

## **SOLANO COMMUNITY COLLEGE DISTRICT GOVERNING BOARD**

### **ADOPTED MINUTES**

August 19, 2015

#### **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, August 19, 2015, in the Denis Honeychurch Board Room, Room 626, 4000 Suisun Valley Road, Fairfield, California 94534, by Board President Young.

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

At the request of Board President Young, Curt Johnston, Executive Director of Solano Education Foundation, led those present in the pledge of allegiance to the flag of the United States of America.

#### **3. ROLL CALL**

A. Marie Young, President  
Michael A. Martin, Vice President  
Monica Brown  
Sarah E. Chapman, Ph.D.  
Denis Honeychurch, J.D.  
Pam Keith (absent)  
Rosemary Thurston  
Stan R Arterberry, Secretary

#### Others Present:

Greg Brown, Vice President, Student Services  
Wade Larson, D.M., Associate Vice President, Human Resources  
Yulian Ligioso, Vice President, Finance and Administration  
Leslie Minor, Ph.D., Vice President, Academic Affairs  
Leigh Sata, Executive Bonds Manager  
Michael Wyly, Academic Senate President  
Yashica Crawford, Ph.D., Chief of Staff  
Jill Crompton, Executive Coordinator, Superintendent/President-Governing Board

#### **4. APPROVAL OF AGENDA**

Moved by Trustee Thurston and seconded by Trustee Chapman to approve the Agenda as amended. Motion passed unanimously.

#### **5. COMMENTS FROM MEMBERS OF THE PUBLIC**

President Young recognized Toni Dickinson, who discussed apprenticeship programs at Mare Island and PBA Vallejo. She described opportunities in working on a waterfront project activity and asked the Board to consider a partnership.

#### **6. CLOSED SESSION**

Board President Young called the Closed Session to order at 6:35 p.m.

- (a) Conference with Labor Negotiator (Govt. Code § 54957.6)  
Agency Negotiator: Wade Larson, D.M., Associate Vice President, Human Resources  
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39
- (b) Public Employee Discipline/Dismissal/Release (Govt. Code § 54957)
- (c) Conference with Legal Counsel—Anticipation Litigation  
Significant exposure to litigation pursuant to subdivision (d) of Govt. Code §54956.9:  
one potential case
- (d) Conference with Legal Counsel – Existing Litigation (Govt. Code § 54956.9(d)(1))  
Case Number: SF-CE-3313-E

#### **7. RECONVENE REGULAR MEETING**

Board President Young reconvened the Regular Meeting at 7:00 p.m.

#### **8. REPORT OF ACTION TAKEN IN CLOSED SESSION**

The Board held Conference with Labor Negotiator and CCA/CTA/NEA, CSEA, Operating Engineers—Local 39 and no action was taken.

The Board held conference with Public Employee Discipline/Dismissal/Release and no action was taken.

The Board held Conference with Legal Counsel—Anticipation Litigation and no action was taken.

The Board held Conference with Existing Litigation, and no action was taken.

**9. COMMENTS FROM MEMBERS OF THE PUBLIC (CONTINUED)**

President Young recognized Robert Charboneau, Citizens Bond Oversight Committee, who expressed concerns regarding the board responses to the grand jury report.

President Young recognized Diane Cosley-Meyers of the Umoja Program who introduced three interns who are working with the program: Adriana Johnson, DeErnest Maxwell, and Elena Juliaga.

**10. REPORTS (NO ACTION REQUIRED):**

(a) Academic Senate

Prof. Michael Wyly, Academic Senate President, provided the following report:

- Dr. Melvinia King was invited to the Flex Cal meeting to provide an over view of the Andrew Young Global Institute at the Vallejo Center.
- The Senate goals for this year include: commitment to Course Identification Number (CID) and Associate Degree for Transfer (ADT) compliance, work with faculty development council, work with high school outreach through work with Shemila Johnson, Student Success Taskforce planning, and commitment to 3SP and Student Success planning with VP Brown.
- The Senate will assemble an accreditation taskforce with Dr. Leslie Minor and solicit support from faculty interested in serving as co-chair.
- The Senate will continue to remain committed to the Completion Agenda to bring programs in alignment to needs, continue to work with the faculty association for peer review, work with SCC branding campaign, work with Dr. Minor on Solano prison program, Dare to Declare, curriculum for BS degree, development of plan for assessment, work with institutional learning outcomes, and will be committed to academic self-assessment and will share the results.

