

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD
UNADOPTED MINUTES**

~ **PLEASE NOTE** ~

The Measure Q Steering Committee will meet prior to the Board Meeting at 4:00 p.m. in the Denis Honeychurch Board Room 626, located at 4000 Suisun Valley Road, Fairfield, California 94534. Members of the public will be permitted to directly address the Chair of the Committee on this item.

March 18, 2015

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 18, 2015, in the Denis Honeychurch Board Room, Room 626, 4000 Suisun Valley Road, Fairfield, California 94534, by Board President Young.

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

At the request of Board President Young, Susan Winlow led those present in the pledge of allegiance to the flag of the United States of America.

3. ROLL CALL

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

Members Absent:

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
Leslie Minor, Vice President, Academic Affairs
Leigh Sata, Executive Bonds Manager
Michael Wyly, Academic Senate President
Yashica Crawford, Ph.D., Chief of Staff
Jill Crompton, Executive Coordinator, Superintendent/President-Governing Board

4. APPROVAL OF AGENDA

Dr. Jowel Laguerre, Superintendent-President, made the following corrections to the Agenda:
For the Consent Calendar – Human Resources, on page 11, please delete the following:

Darcia Tipton
Set Designer and Props for Fall 2015 Play
01/06/15-01/16/15
\$720.00

Also on page 11, please make the following correction:

Darcia Tipton
Set Designer and Props for Fall 2015 Play – Change to **SPRING** 2015 Play

Moved by Trustee Thurston and seconded by Trustee Keith to approve the Agenda as amended.
The motion carried unanimously.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Young recognized Jim DeKloe, SCFA, to present the results of a union survey. Professor DeKloe reported that the SCFA sent a comprehensive survey to all Solano faculty, both adjunct and full time. Jim DeKloe, SCFA, shared results from a morale survey that was distributed to the SCFA membership. Of 52 responses, approximately 65% of respondents described their morale as an instructor as low, with 30% describing it as satisfactory. For morale at the college overall, 75% of respondents described their morale as low.

A copy of the presentation materials for this report is available by request from the Superintendent-President's Office.

6. INFORMATION ITEMS – NO ACTION REQUIRED

Finance and Administration

(a) Measure Q Equity, Inclusion and Outreach Guidelines for Contractors, Page 1

Executive Bonds Manager Leigh Sata stated that this was an outreach program that will be using part of the Measure Q Bond. The person who prepared the document will attend the next Board meeting when the item will be brought for action. Board members who had questions regarding this item were encouraged to send them to the Chief of Staff.

(b) CCFS-311Q Financial Report, Second Quarter, FY 2014-2015, Page 2

Vice President Ligioso reported that the CCFS 311Q is the financial update the college provides to the California Community College Chancellor's Office routinely on a quarterly basis. This report covers six months ending December 31, 2014. The report shows that in Block I, the fiscal year 2014-15 Adoption Budget numbers, the college has a deficit of just under \$1.4 million with an ending balance of 6.2%. The estimated deficit at this point is expected to come in at about \$1.9

million. Actual revenues through mid-year are tracking a bit better than half at about 57%, whereas expenditures are running about 51%. The current and next year challenges center on FTES.

(c) Citizen's Bond Oversight Committee (CBOC) Annual Report to the Governing Board, Page 7

Dr. Lyman Dennis, a serving member of the Citizen's Bond Oversight Committee (CBOC), presented the annual report on behalf of CBOC Chair, Melvin Jordan Jr. The CBOC was responsible for oversight of the Measure G funds approved by voters in 2002 and is now responsible for the Measure Q funds approved in 2012. The Measure G bond is almost done and had 42 projects completed including Fairfield, Vallejo & Vacaville Centers, and renovation/modernization of 15 buildings and completion of 19 infrastructure projects. The committee found that all expenditures have been spent appropriately. Funds have been spent only on school facility improvements as authorized by the Act. To the best of CBOC's knowledge, the District has complied with the accounting requirements pursuant to California law.

Dr. Laguerre expressed his gratitude to Dr. Dennis for his leadership to the Committee.

A copy of this presentation is available by request in the Superintendent-President Office.

(d) Proposed Restructuring of Admissions and Records, Page 8

Dr. Wade Larson, Associate Vice President of Human Resources, presented a plan for restructuring the Admissions and Records department within Student Services. Currently, there is a combined department of Admissions and Records. To create additional focus on enrollment, the proposal is to split this into two departments: one director to focus on Admissions, heavily on enrollment/recruitment, and the other to maintain records and the registrar functions. This proposal downgrades the Associate Dean of Admissions and Records into two Directors positions. The current Manager position is upgraded to a Director. The restructuring on the management side of this is cost neutral. Included in the plan are three generalist positions within the admissions side which are funded through SSSP (grant) funds, and those positions are contingent upon the continuing funding of the SSSP.

