

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

**TO: Members of the Governing Board**  
**SUBJECT: CONSENT CALENDAR – HUMAN RESOURCES**  
**REQUESTED ACTION: APPROVAL**

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**EMPLOYMENT 2008-09**

**Regular Assignment**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Kathryn Caruso	Tutoring Center Specialist CSEA, Chapter #211	October 27, 2008
Joseph Finnigan	College Police Officer Operating Engineers, Local 39	October 15, 2008
Michelle Ramos	Science Lab Technician Operating Engineers, Local 39	November 6, 2008

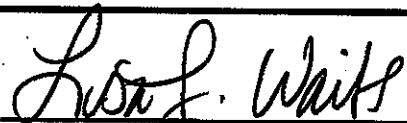
**Short-term, Temporary & Substitute Assignments**

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Hourly Rate</u>
Diane Crosley-Mayers	Instructional Assistant, Basic Skills	10/16/08 – 12/19/08	\$ 14.31
Regina Severdia-Metzger	Instructional Assistant, Basic Skills	10/10/08 – 12/17/08	\$ 14.31

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**Richard Christensen, Ed.D.**  
Director of Human Resources

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

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**October 24, 2008**  
Date Submitted

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**October 24, 2008**  
Date Approved

**SOLANO COMMUNITY COLLEGE CONSENT CALENDAR**

Governing Board Meeting

November 5, 2008

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**Independent Contractors**

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
<b>Contract Education</b>			
<b><u>Deborah Mann, Responsible Manager</u></b>			
Joan Greenfield NorthBay Employer Resources, Inc.	Provide four hours of sexual harassment training and course materials	10/28/08	\$ 500.00
<b>Ethnic Studies Program</b>			
<b><u>Leslie Rota, Responsible Manager</u></b>			
Vernon Williams, III	Present two motivational enlighten- ment presentations	11/12/08	\$ 300.00
<b>Health Occupations Division</b>			
<b><u>Maire Morinec, Responsible Manager</u></b>			
Sandra Bodley	Curriculum consultation for the Nursing program	11/5/08 – 11/5/09	Not to exceed \$ 3,000.00
<b>Small Business Development Center</b>			
<b><u>Charles Shatzer, Responsible Manager</u></b>			
Mitzi Bunch	Consulting & technical assistance, City of Fairfield Contract	11/6/08 – 12/31/08	\$ 960.00
	Consulting & technical assistance, California Community Colleges Chancellor's Grant	11/6/08 – 12/31/08	\$ 1,800.00
Brian Hanley	Consulting & technical assistance, City of Fairfield Contract	11/6/08 – 12/31/08	\$ 480.00
Anni Minuzzo	Consulting & technical assistance, City of Fairfield Contract	11/6/08 – 12/31/08	\$ 480.00
Albert Sullivan	Consulting & technical assistance, SBDC Program Income	11/6/08 – 12/31/08	\$ 120.00

**SOLANO COMMUNITY COLLEGE CONSENT CALENDAR****Governing Board Meeting****November 5, 2008****Page 3****Superintendent/President Office**  
**Lisa Waits, Responsible Manager**

Leadership Resource Solutions, Inc.	Consultant to support and assist current Fiscal Services staff in performing day-to-day functions, including 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)
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**Professional Experts**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Dates</u></b>	<b><u>Amount</u></b>
Anthony Beck	Journey Level Asst. Fire Instructor	11/20/08 – 6/30/09	\$ 25.00 hour
Greg Begin	Present, Surviving the Holidays with Teens in Care	12/9/08	\$ 240.00
Shelia Johnson	Co-present, PRIDE Pre-Service for Foster & Adoptive Parents	11/17/08 – 11/24/08	\$ 540.00
Thurston Johnson	Co-present, PRIDE Pre-Service for Foster & Adoptive Parents	11/6/08 – 11/24/08	\$ 540.00
Teri Lamb	Co-present, PRIDE Pre-Service for Foster & Adoptive Parents	11/6/08 – 11/20/08	\$ 720.00
Jodi Maspaitella	Co-present, PRIDE Pre-Service for Foster & Adoptive Parents	11/6/08 – 11/20/08	\$ 720.00
Pete Maspaitella	Co-present, PRIDE Pre-Service for Foster & Adoptive Parents	11/6/08 – 11/6/08	\$ 180.00
Charles Pyle	Lecture, portfolio presentation and review for Illustration Program	11/9/08	\$ 150.00
Larry Smith	Co-present, PRIDE Pre-Service for Foster & Adoptive Parents	11/6/08 – 11/20/08	\$ 1,440.00
	Co-present, Adoption Support and Information	11/24/08	
	Co-present, Kinship Support and Information	11/12/08 – 11/12/08	

**SOLANO COMMUNITY COLLEGE CONSENT CALENDAR****Governing Board Meeting**

November 5, 2008

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**Professional Experts** (Continued)

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Rachael Staudt.	Figure model, Art 4/5	10/6/08	\$ 80.00
	Figure model, Art 4/5	10/22/08	\$ 160.00
D. Mary Ann Turley	Co-present, PRIDE Pre-Service for Foster & Adoptive Parents Co-present, Kinship Support and Information	11/5/08 – 11/24/08	\$ 900.00

**GRATUITOUS SERVICE**

<u>Name</u>	<u>Assignment</u>	<u>Division/Department</u>
Sean Carlock	EMT skills demonstration & testing	Health Occupations
Boyd Clegg	EMT skills evaluator	Health Occupations
Jose Colin	EMT skills demonstration & testing	Health Occupations
Jase Indrebo	EMT skills demonstration & testing	Health Occupations
Anna Mulhdanel	EMT skills demonstration & testing	Health Occupations
Stephanie Parrish	Driving team van to competitions and assist with home games	PE/Athletics
Nicholas Smith	EMT skills demonstration & testing	Health Occupations
Richard Stewart	EMT skills demonstration & testing	Health Occupations
Nicole Vannoy	EMT skills demonstration & testing	Health Occupations
Lauren Wink	Assistant coaching duties, softball team, participating in practices.	PE/Athletics

**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:

08/11/08	Vendor Payment	11003183-11003274	\$ 405,083.36
10/06/08	Vendor Payment	11005708-11005734	\$ 12,738.53
10/10/08	Vendor Payment	11005735-11005862	\$ 6,890.50
10/14/08	Vendor Payment	11005863-11005869	\$ 3,467.06
10/15/08	Vendor Payment	11005870-11005941	\$ 940,493.70
10/16/08	Vendor Payment	11005942-11005995	\$ 6,532.50
10/17/08	Vendor Payment	11005996-11006013	\$ 49,788.37
10/20/08	Vendor Payment	11006014-11006033	\$ 5,690.50
10/22/08	Vendor Payment	11006034-11006117	\$ 250,821.34
10/22/08	Vendor Payment	11006118-11006139	\$2,361,581.41
10/27/08	Vendor Payment	11006140-11006205	\$ 250,810.82

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, and 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**

707-864-7167

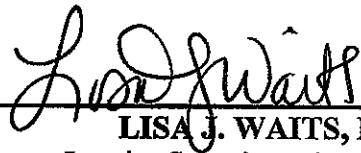
**TELEPHONE NUMBER**

Administrative & Business Services

**ORGANIZATION**

October 24, 2008

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**

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

October 24, 2008  
**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

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

**TO: Members of the Governing Board**  
**SUBJECT: CONSTRUCTION CHANGE ORDER NO. 8 APPROVAL  
FOR ALTEN CONSTRUCTION, INC. – BID NO. 08-003**

**REQUESTED ACTION: CONTRACT CHANGE ORDER APPROVAL**

**SUMMARY:**

Board approval is requested for Change Order No. 8 to Alten Construction, Inc.'s base contract for the Building 1700A – P.E. facility. Revised contract amount is as follows:

Contract Award Amount	\$ 6,122,433.00	
Prior Change Orders	\$ 731,614.00	
Change Order No. 8	\$ 32,211.00	
Total Change Orders	\$ 763,825.00	12.5% of Contract Award Amount
Revised Contract Amount	\$ 6,886,258.00	
Total Project Budget	\$ 6,886,258.00	

