

Planning Agenda 2: Items 11-16

Evidence	Description	Page
PA Evidence 2.11.1	Reorganization History Presentation	2
PA Evidence 2.11.2	Academic Affairs Reorganization, Spring 2011	12
PA Evidence 2.11.3	Academic Affairs Reorganization, Aug. 21, 2013	15
PA Evidence 2.11.4	Academic Affairs Reorganization July 1, 2014	16
PA Evidence 2.11.5	Vice President, Academic Affairs Job Description	17
PA Evidence 2.11.6	Chief Student Services Officer Job Description	21
PA Evidence 2.11.7	Associate Vice President of Human Resources Job Description	24
PA Evidence 2.11.8	Athletic Director Job Description	27
PA Evidence 2.11.9	School Coordinators Job Announcement	31
PA Evidence 2.12.1	Communications and Policy Analyst Job Description	32
PA Evidence 2.13.1	Facilities Director Job Description	35
PA Evidence 2.13.2	Small Maintenance Projects	38
PA Evidence 2.13.3	Assistant Director, Facilities/Energy Management, Job Description	42
PA Evidence 2.13.4	ALG Notes, June 19, 2014	45
PA Evidence 2.13.5	District and Bond Building Standards Excerpt	49
PA Evidence 2.14.1	Building Renovation email	52
PA Evidence 2.15.1	Facilities Key and Lighting Projects	53
PA Evidence 2.15.2	PAE Engineers Lighting Report	54
PA Evidence 2.15.3	PG&E Check Presentation to Governing Board, Aug. 20, 2014	62
PA Evidence 2.16.1	Facilities Master Plan Executive Summary	65
PA Evidence 2.16.2	STV Executed Contract Amendment	70
PA Evidence 2.16.3	Measure Q Language and Resolution Ordering Election	73
PA Evidence 2.16.4	Governing Board Special Meeting Minutes Jan. 23, 2013	84
PA Evidence 2.16.5	Executive Bonds Manager Job Description	90
PA Evidence 2.16.6	Bond Spending Plan	93
PA Evidence 2.16.7	CBOC Meeting Minutes May 5, 2014	94

A Brief History of the Administrative Reorganization at Solano Community College

Phase I

- Phase I began in 2009 with Interim S/P Waits to address a \$1.8 million budget shortfall
- Phase I was implemented by Dr. Jensen based upon the “People & Things” document that was widely distributed to constituency groups and discussed by Shared Governance Council, FaBPAC, Academic Senate and the Governing Board
- It was approved by Governing Board on August 19, 2009

Phase 1

- Eliminated:
 - Associate VP of Workforce & Economic Development/Director of Foundation
 - Two Deans (one in Academic Affairs & one in Student Services)
- Restructured Student Services
 - Dean of Admissions & Records changed to Director
 - Dean of Special Services eliminated and replaced by Interim Dean of Enrollment Management and Director of Financial Aid

Phase I

- Eliminated one Academic Dean and reorganized to:
 - Math/Science
 - PE, Wellness & Athletics
 - Humanities
 - Business & Career Technical Education
 - Fine and Applied Arts
 - Behavior Science and Community Services
 - Health Occupations
 - Public Safety & Child and Family Studies

Phase II

- To continue to address the budget shortfall and address administrative priorities S/P Laguerre proposed and then implemented Phase II:
 - Director of Public Relations, Marketing, and Communications was changed to Executive Director of Institutional Advancement.
 - Vice President of Academic Affairs and Vice President of Student Services was combined to create Executive Vice President of Academic and Student Affairs.

Phase II

- Vice President of Administrative and Business Services changed primarily in title only to Vice President of Finance and Administration.
- Vice President of Technology and Learning Resources was eliminated. To provide leadership for Technology, a Chief Information Officer position was created. Library and Distance Ed moved temporarily to S/P.

Phase II

- Two new dean positions were created: Dean of Enrollment Management and Dean of Academic Success and Learning Resources.
- The position of Coordinator of Marketing and Student Recruitment was proposed, but has not yet been funded.
- Center Director positions at Vacaville and Vallejo were changed to Center Deans.

Phase III

- In July 2010, S/P Laguerre delegated responsibility of the Dean reorganization (Phase III) to newly hired Executive VP of Academic and Student Affairs. Implementation was slated for fall 2012.
- Proposed benefits for a Dean level reorganization include a cost savings to the District and possible creation of Division Chairs.
- Because of severe state budget cuts, the timeline has been moved up with the new deadline for the mid-level reorganization now set for fall, 2011.

Phase III

- On February 2, 2011, the Academic Affairs and Student Services Administrators were advised that a Reorganization Task Force would be formed that included administrative, faculty and staff representatives. This group was tasked with creating reorganization models that include three, four and five Academic Affairs Deans. They were also advised that the Dean of Enrollment Management position was not going to be filled.
- The Academic Affairs Deans also met and developed a reorganization model.

Phase III

- The models created by the Reorganization taskforce, taking into consideration the model presented by the Deans, were presented to the Shared Governance Council on 2/23/11, to the Academic Senate on 2/28/11, FabPAC on 3/2/11, and to impacted classified staff on 3/3/11.
- As the College moves forward in these difficult times, it is doing so keeping in mind its Mission, Vision and Core Values in addition to WASC/ACCJC accreditation stands.

Reorganization Academic Affairs

Spring 2011

Superintendent/President

Current Structure

Executive Vice-President of Academic & Student Affairs

Academic Success & Learning Resources

- Basic Skills
- Learning Communities
- Assessment Outcomes
- Tutoring
- Distance Ed
- Teaching & Learning Center
- Reading/Writing Lab
- Curriculum Office
- Accreditation Liaison Officer

Business & CTE

- Accounting
- Banking/Finance
- Business
- Economics
- Insurance
- Management
- Marketing
- Office Technology
- Real Estate
- AC & Refrig
- Auto
- CIS
- Cosmetology
- Drafting
- Electronics
- Ind Tech
- Maint Tech
- Welding
- Occ Ed
- Work Exp
- SBDC*
- Contract Ed*
- Tech Prep

Humanities

- English
- Reading
- ESL
- Sign Language
- Foreign Language
- History
- International Relations
- Journalism
- Philosophy
- Political Science
- Library

Fine & Applied Arts

- Art
- Cinema
- Music
- Photography
- Speech
- Social science
- Theater
- TV
- Psychology
- Sociology
- Human Services
- Interior Design
- Ethnic Studies
- Community Services & Lifelong Learning
- Curriculum Committee
- Facilities Use Agreements

Math/Science

- Mathematics
- Anthropology
- Astronomy
- Biology
- Chemistry
- Geography
- Geology
- Meteorology
- Physics
- Physical Science
- Biotechnology
- Engineering
- Water/Wastewater
- Horticulture
- Mac Lab
- Green Grant
- MESA*

Health Occupations, Public Safety, Child & Family Studies

- Nursing
- EMT
- Criminal Justice
- Early Childhood Development
- Human Development
- Children's Programs
- Perkins/VTEA Grant

PE, Wellness & Athletics

- PE
- Athletics
- Nutrition
- Health Ed

^: Discipline has a lab

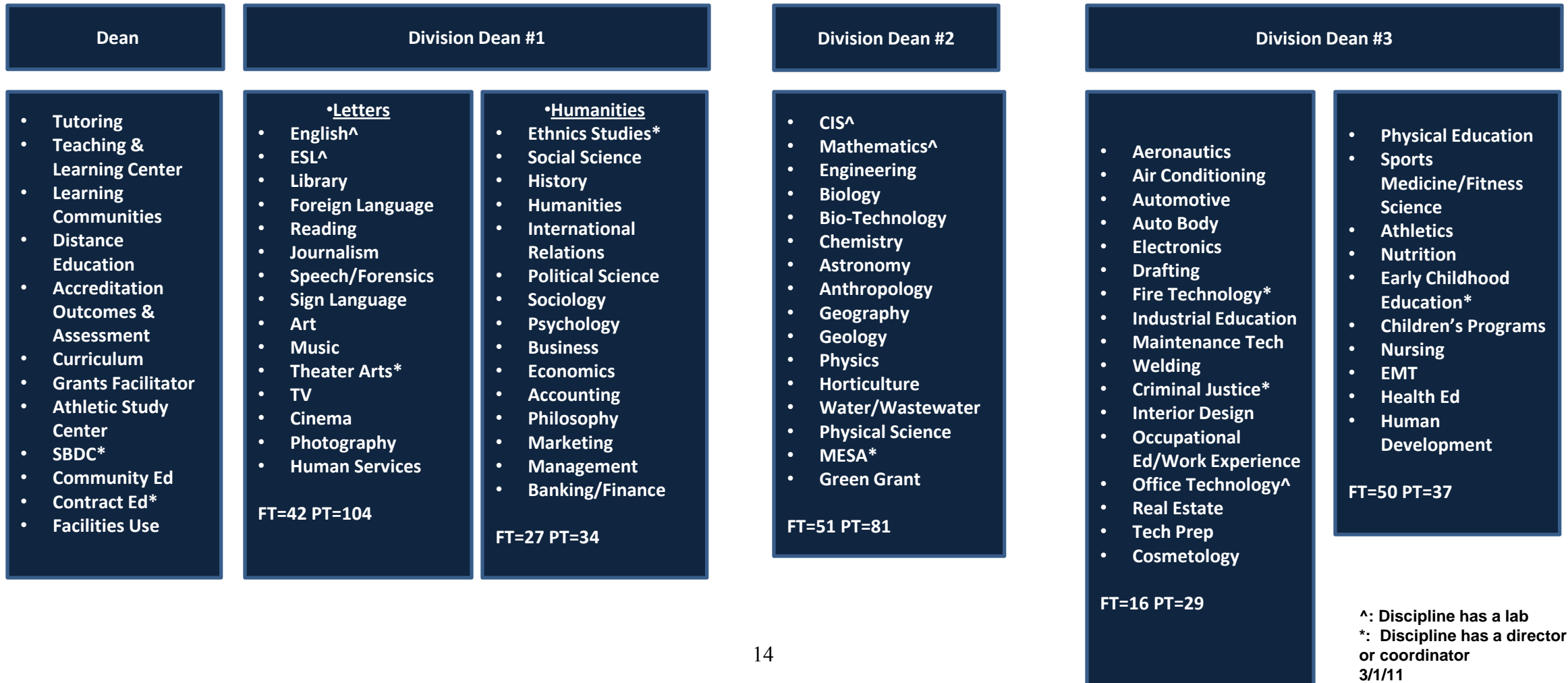
*: Discipline has a director or coordinator

3/1/11

Superintendent/President

Proposed Structure

Executive Vice-President of Academic & Student Affairs



School of Liberal Arts

- Art
- Basic Skills (English)
- Cinema
- Communication Studies
- English
- ESL
- Fashion Design
- Foreign Languages
- Humanities
- Interior Design
- Journalism
- Music
- Philosophy
- Photography
- Reading
- Sign Language
- Theater Arts
- TV

School of Mathematics and Science

- Astronomy
- Basic Skills (Math)
- Biology
- Bio-Technology
- Chemistry
- Engineering
- Geography
- Geology
- Horticulture
- Mathematics
- MESA
- Physical Science
- Physics
- Water/Wastewater

School of Applied Technology and Business

- Accounting
- Automotive
- Banking & Finance
- Business
- CA/OT
- CIS
- Cosmetology
- Criminal Justice
- Drafting
- Economics
- Electronics
- Green Grant
- Industrial Education
- Maintenance Tech
- Management
- Marketing
- Occ Ed/Work Exp
- Real Estate
- Welding

School of Health Sciences

- Nursing
- EMT

School of Human Performance and Development

- Athletics
- Child Development and Family Studies
- Children's Programs
- Community Ed
- Dance
- Health Ed
- Kinesiology
- Nutrition
- Sports Med/ Fitness Science

School of Social & Behavioral Sciences

- Anthropology
- Ethnic Studies
- History
- Human Services
- International Relations
- Learning Communities
- Political Science
- Psychology
- Social Science
- Sociology
- Academic Success Center

- Aeronautics and Fire Technology transferred to Vacaville Center
- Facilities use transferred to Finance & Administration
- Tutoring transferred to Student Services
- Library transferred to IT & Learning Resources
- Distance Education transferred to Vice President, Academic Affairs

School of Liberal Arts

- Art
- Basic Skills (English)
- Cinema
- Communication Studies
- English
- ESL
- Fashion Design
- Foreign Languages
- Humanities
- Interior Design
- Journalism
- Music
- Philosophy
- Photography
- Reading
- Sign Language
- Theater Arts
- TV

School of Mathematics and Science

- Astronomy
- Basic Skills (Math)
- Biology
- Bio-Technology
- Chemistry
- Engineering
- Geography
- Geology
- Horticulture
- Mathematics
- MESA
- Physical Science
- Physics
- Water/Wastewater

School of Applied Technology and Business and Vacaville Center

- Automotive
- Banking & Finance
- Business
- CA/OT
- CIS
- Cosmetology
- Criminal Justice
- Drafting
- Economics
- Electronics
- Industrial Education
- Maintenance Tech
- Management
- Marketing
- Occ Ed/Work Exp
- Real Estate
- Welding

School of Health Sciences

- Nursing
- EMT
- Dance
- Health Ed
- Kinesiology
- Sports Medicine/
Fitness Science
- Nutrition

School of Social & Behavioral Sciences

- Anthropology
- Child Development and Family Studies
- Children's Program
- Ethnic Studies
- History
- Human Services
- International Relations
- Learning Communities
- Political Science
- Psychology
- Social Science
- Sociology

7/1/14

- Aeronautics and Fire Technology transferred to Vacaville Center
- Athletics transferred to Athletic Director (Athletic Director reports to CSSO)
- Community Ed transferred to Workforce Development & Continuing Ed (WDCE)
- Facilities use transferred to Finance & Administration
- Tutoring transferred to Student Services
- Library transferred to IT & Learning Resources
- Distance Education transferred to Vice President, Academic Affairs
- Academic Success Center transferred to Vice President, Academic Affairs

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: VICE PRESIDENT OF ACADEMIC AFFAIRS

BASIC FUNCTION:

Under the direction of the Superintendent/President, the Vice President of Academic Affairs ensures that all areas of responsibility are successfully serving students' educational goals and are consistent with the College mission. The Vice President provides dynamic and strategic leadership to assist the College in achieving its vision for excellence. The leader in this position is focused on the quality and integrity of all of the College's academic degree programs, assessing student learning outcomes, developing high quality faculty and providing excellent academic and student support services and serves as a member of the President's Cabinet.

Collaborating with the College Deans, the Vice President's specific areas of leadership include the following: academic services, instructional enrollment management, articulation and transfer services, career services, prior learning assessment services, child care services, developmental and educational services, instructional technology, and distance learning. The Vice President serves as the liaison with secondary and other post-secondary educational institutions.

DISTINGUISHING CHARACTERISTICS:

DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other job-related duties may be assigned.

- Implements accreditation recommendations and standards, provides managerial direction, including: planning, goal setting, implementation, coordination, evaluation, and accountability for all areas of the academic program, contract education, workforce development, and Community Services.
- Works cooperatively with the Superintendent/President to coordinate mission, goals and objectives of the College as a whole. Participates in strategic and long-range educational planning for the District. Facilitates the educational master planning process.
- Works with the Curriculum and Scheduling Office assuring compliance with state guidelines and course standards for the College. Serves as an advisor on program and course development to academic administrators and faculty. Participates in the development of course/program approval process and proposals for course approval. Recommends curriculum changes required by legislative actions of the California Community Colleges Board of Governors and the local Governing Board.
- Coordinates the class scheduling for off-campus locations with the division Deans.

Vice President of Academic Affairs

Page 2

- Works cooperatively with Academic Affairs administrators and faculty to determine personnel needs; participates in hiring process for full-time faculty positions, serves as assistant to Superintendent/President to organize final selection process for faculty positions.
- Participates in the recruitment and selection and recommendation of candidates for positions which report directly to the Vice President.
- Supervises and evaluates all staff members who report directly to the Vice President of Academic Affairs.
- Recommends institutional policy and supervises preparation of appropriate policy statements and regulations.
- Prepares, submits and monitors the annual budget for areas of responsibility.
- Keeps abreast of issues and regulations in higher education, communicating information to administration, faculty and staff.
- Plans and implements professional development activities for Academic Affairs personnel
- Prepares reports as required for state, federal and accreditation agencies related to instruction.
- Works with community groups, educational institutions and individuals concerning College programs and services.
- Represents the College as the Chief Instructional Officer at state meetings and conferences.
- Recommends institutional policy and supervises preparation of appropriate policy statements and regulations related to instruction.
- Compiles statistics and maintains adequate records for internal analysis, management planning and special reports for instruction as required by the College and external organizations.
- Serves as chairperson for the Academic Council and as the Articulation Officer.
- Works with managers to determine needs for new staff and makes recommendations for hiring to Superintendent/President.
- Plans and implements professional development activities for academic personnel.
- Prepares annual and special reports for areas of responsibility.
- Coordinates grants development and grants management in areas of responsibility.

