

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD

UNADOPTED MINUTES  
December 18, 2013

1. CALL TO ORDER

A Regular Meeting of the Solano Community College District Governing Board was called to order at 6:30 p.m., on Wednesday, December 18, 2013, in the Administration Building, Suite 201, located at 360 Campus Lane, Fairfield, California 94534 (First Floor-West Lobby), 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, Police Aides Nicholas Paulin, Taylor Neth, and Benjamin Salazar led those present in the pledge of allegiance to the flag of the United States of America.

3. ROLL CALL

Members Present:

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

Members Absent:

None

Others Present:

Shirley Lewis, J.D., Chief Student Services Officer  
Yulian Ligioso, Vice President, Finance and Administration  
Bruce Petersen, Associate Vice President, Human Resources  
Leigh Sata, Executive Bonds Manager  
Diane M. White, Interim Vice President, Academic Affairs  
Judy Spencer, Chief of Staff

**A moment of silence was held in memory of Nelson Mandela**

**July 18, 1918 – December 5, 2013**

**Civil Rights Activist, World Leader, and Writer**

***“Education is the most powerful weapon which you can use to change the world.” Nelson Mandela***

4. APPROVAL OF AGENDA

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

Item 12.(d), Page 310 – Proposed New Job Description Payroll Analyst (Lead), paragraph beginning with Lines 9-13, Distinguishing Characters was removed. Page 311, beginning at Line 9, the following language was added:

***Prepares, reviews, verifies, reconciles and balances records, and reports regarding salaries, taxes, voluntary deductions, retirements, unemployment, and health and welfare benefits. Audits manual and automated payroll data, reviews data for accuracy, identifies discrepancies, makes corrections, and resolves payroll problems as necessary.***

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

5. ANNUAL ORGANIZATIONAL MEETING OF THE GOVERNING BOAQRD

(a) Election of Governing Board Officers for the 2013-2014 Year – President, Vice President, and Appointment of Secretary

Moved by Trustee Thurston to nominate Trustee Keith for President, Trustee Young for Vice President, and appoint Dr. Jowel Laguerre for Secretary. Trustee Martin seconded the nomination and appointment. Trustee Keith was elected President and Trustee Young was elected Vice President by acclamation. The motion to appoint Dr. Jowel Laguerre Secretary of the Board for 2013-2014 carried unanimously.

(b) Establishment of Dates, Time, and Location of Governing Board Meetings

Moved by Trustee Brown and seconded by Trustee Thurston to approve the calendar schedule for meeting dates, times, and locations of Solano Community College District Governing Board meetings for 2014 as presented, beginning at 6:30 p.m. The motion carried unanimously.

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

Moved by Trustee Honeychurch and seconded by Trustee Young to appoint Trustee Chapman as the Solano Community College District Governing Board’s representative to the Solano County School Boards Association for 2013-2014. The motion carried unanimously.

6. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Keith recognized Interim Chief Edward Goldberg who requested to introduce three new Police Aides within the Police Department, with more to come in the future.

Ms. Taylor Neth is 21 years old, a graduate from Vacaville High School, and became a Police Aide for the College to get good experience in law enforcement. She is currently attending SCC seeking a degree in Criminal Justice and has been a Police Cadet for Vacaville Police Department for a little over a year. Her hobby is riding horses since she was six years old and her goal is to become a Police Officer in a large city like Sacramento or San Francisco in the mounted unit.

Mr. Ben Salazar is 18 years old, a graduate from Vacaville High School, and currently attending SCC. He participated in the baseball program all four years of high school. In his free time, he likes to go hunting, fishing, camping, and participate in most any activity that involves the out of doors. He is a Criminal Justice student and hopes to continue his studies at Sacramento State. Upon graduation, he plans to pursue a career in law enforcement as a Police Officer, preferably for a local Police Department. He chose to become a Police Aide to learn more about law enforcement with a hands-on experience that SCC's program provides as well as serving in an active role at the College.

Mr. Nick Paulin is 18 years old and working on his degree in Criminal Justice. He thanked the Board and the Police Department for reinstating this program. He became a Police Aide to learn valuable skills in law enforcement and to help provide a service to the College.

Board President Keith recognized Mr. George Guynn, President, Central Solano Citizen Taxpayers Group, who requested to comment on the recent Project Labor Agreement passed by the Board December 4, 2013. Mr. Guynn thanked Board President Keith and Trustee Martin for voting against the PLA benefitting the taxpayers and public in general. It is sad that the majority of the potential workforce in the county is going to be excluded from work because of the PLA. Mr. Guynn said he would be interested in knowing what information is available about Measure G; numbers of projects awarded to PLA, successes and failures. If you are going to go in a specific direction, it is important to have adequate information.

Mr. Guynn also commented that he is hopeful it will not take three years to rectify the Cohort Default Rate problem with financial aid of 31%.

7. REPORTS (NO ACTION REQUIRED):

(a) Associated Students of Solano College (ASSC)

Mr. Naser Baig, ASSC Governing Board Representative, reported that students have been studying for their exams. An issue was brought to his attention about campus clubs not getting their seed money as defined, and Mr. Baig assured the Board that the ASSC will make these payments as they are obligated to do.

(b) Academic Senate

There was no Academic Senate report.

