Index of Evidence for Recommendation 9: Develop a Code of Ethics

SolanoCommunityCollegeCode of Ethics

Solano Community Collegeprepares a diverse student population to participate successfully in today's local and global communities. To accomplish this, we are committed to sustaining a positive, healthy and respectful environment. The Code of Ethics serves to articulate values, characteristics, and expectations that <u>everyone</u> is expected to embody and promote: They include:

Integrity

✓ Consistently act with honesty; avoid actual and perceived conflicts of interest between personal and professional relationships; respect differences of opinion; resolve conflicts in a professional ethical manner.

Accountability

✓ Be responsible for decisions and actions. Exercise good stewardship of human and material resources. Model desired outcomes, participate, and be solution focused.

✓ Comply with the Federal, State and Local regulations, policies and procedures, inclusive of those of Solano Community College, and Governing Board of Trustees. Meet deadlines, attend meetings, complete reports, and maintain working knowledge of current regulations, policies, and procedures.

Professional Standards of Conduct

✓ **Civility**. Refrain from inappropriate language (no profanity) and unprofessional behavior. Be mindful of the tone used, personal space, touch and communication through body language.

✓ **Confidentiality**. Refrain from disclosing information acquired in the course of one's work, whether directly or indirectly, unless bound by law.

✓ **Appropriate Use of Social Media**. Refrain from accepting personal social network invitations; use approved professional and Solano Community College social network resources.

✓ **Inclusiveness.**Treat everyone with dignity; respect the opinions, values, and traditions of others; and create a strength-based environment. Be approachable and open to constructive feedback.

✓ **Excellence.**Work productively, efficiently, and collaboratively and being consistently focused on solutions. Set high attainable expectations.

✓ **Student Awareness**. Increase awareness of how one's actions (or inactions) impact current and future students.

Knowledge, Skills and Abilities

✓ **Increase K,S,As**. Consistently broaden **k**nowledge, **s**kills, and one's **a**bilities to effectively serve current populations. Consider future trends. Participate in trainings and conferences and implement best practices.

✓ **Collaborate**. Capitalize on existing resources; share resources and ideas; match skill set to demands; focus on solutions.

✓ **Actively listen**. Validly understand a person's intention based on what they feel and say. Refrain from making assumptions based on non-verbal communication. Ask probing questions to clarify a situation or problem.

<u>SOLANO COLLEGE</u>:
CODE OF PROFESSIONAL CONDUCT
[Committee Approved Draft, August 27, 2012; College Critique absorbed Sept. 5]
_____

All members of the Solano College community are committed to conduct their activities in a manner that is professional, civil, and ethical. The following are essential elements of each these principles:

PROFESSIONALITY

- Professionals are motivated by a sense of responsibility for the perfection of their respective work.   Ideally their work is their calling. Their performances are essentially self governing and require minimal supervision.

- Their written and spoken expression is exemplary of a literary skill that is clear, concise, critical, and often inspiring. In this latter regard, professionals are also leaders.

- Professionals are constantly as self-critical as they are modest in their accomplishments. Their temperament is guided by a spirit of inquiry and curiosity.

- Professionals are experts in their fields, and expressions of their knowledge should never be suffocated by the weight of sterile bureaucratic formalisms and other banalities.

- All College members must be knowledgeable of their respective Contract Agreements and of various policy mandates, College and State.

- Beyond individual work, each member of the College community recognizes a responsibility for the well-being of the College itself; each is an equal share-holder in the integrity of the whole academic institution.

- It is essential to recognize that the spirit of professionality extends equally to all members of the campus, from students and faculty to administrators and staff. We are all wedded together--science, liberal arts, fine arts, technical arts, human performance education, and students services-- in pursuit of a single ideal: The acquisition of knowledge.

- Specific habits of professionality include the meeting of deadlines, punctual attendance at meetings, and thorough preparation for all project commitments. Serving the College, whether in the form of committee work or otherwise, is an obligation of each.

CIVILITY

- Civility is the essence of good citizenship wherein individuals treat one another <u>politely</u>-- as equal human beings each deserving of dignity and respect in their dedication to a common cause.

- The practice of civility implies a conduct in language and action that is centered on reason, not emotion or ego. Accordingly, civil discourse and conduct at Solano College represent the very antithesis of the urge for "empowerment" of either individuals or groups.

- Debate, the very hallmark of any academic institution, is always understood as a constructive confrontation of ideas and issues, not personalities and agendas; the spirit of civility aims not at simply winning arguments, but in winning the truth of the matter.   The virtue of civility extends to each and every member of the College Community, from student to Superintendent

ETHICALITY

Several ethical ideas arise in the consideration of professional conduct:

- <u>Academic freedom</u>, the time honored principle that demands freedom to pursue the truth as each one sees fit, is at the heart of any academic enterprise.

- <u>Acting on</u> <u>principle,</u> and not self interest, also distinguishes the professional from the mere self-interested partisan or ideologue.

- "Transparency," or simple open <u>honesty</u>, is forever a cardinal virtue in the conduct of collegial affairs; and each of us must be prepared to see through all deceitful transparencies and all other subterfuges.

- Professionalism recognizes that <u>due process</u>, the great legal principle, must govern all professional conflicts and impeachments.

- The College's commitment to the conservation of natural resources reflects the <u>wisdom</u> that there are <u>limits</u> in Nature that must not be ignored.

- It has been argued that the one virtue that makes possible all other virtues is <u>justice</u>, the virtue by which each individual minds his own legitimate business, and only judges others according to each one's rightful due. Equity, the requirement of treating similar things similarly, is embedded in the concept of justice. All Solano College members embrace, at a minimum, this concept of justice.

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Solano Community College
Shared Governance Council
January 23, 2013
Meeting Minutes

In attendance: Kevin Anderson, Karen McCord, Debbie Luttrell-Williams, Jeff Lehfeldt, Susanna Gunther, Jerry Kea, Karen McCord, Maire Morinec, Diane White, Charo Albarrán, Annette Dambrosio, Erin Vines, and Yulian Ligioso

Unable to attend: Leah Ferrell and Kayla Salazar.

1. Meeting called to order at 2:17; Minutes: Item number 4 of the minutes should read "position must be an RN and approved BRN for the Nursing Dean. " Item 5 of the minutes. Add the motion of what was said. Minutes were corrected to reflect the full motion to approve the position of Dean of Research, Planning and Enrollment Management (later changed to Institutional Effectiveness). It was moved and seconded to approve the minutes as changed, the motion passed.

2. Move item #8 to number 2.   Police has hired two new officers. Very experienced. Goal is to have two officers on duty during class hours. Two will start tomorrow. He will be with us two days. They are all well trained. They are two more in the process. Two more full-time officers are being recruited. Four full-time and 8 part-time officers. There is a CSO position being filled and one more in the future. They will have badges and well uniformed. There are two new trucks to patrol the parking lot.   Citation starts on January 28th. Radar will be used to monitor speed. Police has moved out of the trailers. They now have a metal detector wand for activities. It was asked why we were not at as many full-time as previously stated. Chief explained that the process for approval was slower than expected and the identification of expectations took longer. However, the background checks should go faster. The chief explained the wrath of shootings and the difference with the active shooter. We cannot overact, but don't want to hire people who are not ready to serve. We need to deploy the people who can actually do the job well. It was requested whether Saturday and Sunday coverage is available. The Chief responded that we do have campus police.

3. Moved item #5 to 3. **Committee on Committees Report**: Barbara Fountain shared that ALG retreat asked that we have fewer committees. She shared a powerpoint presentation that addressed meeting effectiveness, transparency, professional dialog, unity, broad involvement, reduction of misinformation, and decision making. The goal is to reduce the number of committees and the amount of time employees spend at meetings. There is repetition of information. The report recommended for the establishment of a board policy accompanied by a procedure. Other recommendations included membership for Cabinet (VPs and President only). Barbara stated that in a healthy institution there will be little time when the President's Cabinet will overturn a decision made by a constituents' group. The committee looked at the use of everyone's time. It is recommended that FABPAC and SGC be merged; SLO, PERT and Program Review be combined; four diversity committees into one (although the four are now 3

already); ASC to take over BSI, UMOJA as well as Learning Communities. Diane suggested that Flex Cal also join ASC as well as Distance Education. It is further recommended that we have a standing Accreditation Committee tying the standards and SLOs. The group asked for a standardized template for agenda items and recommendations to the president. She spoke of accountability of representatives on committees and publicizing major decisions. The form to be used for agenda will be explained by Peter Cammish. Suggestions that information by sent via email. But, information can be used as "Discussion." Next steps: Clean up the list of committees; make some adjustments; develop a policy and then bring back to SGC for action. It was suggested that we pilot some of the fusion of committees and evaluate it.

At the end of the discussions, it was suggested that true Information should be sent ahead of time and provide for no discussions of them, but questions may be answered. Some of the information item that requires debates and interactions should be labeled discussion. The suggestion was accepted by the group.

4. Number 2 moved to #4: Faculty Obligation Number and 50% Law: The current percentage is 51.11%. We are below the FON this year because we did not hire last year. We are at 149 in full-time faculty.
5. Item 3 moving to #5: Charo shared the ACCA data on Chief Human Resources Officer. Moved and seconded that the HR Chief be an Associate Vice President; that the position report to the Superintendent-President without a salary change. In discussions it was brought that the recruitment could take place and see what we have. And further, the Interim VP for Academic Affairs will shepherd the process, including in-depth recruitment.
6. In the job description for the Dean of Research, Planning, and Institutional Effectiveness: Remove "Assigned division" and replace with assigned office. Combine repetitive and delete unnecessary ones.
7. Merging SGC and FABPAC: The item is going to FABPAC on February 6th to form a group to work on the logistics of the merger. The timeline for implementation is March 2013.
8. Reorganization Tweaking and Next Steps: Vice President White shared the minor changes that have been made, including leaving journalism in Liberal Arts and consolidating tutoring under one dean. There are provisions for providing classified staff support. The reorganization will be presented to the board on February 6th.
9. Code of Ethics: Kevin Anderson and Debbie Luttrell-Williams will merge the two documents and reduce them to one page by February 15th. The item will come to Shared Governance for action on February 20.
10. Governing Board agenda: The agenda for the special board meeting was handed out.

