

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**UNADOPTED MINUTES
November 5, 2014**

1. CALL TO ORDER

A Board Study Session of the Solano Community College District Governing Board was called to order at 5:00 p.m., on Wednesday, November 5, 2014, in the Administration Building, Suite 201, located at 360 Campus Lane, Fairfield, California 94534 (First Floor-West Lobby), 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, Mr. Joseph D. Mickelson, 1st Vice Commander, American Legion Vallejo Post 104, 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.
Michael A. Martin
Rosemary Thurston
Naser J. Baig, Student Trustee
Jowel C. Laguerre, Ph.D., Secretary

Members Absent:

Denis Honeychurch, J.D. – Excused

Others Present:

Roger Clague, Chief Technology Officer
Wade Larson, D.M., Associate Vice President, Human Resources
Shirley Lewis, J.D., Chief Student Services Officer
Yulian Ligioso, Vice President, Finance and Administration
Leigh Sata, Executive Bonds Manager
Diane M. White, Interim Vice President, Academic Affairs
Renee Pegues, Executive Coordinator, Superintendent-President/Governing Board
Judy Spencer, Chief of Staff

4. APPROVAL OF AGENDA

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

5. COMMENTS FROM MEMBERS OF THE PUBLIC

There were no comments from members of the public.

Board President Keith recessed the Board Study Session at 5:05 p.m.

6. CLOSED SESSION

(a) Conference with Labor Negotiator

Agency Negotiator: Yulian Ligioso, Vice President, Finance and Administration
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39

(b) Public Employee Discipline/Dismissal/Release

(c) Public Employee Performance Evaluation – Superintendent-President

Board President Keith called the Closed Session to order at 5:15 p.m.

7. RECONVENE REGULAR MEETING

Board President Keith reconvened the Board Study Session at 8:51 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 the Board discussed Public Employee Discipline/Dismissal/Release in Closed Session, and took action to dismiss a permanent classified employee with the following vote:

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

NOES: Trustee Brown

ABSENT: Trustee Honeychurch

Board President Keith reported the Board discussed Public Employee Performance Evaluation – Superintendent/President in Closed Session, and no action was taken.

9. COMMENTS FROM MEMBERS OF THE PUBLIC (CONTINUED)

There were no comments from members of the public.

10. REPORTS (NO ACTION REQUIRED):

(a) Image and Branding Campaign

Facilitated by Shemila Johnson, Outreach and Public Relations Manager; Stephanie Cruz, CEO and Julia Kruper, Account Manager, KPS3 Marketing

Ms. Johnson provided an update regarding the image and branding campaign. Ms. Johnson stated “We are wrapping up the first phase which was the research phase that included surveys with current and prospective students as well as faculty, staff, high school counselors, and the business community.” We received a lot of great feedback and information that will help us move forward with our image and branding campaign.

Ms. Johnson introduced Ms. Stephanie Cruz, CEO and Ms. Julia Kruper, Account Manager with KSP3. The Board was provided with color copies of the presentation. Ms. Cruz pointed out that the photos used in the presentation were from a photo shoot on the Solano Community College campus a few months prior, using Solano students and faculty. Ms. Cruz provide some background information regarding KPS3 and the services they provide as a full service agency.

Ms. Cruz reviewed the four phases of the campaign giving a brief overview of each phase. The phases are:

1. Research (Multiple Facets) – this includes surveys, focus groups current brand awareness. How we and others see us.
2. Brand Development: Competitive Positioning, Promise Pillars, Messaging – take all the research and findings to create a brand promise. What we are going to deliver.
3. Brand Image: Print & Web Design – this is the fun stuff such as photo shoots, brand book, and how we are going to use our logo.
4. Marketing & Channel Plan Development – is implementation.

Ms. Cruz also presented the competitive matrix which listed the three major competitors for Solano Community College. The three schools are: Diablo Valley College, Napa Valley College and Sacramento City College.

