

AGENDA ITEM 7. (b)
 MEETING DATE October 15, 2008

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

TO: Members of the Governing Board
SUBJECT: CONSENT CALENDAR - DONATION
REQUESTED ACTION: APPROVAL

SUMMARY:

<u>NAME AND ADDRESS</u>	<u>ITEM</u>	<u>DEPARTMENT</u>
Zampi, Determan & Erickson	Donation of \$5,000.00	Educational Foundation

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

Richard Christensen, Ed.D.
 Director of Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

(707) 864-7122

TELEPHONE NUMBER

Administration

ORGANIZATION

October 6, 2008

**DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT**



LISA J. WAITS, Ed.D.
 Interim Superintendent/President

October 6, 2008

**DATE APPROVED BY
 SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: CONSENT CALENDAR – HUMAN RESOURCES

REQUESTED ACTION: APPROVAL

EMPLOYMENT 2008-09

Change in Assignment

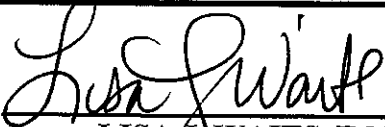
<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Patrice Spann	Children's Programs Assistant From 175 workdays, 5.5 hours To 175 workdays, 6 hours	10/16/08

Short-term, Temporary & Substitute Assignments

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Hourly Rate</u>
Robin Arie-Donch	Counselor	7/1/08 – 6/30/09	\$ 63.43
Peggy Bradford	Substitute Cosmetology Lab Assistant or Cosmetology Lab Tech	9/15/08 – 6/30/09	\$ 14.95
Camilla Casey	Records Evaluation Technician (Banner backfill)	10/2/08 – 6/30/09	\$ 14.95
Diane Crosley-Mayers	Instructional Assistant, Basic Skills	10/16/08 – 12/19/08	\$ 14.95
Olga Less	Advisory meeting, Interior Design	9/15/08 – 6/30/09	\$ 57.67

Richard Christensen, Ed.D.
Director of Human Resources

October 6, 2008
Date Submitted


LISA J. WAITS, Ed.D.
Interim Superintendent/President

October 6, 2008
Date Approved

Governing Board Meeting

October 15, 2008

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Short-term, Temporary & Substitute Assignments (Continued)

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Hourly Rate</u>
Carol Lilleberg	Counselor	7/1/08 – 6/30/09	\$ 63.43
Sam McKinney	PE/Athletic Assistant (cosmetology laundry)	9/11/08 – 6/30/09	\$ 10.66/ \$ 30.99 OT
Heather Meeker	Bookstore Assistant	9/19/08 – 12/31/08	\$ 8.00
Julie Quigley	Substitute Administrative Assistant III, Business & Computer Science	9/24/08 – 6/30/09	\$ 17.04
Kristine Passalacqua	Advisory meeting, Interior Design	9/15/08 – 5/30/09	\$ 55.76
Kamber Sta.Maria	Counselor	7/1/08 – 6/30/09	\$ 48.07
Abla Saah-Christiansen	Counselor	7/1/08 – 6/30/09	\$ 63.43
Mary Swayne	Administrative Assistant I Distance Education	7/1/08 – 6/30/09	\$ 17.80

Independent Contractors

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Human Resources Department			
<u>Richard Christensen, Responsible Manager</u>			
Gary Norvell	Background investigator for College Police Officer candidates	10/1/08 – 6/30/09	Not to exceed \$ 5,000.00
Small Business Development Center			
<u>Charles Eason, Responsible Manager</u>			
Carolynne Gamble	Consulting & technical assistance, City of Fairfield Contract	10/16/08 – 12/31/08	\$ 960.00
Robert D. Johnson	Consulting & technical assistance, City of Fairfield Contract	10/16/08 – 12/31/08	\$ 1,200.00
Arthur Washington	Consulting & technical assistance, City of Suisun Contract	10/16/08 – 12/31/08	\$ 960.00

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR
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Independent Contractors (Continued)

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Student Development <u>Shirley Lewis, Responsible Manager</u>			
Lee Y. Woo	Present, Sex Education Seminar	9/16/08 – 11/6/08	\$ 150.00
Superintendent/President Office <u>Lisa Waits, Responsible Manager</u>			
Leadership Resource Solutions, Inc.	Consultant (Joanne Schultz) to advise President regarding accounting, budget, audit reviews, and state fiscal reports involving Categorical, Bond Measure, and General Fund accounts	10/20/08 – 6/30/09	\$ 100.00 hour Not to exceed \$ 20,000.00 and \$ 3,000.00 (Finder's fee)

Professional Experts

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Natalie Bradley	Presenting workshops for nursing	9/8/08 – 9/30/08	\$ 100.00
Judith Larrabee	Real Time Captioner	10/16/08 – 6/30/09	\$ 50.00 hour
Larry Smith	Co-present, PRIDE Pre-Service for Foster & Adoptive Parents and Co-present, Kinship Support & Information	10/2/08 – 10/30/08	\$ 1,800.00

GRATUITOUS SERVICE

<u>Name</u>	<u>Assignment</u>	<u>Division/Department</u>
Cynthia Apaka	Chairperson, Parent Advisory Club, Children's Programs	File & Applied Arts/Behavioral Science
Karen Kemp	Soccer team driver	PE/Athletics
Joshua Pruitt	Assist instructor demonstrating dance movements	PE/Athletics
Heather Snyder	Children's Programs assistant	Fine & Applied Arts/Behavioral Science

APPROVAL OF JOB DESCRIPTION

Attached is a copy of the revised class specifications for Executive Assistant (bargaining unit), Records Evaluation Technician, and Veteran Certification Specialist. The descriptions were presented for information at the Board meeting held October 1, 2008, and are being presented tonight for approval.

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATIONS**

CLASS TITLE: Executive Assistant (Bargaining Unit)

BASIC FUNCTION: Under direction of a Vice President or Associate Vice President, perform a wide variety of difficult and highly complex secretarial duties; process administrative matters not requiring the immediate attention of the administrator; coordinate communications between the administrator and other top-level District administrators.

DISTINGUISHING CHARACTERISTICS: This classification is distinguished from the Executive Assistant (Confidential) in that incumbents do not have access to collective bargaining information. Reference: Educational Employment Relations Act (EERA) of 1976.

REPRESENTATIVE DUTIES:

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

Perform secretarial duties for the administrator, assisting the administrator with a variety of clerical, technical and administrative duties.

Assist the administrator in developing schedules related to division/department activities and services; maintain calendars and coordinate committee and other meetings; review, update and inform the administrator and others of essential timelines.

Facilitate communications between the administrator and other administrators, students, staff and other offices and educational institutions; interact and relay information, questions and decisions regarding the administrator's area of assignment.

Perform administrative support duties to assist the administrator in meeting reporting requirements, functional responsibilities and research objectives.

Provide secretarial support to standing and ad hoc committees and other groups; attend meetings, take notes or record proceedings; prepare and distribute agendas, background materials and minutes as appropriate.

Perform office management duties for the administrator's office; train and provide work direction to assigned student workers and clerical assistants; order supplies and assure proper functioning of office equipment.

Format, type, proofread, duplicate and distribute correspondence, notices, lists, forms, memoranda and other materials according to established procedures, policies and standards.

Compose correspondence independently; communicate information in person or by telephone where judgment, knowledge and interpretation of policies and procedures are

Executive Assistant (Bargaining Unit) - Continued

necessary.

Coordinate the flow of activities through the office in relation to priorities and schedules; assure the timely completion of work in accordance with established policies, procedures and standards.

Establish complex, interrelated filing systems including confidential files; collect, compile and record narrative, statistical and financial data and other information; research and verify information as requested.

Prepare a variety of reports, lists and summaries using word processing, spreadsheet and data base management software; maintain logs and other manual records as required.

Operate office equipment including computer equipment, typewriter, calculator, copier, dictaphone and facsimile machine.

Receive mail and identify and refer matters to the administrator in order of priority.

~~May serve as the liaison to the Educational Foundation.~~

~~May perform Educational Foundation tasks involving the sale and transfer of stocks.~~

May be asked to support the functions of the Educational Foundation only if assigned to the Foundation.

Secondary Functions:

Perform job-related duties as assigned.

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

EDUCATION AND EXPERIENCE: Graduation from high school supplemented by course work in secretarial science and four years of increasingly responsible secretarial and clerical experience or any combination of training, experience and/or education that provides the required knowledge, skills, and abilities.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, journals, technical procedures, or governmental regulations.

