

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD

UNADOPTED MINUTES  
Special Meeting  
July 22, 2009

1. CALL TO ORDER

The special meeting of the Solano Community College District Governing Board was called to order at 6:00 p.m., on Wednesday, July 22, 2009, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, California 94534-3197, by Board President A. Marie Young.

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

At the request of Board President Young, Dr. Laguerre, Board Secretary, led those present in the pledge of allegiance to the flag of the United States of America.

3. ROLL CALL

Members Present:

A. Marie Young, President  
Denis Honeychurch, J.D., Vice President  
Sarah E. Chapman  
James M. Claffey  
Pam Keith  
Phil McCaffrey  
Lillian M. Nelson, Student Trustee  
Tom Henry, Special Trustee  
Jowel C. Laguerre, Ph.D., Secretary

Members Absent:

Rosemary Thurston

Others Present:

Ross Beck, Director of Public Relations, Marketing and Communications  
Robin L. Steinback, Ph.D., Vice President, Academic Affairs  
Lisa J. Waits, Ed.D., Vice President, Student Services  
Judy Anderson, Executive Assistant, Administrative & Business Services

4. APPROVAL OF AGENDA

Board President Young advised of the following specific correction to Item 7.(b) Consent Calendar-Human Resources, Employment 2009-10, line 4, Trudy Largent, J.D., Interim Director of Human Resources, dates to be determined until position is filled, ***\$13,250/month***, page 1.

Board President Young advised that Dr. Laguerre pulled Item 7.(b) Consent Calendar-Human Resources, Employment 2009-10, line 8, To Be Announced, Interim Vice President, Administrative and Business Services, page 1.

Board President Young advised that Dr. Laguerre pulled Item 10.(a), Measure G Bond 2007-08 Financial Audit Report, page 24.

Moved by Trustee Pam Keith and seconded by Trustee Phil McCaffrey for approval of the Agenda as corrected. The motion carried unanimously.

5. COMMENTS FROM MEMBERS OF THE PUBLIC

There were no comments from members of the public.

6. REPORTS (NO ACTION REQUIRED):

(a) Shared Governance Council

Vice President of Academic Affairs, Dr. Robin Steinback, reported that the Shared Governance Council met on July 8, and 22, 2009. She reported that the Council is discussing ways to reduce paper distribution of board agendas and increase dissemination via the College Web site and electronic copies. The issue arose from campus forums on ways to “green” the campus and reduce waste in agenda distributions to the campus community. It will comply with the Brown Act and ensure that e-mail copies, with attachments, can be easily opened. Currently, 170 paper agendas go out for each meeting. Dr. Laguerre indicated this issue will return to the Board after Shared Governance finalizes its recommendations.

The final 2009-10 reorganization of Academic Affairs was presented.

Susan Rinne, Interim Director of Fiscal Services, reported on the latest state budget information from the Community College League and its implications to the District.

The Council was provided the latest update on plans to begin preparing the follow-up report to the ACCJC, which is due by October 15.

(b) Superintendent

Dr. Jowel Laguerre requested Dr. Robin Steinback to give an accreditation status update and the District’s steps to produce the follow-up report. The Accreditation Advisory Committee, co-chaired with Academic Senate President Jeff Lamb, began by evaluating the process on how the District responded to the Show Cause Report—what worked and what did not. Feedback was received from surveys conducted in forums and venues; discussions at Shared Governance, FABPAC, and campus forums; and comments were posted on the wikis. The Special Report is due October 15, with a visit to follow. The Advisory Committee concluded that the working group model, with core teams, with co-chairs, consisting of faculty, staff, and students, was effective. All constituent groups will be requested to designate a representative. The committee has carefully reviewed the ACCJC letter dated June 30 removing the College from Show Cause,

the report from the April 27 visit (Nixon Report), and the update report authored by Dr. Robert Jensen. A matrix was developed to map the progress and evidence that will steer all working groups. A strategy session, entitled “Mapping the Evidence”, will be held on July 28 to include all administrators. Because of the short timeline, a draft will be complete by September 2, the Shared Governance Council will review final draft on September 23, and the final draft will be on the October 7 Board agenda.

Board President Young asked that the matrix get monitored and updated regularly so that the latest information is on the site, and suggested that notices be posted to inform the public on whether there is an update or not. Dr. Laguerre said he is impressed with Dr. Steinback and the advisory group’s efforts, and has full confidence with lessons learned from the first report that the follow-up report will be timely and thorough.

