

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**ADOPTED MINUTES
(Organizational Meeting)
Wednesday, December 16, 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, December 16, 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 President Young, Dr. Celia Esposito-Noy led those present in the pledge of allegiance to the United States of America.

3. ROLL CALL

A. Marie Young, President
Michael Martin, Vice President
Monica Brown
Sarah E. Chapman, Ph.D.
Denis Honeychurch, J.D.
Pam Keith
Rosemary Thurston
Larry Bartlow, Student Trustee
Stan R. Arterberry, Secretary

Others Present:

Greg Brown, Vice President of Student Services
Yulian Ligioso, Vice President of Finance
Dr. Leslie Minor, Vice President of Academic Affairs
Michael Wyly, President of the Academic Senate
Sandra Therrien, Executive Coordinator, Superintendent-President Office

4. APPROVAL OF AGENDA

The following corrections were made to the agenda:

Agenda Item 13.(b) on page 12 should read: “Adam Balley, Science Lab Technician – Part Time E00055 (Range 16/Step1)”

Agenda Item 13.(b) on page 12 should read: “Justin Howell, From Telecommunication Network Tech (Range 22/Step 7) to Interim Manager, Technology Services and Support Range (Range 43/Step 7).”

Agenda Item 13.(b) on page 14 should read: “Dwight Calloway, Facilities Director, Effective Date 12/30/2015.”

Agenda Item 13.(b) on page 12 Under the subtitle Short-Term/Temporary/Substitute, the following corrections:

- a. Monica Bustos: Change amount from \$14.76 to \$15.21
- b. Jon Harris: Change amount from \$14.76 to \$15.21
- c. Clitdell Long: Change title from Administrative Assistant to Graphics Art Specialist. Change amount from \$17.39 to \$17.33
- d. Susan Nygard: Change amount from \$14.76 to \$15.21
- e. John Sanders: Change amount from \$14.76 to \$15.21
- f. Jameiz Terrell: Change amount from \$14.76 to \$15.21

Agenda Item 13.(b) on page 14 Under the subtitle Professional Experts, remove Darcia Tipton as Set Designer and Props for All 2015 play.

Moved by Trustee Chapman and seconded by Trustee Thurston to approve the agenda as amended. Student Trustee Bartlow registered an advisory vote of yes. Motion passed unanimously.

5. ANNUAL ORGANIZATIONAL MEETING OF THE GOVERNING BOARD

- (a) Election of Governing Board Officers for the 2015-2016 Year - President, Vice President, and Appointment of Secretary

Moved by Trustee Keith and seconded by Trustee Honeychurch to elect Trustee Michael Martin as President, Trustee Rosemary Thurston as Vice President, and Dr. Celia Esposito-Noy as Secretary. The motion passed unanimously.

New Board President Martin called upon Secretary Arterberry, who in turn asked Executive Coordinator, Sandra Therrien, to proceed with a presentation of an engraved gavel to former Board President A. Marie Young in appreciation for her service in 2015.

- (b) Selection of Representative to the Solano County School Boards Association

Trustee Thurston moved to appoint Trustee Sarah Chapman to that position. Trustee Young seconded. The motion passed unanimously.

- (c) Establishment of Dates, Time, and Location of the Governing Board Meetings

Trustee Brown moved to approve the printed copy. Trustee Young seconded. The motion passed unanimously.

- (d) Board Retreat Date for 2016

Trustee Young moved to approve Jan. 30th, 2016 as the Board Retreat date, seconded my Trustee Brown. Motion passed unanimously.

6. COMMENTS FROM MEMBERS OF THE PUBLIC (CLOSED SESSION ITEMS)

There were no comments from members of the public regarding Closed Session items.

7. CLOSED SESSION

Board President Martin called the closed session to order at 6:45 p.m.