GENERAL DUTIES AND EXPECTATIONS:

- Represent the College through public appearances and presentations, both internal and external, including attendance at regional and national professional education organizations.
- Supervise and evaluate the academic deans and appropriate personnel.
- Provide creative and energetic leadership in strategic planning by supporting existing and new initiatives.
- Actively participate in California Community Colleges activities.
- Develop, implement, and maintain standard guidelines for areas of responsibility.
- Overall, foster a sense of community within Academic and Student Affairs personnel to maximize student academic and personal achievement; to enhance retention, graduation and goal attainment
- Carries out special projects as may be assigned.
- Performs other duties as assigned.

Vice President of Academic Affairs
MINIMUM QUALIFICATIONS:

Page 3

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master's degree required from a regionally accredited institution of higher education.
- At least one year of experience at the dean level or above at a regionally accredited institution of higher education.
- Teaching experience.
- Demonstrated sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Preferred Qualifications:

- Doctorate degree from a regionally accredited institution.
- Successful experience in higher education with a strong record of teaching excellence on the postsecondary level and demonstrated senior-level academic leadership experience with a record of increasing responsibility and success.
- Comprehensive knowledge, and demonstrated understanding and experience of: academic program development, implementation and assessment, student support services, instructional technology, budget planning, budget preparation, and fiscal management.
- Curriculum development/management experience.
- Capacity for working effectively within a collective bargaining environment.
- Appreciation of the values of cooperative decision-making.
- Understanding of commitment to and passion for the community college mission.
- Demonstrated understanding of trends, issues and challenges of a comprehensive community college.
- A record of community service or involvement.
- Excellent organizational, communication, customer service, decision-making, judgment, problem-solving and delegation skills.
- Experience in California Community Colleges (but not required).

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to provide clear direction and visionary leadership.
- Ability to maintain and promote collegiality and participatory governance.
- Demonstrated record of creative strategic planning, creative problem solving, curriculum planning, and creative enrollment management strategies.
- Demonstrated knowledge of information technology systems and related applications.
- Demonstrated personal characteristics: integrity, open-mindedness, creativity, self-direction.
- Demonstrated excellent communication and human relation skills.
- Demonstrated ability to foster strong relations between academic and student support services.
- Demonstrated ability to develop and implement integration between academic and student support services.

- Demonstrated ability to work within complex, integrated Enterprise Resource Planning (ERP) systems.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KU/zg

Board approved 12/16/09

Revised 2/18/14

Board approved 3/5/14

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: CHIEF STUDENT SERVICES OFFICER (CSSO)

BASIC FUNCTION:

Under the direction of the Superintendent-President, the Dean, Student Services is the chief student services administrator, provides direction for Student Services for the college, manages and supervises the staff and operation of the Student Services divisions or departments. Serves as the 504 Compliance Officer. The dean supervises and coordinates planning, operation, fiscal, and personnel management in the following areas, among others:

- Financial Aid
- Admissions and Records
- Student Development
- Tutoring
- Services to the Centers and off-site
- Commencement
- Student Equity plan and implementation
- Student complaint and discipline policies

REPRESENTATIVE DUTIES:

The following duties represent the day to day and long-term activities of the position:

1. Provides leadership and supervises the planning, organizing, and coordination of the Student Services Division while achieving the institutional goals and objectives, and ensuring that academic support services are provided to students to achieve educational success.
2. Provides administrative supervision of the Student Services management staff, including, but not limited to the directors of the areas listed under paragraph 1.
3. Directs the core departments of Admissions and Records, Financial Aid, Student Affairs, and special programs; oversees the development, implementation and evaluation of policies and procedures for these areas.
4. Identify the needs of the service area and students to enhance a supportive learning environment.
5. Systematically assess student support services using student learning *outcomes* and other appropriate measures in order to improve the effectiveness of these services.
6. Assess the student services needs of the local communities.
7. Develops and implements an appropriate plan for support services.
8. Administers the Student Code of Conduct, due process, and student discipline.
9. Adjudicates student appeals and grievances within areas of responsibility.

10. Ensures services at the Centers and off-sites are equitable and commensurate with the needs of the students at the sites.
11. Serves as the high school partnership administrator in charge working closely with Academic Affairs.
12. Is responsible for the implementation of Middle College High School concept while working with other offices.
13. Oversee a complex budget requiring coordination of categorical, general funds, and foundation resources.
14. Ensures all Student Services departments operate in compliance with Title 5 regulations, the Education Code, and federal statutes
15. Develops, monitors, and evaluates College's Student Equity Plan.
16. Functions as 504 Compliance Officer.
17. Serves as a member of President's Cabinet and serves on College and District committees.
18. Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

- Master's Degree from an accredited college/university.
- Five years of progressively responsible experience that includes supervision of multiple student service programs.
- A demonstrated sensitivity in working with people with diverse racial, ethnic, and socioeconomic backgrounds as well as those with disabilities.

KNOWLEDGE AND ABILITIES:

Abilities:

- Ability to work as part of a management team dedicated to collaboration and the college goal of integrating instruction and student services as a way to create and maintain a supportive student-learning environment.
- Ability to exercise group leadership skills, which emphasize collaboration, consensus building, conflict resolution, and problem solving.

Knowledge:

- Knowledge of the mission of the California Community Colleges.
- Knowledge of theories of student development as they relate to the adult learner, understanding of organizational systems and their contribution to student
- Ability to interpret state and federal laws to the campus population; effective oral and written communication with students, staff, and the community.
- Ability to make informed decisions using data from the district's integrated system of record.
- Ability to work harmoniously with the Vice President of Academic Affairs and other appropriate staff in support of the student services and instructional programs.
- Knowledge of college operating information technology systems or ability to acquire such knowledge.
- Knowledge of regular office software for communications.

MC: 9/23/14

Board Approval: 8/21/13

**SOLANO COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

TITLE: ASSOCIATE VICE PRESIDENT OF HUMAN RESOURCES

EMPLOYEE CLASSIFICATION: CLASSIFIED MANAGEMENT

BASIC FUNCTION:

Under the administrative direction of the Superintendent-President, Associate Vice President of Human Resources serves as the District's Chief Human Resources Officer and is responsible for records management, recruitment and selection, staff diversity, labor relations, staff development, benefit administration, compensation and classification, and personnel services administration.

REPRESENTATIVE DUTIES

- Administer employer/employee relations, including negotiations and the development, administration and interpretation of collective bargaining agreements: serve as Chief Negotiator for all collective bargaining agreements.
- Administer and coordinate the campus-wide staff development and the flexible calendar/instructional improvement program; oversee development and submission for the staff development plan to the Chancellor's Office; track financial activities and prepare year end reports.
- Work cooperatively with the Superintendent/President and Vice Presidents to coordinate mission, goals and objectives of the college. Participate in strategic and long-range planning for the district.
- Administer recruitment and selection programs, minimum qualifications, equal employment opportunity and staff diversity programs.
- Provide assistance in disciplinary action and grievance processing for classified and academic staff.
- Develop, recommend, and administer human resources policies, procedures and programs.
- Review, analyze and evaluate pending legislation, legal mandates, regulations and guidelines that may affect the District's human resources programs, functions and activities.
- Respond to complaints of unlawful prohibited discrimination for staff and students: perform investigations of complaints and write reports; analyze findings and implement corrective measures when necessary; serve as liaison with legal counsel; represent the district before federal and state compliance agencies; and serve as the District Equal Opportunity, Title IX and Section 504 Compliance Officer.

- Design and implement training in equal employment opportunities, workforce diversity, discrimination, sexual harassment and multi cultural awareness, sensitivity and understanding of historically underrepresented groups and the disabled for administrators, faculty, staff and students.
- Prepare and administer the human resources budget; ensure expenditures are correctly recorded and account balances are sufficient to cover costs.
- Provide leadership in establishing computerized personnel record database.
- Assess and update the personnel record management, storage, and retrieval system.
- Responsible for compliance with federal and state laws and regulations relating to human resources.
- Facilitate the reclassification process; develop job descriptions and conduct classification/compensation studies.
- Represent the college as the chief human resources official at meetings and conferences.
- Attend Board of Trustees meetings, develop agenda items, and make appropriate presentations.
- May serve as acting Superintendent/President in his/her absence.
- Serve as advisor to the Superintendent/President on personnel matters, human resources policies and procedures.
- Develop and administer salary pay policies and procedures and coordinate activities with the Payroll Department.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Equal opportunity policy and practices that lead to increased understanding of, sensitivity to, and respect for diverse cultural groups, women and the disabled.
- Day-to-day activities within a human resource department.
- Current principles and practices of public personnel administration, recruitment and selection, staff diversity, evaluation practices, staff utilization, staff development, and employer-employee relations.
- Applicable federal and state laws, court cases and local policies affecting the human resources program.

ABILITY TO:

- Negotiate collective bargaining agreements.
- Plan, organize, supervise, direct, and participate in the daily operation of the human resources department.
- Interpret, apply and enforce applicable laws, rules, and regulations.
- Understand and apply sound principles in the application of District policies and procedures.
- Prepare and present clear, concise and comprehensive oral and written reports.
- Work effectively with students, faculty, and staff from diverse backgrounds and disabilities to promote access and equity.
- Train, supervise and evaluate personnel according to successful modern management theory and practices.
- Analyze situations accurately and adopt an effective course of action.
- Demonstrate an understanding and sensitivity to the diverse socio-economic, cultural and ethnic background of all employees, including the disabled.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Master's degree in human resources management, public administration, business administration, organizational management or a related field.
- Minimum of three years experience in human resources functions to include but not limited to recruitment, selection, wage, salary and benefit administration, affirmative action, employer-employee relations and human resources development with at least two years supervision of a Personnel Department.

CA:ea
Board approval: 5/15/2013

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: ATHLETIC DIRECTOR (Educational Administrator)

BASIC FUNCTION:

The Athletic Director shall be directly responsible to the Chief Student Services Officer. The Athletic Director is responsible for providing the overall leadership and management of the intercollegiate athletics program and compliance of the Title IX within the laws, policies, procedures, and guidelines established by Solano Community College, the Bay Valley Conference, the California Commission on Athletics (CCCAA), the California Community College Athletic Trainers (CCCATA), and the National Collegiate Athletic Association (NCAA).

DISTINGUISHING CHARACTERISTICS:

DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other job-related duties may be assigned.

- Supervise, plan, develop and implement innovative programs for the intercollegiate athletic program.
- Plan, organize, control and direct District intercollegiate activities and the sports medicine center.
- Assure continuity, equity, and compliance with all sports offerings, including preparation of appropriate national, state, and local reports related to athletics, including Equity in Athletics Disclosure Act, Title IX compliance and CCCAA Form R4, as well as any other related conference or college program reviews.
- Facilitate strategic planning processes in areas of responsibility and the preparation of the College educational master plan.
- Provide administrative support to direct and evaluate employees in the area of responsibility.
- Plan, develop, coordinate, and implement fund-raising activities necessary to supplement general fund resources and serve on the Athletics Committee of the College's Foundation.
- Participate in effective selection procedures to recommend athletic coaches, and staff in accordance with District and College policies and procedures.
- Recommend for hire, supervise, and evaluate head coaches, assistant coaches, athletic training personnel, office staff, sports information specialists, or other personnel associated with athletics. Coordinate all personnel matters with Human Resources.
- Assess community needs and develop partnerships and other collaborative relationships with business/industry, government agencies, high schools, colleges, universities, and other entities.

- Manage and coordinate all home and off-site athletics events, including the preparation of facilities, athletic training, equipment, officials, game personnel, and transportation for men and women intercollegiate athletics. (Example: trainers, announcers, timers, public address, ticket sellers, security, concessions, etc.).
- Plan, develop, and manage operational department budget allocations and monitor department expenses in a fiscally responsible manner.
- Develop, allocate and monitor the general fund and Associated Student Body budgets associated with athletic teams. Assist coaches with budgetary compliance. Approve and direct the purchase of equipment, supplies, and materials related to athletic programs.
- Integrate the role of intercollegiate athletics with the College's mission and instructional programs by maintaining academically and ethically sound operations.
- Serve as marketing director for the athletics programs. Act as primary media contact for Athletics. Develop and implement an effective marketing and promotions program, including advertisement solicitation and coordination of the production of sports program publicity materials.
- Represent the College with the Bay Valley Conference, the California Commission on Athletics, athletics programs to the community, service area high schools, and other organizations.
- Conduct regular meetings and training to promote strict adherence to conference and State athletic rules, regulations, and codes.
- Attend league and conference meetings; maintain currency of state and conference decisions, and effectively communicate decisions to the coaching staff.
- Prepare local and state reports and coordinate program review.
- Coordinate the activities and functions of intercollegiate athletics with the responsible educational administrator, Director of Facilities, and other College staff as appropriate.
- Participate with appropriate booster groups, student groups, community groups, and college committees.
- This position will include assignments at off-campus sites, days, and evening, or weekends.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Athletic, teaching, and/or coaching at a community college.
- Two years of recent experience directing, coordinating, and administering college, high school, or community sports programs.
- Experience promoting athletic programs.
- Knowledge of the laws, rules, regulations, and codes associated with community college athletic programs.
- Experience developing, allocating, and monitoring budgets associated with athletic programs.

- Ability to challenge and motivate staff.
- Knowledge of operations, services and activities of an intercollegiate program.
- Knowledge of methods and techniques of leadership and management.
- Knowledge of public relations principles and techniques.
- Knowledge of interpersonal skills using tact, patience and courtesy.
- Willingness to commit to shared governance, consensus building, and a team approach to management.
- Experience supervising and evaluating personnel
- Ability to analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Ability to develop, coordinate and manage programs and services to meet the District's goals and objectives.
- Ability to identify and respond to sensitive organizational issues, concerns and needs.
- Evidence of an ability to communicate effectively, both orally and in writing, with a wide range of constituencies.
- Ability to utilize computers and other forms of advanced technology.

EDUCATION AND EXPERIENCE:

- Master's Degree from an accredited college, university, preferably in physical education, kinesiology, recreation, or athletic administration or equivalent.
- Three to five years of full-time experience in teaching, athletics, and/or administration, including at least three years of leadership experience reasonably related to the administrative assignment or equivalent.
- Demonstrated sensitivity to and understanding of the diverse academic socioeconomic culture, ethnic, and disability backgrounds of community college students and employees.

KNOWLEDGE & ABILITIES:

- The mission of comprehensive community colleges and the teaching/learning strategies and the evaluation of such strategies.
- Principles of employer-employee relations.
- Organizational, administrative, and financial management skills.
- Commitment to the mission of the California Community College.
- Work as a part of a management team dedicated to collaboration and the College goal of integrating instruction and student services as a way to create and maintain a supportive student-learning environment
- Exercise group leadership skills, which emphasize collaboration, consensus building, conflict resolution, and problem-solving
- Effectively communicate both orally and in writing

- Facilitate the development of faculty leadership and provide leadership and support for innovation and creativity
- Understand the appropriate uses and encouragement of instructional and administrative technology
- Embrace and effectively work within a system of participatory governance
- Effectively work with academic, student services, occupational, developmental, and entrepreneurial programs in a multi-campus environment
- Facilitate change in a productive and positive manner
- Foster teamwork to establish consensus
- Conduct institutional research
- Prepare and administer grants
- Demonstrate understanding of contemporary issues in higher education
- Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SL/jb

Board approved 2/19/14

School Coordinators – 20% Release Time Assignments

Description: Under the direction of assigned School Deans, School Coordinators will assist Deans with various tasks, including but not limited to student requests, scheduling coordination, curriculum, student learning outcomes and assessments and other duties mutually agreed upon within the workload.

Duration: August 9, 2014 - May 2015

Compensation: 20% release time

Qualifications: Full-time Faculty within the assigned Schools

- **School Coordinator, Liberal Arts – 20%**
- **School Coordinator, Math/Science – 20%**
- **School Coordinator, Social and Behavioral Sciences – 20%**
- **School Coordinator, Applied Technology & Business – 20%**
- **School Coordinator, Human Performance & Development – 20%**
- **School Coordinator, Counseling – 20%**

ELIGIBILITY AND APPLICATION: All Full-Time Regular Faculty are eligible to apply for this position. Please submit via email a current resume and your signature below requesting consideration.

All materials must be received by the posted deadline date: **March 24, 2014.**

Please consider me for the **School Coordinator – 20% Release Time Assignment** position.

Name:

Position:

Email:

Phone:

Employment Opportunity

COMMUNICATIONS EDITOR AND POLICY

ANALYST

General:

The Communications Editor and Policy Analyst is responsible for the refinement and coordination of essential College written communications, to include important announcements, publications, memoranda, and the President's weekly College newsletter. The coordination and refinement of all College communications is essential to affect a single, clear, coherent College voice both internally and externally.