(c) Shared Governance Council

Ms. Diane White, Interim Vice President, Academic Affairs, reported that the Shared Governance Council met December 11 and discussed:

- the Memorandum of Agreement between Cello International Tennis Academy (CITA) and Solano Community College (SCC). The unions asked that it be brought back again in order for additional conversations to be held with their constituents.
- Dr. Laguerre gave his President's Report.
- the Executive Coordinator for Academic Affairs job description.
- the ACCJC Follow-Up Report and a synopsis of where we need to go from here with Dr. Dambrosio, Accreditation Coordinator.
- faculty hiring priorities for 2014-2015.
- the Facilities Master Plan with Leigh Sata.
- a draft overview of procedures for the Smoking Policy on campus.
- the job description for the Director of Student Life.
- the Fiscal Services reorganization with Vice President Ligioso.
- the Governing Board agenda for tonight's meeting.
- a proposal from Local 39 asking the SGC to consider revitalizing FaBPAC.

(d) Superintendent

- ***Leadership Institute – June 2-4, 2014***

Facilitated via Teleconference – Dr. Pamela Fisher, ACCT Consultant

Dr. Pam Fisher shared some of the work that has been going on Dr. Laguerre and staff, and talked about what is happening across the country with this kind of leadership. Literally, all across the country, for several years, the most progressive community colleges have been addressing this issue of the leadership opportunity. Leadership in colleges these days are tougher than ever. We ask a lot of people. The concept of one person being a leader is passé and not true. The best colleges have a team of leaders with leadership throughout the whole institution.

As a result of that fact, together with the growing number of pending retirements over the next five to ten years, we need to prepare more people for leadership rolls. State and national programs are good, but are also difficult to make available to all the people that need to hear the information. Therefore, focus needs to be on "growing our own people" and helping them wherever they are in the institution to be more effective.

The most common model is to take a group of colleagues, sometimes specific to a group or category, similar to the group last year, which ultimately was a cross section of faculty and staff who were given exposure to topics related to mission and challenges and understanding

complexities of what goes into running our institutions well. Topics included finance, legislation, student success and completion, and accreditation. This academy was held last June and began with invited speakers. Dr. Brice Harris, Chancellor of CCC; Mr. Scott Lay, President of CCLC; Dr. Andrew Jones, Chancellor, Coast Community College District; Dr. Kris Abrahamson, Dean of Liberal Arts and Sciences, Santa Rosa JC; Ms. Theresa Tena, Vice President, CCLC; together with major sessions on finance by Vice President Ligioso, and professional development discussions by our own Dr. Laguerre, Dr. Espinoza, and Dean Morinec.

Cultural proficiency and opportunities for the class included being actively engaged in activities and role playing, i.e., thinking long and hard about what they want to be when they grow up and what they can do to contribute to college. This included considering applying for a new position at SCC, and if not, hoping it included stepping forward in accepting leadership roles within the college or perhaps get a higher professional degree. There are many varieties of indicators of success.

Dr. Fisher invited the Board to the final session for lunch on June 4 for the class to share what they got out of the academy and their plans for the future. Dr. Fisher commended the Board for having been through it once and recognizing the need to go back to it again. Most progressive colleges are training in this manner and ending up with a critical mass of staff throughout the organization who have become a good resource for the future.

Dr. Jowel Laguerre, Superintendent-President, stated this is a wonderful opportunity to strengthen the institution. The College has often been criticized for turnovers within the institution, but often times it has been the lack of individuals to fill positions. This opportunity definitely gives us opportunity to raise leaders, and as the state and nation continues to face critical shortages, we can groom individuals who can fill vacancies down the road.

Dr. Fisher concluded by stating the Dr. Laguerre, and Trustees Chapman and Young represented the College well at the recent ACCT Annual Congress held in Seattle, Washington. She also extended congratulations to President Keith and Vice President Young.

*Student Trustee Alexander arrived at 6:50 p.m.*

- ***Bond Update***

Mr. Leigh Sata, Executive Bonds Manager, gave a PowerPoint presentation on the Educational Master Plan Update and Facilities Master Process Plan, that included contributions by major stakeholders from administration, Deans, bargaining units, and students. Included in the presentation were site master plans, sustainability guidelines update, accessibility transition plan update, and next steps.

I/Vice President White briefed the Board on the Educational Master Plan, along with Mr. Rob Barthelman and Ms. Suniya Malhotra on the Facilities Master Plan.

The infrastructure and design and sustainability guidelines will be viewed again at a future meeting.

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

- ***Affordable Care Act Update***

The Treasury Department has announced that the implementation date for the employer mandate provisions of the Patient Protection and Affordable Care Act ("ACA") (i.e., the provisions requiring employers with 50 or more full-time employees to provide affordable, minimum value health coverage to full-time employees or pay a penalty to the federal government) has been delayed until January 1, 2015. The employer mandate provisions had been scheduled to take effect on January 1, 2014. In its announcement, the Treasury Department indicated that the delay was in response to concerns regarding the complexity of the rules and the administrative challenges posed by the reporting requirements. The Treasury Department stated that the delay would afford the administration additional time to issue simplified reporting rules and give employers time to adapt their health coverage and reporting systems to conform to the rules.

As a result of the implementation delay, employers will not be subject to any penalties for the failure to provide affordable, minimum value coverage to their full-time employees for 2014. However, the delay applies only to the employer mandate portion of ACA. Other ACA changes scheduled to be fully effective in 2014 (including the individual mandate, the required employer-provided notice regarding the availability of exchange coverage, the 90-day waiting period rules, the prohibition on pre-existing condition limitations for all individuals, the out-of-pocket and cost-sharing limitations, and the prohibition on any annual and lifetime benefit limits) will take effect without delay, unless the agencies provide further relief.

A consultant will come to the next meeting to discuss a proposal for contract services to lead the College through the mandates required.