Ability to compile information and write reports, business correspondence, and procedure

Executive Assistant (Bargaining Unit) - Continued**Page 3**

manuals using correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to read, interpret, apply and explain District and department policies, procedures and regulations.

Ability to effectively present information in person or on the telephone to students, staff or the public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to solve practical problems and deal with variables in situations where only limited standardization exists.

Ability to analyze and resolve difficult and/or sensitive situations.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to use sound judgment in recognizing scope of authority.

Ability to learn quickly and apply specific laws, regulations, rules, policies and procedures of the department and functions to which assigned.

Ability to exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations.

CERTIFICATES, LICENSES, REGISTRATION:

None are required for this classification.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of modern office practices, procedures and equipment, including letter and report writing, financial and statistical record-keeping, receptionist and telephone techniques and etiquette.

Demonstrate knowledge of research methods and techniques.

Demonstrate knowledge of office management techniques.

Perform difficult and complex secretarial and office management duties in the **administrator's** office.

Operate word processing, spreadsheet and data base management software proficiently.

Operate computer terminals, microcomputer, copier, calculator, dictaphone and facsimile machine.

Operate an electronic keyboard accurately at 65 words per minute.

Executive Assistant (Bargaining Unit) - Continued

Page 4

Record and transcribe information accurately at an acceptable rate of speed.
Format, type, proofread and distribute documents and other written materials.
Train and provide work direction to others.
Establish and review work priorities.
Meet demanding schedules and multiple timelines.
Maintain accurate statistical and financial records.
Plan and organize work.
Establish and maintain effective and cooperative working relationships with others.
Maintain confidentiality of sensitive information.
Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled.
Work effectively with minimal supervision.
Perform assigned work with speed and accuracy.

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

While performing the duties outlined in this classification, employees in this classification are regularly required to sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person. Employees in this classification are occasionally required to attend meetings or to pick up or deliver materials at other campus locations.

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 10 pounds.

Specific vision abilities required for positions assigned to this classification include close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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

The work assigned to this classification is typically performed in an office environment. While performing the duties of this classification, the employee regularly is subjected to frequent interruptions and exposed to the risks of computer-generated video radiation. The work environment is moderately noisy.

Marlys Grodt & Associates - 1993

JM/zg-11-21-05

Executive Assistant (Bargaining Unit) - Continued

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Board approved: 6/19/96
Revised: 4/1/98, 3/1/06, _____

**SOLANO COUNTY COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Records Evaluation Technician

BASIC FUNCTION: Under direction of the Assistant Registrar and Dean, evaluate foreign and domestic transcripts for transfer purposes; evaluate student records to determine graduation eligibility, certification of general education transfer requirements, eligibility for certificates of achievement and job direct certificates, eligibility for the nursing program, perform functions related to the imaging and posting of transfer coursework to the document imaging system; and perform related duties as assigned.

REPRESENTATIVE DUTIES:

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

Create transcript templates, scan transcripts, verify accuracy of data capture against original transcript; coordinate the scanning and indexing of student records.

Evaluate foreign and domestic transcripts and academic records to determine eligibility for graduation and completion of general education requirements.

Evaluate equivalency of courses, utilizing appropriate catalogs and other sources; check for repeated courses; verify level, course content, unit value and grading system; post equivalencies to degree audit administrative computer system. Support course equivalency database and ensure functionality of transfer coursework posted with the degree audit system.

Interpret catalog rights, policies and transfer course policies for both foreign and domestic education and communicate with counseling faculty the appropriate action.

Confer with and provide information to administrators, counselors and faculty regarding the evaluation of student records, degree/certificate requirements, nursing program eligibility, and transfer course equivalency from both foreign and domestic transcripts.

Maintain permanent records for new, continuing and returning students; enter, update and correct information in student information system; record grade changes, course repeats, probation and dismissal and academic renewal.

Determine student eligibility for degrees and certificates; prepare diploma mailing lists and written notification to students; proof and issue diplomas.

Determine eligibility for nursing program, which includes: a complex evaluation of program prerequisite coursework, grade point average calculations and other data placed into a mathematical formula to obtain a composite score; prepare notification letters for

Records Evaluation Technician - Continued**Page 2**

ineligible students, explain program requirements and admission strategies as needed.

Provide assistance and technical information to students regarding the evaluation of student records and pertinent rules, regulations and procedures.

Review student records and calculate grade point averages; calculate degree statistics and other data as requested; prepare and generate records and reports.

Perform matriculation duties as assigned; evaluate transcripts, test scores, and other documents to determine matriculation status; maintain records, prepare reports and process student notifications.

Determine lower division general education transfer requirements, including IGETC and CSU general education certification.

Maintain course catalogs and reference materials related to evaluations.

Perform the duties assigned to the Student Services Assistant III as needed and assist other units as needed.

Operate office equipment including personal computer, calculator, copier, document imaging equipment, microfilm equipment, cash register, and others.

Answer telephones and assist students at the information window as needed; respond to student emails, participate in registration, process adds/drops, reinstatements, CR/NC grading changes; collect and process registration payments as assigned.

Perform job related duties as assigned.

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

EDUCATION AND EXPERIENCE: Graduation from high school supplemented by college coursework in business and three years of increasingly responsible clerical experience including one year in a student services area or any combination of training, experience, and/or education that provides the required knowledge, skills, and abilities.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret student transcripts, community college curriculum, technical procedures, or governmental regulations.

Records Evaluation Technician - Continued

Ability to write evaluations and business correspondence using correct English usage, grammar, spelling and punctuation.

Ability to effectively present information and respond to questions from administrators, other employees, students and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to calculate community college students' grade point averages.

REASONING ABILITY:

Ability to apply, interpret and explain laws, rules, regulations, policies and procedures.

Ability to solve practical problems and deal with variables in situations where only limited standardization exists.

CERTIFICATES, LICENSES, REGISTRATION:

None are required for this classification.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

- Registration and admission rules, policies and procedures.
- Procedures, methods and references used in the evaluation of student records.
- Course equivalencies, descriptions and numbering systems.
- Recordkeeping techniques.
- Laws, rules and regulations concerning the evaluation of student records.
- Operation of personal computer and other office equipment.
- Modern office practices and procedures.

Evaluate student records to determine transfer credits, completion of general education requirements, and eligibility for graduation.

Perform complex registration and admission duties.

Ability to learn, interpret, and apply legal mandates, policies, regulations guidelines, and operational procedure. Ability to read and understand laws, codes, rules, policies, and other printed matter.

Apply knowledge of modern office practices and equipment including expert use of computers for word processing, records management and electronic and manual filing systems.

Take responsibility and use professional judgment based on established guidelines and

Records Evaluation Technician - Continued**Page 4**

procedures. Assume responsibility for routine clerical detail.

Ability to work at a desk, conference table, counter, or in meeting rooms of various configurations for extended periods of time, sometimes in a noisy environment with heavy student contact and frequently ringing phones.

Establish and maintain effective and cooperative working relationships with others including faculty, staff, trainees, and others connected in the performance of duties.

Ability to adapt to changing student and procedural environment.

Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled.

Meet schedules and timelines; plan and organize time and work effectively; work independently with minimum supervision.

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

While performing the duties outlined in this classification, employees in this classification are regularly required to sit and stand for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person. An employee in this classification routinely performs work duties and attends work-related meetings at campus locations.

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 10 pounds.

Specific vision abilities required for positions assigned to this classification include close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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

The work assigned to this classification is typically performed in a Student Services office environment. While performing the duties of this classification, the employee regularly is subjected to continual interruptions and exposed to the risks of computer-generated video radiation. The work environment is noisy and extremely busy.

Marlys Grodt & Associates - 1993

Records Evaluation Technician - Continued

RDC/zg:9/11/08

Board approved:

8/2/95

Revised:

6/19/96

Revised:

**SOLANO COUNTY COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Veteran Certification Specialist

BASIC FUNCTION: Under direction of an Assistant Dean, perform a variety of complex duties independently and provide specialized assistance to students in the Office of Veterans Affairs. Organize, coordinate and oversee the activities and daily operation of the area. Assure compliance with District's educational policies, state matriculation guidelines and federal veterans regulations; prepare and maintain records, reports and statistical data related to veterans.

DISTINGUISHING CHARACTERISTICS: An employee assigned to this class reports directly to an Assistant Dean and performs specialized and complex work requiring previous work experience in student services.

REPRESENTATIVE DUTIES:

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

Organize, coordinate and oversee the activities and daily operations of the Office of Veterans Affairs.

