

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES
April 6, 2011

1. CALL TO ORDER

A meeting of the Solano Community College District Governing Board was called to order at 4:00 p.m., on Wednesday, April 6, 2011, in the Administration Building, Room 626, at 4000 Suisun Valley Road, Fairfield, California 94534, by Board President Denis Honeychurch.

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

Board President Honeychurch led those present in the pledge of allegiance to the flag of the United States of America.

3. ROLL CALL

Members Present:

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

Members Absent:

None

Others Present:

Peter F. Bostic, Executive Director, Institutional Advancement
James Ennis, Interim Chief Information Systems Officer
Yulian I. Ligioso, Vice President, Finance and Administration
J. Arturo Reyes, Executive Vice President, Academic and Student Affairs
Karen H. Ulrich, Director, Human Resources
Judy Spencer, Executive Coordinator, Superintendent-President and Governing Board

4. APPROVAL OF AGENDA

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

5. COMMENTS FROM MEMBERS OF THE PUBLIC

There were no comments from members of the public.

Board President Honeychurch recessed the meeting at 4:04 p.m.

6. CLOSED SESSION

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

Board President Honeychurch called the Closed Session to order at 4:10 p.m.

7. RECONVENE REGULAR MEETING

Board President Honeychurch reconvened the regular meeting at 6:30 p.m.

8. REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Honeychurch reported that no conference was held with Agency Negotiator and CCA/CTA/NEA, CSEA, Operating Engineers—Local 39 in Closed Session.

Board President Honeychurch reported that the Board discussed Public Employee Discipline/Dismissal/Release. The Board acted pursuant to an agreement to suspend without pay an academic employee beginning May 1, 2011, and continuing through the fall 2011-2012 semester, and to receive further discipline upon his return to work, including limitations on his assignments.

This action passed with the following roll call vote.

AYES: Trustee Thurston, Trustee McCaffrey, Trustee Claffey, Vice President Young,
and Board President Honeychurch
NOES: Trustee Keith and Trustee Chapman
ABSTAIN: None
ABSENT: None

9. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Honeychurch advised that Instructor Jim DeKloe requested to comment on Item 16.(b), Solano Community College Academic Senate Resolution, Professor Title, Resolution SP-2011 #1. Mr. DeKloe's comments were heard later when this item appeared on the agenda.

10. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

Ms. Jaezzel Gomez-Jemera, ASSC Governing Board Representative, reported that:

--the students will be supporting *Hands Across California*, benefitting California Community Colleges, April 17, 2011. *Hands Across California* will literally join nearly all of the 112 community colleges in California in a vast statewide line of hand-holding individuals that stretches from San Diego in the south through the Central Valley to above Sacramento in the North, over to San Francisco and down the coast through Los Angeles and Orange County, and back to San Diego to complete the circle. It will take more than 1.5 million people – students, faculty, staff, alumni, friends, and supporters of California's community colleges – and will stretch more than 1,500 miles.

Hands Across California will create a unified statewide spectacle illustrating the impact of community colleges in the state, raise funds to move us as a system toward our \$100 million California Community Colleges Scholarship Endowment campaign goal, create vast public awareness of the value of our colleges to their communities, and generate unprecedented corporate partnerships, philanthropic investments, and community involvement supporting all of our colleges statewide.

Ms. Gomez-Jemera encouraged everyone to register and take part in showing that we really do care about education.

(b) Academic Senate

Dr. Richard Kleeberg, Vice President of the Academic Senate, reported that:

--the Senate has been working on the same issues since he last reported to the Board--basic skills, which are about to be concluded for the fall flex. Both days will focus on basic skills. Dr. Kleeberg stated that a lot of work has been completed by Dr. Susanna Crawford, Basic Skills Coordinator.

--the Senate will be scheduling an election in a couple of weeks, which will include electing a vice president, which the Senate has not had for quite some time.

--the most interesting topic that has come before the Senate of late was a request for assistance in funding graduation. The Senate has never been asked for funds. While the Senate does not feel it can support funding for graduation on a regular basis, they were pleased to provide almost \$2,000 for this year's commencement celebration.

(c) Superintendent

❖ 2010 SASO Swimming Award – Dr. Guillermo Mendoza, Board President

This award was postponed to a future meeting.