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

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

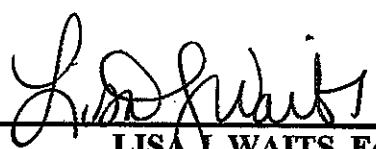
Stan Dobbs  
Independent Contractor  
**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534  
**ADDRESS**

(707) 864-7176  
**TELEPHONE NUMBER**

Maintenance & Operations  
**ORGANIZATION**

October 24, 2008  
**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**

  
**LISA J. WATTS, Ed.D.**  
Interim Superintendent/President

October 24, 2008  
**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

## 11/05/08 ALTEN CONSTRUCTION, INC. - BUILDING 1700A PCO's RECOMMENDED FOR APPROVAL

PCO	Description	Negotiated Amount	Reason	Summary	CO
105	Installation of tiled shower pans in lieu of metal in the women's locker room.	\$ 5,499.00	Unforeseen Conditions	It was determined that the shower pans intended for the showers in the women's locker room were not compatible with the existing conditions. Ceramic tile shower pans were provided which included installation of the mortar bed, waterproof membrane, ceramic tile flooring and ceramic tile base.	8
110	Raise all electrical devices in Room 1721 and Room 1738 to ADA accessible heights.	\$ 5,945.00	Regulatory Agency Requirement	It was determined that the electrical devices located in Rooms 1721 and 1738 were required to be raised to 18" from 12" above the finished floor to meet ADA accessibility standards set by the Department of State Architect (DSA). The installation included additional electrical conduit and wire to raise the electrical outlet to its required location and routing the outlets back to the main electrical panel for these rooms.	8
121	Installation of gypsum board finish at southeast corner of Equipment Storage Room 1750	\$ 564.00	Unforeseen Conditions	It was determined that the southeast corner of the Equipment Storage Room 1750 did not have a specified finish. The Contractor was directed to install a drywall finish that included taping, texturing, and finish painting.	8
122	Fur southeast corner of Room 1737 to ensure drywall is flush with existing electrical panels.	\$ 856.00	Owner Request	It was determined that the existing surface-mounted electrical panels in Room 1737 and associated electrical conduit should be concealed in the wall in lieu of remaining exposed. The Contractor was directed to install metal framing on the existing wall and install drywall to fur the south and east walls. The new drywall was also taped, textured and painted.	8

PCO	Description	Negotiated Amount	Reason	Summary	CO
123	Fur west wall of Room 1737 to conceal existing electrical conduit.	\$ 1,696.00	Owner Request	It was determined that the west wall in Room 1737 required wall furring to conceal existing exposed electrical conduit. The Contractor was directed to fur the west wall of Room 1737.	8
126	Installation of electrical conduit and wiring for eight smoke detectors in Room 1739 as required by the District's fire alarm sub-contractor.	\$ 4,521.00	Regulatory Agency Requirement	It was determined by the District's fire alarm sub-contractor and the Inspector of Record (IOR) that additional smoke detectors are required for Room 1739. The Contractor was directed to install all necessary electrical conduit and wire in the ceiling to ensure the smoke detectors were provided per code requirements.	8
127	Provide electrical power to new shot clocks located in the gymnasium.	\$ 4,899.00	Unforeseen Conditions	It was determined that the new shot clocks located in the gymnasium, provided by the Contractor required a revised power supply to the new electric panel. The Contractor was directed to route electrical conduit and wire from the gymnasium's electrical panel to the shot clocks. The exposed, surface-mounted electrical conduit was also painted to match the new wall color.	8
129	Install ceramic tile in Room 1745.	\$ 3,048.00	Owner Request	It was determined that there were exposed walls in Room 1745 that required ceramic tile installation but was not specified on the contract drawings. The Contractor was directed to install the mortar bed, ceramic tile, and grout at the south and north wall of the shower area, and the south wall at the ADA restroom stall.	8



PCO	Description	Negotiated Amount	Reason	Summary	CO
130	Install drywall to 14' at the west wall of corridor 1741 to ensure the required fire rating.	\$ 1,083.00	Regulatory Agency Requirement	It was determined that the construction rating for a fire corridor required this interior partition to have a one-hour rating. The Contractor was directed to install drywall above the 1741 corridor ceiling six inches above the adjacent rooms ceiling height.	8
144	Fabrication and installation of shot clock brackets located in the gymnasium.	\$ 865.00	Unforeseen Conditions	It was determined that a seismic shot clock mounting detail was not provided for mounting the shot clock above the main basketball goals in the gymnasium. The Contractor designed a structurally sound mounting bracket and provided final installation.	8
145	Provide H6 clips (structural clips that strengthen the frame or connection points of framing members) at soffit framing at the west wall of Room 1721 per DSA requirements.	\$ 821.00	Regulatory Agency Requirement	It was determined that the west wall soffit in Room 1721 required additional structural bracing per requirements by DSA. The IOR instructed the Contractor to install H6 clips where the soffit connected to the west wall.	8
146	Replace interior non-rated glazing with installation of 45-minute rated glass at window type E (a fixed, non-operable window) locations.	\$ 352.00	Regulatory Agency Requirement	It was determined that glazing for interior window type E required a 45-minute, wire glazing. The Contractor was directed to remove and replace the non-rated glazing with the code required rated glazing.	8
147	Replace semi-gloss paint with egg shell in the gymnasium.	\$ 2,062.00	Unforeseen Conditions	It was determined that semi-gloss paint specified for the gymnasium walls was not a suitable finish for the concrete walls. The Contractor was directed to change the paint from semi-gloss to egg shell.	8
<b>TOTAL \$ 32,211.00</b>					



# Change Order

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

**Project # Building 1700 Renovations**  
 Tel: 707-864-7189 Fax: 707-207-0423

**Date:** 11/5/2008

**To Contractor:**  
 Alten Construction, Inc.  
 720 12th Street  
 Richmond, CA 94801

Architect's Project No.: 05080.01  
 Contract Date: 11/15/2007  
 Contract Number: 08-003  
 Change Order Number: 08

This contract is hereby revised by the following items:

PCO	Description	Amount
105	Installation of tiled shower pans in lieu of metal.	\$ 5,499.00
110	Raise all electrical devices in Room 1721 and Room 1738 to ADA accessible heights.	\$ 5,945.00
121	Installation of drywall finish at southeast corner of Equipment Storage Room 1750.	\$ 564.00
122	Fur southeast corner of Room 1737 to ensure drywall is flush with existing electrical panels.	\$ 856.00
123	Fur west wall of Room 1737 to conceal existing electrical conduit.	\$ 1,696.00
126	Installation of electrical conduit and wiring for e smoke detectors in Room 1739 as required by the District's fire alarm sub-contractor.	\$ 4,521.00
127	Provide electrical power to new shot clocks located in the gymnasium.	\$ 4,899.00
129	Install ceramic tile in Room 1745.	\$ 3,048.00
130	Install drywall to 14' at the west wall Corridor 1741 to ensure the required fire rating.	\$ 1,083.00
144	Fabrication and installation of shot clock brackets located in the gymnasium.	\$ 865.00
145	Provide H6 clips at soffit framing at the west wall of Room 1721 per Department of State Architect requirements.	\$ 821.00
146	Replace interior non rated glazing with installation of 45-minute rated glass at window type "E" locations.	\$ 352.00
147	Replace semi-gloss paint to be used in the gymnasium with egg shell.	\$ 2,062.00

The original Contract Value was .....	\$	6,122,433.00
Sum of changes by prior Change Orders .....	\$	731,614.00
The Contract Value prior to this Change Order was .....	\$	6,854,047.00
The Contract Value will be changed by this Change Order in the amount of .....	\$	32,211.00
The new Contract Value including this Change Order will be .....	\$	6,886,258.00
The Contract duration will be changed by .....		0 Days
The Substantial Completion date as of this Change Order is .....		2-Feb-09

