

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD

UNADOPTED MINUTES

June 4, 2014

1. CALL TO ORDER

A Board Study Session of the Solano Community College District Governing Board was called to order at 7:00 p.m., on Wednesday, June 4, 2014, at 4000 Suisun Valley Road, Building 1400 (Back-Half of Cafeteria), Fairfield, California, 94534 by Board President Keith.

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

At the request of Board President Keith, Ms. Wendy Phillips, Cats on Campus program, 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 E. Chapman, Ph.D.  
Denis Honeychurch, J.D.  
Michael A. Martin  
Rosemary Thurston  
Naser J. Baig, Student Trustee  
Jowel C. Laguerre, Ph.D., Secretary

Members Absent:

None

Others Present:

Roger Clague, Chief Technology Officer  
Nona Cohen-Bowman, Consultant, Human Resources  
Shirley Lewis, J.D., Chief Student Services Officer  
Leigh Sata, Executive Bonds Manager  
Diane M. White, Interim Vice President, Academic Affairs  
Michael Wyly, Academic Senate President  
Phyllis Braaksma, Interim Executive Coordinator, Superintendent-President/Governing Board  
Judy Spencer, Chief of Staff

4. APPROVAL OF AGENDA

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

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Keith recognized Ms. Judie Burtenshaw, Administrative Assistant in the Office of Student Services, who requested to comment on the “Cats on Campus” program.

Ms. Burtenshaw reminded the Board of when Ms. Wendy Phillips came to speak to them approximately two years ago about her vision of creating a “Cats on Campus” program—a trap-neuter-return program for feral cats, similar to successful programs at Stanford University and Mills College. Her focus was to be proactive and humanely stabilize the campus cat population and share the importance of spaying and neutering our pets, and there has been great success.

Two years ago there were about 55 unneutered cats on campus. The members of the cat coalition aggressively trapped and neutered cats through the summer and fall finding homes for kittens that were friendly, and sick or injured cats were humanely treated at a veterinarian’s office. As of December 2012, no new kittens have been born on campus. A female cat can go into heat up to four times a year and give birth to up to five kittens. Kittens that reach four months of age can go into heat and get impregnated. We now have only 30 cats on campus, and all of them have been spayed or neutered. We can now put SCC on the successful campus cat program list, alongside Stanford and Mills College, a huge accomplishment.

Board President Keith recognized Ms. Marilyn Bognar who requested to comment on the Cats on Campus program. Ms. Bognar joined the club in the spring of 2013 and was able to participate in the spaying and neutering program. Since she is interested in animal medicine, being a member of this club has given her some hands-on experiences that she might not have gotten in most of her Biology classes where humans are studied.

Board President Keith recognized Mr. Phil Cello, Solano Tennis & Education Foundation (STEF), who requested to comment on the Tennis program.

Mr. Cello stated that this is the first opportunity he has had to hand over money from the special fund with the SCC Educational Foundation. A check in the amount of \$12K was presented. This money was raised by running the first five tournaments at SCC, and the good news is there should be more coming. An additional ten tournaments are left to run, beginning this weekend, throughout the rest of the year. In terms of our ability to utilize the courts as a fundraising tool, that part is working out.

On June 29 and July 30 we will have high school tennis events on campus, a pilot program for bringing in high school tennis players for competition and hopefully exposing them to the courts and opportunities at SCC.

Mr. Cello reported he is working with Ms. Leslie Fay, Workforce Development and Continuing Education (WDCE), to offer a community services tennis class for the summer session.

Mr. Curt Johnston, Executive Director, SCC Educational Foundation, accepted the money on behalf of the Foundation and thanked Dr. Laguerre and Mr. Cello for their vision and efforts on behalf of students. Dr. Laguerre thanked Trustee Honeychurch for bringing this opportunity to the attention of the College through Mr. Cello.