Dr. Laguerre asked Susan Rinne, Interim Director of Fiscal Services, to present a budget update. Ms. Rinne shared the latest information from the League on budget cuts. The impacts to the College are as follows: with the shortfall the League projects the College to lose 1,628 students, 2009-10 apportionment cuts total \$1.36 million, and 2008-09 “mid-year” apportionment cuts total \$1.389 million. Even with the cuts built into the 2009-10 budget development, the College still has a \$1.4 million shortfall. However, two potential sources of contingency dollars exist: \$100,000 in contingency funds and the CMF clean-up costs are expected to come in much lower at about \$200,000. This leaves a final estimated shortfall of \$532,081. The Shared Governance Council and FABPAC are informed and engaged on what the District faces. To mitigate the reductions, the District is exploring re-negotiating utility contracts and further reducing supplies and operating expenses. We also re-negotiated the eCollege contract that resulted in savings. Categorical program funding takeaways is more severe, totaling \$1.4 million. There is anticipation of federal stimulus backfill monies totaling \$600,000, but will still leave a \$823,081 cut to student services. The re-negotiated eCollege agreement will not impact courses offered.

Ms. Rinne reported there was good news on the Tax Revenue Anticipation Note (TRAN) in the amount of \$2 million. The College was funded and was very fortunate to receive a SP+1 rating—an excellent rating. Special Trustee Henry added that several colleges didn’t get funded. Buyers are being especially choosy and only selecting those they think can repay the funds. The funding agent noted that Ms. Rinne was very good in responding to its questions and complimented her for her part in securing the TRAN. The college will not get funded if the questions are not answered satisfactorily. Special Trustee Henry thanked Ms. Rinne for her role in securing the TRAN. Trustee Chapman congratulated Ms. Rinne and stated she served the District well.

Dr. Laguerre recognized Judy Anderson, who was substituting for Judy Spencer in taking the Board minutes. Dr. Laguerre recognized and introduced Mr. Art Lopez, Interim Dean of Financial Aid.

7. CONSENT AGENDA – ACTION ITEMS

Superintendent/President

- (a) Minutes for the June 17, 2009, Regular Meeting and June 24, 2009, Special Meeting. There were no minutes for the July 15, 2009, Regular Meeting, due to the meeting being cancelled for lack of quorum.

Human Resources

- (b) Employment – 2008-09; Employment 2009-10; Gratuitous Service

Trustee Claffey requested that the following item be removed from the Consent Agenda: 7.(b), Consent Calendar-Human Resources, Page 7, line 10, Robert Jensen, Consultant to the Superintendent/President's Office, \$200.00 per hour, not to exceed \$75,000.

Motion by Trustee McCaffrey and seconded by Trustee Keith to approve the Consent Agenda as amended. Motion passed unanimously.

Administrative and Business Services

- (c) Warrant Listings
- (d) Construction Change Order No. 4 to Roebbelen Contracting, Inc., for the Vacaville Center
- (e) Change Order No. 1 to Asbestos management Group (AMG) of California, Inc., Building 100 Asbestos Abatement Contract
- (f) Supplemental Asbestos Monitoring by MS Environmental, Building 100, Asbestos Abatement Project
- (g) Construction Change Order No. 3 to Quality Sound, Inc., Modernization Contract for Building 1400 Student Union

Academic Affairs

- (h) Foundation Experience Agreement
- (i) Community Services Fall 2009 Instructors and Classes

8. ITEMS REMOVED FROM CONSENT AGENDA

Trustee Claffey asked to remove Item 7.(b), Consultant to the Superintendent/President's Office, from the Consent Agenda because he stated wasn't aware of the item or had sufficient time to review the agreement. He stated that it's a great deal of money and the duties are identical to the current Superintendent/President. Special Trustee Henry advised that he made the recommendation to utilize Dr. Jensen's services. The College was just removed from Show Cause sanction, but the institution has great work yet to accomplish in its recovery. It remains a formidable task to be placed on probation. Dr. Jensen gave his all to the institution, and we were

merely treading water. Title 5 guidelines allows for the Special Trustee to make recommendations such as this.

