

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**UNADOPTED MINUTES
Wednesday, June 21, 2017**

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 21, 2017, in the Denis Honeychurch Board Room, Room 626, 4000 Suisun Valley Road, Fairfield, California 94534, by Board President Thurston.

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

At the request of Board President Thurston, Greg Brown led those present in the pledge of allegiance to the United States of America.

3. ROLL CALL

Rosemary Thurston, President
Sarah E. Chapman, Ph.D., Vice President
Denis Honeychurch, J.D.
Pam Keith
Michael A. Martin
Quinten Voyce
A. Marie Young
Celia Esposito-Noy, Secretary

Others Present:

Greg Brown, Vice President of Student Services
Jacob Hinkle, ASSC
Mary Jones, Human Resources
Lucky Lofton, Executive Bond Manager
Michael Wyly, Academic Senate
Sandra Therrien, Executive Coordinator

4. APPROVAL OF AGENDA

It was moved by Trustee Chapman and seconded by Trustee Martin to approve the agenda as presented. The motion was passed unanimously.

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

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

6. CLOSED SESSION

Board President Thurston 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. FCS045360/Claim #510181 (Rieger), and Case No. FCS046483/Claim
#519430 (Yu)

7. RECONVENE REGULAR MEETING

Board President Thurston reconvened the Regular Meeting at 7:13 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 – Anticipated 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)

Gale Anderson, Admissions & Records Analyst, who is retiring on July 1, 2017 after almost 30 years of service, made the following comments:

Good evening Superintendent President, members of the Governing Board, good evening everyone:

Thank you for giving me the opportunity to give an expression of appreciation for the support I have been given over the years at Solano. I have been privileged to work with some tenacious, dedicated people whose mission was to greatly impact students' lives by counseling, extending a listen ear, going the extra mile to help them get support services and classes they needed. IT support tech support has been a great help to me, I appreciate them.

While there have been many trials, as you know, Solano is a great place to work for many reasons. When we can make a difference in student's lives by helping them not to give up, even when everything in their life says they should, what a great day that is. I am grateful that I have had some of those experiences in my 30 years on this campus.

Please, continue to provide the services and staff that our customers, our students, can rely on. Look for the big picture of how the decisions you make today will affect the lives of many tomorrow. Take a pause to meditate on the outcomes.

It is time for me to retire and begin another chapter in my life, in public service, and I am eager to get started. Immediately, though, I am going to give myself a time out to rejuvenate my spirit. It has been a pleasure and an honor to have worked with so many of you over the years. It is my sincerest hope to hear good things about Solano Community College in the years to come. I wish you all the very best in your various roles to continue to make SCC an excellent place of lifelong learning for generations to come.

Thank you and good night.

Professor Jim DeKloe gave the following tribute:

The sad duty falls upon me to report the death of our friend and colleague John Allan Nogue. John passed away with dignity and his characteristic good humor on June 9, 2017 after battling brain cancer for several years. Someone must sing the life of this remarkable person who gave so much to Solano College.

John is largely responsible in establishing the excellent anatomy program at Solano Community College. It isn't hyperbole to say that this is the best college anatomy program in California, and perhaps it is the best in the United States, emphasizing cadaver dissection. He also anchored the program for biology majors, reinventing the organismal biology by adding a major field component. In this class students collected data about life in the local streams and in the Suisun Marsh. Again, it probably isn't hyperbole to place our training of biology majors among the best in the United States.

John also taught students who were taking biology as a general education course; he especially helped in the design of the environmental biology course. He supervised many independent study students, and established the honors dissection program. John taught at Solano *Community*

College for over 30 years, retiring in 2013 and gaining the honor of a Professor Emeritus designation.

John played an important role by mentoring faculty. He would help new Solano College faculty who came to the college. He also established the Anatomy Open House program that continues to this day. In this program he brought teachers and students from the local high schools to experience cadaver dissection. In this program he taught his honors students how to teach; they served as tutors and effectively interacted with the high school students.

John was a tremendous athlete, especially in aquatics. Until the end of his life, he swam and played water polo. He was a member of the Napa Valley Masters Water Polo team. As a team member he helped organize a tournament in Napa every year. His team went to the World Masters Championships. For many years, he coached the Napa High School Girls Water Polo team. He could be competitive, but always emphasized sportsmanship. John was a longtime member of San Francisco's historic Dolphin Swimming and Rowing Club. As part of that team, he routinely swam in the icy waters of the San Francisco Bay and swam from Alcatraz Island. He once participated in a relay swim across the English Channel.