- ***Accreditation Status Update***

Dr. Jeffrey Lamb, Dean of Academic Success and Learning Resources and Accreditation Liaison Officer, reported that:

--we have a fourth draft of the Self-Study Report posted on the wiki for Standards I.A. and IV.B., and have I.B. almost completed. Ms. Schneider has left II. and the rest of III. for last because they are the most complete and the standards people are still working on the most. We anticipate having a fourth draft of everything by the last week in April. We have begun vetting parts of the document in the Accreditation Steering Committee and will have a “first” final draft ready before faculty leave for summer.

--Distance Education (D.E.) related questions, related to the new guidelines, are still causing some issues. We plan on pulling together the D.E. Committee Chair and Coordinator to give focused input. Additionally, Dr. Lamb reported he has been working with the D.E. Coordinator to prepare a Substantive Change on D.E. because we have many degrees, certificates, and/or programs that are offered more than 50% online.

--Accreditation Forums were held on April 12 and 14; May 11 and 12, to continue to gather input and reaction to the report.

--through Information Technology, a plan is being worked on to update College Web pages so that they are accurate and useful.

--via the Process Evaluation and Review Team (PERT), all campus committees and College plans are being updated and/or appropriately deleted.

Dr. Jowel Laguerre commented that both Dr. Lamb and he participated in accreditation site visits. Upon their return, they compared notes in terms of where we are in comparison to other institutions. Dr. Laguerre stated the visits helped us look at ourselves from a different perspective and will definitely help us in our self-study.

- ***Banner Update***

Mr. James Ennis, Interim Chief Information Systems Officer, reported that:

--since his report to the Board in January, we have been busy working on improving various areas of functionality in Banner while continuing to learn of new features and functions in Banner 8.

--implementation of the Advancement module is in full swing. We are still planning for a GoLive in mid-April, but reminded the Board that our GoLive decisions are based on a state of readiness and not a deadline date. Staffs are feeling the pressure as they try to cope with all that is happening on campus and in Sacramento.

--we continue to make slow progress on the new MySolano project. Once again, committing resources to this significant project is challenging for staff as they struggle to do more with less.

A planned release of the new site to coincide with the release of the summer/fall schedule on April 11th; again, pending that state of readiness we believe we must have to GoLive. Training has been provided to the new staff in order to try to bring them up to speed as quickly as possible. They have hit the ground running and are challenging other staff to keep up.

--Human Resources and Curriculum have looked at the new Faculty Load and Compensation module, but have unfortunately determined we cannot use the module as designed by SunGard due to contractual requirements unique to Solano. With new staff, we are also revisiting our previous decisions to consider implementing the grants and fixed assets modules. While both these modules were originally scheduled for implementation under prior leadership, current leadership is questioning the gain in value versus the cost to implement.

--one area of emphasis recently has been Student Services, specifically Admissions and Records. SunGard has committed both a functional expert and a technical expert in this area to several weeks of consulting and work to resolve some of the issues that have plagued Admission and Records for some time now. As a result, Barbara Fountain has been able to check off at least ten items on her “to do list” and get started on several more. We hope to be able to continue to make progress on her list through the end of the contract.

--our current contract with SunGard ends the first week of May. But we still have much work to accomplish due to staff changes, workload issues, competing priorities, and technical problems delaying our progress. Consequently, we have been talking with SunGard about developing a transition plan for technology support and how we might continue working on the remaining items with SunGard support but without additional costs. SunGard has indicated they are open to and, in fact, have already participated in such discussions. Full details have yet to be determined. Mr. Ennis concluded that we are hoping to bring this transition plan to the Board very soon.

- ***Institutional Advancement Update***

Mr. Peter Bostic, Executive Director, Institutional Advancement, reported that:

--the 65th Anniversary, celebrating yesterday, today, and tomorrow is progressing well. Our goal is to raise \$65,000 for our own scholarship endowment fund. Several businesses have contributed large sums, and employees have started to give. We believe we can reach this goal. Mr. Bostic solicited the Board to make contact with him if there are individuals or contacts within the community that may be interested in sponsoring the event.

Vice President Young requested an e-mail blast about the event that she can share with her friends and colleagues.

- ***Measure G Bond Program Update***

There was no report.

- ***Special Trustee Update***

There was no report.

Superintendent Laguerre requested that Mr. Chris Guptill, Director of the Theatre Program, give an update on the theatre programs.