Student Trustee Nelson asked for clarification on the need for a consultant versus what the Superintendent/President does. Special Trustee Henry explained that the institution needs outside intervention. As a result of the Show Cause sanction, and now Probation, the state still believes the College needs help—and not only in the Superintendent/President’s office, but in other areas in shoring up the District. Recovery is expensive and takes time. He stated the contract amount is quite inexpensive compared to closing the institution. The contract amount is not to exceed \$75,000—. Trustee Honeychurch said he supports the contract, especially since we already know Dr. Jensen’s capabilities. Trustee Claffey expressed his concern about the use of consultants.

Moved by Vice President Honeychurch and seconded by Trustee Chapman to approve the agreement with Dr. Robert Jensen as Consultant to the Superintendent/President’s Office. The motion carried with the following roll call vote:

STUDENT TRUSTEE ADVISORY VOTE: Lillian M. Nelson concurred.

AYES: President Young, Vice President Honeychurch, Trustee Chapman, Trustee Keith,  
Trustee McCaffrey  
NOES: Trustee Claffey  
ABSENT: Trustee Thurston

9. RETIREMENTS OF STAFF WITH 10 OR MORE YEARS OF SERVICE

(a) Resignation to Retire – Jonnie Hoggan

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
<b>Jonnie Hoggan</b>	<b>Financial Aid Analyst 24-1/2 Years of Service</b>	<b>August 3, 2009</b>

Dr. Lisa Waits, Vice President of Student Services, spoke for Ms. Jonnie Hoggan on her retirement after 24 and one-half years to the College. Ms. Hoggan is an alumna of Solano College and earned a degree from Brigham Young University. Prior to coming to Solano, she worked at University of Arizona and University of Wyoming. She started in the Writing Skills Lab in 1985 and then to the Financial Aid Office in 1986. She worked in numerous capacities in Financial Aid, including Federal Work Study Program, EOPS Grants, SCEOG Grants, and other programs serving students. In 2000 she became the Financial Aid Analyst. Her position requires a special person—technical expertise, mastery of complex federal and state regulations. Recently retired Dean Sal Alcalá was her long-time supervisor, and Dr. Waits read a statement from him congratulating her on her tenure at the College. “She never had an audit exception, appreciated her high ethics, her dedication is highly commendable, and I was honored to have had her on my staff”. A round of applause followed.

Ms. Hoggan thanked everyone for the opportunity to serve students in the Writing Lab and Financial Aid Office. Ms. Hoggan stated she will miss everyone at Solano.

Dr. Laguerre said he met with Ms. Hoggan and was impressed by her care of students and thanked her for her service to the College.

Moved by Trustee McCaffrey and seconded by Trustee Keith to approve Ms. Jonnie Hoggan's retirement, effective August 3, 2009.

10. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Administrative and Business Services

(a) Measure G Bond 2007-08 Financial Audit Report

This item was pulled from the Agenda.

Academic Affairs

(b) Agreement Between Bay Area Clean Water Agencies (BACWA) and Solano Community College District to Provide Water and Wastewater Credit Classes

Ms. Deborah Mann, Program Developer for Contract Education and Community Services, presented the new agreement between Bay Area Clean Water Agencies (BACWA) and SCCD to provide water and wastewater credit classes for compensation to the District in the amount of \$40,500. Dr. Laguerre added that he received many compliments from the agency on Ms. Mann's performance and the program.

Moved by Trustee Keith and seconded by Vice President Honeychurch for approval of the agreement between Bay Area Clean Water Agencies (BACWA) and the Solano Community College District to provide water and wastewater credit classes for \$40,500. The motion carried unanimously.

(c) Agreement Between Western Container Corporation and Solano Community College District to Provide Computer Software Training for Contract Education

Ms. Deborah Mann, Program Developer for Contract Education and Community Services, presented the new agreement between Western Container Corporation and SCCD to provide computer software training for Contract Education in the amount of \$3,400.00.

Moved by Vice President Honeychurch and seconded by Trustee Keith for approval of the agreement between Western Container Corporation and the Solano Community College District to provide computer software training for Contract Education in the amount of \$3,400.00. The motion carried unanimously.

(d) Local Agreement for 2009-2010 Child Development Contract CSPP-9632

Ms. Christie Speck, Director of the Children's Programs, presented the new agreement for 2009-2010 Child Development Contract CSPP-9632, funded at a maximum reimbursable amount of \$426,330.00.