40% to 60% release per semester, depending on need; summer stipend, as needed. Subject to funding, the duration of this District-wide assignment is expected to be three (3) years. Reports directly to Superintendent/President.

Specific responsibilities:

To support the Office of the President in drafting and editing all important College communications and reports, to include the following responsibilities:

- To provide research and editorial support for administrative communications, to include the SCC web page, with the support of an adhoc group, as assigned.
- To serve as Chief Editor of all major College publications, e.g. the College class schedule, College Catalog, SPDirect, and press releases (Staff will generate the materials) to provide a uniform style communication to formal constituents.
- To edit speeches and editorials of the President.
- To conduct surveys and to lead focus groups so as to stimulate dialogue and debate aimed at improving College-wide communications, in collaboration with the Office of Institutional Effectiveness.
- To conduct research and analysis support to SGC and the Governing Board so as to inform dialogue and debate in formulating and revising College policies and procedures and to implement strategies for advancing policy goals, to include the integration of all policies with the College's Mission. To work closely with key College administrators in the development of policy projects.
- To ensure adoption of policies and procedures in a timely fashion and with expediency.

- To review College policies to ensure that each policy fits with the overall College planning process.
- To support and lead (where necessary) the development and refinement of all district procedures attached to policies.
- To perform other duties mutually agreed upon.

Minimum qualifications:

M.A. degree in relevant subject matter (English or Composition preferred) and 5 years full-time teaching experience.

Preferred qualifications:

Doctorate degree in Higher Education, with educational policy specialization.

Applicants must be current full-time, tenured instructors within the District with 5 years teaching experience in higher education; however, experience at Solano Community College is preferred. The ideal candidate will demonstrate the following:

- Skill in managing multiple projects and meeting deadlines, with knowledge of SCC College programs and Administrative responsibilities.
- Excellent writing and editing skills and a full grasp of the College's Mission and goals.
- Established academic research skills
- Ability to clearly and accurately analyze and describe complex issues in ways that effectively communicate to the various College constituents.
- Knowledge of higher education policy issues: statewide, national, and international
- Ability to take responsibility for the quality and timeliness of work
- Proven ability to identify and describe complex communication issues clearly
- Effective organization skills and attentiveness to detail
- Willingness to collaborate on diverse projects
- Ability to write intelligent and literate policy consistent with College Mission and goals
- Mature leadership ability
- Impeccable human interactions and diplomacy.

Submit an Academic Employment Application OR a current resume AND the Request for Consideration (the lower portion of this announcement) by the application deadline to the Human Resources Office, Room 616.

Request for Consideration

Application Deadline: June 17th, 2013 at 5:00 p.m.

Please consider me for the Communications Editor and Policy Analyst position.

Attached is an updated Solano College Academic Employment Application or a current resume. Attached is an updated Solano College Academic Employment Application or a current resume.

Name:

Position:

Email:

_____ Phone:

SOLANO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR – FACILITIES (Classified Manager)

BASIC FUNCTION:

Under the direction of the Vice President of Administrative and Business Services, plan, organize and direct maintenance and operations activities of the District; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Plan, organize and direct a variety of programs, projects and activities related to maintenance, custodial, grounds, facilities planning, warehouse and mail services.

Develop plans, specifications, bid documents and related materials; evaluate bids and recommend award of contracts for capital outlay projects, equipment and major repairs.

Prepare, develop and administer budgets for maintenance, custodial, grounds, warehouse, deferred maintenance and one-time funded projects; review and approve maintenance and operations requisitions within budgetary limitations.

Provide technical expertise, information and assistance regarding assigned functions; supervise skilled workers in the performance of new construction, major repairs and alterations of District facilities.

Develop plans and specifications for work to be completed; review cost estimates submitted by outside contractors; recommend or determine equipment and materials to be purchased.

Communicate with other administrators, vendors, State and government agencies and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.

Inspect buildings, equipment and grounds for fire, safety and health hazards; recommend or require proper elimination of hazards; inspect buildings relative to energy usage and savings; evaluate and recommend cost-saving methods.

Supervise and evaluate the performance of assigned staff in accordance with District guidelines and collective bargaining contract; interview and select employees; transfer, reassign, terminate and discipline personnel as appropriate; plan, coordinate and arrange for appropriate training of subordinates.

Plan and implement a systematic program of preventive maintenance; establish priorities of maintenance and special projects; develop procedures to assure that routine and emergency maintenance needs are resolved.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to facilities and other assigned functions.

Assure compliance with laws, codes, regulations, and health and safety precautions related to maintenance and operations activities.

Consults with engineers covering heating, mechanical and electrical requirements of new and renovated buildings.

Maintain inventory records of fixed assets; prepare documentation, evaluate and recommend disposition of surplus property.

Plan, coordinate and direct administrative functions such as key control, telephone usage and equipment, and hazardous materials management.

Attend, conduct and participate in meetings, seminars, committees and conferences.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Affirmative Action/Equal Opportunity policy and practices that lead to increased understanding of, sensitivity to, and respect for diverse cultural groups, women, and the disabled.

Planning, organization and direction of a maintenance and operations department.

Budget preparation and control.

Modern practices, procedures and equipment used in building, grounds and equipment maintenance and repair.

HVAC systems and primary and secondary power distribution systems.

Building and Fire Codes.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Cost analysis techniques.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Contract preparation and administration.

Modern management theory and practice.

ABILITY TO:

Plan, organize and administer maintenance and operations activities and functions.

Provide technical expertise regarding maintenance and operations activities and functions and supervise skilled trades personnel.

Formulate and develop cost-saving plans for assigned areas of responsibility.

Prepare and maintain budget, financial and statistical records.

Develop cost estimates for major facilities projects.
Train, supervise and evaluate personnel.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Direct the maintenance of a variety of records and files related to facilities and other assigned functions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college course work in engineering, management, architecture or related fields AND five years maintenance experience in the maintenance and operations of a large facility AND journey-level experience in at least ~~two~~ one of the building trades including three years supervisory experience **OR at least five years supervisory experience of the building trades.**

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

CA/zg:Dir .Facilities-3/9/12
Board approval 10/16/91
Revised: 4/21/99, _____

Small maintenance projects;

Building 100:

All fiber board ducting needs replacing. Ducting has collapsed in several spots on the return; and has blown out on the supply ducts. The insulation needs to be repaired on the piping in the mechanical room. Pump foundations need to be degreased and repainted. The floor in the mechanical should be sealed and repainted. The bathroom fixtures have lost their chrome finish and need replacement; this condition is not just limited to the students' restroom. Many of the toilets/sinks need to be removed a replaced and resealed. Control air for the constant bleed thermostats is leaking and need to be replaced. Some of the air handlers condensate drain traps are broken and need replacing.

Building 200A:

The cloths drier vent needs a booster fan. The vent is currently not strong enough to push the hot air up through the roof, and because of the fire hazard the residual lint is causing this system needs to be redesigned. The hot and chill pump are located in a spot were only a person as small as tinker bell could access to service. The mechanical rooms have rat poison scattered over the floors this makes for hazardous working condition. Access to some HVAC bearings and shafts are only allowed by cutting holes through the walls. The mechanical rooms are very crowded.

Building 300:

Some of the old fiber board ducting has blown out; all of this type of ducting needs to be replaced. In the mechanical room; the floor and some of the sheetrock need to be patched and painted also some of the pipe insulation needs to be insulation. Both chill and hot pumps need to be degreased and the foundations patched and painted. Also there are some old controls mounted on the walls that need to be removed. The PRV need to be replaced and possibly re-piped. In the cadaver prep room, more ventilation is required. On all the cadaver tables the make-up air is NOT heated or cooled. On a cold day when the table ventilation is active the entire class room is miserably cold.

Building 400:

Some of the chill piping on the roof needs to be insulated; the hot pump is vibrating and should have the motor part of the pump replaced.

Building 500:

Major problem with ventilation ducting. The vent system is not balance, has been breached, and is blowing conditioned air into the attic. There are several package units currently residing on the roof that are not required. The chill/hot pump needs to be degreased and the pump foundations need to be painted. There are old unused contactors that should be removed; also some old control systems that should be removed.

Building 600 under construction.

Building 700:

The drain in the custodial room is clogged and has been abandon. The problem is the floor drain basin is still there and should be removed since a different drain is now in operation. False calls on clogged drain

occur frequently. The drain pipe to this floor sink is broken underground, under the foundation. When a custodian uses this drain the college is polluting the ground. Broken ducting through out the building this is allowing conditioned air to escape into the attic.

Building 800: both hot and chill pumps need to be replaced and/also the foundations for these pumps need to be replaced. The foundations are fractured. In the mechanical room there are several contactors that are from old controls that are no longer being used, and should be removed. Broken fiber board ducting has been breached and conditioned air is blowing into the attic. VFDs need to be replaced. One on supply and one on return.

Building 900:

Has a built in design problem. The hot and chill pumps were installed on the roof. This creates a problem with cavitations. The 900 building is at the end of the longest loop. Every year the pumps lose suction. These pumps should be moved to ground level much like all other buildings.

Building 1000:

Formally 900 this creates a problem with all "as built" prints. This building has a vent problem with the bathroom exhaust. The drain system for the green house has been repaired and operates well. The vent system for the green house is out of date and is not reliable. The air compressor and airline has failed somewhere in the walls of the building.

Building 1100

No need to comment.

Building 1200:

The mechanical room has, old, not used controls, which should be removed and up dated. The HVAC air handlers are very rusty and leak rain water. The support sleepers are collapsing. Control air system leak air throughout the building. All the reheat coils should be flushed and reheat units should be cleared of dust/debris. The ducting above the theater seating area has collapsed in spots. Vents units above entrance need to be replaced, units are out of balance.

Building 1300:

Hot and chill pumps are outside and also the VFDs; this will work, because of water resistant covers, but an enclosure should be built over the pumps and VFDs. Should not be expose to sun light day in and day out.

Building 1400:

Mechanical room needs a face lift. There is equipment and old controls that are no longer in use and should be removed. Some leaks on the domestic hot water system. The floor of the mechanical room needs sealing and painting and the pump foundations need painting. The chill and hot pump needs to be degreased. Some of the hot and chill piping need to be insulated. There is an existing pit east of 1400 which had the old hydronics. This pit must be back filled to complete job. Building 1500 has some old fiberboard ducting that leaks some air into the attic. Old and no longer in use some package units

that should be removed. The mechanical room needs to be degreased. The old, and, not in use, controls should be removed.

Building 1600:

Still has the original air handler and the metal enclosure is rusty and leaks air and rain water. Air handler should be replaced. The chill piping on the roof has lost most of its installation. Roof leaks are common because of the missing insulation and insulation covering. Ducting leaks losing air in attic space. Cooling coil not large enough to handle the demand. The mechanical room has oil on the floor and needs to be degreased as well as the pumps. Some old controls, not being used should be removed.

Building 1700:

This building is NOT balance. The ducting is over pressurized, the GYM is over pressurized. Some condensate drains are broken and not working. The standalone unit #9 has a bad condenser. The mechanical room has old not in use controls, that should be removed. Pump safety covers are rusty. The entire mechanical room needs to be painted. The chill pump enclosure should be painted.

Building 1800A:

Some old control piping that could be removed to complete the rebuild job. No other issues.

Building 1800B:

The small compressor has air filter issues. Mechanical room has holes in the floor which need to be filled in.

Building 2000:

The operators for the chill supply and the operators for the cooling tower supply have stopped working and need to be replaced. Waiting for control air compressor, and still waiting for blower wheel for the boiler. The controls and pumps for the chemistry on the towers are currently being worked. In the pool area the filter pit ladder is rusted away and needs to be replaced. The safety rail around the pit is not only out dated, but shows some signs of rust which increases chance of failure. Pump room "I" beams are rusty and need painting. The plumbing on the chemical pumps have numerous leaks, and should be rebuilt. Door and door frame leading to the pool has rusted through and should be replaced. The entire pool pump room in dire need of paint. Some sheet rock work is required. The pump house roof needs to be replaced. Also the exhaust fan and supply fan for the storage has rusted away, and cannot be repaired, must be replaced. On the pool deck, the concrete is cracked and now has trip hazards. The entire deck must be replaced. Under the pool deck the shutoff for the pool is not operable and should be replaced. Many of the tiles associated with the pool have fallen off, leaving a hazard for cuts. Pool diving boards stands are corroded to an unsafe condition and need to be replaced. The gates/doors need to be replaced with automatic closing gates. All pool covers need to be replaced. Pool cleanliness is substandard and the dirt in the pool has allowed for staining of our beautiful white plaster.

COOLING TOWERS:

Has lost its chemistry and the protection it provides. This tower needs to be chemically cleaned. All cooling tower pumps should be rebuilt except #4. All building needs new gages on all pumps and

hydronics. Most building need the pumps to be cleaned (on the outside) to allow the motors to be able to cool being free of the dirt that covers the cooling fins.

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: ~~ASSISTANT DIRECTOR – FACILITIES~~
ASSISTANT DIRECTOR, FACILITIES/ENERGY MANAGEMENT
(Classified Supervisor)

BASIC FUNCTION:

Under the direction of the Director of Facilities, plan, organize and direct maintenance and operations activities of the District; supervise and evaluate the performance of assigned staff.

DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other job-related duties may be assigned.

- Plan, organize and provide daily supervision of a variety of programs, projects and activities related to maintenance, custodial, grounds, facilities planning, warehouse and mail services.
- Assist in the development of plans, specifications, bid documents and related materials; evaluate bids and recommend award of contracts for capital outlay projects, equipment and major repairs.
- Assist in the preparation and development of budgets for maintenance, custodial, grounds, warehouse, deferred maintenance and one-time funded projects; review and approve maintenance and operations requisitions within budgetary limitations.
- Provide technical expertise, information and assistance regarding assigned functions; supervise skilled workers in the performance of new construction, major repairs and alterations of District facilities.
- Assist in the development of plans and specifications for work to be completed; review cost estimates submitted by outside contractors; recommend or determine equipment and materials to be purchased.
- Communicate with other administrators, vendors, State and government agencies and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Inspect buildings, equipment and grounds for fire, safety and health hazards; recommend or require proper elimination of hazards; inspect buildings relative to energy usage and savings; evaluate and recommend cost-saving methods.
- Supervise and evaluate the performance of assigned staff in accordance with District guidelines and collective bargaining contract; interview and select employees; transfer, reassign, terminate and discipline personnel as appropriate; plan, coordinate and arrange for appropriate training of subordinates.
- Plan and implement a systematic program of preventive maintenance establish priorities of maintenance and special projects; develop procedures to assure that routine and emergency maintenance needs are resolved.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to facilities and other assigned functions.

- Assure compliance with laws, codes, regulations, and health and safety precautions related to maintenance and operations activities.
- Consults with engineers covering heating, mechanical and electrical requirements of new and renovated buildings Maintain utility and energy management records.
- **Maintain** inventory records of fixed assets; prepare documentation, evaluate and recommend disposition of surplus properties.
- Plan, coordinate and direct administrative functions such as key control, telephone usage and equipment, and hazardous materials management.
- Attend, conduct and participate in meetings, seminars, committees and conferences.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF -

- Affirmative Action/Equal Opportunity policy and practices that lead to increased understanding of, sensitivity to, and respect for diverse cultural groups, women, and the disabled.
- Planning, organization and direction of a maintenance and operations department. Budget preparation and control.
- Modern practices, procedures and equipment used in building, grounds and equipment maintenance and repair.
- HVAC systems and primary and secondary power distribution systems. Building and Fire Codes.
- Modern office practices, procedures and equipment, Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Cost analysis techniques.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Contract preparation.
- Modern management theory and practice.

ABILITY TO -

- Plan, organize and administer maintenance and operations activities and functions.
- Provide technical expertise regarding maintenance and operations activities and functions and supervise skilled trade's personnel.
- Prepare and maintain budget, financial and statistical records.
- Formulate and develop cost-saving plans for assigned areas of responsibility.
- Develop cost estimates for major facilities projects.
- Train, supervise and evaluate personnel.
- Communicate effectively both orally and in writing.

- Read, interpret, apply and explain codes, rules, regulations, policies and procedures. Establish and maintain cooperative and effective working relationships with others. Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines
- Work independently with little direction.
- Plan and organize work.
- Direct the maintenance of a variety of records and files related to facilities and other assigned functions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years maintenance experience in the maintenance and operations of a large facility and journey-level experience in at least one of the building trades including three years supervisory experience.

CERTIFICATES, LICENSES, REGISTRATION:

Valid California driver's license.

