

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES

June 19, 2013

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, June 19, 2013, in the Administration Building, Room 626, located at 4000 Suisun Valley Road, Fairfield, California 94534, by Board President Chapman.

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

At the request of Board President Chapman, Professor Marc Pandone, Art Department, led those present in the pledge of allegiance to the flag of the United States of America. Board President Chapman stated that Trustee Young will participate in the Board meeting via telephone and that all **votes** would be done by **roll call**.

3. ROLL CALL

Members Present:

Sarah E. Chapman, Ph.D., President
Pam Keith, Vice President
Monica Brown
Denis Honeychurch, J.D.
Michael A. Martin
Rosemary Thurston
A. Marie Young*
Latifah Alexander, Student Trustee
Jowel C. Laguerre, Ph.D., Secretary

**Trustee Young participated via teleconference from the Westin Galleria Houston located at 5060 West Alabama, Houston, Texas 77056.*

Members Absent:

None

Others Present:

Charo Albarrán, Interim Director, Human Resources
Yulian Ligioso, Vice President, Finance and Administration
Diane M. White, Interim Vice President, Academic Affairs
Judy Spencer, Executive Coordinator, Superintendent-President and Governing Board

4. APPROVAL OF AGENDA

Moved by Trustee Keith and seconded by Trustee Martin to approve the Agenda as presented. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Latifah Alexander Concurred.

AYES: Trustee Brown, Trustee Honeychurch, Vice President Keith, Trustee Thurston,
Trustee Martin, and Board President Chapman

NOES: None

ABSENT: Trustee Young

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Chapman recognized Professor Marc Pandone who requested to comment on Item 10.(b), Human Resources Consent Agenda.

Professor Pandone thanked the Board for approving the full-time hire of the Graphic Arts Instructor. The Department is excited about this opportunity to expand the Art Department in this area. He also stated how thrilled the department is to have their new building and are looking forward with great anticipation to start teaching in August.

Board President Chapman recognized Mr. George Guynn, Jr., President of the Central Solano Citizen/Taxpayer Group (CSCTG), who requested to formally request records via the Public Records Act, Government Code §§ 6250-6268, Article 1, § 3b CA Constitution & 5 USC §552 as follows: How the College Board of Directors submitted Measure Q to the voters and how it passed. How did SCCD arrive at the bond amount of \$348M. What statute or statutes apply? What was the assessed property value used in the calculation? Mr. Guynn and others wish to view all documents, memos-emails, spreadsheets, letters and any other documents detailing those calculations. Copies will be requested as needed. Mr. Guynn wants to be notified if the District will need more than ten days to comply with this request—not to exceed 14 days and how much per page the copying charge will be. If copying charges are more than 17 cents per page, then Mr. Guynn requests a cost breakdown of how the District compiled the copying fees. If these requests are denied, then Mr. Guynn demands the names, titles, and positions of each person denying any of the above requests or portion thereof. George Guynn, CSCTG President, Petitioner; SCCD Respondent.

Board President Chapman recessed the regular meeting at 6:38 p.m.

6. CLOSED SESSION

- (a) Conference with Labor Negotiator
Agency Negotiator: Charo Albarrán
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39
- (b) Public Employee Discipline/Dismissal/Release

Board President Chapman called the Closed Session to order at 6:45 p.m.

7. RECONVENE REGULAR MEETING

Trustee Young arrived via teleconference at 7:05 p.m.

Board President Chapman reconvened the regular meeting at 7:07 p.m.

8. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Chapman 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 Chapman 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

There was no report from the ASSC.

(b) Academic Senate

There was no report from the Academic Senate.

(c) Shared Governance Council

Diane White, Interim Vice President, Academic Affairs, reported that:

--the Shared Governance Council met May 8 and reviewed the proposed new Policy for the Selection of the Superintendent-President.

--the Council discussed fiscal and budget issues and initiated discussions regarding the combining of both the SGC and FaBPAC committees; that there is concern the budgetary items are not getting proper attention.

--Professor Dambrosio, Accreditation Coordinator, delivered an update on accreditation.

--Professor Crandall-Bear, Distance Education Coordinator, reviewed the major changes in the DE program, switching from eCollege to a new teaching and training platform. Accreditation mandates and standards require that we offer viable DE courses ensuring regular effective instruction through Distance Education.

--Interim Director Albarrán reviewed the HR Reorganization and the non-faculty hiring list.

