

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES

1. CALL TO ORDER

A special retreat meeting of the Solano Community College District Governing Board was called to order at 9:00 a.m., on Saturday, March 3, 2007, in the Hickam Room, at the Hilton Garden Inn, 2200 Gateway Court, Fairfield, CA 94533, by Pam Keith, Governing Board President.

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

At the request of Board President Keith, Trustee McCaffrey led those present in the pledge of allegiance to the flag of the United States of America.

3. ROLL CALL

Members Present:

Pam Keith, President
Phil McCaffrey, Vice President
James M. Claffey
Denis Honeychurch, J.D.
Stephen Murphy, J.D.
A. C. "Tony" Ubalde, Jr., Rel.D.
A. Marie Young
Lillian Nelson, Student Trustee
Gerald F. Fisher, Interim Secretary

Members Absent:

None

Others Present:

Cindra Smith, Ed.D., Community College League of California (CCLC)
Daniel Iacofano, Moore, Iacofano and Goltsman, Inc. (MIG)
Mindy Craig, Moore, Iacofano and Goltsman, Inc. (MIG)
Marjorie Carson, Ed.D., Interim Vice President, Academic Affairs
Charles Shatzer, Associate Vice President, Workforce & Community Development
Rob Simas, Director, Research and Planning
Pat Cordry, Executive Coordinator, Superintendent/President and Governing Board

4. APPROVAL OF AGENDA

Moved by Vice President McCaffrey and seconded by Trustee Young for approval of the agenda. The motion passed unanimously.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

There were no comments from members of the public.

6. BOARD RETREAT (NO ACTION REQUIRED)

(a) Reinforcing the Governing Board's Role – Cindra Smith, Ed.D., Community College League of California (CCLC)

Dr. Cindra Smith, Director of Education Services for the Community College League of California (CCLC), presented a session on reinforcing the Governing Board's role. Copies of "Solano CCD Board of Trustees Workshop, March 3, 2007" were distributed to members of the Board which included an outline for discussion on micromanagement, scenarios and excerpts from the Evaluation Report of the Accrediting Commission visit in October 2005.

Discussion ensued concerning how the Board has responded to the Accrediting Commission's concerns, expectations of internal constituents and external constituents in the community, policy development, implementation of policies and whether micromanagement has stopped. Some of the ways listed as having responded to micromanagement concerns include: (1) holding conversations amongst Board members about micromanagement; (2) raising the level of awareness; (3) directing concerns to the Interim Superintendent/President; and (4) continuing to attain a level of trust in the Board/Superintendent/President relationship. Interim Superintendent/President Fisher also pointed out that the Board has been very responsive to the needs of the employees through providing adequate salaries, benefits and a positive working environment. It was noted that many times, constituents have expectations that individual Board members can "fix a problem" for them and the temptation is there for the Board member to do just that; however, Board members were encouraged to continue to refer matters to the Interim Superintendent/President to handle.

Board members discussed how a policy is developed, when a policy is needed and whether existing policies are being implemented. It was noted that a policy can come from all directions—employees, Superintendent/President, Governing Board or the Community College League of California Policies and Procedures Subscription Services. It was also noted that while it is the responsibility of the Governing Board to set or approve policy, it is job of the Superintendent/President to ensure that policies are implemented.

Regarding whether micromanagement has stopped, Board President Keith indicated that she felt the Board is still finding its way. She indicated that if a Board member has a request for materials and it will take more than 10 minutes of staff time to provide the materials, then the request must come to the full Board, via the Board President. Examples were cited such as

requesting five years of audit information, teleconferencing into a Board meeting or an item to be placed on a future Board agenda. In the event there are issues with the Board President, a Board member always has the option of bringing his/her request to the full Board under “Items from the Board” at the end of each Board agenda. If the majority of the Board does not agree, then the Board member could wait six months and re-submit his/her request.

Dr. Smith reviewed criteria for identifying micromanagement:

1. Is it one trustee or the Board giving direction?
2. Does it have the effect of directing day-to-day activities of College employees?
3. Is it something that has been delegated to the CEO in policy, the job description, or other mode of delegation?
4. Differentiating monitoring and micromanaging.

Trustee Claffey left at 10:12 am.

Dr. Smith reviewed protocols and practices to prevent micromanagement including: (1) Self-Awareness and Discipline; (2) Clear Delegation; (3) Protocols on Board/Staff Communications; (4) Information and Discussion; and (5) Monitoring Systems.

