

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

ADOPTED MINUTES
Wednesday, June 15, 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, June 15, 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, Jim DeKloe 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.
A. Marie Young
Larry Bartlow, Student Trustee
Celia Esposito-Noy, Secretary

Others Present:

Greg Brown, Vice President of Student Services
Mary Jones, Human Resources
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

Excused Absence:

Pam Keith

Board President Martin asked for a moment of silence for the victims of Orlando, Florida shooting.

4. APPROVAL OF AGENDA

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

Page numbers listed on the agenda are incorrectly paginated. A revised agenda with the correct page numbers has been distributed to the Trustees and copies for the public are available on the press table.

Agenda Item 10 – Solano Showcase has been removed from the agenda.

Agenda Item 14.(b) Solano Community College District Mission Statement, Page 24 has been replaced with a revised Mission Statement. Copies have been distributed to the Trustees and copies for the public are available on the press table.

Agenda Item 14.(c) Change to Short-Term, Seasonal, Periodic and Student Worker Salary Schedule, Page 26-27. The footnote on Page 27 should read:

Note: Effective 01/01/2017 the California minimum wage will increase to \$10.50/hr.

Agenda Item 15.(b) Memorandum of Understanding Between Benicia Unified School District and Solano Community College District has been removed from the agenda.

Lastly, any grammatical errors in documents will be corrected by staff.

Moved by Trustee Young and seconded by Trustee Thurston to approve the agenda as amended. The motion carried 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 7:00pm.

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 discussed Public Employee Discipline/Dismissal/Release and no action was taken.

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.

9. COMMENTS FROM MEMBERS OF THE PUBLIC (CONTINUED)

Dr. Minor introduced Rachel Smith, Interim Dean of Liberal Arts. Ms. Smith is an instructor in Graphic Design for the CTE program and will be filling in for Dean Glines for the summer.

The Vacaville Youth Master Plan was introduced by Nicole Arances and Karla Pioquinto, representatives from the Vacaville Reach Youth Coalition. The Vacaville Youth Master Plan provides a vision for Vacaville's youth. It is a living document that digs deep into the Vacaville community and examines the strengths and weaknesses of the services available for youth in Vacaville. The Youth Master Plan identifies needs the youth in the community have and who can provide for those needs. It gives the City of Vacaville, Vacaville and Travis Unified School Districts and Vacaville youth serving organizations a roadmap for moving forward. From its inception over ten years ago, numerous youth and adult volunteers have worked together to create this plan.

10. SOLANO SHOWCASE

Small Business Center Webinars and Resources

Presented by Humberto Lupi, Small Business Development Center Advisor

This agenda item was removed from the Agenda.

11. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

We the Associated Students of Solano College have been very busy this past year. We have had many activities such as the Thanksgiving Community Dinner sponsored by the Associated Students of Solano College and the Baker's Club. The Associated Students of Solano College served approximately 500 delicious free dinners to Solano College Students, Faculty, Staff, and the Community.

The Associated Students of Solano College also developed a Food Advisory Committee which presented a survey to students, and asked them what foods they would like to be served in the school cafeteria. After working with the cafeteria staff, the results are healthier and better foods are now being served in the cafeteria as well as caloric indicators for each food item, which will assist and aide students to make better and healthier food choices.

Also, the Associated Students of Solano College have been re-writing our by-laws and have been amending them for better accuracy, correctness, and cohesiveness. Soon we will have a complete list of all of the activities completed for the last year to present to the Board.

The Associated Students of Solano College would like to wish all of the Governing Board, Faculty, and Staff a Happy, Safe, and Productive Summer.

(b) Academic Senate

President Martin, Trustees, S-P, Colleagues and Members of the Public: As we are in the summer months, the senate is scheduled to meet next on August 11 during optional Flex-Cal both in the morning as well as in the afternoon in partnership with academic deans and AA. Dean Shirley Lewis and I will conduct a joint workshop on Brown Act and the 10+1, and one-hour workshop for faculty, administration and staff. As the senate prepares for the next AY, its president will continue to work with the College to advance senate priorities as well as those of the College during the summer months, including periodic meetings with administration. These summer priorities will include preparing for the accreditation self-study as well as planning for key conversations, pilots and projects for the upcoming academic year, including Dual Enrollment, Strong Workforce Development and CTE support, support for the baccalaureate pilot program, support for equity/student success/support for the disenfranchised student, peer review, draft policy and/or procedure language per CCCCO/Community College League recommendations, and working with Human Resources where asked to enable policy/procedure review as well as faculty appointments. In addition, through its president, curriculum chair and other faculty representatives, including CTE, the senate will participate in the 2016 BPD program conference on July 6 at CSU, Fullerton as well as the 2016 ASCCC Curriculum Institute in Anaheim on July 7-9.

