

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

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

EMPLOYMENT 2007-08

Short-term, Temporary & Substitute Assignments

| <u>Name</u> | <u>Assignment</u> | <u>Dates</u> | <u>Hourly Rate</u> |
|-------------|-------------------------|-----------------|--------------------|
| Emily Blair | Basic Skills Conference | 6/3/08 – 6/4/08 | \$ 65.93 |

EMPLOYMENT 2008-09


Change in Assignment

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> |
|-------------|---|--------------------|
| Karen Lewis | From Medical-Surgical Nursing Instructor (2 year remainder of Denham-Martin vacancy to Fall 2008 semester only) | 8/11/08 - 12/17/08 |

Short-term, Temporary & Substitute Assignments

| <u>Name</u> | <u>Assignment</u> | <u>Dates</u> | <u>Amount</u> |
|--------------|---|------------------------------------|-------------------|
| Tina Ellyson | Office Assistant, Special Services | 8/12/08 – 1/16/09 | \$ 9.60 hour |
| Don Mourton | Interim, Vice President of Student Services | 10/4/08 – until position is filled | \$11,067.34 month |

Richard Christensen, Ed.D.
Director of Human Resources


GERALD F. FISHER
Superintendent/President

September 19, 2008
Date Submitted

September 19, 2008
Date Approved

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR**Governing Board Meeting****October 1, 2008****Page 2****Independent Contractors**

| <u>Name</u> | <u>Assignment</u> | <u>Dates</u> | <u>Amount</u> |
|--|--|---------------------|------------------------------|
| <u>Fine & Applied Arts/Behavioral Sciences</u> <u>Leslie Rota, Responsible Manager</u> | | | |
| Shodan Taiko David Gonzalez | Taiko Drumming, Wood Fire Kiln 10-year Birthday Celebration | 9/23/08 | \$ 250.00 |
| <u>MESA (Math, Engineering & Science Achievement)</u> <u>Mostafa Ghous, Responsible Manager</u> | | | |
| Faraz Ghoddosi | Academic Coordinator: Academic Excellence Workshop, MESA Bodega Bay Interdisciplinary Art and Science Enrichment Academy, Bio-Diesel Academy, and other duties assigned by MESA Director | 10/2/08 – 6/30/09 | Not to exceed \$11,000.00 |
| <u>Small Business Development Center</u> <u>Charles Eason, Responsible Manager</u> | | | |
| Johnnie Barber, Jr. | Consulting & technical assistance, City of Fairfield Contract | 10/2/08 – 12/31/08 | \$ 1,440.00 |
| Wilbert Cason | Consulting & technical assistance, CCC Chancellor's Office Grant | 10/2/08 – 12/31/08 | \$ 4,800.00 |
| E. Floyd Hicks | Consulting & technical assistance, City of Fairfield Contract | 10/2/08 – 12/31/08 | \$ 2,880.00 |
| Jerry Ann Jinnett | Consulting & technical assistance, City of Fairfield Contract | 10/2/08 – 12/31/08 | \$ 1,920.00 |
| Teri Johnson | Consulting & technical assistance, City of Fairfield Contract | 10/2/08 – 12/31/08 | \$ 1,920.00 |
| Jill Kuwamoto-Oyoung | Consulting & technical assistance, City of Fairfield Contract | 10/2/08 – 12/31/08 | \$ 1,440.00 |
| Robert Lane | Consulting & technical assistance, City of Fairfield Contract | 10/2/08 – 12/31/08 | \$ 2,400.00 |
| Randall Shores | Consulting & technical assistance, City of Fairfield Contract | 10/2/08 – 12/31/08 | \$ 2,880.00 |

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR
Governing Board Meeting
October 1, 2008
Page 3