- (a) Conference with Labor Negotiator (Govt. Code § 54957.6)
Agency Negotiator: Wade Larson, D.M., Associate Vice President, Human Resources
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39
- (b) Public Employee Discipline/Dismissal/Release (Govt. Code § 54957)
- (c) Conference with Legal Counsel—Anticipated Litigation
Significant exposure to litigation pursuant to subdivision (d) of Govt. Code §54956.9:
one potential case and no action was taken
- (d) Conference with Legal Counsel—Existing
Litigation (Subdivision (a) of Govt. Code §54956.9)
Case #: FCS045285 and Case #: FCS045360
- (e) Public Employee Appointment (Gov. Code, § 54957)
Superintendent/President
- (f) Public Employee Performance Evaluation (Govt. Code §54957)
Stan R. Arterberry, Superintendent/President
Yashica Crawford, Ph.D., Chief of Staff

8. RECONVENE REGULAR MEETING

Board President Martin reconvened the Regular Meeting at 7:15 p.m.

9. REPORT OF ACTION TAKEN IN CLOSED SESSION

The Board held Conference with Labor Negotiator and CCA/CTA/NEA. CSEA, and Operating Engineers-Local 39, and no action was taken.

The Board discussed Public Employee Discipline/Dismissal/Release and took action in Closed Session to approve a 2-year leave of absence without pay for a classified confidential employee.

The Board held Conference with Legal Counsel – Potential Litigation and no action was taken.

The Board held Conference with Legal Counsel – Existing Litigation and no action was taken.

The Board discussed Public Employee Appointment, and no action was taken.

The Board discussed Public Employee Performance Evaluation, and no action was taken.

10. COMMENTS FROM MEMBERS OF THE PUBLIC (CONTINUED)

President Martin recognized the following persons to speak during public comment:

George Guynn, community member, spoke about his concerns for the demolishing of building 300.

Curt Johnston, Solano Community College Education Foundation, and Phil Cello and Chris Cammisa from the Tennis & Education Foundation, presented a check from Fairfield Men's Pro Challenger Tennis Tournament in the amount of \$40,000 to the District. President Martin joined Mr. Cello and Mr. Johnston for a photo to memorialize the occasion.

Cheryl McDonald, Cosmetology professor, stated that we have just completed the two-year Bridge Program review, and are very excited by the results showing a 100% state board pass rate of our students for the last two years. Cosmetology has generated a revenue of over \$73,000 in the past two years. This money goes into the General Fund and provides support for other programs on campus.

11. REPORTS (NO ACTION REQUIRES)

(a) Associated Students of Solano College (ASSC)

No report.

(b) Academic Senate

Prof. Michael Wyly, chair of the Academic Senate, thanked Interim Superintendent-President Stan Arterberry for his service during this state of transition. Professor Wyly also expressed his well wishes to Chief-of-Staff, Dr. Yashica Crawford.

The Academic Senate has met three times since the last report. At its meeting on the 30th of November, the Academic Senate dedicated its session to a joint discussion with Academic Affairs to determine recommendations for hiring priorities at Solano College. These recommendations were referred to the Office of the President on the 5th of December, 2015. Per the request of VP Brown and the Equity Advisory Committee, the Senate also agreed to hold an additional special meeting this semester which occurred this last Monday, the 14th of December to review the final version of the Student Equity Plan.

At its meeting on the 7th of December, the final meeting of the Academic Senate, we reviewed the progress of the Senate and reviewed goals for the spring semester.

(c) College Governance Council

Vice President Leslie Minor reported that College Governance met on December 9th and heard reports from Interim Superintendent-President Stan Arterberry, who spoke on the recent morale discussions on campus; Academic Affairs, Student Services, Human Resources, Executive Management Team reports, and budget updates. Dr. Yashica Crawford presented Board policy and procedure updates, and spoke on the MOU between Solano College and Vallejo Unified School District. Peter Cammish spoke on the strategic proposal process and how we can modify that process. No action was taken.

Vice President Yulian Ligioso reported on the Budget Committee meeting who meet at the same time. At the meeting on December 2nd, the Committee voted to approve and recommended three items: The funding of the Academic Success Center, the contract for student debt collection, and the FTEs target for this year and the coming year.

(d) Superintendent-President

Interim Superintendent-President Stan Arterberry announced the Solano Community College will be hosting the 2016 Northern California GISS Conference on March 17 and 18, 2016. Trustees from colleges throughout Northern California have been invited to attend.

