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PA-E2.17.1

SOLANO COMMUNITY COLLEGE DISTRICT
PURCHASE REQUISITION

DATE WRITTEN _____

PERSON REQUESTING & PHONE EXT. _____

DELIVERY TO: _____ ACTIVITY CENTER/PROGRAM TITLE _____

BLDG _____ ROOM NO. _____

SUGGESTED VENDOR: VENDOR NO. _____

BUDGET MANAGER APPROVAL _____

FISCAL SERVICES APPROVAL _____

VENDOR CONTACT PERSON _____

VENDOR TELEPHONE # _____

VENDOR FAX # _____

FISCAL SERVICES USE ONLY:

RCF NO. _____

BUDGET TRANSFER _____

P.O. NO. _____

ITEM NO.	QTY	UNIT	UNIT PRICE	TOTAL COST	DESCRIPTION

Budget Balance:

Subtotal		
Sales Tax		
Shipping		
Grand Total		

BUDGET CODE

ITEM NO.	FUND	SUB FUND	RESP CENTER	ACT PROG	OBJECT	LOC	% OR $ AMT.*
___	___	___	___	___	___	___	___
___	___	___	___	___	___	___	___
___	___	___	___	___	___	___	___
___	___	___	___	___	___	___	___

*IF USING THIS COLUMN, PLEASE DO NOT ADD SALES TAX

DISTRUBUTION: WHITE–FISCAL SERVICES OFFICE
YELLOW–ORIGINATOR

2

evisions

College/University:	Solano CCD
Contact:	James Calilan
Version Number:	1
Date:	10/9/2013

Account Executive:	Tom O'Rourke
Email:	tom.orourke@evisions.com
Phone:	888-533-5993 x375
Fax:	714-730-2524
Address:	410 Exchange Suite 250
	Irvine, CA. 92602
Tax ID:	88-0411440

	Unit Price	Quantity	Total Price
SOFTWARE Argos Enterprise Reporting Solution			
Argos Enterprise Reporting Solution - Concurrent Users Included: Unlimited	$ 59,000.00	1	$ 59,000.00
Includes MAP Server, Scheduling and Delivery with Bursting, Free Type SQL			
Argos Advanced Features			
API, OLAP and Dashboards (included)	$ -	1	$ -

			Total Price
DISCOUNT Discount			
Development Partner Discount			$ 12,650.00
This discount has been included as development partner discount			

	Total Price
SUPPORT Argos Annual Fee	$ 11,800.00
Annual maintenance and support includes all updates to the Argos server and purchased optional modules. Annual fees also include support from Evisions, unlimited access to the Argos CO-OP and unlimited access to weekly Argos web-based training. Annual fee is calculated at 20% of the software cost plus any optional modules purchased.	

	Unit Price	Quantity	Total Price
TRAINING Pre-Paid all inclusive three (3) day on-site training	$ 6,750.00	4	$ 27,000.00
Pre-Paid training includes one person on-site Tuesday, Wednesday, Thursday for standard Argos training with Monday and Friday utilized for travel days. Pricing is all inclusive of expenses including travel. Pre-Paid training must be used or scheduled within 18 months of purchase. Evisions requires 30 days notice prior to visit in order to qualify for all inclusive pricing.			

10% Discount if purchased by 11/9/2013

Software Total:	$ 46,350.00
Annual Fee Total:	$ 11,800.00
Professional Services Total:	$ 27,000.00
Grand Total U.S. Dollar Amount:	**$ 85,150.00**

Terms of Quote

Any increases in annual support and maintenance are capped at 4%/yr.

New features/modules that are released with any new version of Argos may have an associated charge. New features/modules that are purchased will increase the annual support charges.

Pre-packaged (non-custom) services are purchased at the same time as software. If unused, service hours and packages expire 12 months after purchase.

THANK YOU FOR YOUR BUSINESS!

Storage Area Network (SAN) Expansion Project

The district utilizes a Dell Compellent SAN to house the district's critical Banner databases, Campus Police's security camera footage, our Exchange email mailbox storage, and to drive our virtualization platform (over sixty virtual servers, serving many critical functions). The SAN is comprised of redundant controllers that manage the storage and retrieval of data, and a series of enclosures containing hard disks. These hard disks provide two resources: first, they provide the storage to house the data itself. Second, they provide the throughput to access that data; this is measured in input/output operations per second (IOPS). These IOPS allow for the reading and writing of data on the SAN; the more concurrent operations, the more IOPS necessary. Different speed disks provide a varying level of IOPS per device; for example, a super-fast solid state disk (SSD) can provide several thousand IOPS, whereas a slow 7,000 RPM SATA disk provides less than one hundred IOPS.

Beginning in 2013 and until the upgrade was complete, high traffic times (doing system backups/restores, Banner upgrades, cloning Banner databases) led to IOPS constraints. We were using nearly 100% of our fast, IOPS providing disks; when demands exceeded what the fast disks could provide, slower disks were used. In order to get the same number of IOPS from slower disks, more disks would be utilized. While the amount of data being stored was not increasing on a huge scale during weekly business, the IOPS demand meant that more and more disk was being used up to provide throughput. This resulted in the SAN nearly running out of space on many occasions.
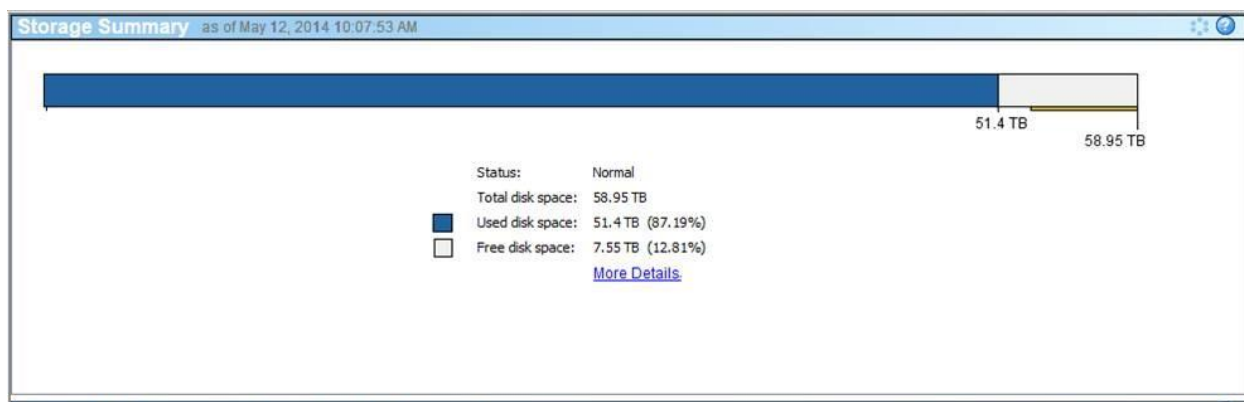

Figure 1: A typical day pre-upgrade. Without major IOPS requirements, we still only had ~12% free space

Any time the SAN dipped below 10% free space, it began running inefficiently and caused I/O bottlenecks. Several times we came so close to running out of space we had to shut down non-essential services, such as testing and pre-production instances of Banner. This impeded work for Information Services, and caused performance issues with file servers, accessing email, etc. Every week was a rollercoaster ride on whether we would run out of space or not. Every time we reached the low space threshold (the yellow line in Figure 2), we had to start prioritizing applications and shut down those of lesser importance.
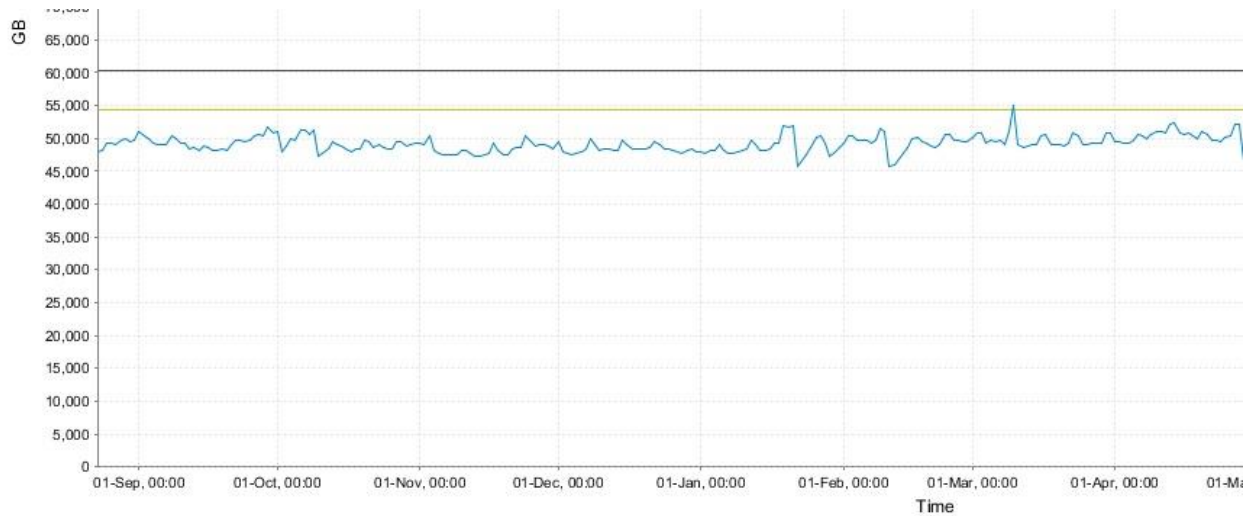
Figure 2: Before the upgrade, we approached low space thresholds routinely

In late May to early June 2014 we expanded the capacity of our SAN by more than 100%. We added a modest increase in slower, purely-for-storage 7,000 RPM SATA disks to provide large amounts of bulk storage. We also added a large number of faster 15,000 RPM SAS disks to provide the large reserve of IOPS necessary to weather our busiest times. We now had sufficient storage capacity and IOPS to allow our datacenter to grow for the next couple of years comfortably (not taking into account any new large storage or IOPS hungry projects that may present themselves, e.g. document imaging).
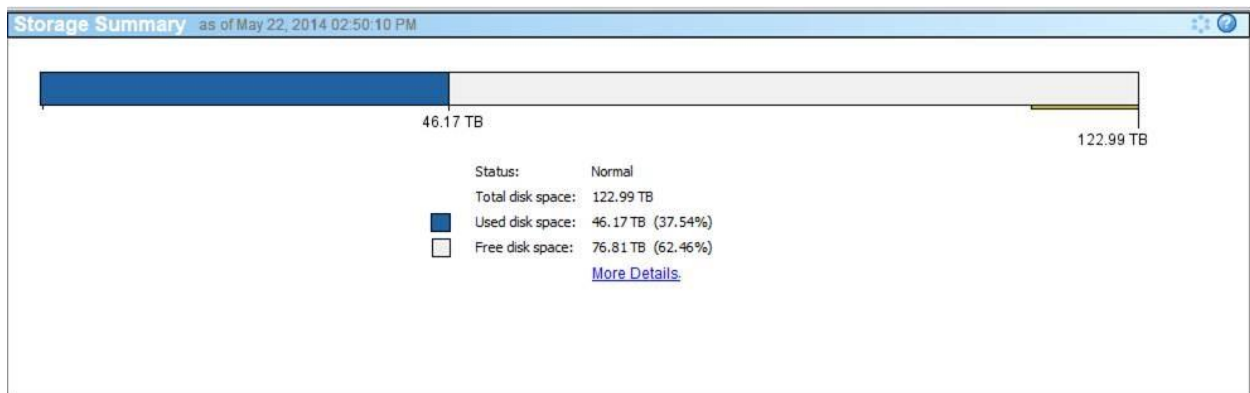

Figure 3: After the upgrade. More than twice previous capacity

Because IOPS were now being served by the newly added fast disks, fewer of the slower SATA disks were needed, thus the overall storage usage on the SAN went down immediately (51TB vs. 46TB). With the availability of IOPS from the added fast disks, we no longer experienced the constant swing of space availability and nearly weekly performance issues.
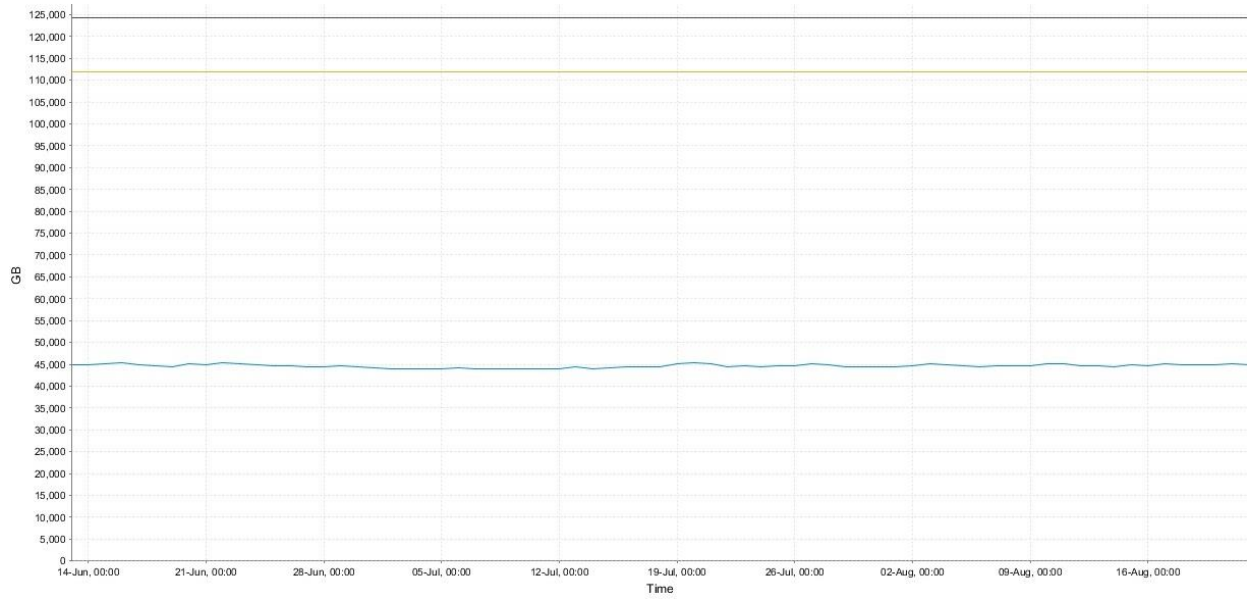
Figure 4: After upgrade. Utilization has remained almost constant due to no IOPS constraints

We now have sufficient storage and throughput to not only maintain our current services, but to continue expanding our server virtualization infrastructure and keep up with the continuing demands of ever-increasing needs for file storage, Banner database growth, and email storage explosion.

AGENDA ITEM _____

MEETING DATE _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: **Members of the Governing Board**

SUBJECT: **STORAGE AREA NETWWORK (SAN)/VIRTUAL DESKTOP (VDI) MEASURE G BOND PROJECT**

REQUESTED ACTION: **INFORMATION/ACTION**

SUMMARY:

Technology Services & Support proposes to allocate Measure G bond funding to purchase and implement a new Storage Area Network (SAN) device and servers to provide a Virtual Desktop Infrastructure (VDI) Pilot Project (VDI). The SAN is needed to increase available storage space and because the current SAN is end of life. The VDI project will explore using this technology to reduce desktop costs and increase flexibility in student labs.

The following is a summary of the project costs under the Western States Contracting Alliance (WSCA).

SAN Upgrade Total	**$193,662**
Virtual Desktop Total	**$104,072**
Project Total	**$297,734**

Attached is a project proposal and summary of the project. Staff will be available to answer any questions.

We are requesting approval to move ahead with the project.

Government Code:	*Board Policy:*	*Estimated Fiscal Impact: $ 297,734*
		Bond Fund

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

James Calilan
Manager of Technology Services & Support
PRESENTER'S NAME

400 Suisun Valley Road
Fairfield, CA 94534
ADDRESS

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

707-864-7104
TELEPHONE NUMBER

Technology Services & Support
ORGANIZATION

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

May 2, 2012
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

AGENDA ITEM   7.(b)
MEETING DATE   June 5, 2013

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: **Members of the Governing Board**

SUBJECT: **CONSENT CALENDAR – HUMAN RESOURCES**

REQUESTED ACTION: **APPROVAL**

EMPLOYMENT 2012-2013

Regular Assignment

Name	Assignment	Effective
Darryl Allen	Custodian, Range 8/1	06/10/13
Vernon Cunningham	Custodian, Range 8/1	06/10/13
John Freeman	Dean of Liberal Arts, Range 49/7	08/20/13
Lauren Taylor Hill	FT Anthropology Instructor, Range 2/1	08/09/13
M. Christina Young	FT Biology/Physiology Instructor, Range 4/1	08/09/13
Barbara Villatoro	FT Math Instructor, Range 2/1	08/09/13
Barbara Pavão	Interim Dean of Counseling, Range 49/5	07/01/13
Roger Clague	Chief Technology Officer, Range 49/4	06/17/13
TBA	Dean of Math and Science	TBA
TBA	Executive Bonds Manager	TBA
TBA	FT Theater Acting/Directing Instructor	TBA
TBA	FT Graphic Design Instructor	TBA
TBA	FT Political Science Instructor	TBA
TBA	FT Theater Technical Instructor	TBA

Charo Albarrán	*Jowel C. Laguerre*
Interim Director, Human Resources	**JOWEL C. LAGUERRE, Ph.D.**
	Superintendent-President
May 24, 2013	May 24, 2013
Date Submitted	**Date Approved**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: **Members of the Governing Board**

SUBJECT: **DEGREE WORKS IMPLEMENTATION CONSULTING SERVICES**

REQUESTED ACTION: **APPROVAL**

SUMMARY:

Degree Works is a web-based degree audit and academic advisement tool that was purchased as part of the overall Banner package. The implementation of Degree Works is a very intense and resource dependent task. To ensure a successful implementation of this product it will be necessary for Solano Community College to partner with a vendor that will provide us with consulting services to help with the implementation.

Under the terms of the Statement of Work (SOW-07) dated August 8, 21013 we are requesting approval for consulting services at a cost of $83,520.00 for the full implementation of Degree Works. SIG has staff with valuable expertise with Degree works and has performed Degree Works implementation for other Community Colleges.

Government Code: N/A	*Board Policy:*	*Estimated Fiscal Impact*: *$83,520.00* *Measure G funds*

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

Roger Clague
Chief Technology Officer
PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534
ADDRESS   **JOWEL C. LAGUERRE, Ph.D.**
                                                                  Superintendent-President

707-864-7264
TELEPHONE NUMBER

Finance & Administration
ORGANIZATION   **DATE APPROVED BY**
                                                                  SUPERINTENDENT-PRESIDENT

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT

PA-E2.18.5

SOLANO COMMUNITY COLLEGE DISTRICT
PURCHASE REQUISITION

Requisition Number

N° 273892

DATE WRITTEN _____

PERSON REQUESTING & PHONE EXT. _____

DELIVERY TO: _____ ACTIVITY CENTER/PROGRAM TITLE _____

BLDG _____ ROOM NO. _____

SUGGESTED VENDOR: VENDOR NO. _____

BUDGET MANAGER APPROVAL _____

FISCAL SERVICES APPROVAL _____

VENDOR CONTACT PERSON _____

VENDOR TELEPHONE # _____

VENDOR FAX # _____

FISCAL SERVICES USE ONLY:

RCF NO. _____

BUDGET TRANSFER _____

P.O. NO. _____

ITEM NO.	QTY	UNIT	UNIT PRICE	TOTAL COST	DESCRIPTION

Budget Balance:

Subtotal	
Sales Tax	
Shipping	
Grand Total	

—————————————BUDGET CODE—————————————

ITEM NO.	FUND	SUB FUND	RESP	ACT CENTER	PROG	OBJECT	LOC	% OR $ AMT.*

*IF USING THIS COLUMN, PLEASE DO NOT ADD SALES TAX

DISTRIBUTION: WHITE–FISCAL SERVICES OFFICE
YELLOW-ORIGINATOR

10

![evisions logo]

College/University: Solano CCD	Account Executive: Tom O'Rourke
Contact: James Calilan	Email: tom.orourke@evisions.com
Version Number: 1	Phone: 888-533-5993 x375
Date: 10/9/2013	Fax: 714-730-2524
	Address: 410 Exchange Suite 250
	Irvine, CA. 92602
	Tax ID: 88-0411440

		Unit Price	Quantity	Total Price
SOFTWARE	Argos Enterprise Reporting Solution			
	Argos Enterprise Reporting Solution - Concurrent Users Included: Unlimited	$ 59,000.00	1	$ 59,000.00
	Includes MAP Server, Scheduling and Delivery with Bursting, Free Type SQL			
	Argos Advanced Features			
	API, OLAP and Dashboards (included)	$ -	1	$ -

				Total Price
DISCOUNT	Discount			
	Development Partner Discount			$ 12,650.00
	This discount has been included as development partner discount			

		Total Price
SUPPORT	Argos Annual Fee	$ 11,800.00
	Annual maintenance and support includes all updates to the Argos server and purchased optional modules. Annual fees also include support from Evisions, unlimited access to the Argos CO-OP and unlimited access to weekly Argos web-based training. Annual fee is calculated at 20% of the software cost plus any optional modules purchased.	

		Unit Price	Quantity	Total Price
TRAINING	Pre-Paid all inclusive three (3) day on-site training	$ 6,750.00	4	$ 27,000.00
	Pre-Paid training includes one person on-site Tuesday, Wednesday, Thursday for standard Argos training with Monday and Friday utilized for travel days. Pricing is all inclusive of expenses including travel. Pre-Paid training must be used or scheduled within 18 months of purchase. Evisions requires 30 days notice prior to visit in order to qualify for all inclusive pricing.			

10% Discount if purchased by 11/9/2013

Software Total:	$ 46,350.00
Annual Fee Total:	$ 11,800.00
Professional Services Total:	$ 27,000.00
Grand Total U.S. Dollar Amount:	**$ 85,150.00**

Terms of Quote

Any increases in annual support and maintenance are capped at 4%/yr.

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Pre-packaged (non-custom) services are purchased at the same time as software. If unused, service hours and packages expire 12 months after purchase.

THANK YOU FOR YOUR BUSINESS!

DISTANCE EDUCATION COMMITTEE
<u>Adopted Minutes</u>
March 24, 2014
Room 101
3:00 p.m. – 4:30 p.m.

ATTENDANCE	The Distance Education Committee meeting was called to order at 3:05 p.m. by Coordinator Dale Crandall-Bear. Members present were Isabel Anderson (LA); Kathleen Callison (AT&B); Dale Crandall-Bear (DE Coordinator/Chair); Mary Gumlia (COUN); Svetlana Podkolzina (MS); Sandra Rotenberg (Lib); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); and Carol Zadnik (DE Tech) Absent/Excused: Roger Clague (CTO); Julia Kiss (Nurs); Laura Maghoney (AT&B); Diana Reed (SBS) and Scott Ota (IT)
1. Adoption of Minutes (03/10/14)	Adoption of March 10, 2014 Meeting Minutes: Motion to approve – Lauren; Seconded – Robin; Passed – unanimously.
2. Update on Transition to Canvas	Dale reviewed the March 17, 2014, Canvas Transition Status Report with DE Committee Members and reported there are approximately 101 approved sections to date in the DE Program. Summer 2014 has 63 approved online sections, and Fall 2014 has 144 approved online sections. Sections not approved will have to be pulled from the Course Schedule Data Report and may be taught face-to-face. Courses listed with TBD on the Course Schedule Data Report will be treated as non-approved courses. Dale will submit the Canvas Transition Status Report to the Deans with additions. Lauren asked if there are any concerns with accreditation regarding course shell review deadlines. Dale feels the accreditation team favors our approval policy.
3. New Software Programs for Online Teaching	Dale reported the Faculty Learning Technology Committee meets on Wednesday afternoons and has been appointed by the Academic Senate to build new proto-type smart classrooms. The committee is currently

looking at different software programs. Dale stated the committee is planning to arrange for different companies to visit Solano Community College and give software demonstrations.

Dale asked if committee members are familiar with Lecture Capture, which is software that can be applied to online and face-to-face classes. Lecture Capture can be used to capture and record lectures and presentations. Software programs like Camtasia can be used to screen capture power point presentations and record audio. These materials could then be edited. Class sessions captured with Lecture Capture can be uploaded to web sites like Echo 360 where the media could be stored and then transferred into Canvas.

Dale stated the following lecture capture programs will be reviewed for consideration by the DE and Learning Technology Committee as well as Roger and the IT Department:

- Echo 360
- Mediasite by Sonic Foundry
- Tegrity
- PANOPTO

All the lecture capture programs listed above work with Canvas and can be found by going to Settings in Course Navigation and choosing the Apps tab. They all have web sites where a demo or free trial may be available. Determining factors when considering a lecture capture program will include the features and price.

Dale mentioned that Solano Community College purchased Utelogy, which is a software program that links all classroom equipment to the IT Department. This would allow IT personnel to know when equipment in a classroom is not working properly without leaving their Department.

The IT Department will work with the DE and Learning Technology Committee in accessing faculty's interest and technology needs by distributing a survey to faculty.

Dale shared a brief presentation about Voice Thread, which is a cloud-based application. It allows different types of media such as images, videos, documents, and presentations to be uploaded and shared asynchronously. Responses to a voice thread project can be made by microphone, webcam, phone, text, or an uploaded audio file.

4. Course Shell Reviews (faculty only)	Non-Faculty DE Members were excused from the remainder of the DE Meeting. Remaining DE Committee Members proceeded to review four course shells. To clarify situations where a course might be denied approval, the committee listed the following items that would need to be addressed: • No SLOs in the syllabus • More evidence needed of instructor-initiated contact (Instructor initiated contact) • More evidence of original instructor material (Instructor generated content) • Timely feedback on student work (Gradebook) • No grading criteria • Response time statement in the syllabus DE Committee Faculty Members accepted the recommended action to deny course approval for ACCT 001 (GA) and BUS 005 (CO). DE Committee Faculty Members approved MUSC 005 (ST) and RE 164 (AC) with pilot status.
Adjournment	The meeting was adjourned at 4:40 p.m. The next meeting is scheduled for April 28 in Room 1421 from 3:00 p.m. – 4:30 p.m.

AGENDA ITEM   _____
MEETING
DATE   _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: **Members of the Governing Board**

**SUBJECT: STORAGE AREA NETWWORK (SAN)/VIRTUAL SERVER UPGRADE
MEASURE G BOND PROJECT**

REQUESTED ACTION: APPROVAL

SUMMARY:

Solano Community College's (SCC) current File Server Farm and Storage Area Network were upgraded from prior generation EMC to current generation Dell provisioned equipment in mid 2012. Since then the college's data processing and storage needs have grown almost exponentially.

IT staff have identified system wide slow-downs at peak usage times which prompted a complete capacity analysis of our server and storage environment. The findings showed that we are running close to our max capacity in both storage capacity and server processing power. Furthermore, at the time of the analysis, continued growth at the current rate will "max out" our storage capacity within a 3 to 6 month time-frame, and will "max-out" our server processing capabilities shortly thereafter.

To meet increasing demands the SAN and Server Farm need to be upgraded by the addition of 51 raw terabytes of storage and the addition of 12 multi-processor blade servers to the district's existing Dell blade Chassis. (usable storage = approximately 30% of raw storage)

Summary of estimated project costs: (Based on Western States Contracting Alliance (WSCA)).

DELL PowerEdge Blade Servers	$109,306.46
DELL Compellant SAN	$145,742.50
VMware Licensing	$34,218.88
APC UPS (Uninterruptible Power Supply) Upgrade	$9,517.87
Total Discounts applied by DELL	$72,871.00
Net Cost of All	**$226,914.71**

Attachments:

San & Server Farm Upgrade – Justification

DELL Quotes for Proposed Upgrades

The District's Chief Technology Officer will be available to answer any questions.

Government Code:	*Board Policy:*	*Estimated Fiscal Impact: $ 226,914.71*
		Bond Fund

SUPERINTENDENT'S RECOMMENDATION:

☐ **APPROVAL** ☐ **DISAPPROVAL**
☐ **NOT REQUIRED** ☐ **TABLE**

Roger Clague
Chief Technology Officer
PRESENTER'S NAME

400 Suisun Valley Road
Fairfield, CA 94534
ADDRESS

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

707-864-7264
TELEPHONE NUMBER

Technology Services & Support
ORGANIZATION

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

Feb 7, 2014
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Board Agenda Item: SAN/Server Upgrade – Attachment 1

SAN & Server Farm Upgrade – Requirement

Hardware - SAN & Server Farm History and Growth Path:

In early 2007, the district began work to implement a new ERP system (Banner) to replace the aging system on our HP 3000 platform. Part of this work included purchasing and installing an EMC Clarion storage area network (SAN) to house all of the critical Banner databases, plus provide storage for backup-to-disk and a clustered Exchange email server environment. The original purchase included approximately 10TB of raw storage. *(Note: usable storage = approximately 30% of raw storage)*

In 2008, as part of the district's Green Initiative (and realistically, a lack of datacenter space, power and cooling), we began a project to virtualize many of our datacenter servers. Additional storage was added to the SAN to bring its capacity to approximately 20TB of raw storage. This allowed us to virtualize and remove over 30 physical servers, reducing our energy footprint and freeing up much needed space. Besides virtualizing as many physical boxes as possible, additional new virtual servers were created to provide needed services. Many of these included additional instances of Banner/Luminis environments, accessory application servers (ePrint, CCCApply, Financial Aid Needs Analysis, etc), and new testing and development platforms. Additionally, disk storage and email storage needs continued to grow at an accelerated pace. By the end of 2011 we were nearly at capacity, and our EMC Clarion storage unit was going end of life/support July 1, 2012.

Early in 2012 we began a project to implement a new Dell Compellent SAN. In addition to being able to regain a supported hardware platform, the Compellent platform offered several key benefits:

- Modular design that is easier to upgrade; no complete 'forklift' replacements necessary, like we were facing at that point
- Virtualized storage platform; makes it easier to make changes to disk allocations and vastly improves performance
- Automated tiering of data to improve performance and maximize value of different disk types

The decision was made to migrate to the Compellent platform and factor in a 30% growth in storage, plus additional storage to begin a pilot program for desktop virtualization (VDI). Additionally, there was space allocated for an upcoming security camera project that would require space to store video footage. The new SAN contained approximately 32TB of raw storage, which housed all data from the previous SAN with some room to spare.

Later in 2012, the security camera project expanded and there was an demand for more storage; an additional storage shelf of 24TB raw was added, bringing the raw capacity to just under 60TB. At the completion of the project, we still had capacity left to grow, approximately 15TB.

Over the remainder of 2012 and 2013, our storage needs continued to climb. Increases in the number of Banner servers, the size of the Banner databases (due to accumulating more years of information), higher demands for server file storage and I/O, and huge jumps in email storage have left us dangerously low on space. With so many users accessing the data constantly, we are constrained both from a storage perspective and an I/O perspective.

Current Diagnostic Snapshot Highlighting Typical SAN Use.

Phone Home Date:	12/8/2013 9:38:01 AM							Potential Writable Space (TB)			
Disk Folder	Tier	Disk Class	Total Raw Disk Space (TB)	Total Consumed Space (TB)	Total Raw Free Disk Space (TB)	Avg Raid Efficiency	Estimated Writable TB	Raid 10	Raid 5-9	Raid 5-5	Percent Full
Assigned-Redundant-4096	Tier 1	SLCSSD	0.91	0.01	0.90	50.00%	0.45	0.45	0.80	0.75	
	Tier 2	15K	18.01	18.01	0.00	71.30%	0.00	0.00	0.00	0.00	
	Tier 3	7K	40.03	33.89	6.13	63.90%	3.92	3.07	5.45	5.11	

Tier 1 is our solid state memory which is used to maximize system throughput. It use is very transient, but it will be more heavily loaded when we add more vMware virtual servers, which we must as we add more apps, like Argos, BDMS and Work Flow.

Tier 2 is our regularly accessed data, and is running at 100% utilization. The trigger for additional Tier 2 capacity is generally accepted as 80% utilization.

Tier 3 is the data which is less frequently used, and users may have to wait for a second or two to access it. This is constantly over 80% utilization rates which we consider to be the trigger for additional Tier 3 capacity.

Software: More Applications and Databases Constantly Being Added.

Even without the addition of more applications and databases each semester sees another semester of data from a myriad of sources is added. The need to keep notably student and human resources date almost in perpetuity leaves little opportunity to recycle storage space for new incoming cohorts and new staff. The growth of data storage needs is inevitable.

Since the last major hardware upgrade in mid 2012 SCC has added and upgraded the following data storage and processor intensive applications or modules to our Server Array and SAN:

> Upgrade Oracle from 10g to 11g (required additional Virtual servers)
> Installed ODS (DODS) (added virtual server)
> Install Degree Works (Test, DGWT)
> Mobil App (added virtual server)
> Installed Luminis (My.LumDEV)(added 4 virtual server)
> Class Finder Appl
> New My.Solano Login page and graphics
> Six Banner Upgrades
> Upgrade AppWorx
> Installed CashNet (PayPlan)

Installed eTranscript
Implemented Canvas (SAS – WEB based software as a service - but twice daily extracts are both memory and processor intensive)
Implemented Open CCC Apply
Installed ARGOS

Future Applications Potentially Include:
Document Imaging & Management System (potentially significant data storage requirement)
R25 Banner linked resource management system (database)
Banner Workflow System
(Note, all of these future applications/modules were part of the original Banner purchase but have not yet been implemented)
Desktop Virtualization

Conclusions:

The College needs to add SAN & server capacity as a matter of urgency to forestall imminent severe service impact to all users, and to build to meet demand for the next 2 years.

By mid-2014 the 2012 capacity upgrade will have met the anticipated life of such an upgrade before further upgrades are required (the equipment life expectancy is 5+ years).

At the time of the 2012 upgrade not all of the additional applications/modules subsequently were anticipated.

Storage and processing power needs will continue to grow for the foreseeable future, and may expand based on adding enterprise wide functionality.

