

**The Audit Subcommittee met prior to the meeting at 4:30 p.m.
The Board members toured the Aeronautics Center at the Nut Tree Airport
and the future Jimmy Doolittle property at 5:20 p.m.**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

UNADOPTED MINUTES

March 19, 2014

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, March 19, 2014, at Solano Community College Vacaville Center, 2001 North Village Parkway, Vacaville, CA 95688 (Multi-Purpose Room 140), by Board President Pam Keith.

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

At the request of Board President Keith, and in honor of Trustee Chapman's birthday, Dr. Chapman led those present in the pledge of allegiance to the flag of the United States of America.

3. ROLL CALL

Members Present:

Pam Keith, President
A. Marie Young, Vice President
Monica Brown
Sarah Chapman, Ph.D.
Denis Honeychurch, J.D.
Michael A. Martin
Rosemary Thurston
Latifah Alexander, Student Trustee
Yulian Ligioso, Acting Secretary

Members Absent:

Jowel C. Laguerre, Ph.D., Secretary

Others Present:

Roger Clague, Chief Technology Officer
Dr. Shirley Lewis, Chief Student Services Officer
Bruce Petersen, Associate Vice President, Human Resources
Leigh Sata, Executive Bonds Manager
Diane M. White, Interim Vice President, Academic Affairs
Phyllis Braaksma, Interim Executive Coordinator, Superintendent-President/Governing Board
Judy Spencer, Chief of Staff

4. APPROVAL OF AGENDA

Moved by Trustee Young and seconded by Trustee Brown to approve the corrected agenda as presented. The motion carried unanimously.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

There were no comments from the public.

6. CLOSED SESSION

(a) Conference with Labor Negotiator

Agency Negotiator: Bruce Petersen, Associate Vice President, Human Resources
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39

(b) Conference with Real Property Negotiator

Property: Northgate Office Park, N.W. Corner Turner and Ascot Parkways,
Vallejo, California 94591
Negotiating Party: Leigh Sata, Executive Bonds Manager
Under Negotiation: Price and Terms of Payment

(c) Public Employee Discipline/Dismissal/Release

Board President Keith called the Closed Session to order at 6:34 p.m.

7. RECONVENE REGULAR MEETING

Board President Keith reconvened the Regular Meeting at 6:58 p.m.

8. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Keith reported that the Board held Conference with Labor Negotiator and CCA/CTA/NEA, CSEA, Operating Engineers—Local 39 in Closed Session, and no action was taken.

Board President Keith reported that the Board held Conference with Real Property Negotiator and discussed property located at Northgate Office Park, N.W. Corner Turner and Ascot Parkways, Vallejo, California 94591 in Closed Session, and no action was taken.

Board President Keith reported that the Board discussed Public Employee Discipline/Dismissal/Release in Closed Session, and no action was taken.

9. REPORTS (NO ACTION REQUIRED):

Associated Students of Solano College (ASSC)

Mr. Naser Baig reported that ASSC's annual elections are underway. Currently, candidates have given speeches and answered questions at an assembly and will do so again tomorrow.

Mr. Baig also reported that ASSC members visited the State Capitol in Sacramento to attend a workshop that gave an overview of the legislative process followed by a panel discussion with legislative aides to discuss paths students can take to become more involved in local government. The workshop was led by Diana Vasquez, Legislative Assistant for Assemblyman Ed Chau. ASSC members also toured the Capitol. The workshop was organized by Dr. Ballesteros, Ms. Vasquez, and ASSC President Johnson.

ASSC Treasurer Quesada and Student Trustee Alexander attended an interactive budget workshop conducted by Assemblyman Jim Frazier.

The Student Rider Committee presented a draft resolution to hold an election to implement a transportation fee that will fund additional transportation options for SCC students.

(b) Academic Senate

There was no report from the Academic Senate.

(c) Shared Governance Council

Interim Vice President White addressed members of the Board and reported on the most recent Shared Governance agenda items:

--Student Services Reorganization - Dr. Lewis will present the reorganization later on in the meeting.