Discussion continued about the complexities involved for Board members who were once employees or student body leaders of the District and/or also have family members attending or working at Solano Community College. Perceptions of others, sincere interest in Solano College, attitude, confidence in bringing issues to the Superintendent/President and team building were all discussed. Some Board members shared that they have informal agreements with people who were their friends before he/she became a Board member and that out of respect for the Board member and their role, their friends do not place them in a position of resolving a problem for them at SCC as they have agreed not to discuss the College. Dr. Smith cited an example at another district where a Board member and a Vice President decided to eliminate any misconceptions by no longer traveling together. Dr. Smith emphasized the need for Board members to know when and how to draw the line. Dr. Smith suggested that Board members try to focus on the future of the College rather than trying to be the “fixer of problems.” She advised that if you have to ask yourself whether it is micromanagement, then it probably is micromanagement. In answer to a question as to whether micromanagement by boards was typical or unusual, Dr. Smith replied that Solano is not unusual in this regard and that the Board is addressing the matter very professionally.

Dr. Smith reviewed ways the Board could determine whether their goals were being achieved through the Superintendent/President such as accreditation, audits, etc. Interim Superintendent/President Fisher indicated that he has added a section on updates to the President’s Report and uses that opportunity to inform the Board of the progress he has made on inquiries or directives from the Board. Interim Superintendent/President Fisher also indicated that a timeline for policy updates for this year (2006-07) has been set and a review of all policies is nearing completion this year. A schedule to review all District policies has also been done which rotates all policy areas so there are two series reviewed each year beginning with 2007-08.

In an effort to afford the Board an opportunity to evaluate whether policies are being implemented and if new policies are needed, it was the consensus of the Board that at the time Board policies are presented to the Board, each vice president of the respective area would report on implementation of Board policies within his/her jurisdiction.

Board President Keith called a recess at 10:35 a.m.

(b) Educational Master Plan – Moore, Iacofano and Goltsman, Inc., (MIG)

Board President Keith reconvened the retreat at 10:57 a.m.

Daniel Iacofano and Mindy Craig of Moore, Iacofano and Goltsman, Inc. (MIG) reviewed the draft Educational Master Plan (EMP) stating that there was still opportunity to provide feedback into the document. The EMP process was commissioned by the Governing Board in 2006. Mr. Iacofano stated that the College is well-respected and appreciated in the community and more of Solano College is wanted. It was noted that Mr. Iacofano worked on the first-ever statewide system strategic plan for community colleges.

Mr. Iacofano and Ms. Craig delivered a PowerPoint presentation that included information on (1) employment demand and population; (2) increasing impact of education on earning; (3) EMP planning; (4) EMP development; (5) population; (6) educational attainment; (7) economic and business climate; (8) service area and strategic location of centers; (9) growth in service area; (10) projected fall enrollment growth scenarios; (11) service area participation rates; (12) mission area growth; (13) academic/transfer; (14) basic skills; (15) career technical education; (16) lifelong learning; (16) program overview and existing program assessment methodology; (17) program planning assumptions; (18) facilities; (19) goals and strategic directions; and (20) ongoing program review process.

Input for developing the EMP was solicited from six community forums as well as faculty and staff forums (September 2006) on campus. Campus forums are continuing and questionnaires were also distributed for direct feedback. Environmental scans were done to provide key trends and demographics and projections for how the College will build out. Information from the Curriculum Committee was also invaluable along with information from student forums. Mr. Iacofano stated that 100 percent coverage was provided of all of the College programs in the EMP development.

Mr. Iacofano stated that MIG also looked at Solano's competition for attracting students of all ages. MIG used the District's goals as the framework for the EMP: teaching and learning; student access; institutional diversity; organizational development; technology; fiscal strength and community relations. The EMP document concludes with a series of goals, strategies and directions for each of the seven goal areas.

Mr. Iacofano informed the Board that MIG found that the population spikes in 0-14 and over 55 age groups for Solano County. Demographics indicate a 31 percent population growth in Solano County between 2005-2025 and that by the year 2030, 38 percent of Solano County residents

will be Hispanic/Latino. Seventy-nine (79) percent of Solano County's population will be non-White by 2030. The District Board will need to set in motion the facilities, the policies and the programs that will help the growing, diverse population in our District. Approximately 60 percent of adults 25 or older did not have a college degree in 2005. Ms. Craig reported that approximately 27 percent of Solano County residents over the age of five speak another language other than English as their first primary language. MIG also looked at economic clusters for the county and projections indicate that government is the number one growth sector, wholesale and trade followed by health and education, which is important for Solano Community College to consider when meeting the needs of its future students. A change in perception is that Solano County is no longer considered to be on the edge of the Bay Area but in the center of a "Mega Region" which goes from Monterey to Reno/Tahoe.

