

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CONSENT CALENDAR – HUMAN RESOURCES

REQUESTED ACTION: APPROVAL

EMPLOYMENT 2008-09Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Lisa Raquel	Administrative Assistant III, Humanities CSEA, Chapter #211	11/20/08

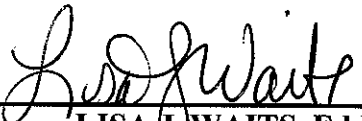
Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Judie Burtenshaw	Administrative Assistant III From Humanities & Fine Arts 8 hours/185 workdays To Student Development 8 hours/184 workdays	12/15/08

Short-term, Temporary & Substitute Assignments

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Hourly Rate</u>
Jennifer Alsip	Cook, Children's Programs	10/11/08 – 12/17/08	\$ 10.78
Jesse Branch	Shuttle Bus Driver	11/6/08 – 11/13/08	\$ 13.14

Richard Christensen, Ed.D.
Director of Human Resources


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

November 7, 2008
Date Submitted

November 7, 2008
Date Approved

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR**Governing Board Meeting****November 19, 2008****Page 2****Short-term, Temporary & Substitute Assignments** (Continued)

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Hourly Rate</u>
Sonya Crawford	Registration Aide	10/28/08 – 6/30/09	\$ 10.00
Ronda Goldstein	Instructor, Writing Lab	10/23/08 – 12/11/08	\$ 59.59
Bridggette Johnson	Registration Aide	10/29/08 – 6/30/09	\$ 10.00
Susan Messina	Instructor, Writing Lab	10/16/08 – 12/11/08	\$ 65.93
Albert Minix	Shuttle Bus Driver	11/6/08 – 11/13/08	\$ 13.14
Lisa Morgan	Registration Aide	10/28/08 – 6/30/09	\$ 10.00
Michiyo Nishioka	Substitute Cosmetology Lab Tech	11/5/08 – 6/30/09	\$ 16.31

Professional Experts

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Lisa Quinterro	Figure Model, Art 17/18	11/21/08	\$ 120.00
Larry Smith	Co-present, Kinship Support & Info Co-present, Surviving the Holidays Foster & Kinship Care Ed	12/3/08 – 12/17/08 12/16/08	\$ 720.00
D. Mary Ann Turley	Co-present, Kinship Support & Info Foster & Kinship Care Ed	12/3/08 – 12/17/08	\$ 540.00

APPROVAL OF JOB DESCRIPTION

Attached is a copy of the revised class specifications for Cosmetology Lab Technician. The description was presented for information at the Board meeting held November 5, 2008, and is being presented tonight for approval.

**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. 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:

Current Cosmetologist license 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

Page 4

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

RDC/zg-10/10/08 Board approved: 6/19/96
Revised: Went to Board for Information 11 5 08

AGENDA ITEM 7.(c)
 MEETING DATE November 19, 2008

**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:

10/28/08	Vendor Payment	11006209-11006240	\$176,236.68
10/28/08	Vendor Payment	11006206-11006208	\$ 31,926.92
10/29/08	Vendor Payment	11006241-11006334	\$221,921.73
10/30/08	Vendor Payment	11006335-11006408	\$ 6,013.50
11/03/08	Vendor Payment	11006409-11006477	\$303,652.26

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

707-864-7167

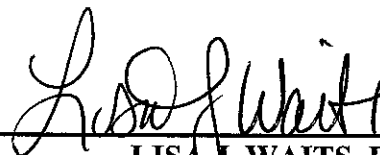
TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

November 7, 2008

**DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT**



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

November 7, 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. 3B APPROVAL
FOR ALTEN CONSTRUCTION, INC. – BID NO. 08-003
REQUESTED ACTION: CONTRACT CHANGE ORDER APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 3B to Alten Construction, Inc.'s base contract for the Building 1700B – PE facility. Revised contract amount is as follows:

Contract Award Amount	\$ 4,048,767.00	
Prior Change Orders	\$ 125,523.00	
Change Order No. 3B	\$ 149,097.00	
Total Change Orders	\$ 274,620.00	6.8% of Contract Award Amount
Revised Contract Amount	\$ 4,323,387.00	
Total Project Budget	\$ 4,323,387.00	
Forecast Project Budget Remaining	\$ 0.00	