**Alten Construction, Inc.**  
 Contractor  
 720 12th Street  
 Richmond, CA 94801  
 Address  
 By Shannon Alten  
 Signature  
 Date

**TLCD Architecture**  
 Architect  
 111 Santa Rosa Avenue, Suite 300  
 Santa Rosa, CA 95404  
 Address  
 By Craig Gaevvert  
 Signature  
 Date

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

AGENDA ITEM 7.(e)  
MEETING DATE November 5, 2008

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

**TO:** Members of the Governing Board  
**SUBJECT:** CONSTRUCTION CHANGE ORDER NO. 8 APPROVAL  
FOR J.W. AND SONS, INC. – BID NO. 08-001  
**REQUESTED ACTION:** CONTRACT CHANGE ORDER APPROVAL

**SUMMARY:**

Board approval is requested for Change Order No. 8 to J.W. and Sons, Inc.'s base contract for Building 1400. Revised contract amount is as follows:

Contract Award Amount	\$3,265,000.00	
Prior Change Orders	\$ 441,439.00	
<b>Change Order No. 8</b>	<b>\$ 87,436.00</b>	
Total Change Orders	\$ 528,875.00	16.2% of Contract Award Amount
<b>Revised Contract Amount</b>	<b>\$3,793,875.00</b>	
Total Project Budget	\$3,793,875.00	

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 24, 2008  
**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**

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

October 24, 2008  
**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

## 11/5/2008 J.W. AND SONS, INC. - BUILDING 1400 PCO's RECOMMENDED FOR APPROVAL

PCO	Description	Negotiated Amount	Reason	Summary	CO
18	Framing to support the return air duct for extension and connection to the new soffit and new fire smoke damper at Room 1453.	\$ 5,051.00	Unforeseen Condition	It was determined that the existing return air duct for the new soffit required a one-hour fire smoke damper, in addition to framing to support the return air duct connection to the new soffit in Room 1453. The Contractor was directed to provide and install the new fire smoke damper and frame supports for the return air ducts connection to the new soffit.	8
30	Modifications to the draft stop detail to accommodate revised ceiling elevations in Phase I.	\$ 8,119.00	Unforeseen Condition	It was determined that the draft stop located in Room 1405 would require modifications to accommodate the revised ceiling heights. The Contractor was directed to extend the framing of the draft stop three to six feet above the Student Dining Room and replace the drywall with a layer of plywood for additional stability.	8
34	Remove all existing data cabling, telephone cabling, public address system, and electrical floor boxes.	\$ 8,744.00	Owner Request	It was determined that the existing data cabling, telephone cabling, public address system, and electrical floor boxes were no longer required and could be removed throughout Room 1405. The Contractor was directed to remove all abandoned cabling and electrical devices no longer required by the District which included termination of the cabling at the existing Intermediate Distribution Frame (IDF).	8
36	Change the specified drinking fountain and electrical power requirements.	\$ 3,502.00	Owner Request	It was determined that the specified drinking fountain required an electric water cooler and is vandal-resistant. The Contractor was directed to replace the specified water fountain. The cost also includes additional electrical power routed to the fountain to ensure the connection of the electric water cooler.	8

PCO	Description	Negotiated Amount	Reason	Summary	CO
50	Provide electrical power for existing curtain fans at Room 1405.	\$ 1,194.00	Owner Request	It was determined that the existing curtain fans located on the north wall of Room 1405 did not have an electrical connection to power the fans as required. The Contractor was directed to route power from the existing electrical panel to the fans mounted above the north wall doors. Installation included additional electrical conduit and electrical wire to complete the power connection, as well as connection to the overall HVAC system.	8
51	Relocation of District's existing wireless router for the cafeteria and connection of data cabling to the IDF.	\$ 2,018.00	Owner Request	It was determined that the existing point-of-sale wireless router used by the District's food services contractor would require relocation because its current location was located above the ceiling within the Phase I construction area. The Contractor was directed to relocate the existing wireless router to the new IT room (1453) which included additional cabling and connection to the new IDF cabinet.	8
75	Add heat detectors to the Faculty Dining Room per requirements of the fire alarm sub-contractor.	\$ 1,766.00	Agency Regulatory Requirement	It was determined by the District's fire alarm sub-contractor and the Inspector of Record (IOR) that additional smoke detectors are required for the Faculty Dining Room. The Contractor was directed to install all necessary electrical conduit and wire within the ceiling per code requirements.	8
79	Relocate truss joists to ensure spatial needs of the three HVAC split air systems in the Faculty Dining ceiling.	\$ 1,967.00	Unforeseen Condition	It was determined that the HVAC split system would not fit within the new Faculty Dining ceiling structure. The Contractor was directed to add additional structural support blocking and spread out the previously installed truss joists that conflicted with the location of the HVAC system. Spreading the joists creates a larger rough opening and allows the HVAC units to fit within the provided ceiling space.	8

PCO	Description	Negotiated Amount	Reason	Summary	CO
93	Prep, fill, and float floors at Phase I, Room 1405, and temporary bookstore area due to asbestos demolition and mastic vapor barrier removal.	\$ 50,301.00	Unforeseen Condition	It was determined that the flooring for Room 1405 required additional preparation, including shot blasting, filling of holes, priming of the existing concrete, and installation of an added layer of self-leveling underlayment flooring to ensure the new flooring was installed and would include the proper warranty. The additional flooring work was the result of an unforeseen mastic layer located under the existing flooring. The mastic layer created damage to the existing concrete subfloor during removal, and created a need for the additional flooring work to be provided by the Contractor.	8
97	Add trim and mounting requirements for the fire smoke dampers located in Room 1405.	\$ 1,764.00	Unforeseen Condition	It was determined that the existing fire smoke dampers required additional trim and mounting of the exterior grill to eliminate the excessive protrusion of the grill from the wall. The protrusion of the damper is a result of the existing unit requiring an air diffuser installed over the new wall finishes. The Contractor was directed to provide a wood trim around the outside of the fire smoke dampers to ensure the protrusion is corrected.	8
113	Extended the roof warranty for the Faculty Dining Extension from 10 years to 20 years.	\$ 3,010.00	Owner Request	It was determined that the District standard for a new roof warranty is 20 years rather than 10 years. The Contractor was directed to add the required roofing layers and modify the cap flashing at the parapet wall to ensure the roof warranty would be extended.	8
<b>TOTAL</b>		<b>\$ 87,436.00</b>			



# Change Order

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

**Project # Building 1400 Renovations**  
 Tel: 707-864-7189 Fax: 707-207-0423

**Date:** 11/5/2008  
**To Contractor:**  
 J.W. and Sons, Inc.  
 3855 Cypress Drive, Suite A  
 Petaluma, CA 94954

**Architect's Project No.:** 05038.00  
**Contract Date:** 11/5/2007  
**Contract Number:** 08-001  
**Change Order Number:** 8

This contract is hereby revised by the following items:

PCO	Description	Amount
18	Framing to support the return air duct and fire smoke damper for extension and connection to the new soffit at Room 1453.	\$ 5,051.00
30	Modifications to the draft stop detail to accommodate revised ceiling elevations in Phase I.	\$ 8,119.00
34	Demo of all existing data cabling, telephone cabling, public address system, and electrical floor boxes.	\$ 8,744.00
36	Change the specified drinking fountain and electrical power requirements.	\$ 3,502.00
50	Provide electrical power for existing curtain fans at Room 1405.	\$ 1,194.00
51	Relocation of Districts existing wireless router for the kitchen and connection of data cabling to the IDF.	\$ 2,018.00
75	Add heat detectors to the Faculty Dining Room per requirements of the fire alarm sub-contractor.	\$ 1,766.00
79	Relocate truss joists to ensure spatial needs of the three HVAC split air systems in the Faculty Dining ceiling.	\$ 1,967.00
93	Prepare, fill, and float floors at Phase I, Room 1405, and temporary Bookstore area due to asbestos demolition and mastic vapor barrier removal.	\$ 50,301.00
97	Add trim and mounting requirements for the fire dampers located in Room 1405.	\$ 1,764.00
113	Extended the roof warranty for the Faculty Dining Extension from 10 years to 20 years.	\$ 3,010.00