Interesting points identified from the research:

- Enrollment numbers all four colleges have experienced a decline since 2009
- Part time students make up 63-66% of the population at all four colleges.
- SCCD’s student population is larger than Napa Valley College.
- Student Demographics - Gender: Majority of SCCD students are female.
- 73.11% of the students at SCCD are under the age of 30.
- Success Rates – Transfers: SCCD has the 2nd highest transfer rate to CSU’s.
- SCCD leads the percentage of student population that received a degree.

Highlights from the focus groups and student survey:

- Current students have a very different view of what of a community college than when they were in high school.
- SCCD's Strengths include affordable, value (65%); convenient location (53%) ; smaller class size (25%)
- The preferred channel for information is word of mouth. Referrals from current or past students, faculty, high school teachers and counselors.

Highlights from the survey of 30 Solano County high school counselors:

- 90% recommend SCCD to students regularly (27).
- 70% recommend NVC to students regularly. (29)
- Do not believe SCCD is a 'fall-back' or second choice school.
- Believe student can transfer from SCC to the 4 year school of their choice.

Ms. Cruz outlined the next steps which include completing the research phase which includes a survey of prospective students and surveying the business community.

Ms. Johnson stated that the next focus group will be for prospective students – high school students ages 15-18. The groups will take place at each of the three campuses.

Board President Keith recognized Thom Watkins, Interim Dean, Workforce Development, wanted to confirmed whether the survey for the business leaders in the community had been sent out as of yet. Ms. Johnson confirmed that yes it had been sent out is still currently in the field.

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

- (b) Intersegmental General Education Transfer Curriculum (IGETC)
Facilitated by Jocelyn Mouton, Interim Dean, Counseling/Special Services; and Robin Arie-Donch, Counselor

This presentation was postponed to December 3, 2014.

- (c) Small Business Development Center
Facilitated by Kelly Penwell, Director, Small Business Development Center; and Kristin Johnson, Director, NorCal SBDC Network

Ms. Penwell provided an update regarding the Small Business Development Center. Ms. Penwell reviewed the mission statements for the Solano Community College and the Northern SBDC Network at which point she presented a new proposed mission statement for Solano College SBDC. She feels the proposed mission statement is more aligned with SCCD. Great resource; mission driven.

Ms. Penwell reviewed the goals she has set for the coming year which include:

- Empowering all Solano residents through the services provided by SBDC.

- Increase accessibility for students. Share information with all of our stakeholders.
- Develop relationships with partners in both Solano County and the City of Winters.
- Increase connectivity to the military community.
- Broker additional relationships for youth entrepreneurship programs.

Ms. Penwell reviewed each goal in more detail providing specific examples and ideas to help her meet each goal.

Ms. Penwell introduced Kristin Johnson, Director for the NorCal SBDC Network. Thanked the Board for having the SBDC present. She stated that “The Solano SBDC is one of our real gems. I currently work with 12 SBDCs throughout Northern California. Solano SBDC has been at the college for approximately 30 years now and we have a long standing relationship with Humboldt State University where I am from and with Solano College and working with Kelly coming in who is really new. There has been a lot of transition. I really just wanted to hear from my perspective you have a gem. Kelly is someone who brings a lot of experience not just from the business side but also the education side to truly bridge make this a successful college and I am hoping that is what you see and she will be able to show you in the months and for years to come. The other person I wanted to acknowledge who has built a legacy here is Chuck Eason. Over the years he has been with the SBDC he has really focused on return of the investment. I think you have a good return on investment.”

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

(d) Measure Q Review

- SCOE Classroom Project Location
Facilitated by Mr. Leigh Sata, Executive Bonds Manager

At the request of Dr. Laguerre, Mr. Leigh Sata skipped the Measure Q general update and proceeded directly to the SCOE Building Site Placement. Mr. Sata turned the presentation over to Bob Fuselier of Kitchell. Mr. Fuselier presented two options for placement of the SCOE Building, currently slated for the Vacaville Center. Option 1 is located adjacent to the Annex. Option 2 is adjacent to the Center. Mr. Fuselier provided site plans, floor plans and renderings for both options. The Board will be asked to take action later in the agenda.