6. **REPORTS (NO ACTION REQUIRED):**

(a) Bonds Update

*Facilitated by Leigh Sata, Executive Bonds Manager*

Mr. Leigh Sata gave a Bond Update and PowerPoint presentation on project status and other information, signage family; bond contracts and amendments; project initiation forms, and a tentative project list.

Status

- Building 600 – construction commenced.
- Building 1200 – value engineering (VE) sessions ongoing and design ongoing.
- Infrastructure Project – bids have been received.
- Measure Q program set up ongoing – fiscal and program controls, contract negotiations, and 30/60/90 day milestones.

Signage

The site signage master plan was shared for Fairfield, Vacaville, and Vallejo campuses. The Site Signage Master Plan analyzes the way finding challenges and identifies future opportunities for improvement at SCC as it embarks on major improvements over the years to come. Sample signage was shared.

Bond contracts and amendments (challenge identified and solution suggested)

- Measure Q will require many contracts.
- Full length contracts in the Board packet are a challenge for staff, i.e., the sheer number of pages is difficult to manage.
- Discussion held regarding how the size of the Board packet can be reduced without lessening the authority of the Board.

Mr. Sata proposed using a contract matrix for approval purposes in lieu of publishing full contracts in the Board agenda packets. Documents will be available for review at any time on the Bonds Web site. Mr. Sata proposed approving the signage family for inclusion in the Facilities Master Plan, and approval of the Bond project list at a future Board meeting.

Trustee Brown and Trustee Honeychurch stated they could support the contract matrix assuming the full contracts are available for review on the Bonds Web site.

At the July Board meeting, the Board will be asked to approve the project list and project budgets. This approval will allow the Program Manager to begin working on the specific projects.

The overall spending concept for Measure Q was shared for Tranche 1 (Series A&B June 2013) \$120M; Tranche 2 (June 17, 2017) \$70M; Tranche 3, and Tranche 4.

The Measure Q – Tranche 1 Program and Districtwide Expenses were discussed (\$24.85M), together with the Projects Funded (\$27.62); and the Proposed Projects (\$67.46M).

The budget summary for Tranche 1 includes:

- Projects previously funded - \$27.62M
- Program level projects - \$24.85M
- Proposed projects - \$67.46M

Totaling \$119.93M (fits within available resources of \$120M (Series A&B))

The Measure Q Tranche 2 Project List was identified (\$70M).

*A full and complete copy of the PowerPoint presentation is available for review in the Office of the Superintendent-President, and the Office of the Executive Bonds Manager.*

(b) Workforce Development and Continuing Education

*Facilitated by Thomas Watkins, Interim Dean, Workforce Development and Continuing Education (WDCE)*

Interim Dean Watkins gave a PowerPoint presentation on Workforce Development and Continuing Education (WDCE), beginning with the organizational chart for the department. He introduced staff who were present: Andrea Uhl, Administrative Assistant III; and Ms. Leslie Fay, Interim Coordinator. Ms. Uhl and Mrs. Fay addressed the Board giving a brief background of their experiences prior to coming to Solano Community College. I/Dean Watkins also introduced Mr. Chuck Rieger, Interim Director of the Small Business Development Center.

Accomplishments within the Department since January 2014 include: ABC, Ltd., started discussions with WDCE regarding Construction Technology program; Covered California Grantee and Assisted Training Project; CPR class for incoming SCC SNA students; CytoSport, Inc., (Muscle Milk) for ESL classes; Diablo Packaging Microsoft Outlook classes. Johnson Burners OSHA training, Mariani Spanish and ESL classes; Simonton Windows ESL classes; United Heart Training Center EMT classes; and summer classes for graduate nurses for Board of Nursing.

Current projects were identified as follows: AB86 Planning Grant, Aeronautics program, Business Mandarin classes; Leadership in Energy and Environmental Design (LEED) training seminar; monthly meetings with county Economic Development Directors to determine business

and industry needs; discussion with Winters Broadband regarding specialized training, Small Business Development Center (SBDC) partnership, partnership with Solano Economic Development Center--Sandy Person (Solano EDC) to help with business retention in Solano County, and publication of the Fall 2014 WDCE Course Brochure.