Items: 12 and 10 were not discussed, but moved to the next meeting.

The meeting adjourned at 4:15.

Next meeting February 20, 2013

Respectfully submitted by Jowel C. Laguerre

Solano Community College

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4. Work with fellow employees in a spirit of respect and civility, in spite of differences of opinion.

5. Respect privacy and protect the personal information of Solano's employees and its students. Refrain from disclosing information acquired in the course of one's work, whether directly or indirectly, unless bound by law.

6. Communicate openly and honestly.

7. Avoid conflicts of interest. Resist the urge and/or pressure to use our Solano Community College position to benefit ourselves or any other individual(s) apart from the welfare of the Solano Community College District.

8. Maintain a safe and secure work environment.

9. Be informed about issues affecting the College and our responsibility to all citizens of the District.

10. Use technology resourcesand social networks appropriately and professionally only.

11. Endeavor to provide the most effective community college services of which we are capable in a spirit of collegiality and teamwork.

**Joint Meeting with FaBPAC and
Shared Governance Council
February 20, 2013**

Present

Latifa Alexander, Kevin Anderson, James "Kimo" Calilan, Sabrina Drake, LaNae Jaimez, Curt
Johnson, Thomas, Gabriel Johnson, "Jerry" Kea, Patrick Killingsworth, Jowel Laguerre, Jeff
Lehfeldt, Yulian Ligioso, Debbie Luttrell-Williams, Maire Morinec, Scott Parrish, Gene
Thomas, Erin Vines

Call to Order

The meeting was called to order at 2:05 p.m. by Vice President Ligioso. VP Ligioso explained
that he will be chairing the meeting until Dr. Laguerre arrives.

Approval of Agenda

VP Ligioso reviewed the agenda, explaining that items 1-9 will be Shared Governance
information and action items. Item 10 with an expected start time of 3:00 p.m. will be the
combined FABPAC and Shared Governance Council meeting.

It was moved by Gene Thomas to accept the Agenda as presented and seconded by Debbie
Luttrell-Williams. The motion was approved by consensus.

Approval of January 23, 2013 Minutes

The minutes of January 23, 2013, were amended as follows:

- Add Gene Thomas as attending meeting
- Page 2, second paragraph, first sentence: delete the word "no"

Gene Thomas moved to accept the minutes as amended; seconded by Kevin Anderson. The
motion was approved by consensus.

Public Comments

Gabriel Johnson asked for a clarification of the meeting regarding FABPAC members' participation in the Shared Governance Council portion of the agenda. VP Ligioso explained that FAPBAC members would not be voting on any action taken on items 1-9; these would only apply to Shared Governance members.

Board Policy 5100 – Standards for Probation and Dismissal –Revised

There was a brief discussion on the proposed revisions to policy 5100, and LaNae Jaimez asked if this had been reviewed at the Senate level. Gene Thomas clarified that the Senate has had the chance to review it.

Moved by Gene Thomas and seconded by Debbie Luttrell Williams to approve Board Policy 5100, Standards for Probation and Dismissal as revised. The motion was approved by consensus.

Board Policy 6000 – Course Repetition – Revised

Board Policy 6000 was tabled until the next meeting. The group would like to review Administrative Procedure 6000 first before approving Board Policy 6000, as the procedures are referred to in three areas of the policy concerning definitions of terms and allowable exceptions.

Code of Ethics

Kevin Anderson reviewed with the group the current draft of the Solano Community College Code of Ethics. After discussion focusing on #10 concerning proper use of social network resources (Facebook, Twitter, etc.), the following motion was made by Debbie Luttrell-Williams and seconded by Gene Thomas:

> Approve the Code of Ethics Draft, correcting the typos and revising #10 to read: "*Use technology resources appropriately and professionally.*"

The motion was approved by consensus.

LaNae Jaimez asked if this draft has been reviewed by the Academic Senate. Professor Anderson explained that the Senate has seen earlier versions but not this current one. Professor Jaimez will place it on the February 25, 2013 Academic Senate agenda for their review. It will also be sent out campus wide for input and comments.

Approval of Committee on Committees

Maire Morinec stated that there was no report at this time, as Barbara Fountain was unable to attend the meeting. Dr. Laguerre reviewed with the group that the Committee on Committees was formed to look at reducing the overall number of committees on campus, determine how to improve efficiency, and reduce the time that employees spend at meetings, as there is often repetition of information. The committee has met and made some recommendations, including the development of a standardized template for agenda items and recommendations to the president. The committee is in the process of finalizing the list and developing a policy to be brought back to Shared Governance Council for action.

It was noted that a better name for the committee would be "Task Force on Committees" as this more accurately reflects the work that is taking place. When the work is completed, the task force will be disbanded so as not to add an additional committee.

Gene Thomas stated that he felt that there should be motions within the agenda, which Roberts Rules of Order promotes. This was formalized into a motion with Debbie Williams seconding the motion. The Motion was approved by consensus.

Discussion on Academic and Student Services Leadership Model

Dr. Laguerre shared that the college is currently looking at the configuration of the leadership in Student Services as well as Academic Affairs. One of the main questions is whether to have a separate CAO and CSO or have both areas under one, combined position. Student Services has been in discussions concerning leadership for their area. They would like to have more of a voice in the decision-making process, including more clearly delineated leadership at the top of Student Services. They are currently looking at different models, and a recommendation should be coming forward in the next few months. Gene Thomas asked that when the model comes forward, that it is presented in writing and include the budget impact.

Banner Consortium

Kimo Calilan shared that the Community College Consortium (4CIS), with the assistance of ellucian (formally SunGard), has drafted a plan to consolidate technology from several colleges into one centralized ERP system to reduce costs and economies of scale while reducing the structural burden on each participating district. Centralizing systems would allow for ongoing cost reductions and include use of hardware and software purchases to achieve cost savings for the districts. The participating districts in the consortium are Feather River, Imperial Valley, Sequoias, Sierra, Taft, Gavilan, Santa Barbara, Siskiyous, Solano, and Cuesta.

Gene Thomas moved, and it was seconded by Debbie Williams that the College pursue consolidating technology from several colleges into one centralized ERP System to achieve cost savings for the district. The motion was approved by consensus.

Accreditation – Next Steps

Dr. Laguerre shared that the college is currently in the process of hiring an Accreditation Coordinator so that the college can immediately begin work on the recommendations from ACCJC for the report that is due October 15, 2013. It is great news is that we have met expectations for SLOs. Maire Morinec asked that it be noted the fine work done by Dr. Thomas in working with faculty to get us to this point with SLOS.

Governing Board Agenda – February 20, 2013

The February 20, 2013 Governing Board meeting will be held in Vacaville; Dr. Laguerre reviewed the agenda. Erin Vines will give the report for Shared Governance Council.

Combined FaBPAC and Shared Governance Council

The joint meeting of the Shared Governance Council and FaBPAC began at 3 p.m. The proposed model of the merged SGC/FABPAC was presented and amended (attached to the minutes). It was noted by Jeff Lefeldt the importance that there be equity in terms of representation for the classified staff. It was clarified that both the Minority Coalition and Administrative Leadership Group (ALG) would be making their own selection of representatives, and that the individuals would be representing that particular group and not specifically management, faculty or staff.

The name of the merged group will be "Shared Governance Council."

Membership will consist of:

Voting Members:
Faculty: Academic Senate President and SCFA President
Minority Coalition: Two representatives, as determined by the Coalition.
CSEA: CSEA President and one other representative
Local 39:   Two representatives
Students: Two representatives (recommended that one is the ASSC President)
ALG: Two representatives (recommended that one is a representative from Student Services)

Advisory (non voting) members:
Vice President of Academic Affairs, Council Chair (In the event of a tie vote, the Council Chair will vote)
Vice President of Finance and Administration
Dean of Research, Planning, and Institutional Effectiveness

Total voting membership: 12
Total membership with advisory members: 15

Meetings will be held the 2nd Wednesday of each month from 2-4 p.m.

It was moved by Gene Thomas and seconded by Maire Morinec to approve the newly constituted Shared Governing Council model as amended. It was approved by consensus.

Dr. Laguerre thanked everyone for their hard work and the Committee on Committees for the suggestion to merge FABPAC and Shared Governance Council. The first meeting of the new Shared Governance Council will be Wednesday, March 13, 2013 from 2-4 p.m. in the Boardroom. Vice President Diane White will be leading the meeting.

Adjournment

It was moved by Gene Thomas and seconded by Erin Vines to adjourn the meeting. Approved by consensus. The meeting adjourned at 3:50 p.m.

Respectfully submitted by Laurie Gorman

From: Judy Spencer
Sent: Friday, February 22, 2013 10:43 AM
To: $ALL
Subject: Updated Solano College Code of Ethics - Time Sensitive

The following message is from Dr. Jowel Laguerre, Superintendent-President. Please share this information with those in your area who may not have access to e-mail. Thank you.

Greetings Fellow Colleagues:

Following is the updated Solano College Code of Ethics that represents the requested corrections and revisions as approved by the Shared Governance Council, but we are interested in all relevant revisions/suggestions from the campus community. If you wish to comment, please do so no later than **February 27**. It is the intent of the Shared Governance Council that this document be presented to the Board for approval at the March 6, 2013, meeting. Thank you for your kind attention to this time sensitive request.

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Judy Spencer
Executive Coordinator
Superintendent-President and Governing Board
SOLANO COMMUNITY COLLEGE
4000 Suisun Valley Road
Fairfield, CA 94534
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judy.spencer@solano.edu
"When it rains I walk between the raindrops."

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.

From: Judy Spencer
Sent: Monday, February 25, 2013 10:58 AM
To: $ALL
Subject: FW: Updated Solano College Code of Ethics (COE) - Time Sensitive

Dear Colleagues:

Dear Colleagues:

Because of the interest in voicing opinions, the deadline for comments has been extended to **Friday, March 1**, no later than 12:00 Noon. Thank you for your kind attention to this change and for your input. It is appreciated.