(c) College Governance Council

There is no report as College Governance Council does not meet during the summer months.

(d) Superintendent-President

Dr. Esposito-Noy gave an update on enrollments stating that, as of today, our FTEs are short by six from this time last year. However, our fill rates are higher at 82.5% compared to 77.8% from last year, which means we are operating more efficiently. Most of our summer courses have started with some classes beginning next week. We will continue to keep track of these numbers over the course of the summer.

Trustee Brown inquired about where we are with the swimming pool repair/renovations. Dr. Esposito-Noy responded that with the repairs, we had to shut the pool down for six weeks. We have made arrangements to offer two of the swimming classes at Rodriguez High School. One of the challenges is we are unable to use Rodriguez's pool in the evening; therefore, the evening swim class had to be cancelled.

Dr. Esposito-Noy concluded her report by stating that we have met our goal the summer FTEs goal and summer is not finished.

12. CONSENT AGENDA – ACTION ITEMS

Human Resources

- (a) Employment – 2015-2016, Page 7

Finance and Administration

- (b) Personal Services Agreement, Page 12
- (c) Warrants, Page 16
- (d) Renewal of Student Insurance Policy for the 2016-2017 Academic Year, Page 18

It was moved by Trustee Thurston and seconded by Trustee Young to approve the Consent Agenda as amended.

Before the vote, Mr. Jim DeKloe recognized Dr. John Yu who is resigning from his position as Dean of Mathematics & Science. Mr. DeKloe commended Dr. Yu on his work over the past three years and for his instrumental role in the Baccalaureate program. Mr. DeKloe wished Dr. Yu well in his future.

Trustee Chapman also commended Dr. Yu on his service within the college and externally. Trustee Chapman shared an experience when she attended a meeting and there was a discussion on how many students have successfully graduated from SCC under Dr. Yu's tutelage.

Dr. John Yu thanked the Board for his time here. He added that he will be in the Bay Area.

Trustee Young stated that as a retired mathematics instructor, she thanked Dr. Yu for keeping her informed.

Trustee Martin also thanked Dr. Yu for his service and for the monies he has brought to the College.

The motion was 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) Specifications of the Election Order for a Consolidated Board Member Election (Solano County), Resolution No. 15/16-33, Page 19

Moved by Trustee Brown and seconded by Trustee Thurston to approve the Specifications of the Election Order for a Consolidated Board Member Election (Solano County), Resolution No. 15/16-33 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 Martin, Trustee Thurston, Trustee Young

NOES:

ABSTAIN:

- (b) Solano Community College District Mission Statement, Page 24

Trustee Thurston presented the Mission Statement.

Moved by Trustee Thurston and seconded by Trustee Young to approve the Solano Community College District Mission Statement as presented. The motion passed unanimously.

Human Resources

Moved by Trustee Chapman and seconded by Trustee Honeychurch to approve Items 14.(c) through 14.(l), Items 14.(n) through 14.(t), and 14.(v) with one motion. The motion passed unanimously.

Trustee Brown commented that she's concerned about the contract amendment with Dovetail and asked if we are keeping track of subcontractor costs, especially for those companies who have a tendency to change the contract and want more money. Lucky Lofton responded stating these are professional services as opposed to contractor services. The services we are using are to cover additional scope of work related to all the furniture coming in.

In regards to Item 14.(j), Trustee Brown asked how many classrooms are we servicing or changing? Mr. Lofton responded this is for the computer lab.