The Solano Showcase Faculty Presentation by Professor John Zimmerman and student Taylor Patton was on the Emergency Medical Technician program at Solano College. Mr. Patton stated that Professor Zimmerman changed his life with his teaching and how much he cares about the students.

12. CONSENT AGENDA – ACTION ITEMS

Superintendent-President

(a) Minutes for the Regular Meetings held on December 2, 2015

Human Resources

(b) Employment – 2015-2016, Page 1

President Martin recognized a public comment from James DeKloe who commended Chief-of-Staff Dr. Yashica Crawford, and reminded the campus community that a large part of the reason we were awarded the Bachelor's Program is due to her efforts. Mr. DeKloe also acknowledged and thanked Interim Superintendent-President Stan Arterberry, and former Facilities Director Dwight Calloway for their service.

Finance and Administration

- (c) Warrants, Page 15
- (d) Personal Service Agreements, Page 16

Academic Affairs

- (e) Sabbatical Leave Approvals for 2016-17, Page 18
- (f) TRiO Student Support Services STEM Grant, Page 19

Student Services

- (g) KPS3 Service Contract Amendment, Page 26

It was moved by Trustee Keith and seconded by Trustee Young to approve the Consent Agenda as presented. The motion passed unanimously.

13. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

14. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent-President

- (a) Memorandum of Understanding with Vallejo City Unified School District and Solano Community College , Page 28

Moved by Trustee Young and seconded by Trustee Keith to approve the Memorandum of Understanding with Vallejo City Unified School District as presented. The motion passed unanimously with the following roll call vote:

STUDENT TRUSTEE BARTLOW ADVISORY VOTE: Yes

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

NOES:

ABSTAIN:

- (b) Solano Community College District Governing Board Committee Assignments for 2016, Page 36

Moved by Trustee Brown and seconded by Trustee Keith to approve the Solano Community College District Governing Board Committee Assignments for 2016 as presented. The motion passed unanimously.

- (c) Recognition of Stan R. Arterberry, Page 37

Moved by Trustee Chapman and seconded by Trustee Thurston to award Stan R. Arterberry to be granted emeritus status as presented. The motion passed unanimously with the following roll call vote:

STUDENT TRUSTEE BARTLOW ADVISORY VOTE: Yes

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

NOES:

ABSTAIN:

Human Resources

- (d) Resignation to Retire, Page 38

Moved by Trustee Brown and seconded by Trustee Keith to approve the Resignation to Retire as presented. The motion passed unanimously.

- (e) Human Resources – New Faculty Release Time Position, Page 39

Moved by Trustee Keith and seconded by Trustee Brown to approve the Human Resources- New Faculty Release Time Position as presented. The motion passed unanimously.

Finance and Administration

- (f) Continental Service Group, Inc. D/B/A ConServe contract to provide debt recovery and administrative services on delinquent student receivables, Page 42

Moved by Trustee Young and seconded by Trustee Brown to table the discussion on this

topic. The motion passed with the following roll call vote:

STUDENT TRUSTEE BARTLOW ADVISORY VOTE: Yes

AYES: Trustee Keith, Trustee Honeychurch, Trustee Martin, Trustee Thurston, Trustee Young

NOES: Trustee Brown, Trustee Chapman

ABSTAIN:

Moved by Trustee Chapman and seconded by Trustee Brown to approve Items 20.(g) to 20.(r) with one motion. The motion passed unanimously.

- (g) Extension Agreement with Thomas A. Beckett for Consulting Services, Page 46
- (h) Extension of Agreement with Aerotek, Inc., Page 48
- (i) Renewal Agreement with DataSafe, Inc. for Document Destruction Services, Page 58
- (j) Contract Amendment to Dovetail for Furniture, Fixtures, and Equipment Consulting Services for the Biotechnology and Science Building Project, Page 65
- (k) Contract Amendment with Strata Information Group for Consulting Services for the Information Technology Infrastructure Improvements Project, Page 67
- (l) Contract Award to Dovetail for Furniture, Fixtures and Equipment Consulting Services for the B100 Academic Success Center Expansion Project , Page 68
- (m) Contract Award to Kate Keating Associates, Inc. for Graphic Design Services for Interior Signage Standards Project, Page 69
- (n) Contract Award to MADI Architects for Architectural Services for B100 Academic Success Center Expansion Project, Page 70
- (o) Contract Award to Optima Inspections, Inc., for Project Inspection Services for the Biotechnology and Science Building Project, Page 71
- (p) Contract Award to Premier Chemical & Environmental Solutions for Biotechnology Project Consulting Services, Page 73
- (q) Contract Award to TPA Construction, Inc. for Construction Services for B1200 Renovation Swing Space Project, Page 74