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

November 7, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

November 7, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

11/19/08 ALTEN CONSTRUCTION, INC - BLDG. 1700-B PCO's RECOMMENDED FOR APPROVAL

PCO	Description	Negotiated Amount	Reason	Summary	CO
48	Increase thickness of pedestrian concrete from 4" to 6" due to expansive soil.	\$ 30,458.00	Unforeseen Conditions	The geotechnical engineer determined that the soil in the new walkway area between Buildings 1600 and 1700 required remediation due to its expansive nature. The Contractor was directed to compact the soil to a uniform firmness, reduce moisture content to specified optimum, and install 6" of concrete paving in lieu of 4" over the 13,000 square foot area to reduce any soil expansion.	3B
67	Credit for elimination of replacing concrete paving at the northeast corner of Building 1600.	\$ (4,998.00)	Owner Request	The District requested that a portion of concrete sidewalk at the northeast corner of Building 1600 did not require removal or replacement. The Contractor was directed to delete the concrete replacement from the contract and issue a credit.	3B
39	Overexcavation at the parking lot and drive aisles.	\$ 93,715.00	Unforeseen Conditions	The geotechnical engineer determined that overexcavation was required to remedy the expansive soil in the parking lot in front of Building 1700B, the drive aisles, and the turnaround circle. The Contractor was directed to provide additional excavation work in these areas to excavate below the expansive soil areas, and install engineered fabric for soil stability, as well as engineered aggregate base rock above the engineered fabric for additional stability.	3B
107	Installation of sewer lift station 4' deeper than specified on the contract drawings.	\$ 8,176.00	Unforeseen Conditions	The architect determined that the grades for the sewer lift station shown on the contract documents were higher than required; therefore, the sewer lift station was required to be lowered to ensure the code required slope of the sewer pipe line. The Contractor was required to provide shoring for the additional excavation and a concrete extension for the new concrete vault.	3B

PCO	Description	Negotiated Amount	Reason	Summary	CO
108	Provide site lighting at the canopy between Buildings 1700A and 1700B.	\$ 14,861.00	Owner Request	The District requested that additional site lighting was required between Buildings 1700A and 1700B. The Contractor was directed to excavate and install underground site lighting in the canopy foot path located between Buildings 1700A and 1700B. The additional work included excavation for the installation of the underground electrical conduit, and connection of the site lighting to the main electrical panel located in Building 1700B.	3B
160	Relocate the point of connection for the underground irrigation lines.	\$ 2,183.00	Owner Request	The District requested that the connection for the irrigation line should be changed to a new location. The Contractor was directed to cut and cap off the existing 6" irrigation main line located near the northeast corner of Building 1700A, and trench in two separate locations to allow the District alternate connections of the existing irrigation line.	3B
161	Raise two existing area drains to new grade levels.	\$ 4,167.00	Unforeseen Conditions	The architect determined that there were two existing area drains that required revised elevations based on the new paving work. The Contractor was directed to install an 18" ring around the top of the grates to raise the grates to the required elevations.	3B
164	Installation of 4" conduit sleeves for future connection to the irrigation for the soccer field.	\$ 535.00	Owner Request	The District requested that an additional 4" conduit was required for connection from the new irrigation lines to the soccer fields for future use. The Contractor was directed to excavate a path for the new 4" conduit and install the conduit for the District's future use.	3B
TOTAL \$ 149,097.00					



Change Order

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

Project # Building 1700B - Adaptive PE Bldg
 Tel: 707-864-7189 Fax: 707-207-0423

Date: 11/19/2008
To Contractor:
 Alten Construction, Inc.
 720 12th Street
 Richmond, CA 94801

Architect's Project No.: 6046.00.
 Contract Date: 11/15/2007
 Contract Number: 08-003
 Change Order Number: **03B**

This contract is hereby revised by the following items:

PCO	Description	Amount
48	Increase thickness of pedestrian concrete from 4" to 6" due to expansive soil.	\$ 30,458.00
67	Credit for elimination of replacing concrete paving at the northeast corner of Building 1600.	\$ (4,998.00)
39	Overexcavation at the parking lot and drive aisles.	\$ 93,715.00
107	Installation of sewer lift station 4' deeper then specified on the contract drawings.	\$ 8,176.00
108	Provide site lighting at the canopy between Buildings 1700A and 1700B.	\$ 14,861.00
160	Relocation the point of connection for the underground irrigation lines.	\$ 2,183.00
161	Raise two existing area drains to new grade levels.	\$ 4,167.00
164	Installation of 4" conduit sleeves for future connection to the irrigation for the soccer field.	\$ 535.00