The original Contract Value was .....	\$	3,265,000.00
Sum of changes by prior Change Orders .....	\$	441,439.00
The Contract Value prior to this Change Order was .....	\$	3,706,439.00
The Contract Value will be changed by this Change Order in the amount of .....	\$	87,436.00
The new Contract Value including this Change Order will be .....	\$	3,793,875.00
The Contract duration will be changed by .....		0 Days
The Substantial Completion date as of this Change Order is .....		19-Jan-09

**J.W. and Sons, Inc.**  
 Contractor  
 3855 Cypress Drive, Suite A  
 Petaluma, CA 94954  
 Address  
 By James Arntz  
 Signature  
 Date

**TLCD Architecture**  
 Architect  
 111 Santa Rosa Avenue, Suite 300  
 Santa Rosa, CA 95404  
 Address  
 By Craig Gaever  
 Signature  
 Date

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

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

**TO: Members of the Governing Board**  
**SUBJECT: CALIFORNIA EARLY CHILDHOOD MENTOR  
PROGRAM LETTER OF AGREEMENT  
APPROPRIATION/GRANT NO. 8079**

**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

The California Department of Education (CDE) has contracted with the San Francisco Community College District (SFCCD) to continue to operate a Mentor Program in California Community Colleges, including Solano Community College. Commencing on September 1, 2008, and terminating June 30, 2010, Solano Community College will provide such services as: coordinating and offering an adult supervision course and seminars for mentors and directors, coordinating and developing mentoring programs, offering honoraria for faculty working with the college mentoring program, providing books and other instructional materials for mentors, and printing and copying mentor materials. The maximum amount of the grant over a two year period is \$22,497.

Payment and services to be provided are set forth in Attachment A. Maureen McSweeney will serve as the local coordinator for this agreement.

A copy of the full agreement is available for public review in the Office of the Dean of Fine and Applied Arts/Behavioral Sciences Division, and the Office of the Superintendent/President.

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

Leslie Rota, Dean  
Fine & Applied Arts/Behavioral Sciences

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534-3197

**ADDRESS**

(707) 864-7114

**TELEPHONE NUMBER**

Academic Affairs  
**ORGANIZATION**

October 24, 2008

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



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

October 24, 2008

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**



AGENDA ITEM 7.(g)  
 MEETING DATE November 5, 2008

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

**TO: Members of the Governing Board**

**SUBJECT: 2008-2009 LOCAL AGREEMENT FOR CHILD  
 DEVELOPMENT TRAINING CONSORTIUM 08-09-2502**

**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

The Yosemite Community College District, Child Development Training Consortium, has approved a local agreement for tuition honorariums at Solano Community College District. The maximum reimbursable amount awarded to the District is \$12,500. The District will reimburse students the tuition fee for classes completed with a "C" or above, excluding P.E. or work experience classes that are not child development related.

Sabrina Drake will serve as coordinator for this project.

A copy of the full agreement is available for public review in the Superintendent/President's Office and the Office of the Dean of Fine & Applied Arts/Behavioral Sciences Division.

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

Leslie Rota, Dean  
 Sabrina Drake, Assistant Director  
 Children's Programs

**PRESENTER'S NAME**

4000 Suisun Valley Road  
 Fairfield, CA 94534

**ADDRESS**

(707) 864-7000, Ext. 4350

**TELEPHONE NUMBER**

Academic Affairs

**ORGANIZATION**

October 24, 2008

**DATE SUBMITTED TO  
 SUPERINTENDENT/PRESIDENT**



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

October 24, 2008

**DATE APPROVED BY  
 SUPERINTENDENT/PRESIDENT**

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

**TO: Members of the Governing Board**  
**SUBJECT: RENEWAL OF SOLANO COLLEGE SMALL BUSINESS  
DEVELOPMENT CENTER (SBDC) COUNTY CONTRACT**

**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

Solano County has proposed renewing a contract with the Solano College Small Business Development Center (SBDC) to conduct training and provide technical assistance to small businesses in the county. The scope of work will include delivering training and one-on-one counseling (technical assistance) on doing business with government agencies and conducting a "Contracting with Solano County" workshop. 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 contract is for \$5,000 and effective for the period November 20, 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 24, 2008

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



**LISA J. WAITS, Ed.D**

Interim Superintendent/President

October 24, 2008

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: AGREEMENT BETWEEN INSULFOAM AND SOLANO  
COMMUNITY COLLEGE DISTRICT TO PROVIDE  
SEXUAL HARASSMENT TRAINING FOR CONTRACT  
EDUCATION  
REQUESTED ACTION: APPROVAL

SUMMARY:

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

The District will provide one two-hour Sexual Harassment class for managers and two one-hour classes for all other employees. Training will be held at Insulfoam in Dixon, California, and will start on or after November 3, 2008.

Insulfoam Incorporated will compensate the District for all educational services, rendered at a flat rate of \$1,100.00. 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 24, 2008  
DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT



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

October 24, 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 **INSULFOAM, 1019 PACIFIC AVENUE, #1501, TACOMA, WA 98402**, hereinafter referred to as "Insulfoam."

**WHEREAS**, Insulfoam desires to engage the District to render special educational services,

**THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

- A. The District will provide Sexual Harassment Training for up to 50 Insulfoam employees.
- B. The District will develop, coordinate, deliver, and evaluate the training. The employees will attend training in 3 groups of 1 to 2 hours each. In compliance with California AB 1825, Insulfoam Supervisors will receive 2 hours of instruction. All other employees will receive one hour of instruction. Training will take place on dates and at times determined by Insulfoam. Training will be delivered on-site at the Dixon, CA Insulfoam plant. All successful completers will receive Certificates of Completion.
- C. Insulfoam will identify all employees who will participate in training.
- D. Insulfoam will compensate the District for all services rendered and expenses at a rate of one thousand one hundred dollars and no cents (\$1,100.00.) The cost is inclusive for all instruction and teaching/training materials.
- E. Payments by Insulfoam Corporation to the District will be due upon receipt of invoice. An invoice will be generated upon completion of training.
- F. **IT IS MUTUALLY UNDERSTOOD** that Insulfoam 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 Insulfoam and the District respectively.
- G. The District will indemnify, and hold harmless, in any actions of law or equity, Insulfoam, 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 Insulfoam. 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.

Insulfoam 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 Insulfoam under this Agreement or of any persons directly or indirectly employed by, or acting as agent for Insulfoam, 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 Insulfoam 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 Insulfoam 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. Insulfoam 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 Insulfoam's non-compliance with this section, the Agreement may be canceled, terminated, or suspended in whole or in part by the District.

\_\_\_\_\_  
Vicki Baker  
H.R. Manager  
Insulfoam  
Tacoma, WA

\_\_\_\_\_  
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 SEIU UHW-WEST AND JOINT  
EMPLOYER EDUCATION FUND AND SOLANO  
COMMUNITY COLLEGE DISTRICT TO MATH AND  
ENGLISH ASSESSMENTS FOR CONTRACT EDUCATION**

**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

An agreement between Solano Community College District and SEIU UHW-WEST and Joint Employer Education Fund for contract education is being presented for review and approval by the Governing Board.

The District will provide four 2 ½ hour Math and English Assessments, to include test facilitation, test assessment, facilities, materials and equipment, for up to eighty Solano County SEIU/Kaiser members/employees. The Assessments will be held at Solano Community College from November 6-10, 2008.

SEIU UHW-WEST and Joint Employer Education Fund will compensate the District for all educational services, rendered at a flat rate of \$2,000.00. The fee includes coordination, test facilitation, test assessment, facility and training materials and equipment.

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 24, 2008

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**

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

October 24, 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 **SEIU UHW-WEST AND JOINT EMPLOYER EDUCATION FUND**, hereinafter referred to as "SEIU-UHWEDUC."