The request for approval of the COE by the Board will be March 6, 2013.

Thank you.

Judy Spencer

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To: $ALL
Subject: Updated Solano College Code of Ethics - Time Sensitive

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

OFFICE OF THE SUPERINTENDENT-PRESIDENT
SP DIRECT
February 27, 2013

Dear Colleagues:

A New Shared Governance Model for Solano Community College:
After some months of deliberations and recommendations from those who served on the Committee on Committees, both the Shared Governance Council and FaBPAC voted to merge both bodies into one body named the Shared Governance Council. While procedures are still being worked out, it is recommended that membership will include:

VOTING MEMBERS:
Faculty: Academic Senate President and SCFA President
Minority Coalition: Two representatives as determined by the Coalition
CSEA: CSEA President and one other representative
Local 39:   Two representatives
Students: Two representatives (recommended that one is the ASSC President)
ALG: Two representatives (recommended that one is a representative from
                                     Student Services)

ADVISORY (non-voting) MEMBERS:
Vice President of Academic Affairs, Council Chair (In the event of a tie vote, the Council Chair will vote)
Vice President of Finance and Administration
Dean of Research, Planning, and Institutional Effectiveness

Total voting membership: 12
Total membership: 15
The aim of the new SGC is to make our decision making more coherent and effective. Additionally, the SGC reemphasizes the need for constituents to hold their SGC representatives accountable, respecting the aims and goals of Solano Community College.

Banner Consortium Progress:
Kimo Calilan's hard work to involve Solano Community College in a Banner Consortium is paying off. As you may recall, in October 2011, based on dialogue with the CISOA (Chief Information Systems Officer Association), the Sierra College Chief Technology Officer (CTO) appealed to the California Community College Banner colleges to create a Consortium that would be tasked to address the rising costs of maintaining a Banner (ERP) system, as well as to expand our limited resources. Since that time, ten California Community Colleges headed by Sierra and including Feather River, Gavilan, Imperial Valley, Santa Barbara, Sequoias,

Siskiyous, Solano, Taft, and Cuesta formed the California Community College Consortium Information Systems (4CIS). With the assistance of ellucian™ (formally SunGard), 4CIS has drafted a plan to reduce costs (currently costs are approximately $5.3 million in yearly fees), as well as to ease some of the workload on the understaffed Information Systems (IS) departments.

The Consortium aims to consolidate technology from all partnering colleges into one centralized Banner ERP system. A centralizing system will allow for ongoing cost reductions and include more effective uses of hardware and software purchases, and will free up staff time to examine and implement more innovative solutions and enhancements rather than to work primarily on upgrades, fixes, and routine backend maintenance. With this new structure in place the impact of regulatory changes, MIS reporting requirements, and software/hardware upgrades can be expedited. A similar consortium is currently used by Banner School districts in Colorado and has proven to be very successful.

To date, the Consortium proposal has been presented to and approved by the SCC Banner Operations Team (BOT), Shared Governance Council, and the Superintendent-President's Cabinet. On February 20, the Governing Board formally approved SCC's continued involvement with the 4CIS.

Currently, the Consortium is looking to get full commitment from those wishing to continue to be involved with 4CIS by the CISOA conference March 10 –12. In the meantime, Kathy Williams, Account Executive for ellucian™, and Willie Duncan, President of Sierra College, have begun the lobbying groundwork needed in Sacramento to firmly secure this project and to seek funding support for the startup. A special thank you to Kimo and his staff is in order for assisting our College to centralize systems that will allow for ongoing cost reductions and more effective utilization of hardware and software.

Basic SkilIs Instruction (BSI) Report:
A progress report has been forwarded to me by Melissa Reeve who coordinates The Basic Skills Committee. One area that the BSI Committee has concentrated on this semester is that of sponsoring professional development opportunities for faculty and instructional staff within and outside the Basic Skills disciplines (Developmental English, Reading, ESL, and Math). Professional development activities include a Conference on College Composition and Communication, a CA Learning Communities Consortium Curriculum Retreat, an OnCourse National Conference, and more.

Additionally, a major initiative developed by the Basic Skills Committee and launched this year, is the inaugural pilot of the First-Year Experience Learning Community. The first FYE cohort of First-Year Experience Learning Community saw 39 students began their studies in fall 2013; plans are in the making to enlarge the cohort to 50 students in fall 2013 and 75-100 students in fall 2014 respectively. In the pilot, all 39 students were placed in English 348G (open-access developmental English) and Math 330 (beginning Algebra). Additional support for these students has included an embedded tutor in the math course, a designated counselor, and priority registration this spring for the next sequential courses, Math 104 and English 001. Preliminary results suggest that students in the FYE cohort not only passed their fall courses at higher rates than non-FYE students (8% higher in math; as much as 20% higher in English), but have also

persisted in the Basic Skills math and English course sequences this spring at much higher rates than we typically see (among students who passed their fall courses, persistence was 42% higher in Math, and 25% higher in English) though the small size of this cohort may present somewhat distorted results.

Over $100,000 in Basic Skills grant money is available to fund faculty projects for the 2013-2014 academic year. The application deadline is Monday, March 4. If you missed the email announcements and would like more information, the application form, etc., please contact Melissa Reeve. Take advantage of the opportunities provided by the BSI Committee!

Academic Success Center (ASC) Sponsors a Drop-In Lab:

ASC is sponsoring a pilot program for a drop-in lab designed by members of the English department's lab working group headed up by Josh Scott, BSI coordinator for English.

The drop-in English lab (Room 130), which will be open to all SCC students, will serve as a resource to help students to work on writing assignments for any course at SCC, not just English courses.   Students will be able to sign up for 20 minute drop in sessions up to two weeks in advance, (limited to six sessions per semester and two sessions for any one assignment). The goal of the lab to provide a place where students can drop in for help and guidance as they develop various written assignments.

The drop-In lab pilot program will begin on March 4 in Room 130, MWF 11-2. Encourage your students to seek drop-in lab assistance for writing.

SLOs Progress:
Gene Thomas, SLO Coordinator, has sent a reminder that all Schools have in place faculty coordinators to assist you in developing, revising, and refining your SLOs. These coordinators are: Ferdinanda Florence and Michael Wyly (Liberal Arts); Christine Ducoing (Science); Joe Conrad (Mathematics); Kevin Anderson (CTE/Business); Curtiss Brown (Human Performance); Glenn Burgess (Nursing).

SLO assessments for all even-numbered courses (e.g., French 02) should be in the database by now, but are not (let's get them done). Odd-numbered courses (e.g., History 17) are to be assessed this semester and completed by May.

We need to continue to make special efforts to get adjunct faculty (who are paid for their work) involved in completing SLO assessments.

The database now has an "instructor" field so Dean Cammish can produce a report that will show who has completed their SLOs. Please contact your School Coordinators, your School Dean, or Gene Thomas to assist you to complete this important SLO work.

Code of Ethics Update:
As I reported previously, Kevin Anderson and Debbie Luttrell-Williams were charged with combining the two drafts of the Code of Ethics that faculty and staff have created to date. This week we are airing this third draft (below) and collecting any and all suggestions for revision prior to the March 6 Board meeting. The deadline for all commentary is Friday, March 1, noon. Solano Community College

- *Code of Ethics Draft*

Solano Community College's mission is to educate a culturally and academically diverse student population drawn from our local communities and beyond. 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. To accomplish this, we are committed to sustaining a positive, healthy and respectful environment. The Code of Ethics serves to articulate values, characteristics, and expectations that everyone is expected to embody and promote. Each employee of Solano Community College shall:

- Always act with honesty.
- Obey the law and comply with the Federal, State and Local regulations, policies and procedures, inclusive of those of Solano Community College and Governing Board of Trustees.
- Treat each other with uncompromising integrity, dignity, respect and fairness. Refrain from inappropriate language (no profanity) and unprofessional behavior. Work with fellow employees in a spirit of respect and civility, in spite of differences of opinion.
- Respect privacy and protect the personal information of Solano's employees and its students. Refrain from disclosing information acquired in the course of one's work, whether directly or indirectly, unless bound by law.
- Communicate openly and honestly.
- Avoid conflicts of interest. Resist the urge and/or pressure to use our Solano Community College position to benefit ourselves or any other individual(s) apart from the welfare of the Solano Community College District.
- Maintain a safe and secure work environment.
- Be informed about issues affecting the College and our responsibility to all citizens of the District.
- Use technology resources and social networks appropriately and professionally only.
- Endeavor to provide the most effective community college services of which we are capable in a spirit of collegiality and teamwork.

Jowel C. Laguerre, Ph.D.
Superintendent-President

In Honor of Black History Month:
Surround yourself with only people who are going to lift you higher (Oprah Winfrey)

ACADEMIC SENATE

<u>Adopted Minutes</u>

March 4, 2013
Board Room 626
3:00 pm – 5:00 pm

1. **Call to Order**
   Acting President Jaimez called the meeting to order at 3:05 p.m.

2. **Roll Call:**
   LaNae Jaimez, Acting President
   Nick Cittadino, Kevin Brewer, Dale Crandall-Bear *ex-officio,* Joe Conrad – *ex officio*, Erin Duane, Tracy Fields, Katherine Luce, Amy Obegi, Scott Parrish, Teri Pearson-Bloom, Melissa Reeve, Ken Williams
   Connie Adams, Admin Assistant
   Absent/Excused: Abla Christiansen
   Guests: Jowel Laguerre, Kimo Calilan, Diane White

3. **Approval of Agenda – March 4, 2013**
   Motion to approve – Senator Cittadino; Seconded – Senator Parrish; passed - unanimous

4. **Approval of Minutes – January 28 and February 25, 2013**
   Motion to approve January 28 minutes – Senator Reeve; Seconded – Ken Williams
   Discussion: Senator Cittadino requested addition of an addendum to the minutes regarding the need for a vice president to oversee Student Services. He will email the document to Senators.
   Motion to rescind her original motion and defer the minutes to allow for review of Senator Cittadino's additon – Senator Reeve; Seconded – Senator Parrish; deferred - unanimous
   The February 25 minutes were also deferred.