The original Contract Value was	\$	4,048,767.00
Sum of changes by prior Change Orders	\$	125,523.00
The Contract Value prior to this Change Order was	\$	4,174,290.00
The Contract Value will be changed by this Change Order in the amount of	\$	149,097.00
The new Contract Value Including this Change Order will be	\$	4,323,387.00
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 Gaevart
 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: CONSTRUCTION CHANGE ORDER NO. 1 APPROVAL
FOR QUALITY SOUND – BID NO. 08-003**

REQUESTED ACTION: CONTRACT CHANGE ORDER APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 1 to Quality Sound's base contract for the Building 1700A-Gymnasium. Revised contract amount is as follows:

Contract Award Amount	\$	63,860.00	
Prior Change Orders	\$	0.00	
Change Order No. 1	\$	9,481.08	
Total Change Orders	\$	9,481.08	14.9% of Contract Award Amount
Revised Contract Amount	\$	73,341.08	
Total Project Budget	\$	73,341.08	

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

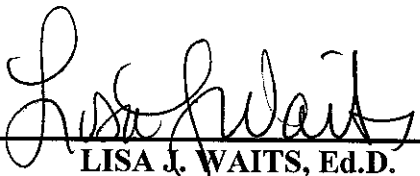
TELEPHONE NUMBER

Maintenance & Operations

ORGANIZATION

November 7, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

November 7, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

11/19/08 QUALITY SOUND PCO's RECOMMENDED FOR APPROVAL

PCO	Description	Negotiated Amount	Reason	Summary	CO
2	Add 22 heat detectors required for proper beam construction spacing, and add eight smoke detectors in Room 1739 per National Fire Protection Agency (NFPA) regulations.	\$ 5,816.64	Regulatory Agency Requirement	The Inspector of Record (IOR) determined that 22 additional heat detectors were required for installation throughout Bldg. 1700 to ensure proper beam construction spacing and fire alarm coverage. In addition, the IOR also requested eight additional smoke detectors to be installed in Room 1739 in order to stay within compliance of the NFPA.	1
3	Add three duct detectors for the air handlers located on the roof.	\$ 1,210.59	Regulatory Agency Requirement	The IOR determined that three duct detectors were required for installation at the roof top air handling units. The Contractor was directed to purchase and install the required duct detectors to ensure the fire alarm system was within code requirements.	1
4	Provide test reports for fire alarm devices and panels in Bldg. 1700 per the request of the IOR.	\$ 2,453.85	Regulatory Agency Requirement	The IOR determined that test reports for fire alarm devices and panels were required prior to final testing of the fire alarm system. The Contractor was directed to produce the test reports for each device and panel on site to confirm the system is working properly.	1
TOTAL \$ 9,481.08					



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: 11/19/2008

To Contractor:
 Quality Sound
 PO Box 5501
 2040 E. Fremont Street
 Stockton, CA 95205

Consultant's Project No.: 08043.00
Contract Date: 3/26/2008
Contract Number: 08-003
Change Order Number: 01

This contract is hereby revised by the following items:

PCO	Description	Amount
2	Add 22 additional heat detectors required for proper beam construction spacing per National Fire Protection Agency (NFPA) 72, 5.6.5.3 Beam Construction. Add eight smoke detectors in Room 1739, per NFPA 72, 5.7.3.2.4 (B, 1 & 2).	\$ 5,816.64
3	Add three duct detectors for additional air handlers located on the roof.	\$ 1,210.59
4	Provide test reports for fire alarm devices and panels in Bldg. 1700 per the request of the Inspector of Record (IOR).	\$ 2,453.85

The original Contract Value was	\$	63,860.00
Sum of changes by prior Change Orders	\$	-
The Contract Value prior to this Change Order was	\$	63,860.00
The Contract Value will be changed by this Change Order in the amount of	\$	9,481.08
The new Contract Value Including this Change Order will be	\$	73,341.08
The Contract duration will be changed by		0 Days
The Substantial Completion date as of this Change Order is		

Quality Sound
 Contractor
 2040 E. Fremont Street
 Stockton, CA 95205
 Address
 By _____
 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 _____

AGENDA ITEM 7.(f)
 MEETING DATE November 19, 2008

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

TO: Members of the Governing Board

**SUBJECT: CONSTRUCTION CHANGE ORDER NO. 21 APPROVAL
 FOR W.A. THOMAS, CO., INC. – BID NO. 06-005**

REQUESTED ACTION: CONTRACT CHANGE ORDER APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 21 to W.A. Thomas, Inc.'s base contract for the Building 400 Student Services Center project. Revised contract amount is as follows:

Contract Award Amount	\$10,387,480.00	
Prior Change Orders	\$ 1,129,137.00	
Change Order No. 21	\$ 48,012.00	
Total Change Orders	\$ 1,177,149.00	11.3% of Contract Award Amount
Revised Contract Amount	\$11,564,629.00	
Total Project Budget	\$15,274,530.00	
Forecast Project Budget Remaining	\$ 3,709,901.00	

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

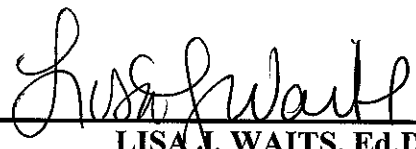
TELEPHONE NUMBER

Maintenance & Operations

ORGANIZATION

November 7, 2008

**DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT**



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

November 7, 2008

**DATE APPROVED BY
 SUPERINTENDENT/PRESIDENT**

11/19/08 W.A. THOMAS CO., INC. PCO's RECOMMENDED FOR APPROVAL

PCO	Description	Negotiated Amount	Reason	Summary	CO
135	Electrical conduit & wiring for light pole.	\$ 1,855.00	Unforeseen Condition	During construction the Contractor and Design Team observed that the point of connection identified in the contract documents for new electrical conduit and wiring to service one of the light poles conflicted with existing underground utilities. The new point of connection and routing required 150 lineal feet of additional conduit and wiring.	21
136	Add Ardex leveling to second floor.	\$ 28,325.00	Unforeseen Condition	During construction excessive cracking occurred at the second floor concrete deck. The cracking was non-structural in nature, but required extensive additional floor preparation to provide a smooth and level surface for the new carpet and tile installation. The Contractor applied Ardex feather-fill to fill cracks and imperfections at the second floor to correct the issue.	21
137	Additional mansard roof paint protection.	\$ 11,541.00	Owner Request	Due to the changes in the exterior finish of the building (Potential Change Order (PCO) #31 & PCO #114 - change to Tex-Cote finish), the Contractor had to perform out of sequence work and provide additional paint protection to accommodate the scheduled installation of the steel roof mansard structure. The Contractor's painting work was delayed due to the changes in the exterior finish and color selection, and this delay then required the mansards to be protected after their installation.	21
138	Extended overhead cost.	\$ 6,675.00	Owner Request	The Contractor incurred extended overhead and supervision costs due to owner-requested changes in the scope of work. Sixty-five hours of additional supervision over a 13-week period was incurred, plus the cost of temporary toilet facilities.	21
139	Credit for automatic door opener repairs.	\$ (384.00)	Owner Request	The District performed repairs to the west-end front doors due to slow response from the Contractor. The charges from the door vendor are a back charge to the Contractor.	21
TOTAL \$ 48,012.00					



Change Order

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

Project # BLDG 400, Student Services Ctr. (06-005)
 Tel: 707-864-7189 Fax: 707-207-0423

Date: 11/19/2008
To Contractor:
 W.A. Thomas Co., Inc.
 2356 Pacheco Blvd
 Martinez, CA 94553

Architect's Project No.:
Contract Date: 5/22/2006
Contract Number: 06-005
Change Order Number: 21

This contract is hereby revised by the following items:

PCO	Description	Amount
135	Electrical conduit & wiring for light pole.	\$ 1,855.00
136	Add Ardex leveling to second floor.	\$ 28,325.00
137	Additional mansard roof paint protection.	\$ 11,541.00
138	Extended overhead cost.	\$ 6,675.00
139	Credit for automatic door opener repairs.	\$ (384.00)

The original Contract Value was	\$ 10,387,480.00
Sum of changes by prior Change Orders	\$ 1,129,137.00
The Contract Value prior to this Change Order was	\$ 11,516,617.00
The Contract Value will be changed by this Change Order in the amount of	\$ 48,012.00
The new Contract Value including this Change Order will be	\$ 11,564,629.00
The Contract duration will be changed by	91Days

W.A. Thomas, Inc.
 Contractor
 2356 Pacheco Blvd
 Martinez, CA 94553
 Address
 By Laurence Maller
 Signature _____
 Date _____