Processing and storage costs are constantly declining, so adding capacity to cover a period of longer than 2 years is not the most efficient use of funds in the long term.

Recommendation:

The SCC Board of Trustees approves funding an upgrade of the districts Data Center (Server Farm and Storage Area Network).

The board further recognizes that future growth in data storage and processing power is inevitable and that this current infrastructure upgrade is anticipated to last for up to 2 years, dependent on what new applications and modules may be added in the intervening period.

Chapter 8: Direction for Technology

Solano Community College (SCC) students and faculty are becoming increasingly technologically savvy, and our society's expectations for high-caliber technology and innovation continue to grow. Solano Community College strives to increase technological access to a full range of educational resources, and prepare students to meet the technologically rigorous demands of today's workplace.

This chapter **outlines technology focus areas and strategies, and anticipated technology projects** planned to support student success and achieve SCC's broader mission.

Background

Technology and Library Services at SCC are now a single operating division. There is a natural affinity between these two service areas with shared purposes related to organizing, storing, managing and delivering information that is content-rich, timely, and accurate. Moving forward, this unified structure will create efficiencies and allow SCC to streamline efforts to support technology communication systems campus-wide.

Education Technology Focus Areas

The overarching endeavor for SCC's education technology over the next decade and beyond is to deliver world-class customer satisfaction (92.5% satisfaction rating) to all of our constituents—students, faculty, staff, and our global community. This will be accomplished by providing an outstanding user experience, ubiquitous access to educational resources, information, and materials through the creative use of technology and communication systems. The following ten education technology focus areas are central to SCC's success in delivering the highest quality user experience and satisfaction, and thereby contributing to world-class education delivery.

- **Ubiquitous access to technology**—Expand access with increasing emphasis on mobile devices and user-friendly online learning resources to facilitate anytime, anyplace, anyhow learning.

- **Bring-Your-Own-Device capability**—Deliver a comprehensive college-wide Bring-Your-Own-Device (BYOD) capability to allow students to use devices that they own and with which they are comfortable/familiar, and to continue their learning anywhere on any Solano Campus.

- **Distance education programs**—Expand and develop distance education courses to capitalize on the value of ubiquitous access and BYOD tactics.

- **Online education resources**—Build a library of online education/program resources and media, instantly available to all students in real time.

- **Virtualization**—Offer greater use of virtualization for servers and student-centric end-user devices; maintain a consistent look and feel across multiple platforms, allowing students and staff to focus on the content not the technology.

- **Online education management**—Increase capability in the area of online education management by students, faculty, and support staff.

- **Financial planning tools**—Provide better access to financial aid and financial planning tools.

- **Digital library capability**—Build greater digital library capability including e-text books, enhanced document scanning, digitization, OCR, and digital document capabilities.

- **Notepad device checkout**—Develop a "notepad device" checkout program to allow students to download multiple e-textbooks onto a single device.

- **Rich library media**—Develop a media and streamed media storage, and management and delivery capabilities within the library system.

Technology Strategies

Reliable technology infrastructure is essential to providing SCC students with the highest quality education. To this end, technology infrastructure should be designed and built to deliver a Service Level Agreement including Four Nines Uptime (99.99% system availability, excluding planned maintenance). This represents less than one hour of unplanned down-time per year. Below are the strategies aimed at supporting the technology focus areas and accomplishing SCC's broader mission.

- Replace existing EOL Server and Communications Infrastructure, upgrade to 10GB college-wide capability to support BYOD and rich media needs including: File Server Upgrades, Consolidation and Virtualization; WiFi; Core Switches; Edge Switches; and Fiber Optics.

- Replace existing End Of Life (EOL) and expand non-EOL storage infrastructure to include next generation storage (including cloud storage) to meet the exponential growth in demand associated with delivering general education technology, and library technology themes and trends.

- Develop a cloud based failover and capacity on-demand capability to ensure "Four Nines" availability of digital education resources.

- Launch SCC WEB 3.0, a more student-centric application that provides enhanced online education delivery, education planning, and financial aid planning.

- Develop a comprehensive staff development capability in the use of information and education technologies, for all IT, Library, Faculty, Adjunct, and support staff.

Anticipated Technology Projects

The following table presents SCC's technology projects anticipated in 2014/2015. Projects are listed along with desired outcomes, best-case scenario schedule targets, and related EMP goals.

PROJECT	DESIRED OUTCOME	TARGET SCHEDULE	RELATED EMP GOALS
Virtual Desktops	Proposed Pilot at Vallejo: Upgrade network 10GB (switches and Wi-Fi) and deploy virtual desktops.	On hold	Goal F Goal G
Phone/PBX Refresh	Replace EOL VOIP phone system (Already EOL; end of Support April 2014): Unified Messaging Call Manager, Call Center and Contact Center, IM, Presence, Voice and Video Capability, Emergency Comms (Informocast). Phone in every classroom.	Start: on completion of Ph 1 Network Upgrade	Goal F
Phase 1 Network Upgrade, Switches, ISE, Wi-Fi	Replace HP switches (EOS) with Next Generation Switches and Wi-Fi support switches per new district standards. Upgrade Clean Access to ISE (Identity Services Engine for BYOD management). Deploy new WiFi. (Current Trapeze EOS). WiFi problem to fix: EOS replace existing systems now; then conduct site survey followed by full upgrade; and prepare for BYOD capability.	Start: Fall 2014	Goal F

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PROJECT	DESIRED OUTCOME	TARGET SCHEDULE	RELATED EMP GOALS
Network and Systems Management System	Implement network monitoring and management systems: 1. Compellant Enterprise, Manager for SAN (currently in use) 2. Nagios (under evaluation) 3. Airwave/Aruba Networks network monitoring (Ph 1 Network Upgrade)	Initial data center system monitoring installed	Goal F
Disaster Recovery	Provide cloud based "hot" site disaster recovery capability for critical systems. Outsource planning and implementation (Cloud, SaaS).	Research of vendor and systems in process	Goal F Goal G
Enterprise Systems Virtualization	Complete Banner Virtualization, virtualize all other Enterprise Software Systems.	Complete: Summer 2014	Goal F

SOLANO CCD CAPITAL IMPROVEMENT PROGRAM
Project Initiation Form

Campus:	District Wide	**Date:**	09/17/14
Building Name(s):	N/A	**Project No.:**	42101.812000.
Project Name:	IT Infrastructure Improvements		
Project Scope:	IT Infrastructure Improvements project is a districtwide technology infrastructure project intended to provide necessary network, communication systems, desktop services and equipment improvements in support of instructional, student support and office spaces. The project includes the following components: planning, assessment, surveys, design and construction; IT and security equipment; and project/construction management.		
Project Cost Estimate:	$ 3,500,000	**Building Square Footage:**	N/A
Construction Cost Estimate:	$ 2,000,000	**Construction Cost/Sq. Ft.:**	N/A
Funding Source(s):	Measure Q Bond Funds		
Design Consultant:	TBD		
Design Start Date:	October, 2014		
Construction Start/End Schedule:	January, 2015 / December, 2017		
Delivery Method:	Design Build and Design Bid Build		
Comments:	This is for the first phase of the overall IT Infrastructure Improvements project and it is aligned with the first tranche of the bond program.		
KCEM Design Manager	Mike Dossa		
Submitted by:			

Mike Dossa
Design Manager, Kitchell CEM

PROJECT AUTHORIZATION

Ines Zildzic Program Manager Kitchell CEM	Leigh Sata Executive Bonds Manager Solano Community College District
Roger Clague Chief Technology Officer Solano Community College District	

Interactive Data

The chart below is a comprehensive student success analyzer. You can select subject areas, courses, campuses and even specific semesters.

The data displays demographic data such as gender and age group as well as a grade distribution and combined success and headcount data by ethnicity and course delivery method.
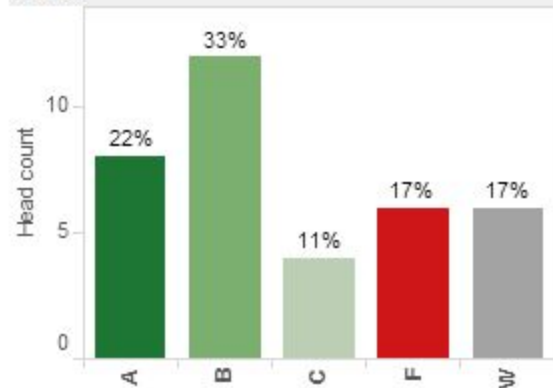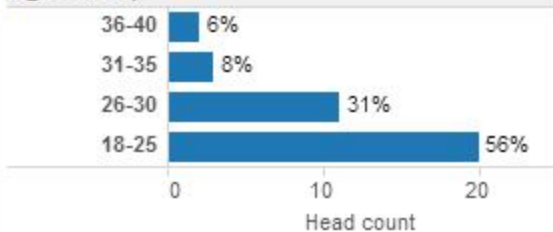
Selection Criteria

Subject	Accounting ▼
Campus	Online ▼
Semester	Fall 2012 ▼
Course ID	(All) ▼

Gender

Female	69%
Male	30%
Not Reported	1%

Headcount

Grade

33%
22%
11%
17%   17%

Head count

A   B   C   F   W

Age Group

36-40	6%
31-35	8%
26-30	31%
18-25	56%
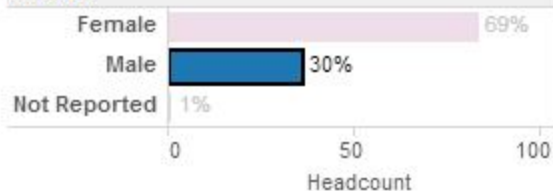
Head count

Success Rate & Headcount by Ethnicity

100%   88%
63%   60%   62%
0%

- Am. Indian or Alaskan Native
- Asian or Pacific Islander
- Black Non-Hispanic
- Hispanic
- Other
- White Non-Hispanic
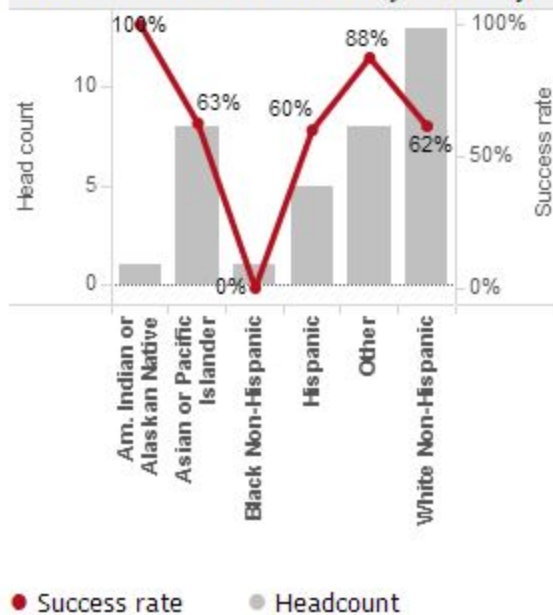
Success & Headcount by Delivery Method

67%

Online

● Success rate   ● Headcount
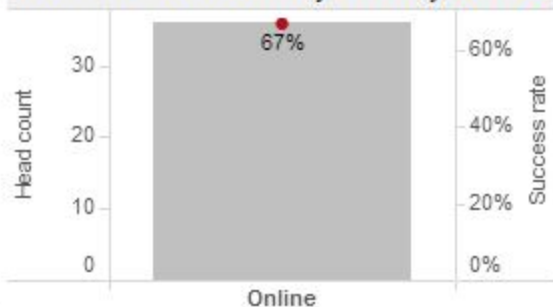
Accounting

Enrollment Data

1.3

Section Counts

Table below shows the count of number of sections offered of a particular course within Accounting. Any courses that are part of a cross-list group are marked with an "x". Further information on scheduling patterns of cross listed courses can be found in section 2.9 "Fill Rates, Class Size and Efficiency".

	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014
Total	13	11	1	11	11	11	11	4	12	12	5	15
ACCT 001	6	7	1	5	7	5	7	3	6	7	4	7
ACCT 002	4	3		4	3	4	3	1	3	3	1	4
ACCT 050	1			1		1			1	1		1
ACCT 176	1			1			1			1		1
ACCT 177		1			1				1			1
ACCT 183	1					1			1			1

Headcounts

Table below shows the count of number of students enrolled in a particular course within Accounting. The total shows the number of students within the entire discipline.

	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014
Total	347	381	32	343	388	362	347	108	320	320	139	338
ACCT 001	210	243	32	181	254	196	205	76	186	197	103	190
ACCT 002	98	106		121	113	116	109	32	83	95	36	93
ACCT 050	18			26		30			28	15		25
ACCT 176	18			33			33			23		12
ACCT 177		32			23				29			23
ACCT 183	24					47			29			37

FTES

Table below shows the count of number Full Time Equivalent Students (FTES) generated in a particular course within Accounting. The total shows the total FTES for the entire discipline. 1 FTES is equivalent to 525 hours of instruction.

	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014
Total	47.8	49.7	4.3	47.3	51.1	49.3	39.2	14.3	44.7	42.6	18.3	47.4
ACCT 001	28.0	32.4	4.3	24.1	33.7	26.1	26.8	10.0	25.1	26.1	13.5	25.3
ACCT 002	12.9	14.1		16.1	15.1	15.5	9.1	4.3	10.9	12.7	4.8	12.4
ACCT 050	1.8			2.6		3.0			2.8	1.5		2.5
ACCT 176	2.4			4.4			3.3			2.3		1.2
ACCT 177		3.2			2.3				2.9			2.3
ACCT 183	2.6					4.7			2.9			3.7

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Population Served 1.4

% Enrollment by Gender

	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014
Female	59%	59%	56%	57%	54%	55%	57%	53%	57%	58%	55%	63%
Male	40%	41%	44%	43%	46%	44%	42%	46%	42%	41%	42%	34%
Not Reported	1%	0%	0%	0%	1%	1%	1%	1%	1%	1%	3%	2%
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

% Enrollment by Student Age

	Fall 2010	Spring 2011	Summer	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer	Fall 2013	Spring 2014	Summer	Fall 2014
0-17	1%	0%	0%	1%	0%	1%	1%	0%	1%	0%	1%	2%
18-25	51%	51%	66%	55%	65%	58%	59%	61%	51%	59%	55%	48%
26-30	17%	13%	16%	14%	15%	15%	13%	16%	13%	13%	19%	16%
31-35	11%	10%	9%	9%	7%	8%	10%	10%	10%	7%	6%	8%
36-40	7%	7%	6%	7%	4%	6%	5%	1%	4%	5%	0%	7%
41-45	5%	7%	3%	6%	3%	4%	4%	2%	7%	5%	7%	6%
46+	8%	11%	0%	8%	6%	7%	8%	10%	14%	11%	11%	14%
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

% Enrollment by Ethnicity

	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Am. Indian or Alaskan Native	2%	3%	6%	2%	2%	2%	3%	2%	3%	3%	6%	4%
Asian or Pacific Islander	20%	18%	13%	22%	18%	20%	21%	31%	23%	23%	24%	25%
Black Non-Hispanic	17%	14%	16%	12%	15%	14%	11%	23%	14%	18%	18%	16%
Hispanic	13%	11%	19%	14%	18%	18%	18%	15%	18%	23%	14%	20%

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	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014
Other	15%	24%	16%	18%	15%	13%	11%	1%	7%	4%	4%	4%
White Non-Hispanic	33%	30%	31%	31%	33%	33%	37%	28%	36%	30%	35%	32%
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

% Enrollment by Student Type

	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014
Continuing	80%	76%	59%	80%	78%	73%	74%	54%	77%	75%	30%	54%
First Time Student	5%	3%	0%	5%	3%	5%	4%	2%	4%	3%	9%	10%
First Time Transfer	5%	7%	25%	5%	5%	9%	7%	21%	8%	7%	29%	11%
Returning	10%	15%	16%	10%	14%	12%	15%	23%	11%	14%	31%	24%
Special Admit Student K-12	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	1%	2%
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Fill Rates, Class Size and Efficiency

2.9

TERMS

Scheduled Sections: The number of distinct course reference numbers scheduled in a particular semester

Actual Sections: The number of actual sections discounting any cross listings.

FTEF: A standardized method for computing faculty load.

FTEF is calculated as Activity Points/45

FTES: 1 FTES is 525 hours of instruction

It is calculated from:

15 hours per week for 17.5 weeks for 2 semesters

FTES is not usually calculated on a student by student basis

(# students per week * # class hours per week * 17.5 weeks) / 525

WSCH (Weekly Semester Credit Hours): WSCH = # students * class hours per week

LOAD: This is a measure of how many student contact hours are generated per faculty member

Efficiency/Load = WSCH/FTEF

A number between 500 and 525 is considered the break-even point, for a 3 unit course this would equate to 33-35 students.

FILL: % of students compared to class max as of census date.

		Summer 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014	Spring 2015
Total	**Scheduled Sections**	1	11	11	11	11	4	12	12	5	15	13
	Actual Sections	1	11	11	11	11	4	12	12	5	15	13
	Total FTEF	0.27	2.86	2.86	2.79	2.93	1.06	2.99	3.06	1.33	3.73	3.33
	Total FTES	6.3	49.0	53.6	49.3	39.2	14.3	44.5	42.6	18.6	54.7	0.0
	Total WSCH	188	1,470	1,608	1,479	1,175	429	1,336	1,278	557	1,640	0
	Avg LOAD	707	511	558	532	401	403	445	412	419	437	0
	Avg FILL	117.5	88.1	92.7	90.7	79.0	67.5	75.1	70.3	70.5	74.5	0.0
	Avg Max Enroll	40	39	40	39	40	40	39	39	40	39	39
ACCT 001	**Scheduled Sections**	1	5	7	5	7	3	6	7	4	7	8
	Actual Sections	1	5	7	5	7	3	6	7	4	7	8
	Total FTEF	0.27	1.33	1.86	1.33	1.86	0.80	1.60	1.86	1.06	1.86	2.13
	Total FTES	6.3	24.8	35.6	26.1	26.8	10.0	25.0	26.1	13.8	31.2	
	Total WSCH	188	744	1,068	784	804	301	750	784	413	936	
	Avg LOAD	707	559	574	590	432	376	470	421	388	503	
	Avg FILL	117.5	93.0	95.4	98.0	71.8	63.3	76.3	70.0	65.6	83.6	
	Avg MAX ENROLL	40	40	40	40	40	40	40	40	40	40	40

	Summer 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014	Spring 2015
ACCT 002											
Scheduled Sections		4	3	4	3	1	3	3	1	4	3
Actual Sections		4	3	4	3	1	3	3	1	4	3
Total FTEF		1.06	0.80	1.06	0.80	0.27	0.80	0.80	0.27	1.06	0.80
Total FTES		16.9	15.6	15.5	9.1	4.3	10.9	12.7	4.8	13.1	
Total WSCH		508	468	464	272	128	328	380	144	392	
Avg LOAD		478	586	436	341	481	411	476	541	369	
Avg FILL		79.4	97.5	72.5	90.8	80.0	68.3	79.2	90.0	61.3	
Avg MAX ENROLL		40	40	40	40	40	40	40	40	40	40
ACCT 050											
Scheduled Sections		1		1			1	1		1	1
Actual Sections		1		1			1	1		1	1
Total FTEF		0.20		0.20			0.20	0.20		0.20	0.20
Total FTES		2.6		3.0			2.8	1.5		2.7	
Total WSCH		78		90			84	45		81	
Avg LOAD		390		450			420	225		405	
Avg FILL		86.7		100.0			93.3	50.0		90.0	
Avg MAX ENROLL		30		30			30	30		30	30
ACCT 176											
Scheduled Sections		1			1			1		1	1
Actual Sections		1			1			1		1	1
Total FTEF		0.27			0.27			0.20		0.20	0.20
Total FTES		4.7			3.3			2.3		1.3	
Total WSCH		140			99			69		39	
Avg LOAD		526			372			345		195	
Avg FILL		100.0			94.3			65.7		37.1	
Avg MAX ENROLL		35			35			35		35	35
ACCT 177											
Scheduled Sections			1				1			1	
Actual Sections			1				1			1	
Total FTEF			0.20				0.20			0.20	
Total FTES			2.4				2.9			2.4	
Total WSCH			72				87			72	
Avg LOAD			360				435			360	
Avg FILL			60.0				72.5			60.0	
Avg MAX ENROLL			40				40			40	
ACCT 183											
Scheduled Sections				1			1			1	
Actual Sections				1			1			1	
Total FTEF				0.20			0.20			0.20	
Total FTES				4.7			2.9			4.0	
Total WSCH				141			87			120	
Avg LOAD				705			435			600	
Avg FILL				117.5			72.5			100.0	
Avg MAX ENROLL				40			40			40	

Course Completion and Retention

% Grade Distribution

	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014
	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	71%	100%
A	27%	27%	25%	33%	25%	28%	24%	25%	34%	28%	0%	0%
B	27%	26%	31%	28%	21%	27%	24%	24%	26%	28%	0%	0%
C	14%	15%	16%	14%	18%	18%	14%	7%	13%	13%	0%	0%
D	3%	3%	0%	4%	4%	3%	3%	0%	3%	4%	0%	0%
F	11%	21%	13%	11%	21%	13%	16%	14%	9%	9%	0%	0%
NP	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%
P	0%	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%
W	18%	8%	16%	11%	11%	12%	18%	29%	15%	19%	29%	0%
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Success Rates

The tables below show the success rates by various student demographics within the discipline. **Red values** denote a success rate below the group average while **green values** denote a success rate above the group average. The second number shows the percentage point difference in success rate between those in the program and the average for all students across the institution for that measure. Color coding shows if the percentage point difference is 10 percentage points higher (green), within 10 percentage points (yellow) or 10 percentage points less (red) that the institution average.

Success Rate (Gender)

	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014
Total	67.4%	68.2%	71.9%	74.5%	63.8%	72.5%	62.0%	57.4%	72.4%	68.2%	0.0%	0.0%
Female	67.4%	69.6%	83.3%	71.6%	61.6%	68.3%	59.6%	57.9%	72.4%	68.6%	0.0%	0.0%
	-1.2%	1.9%	8.1%	3.1%	-6.7%	-0.9%	-8.9%	-16.1%	4.0%	-1.5%	-27.7%	0.0%
Male	68.3%	66.2%	57.1%	78.2%	66.1%	78.1%	65.8%	58.0%	73.0%	67.4%	0.0%	0.0%
	4.0%	1.0%	-19.4%	12.5%	-0.5%	12.6%	-0.6%	-18.7%	7.6%	0.0%	-30.8%	0.0%
Not Reported	40.0%	0.0%	0.0%	100.0%	100.0%	50.0%	33.3%	0.0%	50.0%	75.0%	0.0%	0.0%
	-23.1%	0.0%	0.0%	30.8%	32.2%	-14.0%	-31.5%	-75.8%	-22.0%	8.0%	-24.1%	0.0%

Success Rate (Ethnicity)

	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014
Total	67.4%	68.2%	71.9%	74.5%	63.8%	72.5%	62.0%	57.4%	72.4%	68.2%	0.0%	0.0%
	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Am. Indian or Alaskan Native	12.5%	45.5%	100.0%	57.1%	62.5%	81.8%	72.7%	100.0%	81.8%	60.0%	0.0%	0.0%
	-56.0%	-23.5%	22.7%	-11.1%	-2.3%	14.9%	9.5%	20.4%	15.4%	-11.9%	-34.5%	0.0%
Asian or Pacific Islander	71.8%	73.9%	100.0%	80.7%	65.7%	75.0%	63.9%	64.7%	63.0%	71.1%	0.0%	0.0%
	1.9%	4.5%	18.1%	9.8%	-5.1%	4.0%	-6.3%	-13.4%	-6.6%	-1.5%	-28.9%	0.0%
Black Non-Hispanic	59.0%	52.7%	40.0%	45.2%	36.8%	53.8%	35.1%	40.0%	67.3%	47.4%	0.0%	0.0%
	5.1%	-1.0%	-25.7%	-9.8%	-16.6%	-1.9%	-18.9%	-24.7%	10.2%	-8.3%	-30.3%	0.0%
Hispanic	60.9%	71.4%	83.3%	72.5%	67.6%	63.9%	67.7%	68.8%	81.3%	67.1%	0.0%	0.0%
	-5.0%	5.0%	10.1%	7.7%	1.9%	-1.0%	0.5%	-7.2%	15.8%	0.0%	-28.9%	0.0%
Other	73.3%	70.3%	40.0%	80.0%	61.4%	76.5%	54.1%	0.0%	62.5%	66.7%	0.0%	0.0%
	3.4%	4.0%	-38.0%	9.4%	-11.2%	4.0%	-19.3%	-77.3%	-9.8%	-10.4%	-33.0%	0.0%
White Non-Hispanic	72.7%	71.7%	80.0%	79.6%	74.0%	81.3%	67.2%	56.7%	77.2%	79.4%	0.0%	0.0%
	1.2%	-1.6%	1.3%	7.1%	0.4%	8.3%	-5.5%	-21.8%	5.1%	4.6%	-26.6%	0.0%

Success Rate (Age)

	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014
Total	0.67	0.68	0.72	0.75	0.64	0.72	0.62	0.57	0.72	0.68	0.00	0.00
	0.68	0.67	0.75	0.68	0.68	0.68	0.68	0.74	0.68	0.69	0.28	0.00
	0.00	0.01	-0.04	0.06	-0.04	0.05	-0.06	-0.17	0.04	-0.01	-0.28	0.00
0-17	66.7%	0.0%	0.0%	66.7%	0.0%	80.0%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%
	-3.9%	0.0%	0.0%	-5.0%	0.0%	10.0%	-41.6%	0.0%	-67.9%	0.0%	-32.8%	0.0%
18-25	61.1%	68.9%	71.4%	76.3%	64.5%	76.8%	64.9%	60.6%	80.1%	66.1%	0.0%	0.0%
	-3.5%	3.8%	-4.2%	11.1%	-1.0%	10.1%	-1.6%	-14.5%	14.2%	-1.4%	-29.9%	0.0%
26-30	68.3%	74.5%	60.0%	81.1%	62.7%	56.7%	54.5%	41.2%	61.4%	72.7%	0.0%	0.0%
	0.7%	7.6%	-14.9%	12.4%	-7.1%	-10.4%	-13.7%	-30.8%	-5.3%	3.3%	-25.7%	0.0%
31-35	70.7%	67.6%	100.0%	63.9%	53.3%	64.5%	62.9%	36.4%	63.4%	75.0%	0.0%	0.0%
	0.6%	2.6%	27.4%	-5.7%	-19.2%	-3.5%	-1.4%	-34.9%	-5.5%	5.0%	-26.2%	0.0%

	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014
36-40	69.2%	64.3%	100.0%	66.7%	71.4%	76.0%	35.3%	100.0%	69.2%	50.0%	0.0%	0.0%
	-3.2%	-6.2%	19.9%	-8.1%	-0.7%	6.5%	-34.6%	31.2%	-2.2%	-20.6%	0.0%	0.0%
41-45	75.0%	57.1%	0.0%	71.4%	58.3%	69.2%	60.0%	100.0%	62.5%	81.3%	0.0%	0.0%
	3.5%	-13.4%	-72.0%	-1.6%	-13.7%	-3.8%	-10.6%	19.4%	-8.8%	4.9%	-22.8%	0.0%
46+	88.6%	68.3%	0.0%	73.3%	70.8%	77.4%	71.4%	72.7%	71.4%	70.7%	0.0%	0.0%
	13.1%	-8.2%	0.0%	-1.7%	-2.0%	4.2%	-3.9%	-4.8%	-2.4%	-1.8%	-26.5%	0.0%

Success Rate (Instruction Method)

	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014
Total	67.4%	68.2%	71.9%	74.5%	63.8%	72.5%	62.0%	57.4%	72.4%	68.2%	0.0%	0.0%
Lecture and/or discussion	80.1%	77.9%	0.0%	81.2%	75.0%	80.6%	68.5%	50.0%	80.0%	77.5%	0.0%	0.0%
	12.0%	10.8%	0.0%	13.4%	7.5%	12.5%	0.6%	-31.4%	12.6%	8.2%	-42.5%	0.0%
Online	43.3%	51.1%	71.9%	57.4%	43.5%	54.5%	53.3%	58.2%	55.5%	55.9%	0.0%	0.0%
	-16.8%	-8.9%	2.7%	-3.4%	-19.8%	-9.6%	-7.9%	-7.5%	-7.8%	-9.9%	-10.9%	0.0%

Success Rate (First English)

The tables below show the success rates by the first English course the student took at SCC. Success rates are on top, **Red values** denote a success rate below the group average while **green values** denote a success rate above the group average. Below the success rates are the number of students

	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014
Total	67.4%	68.2%	71.9%	74.5%	63.8%	72.5%	62.0%	57.4%	72.4%	68.2%	0.0%	0.0%
	347	381	32	343	388	362	347	108	320	320	139	338
No SCC Eng	60.2%	52.7%	69.2%	68.0%	50.4%	65.8%	54.1%	58.9%	65.8%	55.4%	0.0%	0.0%
	107	131	13	100	130	108	109	56	102	105	76	131
ENGL001	72.0%	77.6%	88.9%	80.4%	81.2%	68.9%	65.2%	60.9%	79.6%	77.8%	0.0%	0.0%
	102	98	9	88	101	98	89	23	85	80	29	75
ENGL370	72.5%	72.3%	60.0%	78.9%	60.4%	83.9%	70.6%	55.6%	68.8%	71.1%	0.0%	0.0%
	37	47	5	55	53	53	51	9	45	45	11	42
ENGL310	67.7%	69.6%	66.7%	68.2%	60.0%	58.8%	41.7%	66.7%	81.8%	76.9%	0.0%	0.0%
	31	23	3	21	15	17	12	3	9	11	5	15
ENGL002	82.4%	90.5%	0.0%	94.7%	88.9%	85.0%	52.9%	25.0%	87.5%	66.7%	0.0%	0.0%
	17	21	1	15	18	20	17	4	16	15	2	6

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	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014
ENGL320	50.0% 14	66.7% 9	0.0% 0	70.0% 10	66.7% 12	70.0% 8	70.0% 10	100.0% 2	70.0% 7	100.0% 3	0.0% 2	0.0% 6
ENGL348E	85.7% 7	77.8% 9	100.0% 1	69.2% 13	75.0% 12	75.0% 7	88.9% 9	0.0% 0	100.0% 1	50.0% 6	0.0% 1	0.0% 5
ENGL004	60.0% 5	70.0% 10	0.0% 0	71.4% 6	57.1% 7	66.7% 6	100.0% 3	50.0% 4	33.3% 6	60.0% 5	0.0% 2	0.0% 6
ENGL380	100.0% 1	100.0% 1	0.0% 0	0.0% 0	0.0% 0	100.0% 8	64.3% 14	100.0% 1	71.4% 7	60.0% 10	0.0% 3	0.0% 14
ENGL305	83.3% 6	50.0% 6	0.0% 0	58.3% 9	40.0% 5	75.0% 4	60.0% 5	0.0% 0	66.7% 6	100.0% 4	0.0% 2	0.0% 3
Others	63.6% 20	84.6% 26	0.0% 0	73.1% 26	58.3% 35	81.1% 33	64.3% 28	33.3% 6	77.5% 36	80.6% 36	0.0% 6	0.0% 35

Success Rate (First Math)

The tables below show the success rates by the firstMath course the student took at SCC. Success rates are on top, **Red values** denote a success rate below the group average while **green values** denote a success rate above the group average. Below the success rates are the number of students

	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014
Total	67.4% 347	68.2% 381	71.9% 32	74.5% 343	63.8% 388	72.5% 362	62.0% 347	57.4% 108	72.4% 320	68.2% 320	0.0% 139	0.0% 338
No SCC Math	63.4% 92	51.7% 118	70.0% 10	64.4% 86	44.1% 109	60.8% 91	49.0% 98	58.3% 48	67.0% 94	62.3% 99	0.0% 78	0.0% 143
MATH011	75.8% 60	77.6% 58	77.8% 9	84.6% 73	78.9% 90	80.6% 86	80.3% 76	61.9% 21	86.8% 67	77.2% 56	0.0% 16	0.0% 38
MATH104	70.0% 57	74.6% 63	40.0% 5	73.3% 58	72.6% 62	77.4% 60	72.5% 40	71.4% 7	61.5% 48	62.7% 50	0.0% 20	0.0% 38
MATH102	54.2% 47	76.3% 38	80.0% 5	82.9% 33	66.7% 24	73.9% 21	70.0% 20	50.0% 10	85.7% 12	71.4% 14	0.0% 4	0.0% 13
MATH330	66.7% 9	64.7% 17	0.0% 0	76.5% 16	57.9% 19	70.4% 24	55.6% 27	33.3% 3	67.7% 29	67.7% 31	0.0% 6	0.0% 28
MATH310	66.7% 15	61.1% 18	0.0% 0	41.2% 17	25.0% 12	75.0% 6	50.0% 18	25.0% 4	50.0% 17	100.0% 8	0.0% 3	0.0% 14
MATH030	72.7% 10	81.8% 11	0.0% 0	100.0% 15	82.4% 17	82.4% 17	61.5% 13	75.0% 4	72.7% 11	69.2% 13	0.0% 0	0.0% 5
MATH304	76.9% 13	66.7% 9	100.0% 2	54.5% 9	75.0% 8	57.1% 6	25.0% 8	0.0% 0	100.0% 8	57.1% 6	0.0% 3	0.0% 9

	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014
MATH004	75.0% 4	88.9% 9	0.0% 0	62.5% 8	86.7% 15	80.0% 14	85.7% 7	0.0% 2	87.5% 7	75.0% 8	0.0% 5	0.0% 5
MATH020	85.7% 7	100.0% 5	100.0% 1	100.0% 6	87.5% 8	70.0% 8	100.0% 4	100.0% 1	100.0% 4	77.8% 9	0.0% 0	0.0% 8
Others	68.6% 33	80.0% 35	0.0% 0	82.6% 22	58.3% 24	70.0% 29	52.8% 36	62.5% 8	69.2% 23	69.2% 26	0.0% 4	0.0% 37

Persistence Rates

Persistence rates below show the percent of students enrolled within the discipline that returned to SCC the next year or the next semester.