Receive, review and process applications for G.I. Bill educational benefits through the Veterans Administration for veterans and eligible dependents; assure that applications are complete and accurate; certify under penalty of perjury that marriage and birth certificates submitted are true copies; establish eligibility of veterans and dependents according to established VA law.

Review and monitor the educational goals of each veteran in relation to current courses; notify and advise veterans on appropriate courses to take based on results of counseling appointment with VA Counselor.

Certify number of units, course dates, educational goal and total number of units accumulated toward that goal to the Veterans Administration; determine amount of benefits due.

Organize, schedule and conduct specialized workshops specifically designed for Veterans and other targeted groups within the programs.

Provide specialized information to students regarding District policies and program requirements, regulations and restrictions in the assigned Veterans area.

Attend meetings, conferences, seminars and workshops to maintain current knowledge regarding program eligibility, requirements and regulations.

Communicate with District personnel, community organizations, government agencies

Veterans Certification Specialist - Continued

and others to exchange information, coordinate activities and resolve issues.

Act as District's Certifying Official for certification purposes for VA documents.

Provide technical guidance and specialized information to students regarding District policies and program requirements, regulations and restrictions in the assigned student services area.

Coordinate counseling activities with the Veterans Counselor; advise counselor of VA regulations to assure veterans are not charged with an overpayment from the VA at a future date.

Disburse federal checks to qualified veterans according to VA regulations.

Recruit, interview, hire, train and dismiss student workers through the federally-funded VA work study program; develop work assignments and schedules; provide work direction to students and establish work priorities; sign and forward work time sheet to VA for payment on a monthly basis.

Interact with federal and State auditors; prepare federal reports as required.

Secondary Functions:

Perform job-related duties as assigned.

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

EDUCATION AND EXPERIENCE: Graduation from high school supplemented by college course work and three years of increasingly responsible clerical work including extensive public contact, including at least one year of student services experience or any combination of training, experience, and/or education that provides the required knowledge, skills, and abilities. Previous experience in Veterans Affairs work is desirable.

LANGUAGE SKILLS:

Ability to read, analyze, interpret, apply and explain financial and statistical reports, laws, rules, regulations, policies and procedures.

Ability to write information for reports or publication that conform to prescribed style and format.

Veterans Certification Specialist - Continued**Page 3**

Ability to effectively present information to top management, public groups, and/or the Board of Trustees and respond to common inquiries or complaints from students, other employees, regulatory agencies, or members of the community.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals.

Ability to perform these operations using units of American money.

REASONING ABILITY:

Ability to interpret and apply State and federal laws, rules and guidelines and community college curriculum, schedule, policies and procedures affecting assigned area of student services.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to solve practical problems and deal with variables in situations where only limited standardization exists.

CERTIFICATES, LICENSES, REGISTRATION:

Valid California driver's license.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

- Day-to-day operations and activities of Veterans Affairs programs and services.

- College curriculum and matriculation guidelines.

- Financial and statistical recordkeeping techniques.

- Scheduling and coordination of veterans certification services at a college.

- District organization, operations, policies and objectives.

- Office and facility management skills.

- Modern office practices and procedures.

- Laws, regulations and policies concerning the assigned student services area.

- Interviewing and advising techniques.

- Special needs, problems and concerns of the program participants.

- Principles of training and providing work direction.

Organize, coordinate and oversee the District's veterans certification program.

Provide specialized information and assistance to students in an assigned student services area.

Recruit, select, train, supervise, evaluate, and dismiss student and hourly assistants.

Maintain confidentiality of information and records.

Veterans Certification Specialist - Continued**Page 4**

- Operate office equipment such as mainframe and micro computers and printer, adding machine, copier, automated telephone system and facsimile machine.
- Operate an electronic keyboard accurately at an acceptable rate of speed.
- Use word processing, spreadsheet and data base management computer software effectively.
- Perform assigned work with speed and accuracy.
- Establish and maintain effective and cooperative working relationships with others.
- Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled.
- Observe health and safety rules and regulations.
- Meet schedules and timelines.
- Plan and organize time and work effectively.
- Work independently with minimum supervision.
- Keep abreast of trends, technological advances and changes in regulations applicable to assigned area.
- Maintain comprehensive records and files according to legal guidelines.
- Prepare statistical reports for regulatory agencies.
- Work effectively with frequent interruptions.
- Relate sensitively to students with special needs.

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

While performing the duties outlined in this classification, employees in this classification are regularly required to stand and sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person. Employees in this classification are frequently required to travel to other campus locations to attend meetings or conduct work. The employee in this position occasionally may be required to operate a motor vehicle to drive to other county locations or to conduct work at other campus locations. All employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 10 pounds.

Specific vision abilities required for positions assigned to this classification include close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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

Veterans Certification Specialist - Continued**Page 5**

The work assigned to this classification is typically performed in the Office of Veterans Affairs. While performing the duties of this classification, the employee regularly is exposed to extensive contact with students, continual interruptions and the risks of computer-generated video radiation. While performing the duties of this classification, the employee frequently is occasionally exposed to outdoor weather conditions and vehicle traffic when driving to other locations. The work environment is moderately noisy.

Marlys Grodt & Associates - 1993

SD/zg

Board approved: 6/19/96

Revised: _____

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

TO: Members of the Governing Board

SUBJECT: WARRANT LISTINGS

REQUESTED ACTION: APPROVAL

SUMMARY:

It is recommended that the following warrants be approved:

09/24/08	Vendor Payment	11004156	\$ 15,184.68
09/30/08	Vendor Payment	11004157-11004461	\$1,930,547.49
09/30/08	Vendor Payment	11004462-11005681	\$ 101,381.50
10/03/08	Vendor Payment	11005682-11005707	\$2,681,332.28

Copies of the Warrant Listings are available at the Board Meeting and at the following locations:

- Office of the Superintendent/President
- Office of the Vice President of Administrative & Business Services
- Library

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

Susan Rinne
Interim Director, Fiscal Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

707-864-7000, ext. 4462

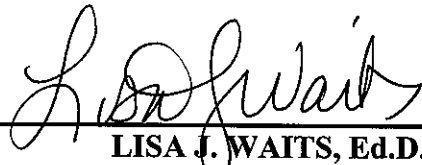
TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

October 6, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



LISA J. WAITS, Ed.D.
Interim Superintendent/President

October 6, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

AGENDA ITEM 7.(e)
MEETING DATE October 15, 2008

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

TO: Members of the Governing Board
SUBJECT: CONSTRUCTION CHANGE ORDER NO. 2 APPROVAL
FOR VALLEY CREST LANDSCAPE DEVELOPMENT,
INC. – BID NO. 08-005

REQUESTED ACTION: CONTRACT CHANGE ORDER APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 2 to Valley Crest Landscape Development, Inc.'s base contract for the Athletic Field Renovation Project. Revised contract amount is as follows:

Contract Award Amount	\$ 3,546,000.00	
Prior Change Orders	\$ 27,320.00	
Change Order No. 2	\$ 50,092.00	
Total Change Orders	\$ 77,412.00	2.18% of Contract Award Amount
Revised Contract Amount	\$ 3,623,412.00	
Total Project Budget	\$ 3,817,630.00	

Staff will be at the meeting to answer questions from the Governing Board.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

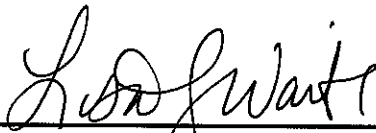
Stan Dobbs
Independent Contractor
PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534
ADDRESS

(707) 864-7176
TELEPHONE NUMBER

Maintenance & Operations
ORGANIZATION

October 6, 2008
**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**


LISA J. WAITS, Ed.D.
Interim Superintendent/President

October 6, 2008
**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

10/15/08 VALLEY CREST LANDSCAPE DEVELOPMENT, INC. PCO's RECOMMENDED FOR APPROVAL

PCO	Description	Negotiated Amount	Reason	Summary	CO
7	Furnish and install electrical power and communication conduit to south filming tower at soccer field.	\$10,388.00	Owner Request	It was determined that electrical service and a communications conduit needed to be installed at the filming tower at the South end of the soccer field. The work involved 350 linear feet of trenching, installation of two 1" conduits for electrical service, and one 2" conduit for future data and communication cabling.	2
9	Furnish and install new chain link fence posts at practice football field.	\$30,104.00	Unforeseen Condition	The contract called for installation of new chain link fabric, with the re-use of the existing fence post and support system. The existing chain link fence posts at the football practice field had exceeded their useful life and were not capable of supporting the new chain link fence fabric to be installed. The Contractor was directed to install approximately 1000 linear feet of new fence posts and footings, top and bottom railings, and brace rails.	2
19	Provide California-approved portable bleachers.	\$9,600.00	Errors & Omissions	The portable bleachers specified in the contract did not meet California requirements for ADA compliance. The Contractor was directed to provide six of the new model of portable bleachers that meets the California ADA code, the difference in price was \$1,600 per unit.	2
TOTAL \$ 50,092.00					



