

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD

UNADOPTED MINUTES  
November 2, 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, November 2, 2011, in the Administration Building, Room 626, Solano Community College, located at 4000 Suisun Valley Road, Fairfield, California 94534-3197, by Vice President A. Marie Young.

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

At the request of Vice President Young, Mrs. Susan Foft, Director of Fiscal Services, led 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

*\*Arrived after roll call.*

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  
J. Arturo Reyes, Executive Vice President, Academic and Student Affairs  
Janet Leary, Interim Executive Assistant, Finance and Administration

4. APPROVAL OF AGENDA

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

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Vice President Young recognized Ms. Terri Pearson-Bloom, Interim Dean, School of Performance and Development, and Ms. Debbie Luttrell-Williams, Executive Assistant, School of Career Technical Education and Business and CSEA President, who requested to comment on the resolution honoring Roxie Morgan. Their comments were deferred to later on the agenda.

6. REPORTS (NO ACTION REQUIRED):

(a) Educational Master Plan

*Facilitated by J. Arturo Reyes, Executive Vice President, and MIG, Inc.*

Dr. Jowel Laguerre, Superintendent-President, introduced Executive Vice President Reyes who introduced Moore Iacofano Goltsman (MIG) Consultant, Mindy Craig. Ms. Craig stated her objectives: to review the Educational Master Plan (EMP), which will drive the Facilities Master Plan; to present a culmination of all the community town halls and the environmental scan, and to discuss next steps. She requested an interactive session, participation, and feedback to ensure she could take away what the Board sees as strengths, weaknesses, opportunities, and threats so she could ascertain what the Board thinks are priorities and goals.

Ms. Craig provided the EMP process overview and highlighted the plan's purposes to guide development of College programs; to identify College, community, and economic trends and needs; to develop program recommendations and strategies for program improvements; and to inform facilities and resource planning efforts.

Within her overview of the planning process, Ms. Craig spoke about the environmental scan MIG conducted in the summer of 2011, and she provided the data on demographics, potential future students, increasing diversity, enrollment trends, regional education options, and industry and employment trends that the quantitative scan revealed.

The key challenges (which included the needs for program capacity, lab space, and staffing as well as the poor college and workplace readiness of our students) and the key opportunities (the addition of more four-year degrees and the middle college concept) that MIG gleaned from the eight interactive community forums held in the fall of 2011 were highlighted by Ms. Craig. She provided the next steps: assessing program updates from the critical voices of faculty and staff; evaluating and aligning programs, and MIG's development of preliminary recommendations and strategies by January 2012 and its drafting of the EMP by spring 2012.

Dr. Laguerre asked about the "Location Specific Idea" to align Travis AFB programs with the Community College of the Air Force (CCAF). EVP Reyes responded that the District currently offers classes that make sense to Travis AFB, to the community, and to SCC. But Travis has

created the CCAF that requires completion for those who want to move up in rank. Travis asked the District to review the CCAF requirements and align them with SCC's transfer requirements. EVP Reyes added that we have heard TAFB's requests, and the Spring Schedule is aligned with the Community College of the Air Force requirements.

Trustee Claffey stated the need for a formal articulation agreement with the College of the Air Force and said this information should be disseminated at Travis AFB so folks can use our credits to get promotions in the Air Force.

Ms. Craig reviewed the SCC report card that had been distributed to the audience and which was mailed to the community. Audience suggestions included: Student Body not acknowledged in the report card and should be and Alumni events should be recognized in the brochure. Trustee Thurston stated that more student testimonials, names where they come from, and why they are pleased with education would be good to include. Vice President Young suggested putting a video of proud alumni on the Web site, and employee Betty Austin suggested recognizing the Hall of Fame inductees in the report card. Ms. Betty Austin also recommended that the District research Dental Assistant and Patent/Innovations programs.

Another audience question related to if there are any businesses interested in contributing to the infrastructure to put money into training and to provide funding. It was noted that Genentech is looking to grow the employees they have. With the state of the economy, Genentech is not hiring.

A mother/teacher in the audience spoke about her children's' choices to go elsewhere because counseling and resources are lacking here. Another member from the audience reflected that education is better at SCC than at a four-year institution, and this not advertised to high school students.

Trustee Thurston requested a soft electronic copy of Ms. Craig's PowerPoint presentation, and Ms. Craig said it would be provided to the Governing Board members.

For the record, the MIG presentation may be viewed on the Solano College web site at [http://www.solano.edu/president/board/governing\\_board\\_meetings.html](http://www.solano.edu/president/board/governing_board_meetings.html)

Dr. Laguerre asked the Board Members if there was anything they thought was not addressed in Ms. Craig's presentation. Vice President Young inquired what the College is planning to do with Hispanic and African-American students who are falling behind the rest of the student population and expressed concern that this is a focal point of the community. Ms. Craig stated that this is a conversation that is ongoing, stating she recognized that this is a critical point that must be addressed.

Dr. Laguerre stated that he hopes the Board has the sense we are looking at all the areas we serve, and we are certainly reaching out to all areas and communities. He has asked the Educational Master Plan planners to meet with the County employees because there is a wonderful relationship and partnership there that we need to continue to foster. Those County

voices, he added, will be beneficial to this process. Ms. Craig noted that MIG has a presentation for anyone who is going out to the community meetings.

Vice President asked if meetings with the community via Webinar were possible. Ms. Craig replied that this path will be discussed and explored, and she mentioned that though this format is good for disseminating information out, it can be a difficult means of taking in information.

There was an idea from an audience member to speak with the trade unions in order that their services can be provided.

Vice President Young thanked Ms. Craig for her presentation.