Independent Contractors

| <u>Name</u> | <u>Assignment</u> | <u>Dates</u> | <u>Amount</u> |
|--|--|---------------------------------------|----------------------|
| <u>Small Business Development Center</u> <u>Charles Eason, Responsible Manager</u> | | | |
| Sandy Stelter | Consulting & technical assistance, City of Benicia Contract | 10/2/08 – 12/31/08 | \$ 3,360.00 |
| Diana G. Thomas | Consulting & technical assistance, City of Fairfield Contract | 10/2/08 – 12/31/08 | \$ 960.00 |
| Bill Wigley | Consulting & technical assistance, City of Suisun Contract | 10/2/08 – 12/31/08 | \$ 960.00 |
| <u>Superintendent/President's Office</u> <u>Dr. Lisa Waits, Responsible Manager</u> | | | |
| Leadership Resource Solutions | Finders fee, Vice President of Student Services | 10/4/08 - until position is filled | \$ 1,660.10 month |

Professional Experts

| <u>Name</u> | <u>Assignment</u> | <u>Dates</u> | <u>Amount</u> |
|--------------------|---|---------------------|----------------------|
| Gregory Renucci | Journey Level Assistant Fire Instructor | 10/2/08 – 6/30/09 | \$ 25.00 hour |

GRATUITOUS SERVICE

| <u>Name</u> | <u>Assignment</u> | <u>Division/Department</u> |
|--------------------|-----------------------------|-----------------------------------|
| Casey Campbell | Assist volleyball coach | PE/Athletics |
| Christian Fortier | Assist the Biology Lab Tech | Math/Science Division |
| Chelsea VandenBerg | Assist softball coach | PE/Athletics |
| Kellie Violette | Assist volleyball coach | PE/Athletics |

RESIGNATION

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> |
|--------------------|----------------------------|-------------------------|
| Renza Nassab | Cosmetology Lab Technician | 8/18/08 |

AGENDA ITEM 7.(c)
MEETING DATE October 1, 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:

| | | | |
|----------|----------------|-------------------|----------------|
| 09/11/08 | Vendor Payment | 11004096-11004109 | \$ 767,163.57 |
| 09/12/08 | Vendor Payment | 11004110-11004119 | \$ 211,286.53 |
| 09/12/08 | Vendor Payment | 11004120-11004124 | \$ 918,684.41 |
| 09/17/08 | Vendor Payment | 11004125-11004135 | \$2,330,401.80 |
| 09/19/08 | Vendor Payment | 11004136-11004155 | \$ 43,909.61 |

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**

Mazie L. Brewington, Vice President
Administrative & Business Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

707-864-7167

TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

September 19, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



GERALD F. FISHER
Superintendent/President

September 19, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

AGENDA ITEM 7.(d)
 MEETING DATE October 1, 2008

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

TO: Members of the Governing Board

**SUBJECT: RESOLUTION TO AUTHORIZE SIGNATURES ON
 OFFICIAL FINANCIAL DOCUMENTS,
 RESOLUTION NO. 08/09-07**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Resolution No. 08/09-07, Resolution to Authorize Signatures on Official Financial Documents. Education Code Sections 85232 and 85233 requires that orders drawn on the funds of a community college district be signed by a majority of the members of the Board, or by a person or persons authorized by the Governing Board to sign orders in its name. The Governing Board shall then cause to be filed with the County Superintendent of Schools the verified signature of each person, including members of the Board, authorized to sign orders in its name. In addition, District Board Policy 3090 states that a formal resolution will be approved when the designated responsible person(s) change.

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

Mazie L. Brewington, Vice President
 Administrative & Business Services

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534-3197

ADDRESS

707-864-7167

TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

September 19, 2008

**DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT**


 GERALD F. FISHER
 Superintendent/President

September 19, 2008

**DATE APPROVED BY
 SUPERINTENDENT/PRESIDENT**

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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

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

RESOLUTION NO. 08/09-07

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

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

PHIL McCAFFREY
BOARD PRESIDENT

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

MAZIE L. BREWINGTON
VICE PRESIDENT, ADMINISTRATIVE & BUSINESS SERVICES

SUSAN RINNE
INTERIM DIRECTOR, FISCAL SERVICES

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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

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

RESOLUTION NO. 08/09-07

(Continuing – Page 2)

PASSED AND ADOPTED This 1st day of October 2008, by the Governing Board of the
Solano Community College District.

