

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES

January 12, 2011

1. CALL TO ORDER

A Special Meeting of the Solano Community College District Governing Board was called to order at 6:30 p.m., on Wednesday, January 12, 2011, in the Administration Building, Room 626, at 4000 Suisun Valley Road, Fairfield, California 94534, by Vice President Young.

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

At the request of Vice President Young, Roy Stutzman, Consultant, Finance and Administration, led those present in the pledge of allegiance to the United States of America.

3. ROLL CALL

Members Present:

A. Marie Young, Vice President
James M. Claffey
Pam Keith*
Phil McCaffrey
Rosemary Thurston
John M. Glidden, Student Trustee
Tom Henry, Special Trustee
Jowel C. Laguerre, Ph.D., Secretary

**Arrived after roll call.*

Members Absent:

Sarah E. Chapman
Denis Honeychurch, J.D., President

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
Roy V. Stutzman, Consultant, Finance and Administration
Karen H. Ulrich, Director, Human Resources
Thomas Watkins, President, Academic Senate
Judy Spencer, Executive Coordinator, Superintendent-President and Governing Board

4. APPROVAL OF AGENDA

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

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Vice President Young recognized Ms. Maria Bitagon from the Filipino-American Chamber of Commerce in Vallejo, who requested to present a scholarship award to Solano Community College. Ms. Bitagon introduced Councilmember, Mr. Hermie Sunga. Together, they presented to President Laguerre, Vice President Young, Dean Lucia Robles, and Dean Thomas Kea, a check in the amount of \$500 benefitting students in the Business and Career Technical Education Division.

Councilmember Sunga stated what a great friend Solano Community College is to the Chamber and how much the partnership is valued.

Dr. Jowel Laguerre stated, “Without partnerships within our community, we are not able to fulfill our mission.” The Annual Business Symposium that takes place at the College helps Solano College be exposed to the business community; and, of course, the business community receives exposure to the College.

Ms. Bitagon announced that Solano Community College has been nominated as the 2010 Business of the Year by the Vallejo Chamber of Commerce. She wished the College well. The winner will be announced at the Annual Banquet Installation on Friday, January 14, 2011, McCormack Hall in Vallejo.

6. REPORTS (NO ACTION REQUIRED):

(a) Anatomy of a Budget

Facilitated by Roy Stutzman, Consultant, Finance and Administration

Before his presentation, Mr. Roy Stutzman highlighted the impact of Governor Jerry Brown’s 2011-12 proposed state budget on California Community Colleges.

Mr. Stutzman began by stating that Governor Brown is proposing a \$400M budget reduction to California Community Colleges, which equates to a 6.8% budget reduction. This cut translates into approximately 400,000 students losing access to classes. The proposed \$10 per unit fee increase would generate \$110M for the colleges to support an additional 50,000 students. With the fee increase, as many as 350,000 students could lose access to a community college education. The \$10 per unit fee increase would raise student fees from \$26 per credit unit to \$36 (38.5%). Mr. Stutzman stated that when you are looking at a \$25B statewide problem, \$400M doesn’t seem like much, but it significantly hurts us as an individual community college.

Mr. Stutzman began his presentation by alluding to the preface as contained in the “Anatomy of a Budget”, which reads as follows:

“The state of California is facing the worst financial crisis in its history. Fiscal stewardship and accountability become even greater priorities for local Community College Boards. The probable continued reduction in state and local funding compounded by increased costs for employee benefits, insurance, utilities, etc., and the demand by more students to enroll will place colleges in the unenviable position of attempting to do even more with even fewer resources. Decisions around what activities will be funded and how districts choose to allocate scarce resources become more critical in today’s fiscal environment.

The financial realities facing California Community Colleges has created an environment in which Trustees are sometimes drawn into the temptation of making managerial decisions or are overwhelmed by the drastic situation and not properly engaged in leading the college district. Trustees are reminded that Boards establish the ‘what’ to be accomplished and do not decide on the ‘how’ something is to be accomplished. In order to assure the ‘what’ is being accomplished, the Board needs to develop measurements (benchmarks) that can be used to determine if their goals are being effectively accomplished.

Accurate and reliable financial reporting becomes even more critical when resources are severely limited. Reports are well constructed when they are clear, concise and address the needs of specific users. The most helpful reports are those indicating the direction in which an institution is moving. These reports reflect trends as well as the current state of affairs.

Timely and accurate financial reporting relies upon an accounting structure designed to meet the needs of the institution. The structure provides the framework for generating the types of management information most useful for the District. Accounting rules established by the California Community Colleges Chancellors Office *Budget and Accounting Manual* provide the structure under which all districts must operate. The purpose of the reference material presented in this manual is to provide information to assist the Solano Community College District Board achieve its full measure of effectiveness as ‘custodians of the public trust.’”

Trustee Keith arrived 7:09 p.m.

Mr. Stutzman, together with Vice President Ligioso, gave a PowerPoint presentation to the Board that included the following informational items:

- Budget (income and expense)
- Anatomy (detailed analysis)
- Major Terms and Concepts in a Budget Summary
- Benchmarks for Monitoring the Budget
- Budget Questions Often Asked by Boards
- System Office Apportionments to Districts – SB361
- Major Community College Revenue Sources
- California Community Colleges Budget and Accounting Manual (BAM)
- Detailed Expenditure Accounting
- Account Code Structure (Chart of Accounts)
- Classification of Expenditures by Activity
- Budget Activity Descriptions
- District Cost by Activity Comparisons
- District Comparisons by Activity

- Classification of Expenditures by Object
- Banner Account Number Structure
- QSS to Banner
- Annual Financial Report CCFS-311
- Financial Reporting

Trustee Thurston, with consensus from the Board, requested an updated self-assessment checklist similar to the one Special Trustee Henry provided last year. Dr. Laguerre advised that Vice President Ligioso will give a numerical presentation to the Board in the near future, which will put the budget in better context.

A full and complete copy of the PowerPoint presentation, together with the booklet, “Anatomy of a Budget”, is available for review in the Office of the Vice President of Finance and Administration and the Office of the Superintendent-President.

Vice President Young thanked Mr. Stutzman and Vice President Ligioso for their comprehensive report on the “Anatomy of a Budget.”

Vice President Young announced that the Board would be holding conference with legal counsel to discuss litigation between Roth v. Solano Community College District in Closed Session.

Vice President Young recessed the meeting at 7:42 p.m.

7. 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.)
- (c) Conference with Legal Counsel-Existing Litigation (Govt. Code § 54956.9[a])
Name of Case: Case Number FCS 037114

Vice President Young called the Closed Session to order at 7:50 p.m.

8. RECONVENE SPECIAL MEETING

Vice President Young reconvened the special meeting at 8:14 p.m.

9. REPORT OF ACTION TAKEN IN CLOSED SESSION

Vice President Young reported that Conference was held with Labor Negotiator and CCA/CTA/NEA, Operating Engineers-Local 39; Public Employee Discipline/Dismissal/Release was discussed, and Conference was held with Legal Counsel-Existing Litigation, between Roth v. Solano Community College District, in Closed Session, and no action was taken.

10. ADJOURNMENT

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

JCL:js

SPECIAL MEETING MINUTES.01.12.11.FINAL

A. MARIE YOUNG
VICE 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