Change Order

Solano Community College District
 4000 Suisun Valley Road
 Fairfield, CA 94534

Project # Athletic Field Renovations
 Tel: 707-864-7189 Fax: 707-207-0423

Date: 10/15/2008

To Contractor:
 Valley Crest Landscape Development, Inc.
 7039 Commerce Circle, Suite A
 Pleasanton, CA 94588

Architect's Project No.: 03172.00
 Contract Date: 3/19/2008
 Contract Number: 08-005
 Change Order Number: 02

This contract is hereby revised by the following items:

PCO	Description		Amount
7	Furnish and install electrical power and communication conduit to south filming tower at soccer fields.	\$	10,388.00
9	Furnish and Install new chain link fence posts at practice football field.	\$	30,104.00
19	Provide California-approved portable bleachers.	\$	9,600.00

The original Contract Value was	\$	3,546,000.00
Sum of changes by prior Change Orders	\$	27,320.00
The Contract Value prior to this Change Order was	\$	3,573,320.00
The Contract Value will be changed by this Change Order in the amount of	\$	50,092.00
The new Contract Value including this Change Order will be	\$	3,623,412.00
The Contract duration will be changed by		0 Days

ValleyCrest Landscape Development
 Contractor
 7039 Commerce Circle, Suite A
 Pleasanton, CA 94588
 Address
 By Jeffrey A. Colton
 Signature _____
 Date _____

CMX Sports Engineers
 Architect
 7740 N. 16th Street, Suite 100
 Phoenix, AZ. 85020
 Address
 By James Perryman
 Signature _____
 Date _____

Solano Community College District
 Owner
 4000 Suisun Valley Road
 Fairfield, CA 94534
 Address
 By Stan Dobbs
 Signature _____
 Date _____

AGENDA ITEM 7. (f)
MEETING DATE October 15, 2008

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

TO: Members of the Governing Board
**SUBJECT: RESOLUTION TO AUTHORIZE SIGNATURES ON
OFFICIAL FINANCIAL DOCUMENTS,
RESOLUTION NO. 08/09-10**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Resolution No. 08/09-10, Resolution to Authorize Signatures on Official Financial Documents. Education Code Sections 85232 and 85233 require that orders drawn on the funds of a community college district be signed by a majority of the members of the Board or by a person or persons authorized by the Governing Board to sign orders in its name. The Governing Board shall then cause to be filed with the County Superintendent of Schools the verified signature of each person, including members of the Board, authorized to sign orders in its name. In addition, District Board Policy 3090 states that a formal resolution will be approved when the designated responsible person(s) change.

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

Susan Rinne
Interim Director, Fiscal Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

707-864-7000, ext. 4462

TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

October 6, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



LISA J. WAITS, Ed.D.
Interim Superintendent/President

October 6, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION TO AUTHORIZE SIGNATURES ON
OFFICIAL FINANCIAL DOCUMENTS**

RESOLUTION NO. 08/09-10

WHEREAS, In accordance with Education Code Sections 85232 and 85233, the Governing Board shall be responsible for authorizing a person or persons to sign official documents in its name and for filing the verified signature of such person or persons with the County Superintendent of Schools; now therefore be it

RESOLVED, That the authorized signatures for all official financial documents of the Governing Board of Solano Community College District includes: journal entries, deposit permits, warrant register listing "Form 50," payroll deduction certification summary, retirement detail/summary reconciliation form, payroll pre-lists, and accounts payable transmittal forms, shall be any one of the following:

PHIL McCAFFREY
BOARD PRESIDENT

LISA J. WAITS, Ed.D.
INTERIM SUPERINTENDENT/PRESIDENT

ROBIN L. STEINBACK, Ph.D.
VICE PRESIDENT, ACADEMIC AFFAIRS

SUSAN RINNE
INTERIM DIRECTOR, FISCAL SERVICES

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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION TO AUTHORIZE SIGNATURES ON
OFFICIAL FINANCIAL DOCUMENTS**

RESOLUTION NO. 08/09-10

(Continuing – Page 2)

PASSED AND ADOPTED This 15th day of October 2008, by the Governing Board of
the Solano Community College District.

PHIL McCAFFREY, BOARD PRESIDENT

LISA J. WAITS, Ed.D., INTERIM SECRETARY

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

TO: Members of the Governing Board

SUBJECT: CONTRACT AUTHORIZATION AND SIGNATURES FOR
DISTRICT BANK ACCOUNTS,
RESOLUTION NO. 08/09-11

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Resolution No. 08/09-11, Contract Authorization and Signatures for District Bank Accounts. It is prudent to recommend that the Board approve the attached resolution authorizing designated staff to sign District bank agreements and accounts.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Susan Rinne
Interim Director, Fiscal Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

707-864-7000, ext. 4462

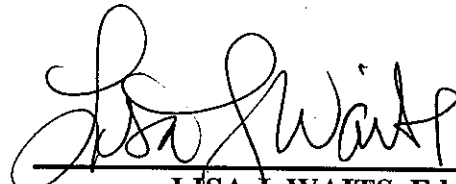
TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

October 6, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



LISA J. WAITS, Ed.D.
Interim Superintendent/President

October 6, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

CONTRACT AUTHORIZATION AND SIGNATURES
FOR DISTRICT BANK ACCOUNTS

RESOLUTION NO. 08/09-11

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I, Phil McCaffrey, President of the Governing Board of the Solano Community College District, do hereby certify that at a duly called meeting of the District Governing Board held on October 15, 2008, at which a quorum was present and acting throughout, the following resolution was adopted, and is now in full force and effect;

WHEREAS, District Board Policy 3080 authorizes the Governing Board to establish and maintain by resolution District bank accounts which are deemed necessary to conduct District business;

WHEREAS, A change in administrative personnel necessitates the revision of authorized signatures on all of the District's bank accounts, effective October 6, 2008; and

WHEREAS, The District maintains the following bank accounts:

Account	Account No.
U.S. BANK ACCOUNTS:	
Solano Community College Bookstore Funds	1-534-0123-3165
Solano Community College County Treasurer's Clearing Account	1-534-0123-3132
Solano Community College Financial Aid Federal Clearing Account	1-534-0123-3173
Solano Community College Federal Financial Aid Funds	1-534-5474-6386
Solano Community College CAL Grant Funds	1-534-9530-4765
Solano Community College Revolving Fund	1-534-9042-7538
Solano Community College Student Body Funds	1-534-5474-8010

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

CONTRACT AUTHORIZATION AND SIGNATURES
FOR DISTRICT BANK ACCOUNTS

RESOLUTION NO. 08/09-11

(Continuing – Page 3)

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Lisa J. Waits, Ed.D.
Interim Superintendent/President

Robin L. Steinback, Ph.D.
Vice President, Academic Affairs

Susan Rinne
Interim Director, Fiscal Services

BE IT FURTHER RESOLVED, That the authorized signatures for disbursements on the Solano Community College Black History Money Market Account, No. 1-534-0124-7256, shall be the following:

Carolyn Moore
President, African-American Staff Association

Cheryl Williams
Treasurer, African-American Staff Association

PASSED AND ADOPTED This 15th day of October 2008, by the Governing Board of Solano Community College District.

PHIL McCAFFREY, BOARD PRESIDENT

LISA J. WAITS, Ed.D., INTERIM SECRETARY

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

TO: Members of the Governing Board

**SUBJECT: AGREEMENT BETWEEN MACRO PLASTICS
INCORPORATED AND SOLANO COMMUNITY
COLLEGE DISTRICT TO PROVIDE ELECTRICAL
SAFETY TRAINING FOR CONTRACT EDUCATION**

REQUESTED ACTION: APPROVAL

SUMMARY:

An agreement between Solano Community College District and Macro Plastics Incorporated for contract education is being presented for review and approval by the Governing Board.

The District will provide one 40-hour Electrical Safety class for new technical employees. Training will be held at Solano Community College and will start on or after October 16, 2008.

Macro Plastics Incorporated will compensate the District for all educational services, rendered at a flat rate of \$6,800.00. The fee includes program development, coordination, instruction, training materials, evaluation, and Certificates of Completion.