Trustee Claffey returned to the meeting at 11:08 p.m.

Ms. Craig highlighted information that came from the forums, i.e., current strengths being affordability, Speech, Athletics, Nursing and partnerships with K-12 programs. The forums also pointed toward the importance of flexibility in scheduling to meet the ever-changing workforce, improving marketing of the College and creating a welcoming place for students. It was estimated that approximately 4,000 students live in Solano County but attend community college elsewhere and about 1,000 students come to SCC from other places.

The Board engaged in discussion about the growth in the various major cities in the District's service area and made suggestions about additional programs or services and ways to meet the needs of future students. Some ideas brought forward were post processing of agricultural crops, food processing and construction. It was noted that important skills in which people need to be trained include critical thinking skills, higher analytical skills, logic, writing and communications information absorption/processing. Using the Chancellor's Office projections and Solano County growth, MIG anticipated an enrollment of 17,000 students by fall 2020. This could be influenced by more aggressive marketing, tailored programming and quality. As new centers open, there will also be spikes in enrollment. Current enrollment is approximately 12,000 students.

Discussion was held about recovering from the FTES that was lost when Mare Island closed and the need to further develop Career Technical Education as well as adapt to the changing needs and skills demand of the workforce now and in the future. Growth areas forecasted to increase are architecture, engineering and construction nationwide and even in the world. Growth and more demand for community college education will occur because of sheer economics and the cost of higher education along with being located in one of the nation's Mega Regions.

Partnerships with the UC and CSU systems will continue to be more and more important. Interim Superintendent/President Fisher stated that as an outgrowth of the Economic Summit that he attended, Solano County Superintendent of Schools Dee Alarcón has agreed that the District Superintendents' meeting that currently encompasses K-12 districts and Solano College should be expanded to now include K-16 superintendents as well. There should be representation from the California Maritime Academy, Touro University, UC Davis, Sacramento State University

and Sonoma State University at the Solano County District Superintendents meeting, perhaps on a quarterly basis.

Trustee Ubalde stated that he has been asked when Solano College will continue to dialogue with the California Maritime Academy (CMA). Interim Superintendent/President Fisher responded that he is currently working with Dr. Eisenhart (CMA) and Dr. Kaye (Touro).

Mr. Iacofano stated that MIG envisions a binder approach for the EMP so that updates can be inserted on a regular basis and become a working document for staff. Material would be in tabbed format so that a catalog of program reviews can be drawn on when needed for planning future programs. The EMP would be institutionalized and used as a resource document. Faculty would be trained to use this information in their discussions. The information has also been put into a data base which is searchable.

MIG also suggested that a new working group be formed consisting of the Deans, Academic Senate and the Curriculum Committee to continue the high energy of planning for the future of the College.

Mr. Iacofano stated that as growth expands and continues, the Board needs to remember and consider all of the support components that have to expand in a commensurate way and to budget for them.

Mr. Iacofano stated that certain areas stood out based on economic and growth trends, competition or lack thereof: green industry, healthcare and emergency response, gerontology and automotive and motorcycle technology/alternative fuels and vehicles. The EMP also included other new programs to assess as to their potential for SCC.

Interim Superintendent/President Fisher informed the Board that in the current remodel of the Health Occupations building, a separate additional lab will be added to provide a skills lab for Emergency Medical Technicians, Paramedics and CNA students.

Vice President McCaffrey commented that at the recent trustees' conference, he spoke with trustees from Oceanside and learned that the community college has developed a degree program for military personnel. One example is a degree in logistics management. Interim Superintendent/President Fisher stated that there could be an opportunity for Solano College to work collaboratively with the California Maritime Academy on a similar degree program. Students with a degree in logistics management could also easily transition into jobs in the public sector as well.

Facility implications for the campus and centers were also reviewed. Included in the existing Facilities Master Plan is the renovation of existing facilities. Creating "the third place" or an interactive area for students was suggested. Some of the programs derived from the Program Analysis needing further facility consideration include Biotechnology, Fire Technology, Alternative Energy, Early Childhood Education, Day Care, virtual classrooms and Auto Technology.

