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SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UPADOPTED MINUTES
December 19, 2012

A reception was held prior to the meeting welcoming and congratulating newly elected Trustees Monica Brown, (Area 5); Michael A. Martin, (Area 7); and continuing Trustee Rosemary Thurston (Area 3) to the Solano Community College District Governing Board.

Board President Thurston dedicated the December 19, 2012, Governing Board meeting to the 20 children and six adult staff members at Sandy Hook Elementary School in Newtown, Connecticut, who were massacred on December 14, 2012. A moment of silence was held in their memory.

1. CALL TO ORDER

A meeting of the Solano Community College District Governing Board was called to order at 7:00 p.m., on Wednesday, December 19, 2012, in the Administration Building, Room 626, at 4000 Suisun Valley Road, Fairfield, California 94534, by Board President Rosemary Thurston.

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

At the request of Board President Thurston, Judge Cynda Unger led those present in the pledge of allegiance to the flag of the United States of America.

3. ADMINISTRATION OF OATH OF OFFICE TO NEW AND RETURNING GOVERNING BOARD MEMBERS: MONICA BROWN, MICHAEL A. MARTIN, AND ROSEMARY THURSTON

Dr. Jowel Laguerre, Superintendent-President, introduced the Honorable Cynda Unger, Presiding Judge, Superior Court of the State of California, County of Solano, who administered the oath of office to newly elected Trustee Monica Brown.

Dr. Laguerre introduced the Honorable Don Saylor, Yolo County Supervisor, District 2, Woodland, California, who administered the oath of office to newly elected Trustee Michael A. Martin.

Dr. Laguerre introduced the Honorable Linda J. Seifert, Chair of the Board of Supervisors, District 2, Fairfield, California, who administered the oath of office to re-elected Trustee Rosemary Thurston.

With the authority granted by the Constitution of the State of California, the Honorable Judge Unger, the Honorable Supervisor Saylor, and the Honorable Supervisor Seifert proclaimed the trustees duly appointed and installed to assume the duties as trustees of the Solano Community College District Governing Board. The inductees were honored with a round of applause.

Trustee Brown thanked her two children, Seth and Alicia, and her friends that came to witness her taking the oath of office and for their support during her campaign. Trustee Brown affirmed

she will take her responsibility as seriously as everything else she undertakes in life and will do the very best job she can.

Trustee Martin thanked his family, wife Lynn and son Colin, for their support during his campaign and especially when he served on the Winters City Council, stating they are his strength. He thanked Mayor Cecilia Aguiar-Curry and Supervisor Saylor and members from the city council for coming out to witness his taking the oath of office and promised the people of Solano County and the city of Winters that he will do the best job possible. Trustee Martin expressed his humility for the trust extended to him.

Board President Thurston thanked her supporters in her recent campaign, members of the Governing Board, Supervisor Seifert for swearing her into office, and welcomed the new trustees to the Governing Board, stating how much she is looking forward to working with them as together they work to make Solano Community College the best it can be.

Board President Thurston stated how encouraged she is by the results of the last election with the passing of Proposition 30; heartened that we may be turning the corner as the people in the state of California recognize the need to spend money on education. We can't be a world leader if we don't have well educated people, in all areas of education, and especially in the field of technology. She thanked the public for their faith in Solano College and allowing the Board to move forward with new buildings and programs.

There was applause from those present in the audience.

4. ROLL CALL

Members Present:

Rosemary Thurston, President
Sarah E. Chapman, Vice President
Monica Brown
Denis Honeychurch, J.D.
Pam Keith
Michael A. Martin
A. Marie Young
Kayla Salazar, Student Trustee
Jowel C. Laguerre, Ph.D., Secretary

Members Absent:

None

Others Present:

Charo Albarrán, Interim Director, Human Resources
Yulian Ligioso, Vice President, Finance and Administration
J. Arturo Reyes, Executive Vice President, Academic and Student Affairs
Judy Spencer, Executive Coordinator, Superintendent-President and Governing Board

5. APPROVAL OF AGENDA

Moved by Trustee Young and seconded by Trustee Keith to approve the Agenda as presented. The motion carried unanimously.