Copies of the agreement are available in the Office of the Superintendent/President and in the Office of Contract Education and Community Services.

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

Deborah Mann, Program Developer
Contract Education and Community Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7195

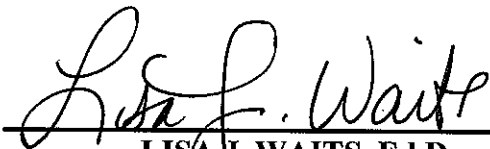
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

October 6, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



LISA J. WAITS, Ed.D.
Interim Superintendent/President

October 6, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
AGREEMENT FOR EDUCATIONAL SERVICES**

This agreement is entered into by and between **SOLANO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as "District" and **MACRO PLASTICS INCORPORATED, 2250 HUNTINGTON DRIVE, FAIRFIELD, CA 94533**, hereinafter referred to as "Macro Plastics."

WHEREAS, Macro Plastics desires to engage the District to render special educational services,

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- A. The District will provide Electrical Safety training for up to 6 employees.
- B. The District will develop, coordinate, deliver, and evaluate the training. The employees will attend 40 hours of training at Solano Community College. Training will take place on dates and times determined by Macro Plastics. All successful completers will receive Certificates of Completion. Additional training can be scheduled as needed with an addendum to this contract.
- C. Macro Plastics will identify all employees who will participate in training.
- D. Macro Plastics will compensate the District for all services rendered and expenses at a rate of six thousand eight hundred dollars and no cents (\$6,800.00.) The cost is inclusive for all instruction and teaching/ training materials.
- E. Payments by Macro Plastics Corporation to the District will be due upon receipt of invoice. An invoice will be generated when the training is 50% completed.
- F. **IT IS MUTUALLY UNDERSTOOD** that Macro Plastics and the District shall secure and maintain in full force and effect during the full term of this Agreement, liability insurance in the amounts and written by carriers satisfactory to Macro Plastics and the District respectively.
- G. The District will indemnify, and hold harmless, in any actions of law or equity, Macro Plastics, its officers, employees, agents and elective and appointive boards from all claims, losses, damage, including property damages, personal injury, including death, and liability of every kind, nature and description, directly or indirectly arising from the operations of the District under this Agreement or of any persons directly or indirectly employed by, or acting as agent for the District, but not including sole negligence or willful misconduct of Macro Plastics. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this Agreement does not relieve the District from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, by reason of any of the District's operations under this Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

Macro Plastics will indemnify, and hold harmless in any actions of law or equity, the District, its officers, employees, agents and elective and appointive boards from all claims, losses, damage,

including property damages, personal injury, including death, and liability of every kind, nature and description, directly or indirectly arising from the operations of Macro Plastics under this Agreement or of any persons directly or indirectly employed by, or acting as agent for Macro Plastics, but not including the sole negligence or willful misconduct of the District. This indemnification shall extend to claims losses, damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this Agreement does not relieve Macro Plastics from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, by reason of any of Macro Plastics operations under this Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

H. Macro Plastics agrees that it will not discriminate in the selection of any student to receive instruction pursuant to the Agreement because of sex, sexual preference, race, color, religious creed, national origin, marital status, veteran status, medical condition, age (over 40), pregnancy, disability, and political affiliation. In the event of Macro Plastics' non-compliance with this section, the Agreement may be canceled, terminated, or suspended in whole or in part by the District.

Matthew Barnett
Vice President of Operations
Macro Plastics Incorporated
Fairfield, CA

Lisa J. Waits
Interim Superintendent/President
Solano Community College
Fairfield, CA

Date _____

Date _____

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

TO: Members of the Governing Board

**SUBJECT: AGREEMENT BETWEEN MACRO PLASTICS
INCORPORATED AND SOLANO COMMUNITY
COLLEGE DISTRICT TO PROVIDE ADVANCED PLC
TRAINING FOR CONTRACT EDUCATION**

REQUESTED ACTION: APPROVAL

SUMMARY:

An agreement between Solano Community College District and Macro Plastics Incorporated for contract education is being presented for review and approval by the Governing Board.

The District will provide one 12-hour Advanced Programmable Logic Controls (PLC) class for technical employees. Training will be held at Solano Community College and will start on October 21, 2008.

Macro Plastics Incorporated will compensate the District for all educational services, rendered at a flat rate of \$3,600.00. The fee includes program development, coordination, instruction, training materials, evaluation, and Certificates of Completion.

Copies of the agreement are available in the Office of the Superintendent/President and in the Office of Contract Education and Community Services.

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

Deborah Mann, Program Developer
Contract Education and Community Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7195

TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

October 6, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



LISA J. WAITS, Ed.D.
Interim Superintendent/President

October 6, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
AGREEMENT FOR EDUCATIONAL SERVICES**

This agreement is entered into by and between **SOLANO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as "District" and **MACRO PLASTICS INCORPORATED, 2250 HUNTINGTON DRIVE, FAIRFIELD, CA 94533**, hereinafter referred to as "Macro Plastics."

WHEREAS, Macro Plastics desires to engage the District to render special educational services,

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- A. The District will provide Advanced PLC training for 3 employees.
- B. The District will develop, coordinate, deliver, and evaluate the training. The employees will attend 12 hours of training at Solano Community College. Training will take place on dates and times determined by Macro Plastics. All successful completers will receive Certificates of Completion. Additional training can be scheduled as needed with an addendum to this contract.
- C. Macro Plastics will identify all employees who will participate in training.
- D. Macro Plastics will compensate the District for all services rendered and expenses at a rate of three thousand six hundred dollars and no cents (\$3,600.00.) The cost is inclusive for all instruction and teaching/ training materials.
- E. Payments by Macro Plastics Corporation to the District will be due upon receipt of invoice. An invoice will be generated when the training is 50% completed.
- F. **IT IS MUTUALLY UNDERSTOOD** that Macro Plastics and the District shall secure and maintain in full force and effect during the full term of this Agreement, liability insurance in the amounts and written by carriers satisfactory to Macro Plastics and the District respectively.
- G. The District will indemnify, and hold harmless, in any actions of law or equity, Macro Plastics, its officers, employees, agents and elective and appointive boards from all claims, losses, damage, including property damages, personal injury, including death, and liability of every kind, nature and description, directly or indirectly arising from the operations of the District under this Agreement or of any persons directly or indirectly employed by, or acting as agent for the District, but not including sole negligence or willful misconduct of Macro Plastics. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this Agreement does not relieve the District from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, by reason of any of the District's operations under this Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

Macro Plastics will indemnify, and hold harmless in any actions of law or equity, the District, its officers, employees, agents and elective and appointive boards from all claims, losses, damage,

including property damages, personal injury, including death, and liability of every kind, nature and description, directly or indirectly arising from the operations of Macro Plastics under this Agreement or of any persons directly or indirectly employed by, or acting as agent for Macro Plastics, but not including the sole negligence or willful misconduct of the District. This indemnification shall extend to claims losses, damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this Agreement does not relieve Macro Plastics from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, by reason of any of Macro Plastics operations under this Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

- H. Macro Plastics agrees that it will not discriminate in the selection of any student to receive instruction pursuant to the Agreement because of sex, sexual preference, race, color, religious creed, national origin, marital status, veteran status, medical condition, age (over 40), pregnancy, disability, and political affiliation. In the event of Macro Plastics' non-compliance with this section, the Agreement may be canceled, terminated, or suspended in whole or in part by the District.

Matthew Barnett
Vice President of Operations
Macro Plastics Incorporated
Fairfield, CA

Lisa J. Waits
Interim Superintendent/President
Solano Community College
Fairfield, CA

Date _____

Date _____

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

TO: Members of the Governing Board

**SUBJECT: CITY OF VACAVILLE CONSULTANT SERVICE
AGREEMENT WITH SMALL BUSINESS DEVELOPMENT
CENTER (SBDC)**

REQUESTED ACTION: APPROVAL

SUMMARY:

The city of Vacaville and the Redevelopment Agency of the city of Vacaville has proposed renewing a Service Agreement for FY 2008-09 with the Solano College Small Business Development Center (SBDC). Under the scope of the Agreement, the SBDC will deliver entrepreneurial training and one-on-one counseling (technical assistance) to Vacaville small business owners and prospective owners. The funds from this contract are also used to meet the local cash match requirements for the Small Business Administration (SBA) funding for the Small Business Development Center. The Consultant and Professional Service Agreement is for \$12,000 and effective for the period July 1, 2008 through June 30, 2009.

A copy of the service agreement is available in the Office of the Superintendent/President, the Office of the Vice President of Academic Affairs, and in the Office of the Small Business Development Center.