--reviewed the Brown Act.

--the SCG met June 4 and ranked the non-faculty positions and will send their recommendations to the President's Cabinet.

--the SCG met June 19 and approved the proposed new Board Policy for the Selection of the Superintendent-President.

--reviewed the tentative budget and information from the May Revise.

- the SGC voted to hold an additional meeting each month for the specific purpose of reviewing budget issues, and additional meetings if needed.
- reviewed the Facilities Master Plan.
- discussed the recycling pilot program to begin in Building 400.
- approved the HR Reorganization Plan.
- reviewed Policy and Procedures for 5055, Enrollment Priorities, which have changed due to the Student Taskforce initiatives. More information is expected from the state for specific guidelines.
- reconsidered First-year Experience and Foster Youth programs. These programs serve needy populations and the SGC unanimously agreed to support.
- reviewed June 19 BOT Agenda.

(d) Superintendent

- Facilities Master Plan Update – *Suniya Malhotra, Senior Architect, STV/vbn*

Ms. Suniya Malhotra, Senior Architect with STV/vbn gave a PowerPoint on the Measure Q Facilities Master Plan Update. A summary of activity from February – June 2013 included ongoing input from stakeholders, partnership opportunities, initiated design and landscape guidelines, and initiated traffic and parking analysis. Updated building location plans were viewed for Fairfield, Vallejo, and Vacaville, and a progress update on the Nut Tree location. Exteriors/landscape survey results were viewed.

Additional feedback from constituents on the Fairfield campus were noted as it relates to Math/Science, Humanities, Library, Auto Tech, a Corporate Training Center at Vacaville, and enlargement of the Theater on the Fairfield campus.

Feedback from constituents on the Vallejo campus included transportations issues, an additional site for Auto Tech, possible location for construction trades, Library, Student Services, and Café; and outdoor space fostering “living space” for students.

Vacaville feedback included a lease on the former Vacaville Center site, with option to purchase; a more comprehensive public safety school, and a Bio-Technology/Multi-Sciences location closer to Genentech.

The Nut Tree update included exciting partnership opportunities with the Jimmy Doolittle Air and Space Museum on property adjacent to the Nut Tree Airport; ICON Aircraft at Nut Tree Airport; existing SCCD programs at the Nut Tree Hanger, and opportunities to create a College Advanced Aviation Careers Center, with additional workforce careers in hospitality, tourism, etc.

Exteriors and landscape surveys (620 participated) resulted from responses from constituencies campus wide with exterior and landscape preferences noted.

Next steps include:

- Finalize Facilities Master Plan Site Plans
- Design, Landscape, and Sustainability Standards

- Traffic and parking analysis and recommendations
- Signage and Way-Finding Master Plan
- Security, Safety, and Life-Safety Master Plan
- Technology Infrastructure Master Plan
- Accessibility Transition Plan
- Furniture, Fixtures & Equipment (FF&E) Master Plan

A full and complete copy of the PowerPoint is available for review in the Office of the Vice President of Finance and Administration, and the Office of the Superintendent-President.

Dr. Jowel Laguerre, Superintendent-President, reported on his trips to Haiti and the successful work completed by students that began in March of 2010. Through the efforts of many their work has designed an elementary school. Dr. Chapman's sorority, Delta Sigma Theta Sorority, Inc., provided a majority of the funding. The school was inaugurated and went from a shack to a brand new 2500 square foot structure, ready to be open for students this fall. Students did the research and made it happen. Dr. Laguerre expressed his sincere gratitude to all who contributed to this project.

10. CONSENT AGENDA – ACTION ITEMS

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

Item 10.(b), Page 2, Consent Agenda for Human Resources, Lines 10, 12-15, as follows:

<i>Leigh Sata</i>	<i>Executive Bonds Manager</i>	<i>07/01/13</i>	<i>Range 54/5</i>
TBA	FT Theater Technical Instruction	TBA	
TBA	Accounting Specialist II	TBA	
	(Accounts Payable)		

Superintendent-President

- (a) Minutes for the Meeting held May 15, 2013. Minutes for the Board Study Session held June 5, 2013 and the Board Retreat held June 8, 2013, will be approved at a future meeting.

Human Resources

- (b) Employment – 2012-2013

Finance and Administration

- (c) Warrant Listings
- (d) Personal Services Agreements

Moved by Trustee Young and seconded by Trustee Brown to approve the Consent Agenda as corrected. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Latifah Alexander Concurred.