LPA
 Architect
 5161 California Avenue
 Irvine, CA 92617
 Address
 By Michael Henning
 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: CITY OF FAIRFIELD WATERLINE EASEMENT
REQUESTED ACTION: APPROVAL

SUMMARY:

The District and the city of Fairfield have been working collaboratively to reach agreement for a proposed water easement running parallel to the proposed I-80 frontage road along the far side of the District's southern border. Highlights of the agreement are as follows:

1. Construction work on campus will begin after graduation in May 2009 and conclude prior to the start of classes in fall 2009.
2. The city has agreed to complete the paving of the Suisun Valley Road prior to the start of classes in fall 2009.
3. City will install a two-inch overlay of asphalt over the four lanes of the affected college roads.
4. The city will install a five-foot wide asphalt footpath from the beginning of the college entrance, approximately 700 linear feet long, to facilitate safe pedestrian entry onto campus.

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

Administration

ORGANIZATION

November 7, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

November 7, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

AGENDA ITEM 9.(b)
 MEETING DATE November 19, 2008

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

TO: Members of the Governing Board

**SUBJECT: PROPOSED AGREEMENT WITH KC ENGINEERING FOR
 INSPECTION SERVICES FOR THE VACAVILLE CENTER**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for an agreement with KC Engineering Company to provide special inspection and material testing services at the Vacaville Center Project, Phase I-New Classroom Building. KC Engineering Company is the firm selected out of the 11 respondents to the Request for Qualifications (RFQ) received on September 30, 2008. The total cost of services for the project construction period is not to exceed \$140,000. Attached is the proposed agreement for the Board's information.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Stan Dobbs
 Independent Contractor
 PRESENTER'S NAME

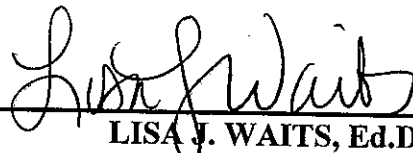
4000 Suisun Valley Road
 Fairfield, CA 94534
 ADDRESS

(707) 864-7176

TELEPHONE NUMBER

Maintenance & Operations
 ORGANIZATION

November 7, 2008
 DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT



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

November 7, 2008
 DATE APPROVED BY
 SUPERINTENDENT/PRESIDENT

**AGREEMENT BETWEEN
SOLANO COMMUNITY COLLEGE DISTRICT AND
KC ENGINEERING COMPNAY
FOR PROFESSIONAL SERVICES**

This is an Agreement made as of November 19, 2008 between Solano Community College District ("District") and KC Engineering Company ("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 September 30, 2008 request for qualifications 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 (KC Engineering Company request for qualifications Proposal Dated September 30, 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

David V. Cymanski, G.E.
Principal Engineer
KC Engineering Company

Lisa J. Waits, Ed.D.
Interim Superintendent/President
Solano Community College District

**EXHIBIT A
TO AGREEMENT BETWEEN
SOLANO COMMUNITY COLLEGE DISTRICT AND
KC ENGINEERING COMPANY
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 November 19, 2008 between Solano Community College District (District) and KC Engineering Company (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 September 30, 2008 Request for Qualifications proposal received from KC Engineering Company to the District regarding Special Inspection and Material testing Services for the Vacaville Center New Classroom Building, 2001 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 an amount of **One hundred forty thousand dollars and Zero cents (\$140,000.00)** 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 9.(c)
MEETING DATE November 19, 2008

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

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

SUMMARY:

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

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

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

November 7, 2008

DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT



LISA WAITS, Ed.D
Interim Superintendent/President

November 7, 2008

DATE APPROVED BY
SUPERINTENDENT/PRESIDENT

AGENDA ITEM 9.(d)
 MEETING DATE November 19, 2008

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

TO: Members of the Governing Board

**SUBJECT: SUBSTANTIVE CHANGE IN LOCATION REPORTS
 VALLEJO CENTER AND AERONAUTICS CENTER (NUT
 TREE)**

REQUESTED ACTION: APPROVAL

SUMMARY:

Dr. Robin L. Steinback, Vice President of Academic Affairs, will present to the Board information on the Substantive Change in Location Reports for the Vallejo Center and the Aeronautics Center at Nut Tree in Vacaville. It is recommended that the Governing Board accept the Substantive Change in Location reports requested by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

Copies of the Substantive Change in Location Reports have been provided to the Board members under separate cover for their review.