**WHEREAS**, SUIU-UHWEDUC desires to engage the District to render special educational services,

**THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

- A. The District will provide Math and English assessments for up to 80 SUIU-UHWEDUC employees.
- B. The District will, coordinate, deliver, and evaluate the tests. The members/employees will attend one of four assessments in 4 groups of 20 each. The assessments will be delivered at Solano Community College at both the Fairfield Campus and the Vallejo Center. Schedule below:  
  
Fairfield Campus-Assessment Center: Room 442:  
Thursday, November 6, 2008; 5:30pm-8:00pm; Saturday, November 8, 2008; 1:00pm-2:30pm;  
and Monday, November 10, 2008; 6:00pm-8:30pm  
  
Vallejo Center, Room 129 Saturday, November 8, 2008; 9:00am-11:30am
- C. SUIU-UHWEDUC will identify all employees who will participate in the assessments.
- D. SUIU-UHWEDUC will compensate the District for all services rendered and expenses at a rate of two thousand dollars and no cents (\$2,000.00.) The cost is inclusive for all test facilitation, test assessment, and assessment materials, equipment and facilities.
- E. Payments by SUIU-UHWEDUC Corporation to the District will be due upon receipt of invoice. An invoice will be generated upon completion of assessment delivery.
- F. **IT IS MUTUALLY UNDERSTOOD** that SUIU-UHWEDUC 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 SUIU-UHWEDUC and the District respectively.
- G. The District will indemnify, and hold harmless, in any actions of law or equity, SUIU-UHWEDUC, 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 SUIU-UHWEDUC. 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.

SUIU-UHWEDUC 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 SUIU-UHWEDUC under this Agreement or of any persons directly or indirectly employed by, or acting as agent for SUIU-UHWEDUC, 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 SUIU-UHWEDUC 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 SUIU-UHWEDUC 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. SUIU-UHWEDUC 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 SUIU-UHWEDUC's non-compliance with this section, the Agreement may be canceled, terminated, or suspended in whole or in part by the District.

\_\_\_\_\_  
Mary Ruth Gross  
Executive Director  
SUIU-UHWEDUC  
Oakland, CA

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

Date \_\_\_\_\_

Date \_\_\_\_\_



AGENDA ITEM 9. (a)  
MEETING DATE November 5, 2008

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

**TO: Members of the Governing Board**

**SUBJECT: INTERAGENCY AGREEMENT BETWEEN SOLANO  
COMMUNITY COLLEGE AND THE CITY OF FAIRFIELD  
FIRE DEPARTMENT TO OFFER STATE FIRE MARSHAL  
COURSES FOR INCUMBENT FIRE FIGHTERS**

**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

The Career Technical Education Division seeks approval for an Interagency Agreement between Solano Community College and the City of Fairfield Fire Department to offer FTES generating California State Fire Marshal courses for incumbent fire fighters per Government Code §53060 and Education Code §78021.

A copy of the agreement is available for review in the Office of the Superintendent/President, the Office of the Vice President of Vice President of Academic Affairs, the Office of the Dean of Career Technical Education, and at the Board Meeting.

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

Robert Johnson, Dean  
Career Technical Education

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707 864-7155

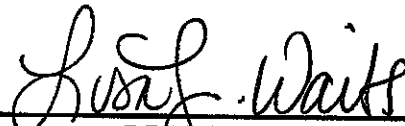
**TELEPHONE NUMBER**

Academic Affairs

**ORGANIZATION**

October 24, 2008

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



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

October 24, 2008

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

**STANDARD INTER-AGENCY SERVICES AGREEMENT**

**THIS AGREEMENT** is entered into this 6 day of November, 2008, by and between the Solano Community College District, 4000 Suisun Valley Road, Fairfield, California 94533 ("DISTRICT") and the City of Fairfield, 1000 Webster Street, Fairfield, California 94533 ("AGENCY").

**RECITALS**

**WHEREAS**, under Government Code Section 53060 and Education Code Section 78021, DISTRICT desires to contract with AGENCY as an independent contractor to the DISTRICT; and

**WHEREAS**, AGENCY has the personnel, expertise and equipment to provide the special services required herein, and

**WHEREAS**, the public interest, convenience and general welfare will be served by this contract;

**TERMS AND CONDITIONS**

**NOW THEREFORE**, AGENCY and DISTRICT agree as follows:

1. **Services.** AGENCY shall diligently furnish to the DISTRICT the services as set forth in Attachment A, hereby incorporated in this Agreement by this reference.
2. **Term.** This Agreement shall continue until terminated upon 30 days prior written notice given by either party. Either party may terminate without cause.
3. **AGENCY Fee and Expenses.** The fee to be paid by the DISTRICT for the service and materials to be supplied hereunder is \$2.50 per student contact hour. *"Student Contact Hour" is defined as the total number of hours a student is required to be in attendance at class as established by the DISTRICT's Curriculum and Instruction Council or the DISTRICT's Chief Instruction Officer.* The AGENCY shall invoice the DISTRICT at the end of each semester, supplying mutually acceptable documentation of student contact hours.

4. **AGENCY Indemnification.** The AGENCY shall indemnify, defend and save the DISTRICT, its officers, agents and employees harmless from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, laborers and any other persons, firms, or corporations furnishing or supplying work, services, materials or supplies who may be injured or damaged by the AGENCY in the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the AGENCY in the performance of this Agreement. The AGENCY shall provide necessary workers' compensation insurance for its employees at AGENCY'S own cost and expense.

5. **DISTRICT Indemnification.** The DISTRICT shall indemnify, defend and save the AGENCY, its officers, agents and employees harmless from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, laborers and any other persons, firms, or corporations furnishing or supplying work, services, materials or supplies who may be injured or damaged by the DISTRICT in the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the DISTRICT in the performance of this Agreement. The DISTRICT shall provide necessary workers' compensation insurance for its employees at DISTRICT'S own cost and expense.

6. **Failure to Perform.** The DISTRICT may terminate this Agreement and be relieved of any consideration to AGENCY should AGENCY fail to perform the covenants herein at the time and in the manner provided. In the event of such termination the DISTRICT may proceed with the work in any reasonable manner deemed proper by the DISTRICT. Any costs incurred by the DISTRICT pursuant to this section may be deducted from any sum due the AGENCY under this Agreement, and the balance, if any, shall be paid to the AGENCY.

7. **Assignment.** This Agreement is personal and shall not be assigned by AGENCY either in whole or in part. Any such purported assignment voids this Agreement.

8. **Time.** Time is of the essence for each of the provisions of this Agreement, and all the provisions of this Agreement shall extend to and be binding upon and inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties hereto.

9. **Alterations.** No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreements not incorporated herein, and no alterations or variations of the terms of this Agreement unless made in writing between the parties hereto, shall be binding on any of the parties hereto.

10. **Captions.** Any captions to or headings of the articles, sections, subsections, paragraphs, or subparagraphs of this Agreement are solely for the convenience of the parties, are not a part of this Agreement, and shall not be used for the interpretation or determination of validity of this Agreement or any provision hereof.

11. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.

12. **Entire Agreement.** This Agreement, including all Attachments (which are hereby incorporated into this Agreement by this reference), is the entire Agreement between the parties and no other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.

13. **Force Majeure.** Neither party shall be liable nor deemed to be in default for any delay or failure in performance under this Agreement or other interruption of service or employment deemed resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods, failure of transportation, machinery or supplies, vandalism, strikes or other work interruptions beyond the reasonable control of either party. However, both parties shall make good faith efforts to perform under this Agreement in the event of any such circumstances.

14. **Severability.** The provisions of this Agreement shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall be effective and binding upon the parties.

15. **Waiver of Provisions.** Any waiver of any terms and conditions hereof must be in writing and signed by the parties hereto. A waiver of any term or condition hereof shall not be construed as a future waiver of the same or any other term or condition hereof.

16. **No Third Party Beneficiaries.** Unless otherwise set forth herein, nothing contained herein is intended nor shall be construed to create rights running to the benefit of third parties.