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.

11. CONSENT AGENDA – ACTION ITEMS

Superintendent-President

- (a) Minutes for the Regular Meeting held October 15, 2014.
- (b) Donation

Human Resources

- (c) Employment – 2014-2015; Gratuitous Service; Resignations

Academic Affairs

- (d) Renewal of Memorandum of Understanding between Solano Community College District and Sonoma County Junior College District
- (e) Workforce Development and Continuing Education/California Corporate College Membership Renewal
- (f) National Science Foundation Grant

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

12. ITEMS REMOVED FROM CONSENT AGENDA

There were no items were removed from the Consent Agenda.

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

- (a) Resignations to Retire – Robin Arie-Donch, Keith Brown, Erma Moreno, and Marty Kulmus

<u>Name</u>	<u>Assignment & Years of Service</u>	<u>Effective</u>
Robin Arie-Donch	Full-time Counselor/Articulation Officer 27 years of service at SCC	05/19/2015
Keith Brown	Network Engineer 22 years and 10 months of service at SCC	12/30/2014
Erma Moreno	Professor/Counselor 18 years and 4 months of service at SCC	07/01/2015
Marty Kulmus	Technology Specialist 16 years and 6 months of service at SCC	11/18/2014

Moved by Trustee Chapman and seconded by Trustee Thurston to approve the resignations to retire from Robin Arie-Donch effective May 19, 2015, Keith Brown effective December 30, 2014, Erma Moreno effective July 1, 2015, and Marty Kulmus effective November 18, 2014. The motion carried unanimously.

(b) Resolution Honoring the Retirement of Marty Kulmus.

President Keith stated “I owe a debt of gratitude to Mr. Kulums as he literally saved me from falling in front of on-coming traffic one night.”

Marty Kulmus has served the Solano Community College District with distinction since May 11, 1998, when he began working as a Computer Network I Technician in the Information Technology Department. Marty has served in various capacities during his career including Lab Aide (Tutor), Computer Network I and finally as Technology Specialist. He is retiring after 16 and one-half years on November 17, 2014.

Best wishes are extended to Marty for a well-deserved retirement, with sincere thanks for his many contributions to Solano Community College.

Moved by Trustee Young and seconded by Trustee Thurston to approve the resolution honoring the retirement of Marty Kulmus as presented. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Naser Baig, concurred

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

NOES: None

ABSENT: Trustee Honeychurch

14. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent-President

(a) Resolution Proclaiming November 2014 as Purple Heart Month at Solano Community College, Resolution No. 14/15-11

Board approval was requested for Resolution No. 14/15–11 proclaiming November 2014 as Purple Heart Month at Solano Community College.

Moved by Trustee Chapman and seconded by Trustee Young to approve the resolution proclaiming November 2014 as Purple Heart Month at Solano Community College, Resolution No. 14/15-11. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Naser Baig

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

NOES: None

ABSENT: Trustee Honeychurch

(b) Resolution Honoring Veteran’s Day, November 11, 2014, Resolution No. 14/15-12

Board approval was requested for Resolution No. 14/15–12 honoring Veterans Day, November 11, 2014 at Solano Community College.

Moved by Trustee Young and seconded by Trustee Martin to approve the resolution honoring Veteran’s Day, November 11, 2014 at Solano Community College, Resolution No. 14/15-12. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Naser Baig

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

NOES: None

ABSENT: Trustee Honeychurch

Board President Keith recognized Jay Mickelson who wanted to thank Solano Community College for honoring the recipients of the Purple Heart by proclaiming November as Purple Heart Month. Mr. Mickleson stated “Everyone in America knows or has been touched by a veteran.”