Copies are also available for review in the Office of the Superintendent/President and in the Office of the Vice President of Academic Affairs.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

707-864-7226

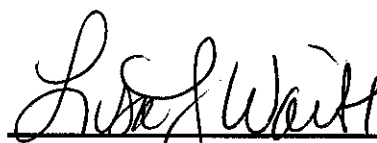
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

November 7, 2008

**DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT**



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

November 7, 2008

**DATE APPROVED BY
 SUPERINTENDENT/PRESIDENT**

AGENDA ITEM 9.(e)
 MEETING DATE November 19, 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 October 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

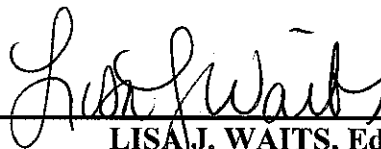
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

November 7, 2008

**DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT**



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

November 7, 2008

**DATE APPROVED BY
 SUPERINTENDENT/PRESIDENT**

SOLANO COMMUNITY COLLEGE

REQUEST FOR APPROVAL OF CURRICULUM COMMITTEE CURRICULUM ACTIVITIES

During the month of October 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-08-36) ESL 330 – ESL Lab – Change in units, weekly hours, and other catalog information.

(CP-08-40) CJ 011 – Community Relations – Change in prerequisite.

(CP-08-41) FREN 012 – Intermediate French Conversation – Change in catalog description, methods of evaluating student achievement, content outline, books, and other.

(CP-08-42) SPAN 012 – Intermediate Spanish Conversation – Change in catalog description, student performance objectives, methods of evaluating student achievement, content outline, books, and other.

New Courses

(CP-08-37) COUN 348C – Well-being for Life Skills

Units:	3.0
Weekly Class hours:	3 lecture
Prerequisites:	None
Corequisites:	None
Course advisory:	None
Repeatability:	None
Catalog description:	This is a well-being or health course primarily for students with disabilities who are transitioning into the community for the purpose of having a healthy approach to life for personal, family and career life skills.

(CP-08-38) OT 170 – Creating a Virtual Office

Units:	3.0
Weekly Class hours:	3 lecture
Prerequisites:	None
Corequisites:	None
Course advisory:	SCC minimum English and Math standards
Repeatability:	None
Catalog description:	OT 170 explores issues of creating a virtual office, time management, customizing the workplace environment, evaluating and buying technology, communicating with technology, and business ethics as a virtual professional. In addition the student will explore issues of creating a virtual office (home based or small office), customizing the workplace environment, the economics of working from home and telecommuting as independent contractors.

New Courses (Continued)

(CP-08-39) OT 171 – Marketing a Virtual Office

Units:	3.0
Weekly Class hours:	3 lecture
Prerequisites:	None
Corequisites:	None
Course advisory:	SCC minimum English and Math standards
Repeatability:	None
Catalog description:	OT 171 will enable the student to market the student's learned skills, experience & knowledge and to "package" in a manner to obtain the best possible virtual (home based) employment position. Student will create a professional marketing plan covering the four Ps: Product, Price, Place (distribution), & Promotion. The course is a requirement of the Business Office Technology Department's Virtual Assistant Program. Businesses all over the world are choosing to contract out (outsource) their non core competencies, in many cases to VA's or Virtual Professionals.

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

TO: Members of the Governing Board
SUBJECT: RESOLUTION DECLARING DECEMBER 1, 2008 AS
WORLD AIDS DAY
REQUESTED ACTION: APPROVAL

SUMMARY:

A resolution proclaiming December 1, 2008, as World AIDS Day at Solano Community College is presented for approval.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Shirley V. Lewis, J.D.
Director of Student Development

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

(707) 864-7168

TELEPHONE NUMBER

Student Services
ORGANIZATION

November 7, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

November 7, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

1 SOLANO COMMUNITY COLLEGE DISTRICT
2 GOVERNING BOARD
3 RESOLUTION DECLARING DECEMBER 1, 2008 AS WORLD AIDS DAY
4 RESOLUTION NO. 08/09-14
5

6 WHEREAS, The global epidemic of HIV infection and AIDS requires a
7 worldwide effort to increase communication, education, and united action to stop the
8 spread of HIV/AIDS;

9 WHEREAS, The Joint United Nations Program on HIV/AIDS (UNAIDS)
10 observes December 1 of each year as World AIDS Day, a day to expand and strengthen
11 worldwide efforts to stop the spread of HIV/AIDS;

12 WHEREAS, The UNAIDS estimates that over 33 million people worldwide are
13 currently living with HIV/AIDS, with young people under the age of 25 accounting for
14 45% of all new infections;

