

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES

May 4, 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, May 4, 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
Phil McCaffrey
Rosemary Thurston
Pam Keith
John M. Glidden, Student Trustee
Tom Henry, Special Trustee
Jowel C. Laguerre, Ph.D., Secretary

Members Absent:

Tom Henry

Others Present:

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

4. APPROVAL OF AGENDA

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

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Dr. Richard Kleeberg requested to comment on Item. 10 (a) Solano Community College Academic Senate Resolution, Professor Title, Resolution SP-2011 #1. Dr. Kleeberg's comments were deferred to later on the agenda.

6. REPORTS (NO ACTION REQUIRED):

- (a) Solano Community College "Talking" Falcons – National Championship Recognition
Facilitated by Neil Glines, Director, Speech/Forensics Team; Ana Petero and Elizabeth Simas, Assistant Coaches

Dr. Laguerre invited Judy Spencer, Executive Coordinator to the Superintendent-President and Governing Board, to briefly comment on her recent travel experience with the Speech and Debate Team to Greenwich, Connecticut.

Ms. Spencer began by saying, "The week of April 8th through the 17th I took my second annual pilgrimage with the Speech and Debate team to their national tournament in Greenwich Connecticut. I have to admit watching these students in the airport deliriously singing show tunes at 5:15 a.m. on Saturday morning made me want to rethink my decision to vacation with the team. My concerns were soon put to rest as the team practiced and readied themselves for their week long competition. I knew this week was going to be special when we arrived at the opening banquet on Monday evening when I saw the 522 students and 136 coaches from 59 schools in attendance anxiously awaiting the competition to start Tuesday morning. Seeing the energy and love for their activity was infectious, which was a good thing, since we all had to endure the hotel's take on chicken. My week with the team left me with many fond memories, but for the sake of time I will share two:

The first was watching these students compete each and every day, and it was truly inspiring. Every day of competition starts at 7:45 a.m. and goes until 8:00 or 8:30 p.m. Our students never let the long hours detour them from doing their best each and every day. This week was emotionally draining for me watching; I can only imagine what it was like for our students who have put a year's worth of practice and competition into these events to endure this marathon of competition. The level of professionalism and dedication our student's exhibit in competition will make them successful wherever life takes them.

The second was watching the team come together supporting the efforts of their fellow teammates. As elimination rounds started, I could tell, some students were tired. It was amazing to see the other students on the team pump each other up and focus on the elimination round at hand. I enjoyed watching our students in their bronze, silver, and gold rounds put their best efforts forward making their team and school proud.

I am looking forward to my, if you haven't seen the speech and debate team compete, to join me in Concord, March 14-17, 2012 when Solano hosts the California Community College Forensics Association State Tournament. I know it will be a great event, as Neil Glines is the

president of CCCFA and will be running the tournament. I guarantee watching just one round will have you hooked. Then come and talk to me, the President of the Solano Speech and Debate Team Fan Club.”

Professor Neil Glines asked the team members to join him at the podium, together with Board President Honeychurch and Superintendent-President Laguerre. The Solano Speaking Falcons just finished their season with a stellar performance at Phi Rho Pi, the national community college speech and debate tournament, in Greenwich, CT, April 9-17. The team succeeded in a “team break,” meaning every person on the team took home at least one medal, for a total of 11 medals won. In the most competitive division of the tournament, consisting of 37 of the 59 colleges attending, Solano took home a gold medal in individual events and a silver medal in debate. The combination of our achievements in debate and individual events led to us placing third overall in this highly competitive division.