*Vice President Ligioso gave a PowerPoint presentation on the Affordable Care Act. A full and complete copy of the presentation is available for review in the Office of the Superintendent-President and in the Office of the Vice President of Finance and Administration.*

- ***Accreditation Update***

I/Vice President White reported that she and Ms. Judy Spencer recently attended the CCLC conference last month. We have information from a session on Board Excellence in Accreditation, which offered many useful ideas regarding the critical role the Board plays in accreditation and for helping foster a culture of continuous improvement and accountability. We will provide the resources from this session to Dr. Laguerre so that he may pass it along to the Board.

The Accreditation Task Force met on December 2 to discuss our recent team visit and discussed next steps in moving forward to prepare for our next full Self-Study.

Dr. Dambrosio and IVP White met with Dr. Laguerre to finalize the Coordinator job duties for the spring 2014 semester, which will consist of establishing the organizational framework for the Self-Study, educating the college community and the public about accreditation standards and processes, making recommendations to the Accreditation Liaison Officer regarding various resources needed for accreditation, and continuing to help institutionalize the accreditation standards.

Dr. Dambrosio, Dr. Laguerre and IVP White met with Professor Crandall-Bear, our Distance Education Coordinator, to review the progress we have made on meeting the standards related to Distance Education.

Dr. Jowel Laguerre, Superintendent-President, stated that one of the principles of our success is not to wait until 2015 to write our Self-Study Report, but rather to keep riding the train until we become perfect. We have engaged the support of Dr. Annette Dambrosio to write the Self-Study Report due October 2016.

The ACCJC Commission meeting ends January 10. We should hear the results of our October 2013 visit by February 10.

#### 8. CONSENT AGENDA – ACTION ITEMS

Dr. Jowel Laguerre, Superintendent-President, made the following specific correction to the Consent Agenda as follows:

Item 8.(c), Employment – 2013-2014, Gratuitous Service, Resignations, Page 4, Line 21, TBA Nursing Skill Lab Instructor, was removed.

#### Superintendent-President

(a) Minutes for the Board Study Session of November 6, 2013, and Regular Meeting of November 20, 2013. Minutes for the Board Study Session held December 4, 2013, will be approved at a future meeting.

(b) Donation

#### Human Resources

(c) Employment – 2013-2014; Gratuitous Service; Resignations

#### Finance and Administration

(d) Warrant Listings

- (e) Personal Services Agreements
- (f) CCFS-311Q Financial Report, First Quarter FY 2013-2014
- (g) Professional Services Amendment to STV/vbn Architects for District Facilities Master Plan Services
- (h) First Amendment to Memorandum of Understanding between Solano County Sheriff's Office and Solano Community College Police Department -- Temporary and Special Event Law Enforcement Services

*Academic and Student Affairs*

- (i) Faculty Entrepreneurship Mini-grants
- (j) The Children's Network of Solano County Contract
- (k) Request for Approval of Curriculum Actions as Submitted by the Curriculum Committee, a Subcommittee of the Academic Senate
- (l) Memorandum of Understanding between Bay Area Clean Water Agencies and Solano Community College District
- (m) Clinical Experience Agreement between Solano Community College District and Solano Dialysis Access Center, Vallejo, California
- (n) Clinical Experience Agreement between Solano Community College District and Vacaville Convalescent and Rehabilitation Center, Vacaville, California
- (o) Clinical Experience Agreement between Solano Community College District and the Department of State Hospitals-Vacaville, Vacaville, California

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

9. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

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

- (a) Solano Community College District Resolution Honoring Kathleen Callison

Dr. Jowel Laguerre, Superintendent-President, commented that Kathleen Callison has served the District with distinction since August 21, 2001, when she began working as an Instructional Lab



Assistant in the Reading and Writing Lab. Kathleen's assignment was changed to Administrative Assistant III, Counseling/DSP, where she patiently served under five different Deans. Dr. Laguerre in part from her resolution as follows:

*Whereas*, Kathleen Callison was first introduced to Solano Community College as a student at the Vacaville Center in 1997;

*Whereas*, Kathleen Callison began her career and distinguished herself in her Computer Science and application courses in such a way that she was encouraged to apply for positions throughout the College. Kathleen was a temporary employee in several locations, including the Vacaville Center, Children's Programs, Financial Aid, and the Assessment Center;

*Whereas*, Kathleen Callison has served the Solano Community College District with distinction since August 21, 2003, when she began working as an Instructional Lab Assistant in the Reading and Writing Lab.

*Whereas*, On November 24, 2003, Kathleen Callison's assignment was changed to Administrative Assistant III, Counseling/DSP, where she patiently served under five different Deans, and retires with ten plus years of service to the District, effective December 30, 2013;

*Whereas*, Kathleen Callison maintained her workload while also completing a Bachelor's degree in Visual Communication and Digital Media, a program she professes was designed for her;

*Whereas*, Kathleen Callison, having been mentored by fine teachers in the School of Applied Technology and Business, began teaching the Adobe Creative Suite classes here at Solano Community College and plans to continue after her retirement; and

*Whereas*, Kathleen Callison also raised six children, which she claims to have now traded for six dogs and four grandchildren; now, therefore be it

*Resolved*, That Kathleen Callison will be sorely missed, and the Governing Board expresses its sincere appreciation for her many contributions and extends their best wishes in her well-deserved retirement and future endeavors.

Moved by Trustee Chapman and seconded by Vice President Young to approve the Resolution to Retire for Kathleen Callison, effective December 30, 2013, with the following roll call vote.