Mr. Iacofano reviewed the goals and strategy section of the draft EMP. The institutional goals were used as the framework for suggested programs and services. Much input from faculty, community, staff and students have shaped this resource information that can be used for years to come. The importance of breaking down barriers and encouraging students early in life (junior high or even grade school) was emphasized.

Next steps include: (1) institutionalize a process where the EMP Working Group would continue to meet on a regular basis (i.e., yearly or by semester) to constantly look at the environment, review programs, devise new programs and evaluate programs; (2) develop branding and a marketing plan to attract students who are attending other colleges and address new populations; (3) update the Facility Master Plan; (4) enact the vision for a third place and required facilities; (5) incorporate EMP results/planning in future budgeting; and (6) respond to changing community needs given the economy, society and technology on an ongoing basis to work in partnership with the community. Structures and processes need to be put in place for the viability of the institution. Mr. Iacofano advised that if we can build capacity for the organization to work closely with the community, adjust programs to meet new needs continually and reinvent ourselves on a regular basis, the institution will be healthy and strong.

An executive summary will be prepared that can be distributed to leaders in the community along with those who participated in the community forums. Vice President McCaffrey suggested that in the Executive Summary, the City of Winters should be included. Under Section 4, Planning Department, Winters is included in Chart I but not in Chart A. The Strengths, Opportunities Weaknesses chart should also include reference to Winters. Binding issues will be corrected and in some cases, pull-out pages will be done. Sequencing of pages and pagination will be revised for better flow of information. MIG also plans to come on campus and photograph the campus and students (with permission) to personalize the EMP for Solano.

Student Trustee Nelson referred to the section on ongoing assessment and suggested that students be incorporated into this section and participate in the ongoing assessment group.

Interim Superintendent/President Fisher stated that we have the information that we need and Solano College is at a critical juncture where we need to make some programmatic decisions about how the data is used. He expressed optimism and enthusiasm about all of the work that Moore, Iacofano, and Goldsmith has done on the EMP. Given all of the projects taking place at the College today, the EMP is significant and hopefully, the District will grow in a dynamic way as a result of the EMP.

Board President Keith expressed the Board's gratitude for the work done on the EMP by MIG and agreed that the EMP is a living document to pave the future of the District. She stated that people in her community felt that MIG really listened to what they had to say in the community forums.

Board President Keith recessed the retreat at 12:23 p.m. for lunch.

Trustee Honeychurch left at 12:23 p.m.

Board President Keith reconvened the retreat at 1:30 p.m.

(c) Governing Board Direction on Public/Private Partnerships – Gerald F. Fisher

Interim Superintendent/President Fisher sought direction from the Governing Board with respect to College property: (1) acreage at the back of the Suisun Valley Road campus and (2) 60 acres at the Vacaville site. Interim Superintendent/President Fisher stated that in pursuing the Board's question about the installation of a 30-inch water pipe as part of the DeNova Homes project adjacent to the College, they are involved in a project that is under the jurisdiction of the City of Fairfield.

Trustee Claffey arrived at 1:34 p.m.

In the master planning process for Vacaville, 10 acres of the 60 acres would be set aside that fronts VacaValley Parkway. Interim Superintendent/President Fisher advised that the District should move very slowly on developing this property since the value of this property will increase rapidly as Vacaville develops. The District may be better served to enter into a long-term lease on the 10-acre portion.

Interim Superintendent/President Fisher asked if the Board wished to provide direction to him for use of the College property. Concerning the Solano County General Plan and the Suisun Valley campus, Vice President McCaffrey suggested that the District place a statement in the General Plan that the District would potentially want to use the 40 acres for agricultural or viticultural purposes. Trustee Claffey stated that there may be a problem with a viticulture program at Solano since Napa Valley College already has a viticulture program.

It was the consensus of the Board that Interim Superintendent/President Fisher should move forward with phase I of the Public/Private Partnership through Jim Goodell if there is no expense to the District and that ISP Fisher will look into the Solano County General Plan process, that the District should stay engaged with the General Plan and ISP Fisher should report back to the Board as to which level of participation would be appropriate from Solano Community College District. Copies of the Public/Private Partnership document dated January 18, 2006 were provided to Board members at the retreat.