Kat Azurdia was the shining star of the team, winning a gold medal in informative speaking, beating out 78 other competitors, and a second gold medal in communication analysis, beating out 57 competitors. This is Kat’s second year on the team, and she is planning on transferring to Carroll College with a debate scholarship. Also sharing the limelight was Lance Bubak, our other second-year student. Lance won a silver medal in extemporaneous speaking and a bronze medal in parliamentary debate. He is planning on transferring to University of the Pacific with a debate scholarship. Individual results were as follows:

- Kat Azurdia Gold, Communication Analysis
 Gold, Informative Speaking
- Caitlin Bubak Bronze, Informative Speaking
- Lance Bubak Silver, Extemporaneous Speaking
 Bronze, Parliamentary Debate
- Angelica Grigsby Silver, Informative Speaking
 Bronze, Parliamentary Debate
- Stephanie Truluck Silver, Informative Speaking
- School Sweepstakes Silver, Debate
 Gold, Individual Events
 Silver, Overall

Professor Glines took the opportunity to thank Dr. Laguerre and the Governing Board for their continued support; Dean Leslie Rota for her tireless dedication to the success of the team, and the campus community for their ongoing encouragement and support of our students.

There was a round of applause from those present in the audience.

(b) District Budget Update

Facilitated by Yulian Ligioso, Vice President, Finance and Administration

Vice President Ligioso gave a PowerPoint presentation on the District budget, and began by explain the three scenarios the District has been addressing relative to planning purposes for 2011-2012. They are as follows:

- Scenario 1: Governor's Balanced Approach
- Scenario 2: All-Cuts, Prop 98 Protected
- Scenario 3: All-Cuts, Prop 98 Suspended

The purpose of addressing these three possibilities and identifying which scenario to plan on is to facilitate better planning for the 2011-2012 budget. Vice President Ligioso identified the current year actual revenues and expenditures, the multi-year approach and reserve guidelines. Incorporated into his presentation was an anatomy of the budget structure, functions and vital processes.

Vice President Ligioso briefly recapped the state budget and analysis by the Community College League of California. This information was shared with FaBPAC at their meetings held January 19 and April 6, 2011. Drilling down into the details, and given the magnitude of the budget, Vice President Ligioso discussed the three-year approach to resolving the budget problem. After updating the 2010-2011 budget, it will be easier to transition to the 2011-2012 budget, which enables us to look further out over four years of budget planning.

The apportionment calendar was discussed and will be recalculated in December. This year, at P-1, we received back \$1 Million from 2008-09. With state deferrals in 2010-2011 amounting to \$9 Million, and another \$5 Million in taxes, there is concern about being too optimistic about the revenue picture for FY 2010-2011. The 2010-2011 budget is held up by unbudgeted revenue increases and spending freezes. The 2011-2012 budget is challenged by the worst case state budget scenario, increased deferrals, and rising costs.

Vice President Ligioso shared with the Board the District expenditure increases that are reduced from the original target amount of \$2,830,954 to \$2,219,009. These numbers now appear to be more realistic.

Upon transitioning from 2010-2011 to 2011-2012, the revenues and expenditures were identified. Budget planning options 2011-2012 were identified. Discussions have been held with possibly outsourcing the bookstore, but continuing to keep the staff secure in their jobs. Discussions are being held relative to streamlining and decentralizing reprographics, i.e., custom publishing, digitalizing forms, etc.

Relative to fund balance designations, planning is crucial, now more than ever, to tie planning to resource allocations. In this time of draconian cutbacks, we need not only to be strategic about reductions, but also consider investments, strategic initiatives, and professional development. It is important to accommodate our budget shortfall and cash flow. Relative to cash flow, the requested renewal of temporary funds transfer agreement with the County expects to be presented by the County Treasurer at the mid-May Board of Supervisors meeting. It may not be available until mid-October.

Vice President Ligioso reported that reserve guidelines will return to the Board at a future meeting for guidance and direction from the Board. The District currently has a fund reserve of 6-7%, in keeping with Board Policy.

Vice President Ligioso outlined the following guiding principles and priorities for budget reductions that will help keep the College going:

- Reflect values and goals of institutional goals and Educational Master Plan/Facilities Master Plan.
- Offerings promote Career Technical Education, Transfer, and Basic Skills.
- Well balanced offerings and standard support services; timely, successful completion; responsive to community needs.
- Achieve enrollment targets for maximum funding/resources.
- Continue with adequate reserve to meet District obligation and cash flow.
- Explore: re-organize, consolidate programs and services to increase efficiencies and cost savings.
- Strive to maintain permanent, regular employees.
- It takes the whole College working together for the overall good--making tough decisions.