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

Charles Eason, Director
Small Business Development Center

PRESENTER'S NAME

360 Campus Lane, Suite 102
Fairfield, CA 94534

ADDRESS

(707) 864-3382

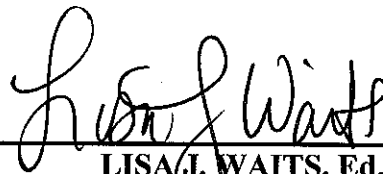
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

October 6, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



LISA J. WAITS, Ed.D.
Interim Superintendent/President

October 6, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: RESIGNATIONS TO RETIRE

REQUESTED ACTION: APPROVAL

SUMMARY:

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Quinton Duval	English Instructor, Humanities Division 29 years at SCC	May 22, 2009
Jacqueline Rock	Nursing Instructor, Health Occupations 20 years of service at SCC	May 22, 2009

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Richard Christensen, Ed.D.
Director of Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7122

TELEPHONE NUMBER

Administration

ORGANIZATION

October 6, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



LISA J. WAITS, Ed.D.
Interim Superintendent/President

October 6, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

AGENDA ITEM 10. (a)
 MEETING DATE October 15, 2008

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

TO: Members of the Governing Board

**SUBJECT: PUBLIC HEARING AND ADOPTION OF THE
 GANN APPROPRIATION LIMIT FOR FY 2008-09,
 RESOLUTION NO. 08/09 – 12**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Resolution No. 08/09 – 12, public hearing and adoption of the Gann Appropriation Limit for FY 2008-09. Article XIII B, commonly referred to as the Gann limit initiative of the California State Constitution, was approved by California voters in November 1979, and later modified by Proposition 111 in 1990. The Gann initiative places limits on the amount of proceeds of taxes that state and local governmental agencies can receive and spend each year. Annually, the appropriations limit is adjusted for changes in price index, population, and other applicable factors.

(CONTINUED ON NEXT PAGE)

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Susan Rinne
 Interim Director, Fiscal Services

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534-3197

ADDRESS

707-864-7000, ext. 4462

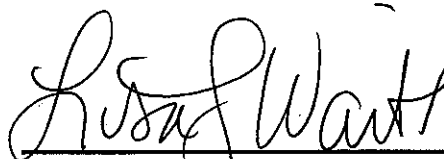
TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

October 6, 2008

**DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT**



LISA J. WAITS, Ed.D.
 Interim Superintendent/President

October 6, 2008

**DATE APPROVED BY
 SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: PUBLIC HEARING AND ADOPTION OF GANN
APPROPRIATION LIMIT FOR FY 2008-09,
RESOLUTION NO. 08/09 – 12**

REQUESTED ACTION: APPROVAL

SUMMARY:

(CONTINUED FROM PREVIOUS PAGE)

Government Code Section 7908(c) requires each community college district to report to the Chancellor of the California Community Colleges at least annually its appropriations, appropriations subject to limit, the amount of State aid apportionments and subventions included with proceeds of taxes of the district, and amounts excluded from the appropriations subject to limit.

Additionally, the Governing Board must annually hold a public hearing and adopt an appropriation limit under the provisions of Senate Bill 1352 (August, 1980) based on the Gann Proposition and Constitutional Amendment.

Resolution No. 08/09 – 12 provides for an Appropriation Limit of \$44,353,034 and estimates the budgeted Appropriation Subject to Limit to be \$43,890,884. The Limits for 2007-08 were \$44,576,537 and \$43,299,286 respectively.

Attached for your information is the Gann Limit Worksheet that is prepared and submitted to the System Office.

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

ESTABLISHMENT OF THE GANN APPROPRIATION LIMIT FOR FY 2008-09

RESOLUTION NO. 08/09 – 12

WHEREAS, The California Legislature enacted Senate Bill 1352 in August 1980, with an effective date of January 1981, to implement Proposition 4, a Constitutional amendment establishing appropriation limits for state and local government units; and

WHEREAS, The Governing Board determines that the FY 2008-09 General Fund Budget, as proposed for adoption, is in conformance with the provisions of Senate Bill 1352 as reflected on the attached worksheet; now therefore be it

RESOLVED, That the Governing Board hereby adopts a revised appropriation limit for FY 2008-09 of \$44,353,034 and estimates that the budget appropriations subject to that limit are \$43,890,884.

PASSED AND ADOPTED this 15th day of October 2008, by the Governing Board of the Solano Community College District.

PHIL McCAFFREY, PRESIDENT

LISA J. WAITS, Ed.D., INTERIM SECRETARY

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CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2008-2009

DISTRICT NAME: Solano Community College District DATE: 10-9-08

I. 2008-2009 APPROPRIATIONS LIMIT:

A. 2007-2008 Appropriations Limit	<u>\$ 44,576,537</u>
B. 2008-09 Price Factor: 1.0429	
C. Population factor:	
1. 2006/2007 Second Period Actual FTES <u>9,182.89</u>	
2. 2007/2008 Second Period Actual FTES <u>9,019.82</u>	
3. 2007/2008 Population change factor <u>.9822</u> (line C.2. divided by line C.1.)	
D. 2007-2008 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.)	\$..... 45,661,368
E. Adjustments to increase limit:	
1. Transfers in of financial responsibility	\$ 0
2. Temporary voter approved increases	\$ 0
3. Total adjustments - increase	_____ 0
Sub-Total	\$.....
F. Adjustments to decrease limit:	
1. Transfers out of financial responsibility	\$ 0
2. Lapses of voter approved increases	_____
3. Total adjustments - decrease	< 0 >
G. 2008-2009 Appropriations Limit	<u>\$ 45,661,368</u>

II. 2008-2009 APPROPRIATIONS SUBJECT TO LIMIT:

A. State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)	<u>\$ 31,977,295</u>
B. State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.) 177,990
C. Local Property taxes 11,735,599
D. Estimated excess Debt Service taxes
E. Estimated Parcel taxes, Square Foot taxes, etc.
F. Interest on proceeds of taxes
G. Local appropriations from taxes for unreimbursed State, court, and federal mandates	< _____ >
H. 2008-2009 Appropriations Subject to Limit	<u>\$ 43,890,884</u>

AGENDA ITEM 10.(b)
 MEETING DATE October 15, 2008

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

TO: Members of the Governing Board

**SUBJECT: AGREEMENT WITH WALLACE KUHL & ASSOCIATES,
 INC., FOR EARTHWORK AND TESTING SERVICES FOR
 THE VACAVILLE CENTER – PHASE I**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for an agreement with Wallace Kuhl & Associates, Inc. to provide earthwork observation and testing services for the Vacaville Center – Phase I, New Classroom Building. Wallace Kuhl is required, per the contract documents, to perform various observations and tests such as obtaining soil samples and ensuring that the building pad is properly graded. The total cost of services should not exceed \$62,250.

Attached is a copy of the agreement for the Board's review. Staff will be available at the meeting to answer questions from the Governing Board.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Stan Dobbs
 Independent Contractor

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

(707) 864-7176

TELEPHONE NUMBER

Maintenance & Operations

ORGANIZATION

October 6, 2008

**DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT**



LISA J. WATTS, Ed.D.

Interim Superintendent/President

October 6, 2008

**DATE APPROVED BY
 SUPERINTENDENT/PRESIDENT**

**AGREEMENT BETWEEN
SOLANO COMMUNITY COLLEGE DISTRICT AND
WALLACE KUHL & ASSOCIATES, INC.
FOR PROFESSIONAL SERVICES**

This is an Agreement made as of October 15, 2008 between Solano Community College District ("District") and Wallace Kuhl & Associates, Inc. ("Consultant") for the provision of specified professional services.

Consultant shall perform services in accordance with the terms and conditions of this Agreement and shall be responsible for the means and methods used in performing services under this Agreement. Except as set forth in this Agreement, Consultant shall have no other duties or responsibilities.

Consultant shall provide for the District the following basic consulting services:

See Exhibit A.

Consultant represents and warrants that its services and all of its work, materials, equipment and processes depicted or described in the May 15, 2008 proposal or other documents prepared by Consultant shall comply with all local, state and federal laws, codes, ordinances, regulations and rules pertaining thereto.

Consultant shall submit statements for services rendered. If the District objects to any statement submitted by Consultant, the District shall so advise Consultant in writing giving reasons within fourteen (14) days of receipt of such statement. If no such objection is made, the statement will be considered acceptable by District.

Kitchell is authorized to act as the District's agent, and references to actions by "District" may be undertaken by the "Project Manager/ Program Manager", Kitchell CEM.