15 WHEREAS, The UNAIDS is encouraging a better understanding of the
16 challenge of HIV/AIDS nationally as it recognizes that the number of people diagnosed
17 with HIV and AIDS in the United States continues to increase, with 1,185,000 people in
18 the U.S. now infected, 150,835 reported AIDS cases in California, and 1,563 AIDS
19 cases and 745 deaths from AIDS in Solano County;

20 WHEREAS, World AIDS Day provides an opportunity to focus local, national
21 and international attention on HIV infection and AIDS and to disseminate information
22 on how to prevent the spread of HIV; and,

23 WHEREAS, the Solano County 2008 World AIDS Day theme is "Stop AIDS.
24 Keep the Promise."

25 THEREFORE BE IT RESOLVED, That the Solano Community College District
26 Governing Board does hereby declare December 1, 2008, as World AIDS Day and urges
27 all citizens to take part in activities and observances designed to increase awareness and
28 understanding of HIV/AIDS as a global and local challenge, to take part in the

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SOLANO COMMUNITY COLLEGE DISTRICT

GOVERNING BOARD

RESOLUTION DECLARING DECEMBER 1, 2008 AS WORLD AIDS DAY

RESOLUTION NO. 08/09-14

(Continued – Page 2)

HIV/AIDS prevention activities and programs, and to join the global effort to prevent the further spread of HIV/AIDS.

PASSED AND ADOPTED, This 19th day of November 2008, by the Governing Board of the Solano Community College District.

PHIL MCCAFFREY, PRESIDENT

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

AGENDA ITEM 10.(a)
 MEETING DATE November 19, 2008

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

TO: Members of the Governing Board

SUBJECT: 2008-09 ASSOCIATED STUDENTS OF SOLANO COLLEGE
 (ASSC) BUDGET

REQUESTED ACTION: INFORMATION

SUMMARY:

Lillian Nelson, ASSC President, will present the 2008-09 proposed budget of the Associated Students of Solano College (ASSC) to the Governing Board for review and informational purposes, pursuant to SCCD Board Policy 3000.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Shirley V. Lewis, J.D.
 Director of Student Development

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534-3197

ADDRESS

(707) 864-7168

TELEPHONE NUMBER

Student Services

ORGANIZATION

November 7, 2008

**DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT**



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

November 7, 2008

**DATE APPROVED BY
 SUPERINTENDENT/PRESIDENT**

THE ASSOCIATED STUDENTS OF SOLANO COLLEGE							
Proposed Budget Projections for the 2008-09 Academic Year							eff 10.21.08
710-5030-????-69600							
					APPROVED BUDGET 2007-08	ACTUAL BUDGET 2007-08	PROPOSED BUDGET 2008-09
Beginning adjusted balance					123,457	123,457	125,173
I. REVENUE							
Income							
	8820	Contrib, Gifts, Grants & Endowments			2,000	5,586	2,000
	8820	Inactive Club Funds			500		500
	8820	Special Events Income			1,500		1,500
	8840	Sales & Commissions			49,710	45,714	31,750
	8840	Event Admission			1,500		1,500
	8840	Vending - Softdrinks			18,000		12,000
	8840	Vending - Video Games			1,500		750
	8840	Vending - Snacks			800		500
	8840	Vending - Vacaville Center			2,750		1,000
	8840	Vending - Phone Cards/Poster Income			160		0
	8840	Vending - Vallejo Center			0		1,000
	8840	Student I.D. Cards (8885)			25,000		15,000
	8860	Interest/Savings			1,000	904	900
	8982	Bookstore Dividends			22,355	22,355	22,355
	8899	Other Local			22,000	21,840	21,000
	8899	Vendor Income			2,000		1,000
	8899	Other Revenue/Pepsi			2,000		2,000
	8899	Other Revenue/Pepsi			18,000		18,000
		Total Income			97,065	96,399	78,005
	TOTAL REVENUE				220,622	219,856	203,178
II. EXPENSES							
	2000-3000	Student Salaries/Benefits			9,000	8,275	20,000
	4400	Instr'l Supplies & Materials			7,250	5,189	6,700
	4400	Instr'l Supplies - Food (Admin)			1,000		1,000
	4400	Instr'l Supplies - Food (Spons/Spec Events)			1,800		1,250
	4400	Instr'l Supplies - Food (EOY Awards/Banquet)			1,200		1,200
	4400	P.E. Awards & Banquets			3,250		3,250
	4500	Noninstruct Supplies & Materials			11,500	7,628	8,500
	4500	Office Supplies (Admin)			2,000		2,000
	4500	Office Supplies (Sponsored/Spec Events)			1,500		1,000
	4500	Office Supplies (ID Cards)			5,000		2,500
	4500	Office Supplies (Student Recruitment)			1,000		1,000
	4500	Office Supplies (Student Development)			2,000		2,000
	4600	Printing & Copying			700	1,005	700
	4600	Printing & Copying (Spons/Spec Events)			200		
	4600	Copier Supplies			500		
	5110	Personal Services/Consultants (Spec Events)			6,000	75	6,000
	5210	Travel & Conference			22,000	5,243	26,000
	5210	Conference Reimbursement			13,000		15,000
	5210	Executive Board Travel			9,000		11,000
	5220	Mileage Reimbursement			650	393	500
	5300	Membership/Dues			450	500	500
	5610	Rentals/Leases (Copier)			750	0	750
	5620	Repair & Maintenance (ID Printer Warr)			2,500	35	2,500
	5740	Election Costs			500	0	700