Vice President Ligioso's overarching theme was to align our needs to our Strategic Plan. In looking forward:

- We need to develop partnerships for international programs. We experienced our first International Student Graduation on campus recently.
- We need to continue our relationship with four-year institutions—Sonoma State University/Cal Maritime/Sacramento State/U.C. Davis.
- We need to continue to apply for grants. We recently applied for a Federal \$20 Million Grant. A grant focus is critical to a healthy revenue-generating process.
- We need to continue to make progress with Outreach and Sustainability (College University President's Climate Action Plan).
- We need a strong emphasis on Student Access and Success.

Vice President Young thanked Vice President Ligioso for the thoroughness of his presentation.

A copy of the PowerPoint presentation is available in the Office of the Superintendent-President and the Office of the Vice President of Finance and Administration.

7. CONSENT AGENDA – ACTION ITEMS

Superintendent-President

- (a) Minutes for the Regular Meeting of April 6, 2011 and Board Retreat held April 20, 2011

Human Resources

- (b) Employment - 2010-2011; Gratuitous Service; Resignations; Employment - 2011-2012; Request for Reduced Workload

Finance and Administration

- (c) First Amendment to PCS Site Agreement – Renew Wireless Cell Site Agreement with STC FIVE LLC

Academic and Student Affairs

- (d) Clinical Experience Agreement Between Solano Community College District and City of Dixon Senior Center

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

8. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

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

- (a) Resignation to Retire – Donna Vessels

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Donna Vessels	Research & Planning Technician 21 years, 1 month	5/31/11

Dr. Jowel Laguerre, Superintendent-President, thanked Ms. Vessels for her service to the College.

Moved by Trustee McCaffrey and seconded by Trustee Keith to approve the resignation to retire for Donna Vessels, effective May 31, 2011. The motion carried unanimously.

10. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Human Resources

- (a) Solano Community College Academic Senate Resolution, Professor Title, Resolution SP-2011 #1

Dr. Jowel Laguerre, Superintendent-President, presented the Solano Community College Academic Senate Resolution, Professor Title, Resolution SP-2011 #1.

Board President Honeychurch recognized Dr. Richard Kleeberg who requested to comment on this item.

Dr. Kleeberg, Secretary of the Academic Senate, and currently Acting President, gave some history on this resolution dating back to 1996 when a similar resolution was passed in a different environment. That resolution was never discussed formally at a Board meeting. The atmosphere has changed dramatically since that time, in a positive way, mostly because of the efforts of faculty, staff, and the Board, together with new leadership on campus. Dr. Kleeberg was the author of the resolution 15 years ago, and is the author now and respectfully requested an affirmative vote for acceptance by the Board.

Moved by Vice President Young and seconded by Trustee Thurston to approve the Academic Senate endorsed Resolution, Professor Title, Resolution SP-2011 #1. The motion carried unanimously. Board President Honeychurch requested a roll call vote as follows:

STUDENT TRUSTEE ADVISORY VOTE – John M. Glidden concurred.

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

NOES: None

ABSENT: None

Finance and Administration

(b) Proposed Agreement with R. V. Stutzman Consulting

Dr. Jowel Laguerre, Superintendent-President, presented the proposed agreement with R. V. Stutzman Consulting. This contract is for specialized services in determining the feasibility of placing a general obligation bond measure on a future general election ballot. Mr. Stutzman has extensive experience and knowledge relative to facilities planning and has served on the statewide facilities planning task force.

Moved by Vice President Young and seconded by Trustee Claffey to approve the proposed agreement with R. V. Stutzman Consulting. The motion carried unanimously.

