

**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**UNADOPTED MINUTES**  
Wednesday, September 7, 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, September 7, 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, Glenn Burgess 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.  
Pam Keith  
A. Marie Young  
Larry Bartlow, Student Trustee  
Celia Esposito-Noy, Secretary

Absent:

Denis Honeychurch, J.D.

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, Academic Senate  
Sandra Therrien, Executive Coordinator, Superintendent-President Office

**4. APPROVAL OF AGENDA**

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

Item 10.(a) Consent Calendar – Human Resources:

The section titled “Part-Time Adjunct Assignment” has been removed.

The section titled “Professional Experts” has been removed.

Under the section titled “Change in Assignment”, it should read: From Accounting Specialist I – Accounts Receivable (Range 12, Step 3) to Bookstore Assistant-Cashiering (Range 11, Step 4)

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

It was moved by Trustee Keith and seconded by Trustee Brown to approve the agenda as amended. The motion passed unanimously with the following roll call vote:

STUDENT TRUSTEE BARTLOW ADVISORY VOTE: YES

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

NOES:

ABSTAIN:

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

There were no comments from members of the public.

**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
- (d) Conference with Legal Counsel—Existing Litigation  
(Subdivision (a) of Govt. Code §54956.9):  
Case No. FCS045285/Claim #509449 (White), Case No. FCS045360/Claim #510181 (Rieger), Case No. FCS046483/Claim #519430 (Yu), SF-CE-3133-E (Ozsu), and Claim #517976 (Beacham)

**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 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)**

Karen Cook gave an update on the Strong Workforce event and invited Trustees to attend on Friday, September 9<sup>th</sup>.

Quintin Voyce welcomed the Board back for a new semester and gave a brief update on the Early College Program. This semester, Mr. Voyce stated there are 70 incoming freshmen and acknowledged the faculty and staff for accommodating the growth. On a personal note, Mr. Voyce stated that Measure Q only mentions Early College very little and hopes the program can receive more from Measure Q.

Several members of Umoja stated their comments and concerns regarding the Umoja program and office hours. Board President Martin responded to the members that Superintendent-President Esposito-Noy has noted their concerns and will send out a summary in response.

**10. CONSENT AGENDA – ACTION ITEMS**

Human Resources

(a) Employment – 2016-2017, Page 5

It was moved by Trustee Keith and seconded by Trustee Brown to approve the Consent Agenda 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 Martin, Trustee Thurston, Trustee Young

NOES:

ABSTAIN:

**11. ITEMS REMOVED FROM CONSENT AGENDA**

There were no items removed from the Consent Agenda.

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

Superintendent-President

- (a) Resolution Supporting Proposition 55: The Children’s Education and Health Care Protection Act of 2016, Resolution No. 16/17 – 05, Page 8

It was moved by Trustee Brown and seconded by Trustee Young to approve the Resolution Supporting Proposition 55: The Children’s Education and Health Care Protection Act of 2016, Resolution No. 16/17-05 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 Martin, Trustee Thurston, Trustee Young

NOES:

ABSTAIN:

**13. BOARD STUDY SESSION (NO ACTION REQUIRED)**

- Nursing Program Application Process  
*Presented by: Glenn Burgess, Interim Director of Nursing*

VP Minor introduced Glenn Burgess who gave a presentation on the application process for the Nursing Program. Mr. Burgess explained the process that was used prior to 2016 and gave an overview of the new process beginning this year.

Trustee Brown inquired about the wait list for the program and if there was a way to get funding.

Student Trustee Bartlow asked if it was possible to expand the clinical portion to other cities. VP Minor responded that we could potentially expand; however, students are already driving an hour or more to get to facilities to complete clinical hours. VP Minor also informed the Board that we are competing with other nursing programs for clinical hours, and Mr. Burgess added that one of our issues is that community hospitals are eliminating ABM nursing.