**IN WITNESS WHEREOF**, this Agreement has been executed by the parties hereto on the day and year first written above.

**CITY OF FAIRFIELD**

**SOLANO COMMUNITY COLLEGE DISTRICT**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

BY: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTACHMENT A**  
**INTER-AGENCY SERVICES**  
**TO BE PROVIDED BY**  
**THE AGENCY**

1. **Teaching Approved Curriculum:** All student contact hours *(as defined in Section 3 of this Agreement)* submitted by the AGENCY to DISTRICT shall be part of a course of instruction that has either been approved by the college's Curriculum and Instruction Council, or has been accepted as a topics course and approved by the College's Chief Instructional Officer.
  
2. **Instructor Qualifications:** All student contact hours submitted by the AGENCY to DISTRICT shall have been taught under the supervision of an instructor who meets the college's minimum or equivalent qualifications for hiring as part-time Fire Technology Instructors. This expertise is furnished at the expense of the AGENCY. The services include the use of their specialized equipment, facilities, all handouts, and instructors with specific expertise. All instructors will sign the "Instructional Agreement for Services" prior to teaching any classes (a sample is attached hereto as Attachment B).
  
3. **Non-overlap with other funding sources.** The above student contact hours are conducted as full time equivalent students (FTES) under courses through the Fire Technology Department at Solano College. The AGENCY certifies that no student contact hours will be submitted to DISTRICT which also have been or will be submitted for California Joint Apprenticeship Committee and/or JPTA funding.
  
4. **Enrollment of Students:** All enrollment fees paid by students will be paid directly to DISTRICT. Students will be instructed to register at DISTRICT or on-line at the College's website. The AGENCY will not accept registration forms or any fees required. Student attendance and achievement records will be maintained by the AGENCY and will be made available for review by DISTRICT at normal business hours.
  
5. **Instructional Activities.** The Administrators of DISTRICT and the AGENCY and/or their designees will meet at mutually agreed intervals to plan, review class hours to meet performance objectives, schedule and budget for instructional activities; the joint consent of the DISTRICT and the AGENCY shall precede any instructional activity and include supervision and evaluation of students and student withdrawal prior to completion of a course. Upon the request of DISTRICT, AGENCY shall assist DISTRICT in the evaluation of each student's performance in the courses. However, DISTRICT shall at all times remain solely responsible for the evaluation and grading of students.

6. **List of Course(s) or Course Topics.** The DISTRICT will make available the AGENCY all courses listed in the course catalog and additional topics classes consistent with college standards for curriculum adoption.

7. **Services.** The DISTRICT and the AGENCY will insure that ancillary and support services such as counseling, guidance, and placement assistance are available to all students and that enrollment in courses is open to any person who has been admitted to the college and has met applicable pre-requisites.

8. **Status Of District And Agency.** DISTRICT and AGENCY hereby acknowledge that they are independent contractors. Neither DISTRICT nor any of its agents, representatives, students or employees shall be considered an agent, representative, or employee of AGENCY. Similarly, neither AGENCY nor any of its agents, representatives, students or employees shall be considered agents, representatives, or employees of DISTRICT. In no event shall this Agreement be construed as establishing the relationship of agent, servant, employee, partnership, joint venture, or association between the parties hereto. As independent contractors, each party will be solely responsible for determining the means and methods for performing the services described herein. Each party understands and agrees that other party is engaged in an independent business and the party shall have no right to direct or control in any way or to any degree the manner of other party's performance hereunder. Each party further understands that it is not authorized and shall not make any agreement, contract or representation on behalf of the other party or create any obligation, express or implied, on the part of the other party.

DISTRICT shall be liable for its own debts, obligations, acts and omissions, including the deduction of all federal, state and local income taxes, social security, FICA and other charges, if any, to be deducted from the compensation of DISTRICT's employees. Nothing in this Agreement shall be interpreted as creating or establishing a relationship of employer and employee between DISTRICT and AGENCY or any employee or agent of AGENCY. Each and every person providing services on behalf of AGENCY under this Agreement shall, at all times, remain an employee of AGENCY. AGENCY's employees shall not, at any time, or in any way, be entitled to sick leave, vacations, retirement, or other fringe benefits from DISTRICT, nor shall they be entitled to overtime pay from DISTRICT. AGENCY is solely responsible for paying all necessary State or Federal tax for itself and its employees. DISTRICT will make no State or Federal unemployment insurance or disability insurance contributions on behalf of AGENCY and/or its agents or employees. Neither AGENCY nor its employees shall be included in the classified or faculty service, have any property rights to any position, or have any of the rights an employee of DISTRICT may otherwise have in the event of termination of this Agreement. No Program Participant shall look to DISTRICT for any salaries, insurance or other benefits.

AGENCY shall be liable for its own debts, obligations, acts and omissions, including the deduction of all federal, state and local income taxes, social security, FICA and other

charges, if any, to be deducted from the compensation of *AGENCY's* employees. Nothing in this Agreement shall be interpreted as creating or establishing a relationship of employer and employee between the *AGENCY* and *DISTRICT* or any employee or agent of *DISTRICT*. Each and every person providing services on behalf of *DISTRICT* under this Agreement shall, at all times, remain an employee of *DISTRICT*.

*DISTRICT's* employees shall not, at any time, or in any way, be entitled to sick leave, vacations, retirement, or other fringe benefits from the *AGENCY*, nor shall they be entitled to overtime pay from *AGENCY*. *DISTRICT* is solely responsible for paying all necessary State or Federal tax for itself and its employees. *AGENCY* will make no State or Federal unemployment insurance or disability insurance contributions on behalf of *DISTRICT* and/or its agents or employees. Neither *DISTRICT* nor its employees shall have any property rights to any position, or have any of the rights an employee of *AGENCY* may otherwise have in the event of termination of this Agreement.

The provisions set forth herein shall survive expiration or other termination of this Agreement regardless of the cause of such termination.



**ATTACHMENT B**

**SOLANO COLLEGE  
INSTRUCTIONAL AGREEMENT FOR SERVICES**

Solano College is authorized by Title 5, of the California Administrative Code to enter a written agreement with the \_\_\_\_\_, an instructor who is employed by City of Fairfield Fire Department. The instructor agrees to participate in the delivery of approved college curriculum, and acknowledges that the college shall have the primary right to control and direct the instructor's activities related to the delivery of the curriculum during the time that the instructor's employer has an "Instructional Agreement" with Solano College.

The delivery of the curriculum will be in compliance with the provision of the signed Instructional Agreement and the faculty handbook and catalog for Solano College.

The College will not be obligated to make any payment to the instructor for services delivered under the Agreement and will not be responsible for benefits including and not limited to worker's compensation, medical insurance, vacation, sick leave, or any other employee benefits that would otherwise accrue to faculty members. All salary and benefits payable or owing to the instructor are the sole responsibility and liability of the employer who has signed the Inter-Agency Service Agreement with the College.

**INSTRUCTOR**

**SOLANO COLLEGE**

By \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

**TO: Members of the Governing Board**

**SUBJECT: INTERAGENCY AGREEMENT BETWEEN SOLANO  
COMMUNITY COLLEGE AND THE VACAVILLE FIRE  
DEPARTMENT TO OFFER STATE FIRE MARSHAL  
COURSES FOR INCUMBENT FIRE FIGHTERS**

**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

The Career Technical Education Division seeks approval for an Interagency Agreement between Solano Community College and Vacaville Fire Department to offer FTES generating California State Fire Marshal courses for incumbent fire fighters per Government Code §53060 and Education Code §78021.

A copy of the agreement is available for review in the Office of the Superintendent/President, the Office of the Vice President of Vice President of Academic Affairs, the Office of the Dean of Career Technical Education, and at the Board Meeting.

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

Robert Johnson, Dean  
Career Technical Education

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707 864-7155

**TELEPHONE NUMBER**

Academic Affairs

**ORGANIZATION**

October 24, 2008

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



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

October 24, 2008

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

STANDARD INTER-AGENCY SERVICES AGREEMENT

THIS AGREEMENT is entered into this 6 day of November, 2008,  
by and between the Solano Community College District, 4000 Suisun Valley Road, Fairfield, California  
94534 ("District") and the Vacaville Fire Department.