Trustee Ubalde asked about the contact at the College for the DeNova Homes Environmental Impact Report (EIR) project. Interim Superintendent/President Fisher responded that the Vice President of Administrative & Business Services Willard Wright attended the scope of the EIR meeting in January 2005. Erin Beavers from the City of Fairfield also informed Interim Superintendent/President Fisher that two or three follow-up meetings were held with the Superintendent-President as well. The 30-inch pipeline is not about supplying water for future homes, but so that City of Fairfield can have redundancy in their water system in three different storage areas in city limits. At some point, the College would be asked to allow access on College property to work on continuation of the 30-inch pipeline west to Suisun Valley Road.

(d) Review of Progress on 2006-07 Goals – Gerald F. Fisher

Interim Superintendent/President Fisher reviewed progress made on the 2006-07 Board goals as follows:

ACCREDITATION

(a) **Topic: Successful completion of the progress report process (Report Due March 15, 2007)**

This item is completed with an action on the March 7 Board agenda to affirm the progress report that will be sent to the Accrediting Commission by March 15.

(b) **Topic: Institutional Effectiveness**

This goal is nearing completion. Interim Superintendent/President Fisher referred to Draft #9 and a new format for the goals as suggested by Dr. Andrea Serban. The goal is to have a strategic plan in place by the end of the spring semester with a finalized list of objectives and strategic action strategies to implement the objectives. This goal will be achieved by the end of 2006-07.

(c) **Topic: Board cohesion/ethics/behavior**

The goal was to review and modify the Board Code of Ethics which is in progress currently with the Board Subcommittee and to include sanctions for violation of the policy. Reinforcing the Board's role took place in a session with Dr. Cindra Smith of the Community College League of California (CCLC) at the March 3, 2007, Board Retreat.

The District will request that the Accreditation Team visit occur on April 18 or 19. The follow-up team will include two or three members.

(d) **Topic: Unfunded Liabilities**

An actuarial study is in progress, which needs to be done within two years of our implementation date in 2008. At its February 21, 2007 meeting, the Board took action to appoint Mazie Brewington, Vice President of Administration & Business Services, to be the representative and Elizabeth Skelly, Interim Director of Fiscal Services, to be the alternate representative of the District to the retiree Health Benefit Program JPA. A pre-funded amount of \$917,000 was deposited in a special account designated solely for retiree health benefits within the District's budget and is now worth over \$1 million. It must be fully funded over 30 years and is expected to cost \$300,000 to \$350,000 per year for retiree benefits.

Measure G (Funding for new Centers in Vacaville and Vallejo)

The Vallejo Center is on budget and ahead of schedule. The Vacaville Center project is funded with 3.6 million additional dollars for the same size project. The Bond Update to be given to the

Board at the April 4 meeting will show that the Vallejo Center project cost was approximately \$22 million while the Vacaville Center project cost is estimated at \$26+ million.

Interest-based Bargaining

The status on this goal is to be determined. At this time, CTA has indicated that it will not participate in interest-based bargaining while the other two unions have agreed to participate.

Renew and/or Update Board Policies

Board Policies Series 2000, 3000, 4000, 5000 and 6000 were reviewed and approved; Series 1000 and 1100 are forthcoming to the Board for information.

In 2007-08, Human Resources and Business Services policies will come back to the Board on a regular review cycle. Interim Superintendent/President Fisher stated that when the policies are presented to the Board, the administrator in charge of the policies will advise the Board as to the implementation status of the policies. This will be institutionalized as a process when policies are presented to the Board.

By the end of the Spring Semester, all of the District policies will have been reviewed in a one-year period of time. In summary, Interim Superintendent/President Fisher reported that we are making substantial progress on Board goals and he expressed the hope it is capped off by a positive accreditation visit. The Accrediting Commission will meet in June on the results of the visit to Solano and sometime this summer, we will know the outcome of their April visit.

(e) Board Goals for 2007-08 – Gerald F. Fisher

Interim Superintendent/President Fisher brought forward the following suggested areas for goals for the Board to consider setting for next year (2007-08): Measure G; accreditation; Banner implementation; Educational Foundation; and marketing.

Interim Superintendent/President Fisher stated that Banner implementation will have a major impact on the workload of staff over the next 12-18 months. A move to the financial module is planned for January 2008 and by March 2008, a switch will be made to the new integrated software. Part of the program is a new Web interface for the College. Staff must do their regular jobs in addition to the Banner implementation workload.