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

11. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

12. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Human Resources

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

In accordance with Government Code Section 3547, Board President Chapman recessed the regular meeting and called the public hearing to order at 7:45 p.m. In hearing no comments from members of the public regarding the proposal for a successor agreement for the period of 2013-2014 from CSEA to the District, Board President Chapman closed the public hearing and reconvened the regular meeting at 7:46 p.m.

Moved by Trustee Keith seconded by Trustee Thurston to approve the successor agreement from California School Employees Association, Chapter #211, to the District for the period of 20013-2014 as requested. The motion carried unanimously with the following roll call vote:

STUDENT TRUSTEE ADVISORY VOTE: Latifah Alexander Concurred.

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

(b) Public Hearing and Adoption of the District's Initial Proposal to California School Employees Association, Chapter #211

In accordance with Government Code Section 3547, Board President Chapman recessed the regular meeting and called the public hearing to order at 7:47 p.m. In hearing no comments from members of the public, Board President Chapman closed the public hearing and reconvened the regular meeting at 7:48 p.m.

Moved by Trustee Thurston and seconded by Trustee Young to adopt the District's initial proposal to California School Employees Association, Chapter #211, for a successor agreement for the period of 2013-2014, as requested. The motion carried with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Latifah Alexander Concurred.

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

NOES: None

ABSENT: None

(c) Proposed Resolution Electing to Establish an Affordable Care Act Look-Back/Stability Period Safe Harbor, Resolution No. 12/13-27

Dr. Jowel Laguerre, Superintendent-President, presented Resolution No. 12/13-27, electing to establish a look-back stability period safe harbor of twelve (12) months, effective September 2, 2012 – August 30, 2013, enabling full-time employees working an average of thirty (30) hours a week during the timeframe outlined for purposes of health care coverage. Under the Affordable Care Act, large employers of fifty (50) plus employees may identify employees who work thirty (30) plus hours per week to determine eligibility for health care coverage under the new law.

Moved by Trustee Brown and seconded by Trustee Martin to approve Electing to Establish an Affordable Care Act Look-Back/Stability Period Safe Harbor, Resolution No. 12/13-27. The motion carried with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Latifah Alexander Concurred.

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

NOES: None

ABSENT: None

Finance and Administration

(d) Award of Bid for Vacaville Center Parking Lot Expansion Project to Gradetech, Inc.

Dr. Jowel Laguerre, Superintendent-President, presented the bid analysis for the Vacaville Center parking lot expansion project. Based on the bid analysis, it was recommended that the lowest responsive bidder, GradeTech, Inc., be selected to complete the project in the amount of \$1,398,000.

Moved by Trustee Brown and seconded by Trustee Martin to approve the bid for the Vacaville Center parking lot expansion project from GradeTech, Inc., in the amount of \$1,398,000. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Latifah Alexander Concurred.

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

NOES: None

ABSENT: None

(e) Vacaville Center Parking Lot Expansion Project Contract Extension for ELMAST Construction and Inspection Services

Dr. Jowel Laguerre, Superintendent-President, presented the contract extension for the approve Division of State Architects (DSA) Inspector of Record (IOR), with ELMAST Construction and Inspection Services. ELMAST Construction’s contract expired April 30, 2013. The District requested that the contract be extended through December 2014 at the original bid amount for \$40,800.

Moved by Trustee Brown and seconded by Trustee Young to approve the Vacaville Center Parking Lot Expansion Project contract extension for ELMAST Construction and Inspection Services as presented. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Latifah Alexander Concurred.

AYES: Trustee Brown, Trustee Honeychurch, Trustee Keith, Trustee Thurston, Trustee Young, Trustee Martin, and Board President Chapman

NOES: None

ABSENT: None

(f) Award of Bid for Building 600—Selective Demolition and Abatement Scope of Work to PALS Abatement

Dr. Jowel Laguerre, Superintendent-President, presented the proposed award of bid of Building 600-Selective Demolition and Abatement Scope of Work to PALS Abatement, in the amount of \$173,600. This proposal includes two Add Alternates: Breezeway Mansard Abatement and Demolition, and Building 500 Mansard Abatement and Demolition in the total sum amount of \$32,100. Should the District elect not to choose the Add Alternates scope of work, the District will have at its option to delete this from the contractor’s scope, reducing the contract to its base price of \$141,500 without penalty.