President Young asked if other community colleges have this structure in place. Dr. Larson responded that it is not common in California however it is seen in other colleges. Solano Community College has a need to focus on enrollment, and this is why there is a need to split the position into directors. Trustee Chapman commented that in her review of responsibilities of the Director of Admissions, it has heavy responsibilities, and asked if there will be an opportunity to review the position duties. Dr. Laguerre responded yes, that it has been discussed and when the position is in place it will be evaluated to determine what support is required.

Board President Young recessed the Regular Meeting at 6:48 p.m.

7. CLOSED SESSION

- (a) Conference with Labor Negotiator
Agency Negotiator: Wade Larson, D.M., Associate Vice President, Human Resources
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39
- (b) Conference with Legal Counsel—Anticipated Litigation
Significant exposure to litigation pursuant to subdivision (d) (2) of the Government Code Section 54956.9: (one case)
- (c) Public Employee Discipline/Dismissal/Release

8. RECONVENE REGULAR MEETING

Board President Young reconvened the Regular Meeting at 7:10 p.m.

9. REPORT OF ACTION TAKEN IN CLOSED SESSION

a. The Board held Conference with Labor Negotiator and CCA/CTA/NEA, CSEA, Operating Engineers—Local 39 in Closed Session, and no action was taken.

b. In the matter of Legal Counsel – Anticipated Litigation (one case) the Governing Board in closed session voted to issue a Notice of Rejection of Claim pursuant to Government Code section 913 with the following roll call vote:

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

NOES: None

ABSENT: None

c. The Board discussed Public Employee Discipline/Dismissal/Release in Closed Session. The Board took action in Closed Session to authorize the Superintendent-President or his designee to issue layoff notices pursuant to the adoption of a resolution reducing the following specific services that affected the employment of certain classified employees:

- 1.0 FTE Administrative Assistant I
- 1.0 FTE Reprographics Systems Technician

This Resolution, No. 14/15-28, passed with the following roll call vote:

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

NOES: None

ABSENT: None

10. COMMENTS FROM MEMBERS OF THE PUBLIC (CONTINUED)

There were no comments from members of the public.

11. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC) – Stephanie Kubecka

The ASSC thanked Mr. Leigh Sata and his staff for working with ASSC on capital improvements and putting them in touch with Kitchell. This will help ASSC in working on planned improvements for the 1400 building. ASSC had STEM students express a need for a group study room. ASSC voted to change the designation of the quiet study room to alternate between quiet and group study. A schedule is underway so students know when it is quiet or group study. Elections are underway; balloting is the week of May 4 – 8, with ratified results presented back to the Governing Board on May 20.

Dr. Laguerre asked if ASSC will continue to host study sessions leading up to finals, and recommended that this continue prior to final exam week. The study room was used for that purpose and hours were extended.

(b) Academic Senate - Michael Wyly, Academic Senate President

The following report was provided by Prof. Wyly to be included in the minutes:

President Young, VP Martin, Trustees, Superintendent-President Laguerre, Colleagues and Members of the Public:

I would like to begin my report this evening by once again thanking President Young, the Board of Trustees and Dr. Laguerre for your attention and willingness to work with the Senate with respect to the recent resolution regarding the position of VP of Student Success. Clearly, it is always more desirable not to find ourselves at heightened levels of discourse, but, when we do, that we have the ability to dialogue and find solutions through our shared governance processes—including the 10+1 committee established by Dr. Laguerre and Senate Past-President Gunther—is a testament to our mutual dedication to teaching and learning. On this note, I can convey the satisfaction of the Senate in the actualization of its resolves, including the direct communications to the Senate by Dr. Laguerre at our last meeting, on March 15, 2015.

There were two actions were taken at our March 15 meeting. First, as a part of the Dare to Declare campaign, the Academic Senate voted unanimously in support of its resolution: “**Resolution 3.16.15: Commitment of the Academic Senate of Solano Community College to the 2015 Graduation and Commencement Ceremony.**” While I have provided copies of the resolution in its entirety for your reference, the RESOLVES read:

RESOLVED that the Academic Senate of Solano Community College commits itself to attending the 2015 Commencement Celebration of Solano Community College; and

RESOLVED that the Academic Senate of Solano Community College shares its commitment with all Solano College faculty members to encourage attendance of all SCC faculty members to honor and celebrate student achievement at Solano College; and

RESOLVED that the Academic Senate of Solano Community College work with the College to enhance greatly faculty roles and participation in commencement to honor and dignify the support and instruction provided by faculty to the students of Solano Community College.