Interim Coordinator Fay gave an update on AB86. Ms. Fay is the College liaison for the AB86 Planning Grant.

The California Community College Chancellor's Office and the California Department of Education were tasked with implementation of AB86 Section 76, Article 3, to provide planning and implementation grants to a regional consortium of community college districts for the purpose of developing and implementing regional plans to better serve the educational needs of adults to include:

- Elementary and secondary basic skills, including classes required for high school diplomas and high school equivalency certificates.
- Classes and courses for immigrants eligible for education services in citizenship and English as a Second Language and workforce preparation classes in Basic Skills.
- Education programs for adults with disabilities.
- Short-term Career Technical Education programs with high employment potential.
- Programs for apprentices.

The 2013-2014 state budgets appropriated \$25 million dollars to the California Community College Chancellor's Office to allocate funding for years of planning and implementation of the grants. The money was disbursed among 72 districts in California and Solano Community College's portion was \$266,000. The money will be disbursed through a claim schedule process and will provide funding to improve the delivery of adult education. California has the opportunity to rethink and redesign an educational system to establish linkages for students across the California Department of Education and the California Community College Chancellor's Office of Adult Education systems that provide adults with academic and career skills needed to enhance student success.

To that end, the Legislature and the Governor have put in place two unprecedented indicators of California's commitment to improve adult education.

First, the Legislature has committed funds to the AB86 regional consortia of K-12 and community college districts to collaborate regionally to develop plans for expanding and improving adult education services by creating linkages between the two educational systems. Regionals collaboration provides capacity for the K-12 and community college adult educational programs to find common ground and cross historical, geographic, and cultural boundaries to provide seamless transitions for students.

The organizational structure of the consortium includes Solano Community College as the fiscal agent, along with all the county school districts' participation (Benicia, Dixon, Fairfield-Suisun

Unified Schools, Vacaville Unified Schools, Travis, Vallejo, and Winters Joint Unified School District, along with Solano County Office of Education).

The Consortium has completed the following tasks:

- January 31, 2014 Filed certification of eligibility cover sheet.
- February 14, 2014 Filed the notification of Intent to Award.
- February 24, 2014 Filed the Intent to participate, preliminary Budget Summary and Project Management.
- May 09, 2014 Grant was approved and the college received a fully executed copy of the Grant Agreement.

Some of the discussions during the monthly consortium meetings have included topics such as:

1. The Solano County demographics and observations regarding demographics: (they discovered there is a need for expanded educational programs for English language learners, based on the number of Solano County residents who Spanish is the primary language and also, the number of adults over 18 without a high school diplomas-indicates a need for adult high school diploma programs and for GED test preparation).
2. Unemployment numbers in Solano County indicate a need for short-term Career Technical Training programs. (Members recommend that training include employable skills.)
3. Members discussed strategies for additional input to identify the needs for adult educational services. (The consensus was to schedule for meetings of community leaders in each Solano County community.)
4. Consortium members identified the following community agencies as potential sources of information regarding the adult needs: Travis Family Support Center, Vocational Rehab, WIB, Library Literacy Programs, Solano county Sheriff's Department, the Children Nurturing Project, United Way, CalWORKs, and all county Chambers of Commerce.

Currently, the Consortium is gathering data and evaluating current levels of adult education programs within its region; credit, noncredit, and enhanced noncredit adult education coursework. The Consortium is gathering data evaluating current needs and gaps for adult education programs within the region.

(c) Image and Branding

*Facilitated by Curt Johnston, Executive Director, Educational Foundation  
and Shemila Johnson, Outreach & Public Relations Manager*

Ms. Shemila Johnson and Mr. Curt Johnston gave a PowerPoint presentation on the current Image and Branding Campaign, revitalizing Solano Community College's look.