Moved by Trustee Honeychurch and seconded by Trustee Thurston to approve the award of bid for Building 600-Selective Demotion and abatement Scope of Work to PALS Abatement in the amount of \$173,600. The motion carried unanimously with the following roll call vote.

Dr. Laguerre advised brief updates would be made available to the Board in terms of timelines to avoid dealing with “unknowns.”

STUDENT TRUSTEE ADVISORY VOTE: Latifah Alexander Concurred.

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

NOES: None

ABSENT: None

(g) Building 600 (Administration) Project Lease-Leaseback Preconstruction Services Contract Award to DPR Construction

Dr. Jowel Laguerre, Superintendent-President, presented Building 600 (Administration) Project Lease-Leaseback Preconstruction Services proposed contract award to DPR Construction. A Request for Qualifications (RFQ) for Lease Leaseback contractors was issued in April 2013. The District received ten Statement of Qualifications (SOQ) in response to the RFQ. A selection committee consisting of representatives from the District and Kitchell CEM reviewed and ranked each SOQ. Three contractors were invited to continue with the selection process. On June 6, 2013, three finalists submitted their proposals and were interviewed by the selection committee. After compiling all the scores achieved by each finalist, the selection committee recommended that the District enter into contract with DPR Construction as the Lease-Leaseback contractor the Building 600 Modernization Project.

Mr. John Lett, Kitchell CEM, gave a short report on their services, experience, background, and culture of collaboration. Representatives from DPR present in the audience were introduced to the Board.

Moved by Trustee Honeychurch and seconded by Trustee Thurston to approve the award of Building 600 (Administration) Project Lease-Leaseback Preconstruction Services Contract to DPR Construction in the amount of \$48,000. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Latifah Alexander Concurred.

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

NOES: None

ABSENT: None

(h) Tentative District General Fund Budgets and Proposed Time and Place for the Public Hearing and Adoption of the Official District Budgets for 2013-2014

Yulian Ligioso, Vice President, Finance and Administration, presented for acceptance the District's Tentative 2013-2014 general fund budgets and the date to establish the public hearing and formal adoption of the 2013-2014 budgets. A Board Study Session was held on the budgets on June 5, 2013. Vice President Ligioso's PowerPoint presentation included minor changes from the information previously provided to the Board. The risks and liabilities remain the same. Vice President Ligioso paid particular attention to the 2013-2014 revenue assumptions.

Vice President Ligioso extended sincere thanks to Director Killingsworth and his staff for the effort put forth to finalize this budget a head of schedule. Upon approval, spending can begin July 1.

The public hearing and the adoption of these official 2013-2014 budgets, in accordance with California Code of Regulations, Title 5, Section 58301, are tentatively scheduled for the Board meeting of Wednesday, September 4, 2014, 6:30 p.m., location to be determined.

A full and complete copy of the budget document is available for review in the Office of the Vice President of Finance and Administration, the Office of the Superintendent-President, and on the College Web site at www.solano.edu.

Moved by Trustee Thurston and seconded by Trustee Brown to accept the tentative District General Fund budgets and proposed time and place for the public hearing and adoption of the official District budgets for 2013-2014. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Latifah Alexander Concurred.

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

NOES: None

ABSENT: None

Dr. Jowel Laguerre, Superintendent-President, thanked Vice President Ligioso for his efforts to get this task completed on time. Explanations, cooperative leadership, coupled with the efforts by Academic and Student Affairs, is well woven into this effort to get the job done on time. Dr. Laguerre thanked Vice President Ligioso for his leadership.

Academic and Student Affairs

(i) Canvas Service Agreement

Dr. Jowel Laguerre, Superintendent-President, presented the Canvas service agreement. In November of 2011, the Board approved a Request for Proposal (RFP) for a Learning Management System (LMS) for our Distance Education program. As a result of this RFP, the decision was made to move forward with a phased transition from eCollege (Pearson Learning Studio) to Canvas by Instructure, Inc.

The District has negotiated a service agreement that is within our proposed budget and better serves our faculty and students. A copy of the breakdown of costs was outlined in Attachment A, i.e., \$108,925 for the academic year 2013-2014.

Moved by Trustee Brown and seconded by Trustee Young to approve the Canvas Service Agreement as presented in order to begin integrating our system with this new learning management system. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Latifah Alexander Concurred.