Mr. Guptill gave a PowerPoint presentation to the Board, and began by stating the Theatre Arts Programs at SCC consists of three components: Actor Training Program, Solano College Theatre, and Solano Youth Theatre (SYT), which was followed by a brief history of the Youth Theatre. The Youth Theatre was created during a growth period for the College and was designed to meet all requirements to earn apportionment. However, in 2007, a legal opinion by the Chancellor's Office established a 50% rule causing the SYI to lose apportionment, a loss of approximately \$1M annually. Mr. Guptill outlined the budget realities of the Theatre Arts programs and how we are responding to those challenges. The future plan consists of the following:

- Theatre Arts programs must transform themselves to meet critical goals:
 - Be fiscally responsible.
 - Build bridges to the community.
 - Fulfill the core mission of the College:
 - Transfer to four-year institutions
 - Career Prep/Technical training
 - Support student success
- Raising a curtain on the Future:
 - Solano College Theatre will continue to present the highest quality performances.
 - The Theatre Arts Department will help students reach their educational and career goals.
 - The Campus Theatre will become a hub for the arts and entertainment for the entire community.

Mr. Guptill concluded by stating that we continue to work diligently to find community partners to keep the Theatre Programs a viable part of the College's mission and goals.

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

11. CONSENT AGENDA – ACTION ITEMS

Superintendent-President

- (a) Minutes for the Meeting of March 16, 2011
- (b) Donation
- (c) Student Trustee Privileges and Regulations

Human Resources

- (d) Employment – 2010-2011; Gratuitous Service; Resignations; Employment – 2011-2012; Request for Reduced Workload

Finance and Administration

- (e) Warrant Listings

Academic and Student Affairs

- (f) Contract Extension Between Governet and Solano Community College for Continued Support Services of CurricUNET System

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

12. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

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

- (a) Resignations to Retire – Leslie Rota and Zafer Sun

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Leslie Rota	Dean Fine and Applied Arts/Behavioral Sciences 36 years, 9 months	June 30, 2011
Zafer Sun	Employment Development Officer 22 years, 5 months	August 27, 2011

Moved by Trustee McCaffrey and seconded by Vice President Young to accept the resignations to retire by Leslie Rota, effective June 30, 2011, and Zafer Sun, effective August 27, 2011. The motion carried unanimously.

Dr. Laguerre advised that resolutions honoring these retirements will be presented to each in their appropriate departure month.

14. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

Superintendent-President

- (a) Ballot for California Community College Trustees (CCCT) Board of Directors Election – 2011

A subcommittee of the Governing Board, consisting of Trustees Keith, Chair; Chapman, and Claffey, reviewed the applications from the candidates for the CCCT Board of Directors - 2011. Trustee Keith recommended to the Board the following candidates for the CCCT Board of Directors:

David Wheeler, Yuba CCD; **Stephen Castellanos**, San Joaquin Delta CCD, **Laura Casas Frier**, Foothill-DeAnza CCD; **Mary Figueroa**, Riverside CCD; **Robert Jones**, Los Rios CCD; **Michael Davenport**, Gavilan CCD; **Paul J. Gomez**, Chaffey CCD; and, **Greg Bonaccorsi**, Ohlone CCD.

Moved by Vice President Young and seconded by Trustee McCaffrey to accept the candidates recommended for the 2011-2012 CCCT Board of Directors as noted above. The motion carried unanimously.

Human Resources

(b) Public Hearing and Adoption of District's Initial Proposal to Solano College Chapter CCA/CTA/NEA 2011-12 Successor Agreement

Board President Honeychurch recessed the regular meeting and called the public hearing to order at 7:14 p.m. In hearing no comments from members of the public, Board President Honeychurch closed the public hearing and reconvened the regular meeting at 7:15 p.m.

Ms. Karen Ulrich, Director of Human Resources, presented the District's Initial Proposal to Solano College Chapter CCA/CTA/NEA 2011-2012 Successor Agreement.

Moved by Trustee McCaffrey and seconded by Trustee Keith to approve the adoption of the District's initial proposal to Solano College Chapter CCA/CTA/NEA 2011-2012 Successor Agreement. The motion carried unanimously.

(c) Resolution Designating Classified School Employee Week at Solano Community College, May 15 – 21, 2011, Resolution No. 10/11-30

Karen Ulrich, Director of Human Resources, presented the Resolution Designating Classified School Employee Week at Solano Community College, May 15 – 21, 2011, Resolution No. 10/11-30.

