

# **SOLANO COMMUNITY COLLEGE DISTRICT GOVERNING BOARD**

**ADOPTED MINUTES**  
Wednesday, April 20, 2016

## **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, April 20, 2016, in the Denis Honeychurch Board Room, Room 626, 4000 Suisun Valley Road, Fairfield, California 94534, by Board President Martin.

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

At the request of President Martin, Debbie Luttrell-Williams led those present in the pledge of allegiance to the United States of America.

## **3. ROLL CALL**

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

### Others Present:

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

## **4. APPROVAL OF AGENDA**

The following edits and clarifications should be noted in the agenda:

Agenda Item 15.(b) Pacific Gas and Electric Company (PG&E) Request for Easement on Solano Community College Rockville Road Property, Page 23 has been pulled from the Non-Consent Agenda Items.

Agenda Item 15.(f) Contract Award to Greentech Industry, Inc. for Contractor Services for Project No. 16-001, Pool Deck Repair, Page 38. The estimated fiscal impact should read: \$289,850.

It was moved by Trustee Keith and seconded by Trustee Brown to approve the agenda as amended. The motion passed unanimously.

**5. COMMENTS FROM MEMBERS OF THE PUBLIC (CLOSED SESSION)**

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

**6. CLOSED SESSION**

Board President Martin called the closed session to order at 6:35 p.m.

- (a) Conference with Labor Negotiator (Govt. Code § 54957.6)  
Agency Negotiator: Mary Jones, 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
- (d) Conference with Legal Counsel—Existing Litigation  
(Subdivision (a) of Govt. Code §54956.9):  
Case #: FCS045285 and Case #: FCS045360

**7. RECONVENE REGULAR MEETING**

Board President Martin reconvened the Regular Meeting at 7:00 p.m.

**8. 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 held Conference with Legal Counsel – Anticipated 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.

**9. COMMENTS FROM MEMBERS OF THE PUBLIC (CONTINUED)**

Amy Kennedy introduced Dr. Alvina Sheeley of the VFW Ladies Aux Post 2333 who announced a quarter raffle in Suisun on April 26 with proceeds going to veterans and their families.

Judie Burtenshaw gave an update on the Campus Cat Coalition which was started by Wendy Phillips to spay and neuter feral cats. Currently, Solano has 29 feral cats on campus in need of feeding. Ms. Burtenshaw would like to have signage regarding illegal dumping of cats placed around the campus and to create a Memorandum of Understanding in support of the program. Trustee Keith congratulated the group on their efforts thus far and advised that she will work on drafting a policy.

Dayanna Reyes of the Cos Playing 101 Club presented a gift to Superintendent-President Esposito-Noy as a thank you and a welcome to the campus, and for her donations to the Student Life Office.

**10. SOLANO SHOWCASE**

*STAR/Case Management Programs by: Rebecca LaCount and Marcie McDaniels, Counselors*

Counselors Rebecca LaCount and Marcie McDaniels announced the new case management program – STAR (Strategically Targeted Academic Retention). The goal of STAR is to develop rapport and relationships with students in the long-term. Solano's current Dean came from CALWORKS which has a very strong case management program. STAR was rolled out in spring 2016. There are three teams (divided by last names of students); each team consists of a counselor and faculty member. STAR is designed to meet the needs of students who are on academic and progress probation to help them to achieve academic goals. In the past, they waited for students to come to them for counseling. STAR enables them to be more proactive and have identified 1,300 students on academic or progress probation level 1 or 2 or who were dismissed after fall semester 2015; the next point of focus is on the 700 students who were enrolled in spring 2016.

Student Trustee Bartlow asked if they gave consideration to reaching out to honor students on campus to become mentors and motivators to these students. Ms. LaCount responded that they had not and thanked him for the suggestion. Marcie McDaniels advised it is a good idea to get mentors, and this allows them to get to know the students better and helps them figure out tools for success together.