5. **Comments from the Public**

6. **President's Report**
   ASCCC Regional Leadership Workshop: Approximately 40 academic senators from Northern California community colleges attended this event, hosted by the Solano College Academic Senate. Acting President Jaimez thanked Erin Duane for her lead and Senator Duane asked to record a special thanks to Tony Washington who solved technical problems in time for the meeting. Acting President Jaimez, Senators Parrish, Pearson-Bloom, Cittadino and Reeve attended the workshop and reported it was very worthwhile.

   Reporting Out: Acting Senate President Jaimez agreed with the need for more and timely reporting out as brought up at the last meeting. She stated that she would like to report out more in writing and will do her best to make that happen.   She reminded Senators that it is very important that they continually report back to their schools and encouraged them to also consider reporting in a written format. Senators can also share agendas (to be sent out 72 hours in advance of meetings) with their colleagues.

   10 + 1 Committee: the SCFA President resigned from the Committee. It is important that he find a replacement as soon as possible.

   Senate Vice President: Because the Constitution states the President and Vice President are to serve concurrent terms, Michael Wyly will be Vice President for a one-year term, 2013-2014, at which time he can choose to run again. Senator Cittadino will serve as Vice President through spring semester. Both positions were uncontested.

Elections at Centers: The ASSC has been loaning their box for election use at the main campus and faculty at the Centers have had to bring their ballots to the main campus. Senators agreed the Senate should purchase three ballot boxes.

EMP Meeting: An EMP meeting will be held jointly with the Senate and the Deans this Wednesday, March 6, from 12-1:30 p.m. in the Board Room. EMP updates and discussion will be held with the Senate again on March 18 and April 29.

7. **Superintendent/President's Report**
10 + 1 Committee: S/P Laguerre thanked the Senate for support of this Committee. They have met once and he is looking forward to an ongoing exchange of ideas.

Code of Ethics: S/P Laguerre believes that a code could have been completed last May and now the ACCJC staff is expecting that it will be acted on at Wednesday's Board meeting. S/P Laguerre reported that he was encouraged by good feedback that was received.

Strategic Proposals: When he met with Dean Peter Cammish this morning, S/P Laguerre was encouraged to see some very good proposals. The proposal review process is to be completed by the end of April and approvals done before the end of May. Dean Cammish will check into funding proposals that were not received for some of the proposals from last year that were not approved. They also discussed the need for a process to include funded activities into the general budget on an ongoing basis after they have been funded twice and proven successful.

Commencement: Commencement ceremonies will be held on May 23 at 10:30 a.m., which is the day after the last finals. S/P Laguerre asked everyone to encourage colleagues to attend.

Comments/Questions: In response to the query of what would happen if the Code of Ethics doesn't move forward on Wednesday, S/P Laguerre encouraged Senate approval and he hopes the Governing Board will approve it; just as policies can be changed, the code could be reevaluated at any time and amended later; the current version is the best created for now; concerns can be expressed, in the good sense of shared governance and to the Board when the item comes up on the agenda; the "profanity" clause was adjusted; a code has been in the works since 2005 and one needs to be completed; a review every few years or so could be added to the policy.

8. **Information/Discussion Items**
8.1   Part-Time Faculty Support Center – Diane White
Vice President White reported that S/P Laguerre brought this idea forward in January based on the Truckee Meadows Community College well-developed model. A conference call was held with a TMCC person who still runs the center where they have presentations and offer other assistance for adjuncts. Solano College is in the formulation stages to create part-time faculty office and training space, access to copiers, and other needs with the hope to include it in the EMP and FMP and replicate at the centers as well. Adjuncts, a majority of faculty, are an important cohort on campus and they should know they have a place here. VP White will update the Senate as plans move forward. Part-time faculty will lend their voice to where a support center should be located, maybe embedded within a building near the library and learning resources. Senators acknowledged that the center is a good idea and noted use of copiers is also a challenge for full-time faculty as well as the need for teaching and learning space. VP White pointed out the ASC (Academic Success Center) is in the beginning stages. It will include student services, support faculty development and be a good way to centralize everything for part-time faculty as they have much more running around to do.

8.2   SB 1456, Student Success Act – Diane White
The Student Success Task Force recommendation was put into California legislation. Next year will be a planning year, followed by full implementation the following year. All students need to be notified this

spring of matriculation changes; VP White will update the Senate on details of the matriculation process at the March 18 meeting; major changes will take place in almost everything the College does for incoming students, including a huge change in priority registration and many policies pertaining to that will need revision. The hiring of more counselors was discussed with Ed Admin and is covered in the collective bargaining agreement. The ratio should be 300 students to 1 counselor, but has been way off for many years, now at almost 1000:1. Agreement was that additional counselors will be added. Rather than the state directing implementation, it will be up to local schools. Some particulars are on a score card now and, although it is not being called outcome based funding, it is moving in that direction. The information will be housed in counseling and will also be a Banner issue; financial aid and eligibility are connected to this; plans are needed to ensure the different silos are communicating and includes communication to students; details are being worked on at different levels throughout the state; how it will look at state and local levels remains to be seen. VP White and the educational administrators are working on campus-wide roll out plans. Senator Cittadino suggested the upcoming retreat would also be a good way to present information to all of Student Services. VP White requested a half hour at the March 18 meeting to continue this discussion.

8.3   Banner Consortium – Kimo Calilan
Kimo Calilan, Director of Technology, gave a slide presentation (and distributed hardcopy) on the potential Banner Consortium and reported: it has been in planning stages over the last couple years; the Governing Board recently approved moving forward in the planning process; other CCCs have similar cost and staff challenges; ten districts are considering joining the consortium to find a better way. Current system costs per college were provided, except for Feather River College (they haven't attended recent meetings). The total $5,297,769 expense for the other nine colleges combined doesn't include overtime for programmers' extra work to keep their systems going. The proposal is for one huge data center that all 10 colleges would pull from. The consortium would partner with Ellucian (formerly SunGard) and they would maintain the baseline database which would eliminate a lot of maintenance staff time. The main challenges will be governance, having all colleges agree when the system would be down for work, and the baseline modifications would have to be agreed upon as well. Access to all the Banner applications will especially benefit the smaller schools that wouldn't be able to consider additional application costs on their own. All districts involved will have to have some flexibility to make the consortium work and some type of structure would have to be set up. Next week's CIS Conference will include a lot of Banner related training. Kathy Williams, Ellucian account executive, has been working to get start-up funding from the Chancellor's Office; a full cost analysis won't be available until the college commitment number is known; funding is also being sought through grants; the Chancellor's Office and legislators are on board.

Comments/Questions: Senator Reeve noted the colleges in the group are not in the same region, which raised the question of data sharing and tracking of students who move around in area colleges. Dr. Conrad queried if the uniqueness of various schools would be lost. Mr. Calilan responded: many nearby colleges that use People Soft, rather than Banner, are looking at consortiums as well, and Ellucian is working to solicit them; colleges in the group would retain their uniqueness; this model is running very successfully in Colorado. Baseline Banner will remain the same and be used by all colleges in the consortium; when anything is done to baseline, everything would have to be shut down at a coordinated time; bolt-ons would be maintained separately by each college as long as they are not modifications to baseline. Once the colleges commit, the costs will be known, and the center will be the greatest cost. Dr. Conrad noted programming changes done here can be lost when a new version of Banner comes that doesn't have those changes and queried if that will remain an issue. Mr. Calilan replied that bolt-ons created locally would require changes be made locally as well or Ellucian could handle changes for an additional cost. He added that the College would have a clone of previous systems and he clarified that locally created bolt-ons are not purchased. Senators asked why Ellucian would agree to a consortium. Senator Duane pointed out from her experience in the library, the power of consortiums is used for digital resources and, while it keeps members kind of locked in with the group, they also get a lot more out of the product. Mr. Calilan will share more information as it is available.

3

9.   Reports
   9.1   Subcommittees
      9.1.1   Distance Ed – Dale Crandall-Bear

Coordinator Crandall-Bear presented the context for what DE is currently doing: Course Review is one of two major components the Committee is working on now and he will bring an update back by early April; this first major component involves dramatic changes in the DE landscape; the Chancellor's Office and the Accreditation Commission are very focused on DE now and, due to an explosion of online education, they have created and issued guidelines to ensure there is enough rigor and integrity in DE programs; similar to many colleges, Solano College's DE program grew rapidly and informally, without guidelines or procedures; the College will be transitioning from eCollege to Canvas next year, so the timing is perfect to refresh the system and put everything into place; the Accreditation Commission expects the changes to occur here.

The Chancellor's Office presented a fascinating three-hour webinar that was set up for all DE coordinators throughout the state. Coordinator Crandall-Bear distilled the points with a ten-minute slide presentation (also emailed to Senators). The Chancellor's Office has an academic affairs subdivision with a dean who works on DE; Title 5 is one of governing guidelines; key language regarding instructor contact is "instructor initiated substantial contact with students". Due in part to financial aid fraud that occurs, the effectiveness of instruction and standards will be linked to apportionment. Since there are few or no face-to-face meetings in online classes, documenting regular effective contact and clearing the roster of students who aren't attending will be very important.

The Accreditation Commission presented a brief rundown on how they are approaching this, which is fortunately in sync with the Chancellor's Office. The definition of a distance education course is "a course in which materials are placed on a website and the instructor interacts with those materials to teach" and "regular and substantive interaction between students and the instructor" is used. In correspondence courses, the student goes through the materials at their own pace, with little or no interaction with instructors. Solano College does not offer correspondence courses.

The Accreditation Commissions wants to ensure schools are using the proper definition. If an instructor is not interacting with students on a regular basis, the course would be correspondence, rather than distance education. This is important because there is no funding apportionment for correspondence courses and no financial aid for those students. Accreditation evaluation guidelines cover student achievement data, learning outcomes, faculty teaching capability, and verification of student identity. The Accreditation Commission manual states the need for required qualifications, training, evaluations, and professional development for DE faculty. Documentation is needed that faculty are prepared to teach and DE programs are developing much more robust screening of students, computer skills etc. Some of that is done here, but more is needed. Online students' retention rates are roughly 8-10% lower nationwide and that is part of the context and rationale that DE programs are being asked to work with. Another part of the presentation focused on disabled students, including accommodations and legal issues.   Workshop #4 has been planned to cover that information for Solano College staff.