Branding is the expression of the essential truth or value of an organization, product, or service. It communicates our characteristics, values, and attributes. Branding is not marketing, but rather strategic. Marketing is tactical and contributes to a brand.

Project goals for the campaign include:

Goal #1 - developing a brand that we can control, as well as:

- Established on strengths, backed by market research.
- Highlight the best of what we do.
- Creates a positive image by telling great stories.
- Dispels inaccurate and past market perceptions.
- Makes current students and alumni proud.

Goal #2 – Develop a brand identity via electronic and print graphics.

Goal #3 – Establish marketing strategy and budget to carry out consistent implementation.

A Request for Proposal (RFP) has been posted, and thus far there have been fifteen (15) respondents. The committee work, next steps, timeline, and costs will be identified.

The campaign process includes research, image and slogan concepts, materials development, and a marketing plan.

In closing, Ms. Johnson stated our goal is to strategically brand Solano Community College so that our name is known and recognized for excellence in all that we do. SCC is a premier institution with impressive statistics of graduation and transfer rates. From the first point of contact to graduation, we want our students to be proud. Revitalizing our brand and image within the communities we serve will enhance the perception of Solano Community College, ultimately making us *The Educated Choice!*

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

- Academic Senate

Professor Michael Wyly, newly elected Academic Senate President, introduced himself to the Board. He commented that he became involved with the Senate in 2003 when he served as the Senator for the Humanities Division for two terms, as well as Secretary under the leadership of Professors Pavão and Kropp. He served under the leadership of Dr. Gunther as the Senate's Vice President.

Senate President Wyly shared he is currently working as deliberately as possible to facilitate a smooth transfer of leadership. Having recently met with I/VP White and Dr. Laguerre, there is agreement to meet over the summer to keep strong communications going. He will also be working with Vice President Jaimez and Ms. Connie Adams (Administrative Assistant to the Senate) to identify pressing issues that still need to be addressed, i.e., Senate goals, SLOs and PLOs Assessments, Student Equity, Student Success, faculty hiring priorities, enrollment, and accreditation.

Senate President Wyly reported that he attended the Solano Leadership Academy (SLA) this week and will be attending the Curriculum Institute in July. Professor Wyly expressed thanks to Dr. Laguerre for the opportunity to attend the SLA to learn more about leadership and how he can support his colleagues. He hopes to attend every Board meeting possible and communicate with the Board what the Senate is working on.

Professor Wyly reported that Professor Curtiss Brown was elected as Curriculum Chair, replacing Dr. Joe Conrad.

Presented to the Board was a new *Suisun Valley Review* magazine, which is the 33<sup>rd</sup> publication. Professor Quentin Duval, who passed away several years ago, founded the magazine in 1981, and it is on his shoulders on which the English Department stands. This magazine is worked on and published in the English 58 class. The entire class is devoted to the publication of this magazine.

7. NON-CONSENT AGENDA ITEM – ACTION ITEM

(a) Dixon Memorandum of Understanding

Solano Community College District (SCCD) and Dixon Unified School District (DUSD) have been working on an agreement to implement a College Advancement Program (CAP). This program started last January, and both DUSD and SCCD are interested in furthering this collaborative partnership. This item was presented for information on May 21, 2014.

The Honorable Diapalo from the Dixon Unified School District Board and Ms. Sandy Johnson from the DUSD presented the item and shared how excited the students are about the opportunity. They thanked A/Dean Fountain and Ms. Julie Martinez for their efforts on the MOU.

The Board expressed concerns about the MOU and asked for more time to become more familiar with the program.

Moved by Trustee Honeychurch and seconded by Vice President Young to delay action on the item and to bring it back to the next meeting for approval. The motion carried with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Naser J. Baig Concurred.