STUDENT ADVISORY VOTE: Latifah Alexander Concurred.

AYES: Trustee Brown, Trustee Chapman, Trustee Honeychurch, Trustee Martin, Trustee Thurston, Vice President Young, and Board President Keith

NOES: None

ABSENT: None

Ms. Barbara Pavão, Interim Dean of Counseling, commented that it was an honor to recognize Kathleen's retirement. She has been in the Counseling Department for over ten years. They were co-workers during those years and as Interim Dean she has had an opportunity to see another side of her work, especially that of how encouraging she can be. It is a joy to see her in the morning. She has been valued and appreciated by many throughout the years.

I/Dean Pavão shared Kathleen's love with anything to do with graphic arts and many on campus know this and have used her abilities to learn from her. She also interfaces with outside agencies.

I/Dean Pavão read a letter in part from the SARS software company, which does our student tracking within the Counseling Department for appointments. Kathleen has been operating as the on-campus liaison with this company, and the intent of the letter was to recognize her as a staff member for her service.

“SARS has supported SCC through Kathleen. As a liaison, she has worn many hats and we thank her for her professionalism and technical knowledge to be sure the SARS product is a success. Since she is retiring, we want to thank her for making a difference and commend her for a job well done. We are sorry we will not be working with her any more.”

This letter speaks highly of Kathleen's professionalism, and we are going to miss her. Congratulations were extended to Kathleen for a job well done.

Ms. Callison stated it has been a sincere honor and life-changing event to work at SCC. She spoke of the opportunity of personally helping students go to school, learn the value of school, and getting to work with many different people is something she won't forget. Kathleen stated she looks forward to continuing to work in retirement helping people. There was applause from those present in the audience.

#### 11. NON-CONSENT AGENDA ITEMS – ACTION ITEMS

##### Superintendent-President

- (a) Resolution Proclaiming December 1, 2013 as World AIDS Day at Solano Community College, Resolution No. 13/14-07

The Joint United Nations Program on HIV/AIDS (UNAIDS) observes December 1 of each year as World AIDS Day, a day to expand and strengthen worldwide efforts to stop the spread of HIV/AIDS. World AIDS Day is a day dedicated by the international community to raise awareness about HIV and AIDS and provides an opportunity to focus local, national, and international attention on HIV infection and AIDS and to disseminate information on how to prevent the spread of HIV.

Moved by Trustee Honeychurch, *on behalf of his late brother who died from AIDS*, and seconded by Trustee Young to observe December 1 of each year as World AIDS Day, Resolution 13/14-07. The motion carried unanimously with the following roll call vote.

STUDENT ADVISORY VOTE: Latifah Alexander Concurred.

AYES: Trustee Chapman, Trustee Honeychurch, Trustee Martin, Trustee Thurston, Vice President Young, Trustee Brown, and Board President Keith

NOES: None

ABSENT: None

(b) Resolution Honoring Dr. Martin Luther King, Jr., Holiday, January 20, 2014, Resolution No. 13/14-08

Moved by Trustee Thurston and seconded by Vice President Young to observe the Dr. Martin Luther King, Jr., Holiday, January 20, 2014, and commemorate throughout the year with appropriate programs, ceremonies, and activities of the 50<sup>th</sup> Anniversary of the “March On Washington for Jobs and Justice.” Motion carried unanimously with the following roll call vote.

STUDENT ADVISORY VOTE: Latifah Alexander Concurred.

AYES: Trustee Honeychurch, Trustee Martin, Trustee Thurston, Vice President Young, Trustee Brown, Trustee Chapman, and Board President Keith

NOES: None

ABSENT: None

Finance and Administration

(c) Police Records Retention Schedule for Purging and Disposal of Police Reports, Found Property, and Evidence, Resolution No. 13/14-09

Interim Chief Ed Goldberg stated since 1989, the Solano Community College Police Department (SCCPD) has not purged its criminal case evidence, and since 2000 it has not reviewed and purged its crime reports. Routine review and purging of police reports and their related evidence, based on a legally sound retention schedule, is an industry-wide practice.

A detailed comprehensive staff report covering the measures taken to ensure that this required resolution [California Government Code Section 60201(b)(2)] and related purging process is lawful, purposeful, and operationally necessary is available for review in the Office of the Superintendent-President.

Moved by Trustee Chapman and seconded by Vice President Young to approve Police Records Retention Schedule for Purging and Disposal of Police Reports, Found Property, and Evidence, Resolution No. 13/14-09. The motion carried unanimously with the following roll call vote.

STUDENT ADVISORY VOTE: Latifah Alexander Concurred.

AYES: Trustee Martin, Trustee Thurston, Vice President Young, Trustee Brown, Trustee Chapman, Trustee Honeychurch, and Board President Keith

NOES: None

ABSENT: None

(d) Joint Use Agreement between the City of Fairfield and the Solano Community College District for the Use of Specialty Equipment and the Creation of a New Channel 26 Partnership

On October 2, 2013, the Board was presented with information about a joint partnership that will mutually benefit the District and the city of Fairfield. A partnership is proposed with the city of

Fairfield for the use of broadcasting equipment for the District's antiquated TV Studio, currently located in Building 100. In exchange for space in Building 100, the city of Fairfield will provide new equipment and limited construction funds to connect the new equipment to the existing TV Studio space. Benefits to the District include the use of new equipment by students, and a new community access TV channel for use by the College.

The estimate for funding required from the District is limited to \$5,000, as the city has agreed to fund most of the construction and installation of the equipment.