--Strategic Proposals - There were 37 proposals, many of which were proposing to launch new initiatives for new instructional equipment and discussions were held on how to achieve this by March 26. There will be a special meeting to finalize the strategic plans to bring before the President's Cabinet.

(d) Superintendent

- ***Vacaville Middle College***

Facilitated by Dr. Marc Frazier, Chief Academic Officer, Vacaville Unified School District

Vice President Yulian Ligioso introduced Dr. Mark Frazier, Chief Academic Officer, Vacaville Unified School District, who provided a presentation about Vacaville Middle College. Dr. Frazier thanked those present for the Vacaville Unified School District's opportunity to partner with Solano College, and that VUSD looks forward to partnering together in the future. Dr. Frazier encouraged members to visit the school to look at the program.

Trustee Brown reported that Fairfield-Suisun Unified School District is currently implementing the same program. Trustee Chapman, inquired about the diversity of the student population.

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

- ***Accreditation Update***

I/VP Diane White reported that the required preliminary list of items has been sent to ACCJC. SCCD is requesting for possible substantive change reports, including: Workforce Development & Continuing Education (WDCE); Solano International Education Program (SIEP); College Classes at Dixon High School; Early (Middle) College High School; Automotive Technology Program in Vallejo. The first draft of SCCD's Mid-term report is scheduled for completion on or before April 21. SCCD's goal is to exceed ACCJC's expectations regarding Standard 2 and ensure that our College is engaged in continuous quality improvement.

I/VP White introduced Dr. Ambrosio, Accreditation Coordinator. Dr. Dambrosio reported that SCCD continues to incorporate accreditation into daily work, and making it a part of our culture. Currently, she is working with faculty on accreditation, and on October's Mid-term Report. The big push at the moment is to revise equity plans to be in compliance with the Chancellor's new Equity Plan. Dr. Dambrosio publicly thanked Mr. Peter Cammish for his work on the project with the database.

Trustee Young thanked I/VP White and Dr. Dambrosio for the comprehensive updates.

10. CONSENT AGENDA – ACTION ITEMS

Superintendent-President

- (a) Minutes for the Regular Meeting of February 19, 2014, and Board Study Session of March 5, 2014.

Human Resources

- (b) Employment – 2013-2014; Gratuitous Service

Finance and Administration

- (c) Warrant Listings
- (d) Personal Services Agreement
- (e) Proposed Agreement with Accountemps, a Robert Half Company
- (f) District-Wide Building Projects Sole Source List: Technology Systems & Door Hardware

- (g) Contract Award to Compass Energy Solutions for Energy Efficiency Projects Assessment and Scope Development Services

Academic Affairs

- (h) Amended 2014-2015 Academic Calendar
- (i) Request for Approval of Curriculum Actions as Submitted by the Curriculum Committee, a Subcommittee of the Academic Senate
- (j) Clinical Experience Agreement between Solano Community College District and Solano Hematology Oncology, Inc., Vallejo, California
- (k) Clinical Experience Agreement between Solano Community College District and Queen of the Valley Medical Center, Napa, California
- (l) Renewal of Small Business Development Center (SBDC) Services Agreement with City of Benicia for FY 2013-2014
- (m) Renewal of Small Business Development Center (SBDC) Services Agreement with Solano County for FY 2013-2015
- (n) Deputy Sector Navigator Grant, Amendment 1
- (o) Academic Affairs Realignment 2014

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

11. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

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

- (a) Resignation to Retire – Betty Austin

Vice President Yulian Ligioso reported that Ms. Austin has submitted a request to retire after 15 years and 5 months of service at Solano Community College, effective May 20, 2014. VP Ligioso asked the Board to support Ms. Austin's request to retire.

Moved by Trustee Young and seconded by Trustee Chapman to approve the resignation to retire for Ms. Betty Austin. Motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Latifah Alexander Concurred.