Trustee Thurston asked if students work during the wait period of 3-4 years, and Mr. Burgess stated that most work as EMTs, CNAs, or enroll in a bachelor’s program.

**14. INFORMATION ITEMS (NO ACTION REQUIRED)**

- (a) Proposed 2016-2017 District Budgets, Page 11

VP Ligioso gave the following report on the proposed 2016-2017 District Budgets:

Budget document layout, follows same format as in prior years.

- Mission Statement – new one approved by the Board June 15, 2016 meeting
- Board and CEO goals
- District Resources/Uses
- Executive Summary of the State Budget
- Revenue/Expenditure Assumptions
- Apportionment revenues summary and FTES history
- Unrestricted GF
- Prop 30/EPA report
- Restricted or Categorical Funds
- Special Funds
- GANN limit
- Staffing
- Glossary
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As I previously spent time on the State budget as part of the Tentative Budget presentations and there have been no changes, I will forego detailed discussions on the California Budget and direct the presentation toward the FY 2015-16 year-end close and the FY 2016-17 college budget.

To get a perspective of total resources and uses, here is a brief overview of the district's revenues and expenditures:

We have revenues of about \$105 mil compared to \$160 mil in spending with the primary difference being the capital outlay and Measure Q bond. This difference comes about as a result of recognizing the revenues at bond issuance – we sold tranche 1 in 2013. In subsequent years those \$s are spent down according to the Bond spending plan. As we are now in year 4 of the first tranche we will be looking at issuing the second tranche in 2017 to ensure our projects proceed seamlessly.

Because categorical and special funds are restricted in nature, much of the exposure is in the GF, the UGF specifically, thus the focus of the presentation is the UGF.

Following is a summary of FY 2015-16 budget and projected year-end totals, as well as the proposed FY 2016-17 Adoption Budget.

We expect to end FY 2015-16 with an approximate \$8.5 million ending fund balance or reserve or about a 17% reserve level relative to total unrestricted general fund expenditures. While due to principally the \$4 million in one-time revenue allocations, many activities took place to help us achieve that.

As an institution, under the leadership of Superintendent-President Esposito-Noy, we developed and are implementing a strategic enrollment management plan which has included:

- Continually assessing capacity
- Implementing enrollment strategies, including:
  - o Streamlined offerings:
  - o Block schedule

- Build on what we have: prisons, high schools, cte
- Tighten FTEF allocations to # sections
- ASTC
  
- We have and are conducting:
  - Trainings, teaching and learning
  - Internal/external scans
- Result:
  - We are seeing improved fill rates in summer
  - Improved (productivity) operational ratios WSCH/FTEF or FTES/FTEF

Proceeding to the FY 2016-17 budget, we built it on the following assumptions:

### **Revenues**

- FTES level of 8,300; SCC is in stability, where we are not able to attain the prior year's student base but are protected to the previous year's funding levels. (noteworthy, nearly 1/3 of the state is in stability)
- No cost of living COLA; no growth due to being in stability (although 2% is on the table)
- Categorical revenues remain strong: SSSP, Equity, Instructional Equipment/Scheduled Maintenance, Proposition 39 – Energy Efficiency funding. At this point I'd like to share with you that Solano College won the (small district category) Board of Governor's 2016 Energy & Sustainability award and I'd like to commend Jim Buchanan and his staff as well as the bond team for a job well done. When you see them please extend your congratulations to them.

### **Expenditures**

- The budget builds in the negotiated items for SCFA and allows estimated ranges for the other units.
- STRS/PERS are increasing 1.85%, 2.4%, respectively = near \$600k
- Step/Col movements over ½ million
- Health/Welfare is flat
- And this translates into another deficit year. To reduce the structural budget imbalance, the budget factors in:
  - 3 months of vacancy salary and benefits savings
  - As 2 out of three trustees are running unopposed we reduced the estimated election costs from \$240k to \$80k
  - Maintained the OPEB contribution at \$320k same as last year, which is also consistent with the actuarial funding assumptions

In follow on to the FY 2016-17 Budget, I'd like to also expand our view out to 2019-20 doing a 3-year look ahead. While it is like looking into a crystal ball, and thus subject to change, it should nonetheless help us in planning in the out years.