The Chancellor's Office asked four community colleges, who have become online role models, to share information about their programs. San Diego shared information on their support of student services, student preparation, course design and ongoing training for 178 certified online faculty. San Diego instructors have one-on-one appointments with an instructional designer and all four campuses created a community of teaching professionals.   Once Chair Crandall-Bear began Canvas workshops he started feeling excitement similar to when distance education first began here. During the last 17 years, there have been few opportunities for him to speak with colleagues about what folks are doing. Solano College has 177 online instructors (one less than San Diego) but without additional staff one-on-one support cannot be offered.   Ohlone College uses @One trainings and they have Blackboard come in during Flex for a full-day retreat/mini-conference.

Faculty Training Certification Proposal: Chair Crandall-Bear pointed out that Solano College falls into mid-range with less training requirements than some colleges. One campus has a 17-unit requirement for online faculty development training. The DE Committee has spent almost a year from the first reading of the Accreditation Commission guidelines, then reviewing examples from other campuses, followed by development of this proposal (emailed to Senators and hardcopy distributed) that was approved unanimously last week. Completing this concrete proposal was a major accomplishment that is ready for Senate review and approval. Coordinator Crandall-Bear will also discuss the proposal with SCFA and Shared Governance, and then meet with deans and administration for their input. He would like to bring the information to individual school meetings. Currently nothing is required of College faculty to teach online. The eCollege course with a live person and feedback, followed by building of a course, is no longer available. It is important to move forward with the proposal and have guidelines in place. The proposal will be added as an action item to the March 18 Senate meeting. Canvas face-to-face and online training Workshops 1 and 2 will be held at the March 13 Flex. A Canvas shell will be set up with workshops in the shell. Faculty will learn to create a shell and build their courses. The two-year transition process will begin in fall 2013; approximately 1/4th of courses will transition each of the four semesters; the first group will be pilot courses and will also test Banner link-ups; faculty will continue to transition in groups once they've completed workshops and have their courses built. Before the end of spring semester, Coordinator Crandall-Bear will send an online survey asking faculty what courses they will have and when they will want to transition to Canvas. He will set up a timeline to train all online instructors. New course proposals will have to go through the DE Committee. Trainings are designed to work within optional Flex hours without additional workload. VP White and S/P Laguerre agreed and Senators can ensure full-time colleagues that their work will be credited with Flex hours. Stipends will be discussed for adjuncts to cover their time. The proposal will return as an action item on the March 18 agenda.

9.1.2   10+1 Committee – Kevin Brewer

Senator Brewer reported the newly formed 10+1 Committee met for the first time a few weeks ago with S/P Laguerre, VP Ligioso, VP White, Senator Cittadino, Acting Senate President Jaimez and Senator Brewer. S/P Laguerre had nine items he saw as issues. The most relevant one at this time involves a couple groups that have approached the College to establish partnerships.

Partnerships: ICON is a company making small personalized sport aircraft; they'd like to have students learn how to build them in Vacaville; there are a number of issues to follow up with on that. In a potential partnership with the Jimmy Doolittle (WWII hero) Museum to be built in Vacaville that will have many WWII era fighter planes, College students could take classes and actually refurbish planes. Both of these partnerships could be part of the Aeronautics Program.

Senators queried if skills needed for WWII planes would be similar to skills needed for new model planes and if planes would be brought in continually to be refurbished. Acting President Jaimez noted plans include simulators as well as other opportunities for hotel, restaurant, hospitality and museum work and management based on plans to include building of a hotel and restaurant. The idea is up for Senate discussion and questions. A suggestion was made to contact CTE and Aeronautics faculty to qualify the merits and for ideas on how to proceed. This item was presented to the Governing Board as an information item, directors of the museum attended, including George Maguire, as well as other supporters of this plan, and a video by Tom Hanks was shown. Senator Cittadino noted a lot could probably be learned from working on old planes, he has seen many in process of refurbishing in New Mexico, but added one concern would be costs to the College. Acting President Jaimez replied that a separate aeronautics facility would be needed. Senators expressed concern that program curriculum would need to be developed, programs have been added without faculty to support them, a business plan is needed, including how this would serve College students. Senator Brewer asked everyone to take the information to colleagues and bring back input.

Senator Reeve reported that the ESL program put forth by S/P Laguerre also lacked a business plan and that issue was brought up last October. She pointed out plans to branch the DVC program here as an international student magnet would not serve the Solano population, but it would allow international students to matriculate. College space would be leased for a branch on campus, the program would produce students who would already be at home here and who might matriculate here. S/P Laguerre met with ESL faculty who agreed that it sounded good if generated revenue would go into the ESL program to attract more local students. Concerns included the fact there are no numbers to look at and this item wasn't brought to the Senate. When President Gunther contacted someone at DVC with questions, her overall impression was that the program wasn't lucrative and profitable. The College is already investing with an international recruiter working abroad; timelines and target numbers to assess how that is working are unknown; the profit resulting from the difference between tuition paid by international students per unit and lack of FTE apportionment for those students also needs to be known. Senator Pearson-Bloom suggested inviting Enrollment Management Director Barbara Fountain or Dean Peter Cammish to a meeting to address these concerns.

9.1.3 Basic Skills – Melissa Reeve

Coordinator Reeve reported that the Committee has received more requests from faculty to attend professional development trainings than there is space for, so the Committee is developing screening questions to be fair and to choose people who will have the maximum impact with students.

Coordinator Reeve submitted a 12-page report to S/P Laguerre and VP White as an overview of what the Basic Skills Steering Committee has been doing. Due to questions about the structure and productivity of the BSI program, S/P Laguerre froze the Math and English Coordinator positions to one-year terms, which end in May. The plan was to revisit the positions and she will justify and argue for continuation of those coordinators as well as the lead Basic Skills Coordinator position. They are working to capacity of their reassign time, except for the Math position which was recently left vacant.

9.1.4 Curriculum – Joseph Conrad

Chair Conrad announced the ECE transfer degree has been approved by the state. Four AA-Ts have been approved. The Committee will vote on a resolution for removal of repeatability from courses. Revisions are being made to the CurricUNET process to make it more streamline and to have DE Committee approval as part of the online course process. The new contract implemented last summer includes a mechanism for changing class size and the first change proposal will be coming up in one of the art courses at the next Committee meeting.

9.1.5 Program Review – Amy Obegi

Senator Obegi reported faculty are needed for the Committee and the March 11 meeting may be rescheduled to April 8. She asked everyone to help recruit Committee members. Senator Pearson-Bloom pointed out that some CTE programs have licensing requirements through specific agencies and used snapshots of that as their program review, rather than the College Program Review. Senator Obegi noted that, while that can work for nursing, specific licensing doesn't affect most programs.

9.2 Treasurer
Deferred

10. Action Items

10.1 Code of Ethics
Discussion points:
- The Code of Ethics on the Board agenda is vastly different from the last version received by the Senate. Senate should vote to approve to allow completion for Accreditation purposes, followed by formation of a sub-committee to review and possibly revise it. This process should have been followed for the last Accreditation Report.
- The Senate should at least know the version the Board is voting on.

- Faculty would not approve of Senate approval of unknown revisions.
- It would be reasonable to take two more weeks after already waiting a year to complete and approve.

Motion to extend the Senate meeting time 5-10 minutes – Senator Duane; Seconded – Senator Pearson-Bloom; passed – unanimous.

- Create a one paragraph code for the school and each group within the school can create their own additions.
- Based on research of codes from other colleges, the focus should be more on teaching, more general, not prescriptive, very positive, list duties, followed by groups developing their own additions beyond that.
- The process continues to be backwards.
- Approve it with the stipulation that the Senate will immediately form a subcommittee and take the code to each group to do their separate parts for their groups.

The version of the Code on the Board agenda was found online.

- The main part needs to be approved first. How often can it be revised?
- S/P Laguerre reported on an agreement with the Accreditation Commission that a code would be on the Board agenda for approval.
- The Board accepted mutual agreement with the Senate in 10+1 decision making and the Senate can state disapproval of this iteration.
- While everything doesn't have to originate in the Academic Senate, it has to come through here and should be vetted here before moving forward to Shared Governance.
- Approve with reservation about some of the wording.

Motion to extend the meeting another 5 minutes – Senator Parrish; Seconded – Senator Cittadino; passed – unanimous.

Acting President Jaimez will draft a statement, email it to the Senators for feedback due by Wednesday, and she will take it to the Governing Board meeting Wednesday night.

Motion to accept the Code of Ethics with the stipulated reservations and plans to immediately form a policy subcommittee to revise it – Senator Reeve; Seconded – Senator Pearson-Bloom; passed – unanimous.

10.2   Establish Policy Task Force or Subcommittee
Motion to establish – Senator Obegi; Seconded – Senator Pearson-Bloom; passed - unanimous

11.   Action Reminders

12.   Announcements
12.1   Tenure Tea Update
There are no faculty to be tenured this year.

13.   Adjournment
Motion to adjourn – Senator Cittadino; Seconded – Senator Pearson-Bloom; passed – unanimous
Meeting adjourned at 5:15 p.m.

AS Minutes 03.04.13/ca

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES
March 6, 2013

The Citizens' Bond Oversight Committee (CBOC) Subcommittee met prior to the regular meeting at 5:45 p.m., in the Superintendent-President's Office, Room 627, to review the 2011-2012 Measure G Bond Financial and Performance Audit.

Before the meeting was called to order, Dr. Sarah Chapman, Board President, acknowledged receipt of letters from the following elected officials who wrote in support of Project Labor Agreements: The Honorable Lois Wolk, Senator, 3rd Senate District; the Honorable Susan Bonilla, Assemblywoman, District 14 – California; and the Honorable Linda Seifert, Supervisor, District 2 – Solana County Board of Supervisors.