In regards to Item 14.(o), Trustee Brown commented that it was her understanding that we have already done work on this so what did we do prior to hiring this engineering firm? Mr. Lofton stated that we have a partnership and memorandum of understanding with the Jimmy Doolittle Foundation and this is our part in the process. Trustee Thurston stated that when we entered into this agreement, the Doolittle Foundation had 5 years to raise a certain amount of money. Trustee Thurston asked if Mr. Lofton knows how much has been raised to date. Dr. Esposito-Noy responded stating that we met with the Doolittle Foundation at the end of May and they did not

disclose how much they raised. The discussion was about Solano College's part in the project and how we would move forward in the MOU. The Jimmy Doolittle Foundation is in discussions with the City of Vacaville, and Pam Kinzie and Lucky Lofton have done a good job documenting exactly what we are doing and what part they are going to do. Trustee Thurston asked if we have a five-year timeline and Dr. Esposito-Noy stated that the Doolittle Foundation has a timeline with the City of Vacaville.

- (c) Change to Short-Term, Seasonal, Periodic and Student Worker Salary Schedule, Page 26
- (d) District Reclassification of Executive Coordinator (Confidential) – Superintendent-President & Governing Board, Page 28

Finance and Administration

- (e) Tentative District General Fund Budgets and Proposed Time and Place for the Public Hearing and Adoption of the Official District Budgets for 2016-2017, Page 31
- (f) Change Order – No. 02 (Deductive) to Southwest Construction for Buildings 1600, 1800A and 1900 Re-Roofing Project, Page 33
- (g) Contract Amendment #1 With Development Group, Inc. for Professional Services for the B100 Academic Success Center and Tutoring Expansion Project, Page 35
- (h) Contract Amendment #1 With Dovetail for Consulting Services for the Furniture Replacement Project, Page 36
- (i) Contract Amendment #1 With MADI Architecture for Design Services for the Horticulture Site Improvements Project, Page 37
- (j) Contract Award for Construction Services to Arthulia, Inc. for 21st Century Classrooms – Phase 2 Project, Page 38
- (k) Contract Award to Dell Marketing L.P. for Professional Services for 21st Century Classrooms – Phase 2 Project, Page 40
- (l) Contract Award to MADI Architects for Professional Services for B100 Lobby Lighting & Electrical Improvements Project, Page 41
- (m) Contract Award to Omni-Means Ltd. For Professional Services for Vacaville Center Intersection Improvements Project, Page 43

Pam Kinzie and Lucky Lofton presented an overview of the improvements project. Ms. Kinzie stated we are required to put a signal light at the intersection near the Vacaville Center, which includes some upgrades to the driveway and parking lot. We need to fulfill the requirements and put these improvements in place prior to the opening of the Biotechnology building.

Trustee Thurston asked if this is the second contract with this company, and Ms. Kinzie stated we hired them to do a preliminary plan so we could do a cost assessment. Trustee Thurston asked how much was the first contract and Ms. Kinzie answered approximately \$7,000 to \$8,000 which was just for preliminary plan concept. This is just for the design of the plan to be submitted to the City for a building permit. President Martin asked if we have this design plan in place, will that satisfy the City of Vacaville. Ms. Kinzie answered yes and reiterated that we need this before the City gives us permits.

Moved by Trustee Chapman and seconded by Trustee Young to approve the Contract Award to Omni-Means Ltd. For Professional Services for Vacaville Center Intersection Improvements Project as presented. The motion passed unanimously.

- (n) Contract Award to Utology Corporation for Professional Services for 21st Century Classroom – Phase 2 Project, Page 45
- (o) Contract Award to JK Architecture Engineering for Professional Services for Aeronautics and Workforce Development Project, Page 46

Academic Affairs

- (p) Clinical Experience Agreement Between Solano Community College District and Crestwood Manor, Vallejo, California, Page 48
- (q) Clinical Experience Agreement Between Solano Community College District and Global Center for Success, Vallejo, California, Page 57
- (r) Clinical Experience Agreement Between Solano Community College District and Fairfield Post-Acute Rehab Center, Fairfield, California, Page 67
- (s) Clinical Experience Agreement Between Solano Community College District and Laurel Creek Health Center/Paradise Valley, Fairfield, California, Page 77
- (t) Clinical Experience Agreement Between Solano Community College District and Vacaville Convalescent and Rehabilitation Center, Vacaville, California, Page 87
- (u) Memorandum of Understanding Between California State University, Sacramento College of Continuing Education and Solano Community College District, Page 97

Trustee Thurston commented this is a great opportunity that we are going into an agreement with the Continuing Education Department at Sacramento State. Dr. Minor gave an overview of the program and brochures were distributed to Trustees. Trustee Brown asked who is doing the public relations for this program, and Dr. Minor responded that Sacramento State will handle all costs of public relations. Dr. Esposito-Noy stated that she will ask Solano County Office of Education to promote locally. Trustee Chapman asked if this has been publicized in the paper,

and Dr. Minor stated it has not yet been in the newspaper as the memorandum of understanding is not yet in place.