John was a tremendous colleague. Every year he hosted the beginning of the academic year party for the Math-Science Division at his house in Napa. He participated in most committees on campus. In these committees, he could argue passionately, but he always would say, "I disagree," and never said, "You're wrong." It would be nice if everyone modeled their behavior after his. He was unfailingly generous, friendly, and gracious. John Nogue was a true gentleman. In the end, he maintained his dignity and never lost his good humor.

The tributes have been coming in from hundreds of alumni who report that John Nogue changed their lives; he inspired them to enter their lifelong career.

John is survived by the family that he loved, his colleagues who loved and respected him, the athletes that he coached, the friends who remain fiercely loyal, the Bay Area teams that he followed, and the many thousands of students who he taught. All are sad that he was taken too soon, but happy to have been lucky enough to have known him.

To honor John, his colleagues established the John Nogue Scholarship for Nursing Students.

If you would like to make a contribution in his memory, please send it to:

The John Nogue Scholarship
Solano College Scholarship Foundation
P. O. Box 2208
Fairfield, CA 94533

Board President Thurston dedicated this meeting to the honor and memory of Mr. John Nogue.

10. REPORTS (NO ACTION REQUIRED)

(a) Associated Students of Solano College (ASSC)

Jacob Hinkle reported that ASSC has created a summer committee to prepare for the next group of students in the upcoming academic year.

(b) Academic Senate

Michael Wyly stated the Academic Senate is in summer break and will not meet again until August. During the summer months, Professor Wyly continues to work on academic senate, and focus on various other projects in curriculum and accreditation.

(c) College Governance Council

There was no report for College Governance Council.

(d) Superintendent-President

Superintendent-President has some good news: the library project is back on the list. It's not final but we are quite certain that Solano College will receive funds for the new library. Wanted to commend staff and faculty, especially Michael Wyly, for all their efforts.

Another bit of good news: We're watching enrollments closely and one of the things we have found is that our percentage of courses that are more than 90% full this summer has gone to 31.78%, compared to 25.57% last summer.

On June 16th, Dr. Esposito-Noy attended an inmate education meeting at the State Chancellor's Office. Solano College, to the credit of Dr. Shirley Lewis and others, is one of the first community colleges to offer face-to-face instruction in a California prison facility. This meeting was to discuss some of the challenges that community colleges face when providing services to inmates. There is now interest by the CSU system, especially from Sacramento State and Stanislaus State, who would like to partner with us to provide a bachelor degree in California State Prison Solano, and they would like for us to provide the first 2 years of instruction.

The National Center for Health Statistics (NCHS) have asked if they can be located on our campus for a period of time this fall as they conduct a major study of the health of persons living in the United States. NCHS will be paying for use of our facilities and will employ local companies for plumbing, technology, gas, etc. They will not only be renting space from the College, but will also provide the community with business. This will generate income, bring community members on campus, and allow the community and students to be part of the survey and better understand what the CDC does.

The first draft of the self-study has been completed and copies distributed to the Trustees for review. Dr. Esposito-Noy commended Dr. Saki Cabrera, Professor Melissa Pegg, and VP David Williams on their efforts.

11. CONSENT AGENDA – ACTION ITEMS

Human Resources

- (a) Employment 2016-2017 and 2017-2018, Page 7

Finance and Administration

- (b) Warrants, Page 14
- (c) Personal Services Agreements, Page 16
- (d) Notice of Completion for Construction Services for Vacaville Center Truss Repair Project, Page 18
- (e) Notice of Completion for Construction Services for the Building 1200 Storage Systems and Accessories Project, Page 20
- (f) Donations, Page 22

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

12. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

13. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Human Resources

- (a) Resignation to Retire, Page 23

Dr. Shirley Lewis gave the following comments on the retirement of Judie Burtenshaw:

It gives me great pleasure to pay tribute to Ms. Judie Burtenshaw this evening in light of her pending retirement after more than 20 years of service to the students of Solano Community College.

I have had the privilege of knowing Judie for over 10 years as my employee and colleague in Student Services. As I reflect on her contributions to our school and community, I can honestly say that she deserves our esteem and admiration.

Ms. Burtenshaw is a shining example of a former Solano Community College student who has achieved much in her successful career. Judie grew up in Vallejo, CA and is a product of Vallejo High School. After attending Solano College, she went on to receive her bachelor's degree at CSU Sacramento, graduating summa cum laude.

Beginning in 1986, Judie taught computer classes at the Vacaville Adult School for 28 years. In September 1996, Judie's employment at the college began when she was hired, on a short-term, temporary basis, to be the computer lab technician for the Vallejo Center, when it was housed at the JFK Library. In May 1997, she became a regular college employee.