RO/EVF/zg
Board approved 6/15/05
Board approved _____

REVISED

SOLANO COMMUNITY COLLEGE
Administrative Leadership Group (ALG)

Thursday, June 19, 2014
 9:00 – 10:00 a.m.
 Board Room – Lower Level
 360 Campus Lane, Fairfield, CA

Attendees		
Rachel Ancheta	Cynthia Garcia	Yulian Ligioso
Phyllis Braaksma	Neil Glines	Maire Morinec
Marielle Calara	Myron Hord	Jocelyn Mouton
Dwight Calloway	Curt Johnson	Barbara Pavao
Sal Codina	Shemila Johnson	Leigh Sata
Nona Cohen-Bowman	Jerry Kea	Rischa Slade
Laura Convento	Pat Killingsworth	Christie Speck
Robin Darcangelo	Jowel Laguerre	Judy Spencer
Chuck Eason	Donna Laroski	Thom Watkins
Leslie Fay	Wade Larson	Diane White
Barbara Fountain	Shirley Lewis	Judy Yu

Agenda Item #1: Welcome and Introductions – Dr. Laguerre

Discussion: Dr. Laguerre began the meeting at 9:03 am. He welcomed the group to the last ALG meeting of the academic year. He asked the new members to introduce themselves.

- Jocelyn Mouton – Currently in CalWORKs, starting July 1, will be the Interim Dean Counseling – Special Services
- Dr. Wade Larson – AVP, Human Resources, will start on July 7.
- Dr. Rischa Slade – Currently with UMOJA, starting July 1, will be Director of Student Life.

Dr. Laguerre also thanked Sal Codina, Barbara Pavão, and Nona Cohen-Bowman for their hard work this year.

Agenda Item #2: Protocols – Use of Outside Resources/ Speaking with Board Members – Dr. Laguerre

Discussion: Dr. Laguerre reported that the College has received a lot of attention (mostly good). He asked the group to coordinate as much as possible by notifying the appropriate supervisor and to give a heads up to the appropriate V.P./or Cabinet member when calling for outside help, such as law firms that support us, the Chancellor’s Office, ACCJC, and especially the media.

He also mentioned that when dealing with Board members, most staff would have flunked. If you speak to a Board member, please call Judy Spencer or Dr. Laguerre to let them know; if they ask you questions, say, “Yes, Dr. Laguerre will get back to you on that.” Of course, every effort should be made not to aggravate or leave a negative impression.

Agenda Item #3: Per Diem – Expense Reimbursement Policy Update – Pat Killingsworth

Discussion: P. Killingsworth discussed the issues/comments from the last ALG discussion on Per Diem. For example, there was a comment that the per diem was high (\$62 per day with receipts, \$40 without. Pat commented that he compared nearby colleges and within the state, e.g., Contra Costa \$62 per day, \$50 for Marin; \$64 for Costa Mesa. Dr. Laguerre asked the group for comments and if the policy was reasonable. Cynthia Garcia asked if it was possible for daily totals. The group felt that was reasonable.

SOLANO COMMUNITY COLLEGE
Administrative Leadership Group (ALG)

Thursday, June 19, 2014
9:00 – 10:00 a.m.
Board Room – Lower Level
360 Campus Lane, Fairfield, CA

Christie Speck commented on the travel times. Nona Cohen-Bowman mentioned when you leave your home is District time.

Action: Move forward with Expense Reimbursement Policy. Daily limit is \$62 with receipts and \$40 without receipts.

Agenda Item #4: Image Campaign – Shemila Johnson

Discussion: Shemila Johnson reported that they started the RFP process for the image campaign. There are six consultants to interview and the interviews will be held next Tuesday and Wednesday. She reported there are firms from Texas and California, and firms that just deal with community colleges. The firms selected have an understanding of the surrounding districts; our competition. The goal is to help reach out to the internal and external community. Shemila also reported on summer school and stated they have more work to do and is looking for the best avenue for outreach. Curt Johnson, who spearheaded the project, reported on the need to establish the school's brand. Curt commented that we need a consistent approach, key messaging, building signage, which will ultimately help with fund-raising. Shemila shared with ALG who is on the Branding Committee.

Agenda Item #5: New Facilities Work Order Request System Update – Roll out New fiscal year – Dwight Calloway

Discussion: Dwight Calloway reported that Facilities will be rolling out the new Work Order Tracking System. The CCFC developed ONUMA software, software which ties into FUSION. FUSION helps the College get funding for repairs. He reported that V.P. Ligioso was instrumental in the process. Dwight commented that starting Monday, for those who email facility service calls (facilities@solano.edu), they will receive an out-of-office message with a link and tutorial to the new system. The system will allow us to collect true data, such as the issues/problems, wait times, status and cost to repair. The group is encouraged to help Dwight by providing feedback.

Agenda Item #6: Budget Update – Yulian Ligioso (Doom & Gloom/Mr. Sunshine)

Discussion: Yulian Ligioso reported that the state passed the budget on time (Budget Presentation handout distributed). This year there is a COLA of .85%, growth funds, and an increase in funding for Student Success and Support programs (3SP). There is also money in the state budget for Facilities. He noted the College will receive Prop 30 funds, which is temporary, and the sales tax portion is set to expire in 2018. On the expenditure side, there will be an increase in CalPers. He noted that Kaiser/Blue Shield insurance will increase by a composite rate of 8.5% (\$750K in healthcare). Step and column increases will amount to about \$300K. He also noted the challenges with enrollment. The entire Northern California region has experienced these same challenges. In 2013, 13 of 16 schools in stability were from Northern California, and in 2013/14 10 of 15 schools that went into stability were from Northern California. Yulian also recognized the efforts of Curt Johnson, Shemila Johnson and Dr. Laguerre for their work with the recruitment of International Students. He commented that we have significant work ahead of us; the 2014/15 tentative budget has a deficit of \$1.5 million. He reminded the group that the reserves are one-time monies, and would like to maintain 6%-9% of reserve levels. He reported that he's met with the Deans and Directors, Shared Governance Council, and SP Cabinet, and has identified temporary solutions, but we will need more in permanent reductions. He asked the group to begin thinking of ways we can optimize revenues and expenditures.

SOLANO COMMUNITY COLLEGE
Administrative Leadership Group (ALG)

Thursday, June 19, 2014
9:00 – 10:00 a.m.
Board Room – Lower Level
360 Campus Lane, Fairfield, CA

Dr. Laguerre commented on the projections on Page 9 of the Budget handout, strategies with summer session and the need to grow enrollment in fall and spring. He thanked Shemila and Barbara Fountain for their outreach activities. He noted that the Middle College, Early College, Dixon and Benicia High Schools will help with enrollment. He added that we need to expand these activities, ramp up enrollment management activities, and customer service.

Diane White added she wanted to acknowledge Shemila, Robin Darcangelo and all the academic Deans for their hard work on enrollment. She reported that summer enrollments are up 22% from last year.

Agenda Item #7: Bond Update – Leigh Sata

Discussion: Leigh Sata reported that Kitchell was selected as the Project Manager for Measure Q and the District may use Swinerton and Gilbane for other Measure Q projects. Coming activities include working on the Spending Plan and Educational Master Plan. Leigh reported they will be moving forward with the Biotech and Autotech programs. This summer, the Bond program will start the RFP process for CIP. Here are a few updates from the current projects.

- Building 600 – in progress
 - Tours will be available when it is safe to do so
 - Scheduled completion is December 2014
 - Winter break - move in target
- Building 1200 – Performing Arts Building
 - Working on the finishes
 - Received great faculty participation
 - Collaborative effort
- ESCO Phase II
 - Lighting Phase II
 - Estimated savings of \$400K per year
 - HVAC Tuning up systems/installation of new controls

Leigh commented that the Bond personnel will be working hard in the summer, and there will be good things to show for it in the fall.

Agenda Item #8: Other – All

Discussion:

Judy Spencer briefly reported on the recent Solano Leadership Academy and the presentation on Community College Finance. Copies of the presentation were made available.

No ALG meeting in July.

Next Pause is schedule for October 20-24, 2014.

Next meeting was scheduled for August 8. ALG voted to cancel this meeting.

SOLANO COMMUNITY COLLEGE
Administrative Leadership Group (ALG)

Thursday, June 19, 2014
9:00 – 10:00 a.m.
Board Room – Lower Level
360 Campus Lane, Fairfield, CA

Dr. Laguerre reported that Judy Spencer submitted her resignation to retire on December 30, 2014.

Before the meeting concluded, Dr. Laguerre asked the group to introduce themselves (name and title).

Meeting adjourned at 10:06 a.m.

Next Meeting:

- August ALG – Cancelled
- September 5, 2014 – 8:30 – 10:00 a.m., Campus Lane Board Room

Notes Submitted By: Laura Convento, Interim Business Operations Coordinator



OPEN THIS DOCUMENT FIRST: Design Standards Process

Overview:

SCCD has established standards for design and construction to ensure equity and consistency in facilities and for efficiency in operations and maintenance. The Standards consist of **Design Standards** that are directives and information that Design Consultants should incorporate into their contract documents (drawings and specifications). A few disciplines have also provided **Construction Specifications** and **Typical Details**, which should be customized to the design project.

These Standards were developed by the District, with intensive input from District Facilities, Maintenance and Operations personnel, in addition to IT personnel and the Security shared governance Committee for relevant sections. The Standards are based on prior experience at the District and the best practices from other California Community Colleges, and the products selected were carefully evaluated based on criteria that included aesthetics & user comfort, durability, ease of maintenance, sustainable properties/practices and cost.

Purpose:

These Design Standards are a tool to clarify direction and streamline project execution for design professionals, construction managers and other participants in capital improvement projects. They represent the District's "strong preference" and should be applied, when possible, without compromising the creativity of the overall design. Final disposition, color, size, product choice etc. should conform to the best extent possible where equivalent substitutes are allowed in the Design Standard. If equivalent substitutes are allowed only "if performance and quality equivalency can be evidenced" or the consultant wishes to deviate from the written design standards for other reasons, then the consultant needs to provide evidence/justification and seek District approval as outlined below.

In all cases the written design standards do not diminish or eliminate the standard of care owed by the consultant to SCCD or relieve, in any manner whatsoever, a consultant from any professional responsibility, duty or due diligence required toward that work.

These Design Standards should be incorporated into all Solano Community College ("SCC", the "College") projects. Projects include but are not limited to new construction, Tenant Improvements (TI) projects, remodels, and renovations. It is understood that the College could not attempt to upgrade and retrofit all campus facilities in a single massive construction project; such a process would be prohibitively costly and disruptive. Rather, the strategy is for installations to be implemented continually and concurrently in a phased manner, over time and as funding allows, toward a goal of all campuses and campus buildings eventually meeting the same consistent Design Standards.



Design Standards Process:

The following Design Standards Process Guidelines incorporation and approval process provides procedural guidelines to ensure that project-specific design and contractor teams submit and receive approval by authorized SCCD departmental and administrator personnel at defined milestones. This allows for SCCD review, input, and approval as well as documentation of any approved deviations or variances to the Design Standards early in the design process.

Approved deviations and variances from the Design Standards should be conscious and justifiable, provide a solution for a site-specific need or replace outdated/obsolete requirements, and be compatible with other Design Standards. **Proposed deviations shall be submitted to SCCD in writing for review and approval prior to incorporation into the project.** Approved deviations may be project-specific or permanent; if an approved deviation or variance is intended to be permanent the change should be reflected in the associated Design Standard.

Review and Approval

Review and approval by SCCD is required at the conclusion of each of the design phases listed below prior to progressing to the next phase. Documentation required for review includes project drawings and specifications; manufacturer cutsheets, diagrams, and other product data; associated progress cost estimates and written identification of deviations/variances from District Standards. Not all projects will include all phases.

Schematic Design

Design professionals should become familiar with the **Architectural, Landscape, Sustainability and other Guidelines** (found in Book 1 of the Facilities Master Plan) and the **District Standards** (found in Book 2 of the Facilities Master Plan and on Facilities Website) prior to initiating the design process. While most of the specifics within the District Standards will be reflected in future design phases, there are some aspects reflected in the District Standards that require consideration from the onset of the design process. If any deviations/variations are apparent at this early phase, bring them to District attention for consideration.

Deliverables of this phase are as stipulated in the Contract with the District. In addition for system designs such as Electronic Security and Safety, Fire Alarm etc. provide the following: a written design narrative which describes planned system elements by function and overall design. The narrative should include conceptual device and system floor plan, site layout drawings and functional/operational project planning.

Design Development

This is the phase where the specifics within the Design Standards will need to be reflected and coordinated within the specific project, and any required deviations/variances should be apparent during this phase. Bring all deviations/variances to District attention, in written format, for



evaluation and action as soon as they are determined. Do not assume deviations/variations will be apparent to District personnel during their documentation review towards the end of this phase.

Deliverables of this phase are as stipulated in the Contract with the District. In addition for system designs such as Electronic Security and Safety, Fire Alarm etc. provide the following: refinement of schematic design conceptual elements to provide a greater level of detail of system floor plan, functional/operational project planning and site layout drawings as well as required supporting components such as physical, electrical, MEP, data network, etc.

Construction Documents

By this phase the deviations/variances should have already been resolved. If coordination and detailing efforts during this phase require previously unknown deviations/variances from District Standards, bring them to District attention, via written format, for evaluation and action as soon as they are determined.

Deliverables of this phase are as stipulated in the Contract with the District. In addition for system designs such as Electronic Security and Safety, Fire Alarm etc. provide the following: design drawings indicating location, installation details, cabling and interfaces for elements approved in the schematic design and design development phases. This phase includes written device and systems specifications in the current MasterFormat edition as issued by the Construction Specifications Institute. These specifications should clearly describe interfaces between systems or assemblies and interfaces to any other equipment and systems under other Design Standards.

Project Close-Out

Deliverables of this phase are as stipulated in the Contract with the District. District should endeavor to update District Standards for any deviations or variances that were approved as permanent during that particular project.

End of Document

From: Darsen Long
Sent: Tuesday, July 01, 2014 2:10 PM
To: Teri Yumae; Kristy Juliano; Matthew Dudman; Darcia Tipton; Darsen Long; Eric Bullis; Eric Bullis (ericbullis@rocketmail.com); Neil Glines; Leigh Anne Jones; Don Pederson; Richard Cross; Dwight Calloway
Cc: Monyvuth Thach
Subject: 1200 Design Drawing packet

All,

There is a complete set of architectural drawings in 1307d for you to review.

Please stop by and mark your concerns on the drawings and make a comment note list for our next meeting.

Don't write over others comments please.

There will be a next meeting towards the end of July. Don't know when yet, but Mony will schedule this meeting. The drawing set is quite large and can be daunting to read, take your time and make your notes for the meeting.

Also, please bring your equipment list to the meeting.

Thanks,

Thank You,

Darsen Long
Theatre
School of Liberal Arts
Solano Community College


Strategic Plan.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create

38 / 39 130%

Tools Comment Share

 Thursday, 5 December, 2013 Page 37 of 39

4.3 Maintain up-to-date Technology

Maintain up-to-date technology to support the curriculum and business functions.

Projects Within Facilities

Key Entry Control

Install electronic access control devices on all exterior building doors, with the exception of emergency exit only doors

Starts	Ends	Status
2-Sep-2013	28-Feb-2014	In Progress

Activity Title	Start Date	End Date	Complete
Establish electronic Access Control System Standard	2-Sep-13	28-Feb-14	<input type="checkbox"/>

Energy Efficient Lighting/Occupancy Sensors

Starts	Ends	Status
1-Oct-2013	1-Jan-2014	In Progress

Activity Title	Start Date	End Date	Complete
Comprehensive survey of lighting	1-Oct-13	1-Jan-14	<input type="checkbox"/>

MEMO

Date: November 4, 2013
Project: Solano Community College – Exterior Lighting Study
Project No. 13-1617.00
To: Leigh Sata
From: Harj Sidhu
Subject: Exterior Lighting Level Survey

Distribution: Leigh Sata (Solano Community College)

This memo is intended to provide an overview of our findings from the campus light survey. Our goal is that the campus will use this memo to develop a campus wide site lighting Master Plan, as needed, to upgrade lighting in areas where lighting levels do not meet Illuminating Engineering Society of North America (IESNA) recommended lighting levels.

Summary

Lighting survey was performed on Friday, October 25th, between the hours of 7:30pm and 10:00pm. It was a clear night with no fog that may have impeded the lighting distribution from the fixtures.

Our survey was conducted to measure lighting levels in the student and faculty parking lots, as well as walkways between buildings. In addition to the summary provided below, a color coded campus map has been attached to show the overall lighting levels throughout campus.

The basis of comparison for our survey is IESNA Standards. IESNA recommends specific horizontal illuminance levels. Horizontal illuminance is the standard for assessing effective lighting, and in the absence of an accurate campus lighting model, can be used to assess lighting levels.

For this study only horizontal illuminance was measured using a light meter.



November 4, 2013

Per IESNA, recommended lighting levels are as follows:

Parking Lots	
LEVEL	Horizontal Illuminance (min)
Enhanced Security Illuminance	0.5fc

Pedestrian Walkways	
LEVEL	Horizontal Illuminance (min)
Enhanced Security Illuminance	0.5fc

Please note that these lighting levels should be looked at as the minimum footcandle level at any given point within that area.