Trustee Chapman asked if BANNER alerts go out to the counseling department to alert them to students that may be in. Superintendent-President Esposito-Noy reminded the members that they have to respect the student's confidentiality/privacy, and technology issues must first be addressed (predictive analytics). Ms. LaCount advised that they have also implemented liaisons to encourage them to send their students to Counseling.

Trustee Brown commended the academic renewal program. Ms. McDaniels also advised that they will be developing a Flex Committee presentation regarding counseling for the fall 2016 semester.

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

(a) Associated Students of Solano College (ASSC)

ASSC President Megan White provided a report of recent ASSC actions:

- The ASSC has ratified the elections for Present, Vice-President and Student Trustee for 2016-17; the incumbents (herself, Elisha Blue and Larry Bartlow) will be serving again.
- The Transportation Fee was approved but the language on the ballot was not correct; Solano will be holding another election in the fall for a Legislative Advocate and the Transportation Fee (with revised language).
- Revision of the by-Laws and passed a Student Debt Relief Proposal that will be given to the College Governance for review
- Solano Days and Multi-cultural Week will be May 2-6; the ASSC is encouraging all campus clubs to participate
- The ASSC will be putting out a student survey regarding the new Science building to get feedback from students on what they would like to see in the new building
- The ASSC hopes to co-sponsor the *Bakers Favorite Food Bank Giveaway* (official voting takes place next month); the program will provide 2-4 baskets of food per month to students at no cost to the student
- Students are volunteering to help with graduation
- UMOJA students are thankful for the space dedicated to them

(b) Academic Senate

Academic Senate President Michael Wyly provided a report of recent AS actions:

- The Academic Senate has met twice – March 21 and April 4.
- Took recommendations on the Dual Enrollment task force to develop the College's response to AB288; endorsed the document and recommended for review by the Faculty Association. President Wyly thanked Dean Kelly Penwell, and Professors LaNae Jaimez, Melissa Reeve, and Shawn Carney for their efforts.
- The Academic Senate approved the Curriculum Committees' new process to address unassessed or unoffered courses at Solano Community College; the core aim of process is to empower the Curriculum Committee to clean up the catalog of courses which are no longer offered.
- The Academic Senate took action to approve a resolution in compliance with AB798 (College Textbook Affordability Act); the goal is to reduce course material costs by encouraging faculty to adopt high-quality no-cost or low-cost education materials,

especially Open Education Resources (OER). OER provides funding; each campus can receive up to \$50,000 (overall, \$3 million has been budgeted statewide).

Trustee Brown inquired if AB798 was already in legislation; President Wyly advised it is. She followed up asking if there is additional monies that can be dedicated beyond the \$3 million; President Wyly was not aware, but can inquire at the Spring Plenary session. Trustee Brown advised that she will assist in any way she can. President Martin commended the Academic Senate on steps to lower costs for the students.

(c) College Governance Council

Dr. Esposito-Noy advised that she conducted a planning summit with 40 participants. She thanked Professor Wyly, Dean Peter Cammish and facilitator Richard Mann for assistance in making the event successful. All participants came away with action items and deadlines.

(d) Superintendent-President

Dr. Esposito-Noy advised that Solano College has been featured in local media lately in the Daily Republic and Vallejo Herald reporting on great efforts our students are making.

Trustee Thurston recommended that the articles (or links to the articles) be posted on the College website.

## **12. CONSENT AGENDA – ACTION ITEMS**

### Human Resources

(a) Employment – 2015-2016, Page 7

### Finance and Administration

(b) Personal Services Agreements, Page 9

(c) Warrants, Page 11

(d) Notice of Completion B1300 Counter Top Replacement, Page 13

(e) Notice of Completion Fairfield Solar Panel Canopy Installations, Page 15

(f) Notice of Completion Technology Classroom Implementation and B1800 Classroom Improvements, Page 18

It was moved by Trustee Keith and seconded by Trustee Brown 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. RETIREMENTS OF STAFF WITH 10 OR MORE YEARS OF SERVICE**

(a) Resignation to Retire, Page 20

Dean Maire Morinec introduced Debbie Luttrell-Williams who has worked at Solano Community College for 33 years and 11 months in various assignments and has petitioned for retirement.