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

NOES: None

ABSENT: None

Dr. Laguerre extended thanks to Dr. Jeff Lamb for negotiating a good contract and moving forward with this platform and Professor Dale Crandall-Bear for his patience.

13. INFORMATION/ACTION ITEMS – ACTION MAY BE TAKEN

(a) Academic Affairs Reorganization

Ms. Diane White, Interim Vice President of Academic Affairs, presented the Academic Affairs Reorganization plan. It was developed in spring/fall 2012 with expected implementation effective July 1, 2013.

The additions to the existing structure of Academic Affairs are as follows:

- Add .2 Coordinators per division for SLOs, Program Review, planning, and other duties to be assigned.
- 2013-2014 Academic Year: Department Chairs are possible, but must be negotiated with the Solano College Faculty Association (SCFA).
- Add administrative support for the Schools: Liberal Arts (1); Sciences (1); Career Technical Education and Business (1.5); Human Performance and Development (1.5), and Social and Interdisciplinary Studies (1).
- Curriculum Office staff to be increased from two employees to three.
- Two new Schools are added to the sector: School of Health Sciences and School of Social and Behavioral Sciences (Dean positions to be filled).

This reorganization was made possible by the savings from the reduction in LMS costs.

Moved by Trustee Honeychurch and seconded by Trustee Martin to approve the Academic Affairs Reorganization. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Latifah Alexander Concurred.

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

NOES: None

ABSENT: None

(b) Accounting Advisory: Proposition 30 Education Protection Account

Yulian Ligioso, Vice President of Finance and Administration, presented the Accounting Advisory: Proposition 30 Education Protection Account.

Proposition 30, The Schools and Local Public Safety Protection Act of 2012, passed in November 2012, temporarily raises the sales and use tax by .25 cents for four years and raises the income tax rate for high income earners for seven years to provide continuing funding for local school districts and community colleges. The Education Protection Account (EPA) is created in the General Fund to receive and disburse these temporary tax revenues.

Districts have sole authority to determine how the monies received from the EPA are spent, provided that the Governing Board makes these spending determinations in open session of a public meeting of the Governing Board. Each entity receiving funds must annually publish on its Internet Web site an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided from the EPA have been

properly disbursed and expended as required by law. Expenses incurred to comply with these additional audit requirements may be paid from the EPA.

Vice President Ligioso stated that staff recommends faculty salaries and benefits be recorded annually in the EPA accounts to fully spend down such temporary tax revenues.

Moved by Trustee Thurston and seconded by Trustee Martin to approve the Accounting Advisory: Proposition 30 Education Protection Account. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Latifah Alexander Concurred.

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

NOES: None

ABSENT: None

(c) Proposed New Job Description—Small Business Sector Navigator (Administrative Leadership Group)

Dr. Jowel Laguerre, Superintendent-President, presented the proposed new job description for Small Business Sector Navigator. This is a new position created as part of the new “Doing What Matters for Jobs and the Economy” framework that the Chancellor’s Office is implementing for the Economic and Workforce Development Program (EWDP). The Small Business Sector Navigator effectively replaces what were previously called Initiative Directors for the ten EWDP initiatives.

The California Community Colleges Chancellor’s Office has selected Solano Community College to receive a grant to host the Small Business Sector Navigator, which is a statewide leadership position that will be coordinating the small business programs of all 112 community colleges across the state. The amount of the grant is \$372,500 and the term of the agreement will cover the period from July 1, 2013 through June 30, 2014. The grant may be renewed annually for up to an additional four years contingent on successful completion of required outcomes and availability of funding.

Dr. Jowel Laguerre commented that Mr. Eason will be providing leadership for the whole state.

Moved by Trustee Young and seconded by Trustee Brown to approve the new job description for Small Business Sector Navigator as presented. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Latifah Alexander Concurred.

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

NOES: None

ABSENT: None

(d) Proposed Revised Job Description—Director, Small Business Development Center (Administrative Leadership Group)

Dr. Jowel Laguerre, Superintendent-President, presented the proposed revised job description for Director, Small Business Development. It has been determined that there is a need for a revision of this position.

Moved by Trustee Brown and seconded by Trustee Martin to approve the proposed revised job description for Director, Small Business Development Center, as presented. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Latifah Alexander Concurred.