Moved by Trustee McCaffrey and seconded by Trustee Keith to approve the local agreement for 2009-2010 Child Development Contract CSPP-9632. The motion carried unanimously.

(e) Local Agreement for 2009-2010 Child Development Contract CCTR-9346

Ms. Christie Speck, Director of the Children's Programs, presented the new agreement for 2009-2010 Child Development Contract CCTR-9346, funded at a maximum reimbursable amount of \$293,294.00.

Moved by Trustee McCaffrey and seconded by Trustee Keith to approve the local agreement for 2009-2010 Child Development Contract CCTR-9436. The motion carried unanimously.

Technology and Learning Resources

(f) Seventh Addendum to Master Services and License Agreement Between Solano Community College and eCollege.com

Dr. Robin Steinback, Vice President of Academic Affairs, presented on behalf of Vice President Field, the seventh addendum to the Master Services and License Agreement between Solano Community College and eCollege.com at a fixed cost of \$404,000. This provides unlimited use of eCollege, as well as the following new features: Enterprise Reporting and Learning Outcome Manager. Last year's contract amount was \$550,000, in addition to a gateway fee. We're receiving more in service this year. The Enterprise Reporting tool will be invaluable to faculty and help improve the learning experience for students. Further, eCollege are involved with negotiations with the Chancellor's Office to reduce the fee for this platform for other colleges. If this should occur, the District can re-negotiate the agreement. Vice President Honeychurch stated we should recognize the fee does increase annually.

Moved by Trustee McCaffrey and seconded by Trustee Keith to approve the eCollege seventh addendum to the Master Services and License Agreement at a fixed cost of \$404,000. The motion carried unanimously.

11. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Response to 2008-2009 Grand Jury Report

Dr. Laguerre introduced Special Trustee Henry who presented the response to the 2008-09 Grand Jury Report with formatting and edit changes from the published agenda. Trustee Henry asked that this be considered an incomplete report as he has several positive changes he would like to see reflected. Special Trustee Henry thanked the Board and all faculty and staff for reviewing the report and providing the excellent responses. The institution has a deadline of August 10 to respond to each recommendation, in accordance with the Penal Code. He indicated this will return to the August 5 Board meeting because the District has further comments and responses to make on the report. Special Trustee Henry indicated that we have to respond with the hard copy report to the presiding judge and via e-mail copy to the Grand Jury.

Although it is a civil Grand Jury, it is subject to the procedural requirements of the Penal Code. Special Trustee Henry indicated it is a good opportunity for the District to address the concerns and issues. Vice President Honeychurch said he thought it was well done and well thought out, while conceding there are still issues still to be worked on.

(b) Solano Community College District Governing Board How Do We Rate Checklist Summary

Dr. Jowel Laguerre, Superintendent/President, presented the SCCD Governing Board How Do We Rate Checklist for the third quarter of 2009. It was noted that five participants rated the Board's leadership this quarter as effective and one participant rated the Board's leadership this quarter as average. This will help as we look at our accreditation responses. Based on the ratings provided, Dr. Laguerre feels the Board did well and made tremendous progress. Trustee Chapman wanted to advise that she didn't participate in the evaluation because she was just recently appointed to the Board.

12. ANNOUNCEMENTS

There were no announcements.

13. ITEMS FROM THE BOARD

Trustee Chapman asked to define our relationship with the Nut Tree Airport. Dr. Steinback replied the College has an Aeronautics Program that is only one of three colleges in northern and central California that provides aeronautics training and certifications. Dr. Steinback said she would be happy to give Trustee Chapman a tour of the facility.

Vice President Honeychurch thanked Ross Beck, Director of Marketing and Public Relations; Superintendent/President Laguerre; and Special Trustee Henry for placing a special notice in the local papers thanking the community for its support relative to our progress on accreditation and upgraded status. He appreciated reading it. Trustee Young also noted she received positive comments from friends in Vallejo—it was a win/win for us. Dr. Laguerre thanked Mr. Beck for his work with the media.