RECITALS

WHEREAS, under Government Code § 53060 and Education Code § 78021, Solano Community  
College District desires to contract Agency as an independent contractor to the District; and

WHEREAS, Agency has the personnel, expertise and equipment to provide the special services  
required herein, and

WHEREAS, the public interest, convenience and general welfare will be served by this contract;

TERMS AND CONDITIONS

NOW THEREFORE, Agency and District agree as follows:

1. Services – Agency shall diligently furnish to the District the services as set forth in  
Attachment A, hereby incorporated in this Agreement by this reference.
2. This Agreement shall continue until terminated upon 30 days prior written notice given  
by either party. Either party may terminate without cause.

3. Agency Fee and Expenses – The fee to be paid by the District for the services and materials to be supplied hereunder is \$2.50 per student contact hour. The Agency shall invoice the District at the end of each semester, supplying mutually acceptable documentation of student contact hours.

4. The Agency shall indemnify, defend and save the District, its officers, agents and employees harmless from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, laborers and any other persons, firms, or corporations furnishing or supplying work, services, materials or supplies who may be injured or damaged by the Agency in the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Agency in the performance of this Agreement. The Agency shall provide necessary worker's compensation insurance for its employees at Agency's own cost and expense.

5. The District shall indemnify, defend and save the Agency, its officers, agents and employees harmless from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, laborers and any other persons, firms, or corporations furnishing or supplying work, services, materials or supplies who may be injured or damaged by the District in the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by the District in the performance of this Agreement. The District shall provide necessary worker's compensation insurance for its employees at District's own cost and expense.

6. The District may terminate this agreement and be relieved of any consideration to Agency should Agency fail to perform the covenants herein at the time and in the manner provided. In the event of such termination the District may proceed with the work in any manner

deemed proper by the District. The cost of the District shall be deducted from any sum due the Agency under this Agreement, and the balance, if any, shall be paid the Agency.

7. This Agreement is personal and shall not be assigned by Agency either in whole or in part. Any such purported assignment voids this Agreement.

8. Time is of the essence for each of the provisions of this Agreement, and all the provisions of this Agreement shall extend to and be binding upon and inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties hereto.

9. No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreements not incorporated herein, and no alterations or variations of the terms of this Agreement unless made in writing between the parties hereto, shall be binding on any of the parties hereto.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto on the day and year first written above.

VACAVILLE FIRE DEPARTMENT

SOLANO COMMUNITY COLLEGE DISTRICT

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Brian Preciado \_\_\_\_\_

Name: Lisa J. Waits, Ed.D. \_\_\_\_\_

Title: Fire Chief \_\_\_\_\_

Title: Interim Superintendent/President

## ATTACHMENT A

### INTER-AGENCY SERVICES TO BE PROVIDED BY THE AGENCY

1. **Teaching Approved Curriculum:** All student contact hours *(as defined in Section 3 of this Agreement)* submitted by the AGENCY to DISTRICT shall be part of a course of instruction that has either been approved by the college's Curriculum and Instruction Council, or has been accepted as a topics course and approved by the College's Chief Instructional Officer.
  
2. **Instructor Qualifications:** All student contact hours submitted by the AGENCY to DISTRICT shall have been taught under the supervision of an instructor who meets the college's minimum or equivalent qualifications for hiring as part-time Fire Technology Instructors. This expertise is furnished at the expense of the AGENCY. The services include the use of their specialized equipment, facilities, all handouts, and instructors with specific expertise. All instructors will sign the "Instructional Agreement for Services" prior to teaching any classes (a sample is attached hereto as Attachment B).
  
3. **Non-overlap with other funding sources.** The above student contact hours are conducted as full time equivalent students (FTES) under courses through the Fire Technology Department at Solano College. The AGENCY certifies that no student contact hours will be submitted to DISTRICT which also have been or will be submitted for California Joint Apprenticeship Committee and/or JPTA funding.
  
4. **Enrollment of Students:** All enrollment fees paid by students will be paid directly to DISTRICT. Students will be instructed to register at DISTRICT or on-line at the College's website. The AGENCY will not accept registration forms or any fees required. Student attendance and achievement records will be maintained by the AGENCY and will be made available for review by DISTRICT at normal business hours.
  
5. **Instructional Activities.** The Administrators of DISTRICT and the AGENCY and/or their designees will meet at mutually agreed intervals to plan, review class hours to meet performance objectives, schedule and budget for instructional activities; the joint consent of the DISTRICT and the AGENCY shall precede any instructional activity and include supervision and evaluation of students and student withdrawal prior to completion of a course.
  
6. **List of Course(s) or Course Topics.** The DISTRICT will make available the AGENCY all courses listed in the course catalog and additional topics classes consistent with college standards for curriculum adoption.
  
7. **Services.** The DISTRICT and the AGENCY will insure that ancillary and support services such as counseling, guidance, and placement assistance are available to all students and that enrollment in courses is open to any person who has been admitted to the college and has met applicable pre-requisites.

**ATTACHMENT B**

**SOLANO COLLEGE  
INSTRUCTIONAL AGREEMENT FOR SERVICES**

Solano College is authorized by Title 5, of the California Administrative Code to enter a written agreement with the \_\_\_\_\_, an instructor who is employed by City of Vacaville Fire Department. The instructor agrees to participate in the delivery of approved college curriculum, and acknowledges that the college shall have the primary right to control and direct the instructor's activities related to the delivery of the curriculum during the time that the instructor's employer has an "Instructional Agreement" with Solano College.

The delivery of the curriculum will be in compliance with the provision of the signed Instructional Agreement and the faculty handbook and catalog for Solano College.

The College will not be obligated to make any payment to the instructor for services delivered under the Agreement and will not be responsible for benefits including and not limited to worker's compensation, medical insurance, vacation, sick leave, or any other employee benefits that would otherwise accrue to faculty members. All salary and benefits payable or owing to the instructor are the sole responsibility and liability of the employer who has signed the Inter-Agency Service Agreement with the College.

**INSTRUCTOR**

**SOLANO COLLEGE**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board  
**SUBJECT:** RESOLUTION IN SUPPORT OF FIRE TECHNOLOGY PROGRAM, RESOLUTION NO. 08/09-13  
**REQUESTED ACTION:** APPROVAL

SUMMARY:

The Fire Technology Program requests approval of the following Board Resolution to support the reaccreditation of the Fire Academy by the California State Fire Marshal.

The Fire Technology Program at Solano Community College has been an approved program since 1970, and has served the fire departments and agencies of Solano County and beyond by providing high quality fire technology education and training during that time.

The 87<sup>th</sup> Firefighter I Academy has just recently graduated 20 more fire cadets that will be entering the regional fire services as either a volunteer firefighter or full-time paid professional firefighter.

In order to receive our reaccreditation, it is requested that Resolution No. 08/09-13 be adopted by the Solano Community College District Governing Board.

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

Robert Johnson, Dean  
Career Technical Education

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707 864-7155

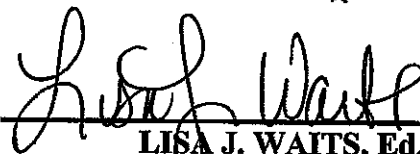
**TELEPHONE NUMBER**

Academic Affairs

**ORGANIZATION**

October 24, 2008

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



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

October 24, 2008

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**



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**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD**

**A RESOLUTION TO SUPPORT THE REACCREDITATION OF  
FIRE TECHNOLOGY PROGRAM**

**RESOLUTION NO. 08/09-13**

WHEREAS, The Fire Technology Program at Solano Community College has been an approved program since 1970 and has served the fire departments and agencies of Solano county and beyond by providing high quality fire technology education and training during that time.

BE IT RESOLVED, That the Governing Board of Solano Community College District fully supports the reaccreditation by the California State Fire Marshal of the Fire Technology Program, the Wildland Fire Academy (Fire 113), and the Fire Fighter 1 Academy (Fire 140).