Trustee Chapman commented on whether shared learning was addressed in the goals. Prof. Wyly commented that it is not, but looking to the administration to determine when this will occur due to departure of the Chief Technology Officer. In terms of the MOU with the Winters Joint Unified School District, Prof. Wyly shared that there are 2 committees that are looking at existing SCC efforts to determine approaches in working with colleges. In terms of ADT and the Transfer Model Curriculum, he shared that the website [www.c-id.net](http://www.c-id.net) provides an opportunity to peruse the full list of approved programs.

(b) Shared Governance Council

Dr. Minor provided additional information based on Prof. Wyly's report. She reported that SCC has an active MOU with the Winters Joint Unified School District that was approved at the July board meeting, and that we are currently offering elementary statistics at Winters.

VP Ligioso reported that the Shared Governance Council met on August 12<sup>th</sup> and under SP Arterberry's report, he recommended the forming of a Budget Committee. SP Arterberry also spoke about the term "shared governance" and recommended that SCC use "college governance council" instead. Human Resources provided an update which included the Executive Coordinator position that will be reporting to the Vice President of Student Services and the realignment of grants coordinator position. The Council also considered the smoking on campus policy and whether selected smoking places on campus should be permitted. The Council decided that the campus should remain non-smoking. There was also an update on long-range facilities plans to bring the football program back to SCC.

(c) Superintendent-President

Superintendent/President Arterberry acknowledged faculty and staff to SCC to stand to be recognized. He has requested for three examples of campus signs detailing Measure Q efforts and will ask the Board subcommittee to select and post in Vacaville, Vallejo and Fairfield to show "Your Measure Q dollars at work". SP Arterberry also presented on the need for Solano to complete an organizational review, and he will be forwarding a recommendation to the governance council to look holistically at the changes made. He acknowledged that this will be a year-long process and new Superintendent/President will be a part of seeing the project to completion. There will be a meeting next week to plan a groundbreaking ceremony for renovations to the theater in September. He will also be meeting with the area K-12 superintendents in the area and taking data to share with them about courses offered and how many students from their schools are participating.

**11. CONSENT AGENDA – ACTION ITEMS**

All matters listed under the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one motion. There will be no discussion on these items prior to the time the Board votes on the motion unless members of the Board, staff or the public request specific items to be discussed and/or removed from the Consent Agenda. Time will be provided before the vote for clarification questions on any item under the Consent Agenda. Clarification questions may be asked without removing an item from the Consent Agenda.

Superintendent-President

- (a) Minutes for the Meetings of June 3, 2015
- (b) Donations, Page 1

Human Resources

- (c) Employment – 2015-2016; Gratuitous Service; Resignation of Employees, Page 2

Finance and Administration

- (d) Personal Service Agreements, Page 5
- (e) Warrant Listings, Page 8
- (f) Keller Engineering & Asphalt Services Inc. Contract Ratification for Seal and Restriping of Parking Lot # 3, Page 10
- (g) Notice of Completion for Building 1200 Performing Arts Renovation (Phase I) Swing Space Project, Page 11
- (h) Notice of Completion for the Utility Infrastructure Upgrade (Energy) – South Parking Lot Electrical Interconnection Project, Page 14
- (i) Notice of Completion for the Biotech Swing Space to Provide Power to New Equipment, Page 17
- (j) Notice of Completion for the Fire Alarm Installation for the Portable Classrooms Phase II – Small Capital Project, Page 19
- (k) Notice of Completion for the Biotech Swing Space to Provide an Emergency Shower/Eyewash and a New Sink, Page 21

Academic Affairs

- (l) Personal Service Contract for Continuing Education, Page 23
- (m) Renewal of Agreement with Venturetech LLC for Business Plan Pitch Competition Website, Page 25
- (n) Solano Community College District Appointment of Voting Member to AB 86 Solano Community College Adult Education Consortium, Page 43

Item 11.(g) was pulled for additional discussion. It was moved by Trustee Honeychurch and seconded by Trustee Chapman to approve the Consent agenda, as amended. The motion passed unanimously.

**12. ITEMS REMOVED FROM CONSENT AGENDA**

12.(a) Notice of completion for Building 1200 Performing Arts Renovation (Phase I) Swing Space Project, Page 11

There was public comment from Toni Dickinson concerning money that is being spent on the swing space for the theatre. She commented that the funds may be better spent on programs.