Board President Young reported that she attended the following community and College events:

June 2009

**20** – Trustee Thurston and President Young attended and were members of the planning committee for the successful Vallejo's 21<sup>st</sup> Annual Juneteenth Celebration, which was held on June 20<sup>th</sup> from 11 a.m. to 6 p.m. at Martin Luther King, Jr., Park behind JFK Library in downtown Vallejo. Solano Community College had a booth and many of the over 2,000 Juneteenth participants stopped by our booth—for more information visit [www.vallejojunteenth.com](http://www.vallejojunteenth.com).) We have already begun planning for Vallejo Juneteenth 2010. Dr. Laguerre and his wife were also in attendance.



**24** – President Young introduced guest speaker, Dr. Jowel Laguerre, at the Solano Black Chamber of Commerce (SBCC) Scholarship Award Luncheon, which was held at the Courtyard Marriott in Vallejo. President Young is a member of the SBCC.

**25** – Attended the Solano EDC Breakfast Event. The topic was Commercial Finance Update, “Defrosting the Market.” The event was held at Hilton Garden Inn, Fairfield. Other members of our Solano College family present at this event were Dr. Jowel Laguerre and Mr. Charles Shatzer.

**25** – Although not a new trustee, President Young participated in Session I of SCCD New Trustee’s Orientation, which was held primarily for our two new Board trustees (Thurston and Chapman); however, orientation sessions were open to all trustees. Board President Young said all Vice President received an “A” grade for the session.

**30** – Attended a committee meeting to plan an event to introduce our new CEO to our external community.

July 2009

**07** – Attended a committee meeting to plan an event, “Community Connections,” to celebrate the College’s first 100 days with our new CEO, Dr. Jowel Laguerre. Our successes will be highlighted. Community members will be our invited guests.

**08** – Attended Solano Transportation Authority (STA) Ground Breaking Ceremony, which was held at 4974 Russell Road in Fairfield. Fairfield Mayor, the Honorable Harry Price, asked President Young to thank the trustees at SCC for casting a favorable vote that is helping make the Suisun Parkway Segment of the North Connector Project become a reality. President Young was given the gold shovel used in the ceremonial toss of the dirt as a gift. Board President Young said she is giving the shovel to Dr. Laguerre so “he will dig deep to find solutions”!

**10** – Attended the Vallejo Business Alliance “Monthly” Networking Gathering, which was held at Zio Fraedo’s Restaurant at Harbor Way in Vallejo.

**15** – Attended the Mayoral Conference/Dinner which was held in Suisun. Dr. Laguerre was the keynote speaker. Student Trustee Lillian Nelson also attended this event.

**17** – Attended the 60<sup>th</sup> Air Mobility Wing Change of Command Ceremony and Reception, which was held at Travis Air Force Base. The new base commander is Colonel Jim Vechery. Dr. Jowel Laguerre and Teresa McLeod, Vacaville Center Director, also attended this event. Kudos were given to Ms. McLeod for giving Dr. Laguerre and President Young a tour of the space utilized by SCC for classes at the Travis University Center.

**21** – Attended the Ad Hoc Committee meeting for “We’re Here to Stay—The First 100 Days and Beyond”, which is a special event that will be held on October 8 at the SCC Fairfield Campus. Student Trustee Lillian Nelson was present at this planning meeting.

Board President Young thanked the staff for responding to questions she had on several agenda items from the prior Board meeting. She requested the comments to be made available as an appendix to the July 22, 2009, special meeting minutes. *A full and complete reporting of the questions and answers are available on the Solano College Web site at [www.solano.edu](http://www.solano.edu) (Governing Board – Minutes – Special Meeting – July 22, 2009 – Appendix A).*

Board President Young recessed the special meeting at 7:20 p.m.

14. CLOSED SESSION

- (a) Conference with Labor Negotiator  
Agency Negotiator: Jowel C. Laguerre, Ph.D.  
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39
- (b) Public Employee Discipline/Dismissal/Release  
(No additional information required.)

Board President Young called the Closed Session to order at 7:35 p.m., and adjourned the Closed Session at 7:40 p.m.

15. RECONVENE SPECIAL MEETING

Board President reconvened the special meeting at 7:41 p.m.

16. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Young reported that no action was taken in Closed Session.

17. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:42 p.m.

JCL:ja

BOARD MINUTES SPECIAL MEETING.07.22.09.FINAL

\_\_\_\_\_  
A. MARIE YOUNG  
BOARD PRESIDENT

APPROVED \_\_\_\_\_  
JOWEL C. LAGUERRE, Ph.D.  
SECRETARY

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