A student is counted as persisting regardless of what courses they took in the subsequent semesters.

	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014
Next Semester	69%	57%	66%	68%	60%	68%	56%	43%	71%	52%	47%	0%
Next Year	42%	45%	0%	45%	44%	39%	42%	15%	39%	0%	0%	0%

Student Tracking

Accounting

Table below shows enrollment and graduation records for students enrolled in at leaset one Accounting course by academic year. The data is split to show Enrollment or Graduation records at other higher education institutions. A second split in the table shows whether the enrollment or graduation was before after or current to the calendar year of enrollment in Accounting

			2008	2009	2010	2011	2012	2013	2014
Total			257	504	437	416	407	360	334
Enrollment Record	**Total**		252	500	436	412	406	358	333
	After	**Total**	202	374	315	284	240	128	0
		CALIFORNIA STATE UNIVERSITY - SACRAMENTO	58	79	74	60	45	29	0
		NAPA VALLEY COLLEGE	19	35	32	23	25	8	0
		AMERICAN RIVER COLLEGE LOS RIOS CC DISTRICT	19	34	29	19	10	4	0
		CALIFORNIA STATE UNIVERSITY - EAST BAY	15	24	30	21	17	7	0
		DIABLO VALLEY COLLEGE	11	21	22	22	17	5	0
		UNIVERSITY OF PHOENIX	18	29	24	13	4	2	0
		SAN FRANCISCO STATE UNIVERSITY	12	21	20	18	13	9	0
		UNIVERSITY OF CALIFORNIA-DAVIS	10	29	18	22	10	7	0
		SACRAMENTO CITY COLLEGE-LOS RIOS CC	19	20	14	17	12	2	0
		COSUMNES RIVER COLLEGE-LOS RIOS CC	6	12	11	9	5	0	0
		Others	95	192	145	127	111	60	0
	Before	**Total**	144	317	287	285	284	309	329
		NAPA VALLEY COLLEGE	19	45	39	51	50	38	50
		DIABLO VALLEY COLLEGE	24	40	29	33	32	37	46

			2008	2009	2010	2011	2012	2013	2014
Enrollment Record	**Before**	**CALIFORNIA STATE UNIVERSITY - SACRAMENTO**	12	39	34	20	20	23	30
		AMERICAN RIVER COLLEGE LOS RIOS CC DISTRICT	5	22	27	36	22	21	32
		SACRAMENTO CITY COLLEGE-LOS RIOS CC	11	25	22	26	17	38	33
		UNIVERSITY OF PHOENIX	4	16	24	20	14	10	17
		CONTRA COSTA COLLEGE	7	15	15	11	15	19	24
		SAN FRANCISCO STATE UNIVERSITY	3	18	18	15	16	12	15
		COSUMNES RIVER COLLEGE-LOS RIOS CC	6	11	14	15	5	14	12
		UNIVERSITY OF CALIFORNIA-DAVIS	2	16	14	13	7	14	17
		Others	91	194	191	161	177	210	214
	Current	**Total**	47	159	127	115	122	149	80
		CALIFORNIA STATE UNIVERSITY - SACRAMENTO	11	41	25	26	17	24	7
		NAPA VALLEY COLLEGE	5	13	10	15	14	9	14
		DIABLO VALLEY COLLEGE	5	10	10	11	14	14	3
		AMERICAN RIVER COLLEGE LOS RIOS CC DISTRICT	3	11	12	12	6	9	3
		SAN FRANCISCO STATE UNIVERSITY	3	15	6	9	9	8	6
		SACRAMENTO CITY COLLEGE-LOS RIOS CC	6	8	7	7	10	9	2
		UNIVERSITY OF CALIFORNIA-DAVIS	0	8	3	9	3	7	3
		CALIFORNIA STATE UNIVERSITY - EAST BAY	2	4	11	2	4	6	2
		CALIFORNIA STATE UNIVERSITY - CHICO	0	5	2	3	0	6	10

			2008	2009	2010	2011	2012	2013	2014
Enrollment Record	**Current**	**UNIVERSITY OF PHOENIX**	2	5	7	0	4	2	4
		Others	16	72	54	47	53	74	32
Graduation Record	**Total**		100	223	160	121	68	75	66
	After	**Total**	81	164	107	57	18	8	0
		CALIFORNIA STATE UNIVERSITY - SACRAMENTO	27	46	36	16	2	1	0
		UNIVERSITY OF CALIFORNIA-DAVIS	6	17	9	4	0	1	0
		SAN FRANCISCO STATE UNIVERSITY	3	11	9	6	3	0	0
		CALIFORNIA STATE UNIVERSITY - EAST BAY	7	10	11	4	0	0	0
		UNIVERSITY OF PHOENIX	4	11	5	1	0	0	0
		SONOMA STATE UNIVERSITY	3	7	7	3	1	0	0
		CALIFORNIA STATE UNIVERSITY - CHICO	1	5	4	3	0	0	0
		COMMUNITY COLLEGE OF THE AIR FORCE	6	1	2	0	2	0	0
		SAN JOSE STATE UNIVERSITY	2	5	5	1	0	0	0
		ST MARY'S COLLEGE OF CALIFORNIA	0	2	1	1	1	0	0
		Others	26	54	19	18	9	6	0
	Before	**Total**	19	63	55	60	45	62	65
		CALIFORNIA STATE UNIVERSITY - SACRAMENTO	4	8	5	5	4	4	11
		COMMUNITY COLLEGE OF THE AIR FORCE	4	5	5	8	7	5	2
		UNIVERSITY OF CALIFORNIA-DAVIS	1	6	6	5	6	4	7
		NAPA VALLEY COLLEGE	1	4	3	6	4	6	6

			2008	2009	2010	2011	2012	2013	2014
Graduation Record	Before	UNIVERSITY OF PHOENIX	0	5	3	4	1	4	1
		SAN FRANCISCO STATE UNIVERSITY	0	3	5	1	3	0	1
		DIABLO VALLEY COLLEGE	1	4	3	2	1	4	1
		HEALD COLLEGE - CONCORD	1	1	1	3	2	3	3
		YUBA COMMUNITY COLLEGE	0	3	2	1	1	1	1
		CONTRA COSTA COLLEGE	0	0	1	1	2	0	2
		Others	8	27	27	28	22	36	35
	Current	Total	4	7	8	8	9	13	4
		COMMUNITY COLLEGE OF THE AIR FORCE	0	1	1	3	2	1	0
		UNIVERSITY OF CALIFORNIA-DAVIS	0	2	0	4	0	2	0
		CALIFORNIA STATE UNIVERSITY - SACRAMENTO	0	0	2	1	0	1	3
		NAPA VALLEY COLLEGE	0	0	2	0	0	1	0
		AMERICAN RIVER COLLEGE LOS RIOS CC DISTRICT	0	0	0	0	1	1	0
		CALIFORNIA STATE UNIVERSITY - EAST BAY	1	0	0	0	1	0	0
		CONTRA COSTA COLLEGE	0	1	0	0	0	1	0
		UNIVERSITY OF PHOENIX	1	0	0	0	0	0	1
		WOODLAND COMMUNITY COLLEGE	0	0	0	0	1	1	0
		BIOLA UNIVERSITY	0	0	1	0	0	0	0
		Others	2	3	2	0	4	6	0

Table below is a subset of the previous table. This table only shows graduation records for students that occured after the enrollment in Accounting course. The name of the institution and award major are listed.

			2008	2009	2010	2011	2012	2013	2014
Current or After	**Total**		84	170	112	64	27	18	4
	CALIFORNIA STATE UNIVERSITY - SACRAMENTO		8	19	13	3	0	1	0
		BUSINESS (ACCOUNTANCY) BS	6	8	6	6	1	0	0
		BUSINESS (HUMAN RES MGMT)BS	3	8	6	1	0	0	0
		BUSINESS (FINANCE)BS	3	6	5	0	0	0	0
		BUSINESS (GENERAL MGMT)BS	4	3	1	0	0	0	0
		Others	11	21	20	10	1	1	3
	UNIVERSITY OF CALIFORNIA-DAVIS	**MANAGERIAL ECONOMICS**	5	8	4	2	0	0	0
			1	3	0	1	0	0	0
		ECONOMICS	1	1	2	1	0	0	0
		ENGLISH	0	1	0	1	0	0	0
		POLITICAL SCIENCE	0	1	0	0	0	1	0
		Others	0	6	3	4	0	2	0
	SAN FRANCISCO STATE UNIVERSITY	**BUSINESS ADMINISTRATION**	1	3	4	3	1	0	0
			0	3	4	1	0	0	0
		BUSINESS ADMINISTRATION	1	3	2	0	0	0	0
		HOSPITALITY AND TOURISM MANAGEMENT	0	0	2	1	2	0	0
		APPAREL DESIGN AND MERCHANDISING	1	1	0	0	0	0	0

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			2008	2009	2010	2011	2012	2013	2014
Current or After	**SAN FRANCISCO STATE UNIVERSITY**	**Others**	0	5	1	2	0	0	0
	CALIFORNIA STATE UNIVERSITY - EAST BAY	**BUSINESS ADMINISTRATION**	7	9	6	3	1	0	0
		ECONOMICS	1	1	2	0	0	0	0
		HEALTH SCIENCES	0	0	2	1	0	0	0
		BIOLOGICAL SCIENCE	0	0	1	0	0	0	0
	UNIVERSITY OF PHOENIX	**BACHELOR OF SCIENCE IN BUSINESS**	3	7	4	1	0	0	1
			0	3	0	0	0	0	0
		ASSOCIATE OF ARTS	1	1	1	0	0	0	0
		MASTER OF BUSINESS ADMINISTRATION	1	2	0	0	0	0	0
		ASSOCIATE OF ARTS IN ACCOUNTING (AXIA)	1	0	0	0	0	0	0
		Others	0	1	0	0	0	0	0

Program Finances

This shows the budgets for the 1 program(s) that have been accessed by Accounting

050200   Accounting

		2008	**2009**	**2010**	**2011**	**2012**	**2013**	**2014**
Total		252,837	220,912	246,855	261,829	251,488	263,238	239,823
6A	Academic Salaries	198,118	167,916	185,984	199,859	188,592	202,569	189,542
6M	Benefits	54,719	52,996	60,871	61,970	62,896	60,670	50,281
7A	Supplies	0	0	0	0	0	0	0

44

PA-E2.19.3

ACCT 001	Prin/Acctng-Finan

This report looks at a cohort of 186 students enrolled on the course ACCT 001 in Fall 2013. 6 section(s) of this course were offered. The average success rate for students in this course was 64.0% this compared to the institutional average success rate of 67.1%

Section 1: Basic Student Demographics

Headcount by Registration Date
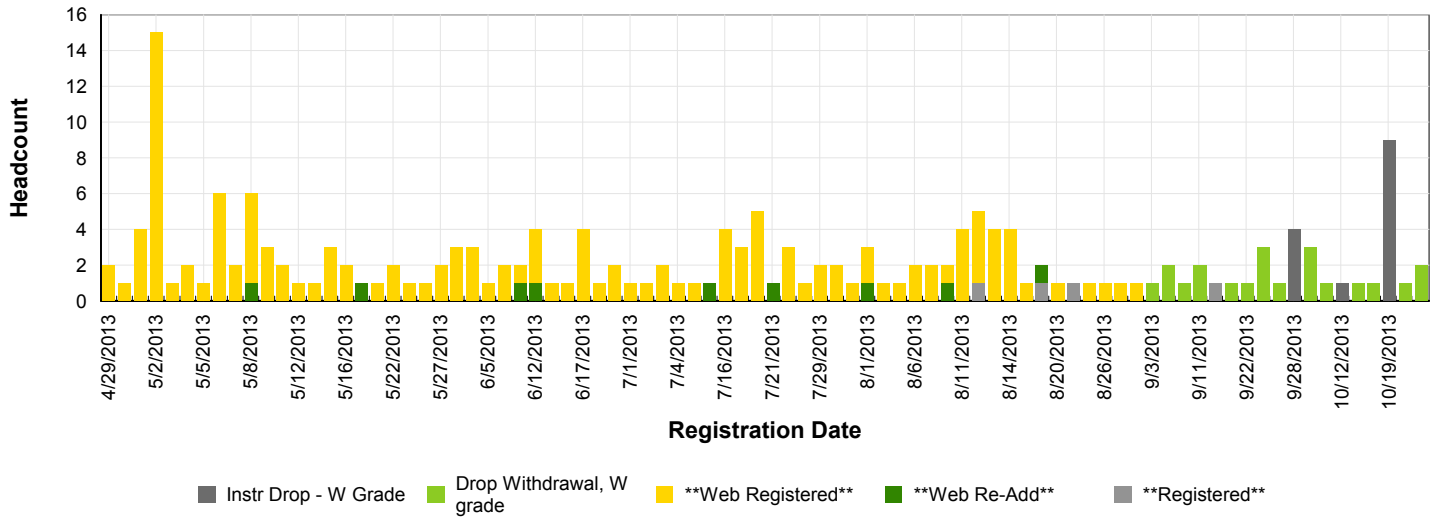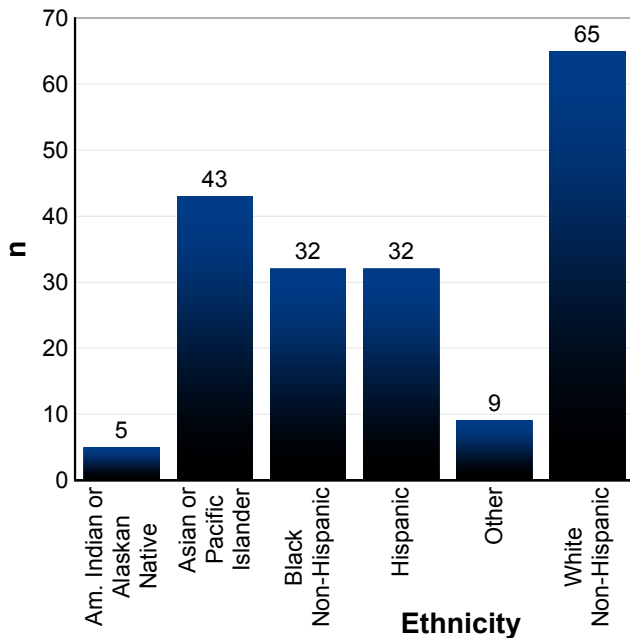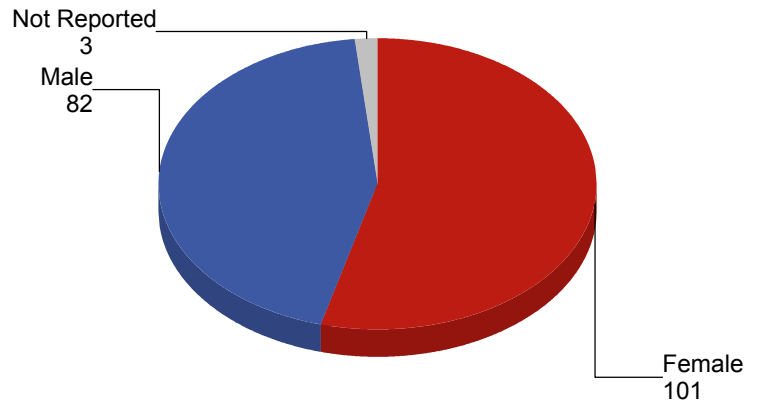
Legend: Instr Drop - W Grade | Drop Withdrawal, W grade | **Web Registered** | **Web Re-Add** | **Registered**

Headcount by Ethnicity

Am. Indian or Alaskan Native: 5
Asian or Pacific Islander: 43
Black Non-Hispanic: 32
Hispanic: 32
Other: 9
White Non-Hispanic: 65

Headcount by Gender

Not Reported: 3
Male: 82
Female: 101

Headcount by Age Group

Age Group	n
0-17	3
18-25	104
26-30	23
31-35	15
36-40	6
41-45	12
46+	23

Headcount by Student Type

Student Type	n
Continuing	128
First Time Student	13
First Time Transfer	19
Returning	25
Special Admit Student K-12	1

Headcount by Student Time
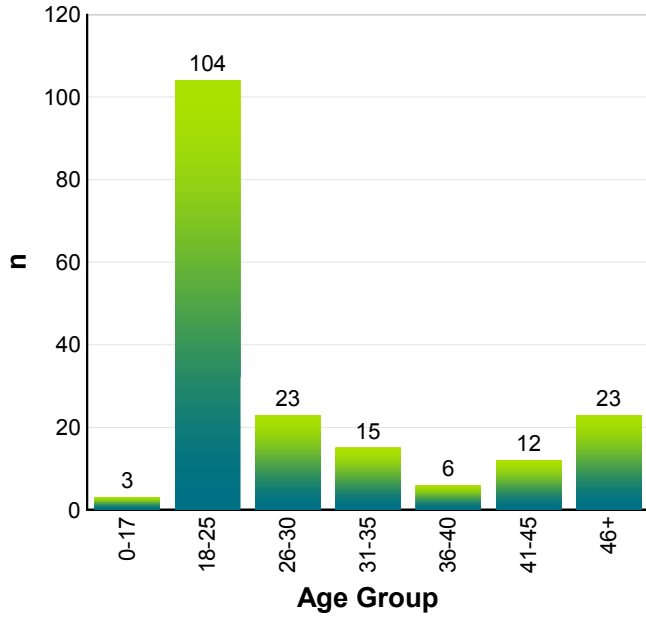
Student Time	n
Full Time	104
Half Time	55
Less than Half Time	27
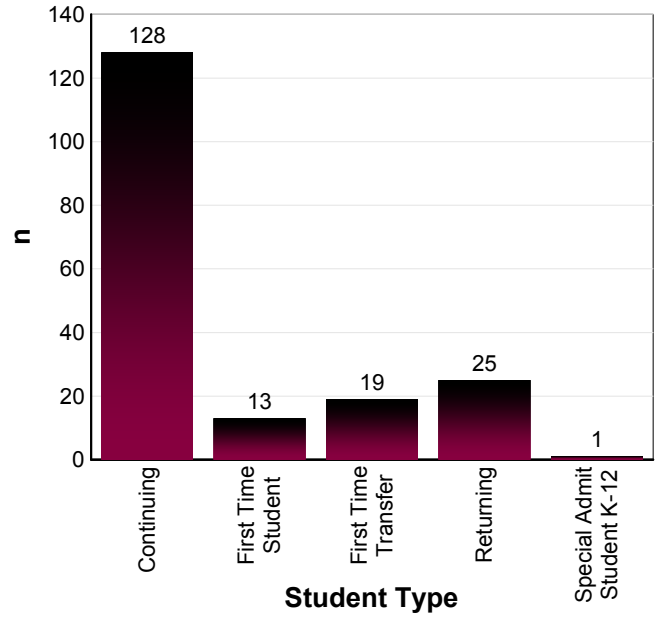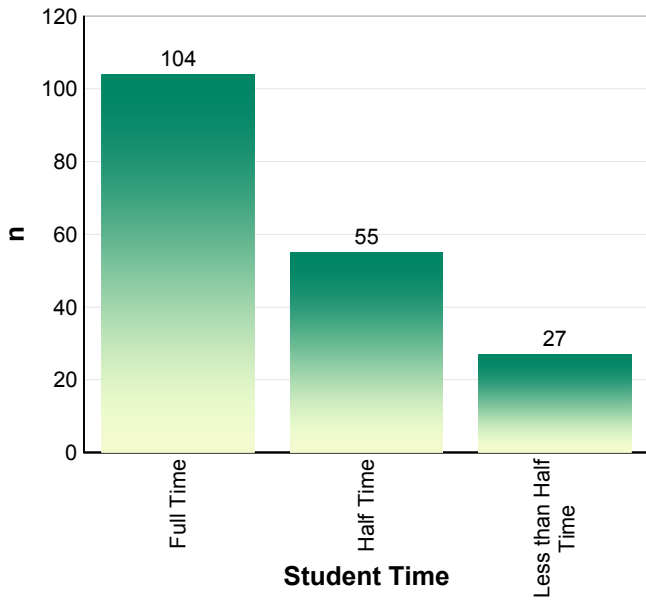
Headcount by Course Delivery Method

Delivery Method	n
Lecture and/or discussion	113
Online	73
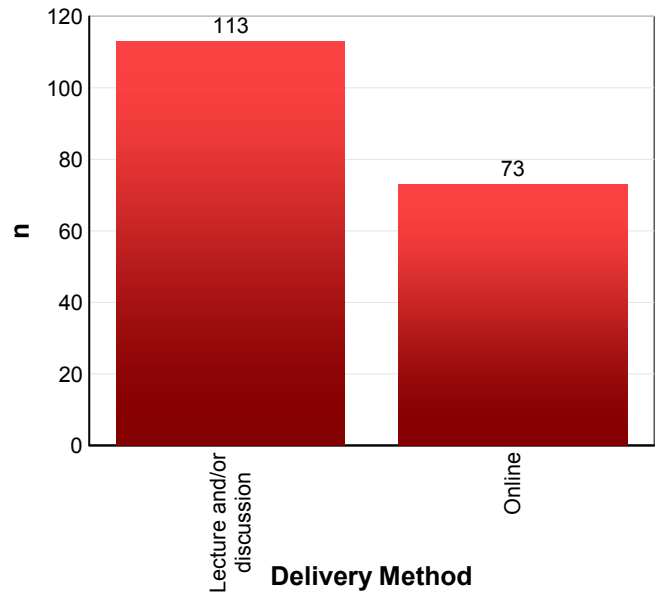
Headcount by Student Major
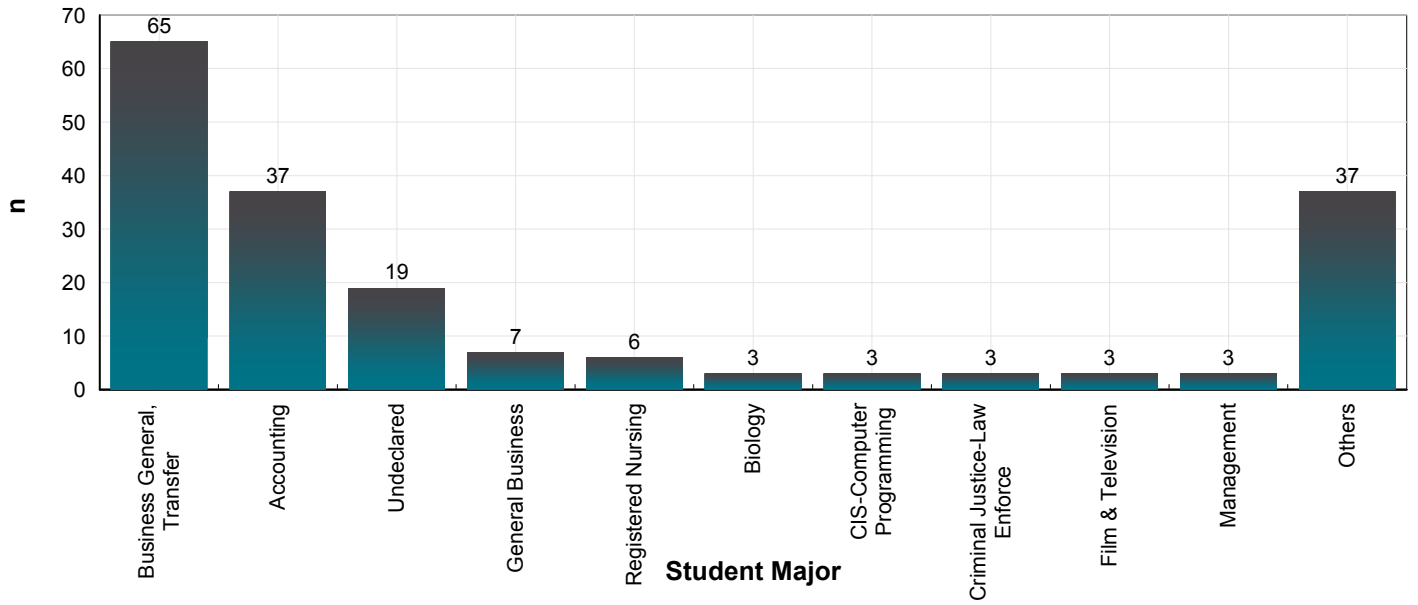
Headcount by Student GPA
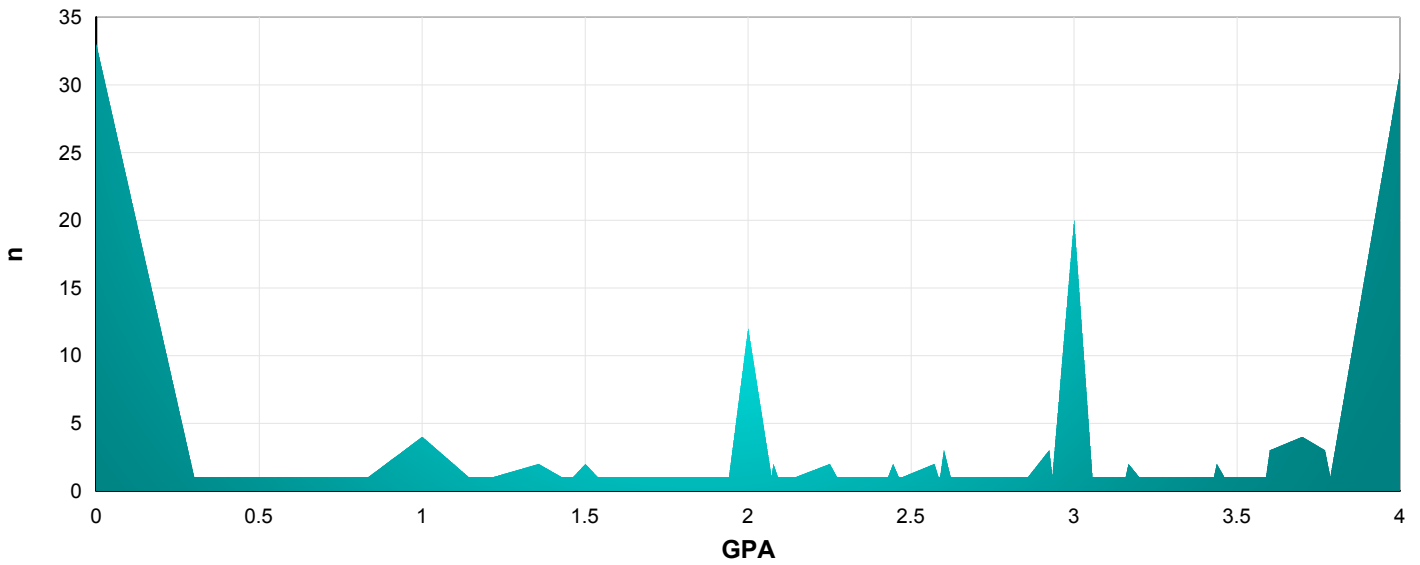
Grade Distribution
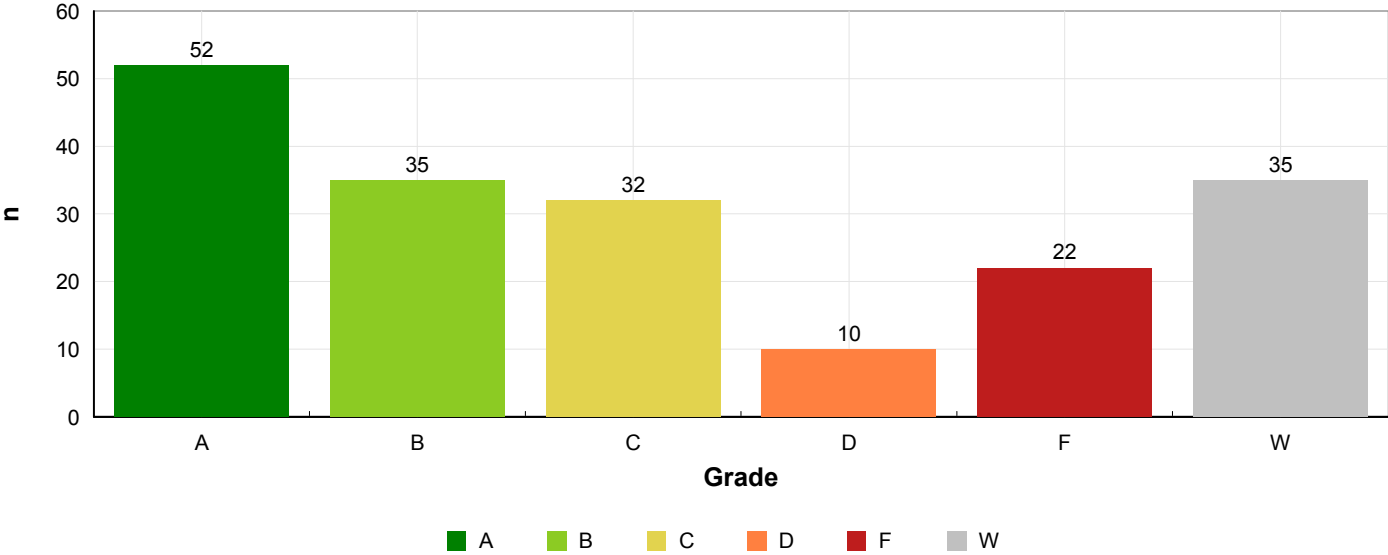
Section 2: Student Success Factors

This section illustrates the different student deographic measures (Age, Gender, Ethnicity, etc) and course attribute measures (Method of Delivery, Location, etc) that may influence the success of students in ACCT 001.

The left had side chart shows three different measures as indicated in the key below.

Symbol	Meaning
	The red dot and line shows the success rate of the students by measure.
	The black square shows the number of students enrolled in the course by measure.
	The green dotted line shows the average success rate across the entire institution.