Moved by Vice President Young and seconded by Trustee McCaffrey to approve the Resolution designating Classified School Employee Week at Solano Community College, May 15 – 21, 2011, Resolution No. 10/11-30. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE – John M. Glidden concurred.

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

Finance and Administration

(d) Proposed Agreement with Accountemps DBA Robert Half International, Inc.

Yulian I. Ligioso, Vice President of Finance and Administration, presented the Proposed Agreement with Accountemps DBA Robert Half International, Inc.

Accountemps DBA Robert Half International, Inc., is a specialized temporary staffing company for accounting, finance, and bookkeeping professionals. Due to the pending resignation of the current Payroll Technician in the Fiscal Services Office, and while the position is being recruited, it is necessary to backfill with an experienced payroll professional to maintain operational work flow with District payroll. It is anticipated the agreement for services will be through June 30, 2011, and not to exceed \$22,000.

Moved by Trustee Keith and seconded by Trustee McCaffrey to approve the proposed Agreement with Accountemps DBA Robert Half International, Inc., not to exceed \$22,000. The motion carried unanimously.

Academic and Student Affairs

(e) Support of American College and University Presidents Climate Commitment (ACUPCC)

Dr. Betsy Julian, Dean of Math/Science Division, and Ms. Tina Abbate, Curriculum Scheduling Specialist, presented the American College and University Presidents Climate Commitment (ACUPCC) proposal.

Over 675 institutions, including U.C. Davis, U.C. Berkeley, and the American Association of Community Colleges (AACC) have endorsed the American College and University Presidents Climate Commitment (ACUPCC). As the main institution of higher education in our county, Solano Community College should set an example for our communities and support this goal of striving for climate neutrality.

Ms. Abbate stated that signing this document means we commit Solano Community College to maintaining climate neutrality, and participating in the development of a plan as soon as possible, and within two years to have a plan ready to implement to reduce emissions to zero.

Dr. Betsy Julian reiterated the text from the ACUPCC, commenting further that Solano Community College has an obligation to be a leader in the county:

“We believe colleges and universities must exercise leadership in their communities and throughout society by modeling ways to minimize global warming emissions, and by providing the knowledge and the educated graduates to achieve climate neutrality.”

Moved by Vice President Young and seconded by Trustee Thurston to approve the support of the American College and University Presidents Climate Commitment (ACUPCC). The motion carried unanimously.

Dr. Julian announced that the next Green and Clean Day is scheduled Sunday, May 22, 2011.

(f) Agreement for Special Educational Services Between Solano Community College and Butte-Glenn Community College District

Ms. Deborah Mann, Director of Workforce and Economic Development, presented the Agreement for Special Educational Services between Solano Community College and Butte-Glenn Community College District for Solar System training. The Butte-Glenn Community College District will compensate the District \$23,033 for all educational services rendered.

Moved by Trustee Chapman and seconded by Vice President Young to approve the Agreement for Special Educational Services between Solano Community College and Butte-Glenn Community College District. The motion carried unanimously.

(g) Memorandum of Understanding Between Butte-Glenn Community College District and Solano Community College District

Ms. Deborah Mann, Director of Workforce and Economic Development, presented the Memorandum of Understanding between Butte-Glenn Community College District and Solano Community College District. The District is obligated to join the California Corporate College in order to participate in any of their contract education opportunities. The District will pay Butte-Glenn Community College District a \$500 fee for one year, renewable upon successfully securing contracts through the California Corporate College.

Moved by Vice President Young and seconded by Trustee Thurston to approve the Memorandum of Understanding between Butte-Glenn Community College District and Solano Community College District. The motion carried unanimously.

15. INFORMATION/ACTION ITEMS – ACTION MAY BE TAKEN

(a) District Firewall Upgrade

Mr. James Ennis, Interim Chief Information Systems Officer, presented the District firewall upgrade project.

The District is provided Internet access via the Corporation for Educational Network Initiatives in California (CENIC). Previously, the Internet connection provided to the District was 100MB. Approximately two years ago, District use of the Internet began maxing out this 100MB during peak usage times. In response to increasing District demand, CENIC increased the connection to 1GB last spring. In order for the District to take advantage of this increase in connection speed, it needs to upgrade the firewalls which reside between the District network and the Internet to protect the network from Internet threats as the current firewalls only support up to 100MB connections. The estimated fiscal impact is \$57,840.