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

NOES: None

ABSENT: None

(e) Proposed Revised Job Description—Financial Aid Systems Analyst

Dr. Jowel Laguerre, Superintendent-President, presented the proposed revised job description for Financial Aid Systems Analyst. It has been determined that there is a need to update and edit the current position of Financial Aid Systems Analyst. The salary range will increase from Range 15 to Range 16 on the CSEA salary schedule.

Moved by Trustee Thurston and seconded by Trustee Young to approve the revised job description for Financial Aid Systems Analyst as presented. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Latifah Alexander Concurred.

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

NOES: None

ABSENT: None

14. ANNOUNCEMENTS

Dr. Jowel Laguerre reported, as noted at the Organizational Meeting held in December 2012, Building 600 will experience a remodel/renovation in 2013, (effective July 2013); therefore the Board meeting locations are subject to change until the remodel/renovation has been completed. The July 17, 2013, Governing Board meeting will be held at 360 Campus Lane, Fairfield, California. Upcoming meeting locations will be announced at a future date.

15. ITEMS FROM THE BOARD

Trustee Brown reported that she attended the dress rehearsal for *Sleeping Beauty* on June 15 and enjoyed it very much.

Trustee Martin reported that he attended the Vacaville Chamber of Commerce meeting on June 14 where the future of farming in Solano County was discussed. Dr. Lewis was also in attendance. On June 18, together with Vice President Ligioso, he attended a meeting at the Winters USD where a potential bond for school construction was discussed. Vice President Ligioso gave a good presentation with helpful ideas based on his recent experience with Measure Q and potential pitfalls.

Trustee Young reported that she would submit her activities under separate cover for inclusion in the minutes. Trustee Young attended the following College and community events:

June 2013

07 - Attended SCCD's ALG luncheon and retreat "wrap-up" session at Rancho Solano Club House in Fairfield.

08 - Participated in SCCD's Board Retreat that was held in the faculty lounge at the Fairfield campus.

08 - Attended the Celebration of the Life and Music of David Edward Froehlich III who was a retired Music Professor of SCC. The celebration was held in the theater.

09 - Participated in the 9th Annual African-American Graduation Recognition Ceremony sponsored by the local chapter of Trustee Young's sorority, Alpha Kappa Alpha Sorority, Incorporated, Kappa Beta Omega Chapter. The ceremony was held at Friendship Baptist Church in Vallejo.

12 - Attended Vallejo High School Class of 2013 Commencement Ceremony. Trustee Thurston and Trustee Young received an invitation to the ceremony and were asked to sit on stage with members of the school board of Vallejo Unified School District and District employees.

15 - Participated in Vallejo Silver Legacy Juneteenth Celebration. Trustee Young was the vice president of the planning committee for this event.

Trustee Thurston reported that she would submit her activities under separate cover for inclusion in the minutes. Trustee Thurston attended the following College and community events:

May 2013

19 - African-American Recognition Program and Graduation Celebration in the Solano Community College Theatre which was sponsored by the SCC Ethnic Studies, SCC Student Development, and SCC Minority Coalition. Dr. Laguerre and Trustee Chapman also attended and gave speeches. Trustee Thurston presented the Bill Thurston Scholarship to a student majoring in Ethnic Studies, Ms. Kelcey Cromer, who will be attending Shaw University in the fall. Special kudos go to Dr. Karen McCord and the African-American students and staff who organized and participated in this outstanding graduation program.

21 - Nursing Class of 2013 Pinning Ceremony.

23 - Solano Community College Graduation. The students were exceptionally polite to all special honorees and speakers. It was a very proud day.

30 - Suisun City Redevelopment Oversight Committee meeting.

31 - Solano Community College Firefighting Academy Graduation at the Vacaville Center.

June 2013

- 01** - Filipino Pista sa Nayon celebration at the Vallejo Waterfront.
- 04** - Measure Q Oversight Committee meeting at SCC.
- 08** - Board Retreat at SCC.
- 08** - Memorial Service for Dave Froehlich in the Little Theater. Staff did an outstanding job in planning this service in honor of Dave.
- 09** - AKA Black Graduation at Friendship Baptist Church in Vallejo.
- 12** - Vallejo High School Graduation at the stadium on the campus

Dr. Jowel Laguerre inquired if there would be any Trustees not attending the July 19 Board meeting, anticipating a quorum would be present. Trustee Martin advised he will not be attendance. Trustee Young stated her presence is tentative.

16. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:55 p.m.

JCL:js

BOARD AGENDA.06.19.13.FINAL

SARAH E. CHAPMAN, Ph.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