The table on the left hand side shows the the success rate by measure and number of students. The three other measures show the comparative percentage point difference in success rate between the student in ACCT 001 and:

The average across the entire institution (Compare Institution)
The average in the current course (Compare Course)
The average for that particular measure across the entire institution (Compare Measure)

Color	Meaning
	The students in the class are have a success rate 10 percentage points greater than the comparative group
	The students in the class have a success rate within -5 and 5 percentage points of the comparative group
	The students in the class have a success rate 10 percentage points below the comparative group

By Ethnicity
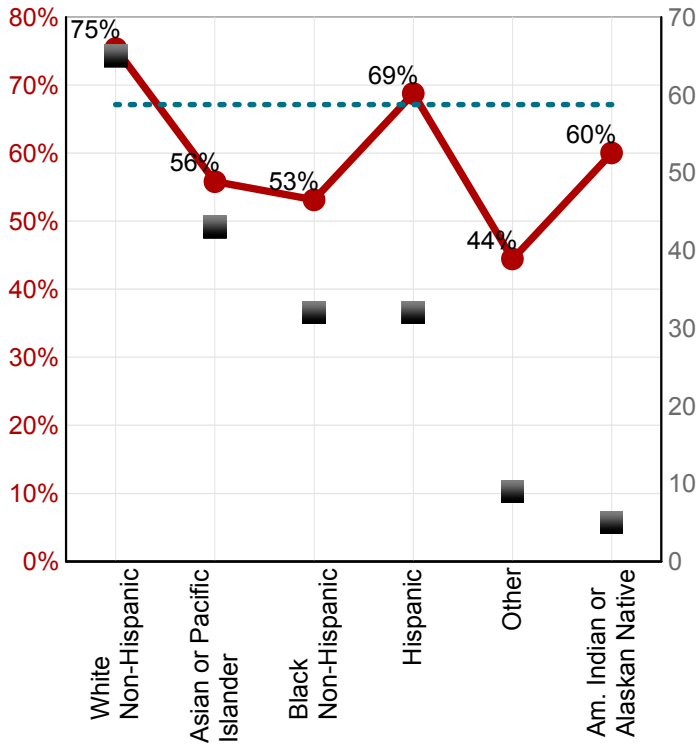
	Success Rate	n	Compare Institution	Compare Course	Compare Measure
White Non-Hispanic	75.4%	65	8.2%	11.4%	3.2%
Asian or Pacific Islander	55.8%	43	-11.3%	-8.2%	-13.8%
Black Non-Hispanic	53.1%	32	-14.0%	-10.9%	-4.0%
Hispanic	68.8%	32	1.6%	4.8%	3.3%
Other	44.4%	9	-22.7%	-19.5%	-27.8%
Am. Indian or Alaskan Native	60.0%	5	-7.1%	-4.0%	-6.4%

By Gender
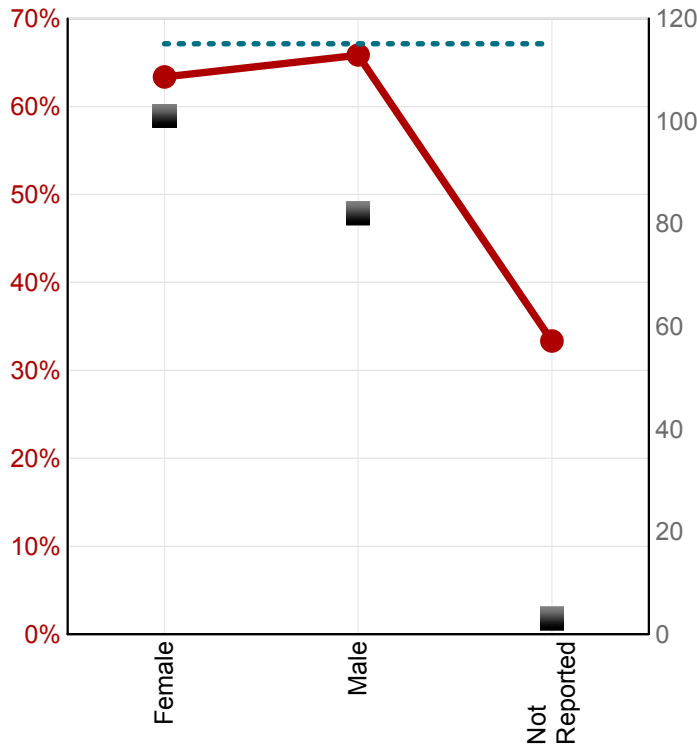
	Success Rate	n	Compare Institution	Compare Course	Compare Measure
Female	63.4%	101	-3.8%	-0.6%	-5.0%
Male	65.9%	82	-1.3%	1.9%	0.5%
Not Reported	33.3%	3	-33.8%	-30.6%	-38.7%

By Student Type
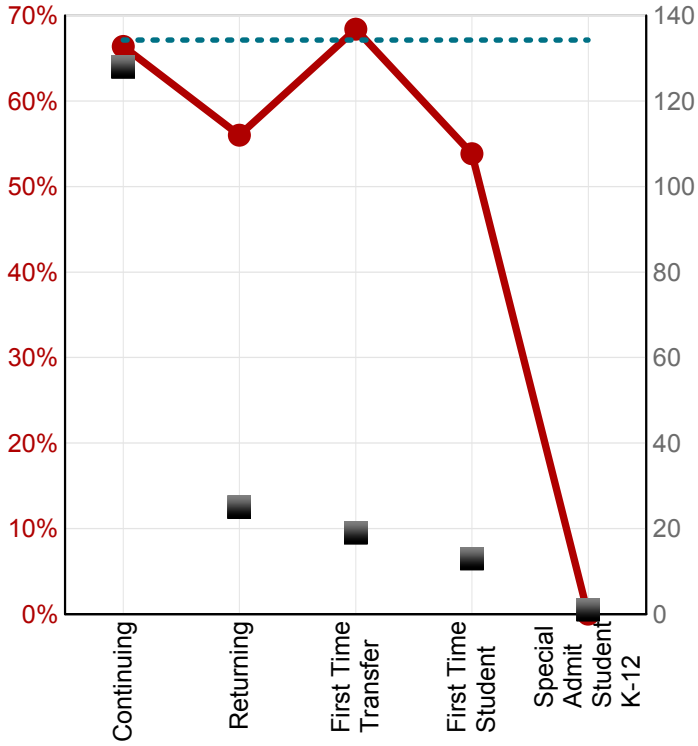
	Success Rate	n	Compare Institution	Compare Course	Compare Measure
Continuing	66.4%	128	-0.7%	2.4%	-4.1%
First Time Student	53.8%	13	-13.3%	-10.1%	-6.0%
First Time Transfer	68.4%	19	1.3%	4.4%	7.1%
Returning	56.0%	25	-11.1%	-8.0%	-5.5%
Special Admit Student K-12	0.0%	1	-67.1%	-64.0%	-76.1%

By Age Group
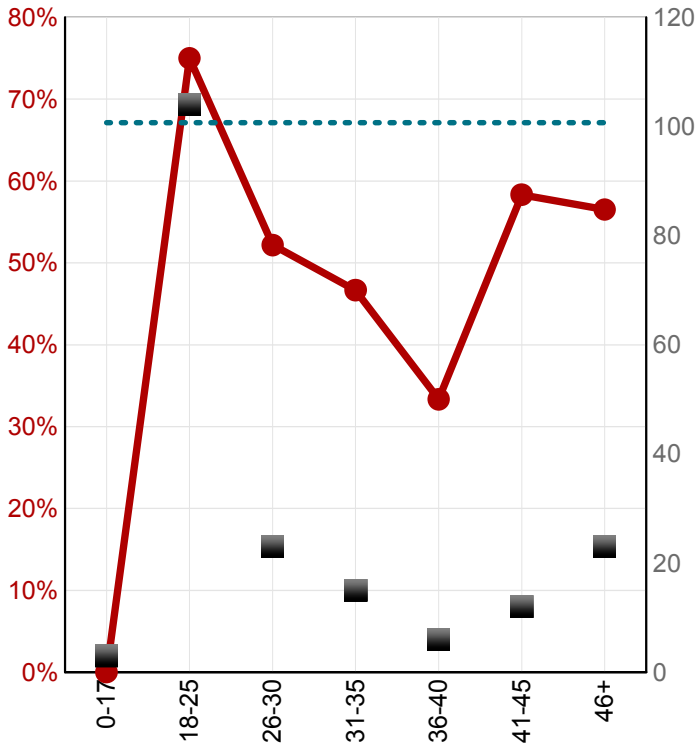
	Success Rate	n	Compare Institution	Compare Course	Compare Measure
0-17	0.0%	3	-67.1%	-64.0%	-67.9%
18-25	75.0%	104	7.9%	11.0%	9.1%
26-30	52.2%	23	-15.0%	-11.8%	-14.5%
31-35	46.7%	15	-20.5%	-17.3%	-22.2%
36-40	33.3%	6	-33.8%	-30.6%	-38.1%
41-45	58.3%	12	-8.8%	-5.6%	-12.9%
46+	56.5%	23	-10.6%	-7.5%	-17.3%

By First English Course
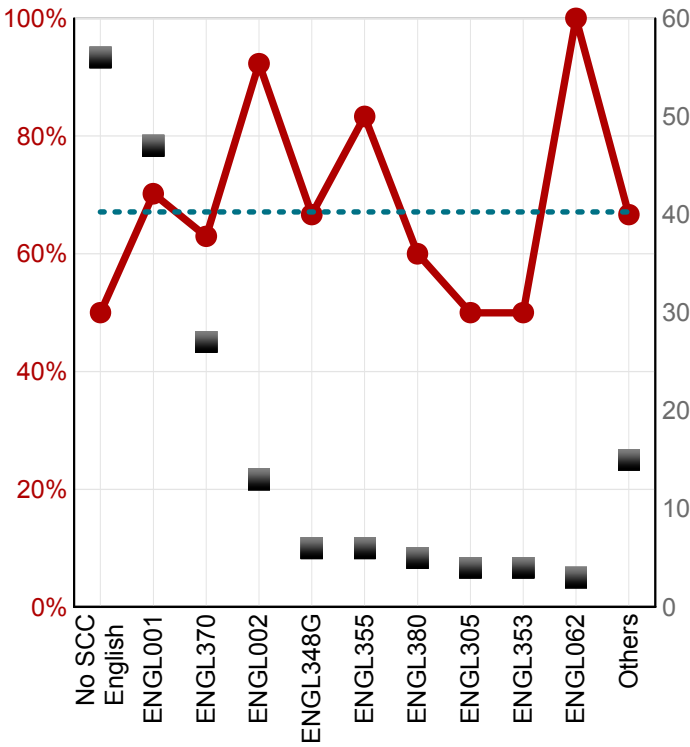
	Success Rate	n	Compare Institution	Compare Course	Compare Measure
No SCC English	**50.0%**	56	**-17.1%**	**-14.0%**	**-11.2%**
ENGL001	**70.2%**	47	**3.1%**	**6.2%**	**-4.2%**
ENGL370	**63.0%**	27	**-4.2%**	**-1.0%**	**-4.3%**
ENGL002	**92.3%**	13	**25.2%**	**28.3%**	**17.1%**
ENGL348G	**66.7%**	6	**-0.5%**	**2.7%**	**5.5%**
ENGL355	**83.3%**	6	**16.2%**	**19.4%**	**22.6%**
ENGL380	**60.0%**	5	**-7.1%**	**-4.0%**	**-9.5%**
ENGL305	**50.0%**	4	**-17.1%**	**-14.0%**	**-11.5%**
ENGL353	**50.0%**	4	**-17.1%**	**-14.0%**	**-10.5%**
ENGL062	**100.0%**	3	**32.9%**	**36.0%**	**27.8%**
Others	**66.7%**	15	**-0.5%**	**2.7%**	**-0.7%**

By First Math Course
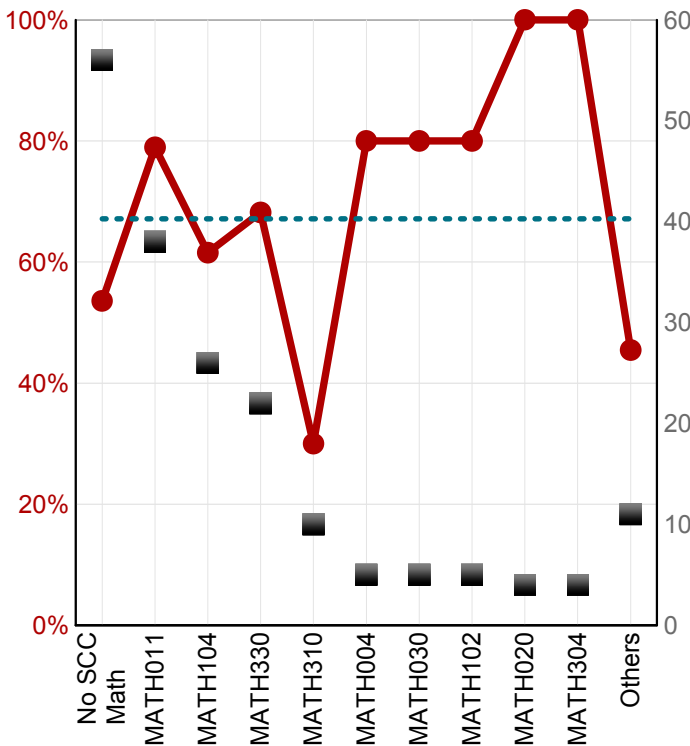
	Success Rate	n	Compare Institution	Compare Course	Compare Measure
No SCC Math	**53.6%**	56	**-13.6%**	**-10.4%**	**-8.0%**
MATH011	**78.9%**	38	**11.8%**	**15.0%**	**2.6%**
MATH104	**61.5%**	26	**-5.6%**	**-2.4%**	**-6.7%**
MATH330	**68.2%**	22	**1.0%**	**4.2%**	**5.5%**
MATH310	**30.0%**	10	**-37.1%**	**-34.0%**	**-29.9%**
MATH004	**80.0%**	5	**12.9%**	**16.0%**	**6.9%**
MATH030	**80.0%**	5	**12.9%**	**16.0%**	**1.5%**
MATH102	**80.0%**	5	**12.9%**	**16.0%**	**7.8%**
MATH020	**100.0%**	4	**32.9%**	**36.0%**	**20.6%**
MATH304	**100.0%**	4	**32.9%**	**36.0%**	**26.6%**
Others	**45.5%**	11	**-21.7%**	**-18.5%**	**-24.2%**

By Course Delivery Method
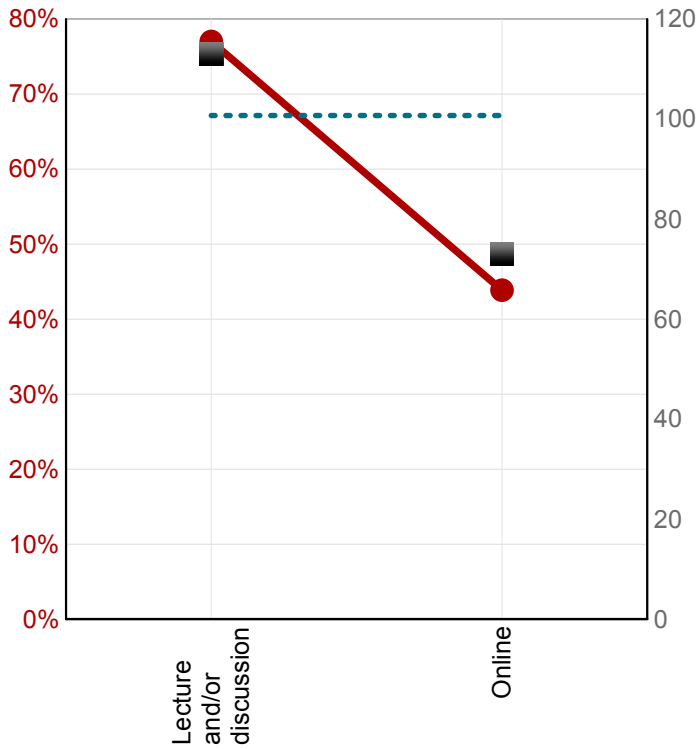
	Success Rate	n	Compare Institution	Compare Course	Compare Measure
Lecture and/or discussion	77.0%	113	9.9%	13.0%	9.6%
Online	43.8%	73	-23.3%	-20.1%	-19.4%

By Course Location
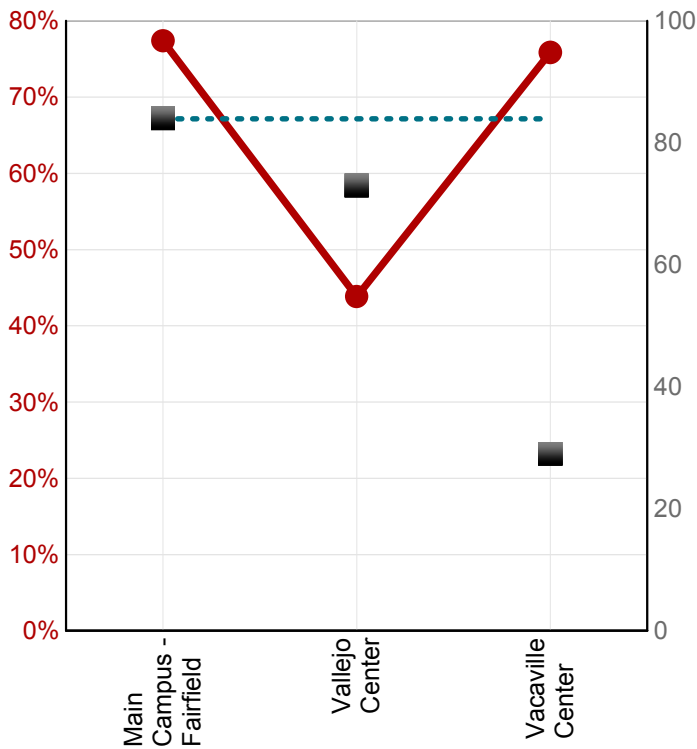
	Success Rate	n	Compare Institution	Compare Course	Compare Measure
Main Campus - Fairfield	77.4%	84	10.2%	13.4%	9.7%
Vacaville Center	75.9%	29	8.7%	11.9%	9.6%
Vallejo Center	43.8%	73	-23.3%	-20.1%	-20.3%

Section 3: Course Sequencing

This section examines the performance of students in ACCT 001 in Fall in other previously enrolled courses, in other courses enrolled in Fall and in courses enrolled in the next semester.

Results for Students Not Previously Enrolled

	Not Enrolled	
	N	**ACCT 001 Success**
Total	76	57.9%
Not Enrolled	76	57.9%

Spring 2013 results for students enrolled in ACCT 001 in Fall 2013

	Not Previously Success		**Previously Success**	
	N	**ACCT 001 Success**	**N**	**ACCT 001 Success**
Total	62	53.5%	102	77.7%
BUS 005	4	25.0%	18	77.8%
LR 010	3	33.3%	17	94.1%
ECON 001	6	16.7%	13	84.6%
ENGL 001	3	33.3%	16	93.8%
ACCT 001	14	35.7%	0	0.0%
SPCH 001	1	100.0%	13	84.6%
BUS 018	4	25.0%	9	88.9%
MATH 011	2	0.0%	10	90.0%
PSYC 001	5	60.0%	6	83.3%
CIS 001	0	0.0%	10	90.0%
MATH 104	3	66.7%	5	60.0%
MUSC 013	1	0.0%	7	85.7%
BIO 016	0	0.0%	7	85.7%
BUS 092	1	0.0%	6	83.3%
ECON 002	3	66.7%	4	100.0%
Others	41	67.2%	85	70.4%

Concurrnet enrollments for ACCT 001 students in Fall 2013

	Number of Students	Concurrrent Success	ACCT 001 Success
Summary	**159**	**72.8%**	**66.1%**
ECON 001	36	66.7%	72.2%
MATH 011	21	61.9%	71.4%
BUS 018	20	60.0%	65.0%
ECON 002	20	70.0%	70.0%
BUS 005	15	93.3%	93.3%
CIS 001	14	71.4%	57.1%
CIS 050	13	84.6%	84.6%
ENGL 002	13	92.3%	100.0%
MATH 030	11	54.5%	81.8%
ENGL 001	9	77.8%	44.4%
LR 010	9	55.6%	44.4%
CIS 073	8	50.0%	37.5%
HIST 017	8	75.0%	62.5%
MATH 104	8	50.0%	25.0%
MATH 330	8	87.5%	62.5%
SOC 001	8	75.0%	37.5%
COMM 001	7	85.7%	42.9%
ENGL 370	7	28.6%	42.9%
ENGL 370L	7	85.7%	42.9%
PLSC 001	7	85.7%	71.4%
Others	110	76.2%	67.0%

Spring 2014 enrollments for Fall 2013 ACCT 001 students

	Fail ACCT 001		Pass ACCT 001		Total	
	N	Spring 2014 Success	N	Spring 2014 Success	N	Spring 2014 Success
Total	67	46.5%	119	87.3%	186	78.1%
ACCT 002	0	0.0%	70	91.4%	70	91.4%
Not Enrolled	32		15		47	
BUS 018	5	20.0%	20	95.0%	25	80.0%
ECON 001	2	0.0%	19	78.9%	21	71.4%
ECON 002	1	100.0%	20	95.0%	21	95.2%
MATH 011	5	20.0%	12	83.3%	17	64.7%
CIS 001	2	0.0%	13	84.6%	15	73.3%
PLSC 001	3	33.3%	12	75.0%	15	66.7%
HIST 018	1	100.0%	12	83.3%	13	84.6%
MATH 104	3	0.0%	10	80.0%	13	61.5%
BUS 005	3	66.7%	9	88.9%	12	83.3%
ENGL 001	4	50.0%	8	87.5%	12	75.0%
LR 010	4	50.0%	8	87.5%	12	75.0%
ANTH 001	3	66.7%	8	50.0%	11	54.5%
ACCT 001	10	50.0%	0	0.0%	10	50.0%
MATH 030	0	0.0%	9	88.9%	9	88.9%
BUS 092	4	25.0%	4	75.0%	8	50.0%
COMM 001	0	0.0%	8	100.0%	8	100.0%
ENGL 002	0	0.0%	8	87.5%	8	87.5%
MUSC 013	0	0.0%	7	100.0%	7	100.0%
Others	27	53.1%	74	87.6%	101	76.6%

Section 4: Course Section Grade Distribution

Section: 80259 Location:Vacaville Center Delivery Method:Lecture and/or discussion **7**

Grade Distribution
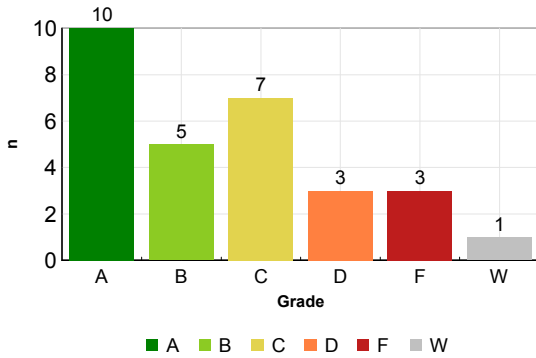
	Success Rate	n
Asian or Pacific Islander	50.0%	6
Black Non-Hispanic	100.0%	2
Hispanic	100.0%	3
Other	0.0%	3
White Non-Hispanic	93.3%	15

	Success Rate	n
Female	78.6%	14
Male	71.4%	14
Not Repor	100.0%	1

Section: 80286 Location:Main Campus - Fairfield Delivery Method:Lecture and/or discussion **6**

Grade Distribution
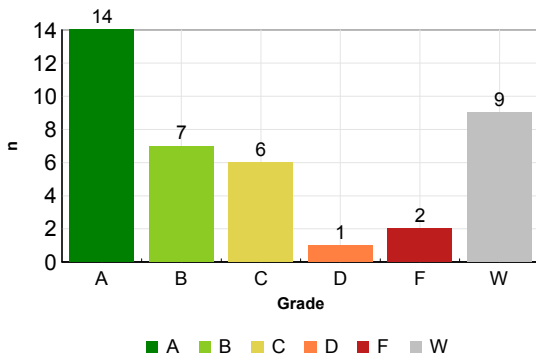
	Success Rate	n
Asian or Pacific Islander	62.5%	8
Black Non-Hispanic	66.7%	9
Hispanic	57.1%	7
Other	66.7%	3
White Non-Hispanic	83.3%	12

	Success Rate	n
Female	66.7%	15
Male	70.8%	24

Section: 80289 Location:Vallejo Center Delivery Method:Online **3**

Grade Distribution
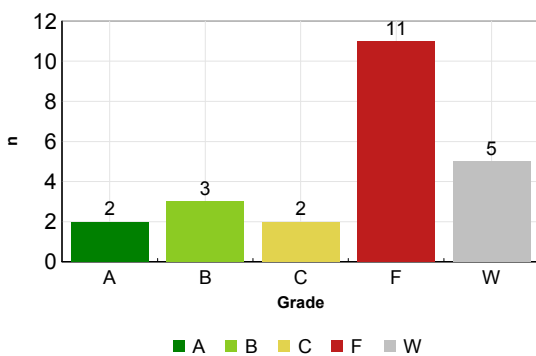
	Success Rate	n
Am. Indian or Alaskan Native	100.0%	1
Asian or Pacific Islander	0.0%	2
Black Non-Hispanic	0.0%	7
Hispanic	75.0%	4
Other	0.0%	1

	Success Rate	n
Female	21.4%	14
Male	50.0%	8
Not Repor	0.0%	1

	Success Rate	n
White Non-Hispanic	37.5%	8

Section: 80303 Location:Main Campus - Fairfield Delivery Method:Lecture and/or discussion 8

Grade Distribution
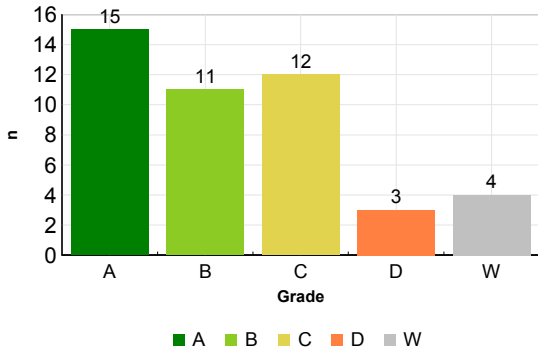
	Success Rate	n
Am. Indian or Alaskan Native	50.0%	2
Asian or Pacific Islander	60.0%	10
Black Non-Hispanic	100.0%	6
Hispanic	85.7%	7
Other	100.0%	2
White Non-Hispanic	94.4%	18

	Success Rate	n
Female	87.5%	24
Male	81.0%	21

Section: 80306 Location:Vallejo Center Delivery Method:Online 5

Grade Distribution
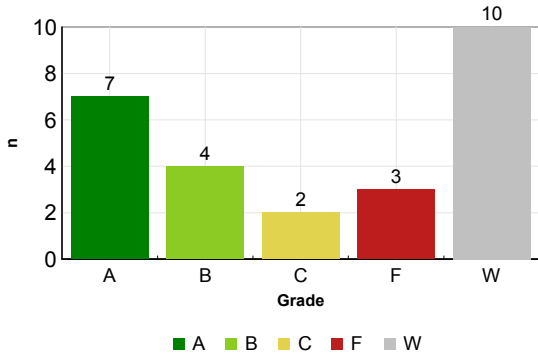
	Success Rate	n
Am. Indian or Alaskan Native	50.0%	2
Asian or Pacific Islander	66.7%	9
Black Non-Hispanic	50.0%	2
Hispanic	42.9%	7
White Non-Hispanic	33.3%	6

	Success Rate	n
Female	61.1%	18
Male	25.0%	8

Section: 81401 Location:Vallejo Center Delivery Method:Online 5

Grade Distribution

Grade	n
A	4
B	5
C	3
D	3
F	3
W	6

Legend: A B C D F W
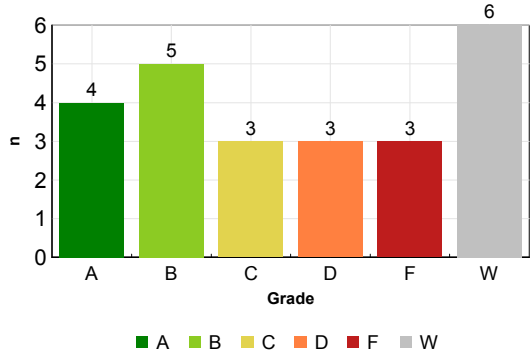
	Success Rate	n
Asian or Pacific Islander	50.0%	8
Black Non-Hispanic	33.3%	6
Hispanic	75.0%	4
White Non-Hispanic	50.0%	6

	Success Rate	n
Female	50.0%	16
Male	57.1%	7
Not Repor	0.0%	1

END

From:	Peter Cammish
To:	$COUNSELING; $ENROLLMGT; ALG; ALL-FACULTY; DIVDEANS
Cc:	DIVSECRETARIES
Subject:	Course Enrollment and Academic Outcomes Reports
Date:	Tuesday, August 26, 2014 4:04:00 PM
Attachments:	image009.png
	image010.png
	image011.png

Hello

Course Enrollment and Academic Outcomes reports were redesigned and updated over the last 2 weeks. There is one report for each course in each semester from Fall 2009 to date. A number of significant improvements have been added. These include:

Institutional average on success graph
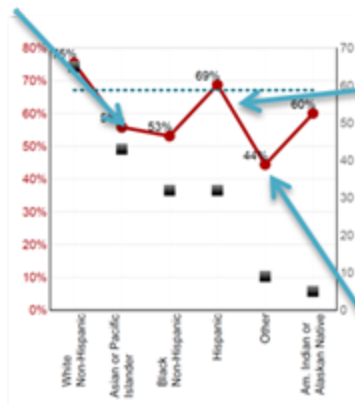
Comparison of success rate across institution, course and measure group

	Success Rate	n	Compare Institution	Compare Course	Compare Measure
Asian or Pacific Islander	70.0%	10	2.9%	3.3%	0.4%
White Non-Hispanic	40.0%	10	-27.1%	-26.7%	-32.1%
Hispanic	88.9%	9	21.8%	22.2%	23.4%

This table allows for easy comparison of success rate. The columns show:

Success Rate: The success rate for the measure group

n: The headcount enrollment

Compare Institution: The percentage point difference between the success rate of the measure group and the institutional average.

Compare Course: The percentage point difference between the success rate of the measure group and the course average.

Compare Measure: The percentage point difference between the success rate of the measure group in that course and the institutional success rate for that measure group across the entire institution

So in the example above. Asian/PI students are slightly (0.4%) more successful than Asian/PI students in other courses in that semester.

White students are 32% less successful than White students in other courses in that semester

Hispanic students are 23% more successful than Hispanic students in other courses in that semester.

This type of analysis also works for other demographic and course measures.

CRN level data

Each section of the course has its own 1/3 page grade distribution and success rate by ethnicity and gender

To Access the Reports

These reports are available to anyone here

http://dropbox.solano.edu

With   username: coursedata
         Password: coursedata

Expand the folder "Course Data Reports"

Select the semester you wish to view. The list of available courses will appear on the right hand side. Right click on a course PDF and select "Download". You will then be prompted to open or save the requested file.
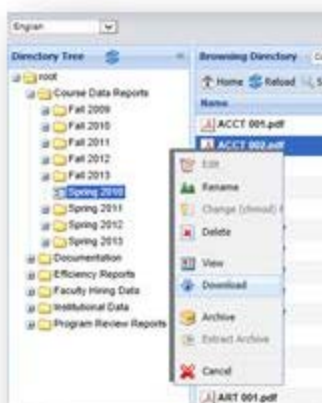
Files will open as PDFs

Further information

If you need any help accessing the reports or want to see custom version of one of these reports please contact me as below.

Many thanks … Peter

Peter Cammish
Dean, Research, Planning and Effectiveness

Solano Community College
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It is better to create than to learn! Creating is the essence of life.

Academic Program Review: Schedule of Self-Studies

2013-2014	School of Career Technical Education & Business, School of Human Performance and Development
2014-2015	School of Social and Behavioral Sciences, School of Health Sciences (supplemental to BRN report) Counseling, and ½ of the School of Math & Sciences
2015-2016	½ of the School of Math & Sciences, and School of Liberal Arts
2016-2017	Any outstanding programs & comprehensive review of the Program Review process
2017-2018	School of Career Technical Education & Business
2018-2019	School of Health Sciences, Counseling
2019-2020	School of Social & Behavioral Sciences
2020-2021	School of Math & Sciences
2021-2022	School of Liberal Arts

ARTICLE 4
EVALUATIONS

4.0 The parties agree to establish an Evaluation Committee composed of three (3) faculty appointed by the President of the Association with approval from the Executive Board and three (3) administrators appointed by the Superintendent-President for the purpose of:

   4.001   revising the student and faculty evaluation forms and ensuring that the two are consistent with one another;

   4.002   including a place on the regular/tenure track faculty evaluation forms for the appropriate Vice President's review and signature but not approval;

   4.003   streamlining the guidelines for administering the student evaluation process;

   4.004   adapting contract language to implement a student electronic evaluation for online classes that ensures the privacy of the instructor; and

   4.005   examining the feasibility of Center Deans conducting evaluations of faculty.

   The Evaluation Committee will hold its first meeting in the second week of September 2012 and provide its recommendations to both the Association and the Superintendent-President by Thanksgiving. The parties agree to meet and negotiate the recommendations by March 15, 2013. (Adopted 5/16/12)

4.1 **Purpose:** The purpose of this Article is to maintain and improve the quality of instruction, counseling and other educational services offered by the District through periodic evaluation of faculty members.

4.2. **Evaluation Procedures:**

   4.201   Contract Faculty: Each contract faculty employee shall be evaluated by his/her immediate supervisor(s) in writing at least once each year during the four year probationary period and may be evaluated more often as needed. In no event however shall a contract faculty member be evaluated more than twice in any academic year. Within the first five weeks of the semester, the contract faculty employee and the immediate supervisor(s) shall meet to discuss job expectations and the evaluation criteria and process. The supervisor and faculty member may mutually develop first-year goals to be achieved. The immediate supervisor will provide a summary of this meeting in writing to the

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faculty member within ten (10) working days of the conference.

4.202   <u>Tenured Faculty</u>: Every regular faculty shall be evaluated by his/her immediate supervisor(s) in writing at least once every three years. The evaluation shall take place no later than the end of the academic year in which the evaluation is due. The immediate supervisor(s) or the faculty member shall have a performance evaluation conference if requested by either party. Where the evaluation states that the faculty member is rated lower than "2" in one or more areas (for example for instructors the areas are: (1) Classroom effectiveness and (2) area/departmental responsibilities), the District has the right to evaluate more often as needed. In no event however shall a tenured faculty member be evaluated more than once in any academic year.

4.203   <u>Adjunct Faculty</u>: Any faculty member who is employed to work for not more than sixty-seven percent (67%) of the hours per week considered as full-time assignment for regular employees having comparable duties shall be classified as a temporary employee and referred to as "adjunct faculty." Adjunct faculty shall be evaluated in writing by his or her immediate supervisor each semester for the first two semesters of employment over a two-year period and at least once every six semesters he or she is employed thereafter. If the initial employment period does not include two semesters of employment over the first two years of employment, the evaluation cycle shall revert back to the initial evaluation requirement of the first two semesters over a two-year period (Revised 5-20-09).

4.204   <u>Temporary Full-time Faculty</u>: A full-time temporary faculty must be evaluated in writing at least once by the end of the academic year in which he or she is employed.

4.3   **Areas of Instructional Evaluation:** Instructional faculty shall be evaluated on the criteria listed below. If the faculty member performs other assignments such as counseling, librarian duties or coordinator, refer to the evaluation areas for the specific assignment. See specific criteria in evaluation form.

4.301   Teaching and Instruction Effectiveness. This area is required for regular and adjunct teaching faculty and other faculty who teach.

4.302   Area/Department Responsibilities and College-Wide Service

4.303   Professional Development (optional)

4.304   Community Service (optional)

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4.4   Student Evaluation of Instructors and Counselors:

4.401   Student evaluation shall be a part of a faculty member's evaluation. When evaluating faculty members who teach more than one class, the faculty member shall be entitled to select one class for student evaluation and the immediate supervisor(s) shall select one class. A counselor will be evaluated by a random number of students who have been counseled by the faculty member.

4.402   Subsequent student evaluations may be conducted in accordance with 4.401 above if the immediate supervisor(s) is conducting a subsequent evaluation under 4.201 and 4.202.

4.403   Student evaluations shall not become the sole basis for any administrative decision to evaluate, terminate, deny tenure, discipline or transfer a faculty member.

4.404   Student evaluation form(s) shall be mutually agreed upon by the District and the Association and shall become a part of this Agreement. A narrative form may be substituted for the Scantron response form. The narrative form will be limited for use by 50% of the tenured faculty within a division/department.

4.405   General Procedures:

A.   The immediate supervisor's office shall be responsible for managing and coordinating the student evaluation.

B.   Faculty members to be evaluated by their students in a given semester shall be notified prior to the evaluation taking place.

C.   To allay student fears, student anonymity shall be protected throughout the student evaluation process.

D.   The aggregate results of the student evaluation (and the evaluation forms) shall be made available to the faculty member only after all grades for the given semester have been processed.

E.   Students shall never suffer any retaliation for evaluations or comments on the evaluation form, or for oral or written comments made to administrative evaluators or their designees.

F.   Student evaluations are to be used as one source of evaluative information by evaluators in writing the formal evaluation of the instructor, a summary of which will be attached to the evaluation.

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4.5 **Classroom Observations by Supervisor:**

    4.501   Each evaluation shall be based upon at least one observation. The observation shall include data collection and a post-conference if requested by the faculty member. In the case of an on-line class observation, the dean and the faculty member will mutually schedule at least one observation during which the faculty member will navigate the on-line classroom in the presence of the dean in order to provide access to the secured on-line classroom environment. The dean may request access to all aspects of the on-line classroom contained in the shell. Other than direct line supervisors, the Director of Human Resources, and the Vice President of Technology, no other entry in the teacher's on-line course shell shall be permitted without the teacher's permission. The postconference may be held during an evaluation conference or at another mutually agreed upon time.