Moved by Trustee Brown and seconded by Trustee Martin to approve the Joint Use Agreement between the City of Fairfield and the Solano Community College District for the use of specialty equipment and the creation of a new Channel 26 partnership as presented. The motion carried unanimously.

Trustee Chapman recommended approving Items 11.(e-p) which are all contractual agreements with one vote, unless a Trustee wished to discuss any one item in particular, or there were blue cards from the public to make comments. There was no objection from the Board or need to discuss any particular item in more detail.

- (e) Contract Award to RGA Environmental Inc., for Hazardous Material Testing and Monitoring for Building 600 Abatement and Selective Demolition Project

Board approval was requested for award of professional services contract to RGA Environmental Inc. for hazardous material testing and monitoring services at Building 600 (Administration). These services are required to assure hazardous material is removed and disposed of in compliance with local and federal regulations. This contract is for a total fee of \$ 26,570.00

- (f) Contract Award to Sherrill Engineering Inc. for the Heating, Ventilation, and Cooling (HVAC) System Assessment for Vallejo and Vacaville Centers

Board approval was requested for award of professional services contract to Sherrill Engineering Inc. for Heating, Ventilation, and Cooling (HVAC) assessment and monitoring services. This contract is for two projects: the Vallejo Center and the Vacaville Center. These services are necessary for diagnosing and remediating the HVAC system problems to ensure proper HVAC systems operation. This contract is for a total fee of \$ 34,000.

- (g) Contract Award to Dutra-Cerro-Graden Inc., for Real Estate Services for District Property Purchases and Building Lease

Board approval was requested for award of professional services contract to Dutra-Cerro-Graden, Inc., for real estate services needed for the purchase of Belvedere and Vacaville Annex sites as well as the lease of Georgia Street space in Vallejo. The consultant will provide project management services including coordination of all necessary appraisals, land surveys and building studies in preparation of Vacaville Annex and Belvedere site purchases, and execution of Georgia Street lease agreement. This contract is for a total fee of \$51,500.

(h) Contract Award to Dovetail Decision Consultants for Furniture and Equipment Coordination Services for Building 600 Renovation Project

Board approval was requested for award of professional services contract to Dovetail Decision Consultants for furniture and equipment planning and procurement coordination service for Building 600 (Administration) Renovation Project. Consultant will provide an assessment of overall space requirements for furniture and equipment, coordination of building power, data and audio visual requirements interface relative to furniture, guidance of selection of new furniture and equipment, coordination of vendor quotes, installation and punch-list management. This contract is for a total fee of \$64,300.

(i) Contract Award to TLCD Architecture for Library Building Project State Chancellor's Office Submittal and Program Scope Studies Professional Services

Board approval was requested for award of professional services contract to TLCD Architecture to provide Library Building Final Project Proposal (FPP) updates and to provide program scope studies for future buildings at the Fairfield Campus. Library Building Final Project Proposal update is a requirement by the State Chancellor's Office in order for the District to qualify for this project State funding. The Architect will update all necessary documents and submit for approval by the State. The Architect will also provide Concept Program Documents for future buildings in support of Measure Q bond planning efforts. This contract is for a total fee of \$24,400.

(j) Contract Award to JRDV Architects for the Review of Due Diligence Material to Purchase Property to Support the College Aeronautics Program and to Provide Preliminary Programming

Board approval was requested for award of professional services contract to JRDV Architects to provide review of Jimmy Doolittle Foundation provided due diligence materials that relate to the purchase of two parcels at the Nut Tree Airport site. The Consultant will provide a review of easement and land restrictions that are provided in the documents. The Consultant will also perform feasibility and scoping study for the Aeronautics program expansion at the Nut Tree Campus. The Consultant will complete a preliminary space needs program to assess the feasibility of this program location. The architect is uniquely qualified to perform this work for the District, having been hired by the Doolittle Foundation to design a vision for the new project. The District will benefit from the Architect's knowledge of the site and design; subsequently, the fee is considered more competitive than an architect without knowledge of the due diligence documents and understanding of the initial program. This contract is hourly and a not to exceed a total fee of \$25,200.

(k) Contract Award to Gates and Associates for Vacaville Center and Annex Crosswalk Connection Landscape Design

Board approval was requested for award of professional services contract to Gates and Associates to provide full landscape design services for the crosswalk area between the existing Vacaville Center and the Vacaville Annex building. The Consultant will provide a landscape

design connecting the Annex and the main Center campus, addressing the crosswalk between existing arrival sidewalk and building entry, planting and irrigation design for walkway and entry zone at the Center. The scope of work includes schematic design, construction documents and construction administration phase. This contract is for a total fee of \$24,655.

(l) Contract Award to School Specialty Education Essentials for Furniture and Equipment Coordination Services for Building 100 Adjunct Faculty Center Project

Board approval was requested for award of professional services contract to Specialty Education Essentials for furniture and equipment planning and procurement coordination service for Building 100 Adjunct Faculty Center project. Consultant will provide space planning services that will include a layout of the needed furniture, provide guidance of selection of new furniture, coordination of vendor quotes, procurement, installation and delivery coordination. This contract is for a total fee of \$27,430.

(m) Contract Award to Compass Energy Solutions for Energy Efficiency Projects Assessment and Scope Development Services

Board approval was requested for award of professional services contract to Compass Energy Solutions to provide energy efficiency projects assessment and scope development. The Consultant will provide support to District in identification of effective energy efficient projects, complete an audit and provide a scope of work to be utilized during project implementation phases. This contract is for a total fee of \$ 20,000.