Assumptions on the look ahead to 2019-20 include:

Passage of Proposition 55 in November that will extend Proposition 30, the sales/income tax measure used to balance the state budget back in 2012. It also assumes FTES growth and improvements in operating ratios, including WSCH/FTEF with a goal of 525, currently at 399. Or

expressed in other terms productivity can also be measured by FTES/FTEF where we currently are at 13.3 with a goal to reach 17.5.

Other assumptions show the incremental revenues achieved through growth and COLA, and reductions in costs as a result of improved efficiencies. There are also ranges built in for negotiated items.

Given the assumptions noted this is what the numbers would resemble:

In the stability years the structural imbalance is magnified, then it can turn to surplus in the years coming out of stability. The long range plan of course is to return back to not having to resort to stability and be able to sustain our FTES base as we did in FY 2011-12 and prior. Having said that it took years to get us here and will likely take some additional years to get us out. But as I noted earlier the college is undergoing some transformational changes that are putting us on track address the structural deficit and to becoming the college of choice in our region. That concludes my presentation and I'm open to your questions.

- (b) Citizens Bond Oversight Committee (CBOC) Annual Report to the Governing Board, Page 12

Members of the CBOC were in attendance and presented the Annual Report to the Governing Board. Highlights included: Role of the CBOC; Activity of the CBOC; and Oversight Opinion.

- (c) Presidential Proclamation – Women's Equality Day, 2016, Page 13

Superintendent-President Esposito-Noy stated that, by Presidential proclamation, August 26th has been declared Women's Equality Day, 2016.

## **15. ANNOUNCEMENTS**

There were no announcements.

## **16. ITEMS FROM THE BOARD**

Trustee Young attended and/or participated in the following:

August 19: One of the volunteers for the Backpack Program (B.P.) that is a signature program of the C.C. Sabathia's *PitCCh-In Foundation* founded by Vallejo native and New York Yankees pitcher C. C. Sabathia. This is the 12<sup>th</sup> year of the B.P. donations to students in the Vallejo Unified School District. This year 3000 backpacks with school supplies were given to every first and second grader in the school district and every student at Loma Vista Elementary School.

August 23: North Bay Area Building and Construction Training Centers and Apprenticeship Program Tour (8:30AM to 3:00PM)

August 26: Solano Community College 2016 Annual Benefit Gala at the USA World Classics Event Center

September 1: SCCD Science Building Design meeting in the Denis Honeychurch Board Room (9:00AM to 5:00PM)

September 3: Wreath Project for Veterans Fundraiser at CC Yin's Ranch in Vacaville

September 5: Napa-Solano Council's 8<sup>th</sup> Annual Labor Day Breakfast and Political Kickoff at the Iron Workers Local 373 Hall in Benicia

September 7: This academic year, representing the Solano County Chapter of The Links, Incorporated. I am a volunteer mathematics tutor to seventh graders in their afterschool program at Hogan Middle School in Vallejo -*Links to Success: Math Olympics 2016*. Today was a planning committee meeting for the volunteers.

September 7: SCCD Measure Q AdHoc Subcommittee meeting in the Denis Honeychurch Board Room

September 7: SCCD Horticulture Groundbreaking Event at Fairfield Campus

## **17. ADJOURNMENT**

Moved by Trustee Keith and seconded by Trustee Thurston to adjourn the meeting. The motion passed unanimously with the following roll call vote:

STUDENT TRUSTEE BARTLOW ADVISORY VOTE: YES

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

NOES:

ABSTAIN:

There being no further business to come before the board, the meeting was adjourned at 8:25 p.m.