    4.502   Data collection may include a pre-conference between evaluator and the instructor to obtain information which may include but is not limited to lesson plans, course syllabi, and course and class goals, or other information pertaining to the instructor's assignment. In the case of on-line classes, data collection may include, but is not limited to, evidence of regular, effective, faculty-initiated student contact.

4.6   **Areas of Evaluation for Counselors:** Counselors shall be evaluated on the following criteria. See evaluation form for specifics. If the non-teaching faculty member also teaches, the formal evaluation shall also include Areas of Instructional and Student Evaluations. See specific criteria in evaluation form.

    4.601   Counseling Effectiveness

    4.602   Area/Department Responsibilities and College-wide Service

    4.603   Professional Development (optional)

    4.604   Community Service (optional)

4.7   **Areas of Evaluation for Librarian:** Librarians shall be evaluated on the criteria listed below.   If the librarian teaches, the formal evaluation shall also include Areas of Instructional and Student Evaluations. See specific criteria in evaluation form.

    4.701   Librarian Effectiveness

    4.702   Area/Department Responsibilities and College-Wide Service

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4.703   Professional Development (optional)

4.704   Community Service (optional)

4.8   **Areas of Evaluation for Coordinators:** Coordinators shall be evaluated on coordinator effectiveness. If the coordinator also counsels or teaches, the formal evaluation shall also include the performance evaluation for the appropriate assignment. If the faculty member is 100% coordinator, the evaluation shall also include Area/Department Responsibilities, College-wide Service, Professional Development (optional) and Community Service (optional) as in other evaluations.

4.9   **Required Areas of Non-Teaching Evaluation – Other Faculty Assignments**

4.901   Non-teaching faculty should be evaluated on the job duties and responsibilities included in the job announcement or Governing Board approved job description. If the non-teaching faculty member also teaches, the formal evaluation shall also include Areas of Instructional and Student Evaluations.

4.902   <u>Required Areas of Evaluation</u>:

A.   Specific criteria to be developed by the supervisor based on the job announcement or Governing Board approved job description and in consultation with the Division faculty, if applicable. Criteria to be patterned after other faculty evaluation tools and shall include the themes listed below. The evaluation tool must have approval of the appropriate vice president and the Director of Human Resources.

B.   Work attitudes

C.   Competency

D.   Initiative

E.   Attitude toward students

F.   Overall effectiveness

G.   Area/Department Res8 ponsibilities and College-wide Service

H.   Professional Development (optional)

I.   Community Service (optional)

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4.10 **Components of the Formal Written Evaluation:**

4.1001 Significant data regarding mitigating factors which may influence job performance.

4.1002 Based in terms of observable or verifiable behavior or information.

4.1003 Based only on job-related criteria and factors.

4.1004 Based upon data obtained from student evaluations, normal daily operational interactions, classroom visitations, and verifiable student comments and observations. (Student evaluation forms are not to be given to the instructor until final grades are posted whereupon the instructor may make further comments on the evaluation report covering that class(es).

4.1005 No anonymous, third-party statements will be included in any evaluation; this provision does not pertain to student comments. (Adopted 5/16/12)

4.1006 Narrative comments by both the evaluator and the instructor.

4.1007 Contract Faculty: A status report of first-year job expectations will be included in the formal evaluation as an attachment.

4.1008 The self evaluation and peer evaluation may be included in the formal evaluation at the option of the faculty member.

4.1009 Any recommendations for needs improvement.

4.11 **Formal Evaluation Procedures:**

4.1101 The formal evaluation forms are those included in the appendix of this agreement unless otherwise developed and approved as indicated in 4.9.

4.1102 The evaluator and the faculty member shall sign the formal evaluation. The faculty member's signature indicates only that he or she has read the contents of the evaluation.

4.1103 If the faculty member does not sign the formal evaluation, the evaluator will forward the original with his/her signature and date with a cover letter indicating the faculty member did not respond. The evaluator will give a copy of the letter and evaluation to the faculty member.

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4.1104   The original copy of each formal evaluation (and any related substantiating information) shall be forwarded to the Human Resources Department in a timely manner for inclusion in the faculty member's personnel file.

4.12   Peer Evaluation: If the faculty member chooses to have a peer evaluation, he/she shall notify the immediate supervisor, in writing, during the first four weeks of the evaluation semester. The peer evaluator will be mutually agreed upon between the faculty member and the supervisor. The evaluation for instructional faculty will include at least one classroom visitation and will be based on Teaching and Instruction Effectiveness (4.301). The faculty member has the option of including or not including the peer evaluation form in the formal evaluation.

4.13   Faculty Self-Evaluation: The faculty at his/her option may complete a self-evaluation and submit it to the supervisor in conjunction with the preparation of the evaluation by supervisor as delineated in Instructional and/or Non-Instructional Evaluation areas. The faculty member shall notify the supervisor, in writing, of intent to do a self-evaluation during the first four weeks of the evaluation semester.

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ARTICLE IV

EMPLOYEE RIGHTS

4.1   Personnel Files.

4.1.1   The personnel file of each employee shall be maintained by the District in the Human Resources Department.

4.1.2   Employees shall be provided with copies of derogatory written material ten (10) calendar days before it is placed in the file. The employee shall initial and date the material confirming receipt of a copy thereof. If the employee chooses to prepare a written response to such material within ten (10) calendar days, a copy thereof will be dated and initialed by the originator of the material and the Director of Human Resources or designee and included in the individual file.

4.1.3   An employee shall have the right to examine his/her personnel file and to obtain copies of material contained therein. Material obtained prior to employment is excepted from this agreement.

4.1.4   All personnel files shall be kept in confidence and shall be available for inspection only to other employees of the District when actually necessary in the proper administration of the District's affairs or the supervision of the employee. The employee's personnel file shall be available for examination by the employee or his/her CSEA representative if authorized by the employee.

4.1.5   All material placed in a personnel file shall be dated and signed by the individual who prepared the material.

4.1.6   No material in a classified employee's personnel file originated prior to two (2) years shall be used to discipline, evaluate, dismiss or transfer a classified employee.

4.2   Evaluation.

4.2.1   All permanent employees shall be evaluated once every two years by their supervisor.

4.2.2   The probationary period for a classified employee cannot exceed six (6) calendar months. The probationary period may be six (6) or nine (9) months in accordance with the following: *(Adopted 4/17/02)*

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      a.   Each probationary employee shall be evaluated at least once prior to earning permanent status. *(Adopted 4/17/02)*

      b.   Initially, the probationary period is six (6) months of paid service in the position hired as a probationary employee. An extension of three (3) months may be necessary due to marginal, unsatisfactory performance or for other extenuating circumstances. This extension may be granted by the CSEA. The manager shall prepare another evaluation prior to the end of the three-month extension. *(Adopted 4/17/02)*

4.2.3   Each evaluation shall include a personal interview between the employee and the evaluator. The employee shall have the right to respond to any statement on the evaluation form. Any negative evaluation shall include specific recommendations for improvements.

4.2.4   The employee and evaluator shall sign the evaluation form prior to inclusion into the personnel file.

      a.   Each employee shall be given a copy of his/her evaluation.

      b.   All evaluations are to be kept confidential.

4.2.5   Upon request by the employee, the next higher level of supervisor shall make an evaluation.

4.2.6   Evaluations shall be executed only upon the District's Classified Employees Performance Evaluation Form, which will be mutually agreed upon by the District and CSEA.

4.2.7   A permanent employee who is promoted to a higher classification shall be on conditional status in the classification for a period of three (3) months. A three (3) month extension may be granted by CSEA if additional evaluating time is agreed to be necessary. Such employee shall be evaluated at the second (2nd) month.

4.2.8   Article 4.2 is expressly excluded from the provisions of Article XXXIII: Grievance Procedure.

4.3   <u>Distribution of Job Information</u>: Upon initial employment and each change in classification, each affected employee in the bargaining unit shall receive a copy of the applicable job description, a specification of the monthly or hourly rates applicable to his or her position, a statement of the employee's regular work site, regularly assigned work shift, the hours per day, days per

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week, and months per year.

4.4 Employment of either full-time or part-time students in any college work-study program or in a work experience education program shall not result in the displacement of classified personnel.

4.5 When an employee has cause to believe that disciplinary action is going to be taken against him/her, he/she may request a CSEA representative at the meeting.

4.6 Each employee in the bargaining unit shall receive written notification of sick leave and vacation balances on their monthly paycheck.

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ARTICLE 6
PERSONNEL FILES/EVALUATION

6.1   **Personnel Files.**

      6.1.1   The personnel file of each employee shall be maintained by the District in the Human Resources Department.

      6.1.2   Derogatory information such as letters of reprimand to be placed in the employee's personnel file shall be initialed and dated by the employee to confirm receipt before forwarding to the Human Resources Department. If the employee is not available to sign and date the notification, the document shall be sent to the employee by certified mail, return receipt requested, as well as by regular mail. The certified mail receipt and the return receipt requested document shall be attached to the derogatory information to be placed in the employee's personnel file. The Human Resources Department will not file the document in the personnel file until ten (10) calendar days (after the employee has initialed receipt or the return receipt is documented by the Post Office) have lapsed to allow the employee to file a written response which shall be attached to the derogatory information before the filing occurs. (Adopted 4/4/12) All derogatory material will be initialed and dated by the Director of Human Resources or designee.

      6.1.3   An employee shall have the right to examine his/her personnel file and to obtain copies of material contained therein. Material obtained prior to employment is excepted from this agreement.

      6.1.4   All personnel files shall be kept in confidence and shall be available for inspection only to other employees of the District when actually necessary in the proper administration of the District's affairs or the supervision of the employee. The employee's personnel file shall be available for examination by the employee or his/her Local 39 representative if authorized in writing by the employee. (Adopted 4/4/12)

      6.1.5   All material placed in a personnel file shall be dated and signed by the individual who prepared the material.

      6.1.6   No material in a classified employee's personnel file originated prior to two (2) years shall be used to discipline, evaluate, dismiss or transfer a classified employee.

6.2   **Performance Evaluations:** The immediate supervisor shall evaluate the

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employee by means of a performance evaluation. The following schedule shall be followed for the completion of the performance evaluation.

6.2.1   Probationary employees shall be evaluated at least once between the 6th and 10th months of service prior to earning permanent status. (Adopted 8/6/03)

6.2.2   Permanent employees shall be evaluated annually for the second (2nd) and third (3rd) years; thereafter every two years 5th, 7th, etc.)

6.2.3   Employees may be evaluated more frequently if their performance is less than satisfactory.

6.2.4   Upon request by the employee, the next higher level of supervisor shall make an evaluation.

6.2.5   Probationary employees promoted to a higher classification shall be in a probationary status not to exceed twelve (12) months to include the time served in the previous assignment. Such employees shall be evaluated at least once prior to earning permanent status. (Adopted 8/6/03)

6.2.6   A permanent employee who is promoted to a higher classification shall be on conditional status in the classification for a period not to exceed six (6) months. Such employees shall be evaluated at least once prior to the end of the conditional status period. (Adopted 8/6/03)

6.2.7   Evaluations shall be executed only upon the District's Classified Employees Performance Evaluation form.

6.2.8   Articles 6.2.1 and 6.2.5 are expressly excluded from the provisions of Article XXI: Grievance Procedure.

6.3   **Performance Evaluation Procedures**

6.3.1   Upon completing the performance evaluation, the manager shall present it to the employee and discuss it with him/her.

6.3.2   The employee shall sign the evaluation to indicate his/her receipt and shall retain a signed copy. The original copy shall be forwarded to the Human Resources Department for filing in the employee's personnel file.

6.3.3   The employee shall have the right to respond to any statement made in the evaluation.

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6.3.4   Any less than satisfactory evaluation shall include specific recommendations for improvement. A follow-up evaluation shall be conducted within 60 days.

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Solano Community College

Administrative Leadership Group
Board Policy 4800

(Salary and Benefits)

Adopted by the Governing Board:
May 18, 2005

Revised: **April 29, 2009**
May 6, 2009
June 17, 2009
August 19, 2009
December 2, 2009
June 16, 2010
June 15, 2011

SOLANO COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE EMPLOYEES 4800

4800.1   Intent of Policies: It is the expectation of the District that the policies contained herein should be considered guidelines and ordinarily be followed to provide structure and organization, to support excellence, and to promote effective leadership. Since these policies cannot possibly address every potential situation, they are neither exclusive nor comprehensive. The District reserves its exclusive right to regularly review these policies and procedures and to update, change, amend, supplement or terminate any of its rules, regulations, or policies at any time for any reason satisfactory to the Board. In the event any provision of these policies and/or District regulations conflicts with the terms of an individual employee's employment contract, the terms and conditions of the employee's contract shall govern.

4800.2   Administrator Responsibilities: Educational administrators and classified managers have major responsibilities for promoting educational leadership, formulating and recommending District policies and administering District programs.

A.   An Educational Administrator is an administrator who is employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district. Educational Administrators may be employed by a contract of up to two years, the form of which is attached as Appendix A. Educational administrators include, but are not limited to the following positions at the District:

Center Dean, Vacaville and Travis
Center Dean, Vallejo
Dean, Counseling and Special Services
Dean, Enrollment Management
Dean, Career Technical Education & Business
Dean, Human Performance & Development
Dean, School of Liberal Arts
Dean, School of Sciences
Dean, Student Development and Outreach
Executive Vice President, Academic and Student Affairs

B.   Classified Management

1.   A Classified Manager is an administrator who is employed by the Governing Board in a position designated as having direct responsibility for supervising the operation of, or formulating policy for, functions and services that support the instructional and student

services components of the District. Classified Managers include, but are not limited to the following positions at the District:

Assistant Director, Facilities
Chief Information Systems Officer
Chief, College Police and Public Safety
Coordinator, Marketing and Student Recruitment
Director, Admissions and Records
Director, Children's Programs
Director, Facilities
Director, Financial Aid
Director, Fiscal Services
Director, Human Resources
Director, Research and Planning
Director, Small Business Development Center
Director, Technology Services and Support
Executive Director, Solano College Education Foundation
Human Resources Manager
Managing Director of Theatre Operations
Manager, Technology Services and Support
Director, Contract Education, Workforce and Economic Development
Vice President, Finance and Administration

2.   A Supervisory Employee is any employee, regardless of job description, having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to and direct them, or to adjust their grievances, or effectively recommend such actions, if, in connection with the foregoing functions, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment. Supervisory Employees include, but are not limited to the following positions at the District:

Custodial Supervisor
Graphic Arts Services Supervisor
MESA Director
Staff Diversity Coordinator
Supervisor, Facilities
Supervisor, Grounds

3.   A Confidential Employee is any employee who, in the regular course of his/her duties, has access to, or possesses information directly relating to confidential matters concerning collective bargaining negotiations, grievances, layoffs or other matters dealing with labor

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relations. Confidential Employees include, but are not limited to the following positions at the District:

Business Operations Coordinator
Executive Assistant, Finance and Administration
Executive Assistant, Human Resources
Executive Coordinator (Special Projects)
Executive Coordinator (Superintendent-President & Governing Board)
Human Resources Generalist
Staff Assistant

4800.3   Citizenship Rights: Administrative Employees have the same rights and responsibilities as other citizens living in a democracy. They may participate in political and governmental affairs, including such rights as voting; discussing the social, political, and economic issues of the day in public office; or holding office in political parties. Administrative employees, because of their position with the District, should make it clear that they are speaking or acting as individuals and not as employees of the Governing Board.

4800.4   Administrative Leadership Group Council:

A.   The Administrative Leadership Group includes those administrators, supervisory, and confidential employees identified as management by the Governing Board.

B.   The Administrative Leadership Group Council is made up of one representative from each management constituency. It is designed to further the dissemination of information to the management employees on campus.

C.   The Solano Community College District Governing Board recognizes the importance of an Administrative Leadership Group for the purpose of fulfilling its legal responsibility for the management of public education at Solano Community College. The Administrative Leadership Group as a whole is responsible for selecting members to represent their interests and concerns in the Shared Governance process.

D.   While the Administrative Leadership Group Concept places emphasis upon shared responsibility and authority, nothing in this policy intends to limit the responsibility and/or authority of the Governing Board or the Superintendent/President to make decisions as prescribed by law.

4810   <u>Compensation and Fringe Benefits</u>

4810.1   <u>Salary Payments</u>: Employees are paid monthly in twelve equal payments on the last working day of the month in accordance with provisions of the adopted salary schedule. (Appendix B.) Those who work less than twelve (12) months may be paid in either twelve equal installments or actual months worked.

4810.2   <u>Salary Schedule Placement Procedure</u>: Initial placement of employees on the applicable salary schedule class will be from step 1 to step 3 of the appropriate level, consistent with the recommendation of the Superintendent/President and the approval of the Governing Board. Initial placement shall normally be on step 1.

       A.   <u>Exceptions</u>
          1.   The employee, in moving from a lower to a higher level on the schedule, will be placed on a step which ensures no decrease in salary; or

          2.   The employee, in moving from a higher to a lower level on the schedule, will be placed on the same step on the lower level as has been reached on the higher level.

       B.   The salary schedule is based on 223 duty days of service per year, excluding annual vacation and paid holidays. Salaries for employees working less than 223 days per year shall be based on a proration of the actual days of service to 223 days.

4810.3   <u>Career Increments</u>:

       A.   A career increment is an amount paid an employee in recognition of total years of full-time paid regular service as a District employee. Earned career increments will be added to the annual salary beginning July 1 after the employee has reached the increment level. The career increment shall not be paid to anyone while on an unpaid leave of absence. Time spent on an unpaid leave or in special hourly employment shall not be included in calculating years of service.

Years of Service	Annual Increment
10 years	$1000.00
15 years	$1200.00
19 years	$1500.00
20 years	$1600.00
25 years	$2300.00
29 years	$3000.00

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B.   Confidential Classified: The career increment for employees designated as "Confidential" under the provisions of Government Code 3540.1(c) will be the following non-cumulative increments:

1.   2.5% above base salary after 6 years of service
2.   5% above base salary after 8 years of service
3.   7.5% above base salary after 11 years of service
4.   10% above base salary after 15 years of service

4810.4   Credit for Course Work: Employees who return to positions within any of the bargaining units shall be allowed salary schedule credit for appropriate course work (as defined by the column advancement/professional growth criteria of each bargaining unit) completed while in a management position in accordance with the appropriate bargaining unit contract article.

4810.5   Stipend for Doctorate Degree: Employees with an earned doctorate from an accredited institution shall receive an additional stipend of $2,400. Accredited institutions are those recognized by the six (6) regional accrediting commissions, state and federal licensing agencies for specialized programs, those listed in publications recognized for higher education institutions and those institutions recognized by the California Community College Division of Credentials. The JD Degree consisting of a minimum of a three-year graduate level program granted by an accredited institution will be recognized as an earned doctorate.

4810.6   Travel and Transportation: Reimbursement for approved travel expenses to include lodging, meals, airplane, railroad, private vehicle travel, registration fees, or incidental travel expenses will be made for actual cost. Mileage rates shall be set annually by the Governing Board.

4810.7   Tax Sheltered Annuities: The Solano Community College District will accommodate employee requests to participate in tax sheltered annuity programs in accordance with the Internal Revenue Code, the California Revenue and Taxation Code, and the guidelines approved by the County Counsel of Solano County.

4810.8   Salary

Salaries shall be based on the salary schedule approved by the Governing Board for the current year. Prior to the Governing Board's approval, the Meet and Confer Committee will discuss proposed increases to the salary schedule and benefit package with the Governing Board's designated representative.

4810.9   Health and Welfare Benefits

A.   Employees and dependents shall receive District paid medical, vision and dental coverage for plans currently in effect or as subsequently modified,

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adopted, or implemented in the future. The District will participate in the Medicare Program for educational administrators as stipulated by AB265, beginning July 1, 1990.

The District shall continue to pay for the current health and welfare benefit plans for employees and their dependents until such time as the District adopts a plan or plans other than those currently in effect.

B.   Benefits shall become effective as of the first day of the calendar month after which service to the District first begins.

C.   An employee may submit a medical benefit waiver request to the District. If approved by the District, the employee shall be permitted to convert $1,500 to a tax sheltered annuity plan or receive the money in cash as long as the member participates in the IRC 125 Flexible Benefit Plan. Reinstatement to a District health plan is subject to the approval of the carrier.

D.   Employees have the option to participate in the continuation of benefits as provided by the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). An employee who leaves the District after ten consecutive years of full-time service with the District is given the option to participate in the medical, dental and vision coverage through the College until such time as the employee reached retirement age provided he/she pays premiums in advance and subject to provisions of the contracts of the carriers and JPA Agreement.

E.   The District expressly reserves the right at any time to modify the above Plans, or adopt a plan or plans for benefits completely different from those identified above.

4810.10   Retirement

A.   Golden Handshake Early Retirement Incentive: The District may implement the provisions of Education Code Section 87488, so long as it is operative, if the following conditions are met:

1.   The employees are eligible for State Teacher's Retirement System;

2.   The minimum number of employees, as set by the Governing Board, sign up to participate in the plan;

3.   Employee submits a letter prior to the beginning of the spring semester indicating when he/she wishes to retire;

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4.   The retirement date is effective during the window period set by the governing board;

5.   The District has certified to the chancellor, prior to the formal action becoming effective, that the net effect of the formal action will result in no costs to the State Teacher's Retirement System or the District.

     This provision shall sunset in accordance with current legislation.

B.   <u>Early Retirement Service</u>: Employees may be considered for any other early retirement incentive bonuses that are offered by the Governing Board to other academic groups.

C.   <u>Employee Retirement Benefits</u>: Employees with ten (10) or more years of service who retire shall have the opportunity of one of the District-paid retirement options listed below. The option chosen at the time of retirement is irrevocable. Employee and his/her spouse or domestic partner shall be entitled to participate for the time period stated. Employee and/or his/her spouse or domestic partner must enroll in Medicare upon becoming eligible, and the benefits offered herein shall be coordinated with Medicare.

1.   Ten (10) years of medical and vision for employee and spouse or domestic partner; either ten (10) years of dental for employee and spouse or registered domestic partner or $250 per year of service with the District to a maximum of 25 years.

2.   Eight (8) years of medical for employee and spouse or domestic partner with the lowest premiums at the time of retirement, eight (8) years of dental for employee and spouse or registered domestic partner (annual maximum of $1,500 and no orthodontia coverage) and eight (8) years of vision for employee and spouse or registered domestic partner and $5,000 payment at the end of the 1st year of retirement.

3.   Five (5) years of medical, dental and vision for employee and spouse or registered domestic partner and $10,000 payable to the employee in the 6th and 7th years in $5,000 installments (at the end of each fiscal year).

4.   No health and welfare benefits provided but will receive $20,000 in the 1st through 4th years in $5,000 installments (at the end of each fiscal year).

4810.11   <u>Life Insurance</u>: A group insurance policy for employees shall be provided at a total cost not to exceed $2,500 per fiscal year.

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4810.12   PERS Contributions: Effective July 1, 2004, the District will pay 100% of the employees CalPERS contribution for all employees designated as "Confidential" under the provisions of Government Code 3540.1(c).   In addition, the District will pay the value of the Employer Paid Member Contributions in accordance with Government Code 20636(c)(4) pursuant to Government Code 20691.

4820   Extra Duty Assignments.

4820.1   Compensation for Extra Duty Assignments. Educational Administrators and classified managers are not paid overtime for performing duties assigned in their present job description. If extra duties, which are not included in the manager's present job description, are assigned on a regular basis, appropriate compensation may be provided. Educational administrators and classified managers are not constrained by the usual time and productivity measurements such as eight-hour day/forty-hour week; for it is recognized that these levels of participation shall be accepted as a standard of performance by all employees designated as managers.

4820.2   Compensatory Time.   Supervisory and confidential employees on the Administrative Leadership/Supervisory/Confidential Salary Schedule shall be given compensatory time (at the rate of time and a half) for performing assigned overtime duties. Assigned overtime shall be documented on the appropriate form. Compensatory time may be taken during the pay period earned or accumulated, to a maximum of 240 hours, to be taken at a later date at the discretion of the employee and with the written agreement of the employee's supervisor.

4830   Conditions of Employment

4830.1   Work Year: The work schedule for employees is computed on a positive accounting basis and is based on a twelve-month contract of a maximum of 223 workdays. Work schedules varying from the twelve-month contract will be prorated accordingly.

4830.2   Summer Schedule: The College may be closed on Fridays during the months of June, July and part of August. Those employees on duty during these months will be expected to work the equivalent of four, ten (10) hour days per week.

4830.3   Campus Closures: In addition to the mandated holidays set forth in Board Policy 4750.2, the District may designate additional days that the campus will be closed. Additional days off may be shared on a one-for-one basis with the District.

4830.4   Vacation Plan

      A.   Vacation benefits are awarded on a fiscal year basis: July 1-June 30. Vacation shall be earned by employees in accordance with the schedule below (those working 223 workdays accrue vacation; those working less than 223 working days are paid for their days of vacation):

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Years of Service	223 Workdays	189 Workdays	199 Workdays	209 Workdays
1 month through 10 years	22 days/yr	0 days/yr	0 days/yr	0 days/yr
11 years through 15 years	23 days /yr	1 day/yr	1 day/yr	1 day/yr
16 years through 20 years	24 days/yr	2 days/yr	2 days/yr	2 days/yr
21 years and above	25 days/yr	3 days/yr	3 days/yr	3 days/yr

Vacation shall be scheduled at times requested by the employee and mutually agreed upon by the employee and the supervisor. Prior to taking vacation, the employee must complete the request for leave form and obtain approval from the immediate supervisor.

B.   Employee is entitled to carry over up to two years worth of accrued vacation entitlement each year. However, the total number of paid vacation entitlement accrued by Employee shall not exceed two (2) years at any time. Once Employee has accrued two (2) years of unused vacation entitlement, no further vacation time shall be accrued until such time as Employee's accrued vacation entitlement falls below two (2) years. However, if the employee has requested and has not been permitted to take earned vacation, with written documentation that the request has been denied, he/she shall be paid at time and one-half for the vacation days requested that exceed the two-year entitlement. Employees are encouraged to schedule and use vacation throughout the year.

C.   Upon separation from service, the employee shall be entitled to lump-sum compensation, at the regular rate, for all earned and unused vacation, to a maximum of a two-year vacation accrual, provided that the employee has completed six months of employment in regular status.

4830.5   New Employee Requirements: Upon assuming their duties, employees new to the District shall submit evidence of a negative chest x-ray or intradermal tuberculosis test, sign a loyalty oath, W-4 form, retirement form, and are required to be fingerprinted within a 10 day period.

4830.6   Anniversary Date for Salary and Longevity: Employees shall have July 1 of each fiscal year as their anniversary date and shall receive their annual increment on that date until they have reached the top step on the salary schedule for their appropriate salary class. New employees shall be employed with the District as least six (6) months before being eligible for an initial annual increment on July 1.

4840   Evaluation

4840.1   Purpose.

         A.   It is the intent of the Solano Community College District that all administrative employees be evaluated to maintain and improve the quality of management and to assess and document performance. Written evaluations should normally be used to recognize and document performance and to serve as a basis for assessing performance improvement.

         B.   The procedures set forth below should normally be followed in completing evaluations to facilitate an organized system of evaluation. The District recognizes, however, that there may be times in which the convenience and availability of the parties will govern the timeline and/or sequence of the evaluation process. Thus, the timelines set forth in this Manual are suggested timelines only and shall in no way invalidate an evaluation completed outside of the suggested timeline.

         C.   The immediate supervisor may complete the evaluation on the prescribed form or in any other comparable format, with review by the next higher level of administration. Management evaluations are encouraged to be completed on the appropriate Solano Community College Management Evaluation Forms and include a face-to-face discussion of the evaluation with the employee being evaluated.

         D.   The employee shall sign the report to indicate review and receipt of a copy. The Human Resources Department shall place the original in the employee's personnel file.

4840.2   Classified, Supervisory, Confidential

         A.   Probationary Personnel. The immediate supervisor shall meet with the new probationary employee to explain the evaluation process. The probationary employee should be evaluated in writing by using the Classified Management Evaluation form, or any other comparable format, at least twice during the one-year probationary period. The evaluation will be based on the employee's performance in the job categories as outlined in the job description.

         B.   Non-Probationary Personnel – Classified Management. Permanent classified managers should be evaluated once every other year. Performance goals should be established each year.

ADMINISTRATIVE EMPLOYEES (Continued) 4800

C. Evaluation Year:

First Stage: Typically by September 1, the employee shall consult with his/her immediate supervisor to develop written performance goals for the ensuing fiscal year, which shall include the following: (i) the class specification/job description; (ii) department and district goals; (iii) performance goals for the position in which the employee is serving; and (iv) the major job categories in which the employee will be evaluated.

Second Stage: The performance goals should normally be reviewed (updated, revised, etc.) by March 1.

Third Stage: The evaluation shall typically be completed by the immediate supervisor and discussed with the employee no later than June 1 of the evaluation year.

D. Non-Evaluation Year:

First Stage: The employee in consultation with the immediate supervisor shall develop performance goals for the ensuing year normally no later than September 1. The performance goals shall include class specifications/job description, department and district goals.

Second Stage: At the end of the fiscal year, the employee in consultation with the supervisor shall review the results, outcomes, and achievements of the performance goals.

4840.3 Educational Administrators

A. Frequency

1. New Educational Administrators: An individual selected to fill a position as an educational administrator will be issued an employment contract and should be evaluated by his/her immediate supervisor at least once each year in the first two years of employment.

2. Continuing Educational Administrator: An individual who has been employed as an educational administrator for more than two years should be evaluated by his/her immediate supervisor in writing at least once every two years.

B. Evaluation Components: The evaluation shall be composed of four components: an evaluation by the immediate supervisor, a self-evaluation, a peer evaluation, and a subordinate evaluation.

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ADMINISTRATIVE EMPLOYEES (Continued) 4800

1. Immediate Supervisor Evaluation

    a. The immediate supervisor and evaluatee will discuss the evaluation criteria which shall be consistent with the strategic plan and agreed-upon goals, objectives and methods of achievement.

    b. The immediate supervisor will evaluate the educational administrator on: goals, objectives, and performance methods; and on each evaluation criteria noted in C. below. The formal evaluation document will include a narrative on each criteria.

2. Self-Evaluation:

    a. On each evaluation criteria noted in C. below, the evaluatee shall evaluate his/her own success in meeting the set goals and objectives and his/her performance method.

    b. The evaluatee shall prepare a narrative response on each criteria and forward to the immediate supervisor.

3. Subordinate Evaluation:

    a. Procedure

        i. The immediate supervisor is responsible for the coordination of the subordinate evaluation process.

        ii. The immediate supervisor and the evaluatee shall meet to discuss and agree to the evaluation participants.

        iii. The immediate supervisor will distribute the Scantron evaluation instrument to those individuals described in (b) below. All evaluation instruments received by the deadline date that are assigned by the evaluator will be compiled into a statistical report for the purpose of inclusion into the supervisor's performance evaluation.

        iv. It is the immediate supervisor's responsibility to assess the validity of unsubstantiated negative comments so the evaluation is truly accurate, representative and constructive. In addition, the immediate supervisor is responsible to secure the confidentiality of the information. Only the statistical analysis will be shared with the evaluatee.

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v.   The immediate supervisor will meet with the evaluatee to share the statistical analysis of the Scantron evaluation responses. The purpose of this meeting is to review the analysis, provide an opportunity to ask questions, and to respond to feedback.

b.   Subordinate Evaluation:

All regular managers, faculty, classified staff who report directly to the evaluatee will have the opportunity to participate. Adjunct faculty may participate if mutually agreed to between the evaluatee and the immediate supervisor.

If there are few faculty and classified staff that report directly to the evaluatee, others who have frequent contact with the evaluatee in the performance of their duties will be invited to participate. These faculty/staff members will be mutually agreed to between the evaluatee and the immediate supervisor.

When appropriate, students may also participate if they have direct contact with the evaluatee on a regular basis. Participation will be agreed to between the evaluatee and the immediate supervisor.

4.   Composite Evaluation and Performance Conference: Following completion of the above components, the immediate supervisor shall prepare a composite evaluation that includes his/her evaluation of the evaluatee, the peer and subordinate evaluation responses, and the evaluatee's self-evaluation. The evaluation shall also include the following:

- Recognition and acknowledgement of outstanding performance
- Identify satisfactory and unsatisfactory performance
- Clarify job expectations and develop a prioritization of responsibilities where needed
- Identify needed improvement in performance

The immediate supervisor shall meet and discuss the composite evaluation with the evaluatee and forward a copy to the Superintendent/President and a copy to the Director of Human Resources for placement in the evaluatee's personnel file. The evaluatee may write a response to the composite evaluation to be placed in his/her personnel file. Less-than-satisfactory evaluations are encouraged to be accompanied by a performance improvement plan.

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C.   <u>Evaluation Criteria</u>: The evaluation criteria should include, but shall not be limited to, Communication Skills, Leadership Skills, Human Relations, Management and Administrative Skills, and Professional Knowledge.

D.   <u>Suggested Evaluation Timeline</u>

July 1 – Sept. 1*	Immediate Supervisor and evaluatee discuss and agree upon goals, objectives and methods of achievement. The educational administrator should attempt to complete in writing performance goals and objectives in consultation with his/her immediate supervisor by September 1 of the evaluation year.
Sept. 1 – Nov. 1*	Evaluatee completes self-evaluation.
Sept. 1 – Nov. 1*	Peer and subordinate evaluation process completed
Nov. 1 – Nov. 15	The immediate supervisor should attempt to complete the composite evaluation and discuss it with the educational administrator.
Nov. 30*	Immediate supervisor submits an evaluation summary to the Superintendent/President.

4850   <u>Promotion/Reassignment/Transfer/Reclassification/Renewal</u>

4850.1   <u>Promotion</u>

Promotion means the appointment or reassignment of an employee to a position with a higher classification. The manager being considered for promotion must meet the requirements of the new position.