(n) Property Purchase Funding Contract for the New SCCD Aeronautics Hanger at Nut Tree Airport

On October 2, 2013, the Board was presented with a Memorandum of Understanding outlining the District's intent to jointly own and operate the Jimmy Doolittle Center (JDC), SCCD Aeronautics program, and Corporate Training Center. On December 4, the Board was informed that a separate contract was required to protect the District in the acquisition of real property located in Vacaville, which will be purchased by the JDC on behalf of both institutions. The "funding contract" will require the JDC to register the agreement with the city of Vacaville, effectively placing a "lien" on the property until finally the final lot lines are agreed to and a transfer of title is complete; within 90 days. The value of SCCD's portion of the contract is \$836,480, representing 52.28% of the value of the undeveloped land. Funding is Measure Q.

(o) Property Purchase Contract – 1400, 1401, 1500, 1501 Sonata Drive, Vallejo, CA 94591

A contract for the purchase of real property located at 1400, 1401, 1500 and 1501 Sonata Drive in Vallejo, CA 94591 was presented to the Board for approval. The property is located adjacent to the existing Vallejo Center and is connected by ramp to the existing Center. The property is over six acres in size and is an ideal location for future development by the District. The purchase of this property will allow the District to expand in the existing Vacaville location over time, rather than have to seek a new and/or larger piece of land elsewhere. The cost of the

property is \$4,800,000 with a \$100,000 donation to the District's Foundation included, for a net cost to the District of \$4,700,000. The purchase is subject to standard due diligence and appraisal. The property will be purchased with Measure Q funds.

(p) Property Purchase Contract - 2000 North Village Parkway, Vacaville, CA 95688

A contract for the purchase of real property located at 2000 North Village Parkway, Vacaville, CA 95688 was presented to the Board for approval. The property is located across from the existing Vacaville Center and has been leased by the District for classroom use and will house the District's Corporate Training Facility. The purchase of the property was negotiated as part of the District's lease agreement with the seller, in the amount of \$2,500,000. The purchase is subject to standard due diligence and appraisal. The property will be purchased with Measure Q funds.

Moved by Trustee Chapman and seconded by Trustee Honeychurch to approve Items 11.(e-p) as presented. The motion carried unanimously.

Academic and Student Affairs

(q) Educational Credit Management Corporation (ECMC) Default Prevention Services Agreement

Due to Solano Community College's Cohort Default Rate of 31.5%, the Chancellor's Office has recommended the use of a third party servicer for default prevention. After reviewing the recommended servicers list, Educational Credit Management Corporation (ECMC) is the servicer who best meets the needs of the College. A *Statement of Work* was included in the Default Prevention Services Agreement. This agreement is effective December 1, 2013, and shall continue for a period of twelve (12) months (initial term). Thereafter, this Agreement will automatically renew for successive one-year terms unless either party notified the other in writing, at least thirty (30) days prior to the end of the Renewal Term of its intent to terminate. For a monthly fee of six dollars (\$6.00) per delinquent borrower, ECMC will provide the services described in the Statement of Work. All services outside the scope of this Statement of Work shall be subject to additional fees and charges, at the discretion of ECMC.

Moved by Trustee Thurston and seconded by Vice President Young to approve the Educational Credit Management Corporation (ECMC) Default Prevention Services Agreement as presented. The motion carried unanimously.

(r) Memorandum of Agreement between Cello International Tennis Academy (CITA), Solano Community College (SCC) and Solano Community College Educational Foundation (SCCEF)

The proposed Memorandum of Understanding between CITA, SCC, and SCCEF will help increase the use of the tennis courts, maintenance of the courts, and provide funding for tournaments and competing teams. A formal agreement will be forthcoming.

Dr. Jowel Laguerre, Superintendent-President, highlighted the fact that this is a great way to bring new sports or suspended sports back to the College. This MOU provides a strong foundation to bring back a sport that doesn't need to depend solely on state funding. As noted in the Student Equity Plan, one of the groups that are not well represented at the College is white students. Having a program like this will bring more white students to college.

Moved by Trustee Honeychurch and seconded by Vice President Young to approve the Memorandum of Agreement between Cello International Tennis Academy (CITA), Solano Community College (SCC) and Solano Community College Educational Foundation (SCCEF) as presented. The motion carried unanimously.

12. INFORMATION/ACTION ITEMS – ACTION MAY BE TAKEN

Human Resources

(a) Proposed Revised Job Description Assistant Director, Facilities/Energy Management – Administrative Leadership Group

As a result of the Facilities Department being reorganized, a revised job description was created for the Assistant Director, Facilities/Energy Management. The Assistant Director, Facilities/Energy Management position will be placed on Range 42 of the 2013-14 ALG Salary Schedule.

Moved by Trustee Chapman and seconded by Trustee Brown to approve the job description for the Assistant Director, Facilities/Energy Management – Administrative Leadership Group as presented. The motion carried unanimously.

Vice President Young recommended approving Items 12.(b-f) with one vote unless there was objection from the Trustees. There were no objections.

(b) Proposed Revised Job Description Director of Student Life (Educational Administrator) – Administrative Leadership Group

As a result of the Student Services Department being reorganized, a revised job description was created for the Director of Student Life. The Director of Student Life position will be placed on Range 43 of the 2013-14 ALG Salary Schedule.