			APPROVED BUDGET 2007-08	ACTUAL BUDGET 2007-08	PROPOSED BUDGET 2008-09
	5795 Advertising (Donation Funds)		30,500	22,747	15,500
	5795 Inter-Club Council Apprec Lunch		500		500
	5795 General Donations		20,000		10,000
	5795 Capital Improvement Donations		10,000		5,000
	5799 Other Operational Costs		500	717	0
	6120 Site Improve - Campus Enrichment Plan		35,000	22,000	27,000
	6410 Office Equipment		6,000	0	1,000
	733501 Library Donation		3,000	3,000	3,000
	733502 Contribution to P.E. Gen Fund		1,500	1,500	1,500
	733502 Contribution to Athletic Training		1,000	1,000	1,000
	733503 Club Funds Assistance		8,000	8,000	8,000
	7520 Student Scholarships		2,500	500	2,500
	7520 SCC Scholarship Foundation -Endowment		500		500
	7520 ASSC Pepsi Scholarship		2,000		2,000
	7600 Other Student Aid		13,000	6,876	13,000
	7600 ASSC Emergency Book Loan - Vendor Income		4,000		4,000
	7600 ASSC Emergency Book Loan - Fin. Aid Books		4,000		4,000
	7600 Students Helping Students Book Grants		5,000		5,000
		TOTAL EXPENDITURES	162,300	94,683	145,350
	III. CONTINGENCY RESERVE				
	7900 Reserve for Contingency		58,222	125,173	57,828
		TOTAL BUDGET FUND	220,522	219,856	203,178

AGENDA ITEM 10.(b)
MEETING DATE November 19, 2008

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

TO: Members of the Governing Board
SUBJECT: PROPOSED CHANGE TO POLICY NO. 1037 DISCUSSION
REQUESTED ACTION: INFORMATION

SUMMARY:

Board President Phil McCaffrey will discuss with the Board of Trustees proposed changes to Board Policy No. 1037, Order of Business.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Phil McCaffrey
Governing Board President

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

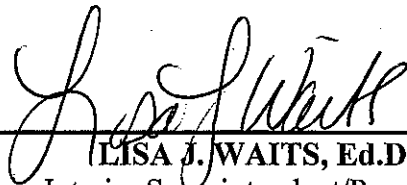
(707) 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

November 7, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

November 7, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

AGENDA ITEM 10. (c)
 MEETING DATE November 19, 2008

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

TO: Members of the Governing Board

SUBJECT: PROPOSED IN-HOUSE ATTORNEY DISCUSSION

REQUESTED ACTION: INFORMATION

SUMMARY:

Board President Phil McCaffrey will discuss with the Board of Trustees a proposed in-house attorney.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Phil McCaffrey
 Governing Board President

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534-3197

ADDRESS

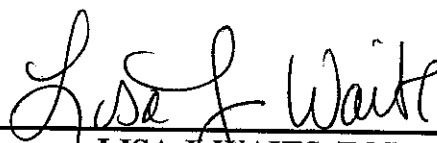
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TELEPHONE NUMBER

Administration
ORGANIZATION

November 7, 2008

**DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT**



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

November 7, 2008

**DATE APPROVED BY
 SUPERINTENDENT/PRESIDENT**