The Board retains discretion to promote an administrative employee to a new position at any time during the year with an effective date of promotion as established by the Board, subject only to the employee's acceptance of the promotion. When an employee is appointed to a position which clearly represents a promotion from his/her present position, he/she will be placed on the new range at the step which provides at least a one step salary increase, if the salary for the new classification permits this increase. Those employees who have a minimum of six years of service to the District are to be placed on the step that provides no less than a two-step salary increase, if the salary for the new classification permits this increase.

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ADMINISTRATIVE EMPLOYEES (Continued)   **4800**

When a promotion results in an increase or decrease in the number of days worked per year, the above-stated increases shall be calculated based on the employee's daily rate of pay.

The above promotion salary placement shall apply to both permanent and temporary positions including acting management appointments.

4850.2   Reassignment

      A.   Temporary Reassignment

          An employee may be selected to assume the duties and responsibilities of a higher-level management classification on a temporary basis. The designated employee shall be notified in writing of such action by the Superintendent/President and shall be requested to perform all duties pertaining to that classification. As a result, his/her salary shall be adjusted temporarily to the classification in which he/she is working for the time period designated, effective on the first day of temporary assignment.

      B.   Permanent Reassignment

          Requests for reassignment of employees may be initiated by the employee, by the Superintendent/President, or by the employee's immediate supervisor.

          1.   Employee Requests for Reassignment

              An employee may request reassignment by informing his/her immediate supervisor, in writing, no later than December 31 of the year preceding the effective date of the reassignment. All requests for reassignment shall be forwarded to the next higher level of supervision and shall include each supervisor's written recommendation prior to being submitted to the Superintendent/President.

              The employee shall be given a written response within thirty (30) calendar days after the Superintendent/President receives the request.

              The effective date of reassignment shall be July 1 of the subsequent year, unless earlier, as established by the District pursuant to the Education Code.

              a.   Educational Administrators

                  i.   Educational Administrators who, prior to October 1, 1986, were promoted from the faculty bargaining unit and Deans promoted from the faculty bargaining unit

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after October 1, 1986, shall be reassigned back to the bargaining unit upon their request for such reassignment.

ii. Educational administrators who were hired from outside the District and have not been members of the faculty bargaining unit, and educational administrators, other than Deans, who were promoted from the faculty bargaining unit after October 1, 1986, may be reassigned to the faculty bargaining unit, within their discipline, upon request for reassignment pursuant to the above general provisions. Such requests may be granted by the Superintendent/President if he/she finds that the best interests of the District would be served by the granting of the request.

b. Classified Management Employees

Classified management employees may be reassigned back into the classified bargaining unit, within a classification in which they are competent to serve, upon their request for reassignment made pursuant to the above general provisions. Such request may be granted by the Superintendent/President if he/she finds that the best interests of the District would be served by the granting of the request.

2. Reassignment Initiated by Superintendent/President or Immediate Supervisor

a. Educational Administrators

A tenured employee, when assigned from a faculty position to an educational administrator position or assigned any special or other type of work or given special classification or designation, shall retain his/her status as a tenured faculty member (Education Code section 87454). All persons employed in an educational administrative position before July 1, 1991, will be subject to rules and regulations regarding assignment to a non-administrative position that were in practice as of June 30, 1991.

i. Reassignment During Term of Contract/Appointment Administrative employees serve at the pleasure of the Governing Board. As such, administrative employees may, upon recommendation by their immediate

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supervisor or by the Superintendent/President, be released from his/her administrative position during the term of their administrative contract or appointment for any reason satisfactory to the Board, and reassigned to any administrative or faculty duties as determined by the Board for the remainder of his/her contract or appointment period. Nothing in the District's policies shall be deemed to grant any administrative employee any due process or property rights in their immediate position or in any other administrative position with the District.

The District shall provide written notice of reassignment to the employee at least ninety (90) days in advance of the reassignment date. If an educational administrator is involuntarily reassigned, there shall be no loss of salary and/or insurance benefits to the individual affected for the remainder of the fiscal year in which the reassignment is made.

ii. Reassignment at End of Contract/Appointment: Upon the expiration of an administrative employee's contract or appointment, the District may reemploy the employee in his/her administrative position in accordance with Education Code section 72411. Alternatively, at its discretion and for any reason satisfactory to the Governing Board, the District may choose not to reemploy the employee in an administrative position beyond the final date of the expiration date.

     a. The District shall notify employee of the District's decision not to reemploy the employee by March 15 of the final year of the contract or appointment for a contract of one year or less, and for a contract with a term of more than one year, the notice of termination shall be at least six months prior to the end of the contract, which shall constitute the sole and exclusive notice to which the Employee is entitled. In the absence of such notice not to reemploy, the employee shall be deemed to be reemployed by appointment for one year. Any extension of an administrative

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employee's contract for a term of more than one (1) year must be in writing.

b.   Upon release from an educational administrator position, educational administrators shall be reassigned to a position in the faculty bargaining unit; shall be granted year-for-year credit on the salary schedule for each year of employment with the District (effective on the first day of the fiscal year following the reassignment), and shall receive credit for prior service, seniority rights, and tenure rights.

c.   A person employed in an educational administrative position who is not part of the classified staff, who is hired after June 30, 1991, and who has not previously acquired tenure status as a faculty member shall have the right of assignment as a first-year probationary faculty member once his/her administrative assignment ends, or the educational administrator's request for assignments approved, if all of the following apply:

        (1)   The educational administrator holds a credential/faculty service area in the discipline of the assignment or meets the minimum qualification or equivalencies for the discipline to which he/she will be assigned as delineated in the Academic Senate/District approved list of minimum qualifications and equivalencies.

        (2)   The educational administrator has completed at least two years of satisfactory service, including any time previously served as a faculty member in the District.

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    (3)   The termination of the educational administrative assignment is for any reason other than dismissal for cause.

    (4)   The educational administrator has expressed in writing to the College President his/her request to be reassigned to a faculty position, including the disciplines or services for which he/she is qualified.

    (5)   No full-time instructor, neither tenured nor probationary, shall be laid off by the reassignment of an educational administrator to the discipline.

    (6)   The College President shall have conferred with the division deans prior to the reassignment to recommend the assignment most advantageous to the District and to the individual requesting reassignment.

    (7)   The Governing Board shall have provided the Academic Senate with the opportunity to present their views to the Governing Board before the Board makes the decision to reassign the educational administrator.

    d.   The written record of the decision, including the views of the Academic Senate, shall be available for review.

    References/Authority: Education Code 87454, 87458

    b.   <u>Classified Administrators/Confidential Employees</u>

    1.   Classified employees may be reassigned from their management position to a position within the classified bargaining unit, pursuant to the provisions of Education Code Sections 88001 and 88013, upon

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recommendation by their immediate supervisors or by the Superintendent/President.

2.   Classified management employees shall be assigned to a position in the appropriate bargaining unit and, upon reassignment to the bargaining unit, will receive credit for prior service and seniority rights. (This must be negotiated with the bargaining unit.)

       Classified employees who are reassigned based on lack of work or lack of funds shall receive a written notice of reassignment at least ninety (90) days in advance of the reassignment date.

4850.3   Transfer: Employees may request to move laterally to another management position either within or across classification lines. Consideration shall be given to such factors as comparable duties and responsibilities, levels of compensation, minimum qualifications, and employee performance. Should a position vacancy be opened to standard recruitment and selection procedures, applicants for transfer shall be considered along with other candidates. All applicants meeting the minimum qualifications will be interviewed for the position.

4850.4   Reclassification Requests: A reclassification may be requested by an employee when there is an increase in the complexity of duties and the increased level of responsibilities being performed by the employee in the position. Reclassification requests shall be submitted in writing to the supervisor by the employee. All requests for reclassification shall be forwarded to the next higher levels of supervision and shall include each supervisor's written recommendation prior to being submitted to the Superintendent/President in accordance with Board policy 4730 of the Solano Community College Policies and Procedures.

Reclassification requests may be submitted only once every two (2) years, and requests submitted shall be acted upon no later than three (3) months from the date received by the immediate supervisor.

4860   Appeal Procedure

Administrative employees shall have the right to participate in the complaint procedure set forth in Board Policy No. 4280. A record of individual appeals, grievances and decisions relating thereto will be maintained in a file separate from the employee's personnel file.

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ADMINISTRATIVE EMPLOYEES (Continued)   4800

4870   Separation from the District/Disciplinary Action

4870.1   Resignation/Retirement: Requests for resignation or retirement will be submitted in writing to the Superintendent/President. The request for resignation/retirement is then submitted to the Governing Board for approval.

4870.2   Reduction in Staff: The Governing Board reserves the right to reduce staff and/or abolish a position or positions. This action may result in the release or reassignment of personnel.

A.   Educational Administrators

Educational administrators shall be subject to reassignment or termination of services as provided for in Section 87743 of the Education Code. The order of reassignment or layoff shall be determined based on seniority ranking, by program. In cases where two or more employees have identical circumstances based on the above criteria, the date on which the initial paid service was rendered will determine the seniority ranking.

Educational administrators released as a result of the above reduction in District workforce procedures will maintain a thirty-nine (39) month residual interest for reemployment when and if the District hires additional employees.

B.   Classified Administrators

Classified management personnel (Article 4800.22, above) shall be subject to layoff for lack of work or lack of funds in accordance with applicable law. For multiple position classifications, the order of layoff within the class shall be determined by length of service. The employee, who has been employed the shortest time in the class, plus higher classes, shall be laid off first. Reemployment shall be in the reverse order of layoff as long as the employee meets the requirements of the position.

Persons laid off because of lack of work or lack of funds are eligible for reemployment for a period of thirty-nine (39) months and shall be reemployed in preference to new applicants, in accordance with applicable law and Board policies.

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be placed on a sixty-three (63) month reemployment list and shall be eligible when a classified vacancy occurs, to return to a position in his/her former job classification or to positions with increased assigned time, in seniority order without being subject to testing of any kind.

4870.3   Discipline/Dismissal:

A.   Disciplinary Action means action taken by the Superintendent or Governing Board as a punitive measure for misconduct. The term "disciplinary action," as contemplated by this section, shall not include action taken by the Board pursuant to its general authority under law that is not intended to be punitive in nature, but rather is taken in light of the best interests of the District, such as reassignment to another position, modification of job duties, or election not to extend an employee's contract, whether or not such action is taken subsequent to or concurrent with issues regarding an employee's performance.

B.   Educational Administrators

1.   During the term of his/her contract or appointment, the grounds and procedures for the imposition of penalties or the dismissal from employment of an Educational Administrator, if holding tenure as a faculty member, shall be in accordance with the provisions of the Education Code applicable to faculty members (Article 4 (commencing with Section 87660) and Article 6 (commencing with section 87730) of Chapter 3, Part 51 of Division 7).

2.   If the Educational Administrator does not hold tenure as a faculty member, the grounds for dismissal from employment or imposition of penalties during the term of his/her contract or appointment shall be for breach of contract, unsatisfactory evaluation, physical or mental inability to perform, or any ground enumerated in Education Code sections 87732 or 87735.

a.   During the term of his/her contract or appointment, the District shall not terminate an untenured Administrator's contract or appointment, his/her employment with the District, or otherwise impose any other penalties unless a written statement of the grounds for termination has first been served upon the affected administrator.

b.   The administrator shall be given a reasonable opportunity to address the concerns raised in the statement of grounds, prior to final Board action, either in writing or in a conference with the Superintendent-President. The Administrator shall have the right to have a representative of his/her choice at his/her expense at the conference with the Superintendent/President. The conference with the Superintendent/President, as the District's designee, shall constitute the Administrator's exclusive right to any hearing otherwise required by law. However, the Board may, at its discretion, allow the

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Administrator to address the Board prior to it taking final action on terminating the Agreement, terminating the employment of the Administrator with the District, or imposing any other penalties.

C.   <u>Classified Management (4800.2(B) above)</u>

1.   A Classified Management employee who has attained permanency may be dismissed for cause from his/her employment with the District under the procedures and for any of the grounds applicable to non-administrative classified employees, as established in Board Policy 4770 et seq. and the appropriate classified collective bargaining agreement, if applicable.

2.   A Classified Management employee under a contract or specific appointment, during the term of said contract or appointment, may be disciplined or dismissed from his/her Classified Management position for breach of contract (if applicable), an unsatisfactory evaluation, physical or mental inability to perform, the failure to perform assigned duties and responsibilities, as well as any of the grounds set forth in Board Policy 4770.2. In addition, conduct endangering the health or well being of students, staff or others, shall be cause for immediate suspension or suspension leading to dismissal.

    a.   The District shall not dismiss an employee from his/her Classified Management position or otherwise impose any other penalties during the term of his/her contract or appointment, unless a written statement of the grounds for termination has first been served upon the affected administrator.

    b.   The administrator shall be given a reasonable opportunity to address the concerns raised in the statement of grounds, either in writing or in a conference with the Superintendent-President.

    c.   The Administrator shall have the right to have a representative of his/her choice at his/her expense at the conference with the Superintendent/President.

    d.   The conference with the Superintendent/President, as the District's designee, shall constitute the Administrator's exclusive right to any hearing otherwise required by law.

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D.   Probationary Classified Management and Classified Management employees not employed by an express appointment or contract serve in his or her administrative assignment at the pleasure of the Board and may be terminated in the discretion of the Board.

4870.4   Maximum Cash Settlement

In accordance with Government Code section 53260 and 53621, in the event of a material breach in termination of this Contract, the parties agree that any cash settlement shall not exceed the sums due as total compensation for the unexpired term of this Contract. However, if the unexpired term of the Contract is greater than eighteen (18) months, the maximum cash settlement shall be an amount equal to the monthly salary of the employee multiplied by eighteen (18). Any such settlement shall not include any other non-cash items except health benefits, which may be continued for the same duration of time as covered in the settlement or until the employee finds other employment, whichever occurs first.

4880   LEAVES OF ABSENCE

4880.1   Sick Leave: Employees shall earn 1.2 days sick leave for each month worked each year. Sick leave may be accumulated without limitation and may be transferred to or from any District in California, as provided by law. The District reserves the right to require medical verification for any absence of more than three consecutive days that is charged as sick leave.

4880.2   Long-term Illness Leave: Employees shall be entitled to long-term illness leave in accordance with applicable law in effect at the time of the leave, including applicable provisions of the Education Code and applicable provisions of Family and Medical Leave Act of 1993.

4880.3   Personal Necessity : Employees shall be entitled to use five (5) days of their annual sick leave entitlement for personal necessities. Personal necessity leave shall be granted upon request of the employee. The employee shall notify his or her immediate supervisor in advance of his or her intended absence except in the case of death, serious illness or accident.

4880.4   Emergency Leave: One day of emergency leave may be taken which will not be charged against the annual sick leave entitlement.

ADMINISTRATIVE EMPLOYEES (Continued)   **4800**

4880.5   Catastrophic Leave/Leave Donation:

   A.   Eligibility:

          1.   Permanent employees who have exhausted all paid leaves (sick leave, regular and extended; vacation, floating holidays, emergency days, compensatory time and holidays) and have previously donated Catastrophic Leave are eligible to receive Catastrophic Leave to cover their own catastrophic illness or injury or that of a member of the employee's family (spouse, registered domestic partner, child, parent or other family member living in the household).

          2.   Catastrophic leave shall run concurrently with family leave.

          3.   Employees on catastrophic leave are not eligible to receive other district paid non-workdays (i.e., spring and holiday breaks).

   B.   Criteria for Approval:

          1.   A catastrophic illness or injury is one which totally incapacitates the employee from work or totally incapacitates an employee's spouse, registered domestic partner, child, parent or other family member living in the household and which requires the employee to take time off from work for an extended period of time to care for that family member, and which creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off.

          2.   Catastrophic illness or injury may include, but is not limited to, heart attack, stroke, kidney failure, cancer, incapacitating disease, major surgery and/or treatment for life threatening illness or hospitalization as a result of a severe automobile or other accident.

          3.   Any mental stress related illness shall be excluded.

   C.   Requesting Catastrophic Leave:

          1.   The employee must complete a catastrophic leave request form, attach medical verification from a licensed physician which defines the catastrophic illness or injury (including an estimated date of return), and submit all documentation to the Human Resources Department.

          2.   The employee is entitled to receive all hours donated at the time of solicitation providing the donated leave does not exceed the actual time needed or 6 consecutive months. An employee is eligible to

receive no more than 12 months of paid leave to include all paid leaves noted in 3.b. including catastrophic leave.

3. If the catastrophic leave is for the employee, he/she will use all paid leaves (vacation, sick leave, and floating holidays) accrued on a monthly basis while in paid leave as a result of catastrophic leave.

D. Catastrophic Leave Donation Eligibility:

1. A donation is granted and accepted on the basis of time for time not to include a dollar value.

2. Employees may donate accrued vacation, compensatory time, or sick leave.

3. Donation must be a minimum of eight hours initially or a proration of the average hours worked per week; may be in one hour increments thereafter to a maximum of 40 hours for each employee requesting catastrophic leave.

4. When donating sick leave, the donating employee must maintain a minimum of a two-year entitlement for his/her own illness.

5. Donations are irrevocable.

6. Employees wishing to donate must complete the appropriate form and submit it to the Human Resources Department. Catastrophic Leave donations forms are available from the Human Resources Department.

7. Leave donated and not used by the requesting employee will be banked for future employees.

E. Catastrophic Leave Process:

1. The Human Resources Department will verify the information submitted on the Request for Catastrophic Leave form and will forward a copy to the collective bargaining representative.

2. The catastrophic leave request will be reviewed by the bargaining unit representative and the Human Resources Department to determine if the criteria have been met.

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F.   <u>Creation of Initial Catastrophic Leave Bank</u>:

       1.   Employee groups who have a catastrophic leave provision in their collective bargaining agreement or policy manual may contribute and receive benefits.

       2.   Eligible employees may contribute during the open enrollment period which will be the month of September (September 1 through the last working day of the month.

       3.   Minimum contribution rate at each annual solicitation is 8 hours or a proration of the average hours worked per year.

G.   <u>Special Solicitation</u>:

       1.   After approval of a catastrophic leave request, the Human Resources Department will send a memo to bargaining unit members and other employee groups who have a catastrophic leave provision requesting donations.

       2.   The request for donations will not include the recipient's name and must be kept confidential unless permission is given by the employee; other information related to the request will be kept confidential.

       3.   A contribution during a special solicitation does not constitute enrollment in the plan.

H.   <u>Termination of Leave</u>:

       1.   Donated leave has been exhausted.

       2.   Employee has been in paid catastrophic leave status for six (6) consecutive months.

       3.   Resignation.

       4.   Service or disability retirement of the employee.

       5.   Death of the ill or injured person.

       6.   Notification by the employee that the bank utilization is no longer needed.

ADMINISTRATIVE EMPLOYEES (Continued)   **4800**

4880.6   Industrial Accident or Illness Leave

Employees are eligible for a leave of absence or industrial accident or illness arising out of and in the course of employment. The injury or illness must be accepted by the State Compensation Insurance Fund. When a person is absent from his/her duties because of an industrial accident or illness, he/she shall be paid such portion of salary due for any month which will result in a payment of not more than his/her full salary. Employees are allowed sixty (60) working days of worker's compensation leave for any one accident or illness. After sixty (60) working days, that portion of the day not paid by worker's compensation is charged to accumulated sick leave and/or vacation.

4880.7   Bereavement Leave: The District agrees to grant necessary leave of absence with pay at the employee's regular rate, not to exceed three days or five days of out-of-state travel or if travel is in excess of 200 miles one way on account of death of any member of the immediate family member of the employee or employee's spouse or registered domestic partner. An additional three to five days will be allowed for death of the employee's spouse, registered domestic partner, parent or child. Members of the immediate family shall mean the mother, father, son, daughter, brother, sister, aunt, uncle, niece, nephew, grandfather, grandmother, or grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, foster parent, stepparent, stepchildren, or any person living in the immediate household of the employee. Leaves may be granted to the employee by the Superintendent/President or designee for any individual not listed herein.

4880.8   Community Service Leave: The Governing Board encourages employees to become active community participants. When an employee holds a responsible position on a community group or organization, and is elected to represent his/her organization in a regional or state conference, the employee may be granted one leave of absence per school year, not to exceed three days, to attend this conference without loss of pay.

4880.9   Jury Duty: An employee ordered to appear in court (personal business excluded) will receive full salary less an amount equal to fees received for jury services or appearances as a witness under subpoena. Court appearance for personal business will be covered under personal necessity leave.

4880.10   Family Leave: In accordance with applicable law, including the Family and Medical Leave Act of 1993, an employee may request unpaid leave to care for the birth of a child of the employee, to care for a new born child or adopted child, to care for the employee's seriously ill parent, child or spouse, registered domestic partner, and/or serious illness of the employee. The employee will use accrued sick leave if the leave is taken for the employee's own serious health condition. The employee also may use accumulated sick leave in cases of serious illness of a spouse, registered domestic partner, parent or child. The use of vacation, floating holidays, compensatory time and sick leave used for the purposes noted above is considered family leave.

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An employee who is pregnant or is preparing to adopt a child shall be granted, upon request, an unpaid leave at any time between the commencement of pregnancy or actual placement of an adopted child in the home and one (1) year after a child is born or adopted. The employee shall notify the College in writing of his/her desire to take such leave and, except in case of emergency, shall give such notice at least thirty (30) days prior to the date on which the leave is to begin. The District may request a physician's statement certifying pregnancy or a copy of the birth certificate of the child, whichever is applicable. An employee who is pregnant may continue in active employment as late into pregnancy as she desires, provided that she determines that she is physically able and her physician determines that she is medically able. Any portion of a leave taken by an employee because of the medical disability connected with or resulting from her pregnancy may be taken as sick leave.

4880.11   Management Leave: Management leave is provided for all persons on the Administrative Leadership/Supervisory/Confidential Salary Schedule except for those employees who are classified as Supervisory or Confidential. Management leave is non-accumulative and requires the permission of the individual's supervisor. Management leave may be taken in conjunction with paid holidays and vacation time. Management leave is accrued as follows:

>   1.   Five (5) days for a 223-day work year.
>
>   2.   Three (3) days for a 209-day work year.

4880.12   Military Leave: An employee shall be granted military leave as required by the California Education Code and the Military and Veteran's Code.

4880.13   Professional Growth Leave:

>   A.   Educational Administrators/Classified Managers
>
>   Educational administrators and classified managers may make application to his/her supervisor for a paid leave of absence for a period not to exceed forty (40) working days duration, consecutively or non-consecutively, after completion of four (4) or more years of service on a management position with the District. The leave may be used for either travel or study which is designed to benefit the College and students of the District.
>
>   The employee may combine the forty (40) days professional growth leave with unused vacation time to permit a maximum leave of sixty (60) working days.
>
>   Another option for professional growth is the sabbatical leave, traditionally available to certificated employees. Educational administrators and classified managers may become eligible to apply if they have completed six (6) years

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of employment with the District, two (2) of which must be as an educational administrator or classified manager. These leaves are in addition to those granted to faculty.

An employee granted sabbatical leave shall remain in the employ of the District for at least two (2) years following the year in which the leave was awarded or the amount of salary paid during the leave shall be reimbursed to the District. An exception may be made in the event of death or serious illness.

All professional growth leaves will be submitted to the Superintendent/President for recommendation.

B.   Confidential and Supervisory

   1.   An unpaid leave of absence may be granted to any confidential or supervisory employee by the Governing Board for the purpose of personal education. The employee must submit a letter requesting leave along with written justification for undertaking the educational program, an outline of the work to be accomplished, and the name of the educational institution where the course work will be taken.

      a.   Full-time Educational Leave: A full-time educational study leave may be granted to an employee who has worked for the District for five (5) consecutive years for a maximum of length of one (1) year.

      b.   Part-time Educational Leave: A part-time educational study may be granted to an employee who has worked for the District for three (3) consecutive years. A part-time leave shall not exceed twenty (20) hours per week for a maximum of one year.

   2.   A confidential or supervisory employee may be granted released time by the supervisor to attend one class, each fiscal year, offered by Solano Community College. This course must be job-related, as determined by the supervisor. Such released time shall not exceed three hours per week.

C.   Any leave of absence granted under this policy shall not be deemed a break on service for any purpose, except that such full-time leave shall not be included as service in computing service to the granting of any subsequent leave under this type of leave, not shall employee earn vacation pay, sick leave, holiday pay, or other benefits provided in this agreement. Part-time leaves shall be prorated as are leaves and all benefits.

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ADMINISTRATIVE EMPLOYEES (Continued)   **4800**

4880.14   <u>Unpaid Leave of Absence</u>: An employee may, at the Discretion of the District, be granted a leave of absence for purposes satisfactory to the District. If granted, a leave will be without compensation and shall generally be for a period not to exceed one (1) academic year. An employee may continue to participate in the health and welfare benefits including medical, dental and vision care by paying the appropriate monthly premium(s) one month in advance to the Administrative and Business Services Office.

REFERENCES/
AUTHORITY: <u>California Education Code, Sections 72411, 87488, 87454, 87458, 87732, 87735, 87743, 88001, and 88013</u>

<u>California Education Code applicable to faculty members (Article 4 (commencing with Section 87660) and Article 6 (commencing with section 87730) of Chapter 3, Part 51 of Division 7.</u>

<u>California Revenue and Taxation Code</u>

<u>Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA)</u>

<u>County Counsel of Solano County guidelines</u>

<u>Family and Medical Leave Act of 1993</u>

<u>Government Code, Sections 3540.1(c), 20636(c)(4), 20691, 53260, 53621</u>

<u>Health Insurance Portability and Accountability Act of 1996 (HIPAA)</u>

<u>Internal Revenue Code and Section 125 Flexible Benefit Plan</u>

<u>Military and Veteran's Code</u>

<u>Solano Community College District, Board Policies 4280, 4730, 4750.2, 4770, and 4770.2</u>

EVF/zg

BP 4800

ADOPTED: May 18, 2005

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<div align="right">**Appendix A**</div>

SOLANO COMMUNITY COLLEGE DISTRICT

Educational Administrator Employment Contract

1. **INTRODUCTION**: This Contract for Employment ("Contract") is mutually entered into by and between the Solano Community College District ("District") and _____ ("Employee") pursuant to the provisions of California Education Code section 72411 to establish the terms and conditions for the Board to retain Employee to provide services as described herein.

2. **POSITION**: Subject to the terms and conditions stated in this Contract, Employee is assigned to the position of _____. Employee understands that his/her employment in this administrative position is based upon trust, confidence, and anticipated cooperation and support in furtherance of the management of the District.

3. **TERM OF EMPLOYMENT**: Subject to the terms and conditions stated herein, Employee's term of employment shall be for a period of _____ year[s] commencing _____ and ending on June 30, _____." Upon the expiration of this Contract, the District may reemploy Employee in his/her administrative position in accordance with Education Code section 72411 and Board Policy No 4850.2(B)(2)(a)(ii). Alternatively, at its discretion and for any reason satisfactory to the Governing Board, the District may choose not to reemploy the Employee in an administrative position beyond the Contract's expiration date. The District shall notify Employee of the District's decision not to reemploy the Employee by March 15 of the final year of the Contract for a contract of one year or less, and for a contract with a term of more than one year, the notice of termination shall be at least six months prior to the end of the contract, which shall constitute the sole and exclusive notice to which the Employee is entitled. In the absence of such notice not to reemploy, the Employee shall be deemed to be reemployed by appointment for one year. Any extension of this contract for a term of more than one (1) year must be in writing. Any oral agreements to the contrary are of no force or effect.

4. **SALARY**: Employee shall be paid salary on a monthly basis according to the appropriate Salary Schedule.

   a. Employee shall initially be placed on the Administrative Leadership/Supervisory/Confidential Salary Schedule, Range ___/Step___.

   b. The salary schedule is based on 223 duty days of service per year, excluding annual vacation and paid holidays. Employee shall ordinarily be paid monthly in twelve equal payments on the last working day of the month in accordance with provisions of the applicable salary schedule. However, if Employee works for less than 223 days per year, the salary shall be based on a proration of the actual days of service to 223 days. In addition, should Employee work less than twelve

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(12) months, he/she may be paid in either twelve equal installments or for actual months worked.

c. Advancement on the salary schedule shall be implemented as described in the District policies. Salary to be paid during any term of this Contract may be increased during the term of Contract by the District.

d. Employee shall have July 1 of each fiscal year as an anniversary date and shall receive any annual increment on that date until reaching the top step on the salary schedule for the appropriate salary class. Employee must be employed with the District as least six (6) months before being eligible for an initial annual increment on July 1.

5. **VACATION**: Vacation benefits are awarded on a fiscal year basis from July 1-June 30. Employees shall accrue vacation in accordance with the schedule below:

Years of Service	223 Workdays*	189 Workdays**	199 Workdays**	209 Workdays**
1 month through 10 years	22 days/yr	0 days/yr	0 days/yr	0 days/yr
11 years through 15 years	23 days/yr	1 day/yr	1 day/yr	1 day/yr
16 years through 20 years	24 days/yr	2 days/yr	2 days/yr	2 days/yr
21 years and above	25 days/yr	3 days/yr	3 days/yr	3 days/yr

*   Employees working 223 working days shall accrue vacation time.
**   Employees working less than 223 working days shall be paid for their days of vacation.

a. Vacation shall be scheduled at times mutually agreed upon by Employee and the supervisor. Prior to taking vacation, Employee must complete the request for leave form, obtain verification of available vacation time from the Human Resources Department and obtain approval from his/her immediate supervisor.

b. Employee is entitled to carry over up to two years worth of accrued vacation entitlement each year. However, the total number of accrued paid vacation days shall not exceed the vacation entitlement for two (2) years at any time. Once Employee has accrued two (2) years of unused vacation entitlement, no further vacation time shall be accrued until such time as Employee's accrued vacation entitlement falls below two (2) years. However, if the employee has requested and has not been permitted to take earned vacation, with written documentation that the request has been denied, he/she shall be paid at time and one-half for the vacation days requested that exceed the two-year entitlement. Employees are encouraged to schedule and use vacation throughout the year.

c. Once Employee has completed six months of employment in regular status, Employee shall be entitled upon separation from service to a lump-sum

compensation, at the regular rate, for all earned and unused vacation, up to a maximum of a two-year vacation accrual.

6. **SICK LEAVE**:
    Employee shall earn 1.2 days sick leave for each month worked per year. Sick leave may be accumulated without limitation and may be transferred to or from any District in California, as provided by law. The District reserves the right to require medical verification for any absence of more than three consecutive days that is charged as sick leave.

    Employee shall be entitled to use five (5) days of his/her annual sick leave entitlement for personal necessities. Personal necessity leave shall ordinarily be granted upon request of Employee, provided it meets the standards of the Education Code. Employee shall provide to his/her immediate supervisor reasonable notice in advance of the intended absence except in the case of death, serious illness or accident.

7. **BENEFITS**:
    a. Beginning on the first day of the calendar month after which service to the District first begins, and continuing during the term of this Contract, Employee and his/her dependents shall be entitled to receive District-paid medical, vision and dental coverage under plans currently in effect, or as subsequently modified, adopted, or implemented in the future. Employee is entitled to participate in the Medicare Program for educational administrators, as provided for by AB265.

    b. In lieu of District-paid benefits, an employee may submit a medical benefit waiver request to the District. If approved by the District, the employee shall be permitted to convert $1,500 to a tax sheltered annuity plan or receive the money in cash as long as the member participates in the IRC 125 Flexible Benefit Plan. Reinstatement to a District health plan is subject to the approval of the carrier.

    c. COBRA Benefits: Employee has the option of participating in the continuation of benefits as provided by the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). If Employee leaves the District after completing ten consecutive years of full-time service, Employee shall be given the option to continue medical, dental and vision coverage through the District until such time as Employee reaches retirement age provided he/she pays premiums in advance and subject to provisions of the contracts of the carriers and JPA agreement.

    d. The District expressly reserves the right at any time to modify the above plans, or adopt a plan or plans for benefits completely different from those identified above.

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8. **FRINGE BENEFITS**

   a. <u>Career Increments</u>: A career increment is an amount paid an employee in recognition of total years of full-time paid regular service as a District employee. Earned career increments will be added to Employee's annual salary beginning July 1 after Employee has reached the increment level. The career increment shall not be paid to Employee while on an unpaid leave of absence. Time spent on an unpaid leave or in special hourly employment shall not be included in calculating years of service.

Years of Service	Annual Increment
10 years	$1000.00
15 years	$1200.00
19 years	$1500.00
20 years	$1600.00
25 years	$2300.00
29 years	$3000.00

   b. <u>Stipend for Doctorate Degree</u>: Employee shall receive an additional stipend of $2,400 upon possessing or obtaining an earned doctorate from an accredited institution. Accredited institutions are those recognized by the six (6) regional accrediting commissions, state and federal licensing agencies for specialized programs, those listed in publications showing recognized for higher education institutions and those institutions recognized by the California Community College Division of Credentials. The Juris Doctorate (J.D.) Degree consisting of a minimum of a three-year graduate level program granted by an accredited institution will be recognized as an earned doctorate.

   c. <u>Travel and Transportation</u>: Employee shall be entitled to reimbursement for the actual cost of approved travel expenses, including lodging, meals, airplane, railroad, private vehicle travel, registration fees, incidental travel expenses, and mileage rates as set annually by the Governing Board.

   d. <u>Life Insurance</u>: A group insurance policy for Employee shall be provided at a total cost not to exceed $2,500 per fiscal year.

   e. <u>Tax Sheltered Annuities</u>: Employee may submit a medical benefit waiver request to the District. If approved by the District, Employee shall be permitted to convert $1,500 to a tax sheltered annuity plan or receive the money in cash as long as Employee participates in the District's IRC 125 Flexible Benefit Plan. Participation and reinstatement to a District health plan is subject to the approval of the carrier.