6. ANNUAL ORGANIZATIONAL MEETING OF THE GOVERNING BOARD

(a) Election of Governing Board Officers for the 2012-2013 Year – President, Vice President, and Appointment of Secretary

Trustee Young moved to nominate Trustee Chapman for President of the Board. Trustee Honeychurch seconded the nomination. Trustee Chapman was elected President by acclamation.

Trustee Young moved to nominate Trustee Keith for Vice President of the Board. Trustee Honeychurch seconded the nomination. Trustee Keith was elected Vice President by acclamation.

Moved by Trustee Honeychurch and seconded by Trustee Young to appoint Dr. Jowel Laguerre as Secretary of the Board for 2012-2013. The motion to appoint Dr. Jowel Laguerre as Secretary carried unanimously.

(b) Establishment of Dates, Times, and Locations of Governing Board Meetings

The Trustees discussed the start time of 6:30 p.m. for meetings as opposed to reverting back to the past practice of starting at 7 p.m.

Moved by Trustee Honeychurch and seconded by Trustee Brown to approve the calendar schedule for meeting dates, times, and locations of Solano Community College District Governing Board meetings for 2013, beginning at 7 p.m. The motion failed with a three to four vote.

Moved by Trustee Chapman and seconded by Trustee Young to approve the calendar schedule for meeting dates, times, and locations of Solano Community College District Governing Board meetings for 2013 as presented, beginning at 6:30 p.m. The motion passed with a four to three vote.

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

Moved by Trustee Young and seconded by Trustee Keith to appoint Trustee Chapman as the Solano Community College District Governing Board's representative to the Solano County School Boards Association for 2012-2013. The motion carried unanimously.

Board President Chapman thanked her colleagues for the honor they bestowed upon her for the 2013 academic year. President Chapman welcomed Trustees Brown and Martin to the Board and stated how much she is looking forward to working with them, being true stewards of their responsibilities as trustees.

7. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President recognized Ms. Tony Murray who requested to comment on the *Mind the Gap* CD.

Ms. Murray stated that the recent shooting in Connecticut made announcing the kick off for the *Mind the Gap* CD futile in comparison and emotionally shared poetic expressions from To Kill a Mockingbird, entitled, “Sin Two Kill.”

8. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

There was no report from the ASSC.

(b) Academic Senate

There was no report from the Academic Senate.

(c) Shared Governance Council

Dr. Jerry Kea, Dean of the Vallejo Center, welcomed the new Trustees to the Board and stated he is looking forward to their leadership.

Dr. Kea reported that the Shared Governance Council met on December 12, 2012, and discussed the following topics:

--Use of electronic devices. The SGC held discussion regarding greening the council surrounding taking notes and being able to respond to emergency situations via electronic devices. The issues related to inappropriate usage of technology.

--Facilities Master Plan Project. Mr. Rob Barthelman gave an update on the FMP in progress. Questions surrounded around the Measure G projects that are incomplete. Priorities in the existing FMP are not prioritized in order of what will be completed first, but rather by needs to be accomplished. The Bond Project manager will assist in identifying the needs to a deeper level.

--Nursing/Dean Position. A strategic plan will be developed for the Allied Health program with proposals to expand the jobs. An approved position came from recommendation because of additional responsibilities. The position will be for one year.

--Institutional Research Reorganization was approved by the Council with recommendation to move forward as soon as possible. The reorganization changes the current Director position to a full Dean.

--Human Resources Staffing. The Council felt salaries should remain the same. The Council asked for numbers and the effect of future hiring relative to the 50% law and wants to see data from ACCA. This item will be discussed again at a future meeting.

--Positions in Finance and Administration. New job descriptions for positions within the reorganization for IT were reviewed. Implementing the reorganization could save about \$20K. The Council moved to approve and move forward as soon as possible.

--Future of SGC. The benefits were outlined in merging FaBPAC and SGC together because of membership overlaps and issues. Discussions are to continue.

--Board Procedure 3310 was reviewed and will return for further discussion.

(d) Superintendent

Dr. Jowel Laguerre announced that Executive Vice President Arturo Reyes was recently selected to serve as Superintendent-President at Mendocino Lake College, effective January 7, 2013. We at Solano College are excited for Mr. Reyes as it speaks well for him being well prepared to assume this new responsibility. On behalf of the Board, Dr. Laguerre thanked EVP Reyes for his leadership and wished him well in this new endeavor. There will be a reception to say good bye to Arturo and wish him well tomorrow, December 20, at 2 p.m., in the Board Room.