(c) Stuart Foundation Grant Agreement

Board approval was requested for a grant from the Stuart Foundation for the College Pathways North Bay Network benefitting foster youth enrolled in campus support programs.

The term of the grant shall be from November 1, 2014 through October 31, 2015. Total amount of grant funds requested is \$75,000. This agreement will take effect when signed by the Grantee’s authorized representative and a signed original is received by the Foundation. Approval was requested at this time.

A copy of the agreement is available for review in the Office of the Superintendent-President.

Moved by Trustee Chapman and seconded by Trustee Thurston to approve the Stuart Foundation Grant as presented. The motion carried unanimously.

Finance and Administration

(d) Collaboration Agreement between Cello International Tennis Academy (CITA), Solano Community College (SCC) and Solano Community College Educational Foundation (SCCEF)

On December 19, 2013, the Board approved a Memorandum of Understanding between Cello International Tennis Academy (CITA), Solano Community College (SCC) and Solano Community College Educational Foundation (SCCEF) for the purpose of creating the Solano Tennis & Education Foundation (“STEF”). STEF will operate on the SCC campus with the purpose of providing programs and facilities to further the academic and athletic opportunities for SCC students, along with young athletes from Solano County, by providing low or no cost tennis training and education development services.

This agreement was vetted through legal counsel.

Moved by Trustee Brown and seconded by Trustee Young to approve the collaboration agreement between Cello International Tennis Academy (CITA), Solano Community College (SCC), and the Solano Community College Educational Foundation (SCCEF) as presented. The motion carried unanimously.

(e) Contract Award to Kitchell CEM for Measure Q Program and Design Management.

On August 21, 2013, the Governing Board approved item 13.(d), the “Measure Q Recommended [Operating] Structure.” The structure included an in-house team hired to manage the bond, as well as invoicing and purchasing. The structure also envisioned a consulting program manager hired to manage specific projects.

A request for qualification and proposal (RFQ/P) was issued, and a subsequent interview was conducted of the five most qualified teams. The panel recommended three teams for a second interview and Kitchell CEM was selected to become the Measure Q Program and Design Manager. The two other finalists were selected to become Construction Managers.

On May 7, 2014, the Governing Board approved item 9.(c), “Program Management Selection” which included a short form “start-up” contract for \$360,000 to allow Kitchell CEM to begin work while negotiation of a long form contract was ongoing. Contract negotiations are complete and the Governing Board is asked to approve the Measure Q Program and Design Management contract for Kitchell CEM. The contract duration is four (4) years and has the following features:

1. Program Start Up – this phase includes the creation and implementation of a program procedures manual, appropriate financial control and approval mechanisms, a bond spending plan and overall program schedule, and other activities as appropriate.
2. Program and Design Management Services – this phase includes ongoing program and design management services for the duration of the first set of projects as set forth in the Board approved facilities master plan. Specific activities include design management of architects and engineers, the creation of professional service vendor “pools,” multiple RFQ and RFP solicitations from the professional service community, overall coordination of the program and the various consultants, contract negotiation, FFE and move management oversight, and other activities as appropriate.
3. EADoc Document Control System – the contract includes the cost of EADoc, a construction management system that enables all members of the team to communicate effectively with each other and provide document control, tracking and management for the District. The system will provide standard report that will be customized for the District’s various constituents. The system is provided to the District without mark up by Kitchell and the content within the system remains the property of the District.
4. Pre-Planning Phase – the contract includes a stipulated sum for services that supported the District’s early projects, including management of the District Energy Infrastructure Project

(Solar Photovoltaics and ESCO program), the Autotechnology Building Swing Space project, Small projects at B-100, 200 and 400, and small infrastructure projects at the two Centers. In all cases, the District received value for the work performed and could not have managed the work without Kitchell's support.