(c) Proposed New Job Description Executive Coordinator-Academic Affairs (Confidential – Administrative Leadership Group

Under the direction of Vice President of Academic Affairs, the Executive Coordinator-Academic Affairs (Confidential) position will serve as the chief executive support staff to the Vice President and will work closely with the executive administration to carry out the District's mission and strategic goals. The new job description was vetted through the Superintendent-President's Cabinet and Shared Governance Council. The Executive Coordinator-Academic Affairs (Confidential) position will be placed on Range 35 of the 2013-14 ALG Salary Schedule.



(d) Proposed New Job Description Payroll Analyst (Lead)

As a result of the Fiscal Services Department being reorganized, a new job description was created for Payroll Analyst (Lead). The Payroll Analyst (Lead) position will be placed on Range 20 of the 2013-14 CSEA Salary Schedule.

(e) Proposed New Job Description Payroll Specialist

As a result of the Fiscal Services Department being reorganized, a new job description was created for Payroll Specialist. The Payroll Specialist position will be placed on Range 15 of the 2013-14 CSEA Salary Schedule.

(f) Proposed New Job Description Senior Accountant

As a result of the Fiscal Services Department being reorganized, a new job description was created for a Senior Accountant. The Senior Accountant position will be placed on Range 21 of the 2013-14 CSEA Salary Schedule.

Moved by Vice President Young and seconded by Trustee Chapman to approve Items 12.(b-f) as presented. The motion carried unanimously.

Dr. Laguerre announced that as part of the Fiscal Reorganization, a second Accounts Payable position was identified. The existing job description was not changed and the second position will move forward for hire.

13. INFORMATION ITEMS – NO ACTION REQUIRED

Human Resources

(a) Proposed New Job Description Distance Education Specialist

The proposed new job description for Distance Education Specialist is needed to provide online technical support for students taking Distance Education classes. The Distance Education Specialist position will be placed on Range 13 of the 2013-14 CSEA Salary Schedule. This item will return to the Board for approval on January 15, 2014.

This job description is in line with accreditation recommendations.

Finance and Administration

(b) Retiree Health Benefits Actuarial Study by Total Compensation Systems, Inc.

The District contracted with Total Compensation Systems, Inc. (TCS) to conduct its bi-annual retiree health benefits actuarial study, as required by Governmental Accounting Standards Board (GASB) 43 and 45. The last study was completed in 2011. Mr. Geoff Kischuk, President of Total Compensation Systems, Inc., presented the report and was available to answer questions

from the Governing Board. A copy of the report was provided to the Board under separate cover, copies of which may be obtained in the Office of the Superintendent-President and the Office of the Vice President of Finance and Administration.

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

#### 14. ANNOUNCEMENTS

Dr. Laguerre announced a Joint Chamber Mixer to be held at the Vacaville Center on January 9, 2014, 5 p.m., and the Workforce Development and Continuing Education (WDCE) Ribbon Cutting at 4:30 p.m., also at the Vacaville Center. There is a Vallejo Mixer tomorrow evening, December 19, 2013.

#### 15. ITEMS FROM THE BOARD

Trustee Chapman was able to attend the PGE briefing in Winters last week, introducing those in attendance to their future training facility. Our professors in the Math Department received outstanding reviews for the quality of student learning at SCC. Professor Kheck Sengmany is to be commended for her leadership and quality of teaching since students finishing the PGE test are passing with 94% or better, which speaks highly of the quality of education we offer at SCC. Trustee Chapman attended the Holiday Party on December 5. The environment was wonderful at the Stonedene Mansion and everyone enjoyed themselves. The Measure Q Advisory Committee met and reviewed what is happening with the Bond prior to tonight's meeting. Trustee Chapman welcomed a group to the PURE reception held at the Vacaville Center, which was a nice program.

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

##### November 2013

**22** - 11 a.m. - 3 p.m. - Attended the 6<sup>th</sup> Annual Business & Economic Development Symposium and Luncheon that was sponsored by the Filipino-American Chamber of Commerce. The speakers presented the role of the Vallejo Education and Business Alliance (VEBA) in enhancing the Economic Development of Solano County. The symposium was held at SCC Vallejo Center

**22** - 6 – 9 p.m. - Attended the Community Recognition Dinner that was held at Dan Foley Community Center in Vallejo. This was the second annual Mayor's Community Dinner at which Mayor Osby Davis recognized those who have volunteered their time, money, and talents to the city, individually and/or collectively.

**23** - 10:30 a.m. to 12:30 p.m. - Attended the VIP Reception that was part of the program, "A National Conversation on Race." The event featured guest speaker LeVar Burton, an actor whose roles include young slave Kunta Kinte in the 1977 miniseries, "Roots," host of "Reading Rainbow" and Geordi LaForge in "Star Trek: The Next Generation." This event was sponsored by Vallejo NAACP and Vallejo Sister City Association.

- 23** - Attended the 36<sup>th</sup> Annual Debutante Ball of Alpha Kappa Alpha Sorority, Incorporated, Kappa Beta Omega Chapter (KBO). VP Young is a member of KBO. This year they presented 22 debutantes to the community. The sold out black tie event was held at the Concord Hilton Hotel.
- 25** - Attended the Fundraiser Planning Committee meeting of VEBA. Fundraiser will be held on February 22, 2014.