- ***Accreditation Update – Standard I***

Dr. Laguerre reported that the ACCJC gave the District nine recommendations to work on, and as we endeavor to work on each recommendation, the first was to change our Mission Statement (Standard 1). A committee worked on the new language which was vetted throughout the Institution with many renderings considered. This item is being presented to the Board for approval tonight. Following approval, the District will be reviewing our Strategic Plan and in particular the statement that reflects the components the state wants us to focus on, i.e., Career Technical Education (CTE), Transfer, and Basic Skills.

Dr. Laguerre advised that the Board will continue to get updates on the progress we are making on each recommendation at future Board meetings. In terms of the recent Team Visit, the Commission will review the recommendations of the Team in January 2013 and will report on the status of our accreditation in early February.

- ***Prop 30 Update***

Yulian Ligioso, Vice President, Finance and Administration, presented a budget update based on the passage of Proposition 30, which averted an apportionment revenue loss of \$2.8M. Vice President Ligioso presented a shared spending plan for the next two years, which includes adding more class offerings, hiring new personnel (faculty and staff) and the costs associated with a reorganization of Academic Affairs, Research and Planning, and Information Technology. Revenue and expense assumptions were presented reflected in the adopted 2012-13 budget, and estimated budgets for 2013-14 and 2014-15.

Vice President Ligioso thanked the College and public for their support of Proposition 30. Dr. Laguerre commented that we are now in a position of strength within our organization. We can now look forward to better days ahead, especially with the savings we will realize in the coming year. The goal now should be to increase our reserves.

A full and complete copy of the PowerPoint presentation is available for review in the Office of the Superintendent-President and Office of the Vice President of Finance and Administration.

9. CONSENT AGENDA – ACTION ITEMS

All matters listed under the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one motion. There will be no discussion on these items prior to the time the Board votes on the motion unless members of the Board, staff or the public request specific items to be discussed and/or removed from the Consent Agenda. Time will be provided before the vote for clarification questions on any item under the Consent Agenda. Clarification questions may be asked without removing an item from the Consent Agenda.

Superintendent-President

- (a) Minutes for the Meeting of December 5, 2012, will be approved at a future meeting.

Human Resources

- (b) Employment – 2012-2013; Resignation

Finance and Administration

- (c) Warrant Listings
(d) Professional Services Agreements
(e) Renewal Agreement with Vavrinek, Trine, Day & Co., LLP for District Audit Services

Academic and Student Affairs

- (f) Renewal of Memorandum of Understanding Between Solano Community College District and Solano County Office of Education
(g) Request for Approval of Curriculum Actions as Submitted by the Curriculum Committee, a Subcommittee of the Academic Senate
(h) Renewal of Memorandum of Understanding Between Bay Area Clean Water Agencies and Solano Community College District

Moved by Vice President Keith and seconded by Trustee Thurston to approve the Consent Agenda as presented. The motion carried unanimously.

10. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

11. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent-President

(a) Second Reading – District Mission, Policy No. 1003 – Revised

Dr. Jowel Laguerre, Superintendent-President, presented the second reading of revised Policy No. 1003, District Mission. This policy has been reviewed by the Board Policies and Procedures Adhoc Subcommittee, and by representatives from the campus community, including Academic Senate, Shared Governance Council, and the Superintendent-President's Cabinet.

Moved by Trustee Thurston and seconded by Trustee Young to approve revised Policy No. 1003, District Mission. The motion carried unanimously.

Finance and Administration

(b) Change Order No. 02 to Gradetech, Inc., Vallejo Center Parking Lot Expansion Project

Dr. Jowel Laguerre, Superintendent-President, presented Change Order No. 02 to Gradetech, Inc., Vallejo Center parking lot expansion project. This change order includes four proposed change orders for various construction issues impacting contract costs. The change order cost amounts to \$11,941.71. Mr. Lester Young, Kitchell CEM, reported that two changes were owner requested; one was an agency requirement, and the fourth an error and omission by the architect.

Moved by Vice President Keith and seconded by Trustee Young to approve Change Order No. 02 to Gradetech, Inc., for the Vallejo Center parking lot expansion project amounting to \$11,941.71. The motion passed with a six to one vote. Trustee Brown voted no.