Consultant shall maintain appropriate accounting records which shall be made available for inspection by the District upon request.

Consultant Indemnity of District. To the fullest extent permitted by law, the Consultant shall indemnify, defend and hold harmless the District and its employees, officers, Board of Trustees, individual members of the Board of Trustees, agents and representatives ("the Indemnified Parties") from any and all claims, demands, losses, responsibilities or liabilities for: (i) injury or death of Consultant's employees arising out of this Agreement; (ii) injury or death of persons or damage to property, or (iii) other costs or charges, directly or indirectly arising out of or attributable, in whole or in part, to the negligent or willful acts, omissions, errors and/or other conduct of Consultant, its Design Consultants or the employees, agents and representatives of Consultant Sub-Consultants in performing or providing any of the obligations, services or other work product contemplated under this Agreement. The foregoing shall include without limitation, attorneys fees and costs incurred by the Indemnified Parties and shall survive the termination of this Agreement until any such claim, demand, loss, responsibility or liability covered by the provisions hereof is barred by the applicable Statute of Limitations.

District Indemnity of Consultant. The District shall indemnify and hold harmless Consultant from all claims arising out of bodily injury (including death) and physical damage (other than to the Project itself and property covered by insurance under this agreement) which arise out of the negligent or willful acts, omissions or other conduct of the District

The District and Consultant respectively bind themselves, their successors and assigns and legal representatives to the terms of this Agreement. Neither the District nor Consultant shall assign, sublet or transfer any interest in this Agreement without the written consent of the other.

Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the District and Consultant and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the District and Consultant and not for the benefit of any other party.

All documents and specifications prepared by Consultant under this Agreement shall belong to the District. These ownership rights shall include copyrights to all such documents and specifications.

Consultant shall procure and maintain insurance for protection from claims under worker's compensation acts, claims for damages because of bodily injury including personal injury, sickness, or disease or death of any and all employees or of any person other than such employees, and from claims or damages because of injury to or destruction of property including loss of use there from, and any other insurance prescribed by laws, rules, regulations, ordinances, codes, or orders, as well as insurance required by this Agreement as set forth in Exhibit A.

Consultant shall furnish to the District proof of insurance as required in Exhibit A.

The District will also cause other independent professional associates and consultants retained by the District for the Project to procure and maintain comparable insurance coverage.

This Agreement (consisting of pages 1 & 2, Exhibit A, and Exhibit B (Wallace Kuhl & Associates, Inc. Proposal Dated May 15, 2008) constitutes the entire Agreement between the District and Consultant and supersedes all prior written or oral understandings. This Agreement may only be amended or modified by a duly executed written instrument.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have executed this Agreement effective on the date first above written.

Date	Date
Mitch Tyler Senior Engineer Wallace Kuhl & Associates, Inc.	Lisa J. Waits, Ed.D. Interim Superintendent/President Solano Community College District

**EXHIBIT A
TO AGREEMENT BETWEEN
SOLANO COMMUNITY COLLEGE DISTRICT AND
WALLACE KUHL & ASSOCIATES, INC.
DESCRIPTION OF BASIC SERVICES AND RELATED MATTERS**

This is an exhibit attached to, made a part of and incorporated by reference in the Agreement made on October 15, 2008 between Solano Community College District (District) and Wallace Kuhl & Associates, Inc. (Consultant) providing professional services.

Consultant shall provide the District the following Basic Services in accordance with the terms and conditions of the Agreement within the time stipulated below:

SERVICES

1. As described in the May 15, 2008 proposal letter from Wallace Kuhl & Associates, Inc. to the District regarding Earthwork Observation and Testing Services for the Vacaville Center New Classroom Building, 2000 North Village Parkway, Vacaville, California.

PERFORMANCE PERIOD

1. Services will be provided in accordance with the Project Schedule. Modifications to this schedule must be approved by the District.

COMPENSATION

1. Consultant shall be compensated on an hourly basis, not to exceed ten hours a week and an amount of **sixty two thousand two hundred fifty dollars and Zero cents (\$62,250.00)** for professional services.
2. Consultant shall submit monthly invoices per services rendered as per hourly and unit Rates shown in Exhibit B.
3. Additional services due to changes in the scope of work shall be compensated on an hourly rate basis or lump sum fee. Consultant shall not undertake any additional service work without written authorization from Project Manager.
4. The fee shall cover all expenses incurred by the Consultant on behalf of the Client.

INSURANCE

1. The Consultant shall procure and maintain Worker's Compensation Insurance covering claims under worker's or workmen's compensation, disability benefit and other similar employee benefit acts may be liable. Consultant shall purchase and maintain Employer's Liability Insurance covering bodily injury (including death) by accident or disease to any employee, which arises out of the employee's employment by the Consultant. The Employer's Liability Insurance required of the Consultant hereunder may be obtained by the Consultant as a separated policy of insurance or as an additional coverage under the Worker's Compensation Insurance required to be obtained and maintained by the Consultant in accordance with this Agreement for the amounts indicated effective as follows:

General Comprehensive	\$1,000,000
Automobile Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Worker's Compensation	Statutory
Professional Liability	\$1,000,000 per occurrence \$2,000,000 aggregate

Policy Endorsements; Evidence of Insurance:

1. The Consultant shall deliver to the District Certificates of Insurance evidencing each of the policies of insurance in the coverage. Amounts required hereunder. All policies of insurance required hereunder shall be issued by the insurer(s) admitted to issue insurance by the State of California and to the reasonable satisfaction of the District. Coverage's under each policy of insurance required hereunder, whether by endorsement or otherwise, shall provide that such policy will not be modified, canceled, or allowed to expire without at least thirty (30) days advance written notice to the District.
2. Each required general comprehensive and automobile liability policy, and Worker's Compensation policy shall be endorsed with the following specific language:
 - A. The District, Board of Trustees, its officers, employees, contractors, subcontractors and the Program Manager, Kitchell CEM are named as additional insured for all liability arising out of operations by or on behalf of the named insured in the performance of this Agreement.
 - B. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies have been issued to each insured.
 - C. The insurance provided herein is primary and no insurance held or owned by the District shall be called upon to contribute to a loss.
3. Consultants Indemnity of the District to the fullest by law, the Consultant shall indemnify and hold harmless the District and its employees, officer, Board of Trustees, individual members of the Board of Trustees, agents and representatives ("the Indemnified Parties") from any and all claims demands, losses, responsibility or liabilities for: (i) injury or death of Consultant's employees arising out this Agreement; (ii) injury or death of persons or damage to property, or (iii) other costs or charges, to the extent directly arising out of or attributable, to the negligent acts, omissions, errors and/or other conduct of the Consultant or any of its Consultants or the employees, agents and representatives of the Consultant or any of its consultants in performing or providing any of the obligations, services or other work product contemplated under is Agreement, but not to the extent caused by the District or third parties not under the control or the supervision of the Consultant. The foregoing shall include

without limitation, reimbursement of reasonable attorneys fees and cost incurred by the Indemnified Parties, through counsel selected by the Indemnified Parties and shall survive the termination of this Agreement until any such claim, demand, loss, responsibility or liability covered by the provisions hereof is barred by the applicable Statute of Limitations. The indemnifications provided herein shall not be construed to extend any third party indemnification rights of any kind to any person or entity, which is not a signatory to this Agreement. In addition, the indemnifications provided herein are irrespective of the Consultant's insurance coverage.

4. Indemnity: The Consultant and District shall indemnify and hold harmless from all claims arising out of bodily injury (including death) and physical damage, other than to the Project itself and property covered insurance, which arise out of negligent or willful, acts, omissions or other conduct of the District.
5. This Agreement shall be of no force or effect until Consultant provides proof of appropriate insurance to the District.

- End -

AGENDA ITEM 10.(c)
MEETING DATE October 15, 2008

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

TO: Members of the Governing Board
**SUBJECT: RECOMMEND APPOINTMENTS TO THE MEASURE G
CITIZENS' BOND OVERSIGHT COMMITTEE**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to appoint three members to fill three vacancies on the Measure G Citizens' Bond Oversight Committee (CBOC).

Proposition 39 mandates the establishment and composition of the oversight committee and the Bylaws adhered to by the CBOC. Currently, three vacancies exist: two (2) members representing the construction/trades industry, and one (1) member representing a college support organization such as a booster club or foundation.

A Board subcommittee comprised of Trustees A. Marie Young, Chair; James Claffey, and Tony Ubalde, reviewed applications received from potential candidates.