Moved by Trustee Honeychurch and seconded by Trustee Brown to approve item 12.(a). The motion passed unanimously.

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

(a) Resignation to Retire – Abla Christiansen, Page 44

Moved by Trustee Honeychurch and seconded by Trustee Chapman to approve the retirements of staff as follows: Abla Christiansen effective August 1, 2015.

The motion passed with the following roll call vote:

AYES: Trustee Brown, Trustee Chapman, Trustee Honeychurch, Trustee Young, Trustee Martin, Trustee Thurston

NOES:

ABSENT: Trustee Keith

### **14. NON-CONSENT AGENDA ITEMS – ACTION ITEMS**

Superintendent/President

(a) ACCJC Accreditation Standard Updates to Board Policy 1006, Page 45

Moved by Trustee Thurston and seconded by Trustee Brown to approve the ACCJC Accreditation Standard Updates to Board Policies 1006 as presented. The motion passed unanimously.

Finance and Administration

(b) Five-Year Network Support Contract, Page 47

Moved by Trustee Chapman and seconded by Trustee Brown to approve the Five-Year Network Support Contract as presented. The motion passed unanimously.

(c) Contract Award to Development Group Inc., for Professional Services for the Districtwide Information Technology Infrastructure Improvements Project, Page 49

Moved by Trustee Chapman and seconded by Trustee Brown to approve the Contract Award to Development Group Inc., for Professional Services for the Districtwide Information technology Infrastructure Improvements Project as presented. The motion passed unanimously.

It was moved by Trustee Chapman and seconded by Trustee Honeychurch to approve items 14.(d) to 14.(j) with one motion. The motion passed unanimously. The following items were approved:

- (d) Approval of Mitigated Negative Declaration (MND) for Autotechnology Building Project, Vallejo, California, Page 51
- (e) Contract Award to Optima Inspections Incorporated for DSA Project Inspection Services for the Vacaville Classroom Building Renovation, Page 53
- (f) Contract Award to Construction Testing Services, Inc. for DSA Special Inspection Services for the Vacaville Classroom Building Renovation Project, Page 55
- (g) Contract Award to JLC Contracting Inc., for Electrical Construction Services for Small Capital Projects - Portable Classrooms Phase II, Exterior Lighting, Page 57
- (h) Contract Amendment to Kitchell Capital Expenditure Managers for Program and Design Management Services for the Science Building Project, Page 59
- (i) Contract Award to Best Instrument Repair for B1200 Performing Arts (Phase I Renovation) Specialty Equipment Assessment Services, Page 61
- (j) Change Order –No. 1 (Deductive) to DPR Construction for Administration Building 600 Modernization Project, Page 63
- (k) Resolution to Approve Change Order #01 to Professional Asbestos and Lead Services, Resolution No. 15/16-04, Page 65

Leigh Sata, Executive Bonds Manager, reported that this is part 1 of a second part change order for hazardous materials abatement to remove additional hazards that were found. The second part will be a deductive change order and Solano will see a significant credit from this company. The overall project will not be over budget. The work was executed over the summer in five buildings with no access during asbestos mitigation. Industrial testing was complete to ensure air is clean.

Moved by Trustee Chapman and seconded by Trustee Thurston to approve the Resolution to approve Change Order # 01 to Professional asbestos and Lead Services, Resolution No. 15/16-04 as presented. The motion passed with the following roll call vote:

AYES: Trustee Martin, Trustee Thurston, Trustee Brown, President Young, Trustee Chapman, Trustee Honeychurch

NOES:

ABSENT: Trustee Keith

- (l) Districtwide Tree Removal Plan, Page 70

Leigh Sata, Executive Bonds Manager, reported that this was a follow-up to a previous item and is a comprehensive tree mitigation plan and the intent is to come back with specific projects for

construction work. The focus will be on project-specific removal affected by safety concerns and horticulture work. He further stated that this plan will include a number of contracts and Solano may seek to bundle them as a cost-savings. He also stated that outreach to local companies will be included in the plan.

Moved by Trustee Chapman and seconded by Trustee Brown to approve the Districtwide Tree Removal Plan as presented. The motion passed unanimously.