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

NOES: None

ABSENT: None

13. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent/President

(a) Honorary Degrees – May 21, 2014, Commencement

Vice President Ligioso reported that SCCD is very pleased to request Board support of the following individuals recommended for honorary degrees: The Honorable Judi Honeychurch; Mr. Buck Kamphausen; Ms. Verna Mustico; and Mr. Richard Rico. Honorary degrees will be awarded during the spring 2014 commencement exercise on May 21, 2014.

Moved by Trustee Thurston and seconded by Vice President Young to approve honorary degrees for the Honorable Judi Honeychurch, Mr. Buck Kamphausen, Ms. Verna Mustico, and Mr. Richard Rico as presented. The motion carried. Trustee Honeychurch abstained.

Finance and Administration

(b) Measure G Bond Financial and Performance Audit for 2012-2013

Mr. Yulian Ligioso, Vice President of Finance and Administration, reviewed with those present the Measure G Bond Financial and Performance Audit as required by Proposition 39. Vice President Ligioso reported that Vavrinek, Trine, Day & Company LLP, Certified Public Accountants, completed Measure G Bond Financial and Performance Audit for Fiscal Year 2012-2013. The Board's Audit Subcommittee met to review and discuss the report with District staff and the Ms. Terry Montgomery from Vavrinek, Trine, Day & Company LLP.

Moved by Vice President Young and seconded by Trustee Thurston to approve the Measure G Bond Financial and Performance Audit for 2012-2013 as presented. The motion carried unanimously.

(c) Measure Q Bond Financial and Performance Audit for 2012-2013

Mr. Yulian Ligioso, Vice President of Finance and Administration, reviewed with those present the Measure Q Bond Financial and Performance Audit as required by Proposition 39. Mr. Ligioso reported that Vavrinek, Trine, Day & Company LLP, Certified Public Accountants, completed the Measure Q Bond Financial and Performance Audit for Fiscal Year 2012-2013. The Board's Audit Committee met to review and discuss the report with District staff and the Ms. Terry Montgomery from Vavrinek, Trine, Day & Company LLP.

Trustee Chapman asked where the money will go on the construction fund. Vice President Ligioso reported that the money will be deposited into a bond interest and redemption fund, and also clarified that the funds will go into a debt service fund controlled by the county.

Moved by Vice President Young and seconded by Trustee Thurston to approve Measure G Bond Financial and Performance Audit for 2012-2013 and Measure Q Bond Financial and Performance Audit for 2012-2013 as presented. The motion carried unanimously.

Information Systems

(d) Storage Area Network (SAN) Virtual Server Measure G Bond Project

Roger Clague, Chief Technology Officer (CTO), reported that Solano Community College's (SCC) Information Technology staff has performed system-wide capacity analysis of our server and storage environment. The findings showed that we are running close to our maximum capacity in both storage capacity and server processing power. CTO. Clague also reported that continued growth at the current rate will "max out" the storage capacity within a three- to six-month timeframe, as well as "max out" the server processing capabilities. In order to meet these demands, the SAN and Server Farm need to be upgraded at an estimated cost is \$226,915.00, funded through Measure G funds.

Trustee Martin asked for an example of areas where storage has escalated. Mr. Clague responded the upgrade from 10-11 G, installed data store, increased storage to Banners system and six Banner upgrades, continued growth in e-mail; and desktop utilization. Trustee Chapman asked that to support the storage will main frames need to be used. Mr. Clague responded that SCCD does not use tier storage that we are using slide modules that are all in ranks and slide in to ranks.

Moved by Trustee Brown and seconded by Trustee Thurston to approve the Storage Area Network (SAN) virtual server upgrade to be funded through the Measure G Bond project as presented. The motion carried unanimously.