It was moved by Trustee Thurston and seconded by Trustee Keith to approve the Resignation to Retire as presented. The motion was carried unanimously.

**15. NON-CONSENT AGENDA ITEMS – ACTION ITEMS**

Human Resources

(a) Resolution Designating Classified School Employee Week at Solano Community College District, Resolution No. 15/16-28, Page 21

It was moved by Trustee Thurston and seconded by Trustee Keith to approve the Resolution Designating Classified School Employee Week at Solano Community College District, Resolution No. 15/16-28 as presented. The motion passed unanimously with the following roll call vote:

STUDENT TRUSTEE BARTLOW ADVISORY VOTE: Yes

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

NOES:

ABSTAIN:

Finance and Administration

(b) Pacific Gas and Electric Company (PG&E) Request for Easement on Solano Community College Rockville Road Property, Page 23

This agenda item has been tabled for further discussion at a later date.

(c) Retiree Health Benefits Actuarial Study by Total Compensation Systems, Inc., Page 29

Vice President Ligioso presented and discussed the bi-annual study on retiree health benefits actuarial. The 2015-16 premiums amount to \$1.07 million (with a pay as you go method); the Actuarial Accrued Liability is \$13.8 million; annual required contribution is \$1.76 million. As a district, we are looking at options to close the gap between the pay as you go and annual required contribution. Gatsby requires that other post-employment benefits be treated like a pension.

President Martin asked why the interest rate was so high; Mr. Ligioso advised that it is because of the length of the loan (30 years).

It was moved by Trustee Young and seconded by Trustee Keith to approve the Retiree Health Benefits Actuarial Study by Total Compensation Systems, Inc. as presented. The motion passed unanimously.

(d) Measure G & Q Bond Financial and Performance Audit for 2014-2015, Page 30

Vice President Ligioso introduced Terri Montgomery, a representative from our audit firm to present the Measure G and Measure Q financial and performance audits as of June 2015. There have been no findings or adjustments to the numbers.

It was moved by Trustee Young and seconded by Trustee Thurston to approve the Measure G & Q Bond Financial and Performance Audit for 2014-2015 as presented. The motion passed unanimously.

(e) Contract Award to HM Construction for Contractor Services Project No. 16-017 for Asphalt Repair Project, Page 31

(f) Contract Award to Greentech Industry, Inc. for Contractor Services for Project No. 16-011, Pool Deck Repair Project, Page 38

(g) Contract Award for Project Inspection Services to Optima Inspections Inc. for the Pool Deck Repair Project, Page 48

(h) Contract Award to Consolidated Engineering Laboratories for Materials Testing and Construction Inspection Services for the Pool Deck Repair Project, Page 50

Trustee Chapman moved to approve items 14.(e) through 14.(h) with one motion. Seconded by Trustee Thurston. The motion passed unanimously.

(i) Measure G Bond Spending Plan Update & Small Cap Project Initiation, Page 56

Vice President Ligioso advised that this is in reference to monies remaining from Measure G. The plan is to spend the \$400K by June 30 (if it goes into another fiscal year, it would extend the audit cycle one additional year). He proposes to use the monies for the following:

- Fire alarm control panel
- Replacing shut off valves in water distribution
- Replace two heaters in the pool
- Re-slurry parking lots and roadways

Trustee Thurston inquired what the status is on the painting of buildings in Vacaville and Vallejo. Vice President Ligioso advised that it will be managed out of operation funds rather than bond funds, and he hopes to complete the projects in the next few weeks.