(m) Upgrade and Purchase of Facilities Operating Equipment, Page 72

Vice President Ligioso stated that this upgrade and purchase covers equipment and is covered under capital outlay funds to address efficiencies and safety. He further stated that this will not be able to fund additional staff, but equipment will allow greater efficiency in their work. Trustee Martin commented on the need to have good equipment to work, which is ultimately good for the college and is happy to see this coming forward.

Moved by Trustee Brown and seconded by Trustee Martin to approve the Upgrade and Purchase of Facilities Operating Equipment as presented. The motion passed unanimously.

**15. INFORMATION ITEMS – ACTION MAY BE TAKEN**

*Superintendent-President*

(a) Approval of Amended Bylaws for the Solano Community College District Citizens' Bond Oversight Committee, Page 76

Mr. William Tunik, attorney with the Law Offices of Dannis, Woliver and Kelley, provided a background on the revised CBOC Bylaws. Mr. Tunik shared the primary function of the Citizen's Bond Oversight Committee (CBOC), which is to review and inform the public on the district use of bond funds, and to provide a retrospective audit of expenses. He stated that the CBOC is governed by the education code, but bylaws help to define this for committees. The presented revisions were at the request of the CBOC and staff. The bylaws were originally adopted by the Board of Trustees for Measure G and have been updated.

Mr. Tunik shared that the District appoints and removes CBOC members, the Board establishes and amends bylaws, that the CBOC may meet quarterly, plus special meetings, and that the District retains duty to manage projects and to direct staff. He further reviewed the sections of the bylaws that have been revised, which included the areas pertaining to authorized activities, membership, vacancies, meetings, and procedures.

*A copy of this presentation is available in the Superintendents/Presidents Office.*

There was public comment from Dr. Lyman Dennis, chair of the CBOC, who was speaking on his own behalf. He expressed concerns that quorum was not being based on the actual number of participants, and college has the responsibility for putting forth nominees. He stated that although



he was in favor of the allowance of special meetings, he stated that the CBOC should have its own bylaws and not convinced by what the attorney said.

There was public comment from Robert Charboneau, member of CBOC, speaking on his own behalf. He cited that the Board's response to the Grand Jury report included working together with the CBOC to identify bylaw agreements prior to approval. He also cited that in the Grand Jury interviews of the Superintendent/President and Board, they encouraged the CBOC to meet as often as it saw fit. He stated that however, the bylaws created restrictions, and he asked the Board to hold off on decisions and to meet with CBOC to hear their input.

Trustee Thurston commented that staff had met with the CBOC to discuss the revisions to the bylaws. Leigh Sata, Executive Bonds Manager, cited that proposed bylaws that were presented had taken CBOC requests into account. Trustee Chapman added that requests were made outside of what the CBOC is authorized to do.

Dr. Dennis acknowledged asking for items beyond the stated bylaws, and that there were six items included that he would like an opportunity to review with staff. He further stated that he will consult with his attorneys about whether the CBOC can establish its own bylaws. Trustee Brown cited that since there is nothing to preclude the Board from approving the bylaws and revising them later, she is recommending approval.

Moved by Trustee Brown and seconded by Trustee Chapman to approve the Amended Bylaws for the Solano Community College District Citizens' Bond oversight Committee as presented. The motion passed unanimously.

- (b) ACCJC Accreditation Standard Updates to Board Policy 1025, 1050, and Board Member Absence from the State (Policy Number to be Determined), Page 84

Trustee Thurston stated that due to changes in the language of these policies, they are for information only tonight. They will be presented to the Shared Governance Council before coming back for final approval by the Board. No action on this item was taken.

## **16. INFORMATION ITEMS – NO ACTION REQUIRED**

### Human Resources

- (a) Student Services Realignment, Page 90

Associate Vice President Larson reviewed the structure of Student Support Services, and added that an executive coordinator position was added to establish an appropriate level of support for the Vice President of Student Services.

Finance and Administration

(b) Measure G and Q Quarterly Progress Update Report to the Governing Board, Page 92

Leigh Sata, Executive Bonds Manager, reported that the work on Building 600 is winding down and is included in the final spending plan. He reported that a total of \$300,000 remains in Measure G funds. Also included in the spending plan was the District-Wide Tree Removal Program and major activities in the last quarter. He further commented that the library project will receive 50% of its funding from the State, and is on scope and schedule. The remaining balance will be paid through Measure Q funds.

