Trustee Chapman commented that she noticed in the faculty evaluation portion of Standard III that the summary was mostly about improvement and suggested that positive comments on how well we are doing could be included. Dr. Laguerre observed that all employees should be included in the summary, not just faculty.

Moved by Vice President Young and seconded by Trustee Chapman to approve the draft 2011 Institutional Self-Study Report of Reaffirmation of Accreditation with the noted changes presented and those recommended by the Board. The motion carried unanimously.

Vice President Young, Chair of the Board Accreditation Leadership Subcommittee, congratulated Ms. Schneider and Dr. Lamb and all others who were involved in writing the report on an outstanding job. She said, “It is an outstanding report--what you have done has been excellent.”

There was a round of applause from those present

11. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Revised Classified Job Description – Financial Aid Advisor

Dr. Jowel Laguerre, Superintendent-President, presented the revised classified job description for the Financial Aid Advisor position. The job description has been revised with input and concurrence from the California School Employees Association (CSEA), Chapter #211, to correctly reflect the minimum qualifications of the position. This position is included in the CSEA collective bargaining group and the current salary placement is Range 13 (*should be Range 12, as corrected when the agenda was approved.*)

Dr. Laguerre commented that the Financial Aid Staff were instrumental in providing input to the job description as presented. Dr. Laguerre said that we continue to look for ways in which to save money, wherever possible, and this description reflects combined duties from the two vacancies in the Career Placement Office and the Financial Aid office.

Board President Honeychurch reported that there would not be a Closed Session.

12. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:40 p.m.

JCL:js

BOARD STUDY SESSION MINUTES.08.03.11.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.