CONTINUED ON NEXT PAGE

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

Lisa J. Waits, Ed.D.
Interim Superintendent/President

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

707-864-7112


TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

October 6, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



LISA J. WAITS, Ed.D.
Interim Superintendent/President

October 6, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

TO: **Members of the Governing Board**

SUBJECT: **RECOMMEND APPOINTMENTS TO THE MEASURE G
CITIZENS' BOND OVERSIGHT COMMITTEE**

REQUESTED ACTION: **APPROVAL**

SUMMARY:

CONTINUED FROM PREVIOUS PAGE

After consideration of the candidates' qualifications and geographic location, the Board subcommittee recommends appointing:

- College foundation or other college support organization: Jesse Branch, Foundation member, Fairfield resident.
 - Construction/trade industry: James Conlow: CEO, Alyeska Enterprises, Inc., Benicia resident.
 - Construction/trade industry: Frank Crim, Field Representative, Carpenters Local 180, Vacaville resident.
-

AGENDA ITEM 10.(d)
 MEETING DATE October 15, 2008

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

TO: Members of the Governing Board

**SUBJECT: REQUEST FOR APPROVAL OF CURRICULUM ACTIONS
 AS SUBMITTED BY THE CURRICULUM COMMITTEE, A
 SUBCOMMITTEE OF THE ACADEMIC SENATE**

REQUESTED ACTION: APPROVAL

SUMMARY:

During the month of September 2008, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by the California Community Colleges Systems Office.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Erin Farmer, Chair
 Curriculum Committee

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

707-864-7571

TELEPHONE NUMBER

Academic Senate
 Curriculum Committee

ORGANIZATION

October 6, 2008

**DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT**



LISA J. WAITS, Ed.D.
 Interim Superintendent/President

October 6, 2008

**DATE APPROVED BY
 SUPERINTENDENT/PRESIDENT**

REQUEST FOR APPROVAL OF
CURRICULUM COMMITTEE CURRICULUM ACTIVITIES

During the month of September 2008, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by the California Community Colleges Systems Office.

Course Modifications

(CP-08-24) ENGL 350 – Writing and Reading Skills for ESL Students – Change the corequisite, and other Catalog information.

(CP-08-25) ENGL 355 – Writing and Reading Skills – Change the corequisite, and other Catalog information.

(CP-08-26) ENGL 370 – English Fundamentals – Change the corequisite, other Catalog information, the methods of evaluating student achievement, and the content outline.

(CP-08-27) ESL 077 – Conversation/Pronunciation Skills – Change the corequisite.

(CP-08-32) BIO 006 – Human Anatomy – Change the course number to BIO 004.

(CP-08-33) BIO 099 – Biology Honors: Dissection – Change the weekly hours and method of instruction.

(CP-08-34) MATH 310 – Change the units, weekly hours, and textbook.

New Courses

(CP-08-18) ENGL 350L – English 350 Lab

Units:	2.0
Weekly Class hours:	6 lab
Prerequisites:	None.
Corequisites:	ENGL 350
Course advisory:	None.
Repeatability:	May be repeated to a maximum of 6 units, including initial enrollment.
Catalog description:	Upon registration in English 350L: <u>Writing Component:</u> Each student's writing sample will be used to identify individual writing problems, and an individualized program will be designed to provide instruction in those problem areas. Credit will be earned upon successful completion and mastery of the student's course of study and an appropriate number of hours as specified in each student's contract. <u>Reading Component:</u> Designed to identify student's individual reading needs and to provide individualized instruction. Students will be assigned a worktext based on assessment in consultation with a Reading instructor. Credit will be earned when student has successfully completed the assigned course of study and appropriate number of lab hours as specified in each student's contract.

New Courses (continued)

(CP-08-19) ENGL 355L – English 355 Lab

Units: 2.0
Weekly Class hours: 6 lab
Prerequisites: None.
Corequisites: ENGL 355
Course advisory: None.
Repeatability: May be repeated to a maximum of 6 units, including initial enrollment.
Catalog description: Upon registration in English 355L:
Writing Component: Each student's writing sample will be used to identify individual writing problems, and an individualized program will be designed to provide instruction in those problem areas. Credit will be earned upon successful completion and mastery of the student's course of study and an appropriate number of hours as specified in each student's contract.
Reading Component: Designed to identify student's individual reading needs and to provide individualized instruction. Students will be assigned a worktext based on assessment in consultation with a Reading instructor. Credit will be earned when student has successfully completed the assigned course of study and appropriate number of lab hours as specified in each student's contract.

(CP-08-20) ENGL 370L – English Fundamentals Lab

Units: .5
Weekly Class hours: 1.5 lab
Prerequisites: None.
Corequisites: ENGL 370
Course advisory: None.
Repeatability: May be repeated to a maximum of 6 units, including initial enrollment.
Catalog description: Upon registration in English 370L, each student's writing sample will be used to identify individual writing problems, and an individualized program will be designed to provide instruction in those problem areas. Credit will be earned upon successful completion and mastery of the student's course of study and an appropriate number of hours as specified in each student's contract.

(CP-08-21) ESL 077L – ESL 077 Lab

Units: .5
Weekly Class hours: 1.5 lab
Prerequisites: None.
Corequisites: ESL 077
Course advisory: Familiarity with basic reading and writing skills: English alphabet letter names, numbers, and ability to follow directions.
Repeatability: May be repeated to a maximum of 6 units, including initial enrollment.
Catalog description: Provides structured listening comprehension and pronunciation practice, basic grammar practice, and elementary word processing practice for students new to the English language who wish to improve their own ability to speak and understand clearly. Instruction is individualized. Materials for the lab may be purchased in the bookstore.

New Courses (continued)

(CP-08-22) MATH 018 – Exploring Math and Science Teaching

Units:	2.0
Weekly Class hours:	2 lecture and 2 by arrangement
Prerequisites:	Math 104, may be taken concurrently
Corequisites:	None.
Course advisory:	SCC minimum English standard
Repeatability:	1 time
Catalog description:	This course is an education-based field experience in mathematics and science. Weekly seminars will explore how children learn and develop understanding in math and science. Students will be assigned to area schools to assist in the classroom and work in structured one-on-one or group settings for a minimum of two hours per week.

(CP-08-30) SPCH 008 – Group Communication

Units:	3.0
Weekly Class hours:	3 lecture
Prerequisites:	None.
Corequisites:	None.
Course advisory:	SCC minimum English standard
Repeatability:	None.
Catalog description:	This course is designed to increase students' understanding of group communication behaviors related to problem-solving, decision-making, leadership, group roles, norms and conformity and to prepare students to function more effectively in groups. This course is designed for students majoring in speech communication, business, international business, education, nursing, and all fields of study and certifications that require group and team-building skills.

(CP-08-31) SPCH 012 Intercultural Communication

Units:	3.0
Weekly Class hours:	3 lecture
Prerequisites:	None.
Corequisites:	None.
Course advisory:	SCC minimum English standard
Repeatability:	None.
Catalog description:	This course introduces students to the challenges and promises of intercultural communication with application to American culture, subcultures, and different cultures of the world. Specific focus will be development of the ability to acknowledge and understand the unique voice of people from the African, Asian, Latina, Middle Eastern, and Pacific Island cultures as well as co-cultures within the United States. Through lectures, readings, films, group discussions, written and oral assignments, students will learn the skills necessary to achieve positive outcomes when communicating with others that are perceived as different.

AGENDA ITEM 11.(a)
MEETING DATE October 15, 2008

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

TO: Members of the Governing Board
**SUBJECT: DISTRICT'S ANNUAL FINANCIAL AND BUDGET
REPORT TO THE STATE CHANCELLOR'S OFFICE:
CCFS-311**

REQUESTED ACTION: INFORMATION

SUMMARY:

Susan Rinne, Interim Director, Fiscal Services, will give a presentation on the CCFS-311 report, the District's annual financial and budget report that is filed with the System Office of the California Community Colleges.

A copy will be provided to the Board under separate cover. Copies will be available in the Office of the Vice President of Administrative & Business Services and at the Board Meeting.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Susan Rinne
Interim Director, Fiscal Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7000, ext. 4462

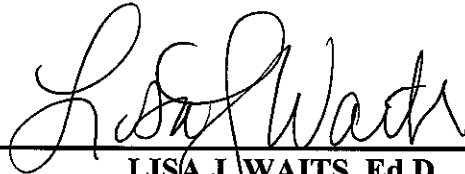
TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

October 6, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



LISA J. WAITS, Ed.D.
Interim Superintendent/President

October 6, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**