In regards to this final resolve, I would also like to share that I have been working actively with Director of Student Life, Dr. Rischa Slade, and Dr. Laguerre to be set clear roles for faculty in the commencement ceremony, and I am very optimistic for faculty response.

Moreover, the second action passed by the Senate was its approval of the purchase of sashes to be worn by the Senate at the commencement ceremony to identify faculty-elected leadership. Also, in regards to Dare to Declare, the Senate continues to work with Counseling in our attempt to empower all faculty to engage in grassroots efforts toward student completion. We move slower than I would prefer, but we continue to make strides.

Other items the Senate discussed include a budget presentation by VP Ligioso, and I would like to thank him here for his time and energy this past Monday for which the Senate is very grateful, the 2015 Distinguished Faculty Awards, Shared Learning, and potential resolutions and amendments to be presented to the ASCCC at our Area B meeting as well as our 2015 spring plenary.

I would also like to report that a team of Solano faculty represented the College at the ASCCC 2015 Academic Academy: "Subverting Silos: Collaboration for Equity and Success." Nick Cittadino, LaNae Jaimez, Corrine Kirkbride, Melissa Reeve, and Michael Wyly attended the 2015 Academic Academy on Friday, March 13 and Saturday, March 14, 2015. This Academy was sponsored jointly by two ASCCC standing subcommittees: the Equity and Diversity Action Committee and the Transfer, Articulation and Student Services Committee [TASSC]. This year, the focus of the Academy is on student success, support and equity in the CCC system. As you are aware, Professors Kirkbride and Reeve were invited to present on SCC's First Year Experience Program, and you will be glad to learn that their presentation was very well received at a conference with over 360 attendees from community colleges across the State. Of additional significance is the wealth of input with which we return—we are already scheduled to meet with Shirley Lewis and Diane White to discuss how the input we garnered might affect future Equity and 3SP Planning at Solano.

This concludes my Senate report. I would be glad to respond to any questions you may have. Thank you.

President Young stated that she has participated in 43 Solano Community College commencement ceremonies and is very pleased to hear the resolution from Faculty Senate. That is one day out of 365 days in the year that she looks forward to see the students walk across the stage. Student Trustee Baig asked whether funds used to support the VP Student Success position would be distributed to the new Directors position for Admissions and Records. Dr. Laguerre answered that no, 70% of funds for that position are paid for from a grant that we have with the Vallejo School

District. The two positions are not related. Student Trustee Baig asked if the Senate have a position or stance on the new restructuring of the Admissions and Records Office. Professor Wyly shared that it was just presented to the Senate at the last meeting and expects that it is something that they will discuss. Vice President Ligioso will be returning to the Senate March 30th to talk about changes to SSSP and student equity so that they are better informed as to those changes and hopes that this will generate some conversations.

(c) Shared Governance Council – Dr. Leslie Minor

Dr. Leslie Minor, Vice President of Academic Affairs, stated that the following items were discussed at the March 11th Shared Governance meeting:

- Proposed changes to Student Services and Admissions and Records
- The technology plan created by Roger Clague was discussed in great detail and faculty, staff, and others are delighted to learn that we are updating our technology campus-wide.
- Men's and women's tennis program proposal by Erik Visser
- Measure Q Equity and Inclusion Procurement guidelines for contractors
- Approval of a revised Code of Ethics as proposed by the Academic Senate
- Emergency hiring procedures revisions
- Revisions to prerequisites and co-requisites
- Set as an upcoming agenda items to look at strategic proposals that faculty and staff have presented for the upcoming academic year.

(d) Superintendent-President

Dr. Laguerre attended the Convention of American Association of Community Colleges last year where colleges were recognized for creative things they are doing and thought Solano Community College should be able to earn recognition. Nominations were submitted by Dean Yu for innovative work in the Biotechnology Program by Prof. DeKloe and Prof. Re. The submission was accepted and both professors have been invited to attend the convention (at no cost) and be recognized for their work. There were 84 applications received, 4 Community Colleges will be recognized, and one will be the winner. There will be 1,200 colleges represented at the convention. To be on that stage and singled out for what they do is really amazing. He expressed congratulations to Jim and Ed.