1. Parking Lots 1 & 3
 - a. Entry to Parking Lots 1 & 3, merging off of Solano College Road, is very poorly lit. At the time of survey, there were no street lights to adequately illuminate Solano College Road and entry to the Parking Lots. Lighting levels on Solano College Road were below 0.1fc.
 - b. Lighting coverage within parking lots was not adequate. There is sufficient lighting within immediate vicinity of the lighting poles – 1.0fc or higher. However the lighting levels fall drastically as you walk away from the fixtures – to well below 0.5fc.



Parking Lots 1 & 3



November 4, 2013

2. Parking Lots 5 & 6

a. Was not assessed due to ongoing Photovoltaic installation.

3. Parking Lot 2 & 4

a. Overall illumination levels are fairly low, between 0-to-0.1fc, with a few areas in the 0.1-0.4fc range. Lighting levels within immediate vicinity of the lighting poles were near the 1.0fc range. Distribution coverage in general is not adequate.



Parking Lot 2



Parking Lot 4



November 4, 2013

4. Parking Lot A
 - a. Parking lot is adequately lit. It has an average of 0.1-0.5fc of lighting, with levels exceeding 1.0fc at the base of the lighting pole.
5. Parking Lot B
 - a. Parking lot is very poorly lit. There are two parking lot fixtures, which do not provide adequate coverage. Overall lighting levels are within 0.0-0.1fc range.



Parking Lot B

6. Parking Lot C
 - a. Parking lot is lit via the spillover lighting from parking lot D and Parking lot 1 lighting. Lighting levels are below 0.5fc.



Parking Lot C



7. Parking Lot D

- a. Similar to Parking lot B, parking lot D is also not adequately lit. The pole light located within the parking lot does not provide sufficient lighting. Lighting levels range from 0.0-0.2fc.



Parking Lot D/Front of 1700B

8. Parking Lot E

- a. Portion of the parking lot, closest to Solano College Road, is well lit with illumination levels ranging from 0.6-to-above 1.0fc. However, as you progress towards parking Lot F, the lighting levels start to drop off to 0.5fc or below.

9. Parking Lot F

- a. Similar to parking lot E, parking Lot F has an average of approximately of 0.5fc throughout, with areas near the light poles exceeding 1fc.

10. Campus Walkways

- a. Lighting Levels in the immediate vicinity of light poles were 1.0 fc or higher, with some exceeding 2fc.
- b. However, due to a combination of not enough fixtures to provide even coverage, and surrounding trees blocking the light throw, majority of the walkways are not sufficiently lit. Based on the survey, lighting range varied between 0.1-to-0.5 fc, with a few areas falling well below 0.2fc.
- c. As it can be seen from the images below, majority of the areas are not well lit except for areas immediately surrounding the light poles.



Figure 1: Walkways



Figure 2: Walkways



Figure 3: Walkways



Figure 4: Walkways



Figure 5: Walkways

Conclusion & Recommendations

Based on our findings, the existing lighting provided throughout the parking lots, and pedestrian walkways is not sufficient. Existing lighting fixtures do not provide enough coverage necessary for security.

Based on PAE's observation, the main reason for poorly lit areas is the lack of fixtures. Where fixtures are available, they do provide sufficient lighting to the adjacent areas, for example parking lot E and walkway shown in Figure 3.

In order to meet IESNA's recommendations along pedestrian walkways, PAE recommends additional lighting fixtures be provided along pedestrian walkways, and surrounding buildings be provided with better exterior lighting in order to increase minimum footcandle levels.

As a temporary solution, it is also advised that existing tree branches covering light fixtures be cleared for additional light output.

For the parking lots, PAE recommends additional light poles be added and photometric study be performed to verify that the location of new light poles provides consistent coverage throughout. Furthermore, it is suggested Solano College Road be provided with street lights to properly light the main entry to Parking Lots 1 & 3.

Campus Lighting Retrofits Earn College District Rebate of Nearly \$150K

Solano Community College District will receive PG&E rebate for implementing lighting efficiency project.

By Susan C. Schena (Patch Staff)

□ Updated August 25, 2014 at 7:59 pm | □ | □



News from Solano Community College District:

Solano Community College District (SCCD) will earn a savings rebate of \$97,500.00 per year as a result of the Lighting Efficiency project funded by the Clean Energy Job Creation Fund (Prop 39).

The project, in partnership with PG&E, produced the savings after the District retrofitted over 300 lighting fixtures throughout its three campuses. SCCD received a rebate check for nearly \$150,000.00.

[Related: [SCC Educational Foundation Hosts 3rd Annual 'Tee Off for Athletes' Tournament.](#)]

“Working with PG&E to revamp our campuses to ensure proper, cost-effective, and environmentally sound lighting was a sound decision made by our Governing Board. I want to thank PG&E for their diligence in working with us and guiding our team to make the Lighting Efficiency project a success,” commented Dr. Jowel Laguerre, SCC Superintendent-President.

For more information regarding the Lighting Efficiency Project, please contact Dwight Calloway, Director of Facilities, at Dwight.calloway@solano.edu or [707.864.7176](tel:707.864.7176).

About Solano Community College:

The College has served as the preeminent educational institution in Solano County since 1945 when it was founded as Vallejo Junior College. In the early 1970s, the College moved to its present Fairfield site, and is presently serving over 8,000 students throughout the academic year.

In addition to the main campus in Fairfield, the College has one Center in Vacaville, and one in Vallejo. To further serve the community, SCC offers courses at Travis Air Force Base and operates a School of Aeronautics at the Nut Tree Airport.

Currently, Solano Community College offers Associate Degrees and Certificates in various disciplines, to include transfer courses to California State Universities (CSU) and Universities of California (UC), and provides training in several trades. For more information, please visit us at www.solano.edu.

SOLANO COMMUNITY COLLEGE DISTRICT
Executive Summary
Educational Master Plan and Facilities Master Plan
April 2, 2014

Background

The *Educational Master Plan* (EMP) will inform critical decision making to enable the College to achieve its mission and achieve the goal of increasing access, equity and success for all students. The EMP works in conjunction with the Strategic Plan, the Facilities Master Plan (FMP) and Technology plan. The EMP details key initiatives to advance academic programs, educational innovations and student support services.

The *Facilities Master Plan* (FMP) is informed by the strategic goals of the EMP and will lead to the construction of facilities to support those goals. The FMP includes four volumes as noted:

- Book 1: The Master Plan
- Book 2: The Standards
- Book 3: The Guidelines
- Book 4: The Appendix

A brief summary is provided.

Summary: The Educational Master Plan

The EMP describes a planning process and methodology spanning two years, including input from faculty, staff and students, community members, and a detailed “environmental scan,” which incorporated key data and research to better understand internal and external conditions impacting the College and service area. The result of the scan began to reveal the future direction of the County, which in turn provided a lens through which to view existing programs and services.

The basis of the plan is a stronger understanding of the current needs and projected trends for each of the SCC’s programs. This was accomplished through an internal program assessment questionnaire, allowing for faculty input to describe the program, role of the program and factors influencing the success of the program. Student success was also a factor, influenced by the Student Equity Plan and the implementation of the Student Success Act.

External factors also influence the EMP. The “Student Success Act (SB 1456),” the “Student Transfer Achievement Reform Act (SB 1440),” the “Accountability, Equity and the Student Success Scorecard” and “Accreditation Standards,” as well as challenges in funding at the State level all point to the College focusing on three core initiatives:

- Basic Skills and Developmental Education;
- Workforce Development and Career Technical Training; and
- General Education and Transfer.

These three initiatives are expressed in the Goals and Strategies for the College. The goals establish the basis for the development of the educational program at the College:

- A. Develop Workforce-Ready Career and Technical Graduates;
- B. Improve Basic Skills of all Students;
- C. Align Program Offerings for Transfer Achievement;
- D. Reduce Achievement Gaps in all Programs;
- E. Strengthen Program Development Through Research and Assessment;
- F. Improve Student Access to Courses, Programs and Services that Contribute to Student Success;
- G. Strengthen Community Partnerships;
- H. Connect Students to the College Community; and
- I. Build Alternative Funding and Revenue Sources.

The Student Success Act (SB 1456) has influence over the core matriculation services offered students. The student success agenda includes:

- Restructuring the delivery of student support services
- Identifying student educational goals early;
- Increasing outreach;
- Enhancing orientation and counselling;
- Increased support to innovative programs;
- Developing incentives for successful student behaviors; and
- Ongoing evaluation of programs.

Academic programs will reflect the goals of the College and will be evaluated regularly. Evaluation criteria will come from the environmental scan and from internal assessments that identify strengths and growth opportunities within the college. The EMP includes a comprehensive list of all programs, a list of strategic actions, rationale and support for those actions (measured against mission and goals), and how those actions are related to the EMP goals and strategies.

Technology is a growing concern at the College and the EMP includes ten areas of focus for the College, as follows:

1. Ubiquitous Access to Technology;
2. "Bring Your Own Device" capability;
3. Distance Education Programs;
4. Online Education Resources;
5. Virtualization;
6. Online Education Management;
7. Financial Planning Tools;
8. Digital Library Capability;
9. Notepad Device Checkout; and
10. Rich Library Media.

Finally, the EMP concludes with a section entitled “Envisioning the Future.” This section suggests four transformative concept opportunities, including:

1. *Explore Strong Local or Emerging Markets*
 - a. Agricultural and Food Science Center
 - b. Corporate Training and Innovation Center
 - c. Reactivate the Adaptive Physical Education Center
2. *Take Advantage of/Maximize Unique Partnerships*
 - a. Aeronautic Education Center
 - b. Co-Curricular Center at Winters High School
3. *Enhance Campus Life and Embrace New Ways of Learning*
 - a. Academic Success Center
 - b. Collaborative Learning Spaces
4. *Forge New Interdisciplinary Collaborations*
 - a. Center for Digital Media, Creative and Performing Arts
 - b. Center for Science, Technology, Engineering and Mathematics (STEM)
 - c. Workforce Development Center

The EMP lays out a comprehensive plan to address the long term needs of the College. It reflects demographic trends in Solano County, and includes the input of Administrators, Faculty, Staff and Students. The focus of the EMP is on student equity and success, and is intended to be a regularly referenced, as well as living document.

Summary: The Facilities Master Plan

The Facilities Master Plan (FMP) is a four volume document, as noted in the background section of this summary. The sections are described as follows:

Book 1 includes the master plan, design and sustainability guidelines and “FFE” (Furniture, Fixtures and Equipment) master plan.

The FMP should mirror the needs expressed in the EMP, and will include various components that make up a cohesive College environment. The plan is a “high-level” view of the campus, illustrating the general shape of buildings and landscape. The FMP includes a plan and rendering of each campus, as well as other planning components, including:

- The signage master plan;
- The infrastructure master plan and existing condition documentation;
- The ADA “transition plan,” highlighting areas of the campus in need of upgrade to meet the standards in the Americans with Disability Act;
- A draft version of the implementation plan; and
- The vision statement, goals, priorities and organizational concepts for landscape design.

The master plans were vetted extensively by staff, students and faculty. Care was taken to preserve projects installed recently under the Measure G bond and the placement of buildings was carefully considered so that as each campus grows, there is a continuing structure and logic to the campus.

Design and sustainability guidelines are a set of “rules” for project-specific architects, in order to assure a consistent look and feel on each campus. Sustainability guidelines were developed by the Landscape Architect in conjunction with the campus sustainability committee. “LEED” standards were selected as the appropriate measure, a widely accepted system for evaluating the energy efficiency of buildings and building sites. All buildings will meet a minimum of the LEED “silver” standard.

The Furniture, Fixtures and Equipment (FFE) master plan includes a narrative about the quality standards expected in the purchase of FFE. Furniture should be selected based on value and not just low cost, and should last for more than 10 years, even in a high use campus environment.

Book 2 includes “District Standards.” District standards serve more than one purpose. *Architectural and landscape standards* encourage specific design features considered best practices in the industry, and limit the number of architectural “styles” on campus. Examples include the use of glass to create exterior transparent walls, the pronounced and clear entry identity for each building, and a “contemporary” feel to new projects. *Facilities standards* are set by the District’s Facilities team so that long term maintenance is consistent and achievable within a limited budget. These standards assure a level of quality and consistency, but should be considered a “living document,” as products evolve over time. Standards in this volume include:

- Civil Engineering and Landscape;
- Architectural;
- Audio-Visual;
- Telecommunications and Security;
- Mechanical, Electrical and Plumbing; and
- Fire Protection and Fire Alarm.

Book 3 describes the process undertaken by the FMP team, as well as includes analysis and assessments of the existing buildings. Assessments in this section include:

- Campus Analysis
- Space Analysis;
- Facilities Assessments;
- Traffic and Parking Assessments;
- Infrastructure Assessments;
- Accessibility Reports; and
- Furniture Assessments.

Book 4 is the Appendix to the documentation in Books 1 through 3. The appendix includes back-up material from research accumulated over the two year process. Section headings include:

- Existing Space Inventory;
- Workshop Results;
- Online Survey Results; and
- Previous Options and Excerpts from Meetings.

The FMP is a comprehensive document, with proposed projects clearly in alignment with the visionary projects listed in the EMP. Master plans for each campus have an internal logic and design standards for the District insure that the three campuses have a consistent “look and feel.”

CONCLUSION AND RECOMMENDATION

Staff recommends that the EMP and FMP are “accepted” by the Board at this time. The documentation is rigorous in analysis, thorough in scope, and reflects the input of the Community, Administrators, Faculty, Staff and Students. The two year EMP and FMP process should come to a conclusion so that the EMP can be distributed as a standard document for use by staff, and so that the Measure Q bond projects identified in the FMP can be prioritized, funded and approved by the board.

AGENDA ITEM 8.(g)
 MEETING DATE December 18, 2013

**SOLANO COMMUNITY COLLEGE DISTRICT
 GOVERNING BOARD AGENDA ITEM**

TO: Members of the Governing Board

**SUBJECT: PROFESSIONAL SERVICES AMENDMENT TO STV/VBN
 ARCHITECTS FOR DISTRICT FACILITIES MASTER
 PLAN SERVICES**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to amend the previously approved professional services contract agreement with STV/vbn for District Facilities Master Plan services. The original contract was approved on November 16, 2011, and since there have been four Board approved add service agreements. This fifth and final professional service amendment will include assisting the District with final updates to the draft Facilities Master Plan. The consultant will complete additional studies and facilities master plan revisions to respond to District Educational Master Plan programs mapping efforts.

The extension of the agreement term is December 18, 2013 through June 30, 2014, with an additional fee of \$53,726. This contract is for a total fee of \$1,882,631.

Government Code: Board Policy: Estimated Fiscal Impact: Measure Q Funds \$53,726

SUPERINTENDENT'S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Leigh Sata
 Executive Bonds Manager
PRESENTER'S NAME

360 Campus Lane, Suite 201
 Fairfield, CA 94534

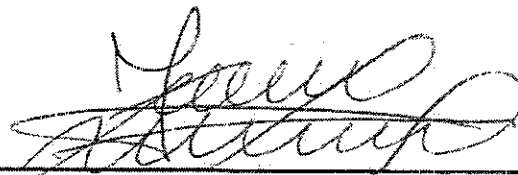
ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Administration
ORGANIZATION

December 6, 2013
**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



JOWEL C. LAGUERRE, Ph.D.
 Superintendent-President

December 6, 2013
**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

AMENDMENT TO AGREEMENT

PARTIES

This Fifth Amendment to Agreement ("Amendment") is entered into between Solano Community College District ("District") and STV vbn ("Consultant"), collectively the "Parties").

RECITALS

WHEREAS, District and Consultant entered into a Consulting Services Agreement ("Agreement"), dated December 18th, 2013, for services related to District Facilities Master Plan ("Project"); and

WHEREAS, District and Consultant previously amended the Agreement on April 2013 and

WHEREAS, District and Consultant desire to amend the Agreement to provide updates and revisions to draft Facilities Master Plan documents that respond to finalized Education Master Plan.

NOW THEREFORE, in consideration of the mutual promises and covenants set forth above and contained herein, District and Consultant agree as follows:

AGREEMENT

1. Section 3 1A is added to the Agreement to read:
Consultant shall perform all services described in their add service proposal dated November 25, 2013. These services include:
 - Additional Education Master Plan coordination efforts
 - Additional hours towards Facilities Master Plan completion due to District extended timeline for Education Master Plan completion.
 - Updates to August 7th dated draft Facilities Master Plan documents to account for latest updates to the Education Master Plan, requiring revisions to Facilities Master Plan buildings design.
 - Attendance of meetings, committees, presentations and conference calls necessary to satisfactorily complete this outlined add service agreement scope of work.
Specific number and type of meetings is outlined in the Consultant November 25, 2013 add service proposal referenced above.

The extension of the agreement term is December 18, 2013 through June 30, 2014 with an additional fee of \$53,726. With this amendment, this contract is for a total fee of \$1,882,631.