Secretary Laguerre remarked that MIG has helped the District put together the Community Report, and MIG was here when we did the last Educational Master Plan. He said the community needs to know where we are, and we have to demonstrate continuity and keep the community informed. The District doesn't have to be doing big things all the time, but little things on an ongoing basis. Vice President Young asked how often the report will go out. Ms. Craig said it would be best to have a community report card be disseminated every one or two years and to mix up this community mailing with occasional email blasts, postcards, etc., which would highlight the continuing College story as it unfolds.

#### 7. CONSENT AGENDA – ACTION ITEMS

Vice President Young reported that Dr. Jowel Laguerre, Superintendent-President, made the following specific correction to the Consent Agenda as follows:

Item 7.(b), Employment 2011-2012, lines 4 and 7, To be announced, Dean, Human Performance and Development, 12 months, *should read Lily Espinosa, effective January 3, 2012*; To be announced, Administrative Assistant I, to be determined, *was pulled*.

##### Superintendent-President

- (a) Minutes from the Regular Meeting held September 21, 2011

##### Human Resources

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

##### Academic and Student Affairs

- (c) Renewal of Small Business Development Center (SBDC) Contract with Solano County

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

#### 8. RETIREMENTS OF STAFF WITH 10 OR MORE YEARS OF SERVICE

(a) Resignations to Retire – Roxie Morgan and Sheryl Scott

Dr. Jowel Laguerre expressed his and the College's gratitude for the service rendered by Ms. Morgan and Ms. Scott. Roxie's contributions to the District have been significant. Sheryl has been responsible for shepherding many divisions and people and she has served them all well. These are two "classy" classified members of our staff. Dr. Laguerre stated how happy he has been to know them both and is grateful for their work. They both will be sorely missed.

Moved by Trustee Keith and seconded by Trustee Thurston to approve the resignations to retire for Roxie Morgan, effective October 31, 2011; and Sheryl Scott, effective December 20, 2011.

(b) Resolution Honoring Roxie Morgan

Vice President Young recognized Dean Terri Pearson-Bloom and Ms. Debbie Luttrell-Williams, (CSEA); who requested to comment on the resolution honoring Ms. Roxie Morgan.

Dr. Jowel Laguerre stated that Ms. Roxie Morgan has served the Solano Community College District with distinction since 1987 when she began her career as a Short-term Secretary 1 in the Small Business Assistance Center. Ms. Morgan retired from her current position as Administrative Assistant III in the School of Human Performance and Development, effective October 31, 2011, after 21 ½ years of faithful service to the District. President Laguerre read the following excerpt from the resolution honoring Roxie's retirement.

*Whereas*, Roxie Morgan coordinated with Measure G administrators, vendors, and Division staff on the remodeling of Building 1700A and the new construction of 1700B;

*Whereas*, Roxie Morgan was the California Community College Physical Education (formerly SCOPE) *Physical Education Staff Member of the Year* in 2000; and

*Whereas*, Roxie Morgan'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 Roxie Morgan will be sorely missed, and the Governing Board expresses its sincere appreciation for her many contributions and wishes her well in her richly deserved retirement and future endeavors.

Moved by Trustee Keith and seconded by Trustee Thurston to approve the resolution honoring Roxie Morgan's retirement. The motion passed with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE – Concurred.

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

NOES: None

ABSENT: Trustee Chapman, Trustee McCaffrey, and Board President Honeychurch

9. INFORMATION/ACTION ITEMS – ACTION MAY BE TAKEN

*Trustee Chapman arrived at approximately 7:55 p.m.*

(a) Revised Classified Job Descriptions – Payroll Technician and Learning Resources Technician

Ms. Sandra Dillon, Interim Director of Human Resources, presented the revised classified job descriptions for Payroll Technician and Learning Resources Technician.

Moved by Trustee Keith and seconded by Trustee Thurston to approve the revised classified job descriptions for Payroll Technician and Learning Resources Technician as presented. The motion carried unanimously.

(b) New Classified Job Description – Research Analyst

Ms. Sandra Dillon, Interim Director of Human Resources, presented the new classified job description for Research Analyst. Dr. Laguerre stated there is a desire to strengthen the Research and Planning Office and this new job description reflects that need.

Moved by Trustee Thurston and seconded by Trustee Chapman to approve the new classified job description for Research Analyst as presented. The motion carried unanimously.

(c) Classified Management Job Description – Custodial Supervisor

Ms. Sandra Dillon, Interim Director of Human Resources, presented the classified management job description for Custodial Supervisor.

It was noted this is a replacement position. Ms. Dillon reported that we have two lead custodian vacancies, of which one will be filled and one will not. The funds from the unfilled position will be used to fund this classified management position.

Moved by Trustee Chapman and seconded by Trustee Keith to approve the classified management job description for Custodial Supervisor as presented. The motion carried unanimously.

10. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Solano Community College District Governing Board How Do We Rate Checklist Summary

Dr. Jowel Laguerre, Superintendent-President, presented the Solano Community College District Governing Board How Do We Rate Checklist Summary for the third quarter (July, August, and September) 2011. The survey rating reflects where we are now (seven elected participants rated

the Board as effective—90 or above); and the Visiting Team expressed confidence in the Board’s leadership. Dr. Laguerre stated that we do not expect to get negative comments from the Visiting Team regarding the Board’s leadership, and that is excellent—a major turnaround for the Board. The Board has been consistent and hardworking, and the Visiting Team recognized this. We are expecting a commendation from the Team for the Board’s exemplary work on behalf of faculty, staff, and students.

11. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:20 p.m.

JCL:jl/js

BOARD STUDY SESSION MINUTES.11.02.11.FINAL

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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**