Second, Solano has received its second National Science Foundation Grant in the amount of \$622,715.00. This is the second grant received from NSF within a year. The grant will provide scholarships for students in STEM areas. He noted that this is a very fitting award for the campus, as we will have new buildings to support STEM.

Trustee Young acknowledged special recognition to Professor DeKloe and Professor Re. There was an article in the Vallejo newspaper and requested that it be sent to all members of the Board.

Trustee Thurston also congratulated Jim DeKloe.

12. **CONSENT AGENDA – ACTION ITEMS**

Superintendent-President

- (a) Approval of Minutes for the Regular Meeting held February 18, 2015.

Human Resources

- (b) Employment – 2014-2015; Gratuitous Service; Resignation of Employees, Page 10
- (c) Adjunct/Overload Faculty, Page 12
- (d) Revised Job Description, Director of Enrollment Services, Page 18
- (e) Revised Job Description, Director of Records and Registration, Page 25
- (f) Job Description, Workforce Grants Coordinator (ALG), Page 31

Finance and Administration

- (g) Personal Services Agreements, Page 34
- (h) Contract Award to Madi Architects for Architectural Services for Buildings 1800A and 1900 Roof Replacement Project, Page 37
- (i) Contract Award to J.R. Wagner, Inc., for Pressure and Fire Flow Readings Consulting Services for Vacaville Classroom Building, Page 38
- (j) Contract Award to CA Architects for Architectural Services for Performing Arts Building (B1200 Renovation) Swing Space Project, Page 39
- (k) Contract Award to PAE Consulting Engineering Inc., for Consulting Services for Small Capital Projects – Building 100 Data Center, Page 40
- (l) Notice of Completion for Vacaville and Vallejo Centers Building ID Signage Project, Page 41
- (m) Contract Amendment to Joseph Gumina for Equipment Planning Services for Vallejo Autotechnology Swing Space Project, Page 43
- (n) Contract Amendment to Henley Architects & Associates for Architectural Services for Building 600 (Administration) Renovation Project, Page 44
- (o) Contract Amendment to Matriscope Engineering Laboratories, Inc., for Special Inspections and Lab Testing Services for Building 600 (Administration) Renovation Project, Page 45
- (p) Measure Q Design-Build Stipend for the Autotechnology Project at Vallejo, Page 46
- (q) Measure Q Design-Build Stipend for the Biotechnology/Science Project at Vacaville, Page 48

- (r) Memorandum of Understanding for Street Law, Inc. and Solano Community College to Teach a Law-Based Civics Program, Page 50
- (s) Contract Award to Dovetail for Furniture, Fixtures, and Equipment Consulting Services for the Biotechnology and Science Building Project, Page 60
- (t) Contract Award to Maintenance Design Group for Consulting Services for the Autotechnology Building Project, Page 61
- (u) Proposed Agreement with Accountemps, a Robert Half Company, Page 62
- (v) Warrant Listings, Page 65

Moved by Trustee Keith and seconded by Trustee Brown to approve the Consent Agenda as amended. The motion carried unanimously.

13. ITEMS REMOVED FROM CONSENT AGENDA

None

14. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent-President

- (a) Resolution in Support of Changes to Community College Funding to Include Differential Funding for High Cost Career Technical Education Programs, Resolution No. 14/15-27, Page 67

Dr. Laguerre recognized that throughout the nation Career Technical Education courses cost a little more to run (equipment and support) and they are funded the same as Liberal Arts classes. Community Colleges across the State are advocating together to ask the legislature to fund these courses differently than the liberal arts classes.

Moved by Trustee Keith and seconded by Trustee Thurston to approve the Resolution in Support of Changes to Community College Funding to Include Differential Funding for High Cost Career Technical Education Programs, Resolution No. 14/15-27. The motion carried unanimously with the following roll call vote:

STUDENT TRUSTEE ADVISORY VOTE: Naser Baig concurred.

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

NOES: None

ABSENT: None

Finance and Administration

- (b) Change Orders - No. 01 (Deductive) to Mike Brown Electric and No. 04 to Sunpower Corporation for Utility Infrastructure Upgrades (Energy) Project, Page 70

Moved by Trustee Thurston and seconded by Trustee Honeychurch to approve Change Orders - No. 01 (Deductive) to Mike Brown Electric and No. 04 to Sunpower Corporation for Utility Infrastructure Upgrades (Energy) Project, as presented.

Trustee Brown requested information as to why contractor Mike Brown Electric cannot complete the work and if there were any concerns with working with this contractor in the future. Leigh Sata, Executive Bonds Manager, discussed the reasons a contractor may not carry out work (e.g. scheduling, personnel) and indicated it is not a future concern. The motion carried unanimously.