*A copy of this presentation is available in the Superintendent/President's Office.*

(c) Districtwide Furniture, Fixtures & Equipment (FF&E) Program Standards, Page 93

Ines Zildic and Leigh Sata presented that this work represents a big part of the bond and where people most likely come in contact with the bond. The process started with the facilities master plan and an outline of the standards and goals. A key attribute of the project was the establishment of specifications, which included quality, comfort, safety, and the total cost of ownership. A part of the completed work included the furniture fair that was held in the spring of 2015. The next steps are to apply these approaches to the other active projects, including the Vacaville biotechnology facility, the Vallejo auto technology facility, and the Fairfield science buildings, and the adherence of working with consultants to ensure they are adhering to the guidelines.

*A copy of this presentation is available in the Superintendent/President's Office.*

(d) Fairfield Athletics Masterplan, Page 94

Erik Visser, Athletic Director, and Leigh Sata, Executive Bonds Manager, provided a presentation on the long-term plans for the athletic program at Solano. The goals are as follows:

- 2016-2017: Add women's tennis, and improve the softball field and swimming pool.
- 2017-2018: Improve the baseball
- 2018-2019: Improve the football/soccer stadium, tennis courts, and introduce sand volleyball
- 2019-2020: Restore the football program and add a women's sport
- 2020-2021: Add men's soccer and a women's sport
- Reminded board that they requested feedback and input about what it would take to bring back a football program.

He also cited important Title IX gender equity laws regarding how Solano adds additional sports to its program. Leigh added that there is room to prioritize projects and added additional feedback for the Board to consider.

*A copy of this presentation is available in the Superintendent/President's Office.*

(e) Aeronautics Project Update, Page 95

Brian McInerney of Jimmy Doolittle Center reviewed work that the Center has completed with SCC over 1.5 years. He stated that the Center can help with building equipment so students are working on the latest versions. He further stated that the Center is working with FAA grants for the removal of trees, and once the program is ready, can provide scholarships to students. Dr. Minor added that the full time faculty are looking forward to this program.

**Tribute to Leigh Sata**

This meeting represented the last one for Leigh Sata, as he will be leaving Solano to work with Santa Rosa Junior College. The Board expressed appreciations to Leigh Sata for his service to SCC. Leigh commented that he appreciated the opportunity to work here and it was special to be part of the SCC family and learn from great leaders. He expressed that while it was a very difficult decision to leave, he is a phone call away.

(f) CCFS-311Q Financial Report, Fourth Quarter, FY 2014-2015, Page 96

Vice President Ligioso commented that revenues and expenditures are in line with what was Presented, and Solano is still coming in with projected deficit. He and staff will be working on the final report.

**17. ANNOUNCEMENTS**

Superintendent/President Arterberry reminded participants of Solano's 70<sup>th</sup> Anniversary celebration.

**18. ITEMS FROM THE BOARD**

President Young attended and/or participated in the following activities:

August 7: SCCD Board AdHoc CBOC meeting

August 10: SCCD Board Policy Committee meeting

August 12: SCCD Board AdHoc CBOC meeting

August 13: SCCD| Fall 2015 Professional Development Activities (Flex Cal): 11:00 a.m. – Board Room, Open Forum (SCC Superintendent President (S/P) Search; 1:00 p.m.-Academic Administrators and Academic Senate Meeting – Dr. Pamela Fisher, ACCT Search Consultant discussed the S/P search

August 13: 3:00 p.m. – 5:00 p.m: First S/P Search Committee Meeting, facilitated by Dr. P. Fisher, ACCT Consultant. I am the chair of SCCD S/P Search Committee.

August 14: 5:00 p.m. – Special SCCD Board meeting that included as an agenda item the S/P Search.

August 14: SCCD Flex Cal (9:00 a.m. – 12:00 p.m. Breakfast with staff; Welcome by Janene Whitesell; State of the College by Mr. Stan Arterberry, Interim Superintendent-President & Dr. Pamela Fisher, ACCT; State of the Academy, Michael Wylly, Academic Senate President; and Distinguished Faculty Presentations by LaNae Jaimez, Academic Senate Vice President

August 19: SCCD Measure Q Steering Committee Meeting

## **19. ADJOURNMENT**

Moved by Trustee Honeychurch and seconded by Trustee Thurston to adjourn the meeting. There being no further business to come before the Board, the meeting was adjourned at 9:24 p.m.