12. INFORMATION ITEMS – NO ACTION REQUIRED

(a) CCFS-311Q Financial Report, First Quarter, FY 2012-2013

Yulian Ligioso, Vice President Finance and Administration, presented the CCFS-311Q financial report for the first quarter of the fiscal year 2012-2013. AB 2910, Chapter 1486, Status of 1986, requires California community college districts to report quarterly on their financial condition. Mr. Ligioso stated that this report helps the state assess where the community colleges are financially statewide.

(b) 2012-2013 Goals and Accomplishments Update for Solano Community College District Board of Trustees

The Solano Community College District Governing Board and Chief Executive Officer developed their 2012-2013 goals at their Board Retreat held April 18, 2012. Dr. Jowel Laguerre, Superintendent-President, gave an update on the Governing Board of Trustees goals and accomplishments thus far for 2013, and noted they are making good progress in accomplishing their goals.

13. ANNOUNCEMENTS

Dr. Jowel Laguerre announced there will be a special-called Board Meeting on January 23, 2013, 6:30 p.m., for the Board to learn about Measure Q. This meeting will cover the legal and financial ramifications of the Bond.

The Board Retreat will be held on January 30, facilitated by Dr. Pam Fisher. Dr. Fisher has been very instrumental in the past in helping the Board to become effective and cohesive.

14. ITEMS FROM THE BOARD

Trustee Young reported that that she attended the following community events:

December 2012

06 – Vallejo Education and Business Alliance Meeting at Vallejo Center.

07 – Congressman Miller’s Retirement Celebration for Kathy Hoffman that was held at the Classic Car Museum in Vallejo.

09 – Thank you celebration for Supervisor-Elect Erin Hanningan.

10 – Solano County School Boards’ Association dinner meeting that was held at Vacaville Unified School District building. The evening’s presentation was a Biotechnology Forum with the theme: “*Solano County’s Movers and Shakers in Biotechnology Education.*” The panelists were Professor Jim DeKloe, Biology, SCC; Denneal Jamison-McClung, Associate Director, U.C. Davis Biotechnology Program; and Janet Harden, Assistant Superintendent of Human Resources and Workforce Development for the Solano County Office of Education.

11 – 2013 Vallejo Juneteenth Planning Committee meeting.

15 – North Vallejo Senior Citizens Holiday Brunch which was held at the North Vallejo Community Center and was chaired by Mrs. Betty Frank, past member of SCCD Citizen’s Bond Oversight Committee representing senior citizens.

17 – Willie B. Adkins Scholars Project Winter Conference, which was held at Jesse Bethel High School, Vallejo City Unified School District.

12, 17 and 18 - Volunteer tutor of mathematics to student athletes in an after-school Science, Technology, Engineering (STEM) tutoring program at Vallejo High School.

Vice President Keith announced that she would be having surgery next month and will not be at the January Board meetings.

Trustee Martin announced that he will be updating the Board on what is going on in District 7 relative to fundraisers and events when information becomes available.

Trustee Honeychurch announced that he, along with Trustees Thurston and Young, attended the Solano County School Boards’ Association dinner meeting on December 10 which was well attended and a positive experience.

Trustee Thurston reported that in the interest of time would have her activities recorded in the minutes.

Trustee Thurston reported that she attended the following College and community events:

December 2012

- 07 – Vallejo Education and Business Alliance Meeting at the Vallejo Center.
- 07 – Holiday Campaign Celebration sponsored by the Napa-Solano Central Labor Council in Fairfield.
- 07 – Congressman Miller’s Retirement Celebration for Kathy Hoffman, Sr. Field Rep., held at the Classic Car Museum in Vallejo.
- 09 – Thank you celebration for newly elected Supervisor Erin Hannigan.
- 09 – Attended Congressman Mike Thompson’s Holiday Gala in St. Helena.
- 10 – Solano County School Boards’ Association annual dinner meeting held in Vacaville. Trustee Thurston stated how impressed she was with Professor DeKloe’s presentation.
- 11 – Attended the Solano County Board of Supervisor’s meeting to present a certificate of appreciation to Supervisor Barbara Kondylis for her contributions and support for Fighting Back Partnership of Vallejo. Supervisor Kondylis is retiring after 20 years of service on the Board of Supervisors and is to be commended for her service especially to youth and families and the environment. Trustee Thurston serves as President of Fighting Back Partnership.
- 11 – 2013 Vallejo Juneteenth Planning Committee meeting.
- 12 – Vallejo Convention and Visitor’s Bureau holiday celebration at their waterfront office.
- 15 – North Vallejo Senior Citizens Holiday Brunch held at the Community Center and chaired by Mrs. Betty Frank.