- (r) Contract Award to Wallace Kuhl & Associates, for Geotechnical Services for the Vacaville Workforce Development and Aeronautics Building Project, Page 75

Moved by Trustee Chapman and seconded by Trustee Keith to approve Items 21.(s) to 21.(x) with one motion. The motion passed with the following roll call vote:

STUDENT TRUSTEE BARTLOW ADVISORY VOTE: Yes

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

NOES:

ABSTAIN:

Academic Affairs

- (s) Amendment to Farmbudsman Program Operating Agreement, Page 76
- (t) City of Fairfield Consultant Services, Page 79
- (u) Consultant Services Agreement with the City of Vallejo and SCC SBDC, Page 90
- (v) Contract Services with City of Benicia, Page 112
- (w) MOU with North Bay Employment Connection, Page 124
- (x) November 2015 Curriculum Actions, Page 130
- (y) Sonoma State MOU for BA Liberal Studies Degree Program, Page 133

Moved by Trustee Young and seconded by Trustee Keith to approve the Human Resources-New Faculty Release Time Position as presented. The motion passed with the following roll call vote:

STUDENT TRUSTEE BARTLOW ADVISORY VOTE: Yes

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

NOES:

ABSTAIN:

Student Services

(z) COMEVO Contract Award for Online Orientation Software Program, Page 136

Moved by Trustee Chapman and seconded by Trustee Keith to approve the COMEVO Contract Award for Online Orientation Software Program as presented. The motion passed unanimously.

(aa) Student Equity Plan 2015-2016, Page 142

Moved by Trustee Keith and seconded by Trustee Brown to approve the Student Equity Plan 2015-2016 as presented. The motion passed unanimously.

14. INFORMATION ITEMS (NO ACTION REQUIRED)

(a) Academic Calendars for 2016-17, 2017-18, 2018-19, Page 196

Vice President Minor reported that the Academic Calendar Committee met and put together calendars for the three academic years.

(b) District Furniture, Fixtures & Equipment Standards Update, Page 200

Will be presenting in January for Board approval.

(c) Horticulture Site Project Update, Page 201

Brian Bush from Kitchell presented an overview of the Horticulture site project update.

(d) Procedure Update - Board Policy 1019 Conflict of Interest Code, Page 202

15. ANNOUNCEMENTS

Trustee Thurston announced that she was out in the community and received good feedback about our faculty.

Student Trustee Bartlow wished everyone a wonderful holiday season.

16. ITEMS FROM THE BOARD

President Young attended and/or participated in the following activities:

December 3: 20th Annual Spirit of Solano Luncheon that was held at Fairfield Hilton Garden Inn

December 5: Breakfast for Santa at Norman King Community Center in Vallejo that was sponsored by Camp Fire Golden Empire, 2B Successful Youth & The Links, Incorporated Solano County (CA) Chapter (SCCL) of which I am a charter member. Breakfast and “goodie bags” were given to each child.

December 6: SCCL Holiday Gala that was held at Rancho Solano Clubhouse

December 7: Vallejo Education and Business Alliance Installation of Officers Luncheon that was held at Farragut Inn at Touro University on Mare Island

December 14: Fairfield-Suisun Chamber’s Annual Holiday Mixer at Fairfield Courtyard Marriott

December 16: A volunteer mathematics tutor to Hogan Middle School students who are participants in an after school program

17. ADJOURNMENT

It was moved by Trustee Honeychurch and seconded by Trustee Thurston to adjourn the Board meeting. The motion was passed unanimously. There being no further matters before the Board, the meeting was adjourned at 9:31 pm.