Moved by Trustee Thurston and seconded by Trustee Brown to approve the Memorandum of Understanding Between California State University, Sacramento College of Continuing Education and Solano Community College 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:

Student Services

- (v) Agreement Between The Regents of the University of California Puente Project and Solano Community College District, Page 100

15. INFORMATION ITEMS – NO ACTION REQUIRED

- (a) Department of Commerce Economic Development Agency Office of Innovation and Entrepreneurship Grant, Page 107

Chuck Eason gave an overview of the grant. Innovation Mentor Grant which funds Maker's Spaces in colleges around the state. His idea is to leverage some of the \$17m and create an innovation. 3 year grant for \$500K. We are looking to match and Sierra College has contacted us.

Trustee Brown asked if could get 3d printers and other things for CTE? Chuck responded yes, we have received 2 printers. Trustee Brown asked if we're going to get more space. Chuck stated no, we cannot do any construction.

- (b) Memorandum of Understanding Between Benicia Unified School District and Solano Community College District, Page 119

This item has been removed from the agenda.

16. ANNOUNCEMENTS

Trustee Young invited everyone to the Juneteenth celebration in Vallejo. We will have a booth there.

17. ITEMS FROM THE BOARD

Trustee Thurston attended and/or participated in the following:

June 4: Filipino Celebration in Vallejo Pista Sa Nayon. This was their 30 Anniversary.

June 7: Vallejo Juneteenth Planning Meeting

June 8: Hogan Middle School 2016 Promotion Ceremony at Hogan Middle School Auditorium. My great granddaughter Edye Kelly was promoted.

June 10: Vallejo Education and Business Alliance Board meeting hosted by Vallejo City Unified School District.

June 14: Vallejo Juneteenth Planning Meeting.

Trustee Young attended and/or participated in the following:

June 4: Vallejo Pista Sa Nayon (A Filipino Celebration) – 30th Anniversary at Vallejo Waterfront. SCCD was an education vendor at this celebration.

June 5: Alpha Kappa Alpha Sorority, Incorporated Kappa Beta Omega Chapter 12th Annual African American Graduation Recognition Program. The program was held at Friendship Missionary Baptist Church in Vallejo. Students in the class of 2016 who participated in the program are from the following schools: Angelo Rodriguez High School, Armijo High School, Benicia High School, Hercules High School, Jesse M. Bethel High School, John W. Finney High School, Oakland School of the Arts High School, Phillips Academy, St. Patrick/ St. Vincent, Vallejo High School and Vanden High School. Mrs. Edna Campbell was the dynamic keynote speaker. Edna Campbell, who has received numerous awards, is a retired women's basketball player who played in the Women's National Basketball Association (WNBA). She is a single parent and a breast cancer survivor; however, she continued to play professional basketball while suffering from breast cancer.

June 7 & June 14: Vallejo Juneteenth Planning Committee meeting. Trustee Thurston and I, who are members of the planning committee, invite you to attend this festive event. SCCD is one of the education vendors at this event. The event will be held on June 18th from 11:00am – 6pm at Vallejo City Park. For more information visit www.vallejojunteenth.com

June 10: Vallejo Education and Business Alliance (VEBA) Regular Board meeting hosted by Vallejo City Unified School District (VCUSD). The meeting was held at VCUSD Mare Island Office.

18. CLOSED SESSION (CONTINUED IF NECESSARY)

19. RECONVENE REGULAR MEETING (IF NECESSARY)

20. REPORT OF ACTION TAKEN IN CLOSED SESSION (IF NECESSARY)

21. ADJOURNMENT

It was moved by Trustee Honeychurch and seconded by Trustee Young to adjourn the Board meeting. The motion was passed unanimously. There being no further matters before the Board, the meeting was adjourned at 8:01 p.m.