1.   CALL TO ORDER

A Board Study Session of the Solano Community College District Governing Board was called to order at 6:30 p.m., on Wednesday, March 6, 2013, in the Administration Building, Room 626, at Solano Community College, 4000 Suisun Valley Road, Fairfield, California 94534, by Board President Sarah Chapman.

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

At the request of Board President Chapman, Ms. Judy Spencer, Executive Coordinator to the Superintendent-President/Governing Board, led those present in the pledge of allegiance to the flag of the United States of America.

3.   ROLL CALL

Members President:

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

Members Absent:

Denis Honeychurch, J.D.

Others Present:

Charo Albarrán, Interim Director, Human Resources
LaNae Jaimez, Interim Academic Senate President
Yulian Ligioso, Vice President, Finance and Administration
Diane White, Interim Vice President, Academic Affairs
Judy Spencer, Executive Coordinator, Superintendent-President/Governing Board

4.   APPROVAL OF AGENDA

Board President Chapman reported that Dr. Jowel Laguerre, Superintendent-President, made the following specific correction to the Agenda as follows:

Item 11.(b), Report on the Status of Solano Community College Employee Evaluations, Page 52, is pulled.

Trustee Brown requested to modify the Agenda as follows: reverse the order of Items 5 and 6 in order for the public to hear reports before comments from members of the public were heard.

Moved by Trustee Keith and seconded by Trustee Brown to approve the Agenda as corrected and modified. The motion carried unanimously.

5.   REPORTS (NO ACTION REQUIRED):

(a)   ICON Aircraft Presentation
                *Facilitated by Karl Higgins, ICON Aircraft Consultant and Executive Vice
                President/Gov't Relations, Montecito Aviation Group*

Dr. Jowel Laguerre, Superintendent-President, introduced Mr. Karl Higgins and Mr. Kirk Hawkins, CEO of ICON Aircraft, who gave a presentation on a proposed partnership with Solano Community College.

ICON Aircraft is proposing to Solano Community College a plan to create a new SCC Advanced Aviation Careers (AAC) campus at the Vacaville Airport. This public-private partnership would leverage existing, valuable, but underutilized county resources (such as the Vacaville Airport) to provide major educational and economic growth opportunities for SCC and Solano County at large. The proposed campus would represent a state-of-the-art aviation careers facility that, when partnered with ICON Aircraft's global brand and reputation for aerospace leadership, would create considerable market demand for the SCC AAC curriculum. ICON would be a tenant in part of the proposed new SCC AAC facility. If accepted, the partnership as proposed with ICON-SCC provides an extraordinary win-win opportunity for SCC and the county. The partnership would not only bring enormous economic benefit to both, but could also provide the key economic tipping point that allows ICON to decisively choose California and Solano County as its long-term base of operations over other competing states.

Mr. Hawkins identified the A5 aircraft which has a $200M backlog of orders. The company needs to ramp up into full scale production and soon. After a statewide search, Solano County and the city of Vacaville was chosen because of their aggressive pro aviation, good housing, and a solid educational system. ICON needs these resources as well as hundreds of students. Mr. Hawkins spoke on ICON's history, their future, and the ability for Solano Community College and the School of Aeronautics to be in a leading position of expansion around the world, and in particular the Pacific Rim.

Mr. Hawkins gave a PowerPoint presentation on their new aircraft developments. Also presented were the benefits of this partnership to Solano County in general.

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

(b)   SunPower Solar Project Update
                Facilitated by Armando Gomez, SunPower Project Manager

Dr. Jowel Laguerre, Superintendent-President, introduced Mr. Armando Gomez and Ms. Beverley Velasquez, Project Development Manager from SunPower Corporation.

Mr. Gomez began by stating that SunPower Corporation was awarded a contract on November 7, 2013, to develop 2.4 Megawatts of solar carports across the Fairfield, Vacaville, and Vallejo campuses. A PowerPoint presentation identified the project timeline for: engineering and design, DSA approval and permitting, procurement, construction, and operations and maintenance. An aerial view of all three campuses revealed the contracted versus revised configuration of array layout and/or system foundation upsize or redesign. Completion dates are approximately three months behind the original expected substantial completion dates.

As more updates become available, information will be shared with the Trustees at future meetings.

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

(c)   PLA Concept (Pros and Cons)
                Facilitated by Dr. Jowel Laguerre, Superintendent-President

Dr. Jowel Laguerre, Superintendent-President, introduced Ms. Nicole Goehring, Government Affairs Director from the Northern California Chapter of Associated Builders and Contractors, Inc., (ABC) and Mr. Eric Christen, Executive Director of the Coalition for Fair Employment in Construction, who spoke against Project Labor Agreements.

Ms. Goehring gave a PowerPoint presentation on the ABC, a national trade association of 72 chapters representing 22,000 merit shop construction and construction-related firms comprising

of more than 2M employees. In California, five chapters of ABC represent more than 1,200 members.

Director Goehring stated that the ABC supports fair and open competition, free enterprise, freedom of choice for workers concerning union membership and training programs, balanced budgets, and reasonable regulation. She further stated that Project Labor Agreements (PLAs) are an exclusionary labor agreement that discourages merit shop contractors from competing for and winning construction projects--big labor's attempt to circumvent the fair and open bidding process that has been the fabric of economic growth and stability of many small businesses in America.

Identified from the ABC perspective were some of the requirements of a PLA:

- Non-union workers must pay union dues for the right to work on the job.
- All workers must be hired through a union hiring hall which discriminates against the non-union workers.
- Non-union companies are often forced to lay off proven, productive workers to hire strangers.
- All employees must contribute to union health and welfare and pension plans regardless of whether or not the workers already have their own plans. Companies, thus, have to pay benefits twice.
- All apprentices must come from state approved union programs, discriminating against all apprentices in state approved merit shop programs.

According to the most recent data from the U.S. Department of Labor's Bureau of Labor Statistics (released January 2013), Ms. Goehring reported that only 13.2 percent of America's private construction workforce belongs to a union. Graphs depicting union membership in construction in California, and more specifically in bay area cities, were presented.

Ms. Goehring reported that measuring the costs of PLAs on school construction in California, a 2011 study by National University's Institute for Policy Research and the most comprehensive study conducted to date regarding the costs of PLAs concluded that California school construction costs taxpayers 13 – 15% more when built under PLAs. This means that in inflation-adjusted dollars, a PLA is associated with costs that are as much as $32.49 per square foot higher than those built without PLAs, stating further that this is why only 15 out of 72 community college districts have used a PLA; out of 72 community college districts in California, 57 do not use PLAs.

Ms. Goehring concluded by saying if the SCCD Board of Trustees is really interested in fair and open competition, they will:

- Adopt fair and open language that solves the key provisions that are so problematic; thus, increasing competition and perhaps reducing the cost of the project for taxpayers.
- All sides should be represented in the negotiations.
- Include language that allows for the use of all state approved apprentices.

- Allow contractors to hire their core workforce.
- Allow contractors to pay health and welfare and pension employee benefits into their own plans
- Allow voluntary payment of union dues and fees.

Ms. Goehring introduced local employees and employers present in the audience who do not support PLAs. She thanked the Board for allowing the ABC and the Coalition for Fair Employment in Construction to be a part of their decision-making process and urged those present to visit www.thetruthaboutplas.com for more information.

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

Dr. Jowel Laguerre, Superintendent-President, introduced Ms. Sandra Benson, Esq., Weinberg Roger & Rosenfeld, legal counsel for the Napa/Solano Building Trades Council, who spoke in favor of Project Labor Agreements.

Ms. Benson distributed to the Board a copy of a statement of position in support of construction project labor agreements and in rebuttal to the opposition of the Coalition for Fair Employment in Construction and the Associated Builders and Contractors.

The author, Sandra Rae Benson, argued the seminal case in California before the Supreme Court, which established the legality of PLAs in this state (Associated Builders and Contractors v. San Francisco Airport Commission). In addition, Ms. Benson also served on the Blue Ribbon Committee for Apprenticeship Standards in the State of California, and currently serves on the Blue Ribbon Committee on Retention of Females in the Construction Industry and is an Advisory Board Member to the Rules and Regulations Committee of the California Apprenticeship Council.

The paper shared with the Board is a comprehensive rebuttal to the numerous misrepresentations put forth by the ABC to various public bodies where the ABC opposes the use of PLAs. The ABC is a consortium of non-union contractors which philosophically opposes the use of PLAs. It is significant that the public body considering these arguments should understand that while the ABC spends huge amounts of money on paid spokespeople to oppose the use of PLAs, the ABC actually represents a very small percentage of the construction industry in California. Thus, based on current records, in California the ABC has only 1,156 listed contractors (of which approximately 20 percent do not have current licenses) out of the 345,000 contractors that have active licenses in the state. That is less than four-tenths of one percent of the construction industry that professes to agree with the ABC's point of view.

Ms. Benson stressed that it is important to stress that in California PLAs are absolutely legal. The Supreme Court in response to a legal challenge to the use of a PLA for the San Francisco Airport Expansion Project unanimously upheld the legality of the PLA and held that where a public agency is required to award contracts pursuant to lowest responsible bidder laws, the public agency may adopt "any requirements reasonably relating to the 'quality, fitness, and

capacity of a bidder to satisfactorily perform the work.'" Ms. Benson stated in addition to the San Francisco Airport project that the Hetch Hetchy water project and Oakland Airport were major approved PLA projects. She stated that she also negotiated the first PLA that Solano Community College District had and many, many others could be identified upon request. It is important to note that the public policy in federal government and the state of California favors the use of PLAs because they have significant history and a body of evidence on how they work. If the federal government is putting $25M or more into a project, you must have a PLA. If there is no PLA, then the entity must provide findings on why there is none. In the state of California, the legislature has passed that public entities cannot have a policy that prohibits PLAs.

In conclusion, PLAs are a tried and true method of obtaining the best value and quality construction for public agencies and their taxpayers. Moreover, during the negotiation state of such agreements, the parties are free to negotiate pre-qualification procedures to ensure that only qualified contractors are considered for the project (see Public Contract Code Section 20101(a).