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

NOES: Trustee Martin and Trustee Brown

ABSENT: None

8. INFORMATION ITEM – NO ACTION REQUIRED

(a) Initial Presentation of California School Employees' Association, Chapter #211's Bargaining Proposals to the District on 2014 Reopeners

Pursuant the Government Code Section 3547 and for the purpose of public notice (“sunshining”), California School Employees’ Association, Chapter #211, submitted its bargaining proposal to the District to open Article IX Pay and Allowances; Article XIII Vacation Plan; Article XVI Transfers; Article XVII Job Vacancies; Article XX Discipline; Article XXV Contracting Out. Public comment on such proposals shall be received at the next Governing Board meeting scheduled June 18, 2014.

## 9. ANNOUNCEMENTS

Dr. Jowel Laguerre, Superintendent-President, announced Vice President Yulian Ligioso, Finance and Administration, would make comment on the Tentative Budget 2014-2015 First Reading.

Vice President Ligioso began by stating the budget looks promising from the state’s perspective; however, the College has some work to do, especially as it relates to enrollment challenges. Solano Community College is not alone as this is a phenomenon experienced statewide, especially in Northern California.

Highlights of the May Revise were reviewed. The revised budget makes technical adjustments for property tax and student fee revenues, and continues the plan to pay off all remaining apportionment deferrals. Student fees would remain at \$46 per credit unit. The summary also proposes to increase the enhanced noncredit funding rate to the credit rate beginning in 2015-2016.

In addition to the community college-specific items, the summary of the May Revise discussed a plan to make the California State Teachers Retirement System actuarially funded over the next thirty years. This is different from the Governor’s January Budget, which proposed tackling STRS underfunding in 2015-2-16.

Solano College revenue assumptions are as follows:

- Achieve 8,400 FTES
- Centers Maintain Base Funding
- 0.85% Cost of Living Adjustment
- No Growth Funding
- Property Taxes
- Enrollment Fees
- Non-Resident Tuition
- Lottery Funds

Solano College expenditure assumptions are as follows:

- Increase in class offerings
- Increase in health and welfare
- Increase in retirements (STRS and PERS)

- Step and lane movement
- Vacancies
- Trustee elections
- Reductions in electricity
- No dollars for employee raises “yet”

The estimated ending balance for 2014-2015 is \$4,409,660 or 9.0%, which is lower from previous years.

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

#### 10. ITEMS FROM THE BOARD

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

##### May 2014

**22** - Measure Q Advisory Committee meeting.

**26** - Vice President Young was one of the speakers at “Honoring Our Fallen Heroes” Memorial Day Ceremony at Vallejo Veterans Memorial Park. This event was sponsored by the Filipino-American Retired United States Armed Forces Association and the Vallejo Veterans Memorial Building Council.

**27** - Measure Q Follow-Up Focus Sessions and Report at Vallejo Center. Two sessions were held (4p.m. – 6 p.m.) and (6 p.m. to 8 p.m.).

**29** - Solano EDC breakfast at the Fairfield Hilton Garden Inn/

**30** - Firefighter I – Academy graduation ceremony at the Vacaville Center.

##### June 2014

**04** – Solano College Leadership Academy lunch with trustees, speakers’ session, and closing ceremony and celebration

Board President Keith recessed the Board Study Session at 9:14 p.m.

#### 11. CLOSED SESSION

- (a) Conference with Labor Negotiator  
Agency Negotiator: Yulian Ligioso, Vice President, Finance & Administration  
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39
- (b) Public Employee Discipline/Dismissal/Release

- (c) Conference with Real Property Negotiator  
Property: Northgate Office Park, N.W. Corner Turner and Ascot Parkways,  
Vallejo, CA 94591  
Negotiating Party: Leigh Sata, Executive Bonds Manager  
Under Negotiation: Price and Terms of Payment

Board President Keith called the Closed Session to order at 9:20 p.m.

12. RECONVENE REGULAR MEETING

Board President Keith reconvened the Board Study Session at 9:25 p.m.

13. 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 discussed Public Employee Discipline/Dismissal/Release in Closed Session, and no action was taken.

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

14. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:26 p.m.

JCL:js

BOARD STUDY SESSION MINUTES.06.04.14.FINAL

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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