11. INFORMATION/ACTION ITEMS – ACTION MAY BE TAKEN

(a) President’s Advisory Council on Emergency Preparedness (PACEP)

Dr. Jowel Laguerre, Superintendent-President, presented the President’s Advisory Council on Emergency Preparedness (PACEP), established to develop a comprehensive communication and training plan in the event of declared disasters and emergencies. After an incident at the College in September 2010, it became apparent we are not where we need to be with emergency preparedness. Dr. Laguerre stated he has put forth a group that is helping to make sure we are as well prepared as we can be at the institution. Ms. Rachel Dwiggin-Beeler, one of our faculty

members, trained in emergency preparedness, has been approached and is willing to help the District with emergency preparedness for services not to exceed \$5,000.

Moved by Vice President Young and seconded by Trustee Chapman to approve the services of Ms. Rachel-Dwiggins-Beeler for services not to exceed \$5,000. The motion carried unanimously.

12. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Presentation of the California School Employees Association, Chapter #211 Initial Proposal to the District

Dr. Jowel Laguerre, Superintendent-President, presented the California School Employees Association, Chapter #211 Initial Proposal to the District. The initial proposal to the District introduces CSEA's opening proposal to the collective bargaining agreement with the District for the purpose of public notice (sunshining). Pursuant to Government Code Section 3547, public comment on such proposal shall be received at the next Governing Board meeting scheduled May 18, 2011.

(b) Presentation of the District's Initial Proposal to California School Employees Association, Chapter #211

SCC District and the CSEA, Chapter #211, are preparing to enter into negotiations for a successor agreement for the period of 2011-2012. Dr. Jowel Laguerre, Superintendent-President, presented the opening proposal to CSEA for the purpose of public notice (sunshining). Pursuant to Government Code Section 3547, public comment on such proposal shall be received at the next Governing Board meeting scheduled May 18, 2011.

(c) Presentation of the District's Initial Proposal to Operating Engineers/Stationary Engineers, Local 39

SCC District and Operating Engineers/Stationary Engineers, Local 39, are preparing to enter into negotiations for a successor agreement for the period of 2011-2012. Dr. Jowel Laguerre, Superintendent-President, presented the opening proposal to Operating Engineers/Stationary Engineers, Local 39, for the purpose of public notice (sunshining). Pursuant to Government Code Section 3547, public comment on such proposal shall be received at the next Governing Board meeting scheduled May 18, 2011.

(d) Presentation of the District's Request to Open Articles 2, 20, 21 and 23 to the Solano College Faculty Association (SCFA), CCA/CTA/NEA

Dr. Jowel Laguerre, Superintendent-President, presented the District's request to open Article 2, Article 20, Article 21, and Article 23 to the SCFA, CCA/CTA/NEA for the purpose of public notice (sunshining). Pursuant to Governing Code Section 3547, public comment on such proposal shall be received at the next Governing Board meeting scheduled May 18, 2011.

(e) Retiree Health Benefits Actuarial Study by Total Compensation Systems, Inc.

The District contracted with Total Compensation Systems, Inc., (TCS) to conduct its bi-annual retiree health benefits actuarial study, as required by Governmental Accounting Standards Board (GASB) 43 and 45. The last study was completed in 2008.

Vice President Yulian Ligioso introduced Mr. Geoff Kischuk, President of Total Compensation Systems, Inc., who presented the report and answered questions from the Board.

Mr. Kischuk stated the District has been planning for this expenditure for a long time and is the first district to study ways to deal with these liabilities. It is not surprising that the District, through their preparation, is on track right now. The additional expense to remain on track is \$123,101, which is down from \$200,000. Another study will be done in two years.

A copy of the report is available in the Office of the Superintendent-President and the Office of the Vice President of Finance and Administration.

(f) Proposed Update to the Educational Master Plan and Facilities Master Plan

Executive Vice President Reyes introduced the concept of the Educational Master Plan and Ms. Mindy Craig, the representative from Moore Iacofano Goltsman Inc., (MIG) who provided an update of the preliminary scope of work and task for the development of an updated Educational Master Plan (EMP) and Facilities Master Plan. MIG developed and coordinate the District's EMP in 2006.