2. The term of the Agreement shall be extended until the Project has been completed, but in no event later than June 30, 2014, subject to further extension by agreement of the parties.
3. Except as set forth in this Amendment, all provisions of the Agreement and any previous extension(s) and/or amendment(s) thereto shall remain unchanged, in full force and effect, and are reaffirmed. This Amendment shall control over any inconsistencies between it and the Agreement and/or any previous extension(s) and/or amendment(s).

4. Consultant acknowledges and agrees that this Amendment shall not be binding on the Parties until and unless the Solano Community College District's Governing Board approves this Amendment.

IN WITNESS WHEREOF, the parties hereto have accepted and agreed to this Amendment on the dates indicated below.

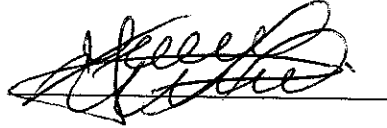
Dated: Dec 18, 2013

Dated: 1/19/, 2014

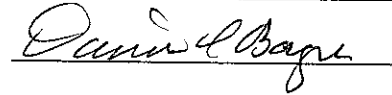
**SOLANO COMMUNITY COLLEGE
DISTRICT**

STV VBN

By:



By:



Print Name: JOWEL C. LAGUERRE, Ph.D.

Print Name: DAVID BORGER

Print Title: Superintendent-President

Print Title: SENIOR VICE PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 12/13-01

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
SOLANO COMMUNITY COLLEGE DISTRICT ORDERING AN
ELECTION, AND ESTABLISHING SPECIFICATIONS OF THE
ELECTION ORDER**

WHEREAS, Solano Community College District (the “District”) provides high quality, affordable local educational programs and essential job training, re-training and workforce preparation for students of all ages; and

WHEREAS, the costs of attending a U.C. and State college are expensive—more than six times that of attending a community college-- students are relying on community colleges, such as Solano College for the high quality, affordable college options; and

WHEREAS, in today’s tough economic times and competitive job environment, the District must continue offering local residents accessible, affordable training and education in the automotive, technology, nursing, firefighting, health sciences, biotechnology and clean energy career programs; and

WHEREAS, to accommodate students in high-demand, core academic classes which facilitate transfer to a four-year university, will require investment in Solano College facilities; and

WHEREAS, the Board of Trustees (the “Board”) has determined that updating academic facilities and technology to help students prepare to transfer to four-year universities; providing up-to-date academic facilities and technology to prepare students for 21st century jobs; making all buildings, classrooms and community facilities earthquake safe and accessible to people with disabilities; and improving college buildings to provide students with more affordable course options are among the highest priorities of the District; and

WHEREAS, the District is home to Travis Air Force Base and our region has a tradition of supporting our military, and our Iraq, Afghanistan and other war veterans, many of whom need better access to job placement programs and facilities to be trained and re-trained as they re-enter the civilian workforce; and

WHEREAS, the Board has determined that certain college classrooms, buildings, properties and facilities within the District need to be repaired, maintained, acquired, constructed, improved, furnished and equipped to enable Solano College to provide affordable, local higher education; and

WHEREAS, notwithstanding concerted and ongoing efforts by the District to obtain sufficient money from the State of California (the “State”), the State has been unable to provide the District with enough money for the District to adequately maintain and enhance Solano College facilities; and

WHEREAS, the Board has been presented with each of the Solano College Educational Master Plan and the Solano College Master Facilities Plan (together, the “Master Plans”), each of which sets forth the long-range strategic plans for Solano College, and prioritizes their most immediate and critical project needs; and

WHEREAS, in the judgment of the Board, it is advisable to provide additional funding for such facility, technology and basic infrastructure needs as described in the Master Plans by means of a general obligation bond; and

WHEREAS, Proposition 46, approved by the voters of the State of California on June 3, 1986 (“Proposition 46”), amended Section 1(b) of Article XIII A of the California Constitution by adding a provision which exempts from the 1% of full cash value limitation, those ad valorem taxes used to pay for debt service of any bonded indebtedness for the acquisition or improvement of real property approved on or after July 1, 1978, by two-thirds of the votes cast by voters voting on the proposition; and

WHEREAS, on November 7, 2000, the voters of California approved the Smaller Classes, Safer Schools and Financial Accountability Act (“Proposition 39”) which reduced the voter threshold for ad valorem tax levies used to pay for debt service or bonded indebtedness to 55% of the votes cast on a community college district general obligation bond; and

WHEREAS, concurrent with the passage of Proposition 39, Chapter 1.5, Part 10, Division 1, Title 1 (commencing with Section 15264) of the Education Code (the “Act”) became operative and established requirements associated with the implementation of Proposition 39; and

WHEREAS, the Board desires to make certain findings herein to be applicable to this election order and to establish certain performance audits, standards of financial accountability and citizen oversight which are contained in Proposition 39 and the Act; and

WHEREAS, the Board desires to authorize the submission of a proposition to the District’s voters at an election to authorize the issuance of bonds to pay for essential improvements to the District’s educational facilities; and

WHEREAS, the Board determines that, in accordance with Opinion No. 04-110 of the Attorney General of the State of California, the restrictions in Proposition 39, which prohibit any bond money to be used for administrator salaries and other operating expenses of the District shall be strictly enforced by the District’s Citizens’ Oversight Committee; and

WHEREAS, pursuant to Education Code Section 15270, based upon a projection of assessed property valuation, the Board has determined that, if approved by voters, the tax rate levied to meet the debt service requirements of the bonds proposed to be issued will not exceed the Proposition 39 limits per year per \$100,000 of assessed valuation of taxable property; and

WHEREAS, Section 9400 et seq. of the Elections Code of the State of California (the “Elections Code”) requires that a tax rate statement be contained in all official materials relating to the election, including any ballot pamphlet prepared, sponsored or distributed by the District; and

WHEREAS, the Board desires to authorize the filing of a ballot argument in favor of the proposition to be submitted to the voters at the election; and

WHEREAS, pursuant to the California Elections Code, it is appropriate for the Board to request consolidation of the election with any and all other elections to be held on November 6, 2012, and to request each of the Solano County Registrar of Voters and the Yolo County Registrar of Voters to perform certain election services for the District;

NOW THEREFORE, THE BOARD OF TRUSTEES OF THE SOLANO COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. That the Board, pursuant to Education Code Sections 15100 *et seq.*, 15264 *et seq.* and Government Code Section 53506, hereby requests each of the Solano County Registrar of Voters and the Yolo County Registrar of Voters to conduct an election under the provisions of Proposition 39 and the Act and submit to the electors of the District the question of whether bonds of the District in the aggregate principal amount of \$348,000,000 (the “Bonds”) shall be issued and sold to raise money for the projects described in Exhibits “A” and “B” hereto. Both exhibits are directed to be printed in the voter sample ballot pamphlet.

Section 2. That the date of the election shall be November 6, 2012.

Section 3. That the purpose of the election shall be for the voters in the District to vote on a proposition, a copy of which is attached hereto and marked Exhibit “A” and incorporated by reference herein, containing the question of whether the District shall issue the Bonds to pay for improvements to the extent permitted by such proposition. In compliance with Proposition 39 and the Act, the ballot proposition in Exhibit “A” and “B” are subject to the following requirements and determinations:

(a) that the proceeds of the sale of the Bonds shall only be used for the purposes set forth in the ballot measure and not for any other purpose, including teacher or administrator salaries or other college operating expenses;

(b) that the Board, in establishing the projects set forth in Exhibit “B,” evaluated safety, class size reduction, class size and offerings, and information technology needs of the District;

(c) that the Board will cause to be conducted an annual, independent performance audit to ensure that the Bond moneys are expended for the projects identified in Exhibit “B” hereto;

(d) that the Board will cause an annual, independent financial audit of the proceeds from the sale of Bonds to be conducted until all Bond proceeds have been expended;

(e) that the Board will cause the appointment of a Citizens’ Oversight Committee in compliance with Education Code Section 15278 no later than 60 days after the Board enters the election results in its minutes pursuant to Education Code Section 15274; and

(f) that the tax levy authorized to secure the bonds of this election shall not exceed the Proposition 39 limits per \$100,000 of taxable property in the District when assessed valuation is projected by the District to increase in accordance with Article XIII A of the California Constitution.

Section 4. That the authority for ordering the election is contained in Education Code Sections 15100 *et seq.* and 15264 *et seq.* and Government Code Section 53506.

Section 5. That the authority for the specifications of this election order is contained in Section 5322 of the Education Code.

Section 6. That the Solano County Registrar of Voters, the Solano County Board of Supervisors, the Yolo County Registrar of Voters and the Yolo County Board of Supervisors are

hereby requested to consolidate the election ordered hereby with any and all other elections to be held on November 6, 2012 within the District.

Section 7. That this Resolution shall stand as the “order of election” to the Solano County Registrar of Voters and the Yolo County Registrar of Voters to call an election within the boundaries of the District on November 6, 2012. The Board approves the filing of a Tax Rate Statement and primary and rebuttal arguments, as appropriate, and directs their publication in accordance with the requirements of the Elections Code.

Section 8. That the Secretary of the Board is hereby directed to deliver an original or a certified copy of this Resolution to each of the Solano County Registrar of Voters and the Yolo County Registrar of Voters no later than August 10, 2012.

Section 9. That any Bonds issued pursuant to Section 15264 *et seq.* of the Education Code shall have a maturity not exceeding twenty-five (25) years, and Bonds issued pursuant to Section 53506 of the Government Code shall have maturity not exceeding forty (40) years. The maximum interest rate on any Bond shall not exceed the maximum rate allowed by Education Code Sections 15140 to 15143, as modified by Government Code Section 53531.

Section 10. That the Board requests the governing body of any such other political subdivision, or any officer otherwise authorized by law, to partially or completely consolidate such election and to further provide that the canvass be made by any body or official authorized by law to canvass the returns of the election, and that the Board consents to such consolidation.

Section 11. Pursuant to Section 5303 of the Education Code and Section 10002 of the Elections Code, the Board of Supervisors of each of Solano and Yolo County are requested to permit the Registrars of Voters of each of Solano and Yolo County to render all services specified by Section 10418 of the Elections Code relating to the election, for which services the District agrees to reimburse each of Solano and Yolo County, such services to include the publication of a Formal Notice of School Bond Election and the mailing of the sample ballot and tax rate statement (described in Section 9401 of the Elections Code) pursuant to the terms of Section 5363 of the Education Code and Section 12112 of the Elections Code.

ADOPTED, SIGNED AND APPROVED this 1st day of August, 2012.

BOARD OF TRUSTEES OF THE SOLANO
COMMUNITY COLLEGE DISTRICT

By _____
Board President

Attest:

Secretary

STATE OF CALIFORNIA)
)
SOLANO COUNTY)

I, Jowel C. Laguerre, do hereby certify that the foregoing is a true and correct copy of Resolution No. _____, which was duly adopted by the Board of Trustees of the Solano Community College District at the meeting thereof held on the 1st day of August, 2012, and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

By _____
Secretary to the Board of Trustees of Solano
Community College District

EXHIBIT A

“SOLANO COMMUNITY COLLEGE DISTRICT STUDENT/VETERANS’ AFFORDABLE EDUCATION, JOB TRAINING, CLASSROOM REPAIR MEASURE. To prepare Solano/Yolo County students and veterans for universities/ jobs, by:

- Expanding access by students, military, disabled veterans to affordable education;
- Meeting earthquake and fire safety codes;
- Upgrading employer job placement facilities;
- Upgrading engineering, welding, nursing and firefighter training centers;
- Acquiring, constructing and repairing facilities, sites and equipment,

shall Solano Community College District issue \$348,000,000 in bonds, at legal rates, with citizens' oversight, annual audits and no money for pensions and administrators' salaries?"

Bonds - Yes

Bonds – No

EXHIBIT B
FULL TEXT BALLOT PROPOSITION
OF THE SOLANO COMMUNITY COLLEGE DISTRICT
BOND MEASURE ELECTION NOVEMBER 6, 2012

“SOLANO COMMUNITY COLLEGE DISTRICT STUDENT/VETERANS’ AFFORDABLE EDUCATION, JOB TRAINING, CLASSROOM REPAIR MEASURE. To prepare Solano/Yolo County students/veterans for universities/ jobs, by:

- Expanding access by students, military, disabled veterans to affordable education;
- Meeting earthquake and fire safety codes;
- Upgrading employer job placement facilities;
- Upgrading engineering, welding, nursing and firefighter training centers;
- Acquiring, constructing and repairing facilities, sites and equipment,

shall Solano Community College District issue \$348,000,000 in bonds, at legal rates, with citizens' oversight, annual audits and no money for pensions and administrators' salaries?"

Bonds - Yes

Bonds – No

PROJECTS

The Board of Trustees (the “Board”) of the Solano Community College District, to be responsive to the needs of students and the community, evaluated the District’s urgent and critical educational needs, including completing essential repairs to aging classrooms and college buildings to today’s health and earthquake safety requirements, and providing sufficient classrooms and science labs to offer more job training and workforce development courses and programs to students, military, and veterans, facility maintenance, safety and security issues, class size and offerings in key disciplines such as nursing, health sciences, biotechnology, solar and clean technology fields, automotive technology, and information and computer technology, in developing the scope of projects to be funded, as outlined in the Solano College Educational Master Plan and the Facilities Master Plan, both of which are incorporated herein by reference in their entirety (collectively, the “Master Plans”). In developing the scope of the Master Plans, the faculty, staff and students have prioritized the key health and safety needs so that the most critical needs and the most urgent and basic needs and infrastructure repairs are addressed consistent with community and District priorities. The Board conducted comprehensive evaluations and considered community and District priorities and perspectives in developing the scope of college projects to be funded, as listed in the Master Plans. The Board, faculty and community leaders concluded that if these needs were not addressed now, the problems will only become more pressing and expensive. **In approving the Projects, the Board of Trustees determines that the SOLANO COLLEGE must:**

- **PROVIDE ESSENTIAL JOB TRAINING AND WORKFORCE PREPARATION** for students, military and veterans by providing facilities for training and education in automotive technology, nursing, firefighting, health sciences, biotechnology and clean energy fields, among others.
- **IMPROVING ACCESS TO DISABLED STUDENTS AND WAR VETERANS** by expanding job placement programs and facilities to train and re-train local veterans as they re-enter the civilian workforce; and
- **EXPAND HIGH QUALITY AFFORDABLE COLLEGE OPTIONS FOR STUDENTS TRANSFERRING TO FOUR-YEAR COLLEGE** such as Sonoma State, Cal Maritime, Sacramento State, UC Davis, UC Berkeley and others.
- **OFFER MIDDLE COLLEGE OPTIONS TO HIGH SCHOOL STUDENTS** to allow high school students to start their college work when in high school and earn an Associate's degree, saving time and money on their way to a four-year degree.
- **Increase collaborations and partnerships with private and public employers to fulfill local job training and placement needs.**

The Master Plans are on file and available for review at the Solano College President's Office and include the types of projects listed below.

Basic Maintenance, Repair and Construction
Projects That Provide Essential Job Training for Students, Military, and Veterans

Goal and Purpose: Since it is hard to get a job in the current economy, Solano College provides essential job training and workforce preparation for students of all ages. Additional funding can support training and education in automotive technology, nursing, firefighting, cosmetology, welding, health sciences, biotechnology and clean energy fields, among others. Our job training facilities at Solano College need basic repair, renovation, or replacement. Addressing these essential maintenance, repair and new construction projects at Solano College will allow it to continue to provide high quality, affordable education to local students, military and veterans:

- Upgrade facilities to meet earthquake and fire safety codes.
- Update campus facilities to provide access for disabled students.
- Replace aging plumbing and sewer systems to prevent flooding, water damage and reduce future maintenance costs.
- Repair, renovate or replace aging classrooms and facilities that lack adequate heating, ventilation, air conditioning, electrical and lighting systems.
- Repair leaky roofs.
- Upgrade utility infrastructure such as electric, communications, environmental, sewer and gas systems to improve function, control and energy efficiency and to reduce energy costs.
- Modernize nursing and firefighting job training centers.

Academic Facility and Technology Upgrade
Projects To Help Students, Military and Veterans to Transfer To Four-Year Universities

Goal and Purpose: Since the costs of attending a public university in California have risen to as much as six times that of Solano College, we need to provide a high quality, affordable, option to students transferring to a four-year university. Improvements to academic facilities and technology implementations will allow it to continue preparing students, military and veterans for transfer to four-year colleges or universities:

- Replace outdated science, laboratories and classrooms to equip students with the advanced skills they need to compete in the fields of science, technology, engineering, mathematics and medicine.
- Increase the capacity to offer distance learning opportunities and on-line courses.
- Expand facilities for Middle College options to high school students to allow them to earn an associate's degree so that when they graduate they are better prepared for college.