It was moved by Trustee Honeychurch and seconded by Trustee Young to approve the Measure G Bond Spending Plan Update & Small Cap Project Initiation as presented. The motion passed unanimously.

- (j) Contract Amendment No. 6 with Kitchell CEM Inc. for Construction Management Services, Page 59
- (k) Contract Award to Prime Mechanical for Construction Services for Pool Pump Room Heat Exchangers Replacement Project, Page 61
- (l) Contract Award to Qualitysound for Construction Services for Fire Alarm Control Panels Upgrade Project, Page 63
- (m) Contract Amendment to CSW/Stuber-Stroeh Engineering Group, Inc., for Civil Engineering Services for the Fairfield Campus Agriculture (Horticulture) Project, Page 65
- (n) Contract Amendment #1 with Wallace Kuhl & Associates for Geotechnical Services for the Vacaville Workforce Development and Aeronautics Building Project, Page 66
- (o) Contract Amendment #1 with CA Architects for Architectural Services for Site Lighting Improvements Project, Page 67
- (p) Contract Award for Construction Services to Arthulia, Inc. for the Site Lighting Improvements Project and Small Capital Project, Page 68
- (q) Contract Award to Optima Inspections Inc., for Project Inspection Services for Site Lighting Improvements Project, Page 70
- (r) Contract Award to Guidepost for Professional Services for Security Camera System Planning Project, Page 72
- (s) Contract Amendment #1 with Lionakis for Architectural Services for the Fairfield New Science Building Project, Page 74



- (t) Contract Award for Construction Services to Cavalry Construction, Inc. for the Building 1300 Kiln Fence Project, Page 76
- (u) Contract Award to Optima Inspections Inc. for Project Inspection Services for Building 1300 Kiln Fence Project, Page 78
- (v) Contract Award for Construction Services to The Boldt Company for the Building 200 Kitchen Renovation Project, Page 80
- (w) Contract Award for Inspector of Record Services to Optima Inspections Inc. for the Building 200 Kitchen Renovation Project, Page 82
- (x) Contract Award for Construction Services to TPA Construction for the Building 100 Academic Success and Tutoring Expansion Project, Page 84
- (y) Contract Award for Project Inspection Services to Optima Inspections Inc. for the Building 100 Academic Success and Tutoring Expansion Project, Page 86
- (z) Contract Award for Professional Commissioning Authority Services to Engineering Economics Inc. for the Vacaville Biotechnology Project, Page 88
- (aa) Contract Award for Professional Commissioning Authority Services to Glumac for the Building 1200 Performing Arts Renovation (Phase 1) Project, Page 90
- (bb) Contract Award for Professional Engineering Services to EDesignC Incorporated for the Vacaville and Vallejo Centers HVAC Improvements and Upgrades Project, Page 92
- (cc) Contract Award to Pavement Engineering Inc. for Professional Services for Pavement Assessment Project, Page 94
- (dd) Contract Award for Construction Services to TPA Construction for the Measure Q Thank You Signs Project, Page 96
- (ee) Contract Award to Utelogy Corporation for Professional Services for Districtwide IT Infrastructure Improvements Project, Page 98

Trustee Chapman moved to approve items 14.(j) through 14.(ee) with one motion. Seconded by Trustee Thurston. The motion passed unanimously.

Academic Affairs

- (ff) Request for Approval of Curriculum Items as Submitted by the Curriculum Committee, A Subcommittee of the Academic Senate, Page 109

It was moved by Trustee Young and seconded by Trustee Keith to approve the Request for Approval of Curriculum Items as Submitted by the Curriculum Committee, A Subcommittee of the Academic Senate as presented. The motion passed unanimously.

(gg) Sabbatical Leave for the 2014-2015 Academic Year, Page 111

Dr. Leslie Minor advised that two faculty members, Terri Pearson and Zack Hannon recently returned from sabbatical and wanted to share their experiences. Ms. Pearson chose to take her sabbatical to obtain a Master of Arts in Communications, which allowed her to gain insight to the student experience. Mr. Hannon chose to take his sabbatical to take on the task of incorporating computer algebra into the calculus curriculum

It was moved by Trustee Thurston and seconded by Trustee Chapman to approve the Sabbatical Leaves for the 2014-2015 Academic Year as presented. The motion passed unanimously.