At Solano, Judie has served in various capacities, including:

- Administrative Assistant I for the Children's Program (now called the Early Learning Center) – where she set up the program's first database allowing the college to upload data to the State
- Administrative Assistant III– she was split 50/50 between the Fine and Applied Arts Division and the Humanities Division

In December 2007, I hired Judie to serve as the Administrative Assistant III in the Student Development Office, which, at that time, was temporarily located in the 1106 Portable.

In April 2008, Judie and I moved into the beautifully renovated and newly furnished 1400 Building. Because of her outstanding computer skills, we were able to re-do and polish up all of the administrative forms; handbooks for ASSC student government and student organizations. She also upgraded the look and format of the ASSC Newsletter, which was then published on a weekly basis. During the five years that she was in that position, she was instrumental in helping to plan and execute several annual events including Martin Luther King, Jr. Living the Dream event; Cinco de Mayo; Asian American culture days; Excellence in Academic Achievement Ceremony; innumerable ASSC and student club activities; and of course, Graduation. In early 2009, my position as Director of Student Development was upgraded to Dean of Student Development and Outreach, at which time Judie was also involved with high school and community outreach activities. I believe we did good work together because our enrollment in 2009-10 was at an all-time high.

Our work together was supposed to end in 2010, when I left the Fairfield campus to serve as the Dean of the Vacaville Center and Travis AFB. However, because I continued to teach the Political Science 50 Student Leadership class and work with Judie, for another year, helping to advise student government.

In July 2013, I was appointed the Chief Student Services Officer, and as an incentive to my taking the job, I was offered the opportunity to have Judie serve as my Administrative Assistant which

she did for two years. I am particularly proud of her work in helping to publish a Student Handbook outlining student rights and responsibilities; developing a database to track student discipline and student complaints; and working with me on accreditation reports and the 2013-2015 Student Equity Plan.

In 2015, Judie continued working as the Admin to the Vice President of Student Services; moved on to work with the SCC Educational Foundation; served briefly at the Vallejo Center, and most recently, she has worked under Vice President Ligioso.

Active in campus affairs, Judie has served as a member of the Sustainability Committee; advisor to the Swing Dance Club and the Campus Cat Club; and filled in for me as an advisor with the Phi Theta Kappa Honor Society.

Judie can be proud of the thousands of students she has served in a personal and professional way at Solano Community College. On behalf of myself and the college, we thank her for her many years of loyal service. We wish Judie good health, spiritual wealth, and all the time in the world to pursue her interests and hobbies.

As you leave Solano Community College, please know, Judie that you take with you our heartfelt gratitude and warm appreciation.

Vice President Yulian Ligioso provided the following comments on the retirement of Hai-Yen Scoccia:

With Hai-Yen's retirement after over 37 years of service, Solano College is losing one of its most dedicated, caring, and compassionate employees. Hai-Yen started at the College in 1980 as an Account Clerk I in Accounts Receivable, then moved to Account Clerk II-Payroll Technician, Payroll Coordinator, and now is the Payroll Analyst Lead.

For 31 years, she has diligently worked to make sure all employees, staff, faculty, and students receive their monthly paychecks in a timely and accurate manner. She consistently works late and comes in early in order to get the job done.

Some of the comments received college-wide note that Hai-Yen is kindhearted and humble; will stop what she's doing to answer questions; is a multitasker, team player, problem solver, detailed oriented, and organized.

Her exceptional diligence was recognized when she was the first recipient of the Presidential Recognition Award in 2009 for going over and beyond the call of duty. Her attitude toward the College was one of selflessness and loyalty.

On behalf of Solano College, we wish her all the best, and hope she has a peaceful time with family and friends. Thank you for the 37 ½ years of service. It is with a heavy heart that VP Ligioso asks the Board to accept Hai-Yen Scoccia's retirement.

It was moved by Trustee Young and seconded by Trustee Chapman to approve the Resignation to Retire as presented. The motion was passed unanimously.

Finance and Administration

- (b) Resolution No. 17/17-25 Designation and Disposal/Disposition of District Surplus Equipment and Property, Page 24

It was moved by Trustee Honeychurch and seconded by Trustee Voyce to approve Resolution No. 16/17-25 Designation and Disposal/Disposition of District Surplus Equipment and Property as presented. The motion passed unanimously with the following roll call vote:

AYES: President Thurston, Trustee Chapman, Trustee Honeychurch, Trustee Keith, Trustee Martin, Trustee Voyce and Trustee Young

NOES:

ABSTAIN:

It was moved by Trustee Chapman and seconded by Trustee Honeychurch to approve Items 13.(c) through 13.(m) in one motion. The motion passed unanimously.