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   f.   <u>Golden Handshake/Early Retirement Incentive</u>:

      1) The District may implement the provisions of Education Code Section 87488, so long as it is operative, if the following conditions are met:

         1. Employee is eligible for State Teacher's Retirement System;

         2. The minimum number of employees, as set by the Governing Board, sign up to participate in the plan;

         3. Employee submits a letter prior to the beginning of the spring semester indicating when he/she wishes to retire;

         4. The retirement date is effective during the window period set by the governing board;

         5. The District has certified to the chancellor, prior to the formal action becoming effective, that the net effect of the formal action will result in no costs to the State Teacher's Retirement System or the District.

      2) Employee shall be considered for any other early retirement incentive bonuses that are offered by the Governing Board to other academic groups.

   g. <u>Employee Retirement Benefits</u>: Employees with ten (10) or more years of service who retire shall have the opportunity of one of the District-paid retirement options listed below. The option chosen at the time of retirement is irrevocable. Employee and his/her spouse or registered domestic partner shall be entitled to participate for the time period stated. Employee and/or his/her spouse or registered domestic partner must enroll in Medicare upon becoming eligible, and the benefits offered herein shall be coordinated with Medicare.

      1) Ten (10) years of medical and vision for employee and spouse or spouse or registered domestic partner domestic partner; either ten (10) years of dental for employee and spouse or registered domestic partner or $250 per year of service with the District to a maximum of 25 years.

      2) Eight (8) years of medical for employee and spouse or registered domestic partner with the lowest premiums at the time of retirement, eight (8) years of dental for employee and spouse or registered domestic partner (annual maximum of $1,500 and no orthodontia coverage) and eight (8) years of vision for employee and spouse or registered domestic partner and $5,000 payment at the end of the 1st year of retirement.

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3) Five (5) years of medical, dental and vision for employee and spouse or registered domestic partner and $10,000 payable to the employee in the 6th and 7th years in $5,000 installments (at the end of each fiscal year).

4) No health and welfare benefits provided but will receive $20,000 in the 1st through 4th years in $5,000 installments (at the end of each fiscal year).

The District shall reimburse Employee for any costs, if any, incurred by Employee or his/her spouse or registered domestic partner that result from coordinating benefits with Medicare.

9. **DUTIES AND RESPONSIBILITIES**: Employee shall devote his/her time, skills, labor and attention to managing, administering and supervising the affairs of the position to which he/she is assigned, including all of the responsibilities specified in the job classification/description for the assigned position and/or as may otherwise be assigned by the Superintendent-President at the District's discretion.

10. **CONDITIONS OF EMPLOYMENT**: This Contract is subject to all applicable laws of the State of California, which are hereby made a part of the terms and conditions of this Contract. In the event the terms of this Contract conflict with any rule of law or regulation of the State of California in force on the effective date of this Contract, the applicable law or regulation shall govern.

It is further expected that the District's Board Policies shall provide guidance, structure and organization to the parties' employment relationship, to the extent said policies are not in conflict with this Contract. The guidelines contained within the Board Policies are neither exclusive nor comprehensive, and the District reserves its exclusive right to review and update, change, amend or terminate its policies at any time for any reason, with or without notice. Except as provided for herein and to the extent applicable, said updates, changes, amendments, or deletions shall be effective at the time implemented.

In the event any provision of the District policies conflicts with this Contract, this Contract shall supercede and the rights and obligations of the parties under this Contract shall govern. A "conflict" includes, but shall not be limited to, any difference in substance or procedure on the same subject matter that is set forth in this Contract. In the event there is any question as to whether any Board Policy is in conflict with this Contract, the District's interpretation of its own policies shall govern.

11. **EVALUATIONS:** Employee shall be annually evaluated by his/her supervisor in writing during an employee's initial term of employment. In the event the Employee is reemployed by the District beyond the term of this Contract, the employee shall be evaluated as frequently as required by applicable District policies. The evaluation components and procedure shall be followed in accordance with the general timeline set

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by the District and the availability of the parties. The adopted District policies and regulations regarding evaluations are intended to provide guidance for completing the evaluation process.

12. **ADMINISTRATIVE REQUIREMENTS**: Upon assuming his/her duties, Employee, if new to the District, shall submit evidence of a negative chest x-ray or intradermal tuberculosis test, sign a loyalty oath, W-4 form, retirement form, and be fingerprinted within 10 days.

13. **REASSIGNMENT**: Employee may be reassigned during the term of this contract in accordance with Article 4850.2 of the Board Policies. The term "reassignment" includes the discretionary appointment to another administrative or faculty position during the term of this Contract, whether occurring at the District's discretion, upon the request of the Employee, or upon a mutual termination of this Contract. The District shall provide written notice of reassignment to Employee at least ninety (90) days in advance of the reassignment date. If Employee is involuntarily reassigned, there shall be no loss of salary and/or benefits to Employee for the remainder of the fiscal year in which the reassignment is made.

14. **EMPLOYEE TERMINATION OF CONTRACT**: Employee may terminate this Contract at any time by submitting a written request for resignation or other separation from employment with the District to the Superintendent/President, which will be forwarded to the Governing Board for consideration.

15. **HOLD HARMLESS**: Upon the written request of the Administrator, the District shall provide for the defense of any civil action or proceeding brought against the Administrator by a person or entity other than the District when the civil action or proceeding is based on an act or omission within the scope of the Administrator's employment with the District subject to the following:

    a. The Administrator agrees to cooperate with the District and its legal counsel to the extent necessary to provide for the defense.

    b. The choice of counsel is within the District's discretion.

    c. The District is required by the Government Code to provide such defense or, when defense is discretionary, the District exercises its discretion to provide for such defense.

16. **SEVERABILITY**: If any term or provision of this Contract shall be held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the terms or provisions of this Contract shall remain in force and effect.

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17. **DISMISSAL OR IMPOSITION OF PENALTIES DURING THE TERM OF THE AGREEMENT**:

During the term of this Agreement, the grounds and procedures for the imposition of penalties on and/or the dismissal from employment of the administrator, if holding tenure as a faculty member, shall be in accordance with the provisions of the Education Code applicable to faculty members (Article 4 (commencing with Section 87660) and Article 6 (commencing with section 87730) of Chapter 3, Part 51 of Division 7).

If the Administrator does <u>not</u> hold tenure as a faculty member, the grounds for dismissal from employment or imposition of penalties during the term of this Agreement shall be for breach of contract, unsatisfactory evaluation, physical or mental inability to perform, or any ground enumerated in <u>Education Code</u> sections 87732 or 87735.

The District shall not terminate this Agreement, terminate the employment of Administrator with the District, or impose any other penalties during the term hereof unless a written statement of the grounds for termination has first been served upon the affected administrator. The administrator shall be given a reasonable opportunity to address the concerns raised in the statement of grounds prior to final Board action, either in writing or in a conference with the Superintendent-President. The Administrator shall have the right to have a representative of his/her choice at his/her expense at the conference with the Superintendent/President. The conference with the Superintendent/President, as the District's designee, shall constitute the Administrator's exclusive right to any hearing otherwise required by law. However, the Board may, at its discretion, allow the Administrator to address the Board prior to it taking final action on terminating the Agreement, terminating the employment of the Administrator with the District, or imposing any other penalties during the term of this Agreement.

18. **MAXIMUM CASH SETTLEMENT**: In accordance with Government Code section 53260 and 53621, in the event of a material breach in termination of this Contract, the parties agree that any cash settlement shall not exceed the sums due as total compensation for the unexpired term of this Contract. However, if the unexpired term of the Contract is greater than eighteen (18) months, the maximum cash settlement shall be an amount equal to the monthly salary of the employee multiplied by eighteen (18). Any such settlement shall not include any other non cash items except health benefits, which may be continued for the same duration of time as covered in the settlement or until the employee finds other employment, whichever occurs first.

19. **EXEMPT STATUS**: All educational administrators are exempt from overtime provisions of District policies and state and federal law.

20. **ENTIRE CONTRACT**: This Contract contains the entire Contract and understanding between the parties, and supercedes any prior agreements entered into between the parties

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relating to the employment of Administrator. There are no oral or written understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Contract. This Contract cannot be changed or supplemented orally. It may only be modified and superceded by a written instrument executed by both of the parties.

21. **NON-WAIVER**: Non-enforcement of, or exceptions made to any portion of this Contract shall not constitute a waiver of that provision of this Contract in the future. Any provision herein may only be waived in writing as an amendment to this Contract. Any such waiver shall, under no circumstances, be deemed a waiver of any other portion of this Contract.

IN WITNESS WHEREOF, the parties hereto have duly executed this Contract on the dates indicated below.

_____   _____
Superintendent/President   Date

_____   _____
Administrator   Date

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SOLANO COMMUNITY COLLEGE DISTRICT

Administrative Leadership/Supervisory/Confidential 2011-12 Schedule

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
54	140,000.00	143,333.00	146,812.00	150,145.00	153,478.00	156,811.00	160,144.00
53	115,887.41	120,346.26	124,984.66	129,811.77	134,828.62	140,046.43	145,473.37
52	105,887.41	110,346.26	114,984.66	119,811.77	124,828.62	130,046.43	135,473.37
51	102,740.40	106,851.40	111,123.58	115,568.15	120,192.27	124,998.98	129,998.49
50	97,907.16	101,822.31	105,894.55	110,132.04	114,535.81	119,118.10	123,881.97
49	93,956.32	97,714.36	101,623.39	105,687.47	109,915.78	114,313.43	118,885.52
48	87,347.09	90,840.93	94,474.53	98,254.00	102,183.42	106,270.96	110,521.72
47	83,987.90	87,347.09	90,840.93	94,474.53	98,254.00	102,183.42	106,270.96
46	80,757.24	83,987.90	87,347.09	90,840.93	94,474.53	98,254.00	102,183.42
45	77,651.04	80,757.24	83,987.90	87,347.09	90,840.93	94,474.53	98,254.00
44	74,664.18	77,651.04	80,757.24	83,987.90	87,347.09	90,840.93	94,474.53
43	73,229.92	76,157.61	79,204.65	82,373.08	85,668.00	89,094.52	92,657.73
42	70,411.39	73,229.92	76,157.61	79,204.65	82,373.08	85,668.00	89,094.52
41	67,704.04	70,411.39	73,229.92	76,157.61	79,204.65	82,373.08	85,668.00
40	65,100.75	67,704.04	70,411.39	73,229.92	76,157.61	79,204.65	82,373.08
39	62,597.42	65,100.75	67,704.04	70,411.39	73,229.92	76,157.61	79,204.65
38	60,188.97	62,597.42	65,100.75	67,704.04	70,411.39	73,229.92	76,157.61
37	57,889.66	60,188.97	62,597.42	65,100.75	67,704.04	70,411.39	73,229.92
36	55,685.22	57,889.66	60,188.97	62,597.42	65,100.75	67,704.04	70,411.39
35	53,565.46	55,685.22	57,889.66	60,188.97	62,597.42	65,100.75	67,704.04
34	51,529.34	53,565.46	55,685.22	57,889.66	60,188.97	62,597.42	65,100.75
33	49,569.72	51,529.34	53,565.46	55,685.22	57,889.66	60,188.97	62,597.42
32	47,686.62	49,569.72	51,529.34	53,565.46	55,685.22	57,889.66	60,188.97
31	45,873.90	47,686.62	49,569.72	51,529.34	53,565.46	55,685.22	57,889.66
30	44,131.57	45,873.90	47,686.62	49,569.72	51,529.34	53,565.46	55,685.22
29	42,458.61	44,131.57	45,873.90	47,686.62	49,569.72	51,529.37	53,565.46
28	40,848.89	42,458.61	44,131.57	45,873.90	47,686.62	49,569.72	51,529.34

Persons possessing an earned doctorate from an accredited institution will receive an additional $2400

Career Increments after:

10 years	$1,000
15 years	$1,200
19 years	$1,500
20 years	$1,600
25 years	$2,300
29 years	$3,000

Career Increments (Confidential Employees) after:

6 years	2.5%
8 years	5%
11 years	7.5%
15 years	10%

Salary schedule is based on 223 workdays.

$10,000 increment between Range 52 & 53

SOLANO COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE EMPLOYEES (Continued)   **4800**

MANGEMENT CLASSIFICATIONS 2011-12		

Range 54				**Range 42**		
Vice President				Accounting Mgr., Fiscal Services (1)		
Finance & Administration (1)				Assistant Director, Facilities (0)		
Range 53				Human Resources Manager (1)		
Executive Vice President				**Range 40**		
Academic and Student Affairs (1)				Director, Research & Planning (1)		
Range 50				**Range 38**		
Director, Human Resources (1)				Chief, College Police & Public Safety (1)		
Range 49				**Range 37**		
Dean (5)				Staff Diversity Coordinator (0)		
School of Career Technical Ed & Business						
Counseling & Special Services				**Range 35**		
School of Human Performance & Dev				Executive Coordinator-Supt/President & Gov Board (1		
School of Liberal Arts				Graphic Arts Services Supervisor (1)		
School of Sciences						
Center Dean (2)				**Range 34**		
Vacaville and Travis Center				Bookstore Supervisor (1)		
Vallejo Center				MESA Director (0)		
Chief Information Systems Officer (0)						
Director, Fiscal Services (1)				**Range 33**		
Executive Director, Institutional Advancement (1)				Coordinator, Marketing & Student Recruitment (1)		
				Supervisor		
Range 48				Facilities (0)		
Director				Grounds (0)		
Technology Services & Support (1)				**Range 32**		
Range 46				Executive Assistant		
Director				Academic & Student Affairs (0)		
Admissions & Records (1)				Finance & Administration (1)		
Facilities (1)				Human Resources (1)		
Financial Aid (1)				**Range 31**		
Range 45				Human Resources Specialist (2)		
Managing Director of Theatre Operations (1)						
Director, Small Business Dev. Center (1)				**Range 29**		
				Staff Assistant (0)		
Range 43						
Director						
Children's Programs (1)						
Student Development (1)						
Manager, Technology Services and Support (1)						
Director, Workforce & Economic Development (1)						

7/1/2011-DRL

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ADMINISTRATIVE EMPLOYEES (Continued)   4800

Appendix C

CLASSIFIED MANAGEMENT PERFORMANCE APPRAISAL
STATEMENT OF PERFORMANCE/EXPECTATIONS AND GOALS
Solano Community College

Performance Appraisal For _____ Position_____
                                              (Name)

Instructions: This section is to be completed by the employee in consultation with his or her supervisor and is due September 1. Development of performance goals and performance appraisal is based upon class specifications/job description and should include department and district goals.

Performance Goals for non-evaluation year _____

PERFORMANCE GOALS   **RESULTS/OUTCOMES/ACHIEVEMENTS**

Employee's Signature_____ **Date**_____

Supervisor's Signature_____ **Date**_____

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ADMINISTRATIVE EMPLOYEES (Continued)   **4800**

Performance Appraisal For _____ **Position**_____
                                    (Name)

Instructions: This section is to be completed by the employee in consultation with his or her supervisor and is due September 1. Development of performance goals and performance appraisal is based upon class specifications/job description and should include department and district goals.

Performance Goals for evaluation year _____

To be reviewed by March 1.

Employee's Signature_____ **Date**_____

Supervisor's Signature_____ **Date**_____

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Performance Appraisal For _____ **Position**_____
                                                   (Name)

Instructions: This section is to be completed by the supervisor and is due to the employee by JUNE 1 of the evaluation year. Based on each major job category in the job description, please circle the letter which best describes the employee's performance. The development of job categories are to be based on the class specifications/job description, the District goals, the department goals, and the individual performance goals. These job categories are to be developed in consultation with the employee at the time the performance goals are determined and are due by SEPTEMBER 1 of the evaluation year.

O   <u>Outstanding</u> **Performance. Performance is of exceptional quantity and/or quality and is completed in accordance with established schedules or deadlines.**

H   <u>Highly Effective</u> **Performance. Performance is of above average or excellent quality and is usually completed in accordance with established schedules or deadlines.**

S   <u>Satisfactory</u> **Performance. Performance is of good quality and is usually completed in accordance with established schedules or deadlines.**

M   <u>Marginal</u> **Performance. Performance is minimally acceptable but needs improvement.**

U   <u>Unsatisfactory</u> **Performance. Performance is not adequate for the position.**

Major Job Categories (from class specifications/job description)   **(Circle one)**
1.   O H S M U

Comments:

2.   O H S M U

Comments:

3.   O H S M U

Comments:

4.   O H S M U

Comments:

5.   O H S M U

Comments:

Additional major job categories or significant responsibilities may be added on a separate sheet.

Employee's Signature_____ **Date**_____

Supervisor's Signature_____ **Date**_____

Performance Appraisal For _____ **Position** _____
                                              (Name)

OVERALL RATING

Please check appropriate box for the **<u>overall rating</u>** of the employee's performance.

SUGGESTIONS FOR USE OF RATING CRITERIA:

[ ]   Outstanding Performance   **Half or more of the major job category ratings should be "Outstanding;" no more than one rating should be below "Highly Effective."**

[ ]   Highly Effective Performance   **Half or more of the major job category ratings should be "Highly Effective" or "Outstanding;" no more than one rating should be below "Satisfactory."**

[ ]   Satisfactory Performance   **Half or more of the major job category ratings are "Satisfactory" or higher; no more than one-fourth of the ratings should be "Marginal." The employee and supervisor will develop and attach a performance improvement plan for any major job categories which are rated "Marginal."**

[ ]   Marginal Performance   **More than one-fourth of the major job category ratings are "Marginal" or below. The employee and supervisor will develop and attach a performance improvement plan for the major job categories which are rated "Marginal" or below.**

[ ]   Unsatisfactory Performance   **More than one-fourth of the major job category ratings are "Unsatisfactory." The employee and supervisor will develop and attach a performance improvement plan for all major job categories which are rated "Marginal" or below.**

Additional comments may be attached and signed on a separate sheet of paper.

<u>Supervisor's Comments</u>:

<u>Employee's Comments</u>:

This performance appraisal has been discussed with the employee. His/her signature does not necessarily imply that he/she is in agreement with the evaluation.

Employee's Signature_____ **Date**_____

Supervisor's Signature_____ **Date**_____

Solano Community College

Evaluatee:_____
Please return the completed survey to:
_____

Performance Evaluation Survey:

Educational Administrator's Evaluation Comment Sheet

The purpose of the educational administrator evaluation process (District Policy #2115) at Solano Community College is to assess performance by recognizing strengths and achievements, and by identifying areas which may need improvement, thereby providing the educational administrators with an opportunity for growth.

As someone who works under the supervision of or closely with the educational administrator being evaluated, you have been selected to receive the attached performance survey entitled, "Educational Administrator's Report Card". Please complete the survey, sign and date it, and return it, sealed in the envelope provided, to the person specified and by the deadline date noted on the front of the survey form.

In addition to the survey form, you may use the spaces provided below to record specific commendations and/or suggestions for professional growth and development. (You may use additional paper, as necessary.) If you choose to use this "Comment Sheet," please be sure to sign and date it, and enclose it in the envelope along with the survey form.

Your comments are confidential; no individual responses will be shown to the educational administrator being evaluated.

Communication Skills

Leadership Skills

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Human Relations

Management/Administrative Skills

Professional Knowledge

Confidentiality – It is important that the integrity of the evaluation process be protected. Also, it is important that the educational administrator being evaluated does not have his/her right to privacy violated. In accordance with approved District personnel policies and procedures, all information concerning an educational administrator's evaluation shall be treated as <u>strictly confidential</u>

Signature: _____ Date:_____

(Unsigned forms will NOT be considered.)

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Performance Evaluation Survey:
Educational Administrator's Report Card

The following rating is a SCANTRON Form available in Human Resources. <u>Do not use this form for evaluation</u>.

Please use the following scale to assign a "grade" to the educational administrator's level of performance on each aspect of the five categories listed. Leave blank any items that are not applicable, unobserved, or which you are unable to rate.

"A" ⟶ Functions at a <u>consistently high level</u> of professional excellence; performance is distinguished, salient, superior and excellent.

"B" ⟶ Functions <u>beyond standard requirements</u>; outstanding in some respects; a high degree of competence; positive and desirable performance.

"C" ⟶ Meets the <u>standard performance</u> expected of District educational administrators; performance is acceptable.

"D" ⟶ Does <u>NOT consistently meet the standard</u> of performance expected of District educational administrators; professional development is necessary.

"F" ⟶ Performance is <u>significantly BELOW the standard</u> expected of District management employees; this rating indicates a need for corrective action.

Evaluatee:_____

Please return the completed survey to _____

By _____.

To what extent does this educational administrator…

	Rating Scale				
COMMUNICATION SKILLS	**A**	**B**	**C**	**D**	**F**
• communicate with clarity?	☐	☐	☐	☐	☐
• communicate with clarity in oral messages?	☐	☐	☐	☐	☐
• communicate with clarity in non-verbal behaviors?	☐	☐	☐	☐	☐
• listen carefully to what is being said to him/her?	☐	☐	☐	☐	☐
• provide clear expectations to staff?	☐	☐	☐	☐	☐
• provide clear directions to staff?	☐	☐	☐	☐	☐
• provide clear feedback to staff?	☐	☐	☐	☐	☐
LEADERSHIP SKILLS					
• act as an advocate for his/her division/area?					
• make positive contributions to committees and similar groups?	☐	☐	☐	☐	☐
• take a leadership position in encouraging multi-culturalism in his/her area?	☐	☐	☐	☐	☐
• exhibit vision?	☐	☐	☐	☐	☐
• demonstrate self-confidence?	☐	☐	☐	☐	☐
• demonstrate assertiveness?	☐	☐	☐	☐	☐

	Rating Scale				

LEADERSHIP SKILLS (Continued

	A	B	C	D	F

- demonstrate initiative? □ □ □ □ □
- demonstrate creativity? □ □ □ □ □
- demonstrate a willingness to take appropriate risks? □ □ □ □ □
- exhibit high levels of enthusiasm? □ □ □ □ □
- exhibit high levels of accomplishment? □ □ □ □ □
- assume responsibility for his/her actions? □ □ □ □ □
- encourage high standards? □ □ □ □ □
- demonstrate effectiveness in decision making? □ □ □ □ □

HUMAN RELATIONS

- exhibit high standards of honesty? □ □ □ □ □
- exhibit respect for others? □ □ □ □ □
- maintain an environment that encourages individual worth? □ □ □ □ □
- recognize the contributions/accomplishments of others? □ □ □ □ □
- exhibit sensitivity to the special needs of others? □ □ □ □ □
- respect confidentiality □ □ □ □ □
- exhibit consistency in her/his dealings with others? □ □ □ □ □
- avoid allowing his/her personal problems to affect performance? □ □ □ □ □
- demonstrate stability in emotionally stressful situations? □ □ □ □ □
- encourage openness in communication? □ □ □ □ □
- encourage two-way communication? □ □ □ □ □
- respond well to criticism? □ □ □ □ □
- exhibit high standards of fairness? □ □ □ □ □
- demonstrate effective team-building skills? □ □ □ □ □

MANAGEMENT/ADMINISTRATIVE SKILLS

- understand division/area needs? □ □ □ □ □
- anticipate division/area needs? □ □ □ □ □
- respond promptly to requests for assistance? □ □ □ □ □
- resolve division/area problems? □ □ □ □ □
- participate in creative problem solving? □ □ □ □ □
- set clear goals? □ □ □ □ □
- bring about purposeful actions toward desired goals? □ □ □ □ □
- set clear priorities? □ □ □ □ □
- involve staff in setting unit objectives? □ □ □ □ □
- provide for broad-based collaboration in decision making? □ □ □ □ □
- encourage differences in viewpoint? □ □ □ □ □
- make decisions based upon perceptive observation? □ □ □ □ □
- encourage collaboration among work units? □ □ □ □ □
- maintain an environment that encourages individual innovation? □ □ □ □ □
- support personal and professional growth? □ □ □ □ □
- provide in-service training for continuing faculty and staff? □ □ □ □ □
- maintain an environment that promotes high morale? □ □ □ □ □
- delegate assignments in an effective manner? □ □ □ □ □
- give firm direction when such direction is needed? □ □ □ □ □
- allocate resources consistent with goals/priorities? □ □ □ □ □
- allocate resources efficiently? □ □ □ □ □
- develop effective timelines? □ □ □ □ □

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MANAGEMENT/ADMINISTRATIVE SKILLS (Continued)   **A   B   C   D   F**

- meet deadlines? ☐ ☐ ☐ ☐ ☐
- exhibit work that is well organized? ☐ ☐ ☐ ☐ ☐
- exhibit work that is accurate? ☐ ☐ ☐ ☐ ☐
- complete effective performance evaluations? ☐ ☐ ☐ ☐ ☐

PROFESSIONAL KNOWLEDGE

- understand the discipline(s)/area(s) that s/he supervises? ☐ ☐ ☐ ☐ ☐
- demonstrate knowledge regarding professional staff development issues? ☐ ☐ ☐ ☐ ☐
- keep current with developments which may impact the mission and goals of the District? ☐ ☐ ☐ ☐ ☐
- participate in professional service organizations? ☐ ☐ ☐ ☐ ☐
- seek growth opportunities? ☐ ☐ ☐ ☐ ☐
- engage in a planned program of personal growth? ☐ ☐ ☐ ☐ ☐
- engage in a planned program of professional growth? ☐ ☐ ☐ ☐ ☐

Written comments – Please use the accompanying "Educational Administrator's Evaluation Comment Sheet" to submit any personal observations that you feel might assist the evaluation team in providing a fair, valid and constructive evaluation of this educational administrator.

Confidentiality – It is important that the integrity of the evaluation process be protected. Also, it is important that the educational administrator being evaluated does not have his/her right to privacy violated. In accordance with approved District personnel policies and procedures, all information concerning an educational administrator's evaluation shall be treated as strictly confidential.

Signature: _____ Date: _____

Agreement has been reached with the Solano Community College Administrative Leadership Group (ALG) for the 2010-11 and 2011-12 academic years.

ALG will forgo the one percent (1%) increase that was to become effective June 30, 2011, which will roll it into the 2011-12 fiscal year. Secondly, the management group will suspend step/column increases for the 2011-12 year; lastly, ALG will take eight (8) furlough days over the 2011-12 fiscal year.

Evaluation Summary by Year			
Review_Year	# of Reviews	# of Reviews Completed	% of Completion
2003 Total	3	2	66.67%
2004 Total	5	5	100.00%
2005 Total	17	14	82.35%
2006 Total	38	36	94.74%
2007 Total	84	83	98.81%
2008 Total	122	117	95.90%
2009 Total	130	125	96.15%
2010 Total	120	110	91.67%
2011 Total	146	137	93.84%
2012 Total	163	127	77.91%
2013 Total	316	161	50.95%
2014 Total	362	89	24.59%
Grand Total	1506	999	66.33%

Evaluation Summary by Employee Class			
Employee_Class	# of Reviews	# of Reviews Completed	% of Completion
ALG Total	75	42	56.00%
CSEA Total	217	142	65.44%
Engineers Total	87	49	56.32%
Adjunct Faculty Total	743	465	62.58%
Full Time Faculty Total	384	308	80.21%
Grand Total	1506	999	66.33%

SOLANO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD
MINUTES – MARCH 17, 2010
PAGE 8

(a)   New Class Specifications for Position in the Administrative Leadership Group-
        Center Dean (Educational Administrator)

Dr. Trudy Largent, Interim Director of Human Resources, presented the new class
specifications for position in the Administrative Leadership Group (ALG) – Center Dean
(educational administrator). The Center Dean position will be placed on Range 49 of
the ALG salary schedule. The job description is presented for approval.

Moved by Trustee Keith and seconded by Trustee Thurston to approve the new class
specifications for position in the Administrative Leadership Group—Center Dean, as
presented. The motion passed. Trustee Claffey voted no.

(b)   Change in Start Time for Board Meetings

Dr. Jowel Laguerre, Superintendent/President, presented a proposal in change of start time
for Board meetings from 6:00 p.m. to 6:30 p.m. While the new approved start time of 6:00
p.m., made December 16, 2009, has been effective for the most part, some Board members
have asked for a slight modification.

Moved by Trustee Thurston and seconded by Trustee Keith to approve the change in start
time for Board meetings from 6:00 to 6:30 p.m. The motion carried unanimously.

(c)   Formation of Board Subcommittee to Review District Board Policies

Dr. Jowel Laguerre, Superintendent/President, presented a request by select members of
the Board to formulate a Board Subcommittee to review all District Board Policies.

Moved by Vice President Young and seconded by Trustee Thurston to approve the formation
of a Board Subcommittee to review District Board Policies, consisting of Trustee Thurston,
Chair; and Trustees Young and Keith. The motion carried unanimously.

The subcommittee will report back on some of its work at the next regular Board meeting.

5.   INFORMATION ITEMS – NO ACTION REQUIRED

(a)   Early Retirement Employee Incentive Plan

Dr. Trudy Largent introduced Mr. Reggie Smith, a representative from Public Agency
Retirement Services (PARS), who presented information to the Board regarding an early
retirement employee incentive plan.
The primary purpose of a retirement incentive is to increase and accelerate the retirement

PA-E2.21.2

Ms. Gotch-Posta stated that the goal of her sabbatical leave was to revise course offerings in the Psychology Department. Her report included a summary of pseudoscience research design, a new Section K (developmental psychology course); a course proposal (Science and Pseudoscience); journal articles (Pseudoscience and Critical Thinking), and a list of text books to be used in the course.

Pseudoscience has been an interest of Ms. Gotch-Posta's for years and a concept that she discusses in all of her courses. In doing an in-depth literature review on pseudoscience, she broadened her knowledge of the subject. The new course proposal will allow her to address the topics in more critical detail.

Ms. Gotch-Posta also used her sabbatical leave to collaborate with a Canadian colleague on research, which allowed her the opportunity to refresh her own research skills, sharpen her applied skills, and seek professional collaboration on new and relevant research. Ultimately, it will provide opportunities for her research methods students to get involved in a real research project, thus providing them a "hands on" experience. A further benefit to students is that the topic of study is critical thinking, which is thought to be enhanced by the methods and procedures taught in a research design course. The results of the study will be submitted for presentation at a major psychological conference.

Board President Honeychurch thanked both Ms. Kropp and Ms. Gotch-Posta for their fine work on their sabbatical leave projects.

A full and complete copy of the respective sabbatical leave reports is available for review in the Office of the Superintendent/President.

(a)   Community Services Policies and Fees

Dean Bob Myers, PE/Wellness/and Athletics Division, presented to the Board information on the proposed changes to the Community Services facility request procedures, fee schedules, and College facility rentals. Dean Myers acknowledged those staff members who worked so diligently on the proposal: Leslie Rota, David Froehlich, Chris Guptil, and Janice "J.J." Eaves. Dean Myers reported that there have not been changes made in the policies and fees for about seven to eight years and that the main goal of the updates was to cover direct and in-direct costs of the District in the use of our facilities. Data was gathered from other colleges, which included costs to keep the pool open. The committee looked at what was reasonable for our community and where we could reasonably increase income. Dean Myers advised this information has been shared with the Superintendent/President's Cabinet, Shared Governance Council, and FaBPAC, all of whom have concurred with the proposed changes.

This item will return to the Board for approval May 19, 2010.

(b)   Proposed New Governing Board Policy, No. 1140, Building Dedication Plaques

Dr. Jowel Laguerre, Superintendent/President, asked Trustee Thurston to present the proposed new Governing Board Policy, No. 1140, Building Dedication Plaques. The purpose of the new

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policy is to recognize and honor the names of individuals who were elected Board members during Bond passage and completion of building projects. Trustee Thurston advised this proposed policy was meant for information only and will move through the normal process of review by the Shared Governance Council and will return to the Board for approval at a future meeting.

1.   ANNOUNCEMENTS

There were no announcements.

2.   ITEMS FROM THE BOARD

Trustee Thurston reported that she was recognized as a member of the Board at the April 10 "Pillars of Excellence" Scholarship Luncheon held at the Hilton Garden Inn. That evening, she attended the 7th Annual Black and White Ball sponsored by a Breast Cancer support group. On April 11, she attended an Education-Business Summit held at Touro University with Dr. Laguerre and Vice President Young. This event was very successful, with good support from the community, which helped address some of the major issues facing the Vallejo Unified School District.

Trustee Keith reminded the Vallejo Trustees that Vallejo is hosting a Youth Summit at the Vallejo Center, hosted by Dr. Jerry Kea, on Saturday, April 24, at 8 a.m.

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

March 2010

30 – SCC Accreditation Subcommittee Meeting on Standard 4B (Self-Study Report).
31 – SCC Dinner with faculty members and the Board in the faculty-staff dining room.

April 2010

8   – SCC Accreditation Subcommittee Meeting on Standard 4B (Self-Study Report).
9   – Benicia Vallejo Humane Society People's Choice Voting and Preview Party, which was held at Team Superstores at 301 Auto Mall, Vallejo.
10 – The Solano County Chapter of the Links, Inc., "Pillars of Excellence" Scholarship Luncheon, which was held at the Hilton Garden Inn in Fairfield. The community honorees were Dr. Claybon Lea, Jr., and Mr. Rosemond Louissaint. Trustee Thurston attended the luncheon as well. Vice President Young reported that she was a member of the planning committee for the event.
10 – The Over-Flowing Cup Breast Health and Women's Empowerment Program, 7th Annual Black and White Ball "Steppin' to Survive 2010." The event was held at the McCormick Hall-Solano County Fairgrounds, Vallejo.
11 – Education-Business Summit, which was held at Touro University, with Dr. Jowel Laguerre and Trustee Thurston.

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SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

UNADOPTED MINUTES
June 2, 2010

1.   CALL TO ORDER

A Board Study Session of the Solano Community College District Governing Board was called to order at 6:30 p.m., on Wednesday, June 2, 2010, in the Administration Building, Room 626, Solano Community College, 4000 Suisun Valley Road, Fairfield, California 94534-3197, by Board Vice President A. Marie Young.

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

At the request of Vice President Young, Student Trustee John Glidden led those present in the pledge of allegiance to the flag of the United States of America.