14. INFORMATION/ACTION ITEMS – ACTION MAY BE TAKEN

(a) Student Services Reorganization Proposed Upgrade of Positions

Dr. Shirley Lewis, Chief Student Services Officer (CSSO), reported that as a result of the Student Services Department being reorganized, eleven (11) positions will be upgraded to Student Services Generalist, Range 13. The revised classified job description is available for review in the Office of Human Resources. The proposed upgrades were vetted through CSEA, Shared Governance Council, and President's Cabinet.

Positions being reclassified to Student Services Generalist include the following:

- (4) Student Services Generalist (Range 12) - Centers
- (1) Assessment Specialist (Range 13) - Assessment Center
- (4) Customer Service Representative (Range 10) - Admissions and Records
- (2) Student Services Assistant I (Range 10) - Counseling

Moved by Vice President Young and seconded by Trustee Chapman to approve the proposed upgrade of Student Services positions as identified above. The motion carried unanimously.

(b) Proposed New Job Description Senior Human Resources Generalist (Administrative Leadership Group)

Associate Vice President of Human Resources, Bruce Petersen, reported that as a result of the realignment of the Human Resources Department, a new position was created that encompasses additional supervisory responsibilities, generalist training, and succession strategies. The Senior Human Resources Generalist will be placed on Range 35, of the 2013-14, ALG Salary Schedule, effective October 1, 2013.

Moved by Trustee Truston and seconded by Vice President Young to approve the proposed new job description for Senior Human Resources Generalist in the Administrative Leadership Group (ALG). The motion carried unanimously.

(c) Proposed New Job Description Automotive Lab Technician

Mr. Bruce Petersen, Associate Vice President of Human Resources, reported that the proposed new job description for Automotive Lab Technician is needed to provide support for students taking Automotive classes. The Automotive Lab Technician position will be placed on Range 12, of the 2013-14, CSEA salary schedule.

Moved by Vice President Young and seconded by Trustee Brown to approve the proposed new job description for Automotive Lab Technician as presented. The motion carried unanimously.

(d) Proposed New Job Description Human Resources Recruiter (Administrative Leadership Group)

Mr. Bruce Petersen, Associate Vice President of Human Resources, reported that as a result of the realignment of the Human Resources Department, a new position was created. The position for Human Resources Recruiter will be placed on Range 33 of the 2013-14 Administrative Leadership Group (ALG) salary schedule.

Moved by Trustee Honeychurch and seconded by Vice President Young to approve the proposed new job description for Human Resources Recruiter (ALG) as presented. The motion carried unanimously.

15. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Sabbatical Leave Report for the Academic Year 2012-2013

Interim Vice President Diane White introduced Professor Carlos Esteve, who reported on his 2012-2013 academic year sabbatical leave entitled, “*Writing an Open Source Textbook for Math 310 (College Arithmetic) Course.*” Professor Esteve presented a brief summary of what was done while on sabbatical. Mr. Esteve’s fall 2012 project consisted of writing an open source textbook for SCCD Math 310 (College Arithmetic) course. Because textbooks for Math courses are generally over \$100, students are often without a textbook or are forced to wait several weeks until their book loans arrive. The textbook Mr. Esteve wrote during his sabbatical is available for purchase under \$30 at the bookstore and for students who have access to laptops or tablets the textbook is available free as a PDF file. This textbook is available for adoption by other Math faculty teaching Math 310 courses. In fall 2013, the textbook was used in three sections of Math 310, including one section taught by Professor Micheale Jones. Currently, Professor Randy Robertson and Mr. Esteve are using the textbook for Math 310 and will be doing the same in fall 2014. Mr. Esteve has received positive feedback from his students and used their suggestions to make revisions in the textbook during the summer of 2013. In the future, Mr. Esteve may create videos that go with the textbook.

Vice President Young asked what the success rate is for those students using the textbook. Mr. Esteve reported that success has increased and that students have become more accountable for his/her work. Trustee Thurston asked if these the types of statistics are something Peter Cammish, Dean of Research, Planning and Institutional Development can track. President Keith’s added that this has been long overdue and the fact that this has been done is magnificent.