Academic Affairs

- (c) Request for Approval of Curriculum Actions as Submitted by the Curriculum Committee, a Subcommittee of the Academic Senate, Page 74

Moved by Trustee Honeychurch and seconded by Trustee Keith to approve the Memorandum of Understanding between Solano Community College and Measure Q Bond Spending Plan Update as presented. The motion carried unanimously.

Student Services

- (d) Resolution Honoring Terri Pearson-Bloom, Page 77

Dr. Laguerre read the Resolution to honor Terri Pearson-Bloom. Trustees Keith, Brown and President Young spoke of personal experiences with Terri Pearson-Bloom in support of the resolution and thanked her for incredible dedication to athletes and academics. Trustee Thurston, President Young, and Dr. Laguerre all offered congratulations.

Terri Pearson-Bloom gave thanks acknowledging that it is not an individual effort and recognized that the milestone is reflective of the college, players, faculty, assistant coaches, Athletic Directors Bob Meyers and Erik Visser, as it takes a lot of people to get to this point. She also expressed gratitude to Dwight Calloway and his staff for the maintenance for care of the fields. She acknowledged that publicity this spring has helped with recruiting, and thanked Shemila Johnson for her support. She appreciated Dr. Laguerre, VP Ligioso and President Young for coming to the field to present a plaque at the field while players were present.

Moved by Trustee Keith and seconded by Trustee Brown to approve the Resolution Honoring Terri Pearson-Bloom as presented. The motion carried unanimously with the following roll call vote:

STUDENT TRUSTEE ADVISORY VOTE: Naser Baig concurred.

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

NOES: None

ABSENT: None

The Board received additional comments from former student Nashira Holiday about her experience with Coach Pearson-Bloom. It has been requested that the following comments from Ms. Holiday be added to the minutes:

“I thought my softball career was finished until Coach Pearson called and convinced me to come play for SCC. As an athlete I learned more about the game from Coach Pearson in the two seasons I was at Solano than I had learned in all the years I played.

There is something special about the relationship between a coach and a player. A great coach is the perfect mix of friendship, positive influence, discipline, leadership and family & Coach Pearson was all of those things to me. As one of the athletes on her first and second season at SCC I am honored to have been a part of her legacy. Congratulations on this special milestone, and thank you for being the most amazing coach, and mentor.”

15. ANNOUNCEMENTS

None

16. ITEMS FROM THE BOARD

Trustee Brown walked the easement/trail leading to the apartments currently under construction and said that the Board made the correct decision and there is no need for cement on the trail.

Trustee Honeychurch suggested that a policy addressing meeting length should be revised or created if not already existing. Also if there are questions related to the upcoming Board meeting, consider asking Board members in advance so answers can be provided prior to meeting whenever possible.

Trustee A. Marie Young submitted information on the following events she attended and/or participated in:

3-5: Solano Community College (SCC) Award Ceremony for women’s softball coach Terri Bloom in celebration of her 400th game win.

3-5: Music concert designed by three members of the Vallejo Symphony and presented to over 400 middle school students at Hogan Middle School in Vallejo. The Links, Incorporated Solano County (CA) Chapter of which I am a member cosponsored this electrifying musical event.

3-10: Vallejo 2015 Juneteenth planning committee meeting.

3-11: Tutored mathematics to athletes at Vallejo High School

3-13: Solano EDC breakfast at Hilton Garden Inn in Fairfield

3-14: Springstowne Station Post Office in Vallejo Renaming Ceremony in honor of the late Philmore Graham who established the Continental of Omega Boys and Girls Club in Vallejo.

3-14: Solano County Youth Expo Parent Summit – HIV Awareness Summit at Jesse Bethel High School in Vallejo Two community service groups of which I am a member participated in the event – Alpha Kappa Alpha Sorority, Incorporated Kappa Beta Omega Chapter and The Links, Incorporated Solano County (CA) Chapter

3-14: Birthday party celebration for Supervisor Erin Hannigan at the old City Lights building in Vallejo. Many elected officials attending the party including Congressman Mike Thompson

3-14: House party at Dr. Laguerre's home in honor of retirees Judy Spencer and Jane Berger.

3-15: Ceremony at Mare Island honoring The Montford Point Marines. The USNS Montford Point is a ship named in honor of the African Americans who were trained at Montford Point Camp, NC between 1942 and 1949, prior to integration of the United States Marine Corps.

17. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:53 p.m.

JCL:jc

BOARD AGENDA 03.18.15.MINUTES

_____	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