21st Century Job Training and Projects
To Increase Collaboration and Partnerships with
Private and Public Employers to Fulfill Local Job Training Needs

Goal and Purpose: Solano College provides essential job training and workforce preparation for students, military and veterans. In today's economic times, these projects will allow the District to continue offering local residents training and education in the nursing, health sciences, biotechnology, and clean energy technology fields, as well as other job training and workforce programs:

- Upgrade facilities and classrooms to meet earthquake and fire safety codes.
- Provide and maintain up-to-date technology, data and communication equipment for job-training programs and facilities.
- Renovate, repair or replace outdated laboratories, classrooms, training centers and support facilities.
- Upgrade and expand telecommunications, Internet and network connections.
- Upgrade and replace computers, hardware and software systems.
- Upgrade and replace classroom instructional equipment.
- Replace or upgrade outdated electrical systems.
- Upgrade job training classrooms for engineering skills.
- Modernize bio-technology job training facilities.
- Provide facilities for vocational engineering, cosmetology, welding and automotive technology.

* * *

The listed projects in the Master Plans will be completed as needed. Each project is assumed to include its share of furniture, equipment, architectural, engineering, and similar planning costs, program/project management, staff training expenses and a customary contingency. In addition to the listed projects stated above, the Project List at Solano College and its several centers, also includes the acquisition of a variety of instructional, maintenance and operational equipment, including the reduction or retirement of outstanding lease obligations and interim funding incurred to advance fund projects from the Project List, payment of the costs of preparation of all facility planning, facility studies, assessment reviews, facility master plan preparation and updates, environmental studies (including environmental investigation, remediation and monitoring), design and construction documentation, and temporary housing of dislocated college activities caused by construction projects. In addition to the projects listed above, repair, renovation and construction projects may include, but not be limited to, some or all of the following: renovation of student and staff restrooms; landscaping; repair and replacement of heating and ventilation systems; upgrade of facilities for energy efficiencies, including solar projects; construction of a new library, science building, vocational career center; repair and replacement of worn-out and leaky roofs, windows, walls doors and drinking fountains; removal of outdated buildings and construction of new classrooms and support buildings; renovation of the cosmetology building, renovation of locker rooms; installation wiring and electrical systems to safely accommodate computers, technology and other electrical devices and needs; library upgrades and materials; repair and replacement of fire alarms, emergency communications and security systems; upgrading, resurfacing, replacing or relocating of hard courts, fields, turf and irrigation systems; construct or renovate campus theatre and performing arts and physical education, math and science facilities, retrofit pool; upgrade classrooms; construct new or upgrade existing parking lots or facilities; construct police training complex, maintenance building; repair, upgrade and install interior and exterior lighting systems; replace water and sewer lines and other plumbing system; construct student services buildings in Vacaville and Vallejo; build biotech center, fire training facility and child care facility in Vacaville; replace outdated security systems. The upgrading of technology infrastructure includes, but is not limited to, computers, LCD projectors, portable interface devices, servers, switches, routers, modules, sound projection systems, laser printers, digital white boards, document projectors, upgrade voice-over-IP, call manager and network security/firewall, other miscellaneous equipment and software, and the creation of a technology fund to keep learning technology up-to-date.

The allocation of bond proceeds will be affected by the District's receipt of State matching funds and the final costs of each project. In the absence of State matching funds, which the District will aggressively pursue to reduce the District's share of the costs of the projects, the District will not be able to complete some of the projects listed above. Some projects may be undertaken as joint use projects in cooperation with other local public or non-profit agencies. The budget for each project is an estimate and may be affected by factors beyond the District's control. The final cost of each project will be determined as plans and construction documents are finalized, construction bids are received, construction contracts are awarded and projects are completed. Based on the final costs of each project, certain of the projects described above may be delayed or may not be completed. Demolition of existing facilities and reconstruction of facilities scheduled for repair and upgrade may occur, if the Board determines that such an approach would be more cost-effective in creating more enhanced and operationally efficient campuses. Necessary site preparation/restoration may occur in connection with new construction, renovation or remodeling, or installation or removal of relocatable classrooms, including ingress and egress, removing, replacing, or installing irrigation, utility lines, trees and landscaping, relocating fire access roads, and acquiring any necessary easements, licenses, or rights of way to the property. Proceeds of the bonds may be used to pay or reimburse the District for the cost of District staff when performing work on or necessary and incidental to bond projects. Bond proceeds shall only be expended for the specific purposes identified herein. The District shall

create an account into which proceeds of the bonds shall be deposited and comply with the reporting requirements of Government Code § 53410.

NO ADMINISTRATOR SALARIES. PROCEEDS FROM THE SALE OF THE BONDS AUTHORIZED BY THIS PROPOSITION SHALL BE USED ONLY FOR THE ACQUISITION, CONSTRUCTION, RECONSTRUCTION, REHABILITATION, OR REPLACEMENT OF SCHOOL FACILITIES, INCLUDING THE FURNISHING AND EQUIPPING OF SCHOOL FACILITIES, AND NOT FOR ANY OTHER PURPOSE, INCLUDING TEACHER AND COLLEGE ADMINISTRATOR SALARIES, PENSIONS AND OTHER OPERATING EXPENSES.

FISCAL ACCOUNTABILITY. THE EXPENDITURE OF BOND MONEY ON THESE PROJECTS IS SUBJECT TO STRINGENT FINANCIAL ACCOUNTABILITY REQUIREMENTS. BY LAW, PERFORMANCE AND FINANCIAL AUDITS WILL BE PERFORMED ANNUALLY, AND ALL BOND EXPENDITURES WILL BE MONITORED BY AN INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE TO ENSURE THAT FUNDS ARE SPENT AS PROMISED AND SPECIFIED. THE CITIZENS' OVERSIGHT COMMITTEE MUST INCLUDE, AMONG OTHERS, REPRESENTATION OF A BONA FIDE TAXPAYERS ASSOCIATION, A BUSINESS ORGANIZATION AND A SENIOR CITIZENS ORGANIZATION. NO DISTRICT EMPLOYEES OR VENDORS ARE ALLOWED TO SERVE ON THE CITIZENS' OVERSIGHT COMMITTEE.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES
January 23, 2013

Board President Chapman reported that Trustee Keith is recovering from her recent procedure and to please keep her in our thoughts and prayers. President Laguerre reported that she is feeling good and is optimistic about her recovery.

1. CALL TO ORDER

A special meeting of the Solano Community College District Governing Board was called to order at 6:30 p.m., on Wednesday, January 23, 2013, in the Administration Building, Room 626, located at Solano Community College, 4000 Suisun Valley Road, Fairfield, California 94534, 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, Trustee Michael Martin 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, President
Denis Honeychurch, J.D.*
Michael A. Martin
Rosemary Thurston
A. Marie Young
Kayla Salazar, Student Trustee
Jowel C. Laguerre, Ph.D., Secretary

**Arrived after roll call.*

Members Absent:

Pam Keith, Vice President
Monica Brown

Others Present:

Charo Albarrán, Interim Director, Human Resources
Yulian Ligioso, Vice President, Finance and Administration
Diane M. White, Interim Vice President, Academic Affairs
Judy Spencer, Executive Coordinator, Superintendent-President and Governing Board

Dr. Jowel Laguerre, Superintendent-President, exercised the option to modify the order of the Agenda advising Item 6.(b) Facilities Master Plan would be discussed first and Item 6.(a) Legal and Financing would be discussed second.

4. APPROVAL OF AGENDA

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

5. COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Chapman recognized Dr. Philip Petersen, Professor of Physics and Astronomy, who requested to comment on the Facilities Master Plan and in particular a planetarium.

Dr. Peterson, an Astronomy and Physics instructor at Solano College began by stating he has been teaching since the late 90's and has had the vision that a planetarium would really be an attraction to the College, not just allowing for opportunity to interact with the community, but offering opportunity to witness astronomical events and wonderful things that can't be taught in the classroom.

Professor Petersen presented information on the total installation costs of a planetarium at Long Beach City College, based on costs between 2006-2008, amounting to \$570,000.

Dr. Laguerre stated that there are processes in place for proposals to the Facilities Master Plan and encouraged Dr. Petersen to work with Interim Vice President White and his Dean to move his idea forward.

Trustee Honeychurch arrived at 6:50 p.m.

6. REPORTS (NO ACTION REQUIRED):

MEASURE Q – NEXT STEPS

(a) Facilities Master Plan

- *Facilitated by Rob Barthelman, STV/vbn/ARCHITECTURE*

Mr. Rob Barthelman gave a PowerPoint presentation on the final draft campus plans associated with facilities master planning. He presented the priority project list and probable costs for each location, i.e., Fairfield, Vacaville, and Vallejo, with the first project being Building 1200 Theater, Music Drama renovation. Identified with the probable costs from Measure Q were state funds available amounting to \$31,979,000. The probable costs include campus-wide infrastructure, landscape, contingencies, design and management costs, or 66.7% of total funds available through Measure Q.

The site maps for each location were discussed and the Board asked for more detailed information for the Vallejo location, which included different options for the location of the new building. It was also requested that the current proposal be presented in three-dimension showing approaching it from the freeway as well as coming west on Columbus Parkway toward the freeway.

Next steps identified included: additional studies required for accessibility, security/safety and traffic; technology, infrastructure assessment, signage/way finding, and tree surveys. Implementation planning includes: continued analysis of project costs and implementation, collaboration with Program Manager (yet to be determined); design and sustainability guidelines, and District standards for products and materials.

Trustee Honeychurch expressed his concern for sustainability and encouraged the District not to move too quickly to avoid expensive errors.

The Board requested continued updates until they are comfortable to vote on the proposed Facilities Master Plan.

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

(b) Financing and Legal

- *Facilitated by Tim Carty and Piper Jaffray (Investment Banking Firm)*

Financing

Mr. Tim Carty gave an overview of the Measure Q Bond Program, stating the Bond was approved by the voters on November 6, 2012, with a passage rate of 63.5%. The total amount is \$348,000,000, with an estimated tax rate of \$18.99 per \$100,000, less than the projected \$25. The Bonds are to be sold in phases over time, with the timing and amount of each bond series to be determined by the District's capital facility cash flow needs, District's assess valuation performance, market interest rates, and projected tax rates. Refinancing of a portion of the Measure G Bonds are planned to be done concurrently with the first issuance of Measure Q Bonds. Mr. Carty identified the funding of the \$348M of projects over 15 years. Highlighted were proposed legislative changes to education bond issuance provisions.

Trustees attending the CCLC Legislative Conference requested talking points to be able to address concerns of the District as it relates to the proposed changes in the Education Code relating to the Bond.

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

- *Facilitated by Kerrigan Bennett, J.D. - Stradling, Yocca, Carlson & Rauth*

Legal

Dr. Kerrigan Bennett gave a brief summation of the legal requirements and provisions required by a Citizen's Bond Oversight Committee that determines expenditures are properly honored and are presented accurately to the public. This is done by a Board resolution. The Board has the option of forming a new and separate Bond Oversight Committee for Measure Q or gives the existing Bond Oversight Committee the authority to continue to monitor both Bonds. By continuing with the existing CBOC, solicitation of new members and evaluating applicants greatly reduces the administrative burden for supporting separate committees and conducting multiple meetings.

Timing becomes critical for the formation of a CBOC at the time when the Board certifies the election results, at which time the Board has sixty days to select and confirm and establish this committee. The next 90 days and long-term planning were identified in the PowerPoint presentation.

Members of the Board requested speaking points of Dr. Bennett's presentation in order to stay informed of the facts before making final decisions. Trustee Thurston requested copies of all of the PowerPoint presentations made this evening be given to Board members as well.

(c) Support Structure

Facilitated by Yulian Ligioso, Vice President, Finance and Administration

Vice President Yulian Ligioso identified internal staff levels necessary to maintain Measure Q. Five additional positions are specific to Measure Q, i.e., Director of Measure Q facilities planning, Administrative Assistance III, Contracts Specialist, Accountant, and Accounts Payable. The annual financial impact is an estimated \$356K-\$435K for salaries and benefits. Updated job descriptions will be available for approval in March. Project Management and Construction Management needs were also identified.

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

Board President Chapman recessed the special meeting at 8:55 p.m.

7. CLOSED SESSION

- (a) Conference with Labor Negotiator
Agency Negotiator: Charo Albarrán
Employee Organization: CCA/CTA/NEA, CSEA, Operating Engineers—Local 39
- (b) Public Employee Discipline/Dismissal/Release

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

8. RECONVENE SPECIAL MEETING

Board President Chapman reconvened the special meeting at 9:10 p.m.

9. REPORT OF ACTION TAKEN IN CLOSED SESSION

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

Board President Chapman reported that the Board discussed Public Employee Discipline/Dismissal/Release in Closed Session, and no action was taken.

10. ANNOUNCEMENTS

Board President Chapman reminded the Board that she will be selling tickets for the Solano Valley Alumnae 4th Annual Crab Feed to be held at the Ulatis Cultural Center, Vacaville, February 16, 2013, from 5:30 p.m. – 9:00 p.m. Tickets are \$45 per person.

11. ITEMS FROM THE BOARD

Trustee Young reported that she attended the following community events:

January 2013

20 – Attended the 12th Annual Living the Dream Multicultural Celebration in honor of Reverend Dr. Martin Luther King, Jr., that was held in the theater. The guest speaker was Mr. Simeon Wright, the cousin of Emmett Till. Emmett was last seen alive by Simeon when he was snatched out of Simeon's bedroom one night by white men. Emmett Louis Till was an African-American boy who was murdered at the age of 14 after supposedly flirting with a white woman in 1955 Mississippi.

The Lifetime Achievement Award recipients at the celebration were the Honorable Bill Thurston, posthumously; the Honorable Rosemary Thurston, and Dr. Ella Tolliver. Dr. Karen McCord and her committee are to be commended for presenting an outstanding event to the community.

23 – As a volunteer, tutored mathematics to student athletes in an afterschool Science, Technology, Engineering, and Mathematics (STEM) tutoring program at Vallejo High School.

12. ADJOURNMENT

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

JCL:js

SPECIAL MEETING BOARD MINUTES.01.23.13.FINAL

SARAH E. CHAPMAN
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



SOLANO COMMUNITY COLLEGE
invites applications for the position of:

Executive Bonds Manager

SALARY: \$141,400.00 - \$161,745.00 Annually

OPENING DATE: 03/22/13

CLOSING DATE: 06/20/13 12:00 AM

DESCRIPTION:

Under the direction of the Superintendent/President to support the program planning, project and construction management, financial controls and reporting.

RESPONSIBILITIES:

Measure G Responsibilities

- Oversee completion of Measure G bond program and ongoing projects

Measure Q Responsibilities

Program Planning

- Oversee and advise on completion of the ongoing Facilities Master Plan for SCCD,
- Develop a strategy for planning, programming, designing and constructing all Measure Q and state-funded projects,
- Develop a strategy for staffing/outsourcing program management, project management and construction management services,
- Develop processes and procedures for procuring professional services necessary for planning, programming, designing and constructing all capital improvement projects,
- Develop processes and procedures necessary to implement financial controls and program/project/construction management reporting systems,
- Oversee and advise on the development of environmental stewardship, energy conservation and sustainable design guidelines, and
- Develop processes and procedures to meet District's energy and sustainability goals

Program, Project and Construction Management

- Plan, direct and ensure the effective execution of all bond measure project activities district – wide,
- Ensure bond program operations are executed in accordance with the SCCD procedures and policies,
- Plan, direct and be responsible for effectively managing the implementation of strategic plans related to the facilitation of construction projects,
- Develop and implement a course of action to effectively and efficiently implement processes and procedures for Measure Q projects,
- Review and negotiate all program service contracts,
- Ensure timely completion of construction projects and adherence to contractual requirements are accomplished,

- Oversee preconstruction and construction progress and team performance to ensure conformance with schedule, budget and contractual requirements and,
- Identify and manage risk and advise the Superintendent/President on mitigation options.

Financial Controls and Reporting

- Oversee preparation and maintenance of program master budget, project budgets, construction schedules and master program schedule,
- Report bond activity to the Citizen's Bond Oversight Committee, Board of Trustees, Superintendent/President and other applicable district staff,
- Direct, lead and be accountable for the annual budget for capital expenditures, programs, professional services and other assigned projects allocated for bond and state funding,
- Assure expenditures have internal controls to uphold the integrity of bond measures federal, state, local and district regulations, and
- Implement and maintain effective systems of communication within and outside the district to ensure constructive relationships and the adequate flow of information.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from a four-year college or university in architecture, engineering, construction management, landscape architecture, planning or business administration or related field.
- A Master's degree in either of the above discipline is highly preferred.
- Ten or more years of experience in architecture, engineering and/or major capital program management of which at least five years has been on community college or K-12 capital improvement programs and construction projects.
- Registration and/or certification in respective field are preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

- Knowledge of and experience managing alternative project delivery methods for California educational projects including;
 - o Design-Build
 - o Lease-Leaseback
 - o CMAR
- Knowledge of and experience managing Proposition 39 bonds in California,
- Knowledge of and experience with applicable Public Private Partnership (P3) legislation and delivery methods in California,
- Knowledge of and experience managing projects requiring approval by the California Division of the State Architect,
- Knowledge of and experience managing all California State Chancellor's Office submittals,
- Knowledge of program/project management systems, including scheduling software

Skills

- Effective verbal and written communication skills including the advanced ability to foster and maintain effective interpersonal relationships,

- Demonstrated and excellent communication and management skills as well as a commitment to diversity in the workplace are essential.