Interim Superintendent/President Fisher informed the Board that the Financial and Budget Planning Advisory Committee (FABPAC) will consider a list of priorities for funding with the number one item on the list being the recommendation for a full-time Director of Public Relations, Marketing and Communications position. Interim Superintendent/President Fisher was able to get agreement with the Executive Council on the need for this position to be a high priority on the funding list. The community forums revealed that Solano College is the “best kept secret in Solano County.” Interim Superintendent/President Fisher attributes this to the model used for years of an 80 percent Director of Community Services and 20 percent Public Relations

position. Interim Superintendent/President Fisher emphasized the need for the full-time position, particularly in light of the grand opening of the Vallejo Center, new Student Services building on campus, new Vacaville Center and as evidenced by the need identified in the Educational Master Plan.

Regarding the Education Foundation, Interim Superintendent/President Fisher stated that the Foundation Board of Directors (23 members) are ready to make a move. An Executive Director or Director of Advancement of the Foundation is needed and much work needs to be done to bring together the Education Foundation, Scholarship Foundation, the Athletic Boosters Club and the Theater together under one roof with respect to fund-raising. Interim Superintendent/President Fisher spoke about the possibility of buying classrooms at the new Centers and selling bricks to be permanently placed at the Centers as potential fundraisers.

Interim Superintendent/President Fisher stated that he was not comfortable on moving on any of these ideas until the Board sets its goals for direction.

Board members shared their thoughts on ways a Director of Marketing could help advertise the College, the Foundation and Ethnic Studies presentations as well as Board meetings.

Trustee Ubalde distributed copies of a proposed goal for the establishment of a Pacific Rim Institute. Board members were asked to study the proposal, do research and be prepared to discuss the proposal at length, along with other proposed Board goals, at a goal-setting session at the April 4 meeting.

Board members were asked to think about goals that they would like to see the Board consider and submit them in writing to the President's Office by March 23 for inclusion in the April 4 Board agenda packet.

(f) Accountability Reporting for the Community Colleges (ARCC) Draft Report – Rob Simas

Rob Simas, Institutional Researcher, delivered a PowerPoint presentation on the new accountability reporting required for all California community colleges and Solano's response, in particular. Copies of the presentation were distributed to Board members. Mr. Simas stated that discussion on ARCC has started on campus and another is scheduled on March 22. The report will be available to the public on March 15. Mr. Simas explained that the ARCC replaces Partnership for Excellence (PFE) type of reporting and is built on the accountability model. The purposes are to assist the policy decisions for the Legislature and provide guidance on how the College can be better. Colleges are not compared within the report, but rather the report is to help individual colleges be able to look at its own change over a three-year period of time. Mr. Simas reviewed some statewide information, i.e., one-third of the students receiving a bachelor's degree through the UC system came from community colleges and 55 percent of students receiving a bachelor's degree through the CSU came from community colleges or 45.3 percent for both systems in 2005-06. Vocational awards and certificates are also increasing. Discussion ensued concerning transfer/completion rates. We are trying to address the area of

basic skills course completion rates. Solano rates were compared with peer groups and shown as higher than the mean on some and lower on others.

Mr. Simas informed the Board that Solano submitted a 500-word self-assessment by 5 p.m. on February 2, a copy of which was provided to the Board. The report is required to be discussed with the Governing Board in public forum. In the fall, Flex Cal will also be focused around Basic Skills. Discussion must also be held on how the College will maintain successful performance or address less successful ones. All community colleges are given one year to verify the Board's interaction with the report. Mr. Simas stated that some colleges have had problems with coding of English as a Second Language (ESL) classes; however, Solano's numbering system has had no problems. Mr. Simas stated that there needs to be proof in the Board minutes that the Board held discussion on the report and its findings and how the District plans to address the findings.

Board members expressed appreciation to Mr. Simas for the data presented to them through the report. In answer to Trustee Young's question, the data is pulled from reports sent in from Solano College. Trustee Murphy asked if some of the data could be broken down by region. Mr. Simas stated that he could look at our data and based on zip codes, information could be provided to see how many students get degrees in certain areas. It was noted that if it will take more than 10 minutes for staff to do the job, then the request needs to go through the Board President as the request needs to be approved by the full Board.

7. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:05 p.m.

GFF:pc

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APPROVED

PAM KEITH
PRESIDENT

GERALD F. FISHER
INTERIM SECRETARY