Professor Esteve thanked members for awarding him the opportunity for this sabbatical, and has now taught three classes using his books.

16. ANNOUNCEMENTS

Vice President Young reported that the Kappa Beta Omega Chapter of Alpha Kappa Alpha Sorority, Inc., is celebrating its Chapter Founders’ Day commemorating 40 years of service to the community on March 30; tickets are \$50 and those interested should contact Vice President Young.

Trustee Brown will be taking two students to Washington, D.C. next week.

Trustee Honeychurch will be hosting a campaign fundraiser for Krishna Abrams at his home on March 28, 2014.

Trustee Chapman announced that following this evening’s meeting she will be departing to Haiti and will return on April 1, 2014. While in Haiti, Trustee Chapman will be teaching young Haitian students how to sing songs in English.

President Keith asked that this meeting be dedicated to Judith Hilburg. Ms. Hilburg was a driving force for Vallejo Library.

Trustee Thurston, would like to see that the District become well informed of Judith Hilburg's work.

17. ITEMS FROM THE BOARD

President Keith asked Board members to decide on a date for the next Board Retreat when the majority of the Board can attend. Board members agreed to commit to Saturday, May 31, for the next Board Retreat. President Keith reminded Board members that the closing ceremony for the next Leadership Academy will be on Wednesday, June 4, in the afternoon, and that the Form 700 is due in the Superintendent-President's office on Tuesday, April 1.

Vice President Young reported that she attended the following College and community events:

March 2014

06 - Attended Vallejo City Unified School District (VCUSD) Wall to Wall Advisory Board Meeting. The meeting was held at VCUSD office building on Mare Island.

08 - Attended Teen Expo at Jesse Bethel High School in Vallejo.

11 - Vallejo Juneteenth Planning Committee meeting via conference call.

14 - SCC Board's Policy and Procedures Subcommittee meeting at Trustee Thurston's home;

14 - Assemblywoman Susan Bonilla – Invite Birthday Celebration for Supervisor Erin Hannigan. The event was at City Lights in Vallejo.

15 - Vallejo-Section of the National Council of Negro Women, Incorporated, Annual Luncheon Honoring Our Educators. The luncheon was held at Vallejo Elks Lodge.

18 - Vallejo Participatory Budgeting Steering Committee meeting. The meeting was held in the Joseph Room at JFK Library in Vallejo.

18 - Tour of SCC Aeronautics program at the Nut Tree in Vacaville.

18 - SCC Board Audit Subcommittee meeting. The meeting was held in Room 232 at SCC Vacaville Center

Trustee Thurston reported that she attended the following College and community events:

March 2014

01 - Dinner to honor Solano Community College Volleyball and Soccer teams at Dr. Laguerre's home.

11 - Vallejo Juneteenth Planning Committee Meeting.

14 - Supervisor Erin Hannigan birthday party celebration at City Lights in Vallejo.

15 - Vallejo Section: National Council of Negro Women, Inc.'s Annual Luncheon Honoring our Educators at the Vallejo Elks Lodge. Principals from three elementary schools, Franklin Middle School, Vallejo Educational Academy and Vallejo High School were all honored for their

dedication and contributions to education. They each gave inspiring speeches about their own lives and schools they head.

16 - Memorial Celebration of the Life and Work of Judith Hilburg at the Vallejo Library McCune Room. Judith came to the leadership of the Collection Endowment Oversight Committee in the mid-1990s. “Dr. McCune was a Kaiser Physician who collected books about California, about the art of the book and fine printing, and ancient books which included several incurables, books published before 1500. Dr. McCune bequeathed this magnificent collection along with a 19th century Albion letter press—to the people of Vallejo when he died in 1982.” This is an amazing treasured resource for the city of Vallejo.

19 - Board Audit Subcommittee for Measures G and Q.

18. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:10 p.m.

JCL:pb

BOARD MINUTES.03.19.14.FINAL

PAM KEITH
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