Abilities

- Ability to provide leadership and financial management support to a large bond program,
- Ability to demonstrate the competencies of achieving results, communication and building teamwork

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.solano.edu>

4000 Suisun Valley Road
Fairfield, CA 94534-3197
(707)864-7000 x4784

Position #
EXECUTIVE BONDS MANAGER
ML

Executive Bonds Manager Supplemental Questionnaire

- * 1. Do you have a Bachelor's degree from a four-year college or university in architecture, engineering, construction management, landscape architecture, planning or business administration or related field?
 - Yes
 - No
- * 2. Do you have ten or more years of experience in architecture, engineering and/or major capital program management of which at least five years has been on community college or K-12 capital improvement programs and construction projects?
 - Yes
 - No
- * Required Question



**SOLANO COMMUNITY COLLEGE DISTRICT
MEASURE Q BOND PROPOSED SPENDING PLAN 08/20/14**

PROJECT NAME	08/20/14 PROPOSED MEASURE Q BOND SPENDING PLAN	BOND FUNDS BALANCE SUMMARY	
		\$ 348,000,000	
FF CAMPUS		FF Subtotal	\$ 87,800,000
Library/Learning Resource Center	\$ 21,800,000	\$ 326,200,000	
Performing Arts Building (Phase 1 B1200 Renovation)	\$ 6,200,000	\$ 320,000,000	
Performing Arts Building (Phase 2)	\$ 13,700,000	\$ 306,300,000	
Science Building (Phase I)	\$ 33,100,000	\$ 273,200,000	
Science & Math Building (Phase 2)	\$ 8,000,000	\$ 265,200,000	
Career Technology Building (CTE)	\$ 3,000,000	\$ 262,200,000	
Agriculture (Horticulture)	\$ 2,000,000	\$ 260,200,000	
VV CAMPUS		VV Subtotal	\$ 80,200,000
VV Classroom Building Purchase & Renovation	\$ 8,200,000	\$ 252,000,000	
Biotechnology & Science Building	\$ 28,000,000	\$ 224,000,000	
Aeronautics & Workforce Development Building	\$ 15,000,000	\$ 209,000,000	
Student Success Center/LRC	\$ 22,000,000	\$ 187,000,000	
Fire Training	\$ 7,000,000	\$ 180,000,000	
Agriculture Building	\$ -	\$ -	
VJ CAMPUS		VJ Subtotal	\$ 80,200,000
Vallejo Prop Purchase Belvedere	\$ 4,800,000	\$ 175,200,000	
Vallejo Prop Purchase Northgate	\$ 6,800,000	\$ 168,400,000	
Site Improvements	\$ 5,100,000	\$ 163,300,000	
Autotechnology Building	\$ 19,600,000	\$ 143,700,000	
Student Success Center/LRC	\$ 22,000,000	\$ 121,700,000	
Career Technology Building	\$ 21,900,000	\$ 99,800,000	
INFRASTRUCTURE IMPROVEMENTS		Infrast. Subtotal	\$ 37,800,000
IT Infrastructure Improvements	\$ 14,000,000	\$ 85,800,000	
Utility Infrastructure Upgrade (Energy)	\$ 23,800,000	\$ 62,000,000	
ADA & CLASSROOM IMPROVEMENTS		Improv. Subtotal	\$ 19,200,000
Small Capital Projects	\$ 8,300,000	\$ 53,700,000	
ADA Improvements	\$ 10,900,000	\$ 42,800,000	
PLANNING, ASSESSMENTS & PROGRAM MANAGEMENT		Prog. Subtotal	\$ 25,400,000
Program Management, District Support and Planning	\$ 25,400,000	\$ 17,400,000	
RESERVE & INTEREST*		Reserve Subtotal	\$ 17,400,000
Program Reserve & Interest	\$ 17,400,000	\$ -	
TOTAL BOND SPENDING PLAN	\$ 348,000,000		

*Bond interest accrued annually.



Solano Community College District

MEASURE Q CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC) MEETING

Fairfield Campus (Swing Space) – Conference Room 234

Solano Community College, 360 Campus Lane, Suite 201, Fairfield, California

Monday, May 5, 2014

5:00 p.m. – 6:00pm

ADOPTED MINUTES

Members Present

1. Mr. Melvin Jordan, Chairman CBOC
2. Mr. Robert Charboneau
3. Mr. Gary Bertagnolli
4. Mr. Lyman Dennis
5. Dr. Walter Quinn
6. Mr. Hermie Sunga

Members Absent

1. Mr. Gabriel Johnson
2. Mr. Eric Franchimon

Others Present

1. Dr. Jowel Laguerre, President/Superintendent, SCC
2. Mr. Leigh Sata, Executive Bond Manager, SCC
3. Ms. Ines Zildzic, Program Manager, Kitchell CEM
4. Terri Montgomery, Partner, Vavrinek, Trine, Day & Co, LLP
5. Ms. Camille James, Interim Business Operations Coordinator, SCC

Chairman Jordan called the meeting to order at 5:15pm and led those present in the Pledge of Allegiance to the Flag of the United States of America.

Members present at time the meeting was gavelled into order were Members Sunga and Dennis. A quorum was established by 5:20pm with the arrival of Member Quinn and Bertagnolli. The full committee was constituted with the arrival of Member Charboneau.

- I. **May 5, 2014, Agenda: *Approved***
A motion to approve the agenda was made, seconded and unanimously carried.
- II. **March 17, 2014, Minutes: *Stricken***
Due to lack of prior notification of this meeting it has been stricken from the record as a meeting of the committee.
- III. **November 18, 2013, Minutes: *Approved***
A motion to approve the minutes from November 18, 2013 was made, seconded, and unanimously carried.
- IV. **PUBLIC COMMENTS:**
No public comments were made at this meeting.
- V. **INFORMATION ITEMS:**
 - A. **Review of CBOC Rules and Responsibilities**
Presenter – Leigh Sata, Executive Bond Manager, SCC
 1. Mr. Sata, utilizing the *Duties and Authorities of the Citizens' Bond Oversight Committee as Specified by the Independent Citizens' Bond Oversight Committee Amended and Restated Bylaws – Executive Summary* handout, clarified the authorities and responsibilities of the committee.
 - a. A copy of this handout and the bylaws can be provided upon request to those members who wish an additional copy.
 2. Mr. Sata addressed the issues that members are allowed only two (2) consecutive unexcused absences before that member can be replaced.
 - a. Member Charboneau asked for clarification on what is considered an excused absence. Chairman Jordan response was that from the date of this meeting going forward that an excused absence would be an absence in which the member provides the committee and committee staff with prior notification that they will not be able to attend the scheduled meeting.
 3. Mr. Sata addressed the issues the committee has had in achieving a quorum noting that by law the committee is required to have only seven (7) members and that reaching a quorum may be made easier if the committee was reduced from nine (9) to seven (7) members. Mr. Sata will address this recommendation with the Board of Trustees Subcommittee on the Citizens' Bond Oversight Committee when it next convenes.
 - B. **CBOC Monthly Newsletter**
Presenter – Camille James, Interim Business Operations Coordinator, SCC
 1. On May 2, 2014 the inaugural issue of the CBOC monthly newsletter was distributed.
 - a. This publication will be distributed on a monthly basis on the first Friday of each month.
 - b. Submissions for the newsletter by members of the committee are welcomed and encouraged. Dates for article or comment submissions will be e-mailed to the committee no less than two weeks before the next issue is to be released.
 2. Chairman Jordan noted that this newsletter is a good method of keeping the committee connected to what is going on at the college and with the bond in-between committee meetings.

C. 2014-2015 Committee Meeting Schedule

Presenter – Leigh Sata, Executive Bonds Manager, SCC

1. Recursion schedule
 - a. The committee unanimously agreed to continue to meet quarterly.
 - b. Meetings days will be the second (2nd) Monday of each quarter. The next scheduled meeting dates are:
 - Monday, August 11, 2014
 - Monday, November 10, 2014
 - Monday, February 9, 2015
 - c. Meetings will be at 5:30pm and run for no less than one (1) hour.
 - d. All meeting will be held at the Fairfield Campus, Administrative Swing Space (360 Campus Lane, Fairfield, CA 94534) with the exception of the February 9th meeting which will be held on the Fairfield Campus in Building 600.

D. Update of Committee Members Contact Information

Presenter – Camille James, Interim Business Operations Coordinator, SCC

1. All committee members were given a contact information sheet in their packets to be completed and returned to committee staff at the conclusion of the meeting.
 - a. Any member that did not complete or return the contact information sheet provided may request a copy and return it to Camille.James@solano.edu or 360 Campus Lane, Office 238, Fairfield, CA 94533.

VI. ITEMS FOR COMMITTEE CONCURRENCE

A. Measure G and Q General Obligation Bonds, Financial and Performance Audit

Presenter – Terri Montgomery, Partner, Vavrinek, Trine, Day & Co, LLP

1. Measure G - Financial
 - a. Financial Audit: *Presents Fairly*
 - *In our opinion, the financial statements referred to present fairly, in all material respects, the financial position of the Measure G Building Fund General Obligation Bonds of Solano Community College District at June 30, 2013, and the changes in financial position for the period then ended in conformity with accounting principles generally accepted in the United States of America.*
 - b. Member Charboneau asked of the auditor why the specificity of “in the United States of America”.
 - The auditor response was that the inclusion of “in the United States of America” is to specify that the bond is in compliance with the accounting principles of the United States as other countries have different standards. The auditor went on to note that new reporting language standards were instituted in 2013 and that “unqualified” is now reported as “unmodified”.
 - c. Financial Statement Findings
 - *None noted*
2. Measure G – Performance
 - a. *The results of our tests indicated that the District expended Measure G funds only for the specific projects approved by the voters, in accordance with Proposition 39, and outlined in Article XIII A Section 1(b)(3)(C) of the California Constitution.*

3. Measure Q – Financial
 - a. Financial Audit: ***Presents Fairly***
 - *In our opinion, the financial statements referred to present fairly, in all material respects, the financial position of the Measure Q Building Fund General Obligation Bonds of Solano Community College District at June 30, 2013, and the changes in financial position for the period then ended in conformity with accounting principles generally accepted in the United States of America.*
 - b. Financial Statement of Findings
 - *One Finding*
 - See page 14 of the Measure Q General Obligation Bonds Financial Audit.
4. Measure Q – Performance
 - a. *The results of our tests indicated that the District expended Measure Q funds only for the specific projects approved by the voters, in accordance with Proposition 39, and outlined in Article XIII A Section 1(b)(3)(C) of the California Constitution.*
 - b. Member Charboneau asked of the auditor why if there were no funds spent on projects why the report language reads, “expended Measure Q funds only for the specific projects approved by the voters in accordance with Proposition 39.”
 - The auditor’s response was that the language used is general used in all audit reporting but agreed that the report would read better with the statement, “meets language of the bond”.
 - c. Member Charboneau posed his question, for comment, to Mr. Sata as the Executive Bond Manager.
 - Mr. Sata’s response was that that question would be better addressed by Bond Counsel and that he would invite counsel to the next meeting to respond.
 - a. Chairman Jordan concurred with this decision.
 - d. Member Quinn asked Member Charboneau to further clarify his question, on if his inquiry was meant to bring clarity on a specific concern he had that would be of benefit for the entire committee to have knowledge of.
 - Chairman Jordan further clarified Member Quinn’s question for Member Charboneau who response was, no. Member Charboneau was just request further clarification on the use of the identified language.

B. Measure G Quarterly Report

Presenter – Ines Zildzic, Program Manager, Kitchell CEM

1. This Quarterly Report covers financials through the end of second quarter (12/31/13). It includes projects in progress, a note about future planned projects, a financial summary, completed projects and a master program schedule section. The following is a summary of report highlights made to the Committee regarding projects in progress:
2. Building 600
 - a. The drawings for this building’s renovations were approved by the Division of the State Architect (DSA) in April 2014.
 - b. Board approval of DPR’s contract is scheduled for May 21, 2014.
 - c. This building is scheduled to be completed by December 2014.
3. Vacaville Center Parking Lot Extension
 - a. This project construction is complete and the new parking lot opened to public first week in April. This project was coordinated with District Photovoltaic Project and all of the solar panels are also complete.

4. Building 202/200 Child Development Center
 - a. This project is currently being evaluated for department needs related to their kitchen facility. The expansion of the program will be part of a project under Measure Q Bond program.
5. Building 1100 Portables Demolition
 - a. There is no update for this project. It remains connected to State funded Library Building Renovation project.
6. Building 1200 Theater Building Renovation
 - a. This is a State funded project and is current in schematic design. Preliminary plans were submitted to the State Chancellor's office first week of April and the District is anticipating release of next phase funded by the end of June. This renovation project will address all of structural, ADA and seismic upgrades necessary and also renovate the existing theater.
7. Financial Summary was reviewed to cover three major categories:
 - a. Expenditures for projects completed and projects in progress were reconciled with the Audit Report for fiscal year 12/13. In addition, projects that have been deemed complete were reviewed for any fund balances. The Committee was briefed on the Methodology and Variance Analysis applied to reallocate any fund balances from projects that are now complete.

C. Measure G Annual Report

Presenter – Ines Zildzic, Program Manager, Kitchell CEM

1. Ms. Zildzic reported that the purpose of the Annual Report is for the CBOC Committee to report that, to the best of their knowledge, Solano CCD has complied with the requirements of the state law in its accounting for an expending of Bond Funds. The Annual Report includes seven sections of which two major sections are contained within section 4 - Letter from the Chair and a summary of meetings held in fiscal year 12/13 as required by Proposition 39 language regarding CBOC. It also includes a financial report for fiscal year end 12/13.
 2. Chairman Jordan motioned for the committee to accept the annual report. The motion was moved by Member Bertagnolli and seconded by Member Sunga. The motion carried unanimously.
- Member Bertagnolli asked for clarification on what was a “lease-leaseback” and what is its intended end result.
 - Ms. Zildzic response was that a *lease-leaseback* is an alternative construction/project bid delivery method. A contractor is selected early on in the process based on their qualifications as well as their price point. The intent is to ensure that the end product is of quality and the project is completed with fewer change orders.
 - Member Sunga asked if the lease-leaseback incurred any additional financial cost then other delivery methods
 - Mr. Sata response was that there is not much difference in price from the traditional delivery methods.
 - Mr. Sata asked Ms. Zildzic to provide the committee with a status update on Building 1200.
 - Building 1200 renovation is being paid for out of state funding. The renovations have been approved by the state and the estimated start date for construction is summer 2015.

- Member Bertagnolli suggested that a “dashboard” be created so that the committee could see “trouble spots” quickly.
 - Mr. Sata agreed to develop a few ideas for consideration by the committee for the next CBOC meeting.
- Member Bertagnolli asked for the definition of *defeasance*.
 - Ms. Zildzic responded that she will follow up with a more thorough definition. According to Investopedia online dictionary, the definition is “*when the borrower sets aside cash to pay off bonds, the outstanding debt and cash offset each other on the balance sheet and don't need to be recorded.*”
- Mr. Sata clarified the reporting periods of the two reports and noted that due to the different cut off dates for each of the two reports presented by Ms. Zildzic, the total fund amount remaining as reported in the quarterly report is *lower* than the total reported in the annual report. The annual report is reporting activity from July 1, 2012 until June 30, 2013, whereas the quarterly report period begins on October 1, 2013 and ends on December 31, 2013. The next quarterly report will cover the period from January 1, 2014 through March 31, 2014.
- Chairman Jordan asked if there were contingencies for unforeseen expenses posted after a project has been closed out.
 - Mr. Sata responded that there are multiple close-out processes: DSA, internal and financial. After DSA closes a project, the District still has training, operations manuals and other documents that must be reviewed. As part of the financial close-out process, vendors are contacted and all open Purchase Orders are reviewed and closed. Once the outstanding financial issues are resolved, the project can be considered closed. By this time, no further contingencies are required. However, the “lag time” for this due-diligence process is why a project can remain “un-closed” after construction is completed.
- Member Dennis asked if an Outlook invite for all the next scheduled meetings could be sent out to each member.
 - Ms. James responded that invitations for all the meetings will be sent out no later than Wednesday, May 7, 2014.
- Member Bertagnolli asked if the committee could receive future reports requiring their review or acceptance be sent out when they are completed.
 - Mr. Sata response was yes. The committee support staff would do its best to get reports to the committee in a timelier manner.

VII. FUTURE MEETINGS:

A. The next schedule meeting will be Monday, August 11, 2014

1. Bond Counsel will be present at this meeting to address the question posed by Member Charboneau.

VIII. ADJOURNMENT

Chairman Jordan adjourned the meeting at 6:43 pm.