PASSED AND ADOPTED this 5<sup>th</sup> day of November 2008, by the Governing Board of the Solano Community College District.

\_\_\_\_\_  
PHIL McCAFFREY, PRESIDENT

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

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

**TO: Members of the Governing Board**  
**SUBJECT: CONSIDERATION OF SABBATICAL LEAVES**  
**REQUESTED ACTION: INFORMATION**

**SUMMARY:**

The Sabbatical Leave Committee recommends that the following instructors be granted Sabbatical Leaves for the 2009-2010 academic year.

Alba Christiansen – Spring 2010	\$12,500
George Daugavietis – Spring 2010	\$12,500
Erin Farmer – Fall 2009	\$12,500
Florence Ferdinanda – Spring 2010	\$12,500
<b>TOTAL</b>	<b>\$50,000</b>

In calculating the costs for these requests, there will not be an unused balance for the 2009-2010 academic year.

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

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

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7226

**TELEPHONE NUMBER**

Academic Affairs

**ORGANIZATION**

October 24, 2008

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



LISA WAITS, Ed.D

Interim Superintendent/President

October 24, 2008

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

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

**TO: Members of the Governing Board**  
**SUBJECT: REVISED CLASS SPECIFICATIONS FOR  
COSMETOLOGY LAB TECHNICIAN**  
**REQUESTED ACTION: INFORMATION**

**SUMMARY:**

The attached job description has been revised with input and concurrence from the Classified School Employees Association, Chapter #211, to correctly reflect the minimum qualifications of the position. This position is included in the CSEA collective bargaining group and the current salary placement is Range 12.

In accordance with Governing Board practice, the job description will be presented for Board action at the November 19, 2008, meeting under the Consent Calendar for Human Resources.

**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 24, 2008

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



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

October 24, 2008

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

**SOLANO COUNTY COMMUNITY COLLEGE DISTRICT  
CLASS SPECIFICATION**

**CLASS TITLE: Cosmetology Lab Technician**

**BASIC FUNCTION:** Under the direction of the Division Dean, support the operation of a cosmetology clinic lab and maintain clinic equipment and supplies; review and demonstrate all training modules and equipment; supervise and assist cosmetology students who are practicing to become proficient in cosmetology, manicuring or esthetician procedures, methods and techniques; assist students with questions; train and supervise students in the clinic; and maintain a variety of records and reports.

**DISTINGUISHING CHARACTERISTICS:** The Lab Technician class is distinguished from the Instructional Lab Assistant class in that incumbents assigned to the class of Instructional Lab Technician provide clerical support as well as oversee a complex instructional laboratory and must possess extensive technical or academic training and experience in assigned field. Incumbents work independently and provide instructional assistance to students and instructors in an instructional laboratory designated for a specific academic or vocational subject area. Instructional Lab Assistants provide clerical support such as preparing instructional materials, maintaining statistical or financial records related to lab activities, ordering supplies and equipment and providing basic assistance to students about lab procedures, schedules and other matters, and they are trained on the job and do not need previous training or experience in the area of instruction.

**REPRESENTATIVE DUTIES:**

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

Support the operation of the cosmetology clinic to allow cosmetology students to practice skills to become a cosmetologist, manicurist or esthetician; provide reinforcement of instruction; answer students' questions and assist students in the use of equipment and instructional material; monitor clinic activities and maintain order.

Schedule clinic and equipment use to assure that sign-ups and testing are conducted in an orderly and systematic manner; coordinate clinic usage with patrons; coordinate and schedule patrons; observe and monitor students in clinic; sign off students and maintain records of students' hours.

Oversee and monitor students' use of the clinic and its equipment and reference materials assure safety and security; reinforce orientation for students about procedures, safety and location of clinic equipment and material, including written reference material.

Review or demonstrate correct performance of various skills to enhance the learning process; observe and monitor cosmetology students while serving patrons to answer questions and ensure safety.

**Cosmetology Lab Technician - Continued**

Page 2

Observe and oversee the safety of all students when working with chemicals; assure the arrangement of with outside sources for the removal of hazardous wastes.

Operate audio-visual, office and clinic equipment including cash register, refrigerator, microwave, image machine computers, electric color machine, refrigerator and hot plates; operate equipment related to cosmetology such as electrical faciaing equipment including steamers, faciaing tables, hydraulic chairs, shampoo chairs, shampoo bowls and hoses, hot oil heaters, assorted lamps, drills, clippers, edgers, dryers, irons, hot combs, waxing machines, plates, combs and brushes.

Write out parking passes and pull patrons' chemical cards; contact instructors for current policies and procedures when necessary; communicate with cosmetology instructors about students' progress as needed.

Compile, duplicate and distribute written instructional material; set up and prepare work areas for practical testing; supervise practical work on an everyday practice schedule.

Assure that the cosmetology clinic lab and its equipment and supplies are maintained in a safe, secure, clean, operational and orderly condition; make minor technical adjustments and repairs to equipment; arrange for laundry of towels and necessary maintenance of equipment.

Assist in the ordering, receiving, cataloging, inventorying and storage of clinic equipment, instructional materials and software; maintain inventory records and assure adequate levels of materials and supplies.

Maintain records, including those related to equipment maintenance and repair.

**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 qualifications 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:** Satisfactory completion of 1600 hours of instruction for cosmetologist license and 600 additional hours of instruction for instructor license **desirable**. ~~and~~ Two years of recent work experience as a cosmetologist or recent experience in a similar position at an accredited cosmetology school.

**Cosmetology Lab Technician - Continued**

Page 3

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to speak effectively before groups of students to provide information.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide whole numbers and fractions to determine and mix proper amounts of chemicals and calculate percentages and discounts.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

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

**CERTIFICATES, LICENSES, REGISTRATION:**

~~Valid Instructor and Current Cosmetologist licenses issued by the California State Board of Cosmetology.~~ **Valid Instructor license issued by the California State Board of Cosmetology desirable or coursework in teaching credentialing programs at four year institutions, e.g. UC Berkeley Extension Education Program.**

**OTHER SKILLS AND ABILITIES:**

Demonstrate competence in the:

Subject matter of the cosmetology field.

Basic elements of the learning-teaching process.

~~Operation and maintenance of office, audio-visual and computer equipment such as cash register, refrigerator, microwave, image machine computers, electric color machine, refrigerator and hot plates;~~

Operation and maintenance of equipment related to cosmetology such as electrical faciaing equipment including steamers, faciaing tables, hydraulic chairs, shampoo chairs, shampoo bowls and hoses, hot oil heaters, assorted lamps, drills, clippers, edgers, dryers, irons, hot combs, waxing machines, plates, combs and brushes.

Plan and organize work.

Work independently with little direction.

Train and provide work direction to others.

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

Establish and maintain effective and cooperative working relationships with others.

Meet schedules and time lines.

Perform clerical work using modern office practices, procedures and equipment, including a

**Cosmetology Lab Technician - Continued**

- personal computer.
- Maintain accurate financial and statistical records.
- Learn instructional methods and techniques.
- Learn and observe safety regulations.
- Learn new and updated instructional material and software as required.
- Operate an electronic keyboard at an acceptable rate of speed.
- Assure the security of assigned equipment, materials and supplies.

**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; walk; sit; use hands to finger, handle, or feel objects, a keyboard or other office machines, tools or controls; climb on ladders; reach with hands and arms; stoop; kneel; crouch; speak clearly and distinctly to provide information to students; and hear and understand voices over telephone and in person. Employees assigned to this classification must frequently lift, carry and/or move objects weighing up to 10 pounds.

Specific vision abilities required for positions in this classification include close vision (clear vision at 20 inches or less); distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors); peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point); and the 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 performed in an instructional clinic lab environment. While performing the duties of this classification, the employee's skin and respiratory system is regularly exposed to the risks of chemical solutions. The work environment is moderately noisy.

**Marlys Grodt & Associates - 1993**

SD/zg RDC/zg-10/10/08

Board approved: 6/19/96

Revised: \_\_\_\_\_