Moved by Trustee McCaffrey and seconded by Vice President Young to approve the District firewall upgrade at an estimated cost of \$57,840. The motion carried unanimously.

(b) Renewal of Contract with SunGard Higher Education for Software Support

Mr. James Ennis, Interim Chief Information Systems Officer, presented the renewal contract with SunGard Higher Education (SGHE) for software support as part of the original purchase of Banner, which expires in April, 2011. This contract extends the agreement with SGHE to provide software support for an additional five years to June 30, 2016. The cost of support for the remainder of 2010-2011 is \$32,741. The cost of the contract for 2011-12 will be \$201,090.

Moved by Vice President Young and seconded by Trustee Thurston to approve the renewal contract with SunGard Higher Education for software support. The motion carried unanimously.

16. INFORMATION ITEMS – NO ACTION REQUIRED

(a) Sabbatical Leave Report for the Academic Year 2009-2010

Ms. Abba Christiansen, PUENTE Counselor, presented her sabbatical leave report for the spring 2010 semester entitled, “Transforming Students’ Lives with Best Practices in Probation and Dismissal.”

Ms. Christiansen gave a PowerPoint presentation to the Board, beginning by highlighting the purpose of her sabbatical research, together with what research was done, which she broke down into three parts: (1) Research Status of Solano Probation Students; (2) Community College Research, and (3) Recommendations, Resources, and Outcomes. Ms. Christiansen reported that she identified the academic status of 333 students over a six-year period, of which 125 were on probation and the number that dropped out in one semester. Her report identified the impact of counseling sessions on retention. Ms. Christiansen conclusions and outcomes were outlined in depth in her report to the Board.

Ms. Christiansen thanked the Board for their support that allowed her the opportunity to complete this valuable research. She stated it was an honor and privilege to work on this complex project.

Trustee Chapman indicated how timely this information is as it relates to Dr. Laguerre’s intent to focus on retention. It was very good information.

(b) Solano Community College Academic Senate Resolution, Professor Title, Resolution SP-2011 #1

Board President Honeychurch recognized Mr. Jim DeKloe, Instructor of Bioscience/Biotechnology, who requested to comment on this resolution.

Mr. DeKloe stated how important this resolution is to faculty in general and how it makes a difference in letters of recommendation. Students are more comfortable asking for

recommendations from professors as opposed to instructors, which suggests someone is not part of the regular faculty. The title instructor sends the wrong message in the community college arena. In context, this resolution will greatly benefit students.

Dr. Richard Kleeberg, Vice President of the Academic Senate, presented the Solano College Academic Senate Resolution, Professor Title, Resolution SP-2011 #1, which was passed by the Senate on February 28, 2011. The Senate requests approval by the Board to reach mutual agreement with the Senate to endorse and approve this resolution.

Dr. Laguerre stated this item will return to the next regular Board meeting for support and approval by the Board.

(c) Long-Term Planning and Resources

Dr. Jowel Laguerre, Superintendent-President, stated that at the June 2010 Board Retreat, the Board established a goal for the CEO to lead the College in long-term planning. Dr. Laguerre's presentation included the following information:

Planning for:

- Existing *Educational Master Plan* and current review.
- Strategic Plan 2010-2013.
- An updated *Facilities Master Plan*.
- Intention to raise revenue for facilities.
- Exploration and feasibility for a bond by 2012.

Dr. Laguerre's presentation highlighted the work that is being done, identified goals and timelines, and future ideas and needs to complete the identified goals.

Dr. Laguerre stated that he will be making a recommendation to the Board for a contract to update our existing *Educational Master Plan*.

A full and complete copy of Dr. Laguerre's PowerPoint is available for review in the Office of the Superintendent-President.

17. ANNOUNCEMENTS

Board President Honeychurch announced the dates for this year's Dance Production, which are Friday, May 6, and Saturday, May 7, 2011, at the Fairfield Center for Creative Arts, downtown Fairfield, 1035 Texas Street. This will be the 30th anniversary performance for the Dance Production and encouraged everyone who can to attend.

18. ITEMS FROM THE BOARD

Trustee Chapman reported that she did not attend the Annual Math Educators of Solano County (MESOC) Mini-Conference held February 26, 2011 as reported in the March 16, 2011, minutes.

19. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:56 p.m.

JCL:js

BOARD MINUTES.04.06.11.FINAL

DENIS HONEYCHURCH, J.D.
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