December 2013

- 01** - Attended and participated in the annual Holiday Gala sponsored by The Links, Incorporated, Solano County Chapter. VP Young is President of the Chapter.
- 04** - Volunteer tutor of mathematics to Vallejo High School Athletes.
- 05** - “Spirit of Solano Luncheon” that was held at Hilton Garden Inn in Fairfield.
- 06 & 09** - Attended VEBA meeting that was held at Cal Maritime campus
- 06** - Attended the Annual Holiday Party that was sponsored this year by the Offices of the President and the Solano Community College Educational Foundation. This event was held at Samuel Martin House (AKA) Stonedene Mansion.
- 08** - Attended and assisted at the Campfire Club Christmas Breakfast, Toys and Clothes give away. This event was held at Vallejo Norman King Community Center.
- 10** - Participated in Vallejo 2014 Juneteenth Planning Committee meeting.
- 11** - Attended Vallejo City Unified School District Board meeting
- 14** - Attended the Filipino-American Chamber of Commerce Christmas brunch that was held at Zio Fraedo’s in Vallejo.
- 17** - Attended Vallejo Interagency Committee meeting that was held in the City Manager’s Conference Room at Vallejo City Hall.
- 18** - Attended a community service activity at Beverly Hills Elementary School in Vallejo. VP Young’s sorority, Alpha Kappa Alpha, Incorporated, Kappa Beta Omega Chapter gave tennis shoes to students that had been identified as children to receive shoes as Christmas gifts. The theme for this activity was “Soles for Success.”
- 18** - Attended SCCD Measure Q Steering Committee meeting.

Trustee Brown reported that she attended the December 5 Art Department Grand Opening. Assemblyman Jim Frazier came to her classroom and invited her students to the capitol. Fairfield-Suisun City Council raised several hundred dollars towards the cost of a bus. Contributions may be made to Green Valley Middle School. The Middle College High School initiative was passed by the Fairfield-Suisun USD

Trustee Martin expanded on Trustee Chapman’s comments on the PGE Training Facility. He was impressed with Dean Morinec and Dr. Yu. He was joined by President Laguerre and Professor Berrett. PGE view the College as a partner with a good future and good connections. Trustee Martin thanked Dr. Laguerre for a nice holiday party at the Stonedene Mansion. Dr. Laguerre and Trustee Martin met with officials at Winters High School and talked about a joint venture with the District in engineering, biotech, aviation, and electronics, which we are hopeful will expand to other communities. Future meetings will include the Superintendent, Principal of the High School, and President of the School Board.

Trustee Thurston thanked Dr. Laguerre and the Educational Foundation for a lovely holiday party on December 5.

The Trustees identified the SCCD Governing Board Adhoc Subcommittees for 2014 as follows:

- **Board Self-Evaluation Adhoc Subcommittee**  
Chair Keith, Trustee Thurston, and Vice President Young
- **Citizens' Bond Oversight Committee (CBOC)**  
Chair Thurston, Trustee Martin, and Vice President Young
- **Accreditation Leadership Adhoc Subcommittee**  
Chair Young, Trustee Chapman, and Trustee Martin
- **Building 600 Subcommittee**  
Chair Honeychurch, President Keith, and Trustee Brown
- **Solano County School Boards Association (elected 12/18/13 organizational meeting)**  
Trustee Chapman
- **Audit Subcommittee**  
Chair Young, Trustee Chapman, and Trustee Thurston
- **Suisun City/Solano Community College Joint Subcommittee**  
Chair Thurston, Trustee Brown, and President Laguerre
- **Vacaville City Schools Select Committee**  
Chair Chapman and Trustee Martin (rotate as needed)
- **Vallejo Education and Business Alliance (VEBA)**  
Trustee Thurston and Vice President Young
- **Proposed - City of Fairfield/SCC Joint Subcommittee**  
Trustee Brown and Trustee Honeychurch (when identified)

*Dr. Jowel Laguerre to investigate the interest of a Joint Dixon/Winters Subcommittee*

- **Policies and Procedures Adhoc Subcommittee**  
Chair Thurston, President Keith, and Trustee Young  
Alternate: Trustee Chapman
- **Superintendent-President's Measure Q Adhoc Subcommittee**  
Trustee Chapman, Trustee Thurston, and Vice President Young  
Alternates: Trustee Honeychurch and Trustee Martin

- **CCCT Board of Directors Subcommittee – (Meets in January to nominate in January if someone from the SCCD Board is running and prepares a ballot for a vote from the SCCD in March 2014).**  
Chair Honeychurch and Trustee Chapman

President Keith recessed the regular meeting at 8:55 p.m.

16. CLOSED SESSION

- (a) Conference with Labor Negotiator  
Agency Negotiator: Bruce Petersen  
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39
- (b) Public Employee Discipline/Dismissal/Release
- (c) Conference with Real Property Negotiator  
Property: 1400, 1401, 1500, 1501 Sonata, Vallejo, California 94591  
Negotiating Party: Jowel C. Laguerre, Ph.D.  
Negotiating Parties: Solano Community College District and Leigh Sata  
Under Negotiation: Price and Terms of Payment

Board President Keith called the Closed Session to order at 9:00 p.m.

12. RECONVENE REGULAR MEETING

Board President Keith reconvened the regular meeting at 9:10 a.m.

13. REPORT OF ACTION TAKEN IN CLOSED SESSION

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

Board President Keith reported that the Board held Conference with Real Property Negotiator and discussed the property located at 1301 Georgia Street, Vallejo, California 94590 in Closed Session, and no action was taken.

Board President Keith reported that the Board discussed Public Employee Discipline/Dismissal/Release in Closed Session. The Board took action in Closed Session not to renew the contract of an administrative Dean pursuant to Education Code §72411 and 72411.5, with the following roll call vote.

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

14. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:13 p.m.

JCL:js

BOARD STUDY SESSION MINUTES 12.18.13.FINAL

\_\_\_\_\_  
PAM KEITH  
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