- (c) Tentative District General Fund Budgets and Proposed Time and Place for the Public Hearing and Adoption of the Official District Budgets for 2017-2018, Page 27
- (d) Ratification of Contract with Pacific Gas and Electric Company for Electric Service Facilities for Vallejo Autotechnology Building Project, Page 29
- (e) Funding Agreement with Solano Transportation Authority for the Fairfield Campus Entry Sidewalk Project, Page 31
- (f) Contract Amendment #1 to Visions Management for Professional Services for Performing Arts Building Swing Space Project and Program Management, Page 33
- (g) Contract Amendment #2 with Ninyo & Moore for the Automotive Technology Building Project, Page 35
- (h) Contract Award to KD Specialty Contractors Inc. for Construction Services for the Building 1200 Marker Boards Project, Page 37
- (i) Contract Award to Ninyo & Moore for Special Inspection and Testing Services for the Vacaville Center Intersection Improvements Project and the Fairfield Campus Entry Sidewalk Project, Page 39

- (j) Gas Easement and Electric Easements to Pacific Gas and Electric for Vallejo Automotive Technology Building Project, Page 41
- (k) Ratification of Contract with Pacific Gas and Electric Company for Electric Service Facilities for Vacaville Center Intersection Improvements Project, Page 43
- (l) Contract Change Order #1 to Arthulia Inc. for the Costume Workshop Project, Page 45
- (m) Contract Change Order #1 to Bell Products, Inc. for the Vallejo Center HVAC Replacement Project, Page 48
- (n) Renewal of Memorandum of Understanding (MOU) Agreement with Solano County Sheriff's Office for General Law Enforcement and Security Services, Page 52

It was moved by Trustee Chapman and seconded by Trustee Martin to approve the Renewal of Memorandum of Understanding (MOU) Agreement with Solano County Sheriff's Office for General Law Enforcement and Security Services as presented. The motion was passed with 1 no from Trustee Voyce.

It was moved by Trustee Chapman and seconded by Trustee Honeychurch to approve Items 13.(o) through 13.(v) in one motion. The motion passed unanimously.

- (o) Contract Award to Strata Information Group (SIG) for Oracle 12C and Luminis Consulting Services, Page 64

Academic Affairs

- (p) Revisions to the General Education Learning Outcomes (GELO) and Institutional Learning Outcomes (ILO) of Solano Community College, Page 67
- (q) Personal Services Contract for Community Education Vistas (Renewal), Page 71
- (r) Request for Approval of Curriculum Items as Submitted by the Curriculum Committee, A Subcommittee of the Academic Senate, Page 72
- (s) The Bay Area Community College Consortium Strong Workforce Program Regional Fund Master Agreement Between Cabrillo Community College and Solano Community College (New), Page 75
- (t) Renewal of Interagency Agreement Between Solano Community College and the Foundation for California Community Colleges, Page 96

Student Services

- (u) Second Amendment to the Software Subscription and Hosted Services Agreement Between Innovative Interfaces, Napa Valley College, Solano Community College, and the County of Napa Library System, Page 110
- (v) Student Health Services Contract Between the County of Solano and the Solano Community College District, Page 114

14. INFORMATION ITEMS – NO ACTION REQUIRED

15. ANNOUNCEMENTS

16. ITEMS FROM THE BOARD

Trustee Young attended and/or participated in the following:

July 9: Vallejo Education and Business Alliance Meeting in the Topp Room at California State University Maritime Academy

July 14: Superintendent-President Evaluation Board AdHoc Committee meeting

July 14: African American Family Reunion Committee (Vallejo Juneteenth Planning Committee) meeting

July 16: SCCD Board Retreat in the Denis Honeychurch Board Room, Fairfield Campus

July 17: Vallejo 29th Annual Juneteenth Celebration at City Park in Vallejo. I was the vice president of the committee that planned this festive event. Solano Community College was one of the Education Vendors at this annual event.

Trustee Voyce attended and/or participated in the following:

June 7th: Attended Measure Q Steering Committee at Solano Community College

June 9th: Attended Rodriguez High School Graduation

June 10th: Attended and help sponsor Solano County UpBay Pride Jewel Box Jam Gala

June 11th: Attended and spoke at Solano County UpBay Pride

June 20th: Attended Suisun City Planning Commission Meeting

17. CLOSED SESSION (CONTINUED IF NECESSARY)

18. RECONVENE REGULAR MEETING (IF NECESSARY)

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

20. ADJOURNMENT

Moved by Trustee Honeychurch and seconded by Trustee Voyce to adjourn the meeting. There being no further business to come before the board, the meeting was adjourned at 8:15 p.m.