3.   ROLL CALL

Members Present:

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

Members Absent:

Denis Honeychurch, J.D., President
Phil McCaffrey

Others Present:

Trudy Largent, J.D., Interim Director, Human Resources
Carey Roth, Vice President, Administrative and Business Services
Judy Spencer, Executive Coordinator, Superintendent/President and Governing Board

4.   APPROVAL OF AGENDA

The Board reserves the right to modify the order of business in the manner it deems appropriate; consequently, Vice President Young amended the order in which items were discussed. They are recorded, however, in the order in which the agenda was published.

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

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5.   COMMENTS FROM MEMBERS OF THE PUBLIC

There were no comments from members of the public.

6.   REPORTS (NO ACTION REQUIRED):

(a)   <u>SCC Green Education Program (GEP), Student Employment Council—Student Presentation
        entitled "Green Jobs and Sustainability—Student Opportunities in Solano County"</u>
          Facilitated by Paul Fair, GEP Manager/Lead Instructor

Dr. Jowel Laguerre, Superintendent/President, introduced Mr. Paul Fair, Green Education Program
Manager and Lead Instructor for the Green Education Program.

Mr. Fair introduced Mr. Brad Smith, who began the presentation with a PowerPoint, stating the
Green Education Program Student Employment Council was formed with the goal of providing
resources and opportunities to enable students in the SCC Green Education program to attain
employment supporting sustainability. Recognizing the availability of federal, state and local
grants, programs, incentives, subsidies and rebates promoting energy efficiency and "green"
buildings, the council will help facilitate student transition to employment arising from job growth
stimulated by these programs within Solano County.

Mr. Ray Zavala continued with the PowerPoint presentation and reported on the current programs
and influences, occupation opportunities, green education student skills and experiences, and what
is needed from the Employer Council. In the opportunities sector of **renewable energy**, the
following were identified: photovoltaic, solar heating (water and space heating); wind energy,
geothermal, and research and development (R&D). Opportunities in **energy efficiency** included:
energy auditors, home energy raters, building performance specialists, retrofitting specialists,
resource conservation and energy efficiency managers; project managers for design and
construction work, building controls systems technicians, HVAC mechanic; technician or installer,
compliance analyst, energy regulation specialist, and building operators and engineers. **Water
efficiencies** opportunities included: landscape, irrigation systems, rain water harvesting, education
and awareness training, residential efficiency, and research and development (R&D). **Building
professionals** opportunities were identified as: LEED Project participation, sustainable building
consulting, education and credentialing; architects, landscape and architects and engineers and
compliance planning. All of the **building trades** are impacted with new sustainable skills.

Ms. Angela Wade continued by identifying the **Business** opportunities, which are extensive, and to
name a few include grant writing, grant management, energy auditing and consulting, water
auditing and consulting, renewable energy companies; rainwater harvesting companies, sustainable
contracting (new construction, residential and commercial); sustainable landscaping company,
electric vehicle infrastructure, sustainability consulting, carbon credit tracking and trading, and
rebate tracking and administration. Ms. Wade talked about her project of putting together a
business plan that will enable her to go out and begin a green business. She is looking for courses
from Solano Community College that will help her meet her goals.

The Board thanked Mr. Fair and the student presenters for leading us into a more sustainable world.

Dr. Laguerre responded to Trustee Chapman's inquiry about what he sees the College doing in the future, which is to continue being vigilant in this area. He advised the Board that we are working as hard as possible towards applying for an EDD Solicitation for Concept Paper that will award five $4,000,000 grants to address the need for skilled workers in the green economy, which is due June 14 that will address the need for skilled workers in the green economy. The good news that makes us feel reasonably competitive is that we have done a good job with our current grant thus far. Another advantage is our cost per student, as we have exceeded the norm that is usually expected from the Employment Development Department. Using the same criteria, we are targeting 800-1000 students through the existing training network of the Small Business Development Center. They have a known training environment. These monies are intended to put people back to work in the construction industry and are aiming at training construction companies through the SBDC so they can qualify and give them opportunity to participate in grants in the retrofit arena. The objective is to be innovative as much as possible.

Dr. Laguerre also reported that we have some major work to do District wide in terms of the environment. There is the possibility for us to develop policies in order for our college to commit to sustainability, recycling, etc. The Administrative Leadership Group (ALG) is meeting with Ms. Pamela Wallace from Honeywell Building Solutions on Friday, June 4, who will present information on what opportunities exist for operating on less energy through modern day technologies and how to achieve environmental goals.

A full and complete copy of the PowerPoint presentation is available for review in the Office of the Superintendent/President and in the Office of the Green Education Program.

(b)   CCFS-311Q Financial Report, Third Quarter, FY 2009-10
               Facilitated by Nalini Srinivasan, Director, Fiscal Services

Ms. Nalini Srinivasan, Director of Fiscal Services, presented the CCFS-311Q quarterly financial report. AB 2910, Chapter 1486, Statues of 1986, requires California community college districts to report quarterly on their financial condition. The CCFS-311Q quarterly financial report, along with a narrative, for the third quarter of FY 2009-10, was provided for review and information. A copy of the third quarter report is available for review in the Office of Vice President of Administrative and Business Services and the Office of the Superintendent/President.

Vice President Young asked if the financial report was filed in a timely manner, to which Ms. Srinivasan responded in the affirmative. Vice President Young commented that the report did not come to the Board for their review prior to the filing dated and requested that in the future the information be provided to the Board in a timely fashion for proper review before submission. Ms. Srinivasan apologized and stated it would be handled more appropriately in the future.
Vice President Young advised she had questions regarding the 311 financial report, to which both Vice President Roth and Director Srinivasan agreed to respond to as requested. See Appendix A.

 (c)   Tentative District Budgets and Proposed Time and Place for the Public Hearing and
            Adoption of the Official District Budgets for 2010-11

Facilitated by Carey Roth, Vice President, Administrative and Business Services

Mr. Carey Roth, Vice President of Administrative and Business Services, gave a PowerPoint presentation on the tentative 2010-11 District budgets. Included in the presentation was information relative to the College's values for budget development, parameters for budget development, what has already occurred at the state level, 2010-11 principal budget issues, and revenue assumptions and FTES. Detailed information on budget revenue/expense measures was also made available in his report to the Board.

The public hearing on these official 2010-11 budgets is tentatively scheduled for the Board meeting of September 15, 2010, in the Board Room of the Solano Community College District, 4000 Suisun Valley Road, Fairfield, California. The Board adoption date is also tentatively scheduled for the Board meeting of September 15, 2010, in accordance with California Code of regulations, Title 5, Section 58301. These dates are subject to change and are contingent on the final passage of the state budget. The District has 60 days to adopt its 2010-11 budgets after the state's budget passage.

Vice President Young stated that she presented to Dr. Laguerre six pages of questions and comments relative to the CCFS-311Q Financial Status Report and the Tentative Fiscal Year 2010-11 District Budgets. Dr. Laguerre advised that the questions would be answered and made available to the Board members by Friday, June 11. (*A full and complete reporting of the questions and answers are available on the Solano College Web site at www.solano.edu (Governing Board – Minutes – Board Study Session – June 2, 2010 – Appendix A).* The specific questions asked during the meeting, with answers, are reflected in this appendix.

Vice President Young, together with Student Trustee Glidden, asked why two different tentative budget reports were submitted to the Board, one prior to the meeting, and one during the meeting. Vice President Roth responded that the reports are a work in progress, and information changed from the time the information was initially provided to the Board. Vice President Young requested that the Board receive the same information that will be presented the night of the Board meeting in order for the Trustees to adequately review and study the information before seeing it for the first time at the Board meeting.

(d)   Banner Update
            Facilitated by James Ennis, Interim Chief Information Systems Officer

Mr. James Ennis, Interim Chief Information Systems Officers, distributed to the Board a binder reflecting information on the Banner project from April 1, 2010 through May 7, 2011. The contents of the binder included project organization, project master calendar, project schedule (still in draft form); project charter and scope, risk management plan, communications plan; integrated change control process, and change request form.
Progress highlights were noted as following:

- Training: Budget Management, Student Admissions and Records, and Budget
                      Development
- Updates: 71 patches and 18 upgrades installed
                      o   Regulatory credit card processing and VTEA MIS questions

- Planning: Created new structure for organization
    - Banner Steering Committee Policy
    - Banner Operations Team – Project Management Team
    - Functional Area Teams – Advisory to Banner Operations; Advisory Groups; Advisory for faculty/students and Information Technology
  - Project Documents
    - Project Master Calendar (target dates of training)
    - Project Schedule (first draft)
    - Project Charter and Scope
      - Defines the project
      - Essentially contract language with additions; preliminary timelines; milestones, deliverables and approvals; constraints, assumptions, and project organization
  - Risk Management
    - Defines risk identification methodology; identifies and rates risks; addresses mitigation strategies
  - Communications Plan
    - Identified project who, what, when, where, and how of communications
  - Change Control Process and Change Request Form
    - Describes process to be used for project scope change
- Future:

  Continued refinement of planning documents
  Continued progress to stabilize Banner 7
  Begin Banner 8 work (go live dependent on a state of readiness; not a date)
  Continue to plan advancement implementation
  Implement new features of Banner 8

The Board requested that this report be made available in the minutes as a link or appendix on the SCC Web site.

(e)   Board District Policies and Procedures Subcommittee Update
                Facilitated by Trustee Rosemary Thurston, Chair

The Governing Board Subcommittee, consisting of Trustee Rosemary Thurston, Chair; Trustee Pam Keith, and Vice President A. Marie Young, has reviewed all of the 1000 series policies. They are recommending no changes to the Board Policies listed below, except to put at the bottom of each policy the following notation: **REVIEWED JUNE 2, 2010.**

BP 1002 The Solano Community College District
BP 1003 District Mission
BP 1005 Legal Basis & Authority
BP 1018 Notification of Absence
BP 1025 Regular Meetings
BP 1026 Annual Organizational Meeting
BP 1027 Special Emergency Meetings

BP 1028 Recessed Meetings
BP 1029 Adjourned Meetings
BP 1032 Hearings on Budget
BP 1044 Direct Requests for Board Action
BP 1046 Recording
BP 1057 Board Action to Determine Whether or Not an Issue Directly Affects the College
BP 1071 Communication Among Board Members
BP 1080 Animals on Campus

A report of the changes needed in other Board Policies, together with new policies, will be presented for information at the June 16, 2010, Board meeting.

7.   CONSENT AGENDA – ACTION ITEMS

Human Resources

(a)   Employment – 2009-10

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

8.   ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

9.   NON-CONSENT AGENDA – ACTION ITEMS

(a)   Resolution Authorizing Temporary Borrowing from the Solano County Treasurer-Tax Collector in Accordance with Article XVI of the California Constitution, Resolution No. 09/10-26

Mr. Carey C. Roth, Vice President, Administrative and Business Services, presented the resolution authorizing temporary borrowing from the Solano County Treasurer-Tax Collector in accordance with Article XVI of the California Constitution, Resolution No. 09/10-26.

It is necessary to conduct this transaction due to the state deferring its apportionment allocation to the District. The District would have a negative cash flow because payroll must be finalized one day before the state apportionment is to be received. The shortage is in the amount of $3,119.614, to be borrowed from the Solano County Treasurer and immediately repaid in accordance with state law.

By resolution, the Solano County Board of Supervisors authorized the County Treasurer to make such transfer to the District at its meeting on May 25, 2010.

The Board asked Dr. Laguerre why a special meeting was not called to discuss this issue earlier. Dr. Laguerre responded that when the need was realized, it was too late. Dr. Laguerre agreed to

call a special meeting in the future. Special Trustee Henry stated, for clarification, that the state is out of money. The fact is the District issued an early TRAN, as did other districts. The District had an opportunity to revisit whether they needed to do a mid-year TRAN. The analysis was determined at that time that it wasn't needed. The fact is if the state would have given us the $8 million they owed us, we wouldn't have experienced this need. The May apportionment came in one day later than when we needed it. "These are extenuating circumstances, not an excuse," said Mr. Henry. A mid-year TRAN would have taken care of the cash flow issues. We will be short again in June and we can go to the County for assistance. Mr. Tom Grube advised that the payroll was earlier than normal due to a provision in the union contract related to the holiday.

Trustee Thurston recommended that the College get this information to the public, advising it is a state problem; not our problem. Dr. Laguerre responded that he will be writing an opinion editorial (op-ed) piece for each paper.

Moved by Trustee Keith and seconded by Trustee Thurston to approve the resolution authorizing temporary borrowing from the Solano County Treasurer-Tax Collector in accordance with Article XVI of the California Constitution, Resolution No. 09/10-26. The motion carried unanimously with the following roll call vote:

STUDENT TRUSTEE ADVISORY VOTE – John M. Glidden concurred.
AYES: Trustee Claffey, Trustee Thurston, Trustee Keith, Trustee Chapman, and Vice President Young
NOES: None
ABSENT: Board President Honeychurch and Trustee McCaffrey

Vice President Young recessed the Board Study Session at 8:51 p.m.

10.   CLOSED SESSION

        (a)   Public Employee Discipline/Dismissal/Release
                (No additional information required.)

Board President Honeychurch called the Closed Session to order at 9:01 p.m.

11.   RECONVENE BOARD STUDY SESSION

Vice President Young reconvened the Board Study Session at 9:21 p.m.
12.   REPORT OF ACTION TAKEN IN CLOSED SESSION

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

13.   ADJOURNMENT

There being no further business, the Board Study Session was adjourned at 9:22 p.m.

JCL: js

BOARD STUDY SESSION MINUTES.06.02.10.FINAL

_____ APPROVED _
DENIS HONEYCHURCH, J.D.   JOWEL C. LAGUERRE, Ph.D.
BOARD PRESIDENT   SECRETARY

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Ms. Christie Speck, Director of the Children's Programs, gave an annual report on the Children's Programs. A PowerPoint presentation included information about program funding, children and family demographics, program staffing, and ECE program benefits. The Children's Programs are currently supported by five funding sources. The California Department of Education Child Development Division funds two subsidized child care programs for children ages four months until kindergarten entry, or 192 days a year. Concerns for the 2010-2011 program years were shared with the Board and proposed reduction of subsidized child care services was identified. Budget challenges, together with proposals to increase program resources were recognized. Ms. Speck reported that as a result of the testimony given at the Budget Committee meeting in Sacramento that the Assembly and Senate voted against the Governor's proposal, allowing our existing contracts to roll, protecting our budgets until the budget is signed.

A copy of the full and complete PowerPoint presentation is available in the Office of the Superintendent/President and the Office of the Director of Children's Programs.

Trustee Keith commended Ms. Speck for her commitment and enthusiasm for the program. Having spent time visiting the program, Trustee Keith said it is easy to see how passionate Ms. Speck is about the children and the program. Ms. Speck responded by saying it is easy to do a good job when you love what you do.

(a)   Letter of Engagement with Vavrinek, Trine, Day & Co. LLP, District Auditors

Dr. Jowel Laguerre, Superintendent/President, presented the letter of engagement with Vavrinek, Trine, Day & Co. LLP, (VTD) District Auditors. The Board selected VTD at its May 5 regular meeting after a Request for Proposal process and interviews. There were no questions from the Board.

(b)   First Reading of Proposed Changes to Governing Board Policies, Series 1000 – Board Policy No. 1000, 1005, 1007, 1009, 1015, 1017, and 1026

Trustee Thurston, Chair of the Board District Policies and Procedures Subcommittee, presented proposed changes to Governing Board Policies, Series 1000 - Board Policy No. 1000, 1005, 1007, 1009, 1015, 1017, and 1026. Minor suggestions were made by the trustees. The Board requested the opportunity to review the policies one more time before moving the proposed changes to the Superintendent/President's Cabinet and Shared Governance Council. Approval of the Board Policies will be at a future Board meeting after review by the President's Cabinet and the Shared Governance Council.

1.   ANNOUNCEMENTS

A Board Retreat will be held Tuesday, June 22, 2010, beginning at 8:00 a.m., at the Courtyard by Marriott in Fairfield.

A farewell breakfast reception will be held in the President's rose garden, June 18, beginning at 8:30 a.m. for Dr. Robin Steinback and Dr. Lisa Waits.

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Ms. Karen H. Ulrich, Director of Human Resources, presented the Agreement for Professional Services between Solano Community College District and Trudy Largent and Associates. The District is proposing to enter into an agreement with Trudy Largent and Associates to conduct a review of the District Police Department's use of force policy in general, and the use of firearm policy in particular; and to prepare a written report and make recommendations. Dr. Largent will begin working October 7, 2010; provide the written report to the District no later than February 1, 2011, at the rate of $100 per hour, not to exceed a total cost of $3,000.

Moved by Vice President Young and seconded by Trustee Thurston to approve the Agreement for Professional Services between Solano Community College District and Trudy Largent and Associates at the rate of $100 per hour, not to exceed a total cost of $3,000. The motion carried unanimously.

Trustee Keith inquired if the analysis will include investigation of the rules and ordinances policy about weapons on campus. Dr. Laguerre responded in the affirmative.

1.   INFORMATION ITEMS – NO ACTION REQUIRED

(a)   Proposed Revisions and New Board Policies, Series 1000

Trustee Thurston, Chair of the Board Policy and Procedures Subcommittee, presented the proposed revisions and new Board Policies for Series 1000. Trustee Thurston advised that she, Trustees Keith and Young met on September 29, 2010, and are presenting three new policies and three revised policies and two policies with no change for information.

Trustee Thurston stated that the subcommittee is aware that the Series 1000 policies need major reorganization as to their logical order. When they make the transition to align numbers with the Community College League of California numbering system, this should be remedied for the most part. In addition, there are some duplications and the next report will include the recommendation to combine policies with the same topic. For example, there are two policies on Board Policies and Procedures and three on the Student Trustee.

In this review process, the subcommittee has studied the League Web site for policy and procedure language, as well as references and authority. In addition, they compared existing policy language with other community colleges in California.

Trustee Thurston extended special thanks to Judy Spencer for having her student worker, Trent Lloyd, do a number comparison between SCC policy numbers and the League policy

numbers, which was a tremendous help to the subcommittee.

Board President Honeychurch reminded the Trustees they are welcome to give their input to the subcommittee.

2.   ANNOUNCEMENTS

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<div align="center">
Jesse Branch
Billy Yarbrough (posthumously)
Louise Yarbrough
C.C. Yin
</div>

Moved by Vice President Young and seconded by Trustee Thurston to approve the names submitted as recipient of Honorary Degrees at the May 25, 2011 Commencement. The motion carried unanimously.

(a)   Proposed Classified Job Description - Community Service Officer

Ms. Karen Ulrich presented Former Item 14.(a), a new position description for the campus security at the Vacaville and Vallejo Centers. The two new half-time positions will be placed at Range 5 on the Operating Engineers/Stationary Engineers, Local 39 salary schedule.

Moved by Vice President Young and seconded by Trustee Thurston to approve the proposed classified job description of Community Service Officer as presented. The motion carried unanimously.

10.   INFORMATION ITEMS – NO ACTION REQUIRED

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

Dr. Jowel Laguerre, Superintendent-President, presented the third quarter "How Do We Rate Checklist" summary for July, August, and September 2010. This checklist is used as a tool in evaluating the progress of the Solano Community College District Governing Board in identifying the institution's resolution of the Accreditation Team recommendations.

The Board rated themselves very well. Out of eight participants, all eight rated the Board's leadership as effective, or 90 or above. Two Trustees felt the need for improvement in area 10; one Trustee indicated the need for improvement in area 13, and one Trustee indicated the need for improvement in area 17.

(b)   Proposed Revisions - Board Policies, Series 1000

The Board Policy and Procedures Subcommittee, comprised of Trustee Thurston, Chair; Vice President Young, and Trustee Keith met to review and make recommendations to the published proposed revisions to Board Policies, Series 1000. This information will move forward to the Superintendent-President's Cabinet and Shared Governance Council for review.
Trustee Claffey made a recommendation for change to the proposed revised Board Policy 1014 – Compensation, Payment of Expenses and Benefits. The Subcommittee will review the suggestion for change made by Trustee Claffey and make their recommendation at a future meeting.

Board President Honeychurch thanked the subcommittee for their hard work on the proposed revisions.

11.   ANNOUNCEMENTS

Dr. Jowel Laguerre, Superintendent-President, reported on the good progress being made on the Self-Study Report, under the good team leadership from Executive Vice President Reyes, Dr. Lamb, and Ms. Schneider. The College is working hard and attending to business.

Dr. Laguerre reminded the Board of the ACCJC Team Visit November 1, 2010, and to please plan to make themselves available on this date.

12.   ITEMS FROM THE BOARD

Trustee Chapman thanked those who participated in the raffle through the Solano Coalition for Better Health (SCBH) 4th Annual Classic for Kids Raffle and golf tournament held on Friday, October 15 at the Chardonnay Golf Club in Napa. The event was very successful.

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

October 2010

8 – SCCD Accreditation Standard IVB Steering Committee meeting.
9 – A palatable dinner at the home of Dr. and Mrs. Jowel Laguerre, which was held to recognize the good work being done on behalf of the College by members of the Solano College family. Trustees Honeychurch and Thurston also attended the dinner.
11 – SCC Athletic Hall of Fame Dinner, which was held at the Hilton Garden Inn in Fairfield. Trustee Thurston also attended the banquet.
13 – As a member of the Board Policy and Procedures Subcommittee, Vice President Young met at the home of Trustee Thurston, together with Trustee Keith, to continue the review of Board Policies in the Series 1000.
16 – Hispanic Chamber Gala Ball at C.C. Yin's Ranch in Vacaville. Trustee Thurston also attended the gala.

Trustee McCaffrey inquired about the feasibility of a men's soccer team. Dr. Laguerre responded that we would be out of compliance with Title 9.

13.   ADJOURNMENT

There being no further business, the meeting adjourned at 7:43 p.m. JCL:js

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Services. Steve is also trustee for San Joaquin Delta College. Patricia Rafael is a program manager in the program and implementation unit of our firm, assisting school and community college districts with both Educational and Facilities master plans.

Dr. Perez turned the presentation over to Mr. Ernesto Flores who presented to the Board a PowerPoint on facility planning and financing program, showing the possibility of another Bond is real and that the College should be planning for this opportunity to happen at the next November general elections.

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

1.   NON-CONSENT AGENDA – ACTION ITEMS

Superintendent-President

(a)   Set Date, Time, and Place for Annual Organizational Meeting

Superintendent-President Laguerre presented this item for the purpose of setting the date, time, and place for the Annual Organizational Meeting.

Moved by Trustee McCaffrey and seconded by Trustee Keith to set Wednesday, December 15, 2010, at **7:00 p.m**., in Room 626, of the Solano Community College campus, 4000 Suisun Valley Road, Fairfield, California, for the annual organizational meeting of the Solano Community College District Governing Board. At this time, the Board will elect a President, Vice President, and appoint a Secretary for 2010-11; establish dates, times and locations of the Governing Board meetings, and select a representative to the Solano County School Boards Association. The motion carried unanimously.

(b)   Revised Board Policy and Procedures - Conflict of Interest - Series 1000 - Board Policy No. 1019

Superintendent-President Laguerre presented the proposed revised Board Policy and Procedures (for informational purposes only); Board Policy No. 1019, Conflict of Interest – Series 1000.

Moved by Vice President Young and seconded by Trustee Thurston to approve the revised Board Policy – Conflict of Interest – Series 1000 – Board Policy, No. 1019. The motion carried unanimously.

(c)   Proposed New Board Policy and Procedures – Emeritus – Series 4000 - Board Policy No. 4003

Superintendent-President Laguerre presented the amended proposed new Board Policy and Procedures (for informational purposes only), Board Policy No. 4003, Emeritus – Series 4000.

Ms. Gotch-Posta stated that the goal of her sabbatical leave was to revise course offerings in the Psychology Department. Her report included a summary of pseudoscience research design, a new Section K (developmental psychology course); a course proposal (Science and Pseudoscience); journal articles (Pseudoscience and Critical Thinking), and a list of text books to be used in the course.

Pseudoscience has been an interest of Ms. Gotch-Posta's for years and a concept that she discusses in all of her courses. In doing an in-depth literature review on pseudoscience, she broadened her knowledge of the subject. The new course proposal will allow her to address the topics in more critical detail.

Ms. Gotch-Posta also used her sabbatical leave to collaborate with a Canadian colleague on research, which allowed her the opportunity to refresh her own research skills, sharpen her applied skills, and seek professional collaboration on new and relevant research. Ultimately, it will provide opportunities for her research methods students to get involved in a real research project, thus providing them a "hands on" experience. A further benefit to students is that the topic of study is critical thinking, which is thought to be enhanced by the methods and procedures taught in a research design course. The results of the study will be submitted for presentation at a major psychological conference.

Board President Honeychurch thanked both Ms. Kropp and Ms. Gotch-Posta for their fine work on their sabbatical leave projects.

A full and complete copy of the respective sabbatical leave reports is available for review in the Office of the Superintendent/President.

(a)   Community Services Policies and Fees

Dean Bob Myers, PE/Wellness/and Athletics Division, presented to the Board information on the proposed changes to the Community Services facility request procedures, fee schedules, and College facility rentals. Dean Myers acknowledged those staff members who worked so diligently on the proposal: Leslie Rota, David Froehlich, Chris Guptil, and Janice "J.J." Eaves. Dean Myers reported that there have not been changes made in the policies and fees for about seven to eight years and that the main goal of the updates was to cover direct and in-direct costs of the District in the use of our facilities. Data was gathered from other colleges, which included costs to keep the pool open. The committee looked at what was reasonable for our community and where we could reasonably increase income. Dean Myers advised this information has been shared with the Superintendent/President's Cabinet, Shared Governance Council, and FaBPAC, all of whom have concurred with the proposed changes.

This item will return to the Board for approval May 19, 2010.

(b)   Proposed New Governing Board Policy, No. 1140, Building Dedication Plaques

Dr. Jowel Laguerre, Superintendent/President, asked Trustee Thurston to present the proposed new Governing Board Policy, No. 1140, Building Dedication Plaques. The purpose of the new

<mark>policy is to recognize and honor the names of individuals who were elected Board members during Bond passage and completion of building projects. Trustee Thurston advised this proposed policy was meant for information only and will move through the normal process of review by the Shared Governance Council and will return to the Board for approval at a future meeting.</mark>

1.   ANNOUNCEMENTS

There were no announcements.

2.   ITEMS FROM THE BOARD

Trustee Thurston reported that she was recognized as a member of the Board at the April 10 "Pillars of Excellence" Scholarship Luncheon held at the Hilton Garden Inn. That evening, she attended the 7th Annual Black and White Ball sponsored by a Breast Cancer support group. On April 11, she attended an Education-Business Summit held at Touro University with Dr. Laguerre and Vice President Young. This event was very successful, with good support from the community, which helped address some of the major issues facing the Vallejo Unified School District.

Trustee Keith reminded the Vallejo Trustees that Vallejo is hosting a Youth Summit at the Vallejo Center, hosted by Dr. Jerry Kea, on Saturday, April 24, at 8 a.m.

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

March 2010

30 – SCC Accreditation Subcommittee Meeting on Standard 4B (Self-Study Report).
31 – SCC Dinner with faculty members and the Board in the faculty-staff dining room.

April 2010

8   – SCC Accreditation Subcommittee Meeting on Standard 4B (Self-Study Report).
9   – Benicia Vallejo Humane Society People's Choice Voting and Preview Party, which was held at Team Superstores at 301 Auto Mall, Vallejo.
10 – The Solano County Chapter of the Links, Inc., "Pillars of Excellence" Scholarship Luncheon, which was held at the Hilton Garden Inn in Fairfield. The community honorees were Dr. Claybon Lea, Jr., and Mr. Rosemond Louissaint. Trustee Thurston attended the luncheon as well. Vice President Young reported that she was a member of the planning committee for the event.
10 – The Over-Flowing Cup Breast Health and Women's Empowerment Program, 7th Annual Black and White Ball "Steppin' to Survive 2010." The event was held at the McCormick Hall-Solano County Fairgrounds, Vallejo.
11 – Education-Business Summit, which was held at Touro University, with Dr. Jowel Laguerre and Trustee Thurston.

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proposals shall be received at the next regular Governing Board meeting scheduled June 18, 2014.

(a)   Dixon Memorandum of Understanding

Solano Community College District and Dixon Unified School District have been working on an agreement to implement a College Advancement Program (CAP). This program started last January, and both Dixon USD and SCCD are interested in furthering this collaborative partnership.

The Superintendent-President gave the highlights of the agreement. It will return to the Board at a future meeting for approval.

(b)   First Reading – Solano Community College District Policies, Series 1000 – New and Revised

The Governing Board establishes and regularly reviews broad institutional policies and appropriately delegates responsibility to implement these policies.

The revised policies and procedures have been reviewed through the Board Policies and Procedures Adhoc Subcommittee and are being presented for information. They have been/or will be vetted through the Shared Governance Council and Superintendent-President's Council at their next meeting. Approval will be requested at the next regular meeting of the Board.

- Policy No. 1000 – Governing Board Policies and Procedures - Revised
- Policy No. 1007 – Student Trustee – Revised
- Policy No. 1009 – Election of Student Trustee – Revised
- Board Procedure No. 1013 – Vacancy – New (Informational Only) – Vetted SGC/SPC
- Policy No. 1014 – Compensation, Payment of Expenses and Benefits – Revised
- Policy No. 1020 – Code of Ethics/Standards of Practice – Revised
- Policy No. 1021 – Violation of Board Code of Ethics – No Change
- Policy No. 1030 – Closed Sessions – Revised
- Policy No. 1035 – Quorum and Voting - Revised
- Policy No. 1036 - Agendas – Revised*
- Policy No. 1037 – Order of Business – Revised – Vetted SGC/SPC
- Policy No. 1042 – Public Participation at Board Meetings – Revised
- Policy No. 1043 – Speakers – Revised
- Policy No. 1052 – First and Second Reading Procedure for Establishing or Changing the Policies and Regulations – Revised
- Policy No. 1054 – Suspension of Policy or Regulation – Revised
- Policy No. 1073 – Committees of the Board – Revised
- Policy No. 1077 – Participation in Local Decision Making – New
- Policy No. 1095 – Political Activity – Revised

*Policy No. 1036 - Agendas – Revised, was corrected on page 118, line 22, to read as follows: The agenda shall be posted *at the College* ~~for~~ *and accessible for viewing* by the public… .

Trustee Thurston thanked the Board Subcommittee consisting of Vice President Young, Board President Keith and herself for the hard work on updating the policies. The District subscribes to the Community College League of California policies and procedures service that makes recommendations to those who belong to the service for recommended changes in policies and procedures when they become available. They are written by legal counsel and adhere to the California Education Code. The Subcommittee refers to that language first and then determines if existing policies are in need of being updated.

1.   ANNOUNCEMENTS

Trustee Thurston will be attending the Juneteenth Celebration on June 21 at Vallejo City Park and encouraged all who can to attend as well.

Trustee Chapman thought everyone involved with the planning of the 2014 Commencement Ceremony did a wonderful job and enjoyed the experience. This is indeed a special time of year for our students. The student speakers were outstanding.

Dr. Jowel Laguerre recognized Dr. McKinnon and her faculty for a special Nursing Pinning Ceremony yesterday. He thanked the Trustees who were able to attend.

Trustee Brown stated how terrific our women's softball games have been. "Our ladies are awesome," she said. Trustee Brown followed their winning streaks and appreciated their energy and enthusiasm. She commented that it would be nice to honor them at a future Board meeting.

2.   ITEMS FROM THE BOARD

Trustee Young reported that the attended the following College and community events:

May 2014

09 - Vallejo Education and Business Alliance meeting that was held at the conference room at SCC Vallejo Center.
11 - SCCD Governing Board Policy Committee Meeting that was held at the home of Trustee Thurston.
- Vallejo City Council meeting in support of the adoption of the Proclamations " Honoring our Fallen Heroes Day" and " Vallejo Police Day."
- Special Announcement about ICON Aircraft coming to Vacaville that took place at 2141 Beechcraft Road in Vacaville.
16 - Served as one of the volunteer chaperons for over 35 Vallejo High School students who took the ferry over to San Francisco to visit the Exploratorium. The students during the school year participated in Science, Technology, Engineering, and Mathematics (STEM) activities that were funded by a $20,000 STEM grant received by The Links, Incorporated Solano

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:
_____

(a)   Resolution Proclaiming February 2012 as Black History Month at Solano Community College, Resolution No. 11/12-18

Dr. Jowel Laguerre, Superintendent-President, presented the resolution proclaiming February 2012 as Black History Month at Solano Community College, Resolution No. 11/12-18. More information will be provided as it becomes available.

Moved by Trustee Honeychurch and seconded by Trustee Claffey to approve the resolution proclaiming February 2012 as Black History Month at Solano Community College, Resolution No. 11/12-18. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE – Anamaria Eljach concurred.
AYES: Trustee Honeychurch, Trustee McCaffrey, Trustee Claffey, Trustee Young,
                Trustee Keith, Vice President Chapman, and Board President Thurston
NOES: None
ABSENT: None

(b)   Second Reading – Review of Student Services Policies, Series 5000

Dr. Jowel Laguerre, Superintendent-President, presented the Student Services Policies, Series 5000 for approval.

The Board Policies and Procedures Subcommittee consisting of Trustees Thurston (Chair); Keith and Young commented there are minor editing changes to be incorporated into the approved Series 5000. A copy of the changes will be forwarded to the Office of Academic and Student Affairs for correction before posting on the Web site.

Moved by Vice President Chapman and seconded by Trustee Keith to approve the Student Services Policies, Series 5000, as amended. The motion carried unanimously.

*A copy of the cover page for Board Policies Review is available for review on the Solano College Web site at www.solano.edu (Governing Board – Minutes – January 18, 2012 – **Appendix B**).*

Board President Thurston thanked EVP Reyes and his staff for their hard work.

1.   ANNOUNCEMENTS

Dr. Laguerre announced that the *Ain't Misbehavin' Benefit Dinner and Musical Show* will be held Sunday, February 19, 2012, 5:00 p.m., in 1400 on the Fairfield campus. The musical show will be held in the theatre.

2.   ITEMS FROM THE BOARD

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