## **16. INFORMATION ITEMS – NO ACTION REQUIRED**

(a) Change Orders, Page 116

Pam Kinzie gave a presentation on change orders of construction contracts (such as a change in the scope of work, cost and completion time). A change order is basically an amendment to a contract. Components of a contract include contract language specific to the agreement, forms, drawings, technical specifications prepared by architects and engineers, and the general conditions and supplementary conditions prepared by the District.

## **17. ANNOUNCEMENTS**

Trustee Chapman welcomed VP Minor back from vacation and asked if she could share her experience; VP Minor advised that she will give a formal report out at an upcoming meeting.

VP Minor inquired if item 16.(b) regarding a change in the Mission Statement was overlooked on the agenda; and was advised that it had been moved to the next agenda for additional development.

On Saturday, the Solano County Chapter of Links Incorporated hosted its annual scholarship benefit; one of the recipients of the scholarship has successfully completed 15 transferrable units at Solano Community College.

## **18. ITEMS FROM THE BOARD**

Trustee Thurston attended and/or participated in the following:

April 8: Vallejo Education and Business Alliance held at Kaiser in Vallejo.

April 9: Beautillion sponsored by Alpha Phi Alpha Fraternity, Inc. Kappa Omicron Lambda Chapter as a fundraiser for scholarships for young men.

April 11: Community workshop on Domestic Minor Sex Trafficking - Protecting our Children and Saving their Future held at the SCC Vallejo Center; the event was presented by The Links, Incorporated Solano County Chapter.

April 12: Juneteenth Planning Meeting

April 16: The Links, Incorporated Solano County Chapter Annual Scholarship Benefit Luncheon

April 20: Governing Board Audit Ad Hoc committee meeting

Trustee Young attended and/or participated in the following:

April 6: Volunteer mathematics tutor to students at Hogan Middle School in Vallejo who are participants in an after school program.

April 8: Vallejo Education and Business Alliance (VEBA) meeting that was held at a conference room at Kaiser Permanente Hospital in Vallejo.

April 9: Beautillion sponsored by Alpha Phi Alpha Fraternity, Inc. Kappa Omicron Lambda Chapter as a fundraiser for scholarships for young men.

April 11: Community workshop on Domestic Minor Sex Trafficking - Protecting our Children and Saving their Future held at the SCC Vallejo Center; the event was presented by The Links, Incorporated Solano County Chapter.

April 12: Vallejo Juneteenth Planning Committee Meeting

April 16: The Links, Incorporated Solano County Chapter Annual Scholarship Benefit Luncheon, "*Celebrating the Women in Our Lives*," presented Jazz In The Spring featuring Mrs. Genea S. Brice, Vallejo's first poet laureate, and Ms. Andrea Brembry, who is a jazz singer that performed with Del Sol Band .

April 16: Omega Psi Phi Fraternity, Incorporated Theta Pi Chapter, Vallejo, CA 2016 Talent Hunt Program, "Showtime at the Maritime." The event was held at California State University Maritime Academy with Trustee Young serving as one of the judges.

April 20: Planning Committee meeting with four other community volunteers who assist students as needed in mathematics at Hogan Middle School in Vallejo in an after school program.

April 20: SCCD Audit Subcommittee Meeting

- 19. CLOSED SESSION (CONTINUED IF NECESSARY)**
- 20. RECONVENE REGULAR MEETING (IF NECESSARY)**
- 21. REPORT OF ACTION TAKEN IN CLOSED SESSION (IF NECESSARY)**
- 22. ADJOURNMENT**

It was moved by Trustee Brown 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 8:47 pm.