The Governing Board was asked to approve the contract for Kitchell CEM for program and design management services in the amount of \$ 6,376,735.00. The contract subsumes the previously approved short form contract and includes a credit to the District.

Moved by Trustee Young and seconded by Trustee Martin to approve the contract with Kitchell CEM as presented. The motion carried unanimously.

15. INFORMATION/ACTION ITEMS – ACTION MAY BE TAKEN

(a) Site for SCOE Building

Board President Keith recognized Professor Jim DeKloe whom requested to speak in regards to the SCOE Building site. Professor DeKloe asked the Board to not take any action tonight with regards to the placement of the SCOE Building. Mr. DeKloe submitted the following statement:

“I am not necessarily objecting to the placement of the SCOE building on the Vacaville campus - it might be a fine idea - but to the process. How do these decisions get made? Does the campus community not play a role? I view this as a big decision that has not been discussed by the campus community as a whole. Again, my concern is for process. How did we get here?

I have a million questions:

What is in it for the college? That is, why should we embed an outside agency in our midst?

What is this building anyway? Will it house their administration?

Most education is covered by the school Districts within the Cities - although I've worked with them, I'm not really sure what the Solano County Office of Education does? Why do they need a building?

Who will cover the maintenance costs? Them? Us?

Will they cover the utilities?

Do we cover the security of the building? I suppose that we do.

How will this impact the other buildings?

How many parking places will they need?

So, at the current point, without the answers to these and other questions, I oppose this proposal. Ultimately it is for the Board of Trustees, and for the Bond Oversight Committee to decide.”

On November 6, 2013 the Board was presented with information item 7.(c), summarizing a proposed Memorandum of Understanding (MOU) between the District and the Solano County Office of Education (SCOE). The MOU allowed SCOE to build a three-classroom building at the Vacaville Center which had benefits for both institutions. On November 20, 2013, the Board approved item 10.(g), the Memorandum of Understanding. The MOU stated that the project would be attached to the Vacaville Annex as part of a larger bond project to upgrade the Annex.

With additional research, challenges with the Annex site were identified. As an alternative, the Board is now being asked to consider the addition to the Vacaville Center as an alternative location for the project.

The Board was asked to consider moving the SCOE Classroom project from the Annex to the Center. With no Board action, the project will remain as an addition to the Vacaville Annex.

The Board expressed concerns regarding moving the placement from the annex to the center as well as design ascetics. No action was taken by the Board at this time.

16. ANNOUNCEMENTS

Baig –Saturday on Region 2 Retreat Team Building, November 11-3 on Saturday, Nov 8

Chapman – Have tickets – Crab Feed Fundraiser. \$45.00

Trustee Brown – Congratulations to Trustee Keith.

17. ITEMS FROM THE BOARD

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

October 2014

16: Vallejo Unified School District (VUSD) Measure E Reception that was held at CAL Maritime

18: Solano Community College District (SCCD) Outreach Day at the Fairfield Mall

20: VUSD Measure E Steering Committee meeting

21: Press conference at the SCCD Vallejo Center that was sponsored by SCCD and VCUSD

22: Tutored mathematics to Vallejo High School athletes in an after school mathematics tutorial program

27: Solano County School Board Association Dinner meeting: SCCD was the program presenter.

28: As SCCD's representative attended Vallejo Participatory Budgeting Committee meeting

29: Solano Community College Retirees Association Fall Luncheon that was held at Benicia Yacht Club.

29: Solano EDC Breakfast that was held at the Hilton Garden Inn Fairfield

November 2014

4: Tutored mathematics to Vallejo High School athletes in an after school mathematics tutorial program

The Board approved December 10 at 11:30am.

18. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 10:30 p.m.

In memory of Denis Honeychurch's Brother.

JCL:rp

BOARD STUDY SESSION MINUTES.11.05.14 FINAL

_____ APPROVED _____
A. MARIE YOUNG JOWEL C. LAGUERRE, Ph.D.
BOARD PRESIDENT 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