A full and complete copy of the statement position in support of construction project labor agreements by Sandra Rae Benson is available for review in the Office of the Superintendent-President.

6.   COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Chapman recognized members from the public who requested to comment on ICON Aircraft, Project Labor Agreements, the Solano Community College Music Department, and Item 10.(a), Agreement between SCCD and ADCAMP, Inc.

Board President Chapman thanked everyone who took the time to comment on their concerns.

*A full and complete copy of the comments from members of the public is available for review on the Solano Community College Web site at www.solano.edu (Governing Board – Minutes – March 6, 2013 – **Appendix A**).*

- Academic Senate

Professor LaNae Jaimez, Interim Academic Senate President, reported that:

--the Academic Senate of Solano Community College voted to approve the current iteration of the College's Code of Ethics, but not without reservation. The Senate believes that this version of the COE is an honest attempt to incorporate recent feedback from the faculty. Despite this, the majority of Senators, as representatives of the faculty, expressed serious concerns about the COE content and the process through which this COE came to the Board of Trustees. We understand the need for the COE and lend our support to the approval of the current COE. We respectfully request the opportunity to begin work on a revision. The Senate would like to develop a task force to explore the possibility of developing a brief global policy regarding ethics at Solano which would then allow for all constituent groups at the college to develop their own COE. A model of this approach can been found at Napa College. In light of Dr. Laguerre's commitment

to shared governance and our newly formed 10+1 committee, I believe that we can resolve this matter by working together to create a COE that is acceptable to all at SCC.

7.   CONSENT AGENDA – ACTION ITEMS

Superintendent-President

(a)   Minutes for the Regular Meeting of February 20, 2013

Human Resources

(b)   Employment 2012-2013; Gratuitous Service

Finance and Administration

(c)   Personal Services Agreements

(d)   Technology Services & Support Reorganization

(e)   Strata Information Group (SIG) Consulting Services

Academic and Student Affairs

(f)   Amended 2013-2014 Academic Calendar

(g)   Agreement Between Solano Community College District and Higher One, Inc.

(h)   Request for Approval of Curriculum Actions as Submitted by the Curriculum Committee, a Subcommittee of the Academic Senate

Moved by Trustee Thurston and seconded by Trustee Young to approve the Consent Calendar as presented. The motion carried unanimously.

8.   ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

9.   NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Human Resources

(a)   Public Hearing on Solano College Faculty Association's Initial Proposal to Solano Community College for the Solano College Chapter CCA/CTA/NEA 2012-2015 Collective Bargaining Agreement

Board President Chapman recessed the regular meeting and called the public hearing to order at 8:46 p.m. In hearing no comments from members of the public, Board President Chapman closed the public hearing and reconvened the regular meeting at 8:47 p.m.

Ms. Charo Albarrán, Interim Director, Human Resources, presented the SCFA's initial proposal to the District for the Solano College Chapter (SCC) CCA/CTA/NEA 2012-2015 collective bargaining agreement, Article 18-Association Rights; Article 19-Workload; and Article 20-Salaries (related to Middle College) as is required under the Educational Employment Rights Act (EERA) prior to collective bargaining for the SCC bargaining agreement.

Moved by Trustee Keith and seconded by Trustee Martin to receive the proposal for negotiations as outlined above. The motion carried unanimously.

(b)   Public Hearing and Adoption of District's Initial Proposal to Solano College Chapter CCA/CTA/NEA 2012-2015 Collective Bargaining Agreement

Board President Chapman recessed the regular meeting and called the public hearing to order at 8:49 p.m. In hearing no comments from members of the public, Board President Chapman closed the public hearing and reconvened the regular meeting at 8:50 p.m.

Ms. Charo Albarrán, Interim Director, Human Resources, presented the District's initial proposal to the Solano College Chapter (SCC) CCA/CTA/NEA 2012-2015 collective bargaining agreement.

Pursuant to Articles 19 and 4 of the collective bargaining agreement between Solano Community College District (hereinafter "District") and the Solano College Faculty Association, CCA/CTA/NEA (hereinafter "Association"), the District hereby places before the Association a demand to bargain on Articles 19 regarding department chairs and 4 regarding chair and/or peer evaluation.

The District intends to commence discussion of these items as part of the negotiations on workload and evaluation as premised upon the reports of the negotiated Workload and Evaluation Committees established in the current contract.

Moved by Trustee Young and seconded by Trustee Brown to adopt the proposals for negotiations, i.e., Articles 19 regarding department chairs and 4 regarding chair and/or peer evaluation. The motion carried unanimously.

(c)   Second Reading – Solano Community College Code of Ethics Policy No. 4100 - New

The Governing Board establishes and regularly reviews broad institutional policies and appropriately delegates responsibility to implement these policies.

New Policy No. 4100 has been reviewed by the Superintendent-President's Cabinet and properly vetted through the Academic Senate, Shared Governance Council, Board Policies and Procedures

Adhoc Subcommittee, as well as the campus community. The Senate has stated that they respectfully request the opportunity to begin work on a revision.

Trustee Thurston, Chair of the Board Policy and Procedure Adhoc Subcommittee, reviewed the recommended policy and made some minor changes from the published version. The Adhoc Subcommittee commended the work of the campus on this new policy and appreciates the fact that the Academic Senate will continue to work on it. It is an important accreditation issue that needs to be resolved and encouraged the Board to approve the new policy as amended.

CODE OF ETHICS   4100

POLICY: *The Code of Ethics serves to articulate values and characteristics that everyone is expected to embody and promote. Each employee of Solano Community College shall:*

- *Abide by all legal obligations to include state and federal law and College policies.*
- *Treat each other with uncompromising integrity, dignity, respect, and fairness.*
- *Respect privacy and confidentiality.*
- *Act with transparency and be mindful of conflicts of interest.*
- *Maintain a safe and secure work environment.*
- *Recognize the College's responsibility to all citizens of the District to provide an educational program of the highest quality.*
- *Use technology resources and social networks professionally and responsibly.*
- *Conduct ourselves in a spirit of collegiality and civility.*

Moved by Trustee Brown and seconded by Trustee Young to approve the new Solano Community College Code of Ethics Policy No. 4100 as amended. The motion carried unanimously.

Finance and Administration

(d)   Measure G Bond Financial and Performance Audit for 2011-2012

Chair Thurston of the CBOC Board Subcommittee reported that the committee met prior to the meeting to listen to the auditor's presentation and findings.

Proposition 39 requires that the local community college Governing Board: (a) Conduct an annual, independent performance audit to ensure that funds have been expended only on the specific projects listed in the ballot language, and (b) Conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all the funds have been expended for school facility projects. Board acceptance is requested for the 2011-2012 Measure G Bond financial and performance audits. The Board Audit Subcommittee met with District staff to review the audit.

Ms. Terri Montgomery, a representative of Vavrinek, Trine, Day & Co. LLP, presented the Measure G Bond Financial and Performance Audit for 2011-2012 and answered questions from the Board.

Ms. Montgomery reported the audit contains two reports—a financial and performance report. The financial audit report was presented fairly with accurate numbers. It shows the financial position of the Institution as of the end of June. The fund had $21M of which $15M was set aside for contracts earmarked but not completed. The remaining $5M is for contingencies and carry over. Pages 5-12 are notes of statements, with Page 13 reflecting findings. There were no findings related to June 2012. There are no issues in the current year. The findings for the prior year of 2011 have been addressed.

In the performance audit, findings indicate the District spent the money for the exact purposes. For the year 2012, 42% of the expenditures were reviewed, i.e., $3.6M worth of documents and invoices. Salaries of facilities employees that were charged to the Bond were reviewed and found to be reasonable and correct. There were no exceptions noted for the year.

Moved by Trustee Thurston and seconded by Trustee Young to approve the Measure G Bond Financial and Performance Audit for 2011-2012 as presented. The motion carried unanimously.

Academic and Student Affairs

(e)   Approval to Enter into Agreement with Compass Group USA, Inc., for Canteen Vending Services

SCC's previous vending vendor, Freco, was not providing quality service to our campus community. Their products were often expired due to the lack of sales. Some vending machines were malfunctioning, frequently leaving customers frustrated. Their equipment was made in the 1980's and did not accept newer paper bills or credit cards. Freco did not regard faculty, staff, and student requests to provide healthier snacks. Itemized profit and losses reports were not being reported to ASSC regularly. Commission checks were not being sent regularly. As a result of these mishaps with Freco, ASSC decided to search for a new vending contractor when Freco's contract expired.

ASSC has chosen Compass Group USA, Inc., for canteen vending services. "Canteen" offered ASSC a signing bonus, scholarships, monthly reports, better commission, and modernized machines that take credit cards and provides healthier snacks. The terms of the agreement are that it will be for three (3) years and shall automatically renew for consecutive three (3) year terms, unless sooner terminated as provided within the agreement.

Moved by Trustee Young and seconded by Trustee Brown to approve the agreement with Compass Group USA, Inc., for canteen ending services, effective March 7, 2013. The motion carried unanimously.

10.   INFORMATION/ACTION ITEMS – ACTION MAY BE TAKEN

(a)   Agreement Between Solano Community College District and ADCAMP, Inc.

Dr. Jowel Laguerre presented the agreement between the District and ADCAMP, Inc. ADCAMP, Inc., will pay $50.00 for each kiosk each month commencing three (3) months after the date in

which the kiosk is first installed, until the expiration of this agreement. The term is for five years (5) from the installation date of May 11, 2013, and shall terminate on May 10, 2018.

ADCAMP shall install four kiosks on the College campus in Fairfield at no cost to the College, with location to be at mutually agreed-upon locations.

Board President Chapman recognized Mr. Gabriel Johnson who requested to comment on the agreement. Mr. Johnson respectfully requested that the Board not act on the agreement until the students have more time to effectively investigate services within the contract. There are expressed concerns regarding facilities, sizes of the kiosks, and in particular whether the agreement violates marketing programs for the benefit of Pepsi and the District; thus, violating an existing contract with Pepsi.