Ms. Craig stated that she was the lead on the last EMP. No one knew about the economy going down at that time, and now we must move forward with new considerations how educational programs get changed based on trends and economic realities in order to continue to serve the community in the way that is needed.

Ms. Craig stated that MIG will continue to provide good solid information for accreditation and externally within the County. They will work with faculty on the best way to make changes to align with the Strategic Plan and how it affects the facilities plan.

MIG will establish several key milestones with an aggressive schedule to get an environment scan updated by the end of May, using the fall months as an intensive period to get updated by the end of 2011.

Trustee Thurston asked about the funding for this work. Dr. Laguerre stated this opportunity will be through the use of development funds; therefore, will not reduce the general budget.

This item will return for approval at the May 18, 2011, meeting.

(g) Proposed Reorganization Plan for Academic Affairs

Dr. Jowel Laguerre, Superintendent-President, presented the proposed reorganization plan for Academic Affairs, which is to align disciplines with opportunities for succession and offer savings to the District in these critical budgetary times.

In order to develop this proposal, Dr. Laguerre thanked EVP Arturo Reyes who worked with a committee, the divisions and Deans, and students who had a clear understanding of the task at hand. The comments received from the forums allowed for input into the final plan.

The primary change is going from divisions to schools, and the elimination of three divisions, with those disciplines blended into the remaining four schools. The Center Deans assumed new responsibilities, consultants were eliminated, and the Executive Vice President inherited new responsibilities.

Trustee Thurston inquired about the Counseling Division. Dr. Laguerre responded that this division is not part of the integral part of the reorganization.

Trustee Claffey expressed concern about the number of people that will be required to be supervised by one person. Dr. Laguerre responded that in higher education, this ratio is generally higher than in smaller organizations. While this is a critical issue, it is being addressed down the road. Dr. Laguerre reminded the Board that the Center Deans will be performing evaluations, which will help diminish the overload for the remaining Deans.

Dr. Laguerre reported that two of the three goals for the reorganization have been met: realignment of disciplines and savings. The third, succession planning, will take more time and should be done over the next 2-5 years with broad faculty, staff, and student input.

Board President Honeychurch inquired about the size of the new School of Human Performance and Development (formerly Physical Education, Wellness and Athletics). Dr. Laguerre responded that was not possible to keep the same number of faculty within a school (division); and this is one of the differences. The Deans played a role in looking at the proposed model and feel it will work for them.

This item will return for approval at the May 18, 2011, Board meeting.

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

13. ANNOUNCEMENTS

Student Trustee Glidden announced that this was his last meeting and thanked Board President Honeychurch and Dr. Laguerre and the Board for welcoming him as the Student Trustee. It has been an interesting year and expressed his happiness in being able to serve. A new Student Trustee will be obligated at the May 18, 2011, meeting.

Board President Honeychurch recognized Mr. Scott Dobson, student, who requested to comment on the Humanities Division merging with Liberal Arts. Latin is his love and passion and wants to be able to continue to learn and study, but it appears he won't be able to take Latin 2 and 3 as

it won't be available next year. Mr. Dobson asked the Board to continue Latin students at Solano Community College.

Board President Honeychurch recessed the meeting 8:16 p.m.

14. 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.)

Board President Honeychurch called the Closed Session to order at 8:25 p.m.

15. RECONVENE REGULAR MEETING

Board President Honeychurch reconvened the regular meeting at 8:39 p.m.

16. 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 took action in Closed Session to authorize the Superintendent-President or his designee to issue layoff notices pursuant to the adoption of a resolution reducing the following specific services that affected the employment of certain classified employees: Offset Printer/Reprographics Technician. This Resolution, No. 10/11-31, passed with the following roll call vote.

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

Board President Honeychurch reported that the Board took action in Closed Session to rescind the layoff notice of its Dean of Health Occupations, Public Safety, Child and Family Studies. This Resolution, No. 10/11-21, passed with the following roll call vote.

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

17. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:40 p.m.

JCL:js

BOARD STUDY SESSION MINUTES.05.04.11.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