Board President Chapman expressed sincere appreciation to former Board President Thurston for a job well done. There was applause from the Board and those present in the audience.

The SCCD Board Adhoc Subcommittees were reviewed and participants were identified for 2013 as follows:

- **Board Self-Evaluation Adhoc Subcommittee**
Chair Keith, Trustee Thurston, and Trustee Young
- **Citizens’ Bond Oversight Committee (CBOC)**
Chair Thurston, Trustee Honeychurch, and Trustee Young
- **Accreditation Leadership Adhoc Subcommittee**
Chair Young, President Chapman, and Trustee Martin
- **Building 600 Subcommittee**
Chair Honeychurch, Trustee Keith, and Trustee Brown
- **Solano County School Boards Association (elected 12/19/13 organizational meeting)**
President Chapman
- **Audit Subcommittee**
Chair Young, President Chapman, and Trustee Thurston

- **Vacaville City Schools Select Committee**
Chair Chapman and Trustee Martin (rotate as needed)
- **Vallejo Education and Business Alliance (VEBA)**
Trustee Thurston and Trustee Young
- **Policies and Procedures Adhoc Subcommittee**
Chair Thurston, Vice President Keith, and Trustee Young
- **CCCT Board of Directors Subcommittee – (Meets in January to nominate in January if someone from the SCCD Board is running and prepares a ballot for a vote from the SCCD in March 2013).**
Chair Honeychurch and President Chapman

15. CLOSED SESSION

There was no Closed Session.

18. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:55 p.m.

JCL:js

BOARD MINUTES.12.19.12.FINAL

SARAH E. CHAPMAN
BOARD PRESIDENT

APPROVED _____
JOWEL C. LAGUERRE, Ph.D.
SECRETARY

SCCD Board minutes are summarized per SCCD Board Policy 1045 and 1046. To listen to the full deliberation of the Board, please contact the Office of the Superintendent-President within thirty (30) days.

From: Judy Spencer
Sent: Wednesday, January 16, 2013 11:05 AM
To: \$ALL
Subject: New Mission Statement

At the request of Dr. Jowel Laguerre, Superintendent-President, please remember to change the Mission Statement on all documentation and email signatures where it appears on work that you do for the College. Thank you.

Solano Community College's mission is to educate a culturally and academically diverse student population drawn from our local communities and beyond. We are committed to helping our students achieve their educational, professional, and personal goals centered in basic skills education, workforce development and training, and transfer-level education. The College accomplishes this three-fold mission through its dedicated teaching, innovative programs, broad curricula, and services that are responsive to the complex needs of all students.

Judy Spencer

Executive Coordinator

Superintendent-President and Governing Board

SOLANO COMMUNITY COLLEGE

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SCC Mission: Solano Community College's mission is to educate a culturally and academically diverse student population drawn from our local communities and beyond. We are committed to helping our students achieve their educational, professional, and personal goals centered in basic skills education, workforce development and training, and transfer-level education. The College accomplishes this three-fold mission through its dedicated teaching, innovative programs, broad curricula, and services that are responsive to the complex needs of all students.

SCC Vision: Solano Community College will be a recognized leader in educational excellence – transforming students' lives.

SOLANO COMMUNITY COLLEGE DISTRICT**DISTRICT MISSION****1003****POLICY:** Mission Statement –

Solano Community College's mission is to educate a culturally and academically diverse student population drawn from our local communities and beyond. We are committed to helping our students achieve their educational, professional, and personal goals centered in basic skills education, workforce development and training, and transfer-level education. The College accomplishes this three-fold mission through its dedicated teaching, innovative programs, broad curricula, and services that are responsive to the complex needs of all students.

The mission shall be evaluated and revised on a regular basis.

BP 1003**REFERENCES/
AUTHORITY:**

WASC/ACCJC Standard One

ADOPTED:

Revised:

June 6, 2007
March 17, 2010
December 19, 2012