Dr. Jowel Laguerre, Superintendent-President, recommended removal of this item and advised the students that action would be taken at the regularly scheduled meeting in April 2013.

11.   INFORMATION ITEMS – NO ACTION REQUIRED

(a)   Intensive Spanish Language Workshops for Travis Air Force Base Mobility Support Advisory Squadron (MSAS) Personnel

Solano Community College District Contract Education will provide a series of intensive Spanish Language workshops developed to provide Mobility Support Advisory Squadron (MSAS) personnel with the language skills they need to be successful in missions in Spanish speaking countries.

Each workshop will serve 6-8 students and will offer 150 hours of instruction in 5 week blocks, the schedule to be executed as best benefits MSAS. Each workshop will be delivered for $23,600.00. The cost is inclusive for instruction, all books and on-line access to instructional materials.

The College will offer three levels of instruction as follows: (1) MSAS Spanish 100: Intensive introductory workshop for members with little to no language background/formal education (DLPT 0/0); (2) MSAS Spanish 102: Intensive workshop for members who have had previous education or exposure (DLPT 1/1 level); and, (3) MSAS Spanish 103: Intensive workshop for members at DLPT 2/2 level.

Training/instruction will be on-going, beginning with one each of the workshops detailed above.

(b)   Report on the Status of Solano Community College Employee Evaluations

This item was pulled from the Agenda.

(c)   First Reading – Standards for Probation and Dismissal, Policy No. 5100 – Revised

The Governing Board establishes and regularly reviews broad institutional policies and appropriately delegates responsibility to implement these policies.

Revised Policy No. 5100, Standards for Probation and Dismissal, has been reviewed by the Superintendent-President's Cabinet, Board Policies and Procedures Adhoc Subcommittee, and properly vetted through the Shared Governance Council.

This item will return to the Board for approval at the March 20, 2013, meeting.

12.   ANNOUNCEMENTS

Dr. Jowel Laguerre, Superintendent-President, announced that the Educational Foundation is sponsoring the Solano Economic Development Corporation Breakfast on Thursday, March 28, 2013, at 7:30 a.m. in Fairfield at the Hilton Garden Inn (2200 Gateway Blvd). There is one seat available. Mr. Johnson is offering up one ticket to one Board member. This is a wonderful opportunity for networking and showing support for Solano Community College and the Educational Foundation. Trustee Young requested the ticket, as did Trustee Brown. Dr. Laguerre offered up a ticket to Trustee Brown through the President's Office.

Student Trustee Salazar announced the "Out of Darkness" 5K walk to raise suicide awareness and raise funds. All trustees are welcome and invited to participate. The walk will take place this Saturday, 10 a.m. – 12:30 p.m., Fairfield campus.

Dr. Laguerre announced that the Vallejo Education and Business Alliance (VEBA) Officer Installation Ceremony Gala will take place on March 9 at 6 p.m., at the Vallejo Auto Museum. If interested, please contact Trustees Thurston or Young by the end of the meeting.

13.   ITEMS FROM THE BOARD

Trustee Martin reported that he attended a Yolo County Leadership meeting where discussions were held about shared services. On Saturday, the city of Winters will host a Sober Grad Night fundraiser.

Student Trustee Salazar recently attended a seminar at Saddleback College, "An Insider's Guide of a Psychology Major." Ms. Salazar stated she continues to work on the upcoming Cinco de Mayo event, which will be bigger than last year's event. The day is scheduled Sunday, May 5, from 11 a.m. – 5:00 p.m.

Trustee Keith advised this is the first place she has been since her surgery. She thanked all the people on campus who called, emailed her, sent flowers and cards, and visited her in her home. She expressed gratitude to so many willing to share their best wishes.

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

February 2013

22 – Solano EDC Breakfast Event at the Hilton Garden Inn, Fairfield. The topic of the panel discussion was, "State Issues Affecting Solano's Economy: What's Ahead in 2013?".   The panelists were Assemblymember Susan Bonilla; Assemblymember Jim Frazier; and Assemblymember Mariko Yamada.
23, 27 – Vallejo Education and Business Alliance (VEBA) Installation Ceremony Planning Committee meeting. The Installation Ceremony will take place on Saturday, March 9, at the USA Classic Events Center in Vallejo.
23 – Mike Thompson for Congress pasta feed fundraiser that was held at the USA Classic Events Center in Vallejo.
24 – The Greater Vallejo Chapter of Jack and Jill of America, Inc., 20th Annual African American Read-In. This event was held in the Joseph Room at JFK Library in Vallejo.
24 – Book signing event for Sharon McGriff-Payne who is a lifelong resident of Vallejo and a child of the Great Migration. The title of her new book is *African Americans in Vallejo.* The event was held at the Vallejo Naval Museum.
25 – Vallejo Sister City Association presentation of "Mighty Continent of Africa" – Past-Present-Future. The event was Part III (on East Africa) of a four-part series. This event was held at the JFK Library Joseph Room in Vallejo.
27 – Tutored as a volunteer mathematics to student athletes, who are participants in an after school STEM Grant Program at Vallejo High School.
28 – Black History Program at SCC. The topic was genealogy.
28 – Participated in a meeting of the Board's Subcommittee of the CBOC by reviewing the Bylaws of the Citizens' Bond Oversight Committee (CBOC).

March 2013

01 – Vallejo Center Expansion Advisory meeting.
02 – Solano County Democratic Central Committee 47th Annual Crab Feed. This event was held at the Portuguese Hall in Benicia, California. Trustees Brown and Thurston also attended.
06 – Tutored as a volunteer mathematics to student athletes, who are participants in an after school STEM Grant Program at Vallejo High School.
06 – CBOC Subcommittee meeting to review the 2011-2012 Measure G Bond Financial and Performance Audit.

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

February 2013

07 - Touro University—Anthony Muhammad.
12 - Juneteenth Planning committee meeting.
13 - AAUW presentation on Human Trafficking, Is It a Local Problem? Susie Foreman, Youth and Family Services Program Manager at Rosewood House, made the presentation.
15 - Suisun Redevelopment meeting.
16 - Delta Crab Feed in Vacaville.

22 - Solano EDC breakfast with speakers Assembly Members Jim Frazier, Mariko Yamada, and Susan Bonilla.
23 - Served at the Congressman Mike Thompson Pasta Feed.
28 - Bond Oversight Committee review of bylaws.

March 2013

01 - The Vallejo Convention and Visitors Bureau City leaders committee for ideas for branding the City of Vallejo. Trustee Thurston emphasized the importance of education since we are a three-college town.
02 - VEBA planning meeting for the first installation dinner to be held on March 9 at the USA Classics Museum.
02 - Democratic Central Committee Crab Feed in Benicia.
06 - VEBA Planning meeting for the Installation dinner.

Board President Chapman reported that she attended the Tuskegee Reenactment performance, "Heroes of the Night," which was a fundraiser for the Jimmy Doolittle Air and Space Museum located at the Nut Tree.

Dr. Chapman reported that it is Solano Community College and the Solano County Office of Education's turn to present the annual dinner. Aside from the regular agenda, SCC has been asked to present on happenings at the College. Areas of expressed interest include Bio Tech, Career Tech, Vocational Education Partnerships, transitioning from high school to SCC, Solano College perspective on the Adult Education Program, and the College's relationship with U.C. Davis, Sonoma State, Cal Maritime Academy, and the School of Aeronautics. The spring dinner meeting is scheduled April 29, beginning at 5:30 p.m., at the Solano County Office of Education located on Business Center Drive, Fairfield. Trustees were asked to contact Judy Spencer if they plan to attend. It has been determined that the money that has been accumulating in the Association's account will be used to award a 2013 graduating senior from each school district that plans to attend SCC a $500 tuition and educational expense scholarship. Presentations will be made during the dinner meeting.

Trustee Martin reported that he attend the Winters Education Foundation meeting where on-going partnerships are discussed. The foundation recently received a grant from Cache Creek for technology in the amount of $350K and their desire that it be used in partnership with Solano Community College.

Board President Chapman recessed the Board Study Session at 9:39 p.m.

14.   CLOSED SESSION

Board President Chapman called the Closed Session to order at 9:45 p.m.

       (a)   Conference with Labor Negotiator
            Agency Negotiator: Charo Albarrán
            Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39

       (b) Public Employee Discipline/Dismissal/Release

15.   RECONVENE REGULAR MEETING

Board President Chapman reconvened the Board Study Session at 10:14 p.m.

16.   REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Chapman reported that the Board held Conference with Labor Negotiator and CCA/CTA/NEA, CSEA, Operating Engineers—Local 39 in Closed Session, and no action was taken.

Board President Chapman reported that the Board discussed Public Employee Discipline/Dismissal/Release in Closed Session.

The Board took action in closed session to not renew the contract of the Dean of Liberal Arts beyond its current term. The vote passed with the following roll call vote.

AYES: Trustee Martin, Trustee Brown, Trustee Young, Trustee Thurston, Vice President Keith, and Board President Chapman
NOES: None
ABSENT: Trustee Honeychurch

17.   ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 10:15 p.m.

JCL:js

BOARD STUDY SESSION MINUTES.03.06.13.FINAL

_____ APPROVED _____
SARAH E. CHAPMAN, Ph.D.   JOWEL C. LAGUERRE, Ph.D.
BOARD PRESIDENT   SECRETARY

SOLANO COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

CODE OF ETHICS 4100

POLICY:

The Code of Ethics serves to articulate values and characteristics that everyone is expected to embody and promote. Each employee of Solano Community College shall:

- Abide by all legal obligations to include state and federal law and College policies.

- Treat each other with uncompromising integrity, dignity, respect, and fairness.

- Respect privacy and confidentiality.

- Act with transparency and be mindful of conflicts of interest.

- Maintain a safe and secure work environment.

- Recognize the College's responsibility to all citizens of the District to provide an educational program of the highest quality.

- Use technology resources and social networks professionally and responsibly.

- Conduct ourselves in a spirit of collegiality and civility.

REFERENCES/AUTHORITY: Accreditation Standards III.A.1.d

BP4100 ADOPTED: March 6, 2013