PHIL McCAFFREY, BOARD PRESIDENT

GERALD F. FISHER, SECRETARY

AGENDA ITEM 7.(e)
MEETING DATE October 1, 2008

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

TO: Members of the Governing Board
**SUBJECT: CONSTRUCTION CHANGE ORDER NO. 7 APPROVAL
FOR ALTEN CONSTRUCTION, INC. – BID NO. 08-003**

REQUESTED ACTION: CONTRACT CHANGE ORDER APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 7 to Alten Construction, Inc.'s base contract for the Building 1700A – PE facility. Revised contract amount is as follows:

| | | |
|--------------------------------|------------------------|--------------------------------|
| Contract Award Amount | \$ 6,122,433.00 | |
| Prior Change Orders | \$ 670,283.00 | |
| Change Order No. 7 | \$ 92,582.00 | |
| Total Change Orders | \$ 762,865.00 | 12.5% of Contract Award Amount |
| Revised Contract Amount | \$ 6,885,298.00 | |
| Total Project Budget | \$ 6,885,298.00 | |

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

September 19, 2008
**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**


GERALD F. FISHER
Superintendent/President

September 19, 2008
**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

10/01/08 ALTEN CONSTRUCTION, INC. PCO's RECOMMENDED FOR APPROVAL

| PCO | Description | Negotiated Amount | Reason | Summary | CO |
|-----|---|-------------------|-------------------------------|--|----|
| 77 | Grout above doors at Room 1702 that lead into Gymnasium 1701. | \$ 311.00 | Unforeseen Conditions | It was determined that the wall cut-outs for two doors in Room 1702 interfered with concrete columns in Room 1701. The Contractor was directed to grout the areas where the saw cutting of the doors revealed unconsolidated concrete. | 7 |
| 79 | Remove and replace mansard roof tiles for access to complete District request for bat guano removal. | \$ 4,915.00 | Owner Request | It was determined that the roof tiles at the mansard had to be removed and replaced for access to clean the bat guano as directed by the District. The Contractor was directed to remove and replace the mansard tiles in four locations to ensure access to the mansard for cleaning of the bat guano. | 7 |
| 84 | Provide electrical power to insta-hot units located in Room 1737. | \$ 1,071.00 | Errors & Omissions | It was determined that the insta-hot water heater in Room 1737 required electrical power for proper functioning. The Contractor was directed to install power to the insta-hot water heater to ensure hot water is available in Room 1737. | 7 |
| 95 | Demolition and disposal of drywall containing asbestos in Rooms 1704 and 1705. | \$ 3,256.00 | Regulatory Agency Requirement | It was determined that the drywall in Rooms 1704 and 1705 contained asbestos and had to be removed and disposed of in order to raise the electrical outlets to the code required heights. The Contractor was directed to remove and dispose of the asbestos-containing drywall to allow the electrical work to continue. | 7 |
| 99 | Add soffit cloud at Room 1702 and delete wood soffit. | \$ 7,871.00 | Unforeseen Conditions | It was determined that the soffit in Room 1702 does not have a wall attachment due to conflicts with existing ductwork along the west wall. The existing ductwork interferes with the framing of the soffit. The Contractor was directed to replace the drywall soffit with a ceiling cloud attached to the new suspended ceiling. | 7 |
| 101 | Fur west wall of Room 1736 due to existing bow in the center of the wall that will deter ceramic tile installation. | \$ 2,213.00 | Unforeseen Conditions | It was determined that the west wall in Room 1736 was bowed and would deter the installation of ceramic tile. The Contractor was directed to fur the existing west wall with metal studs and drywall to ensure a new straight wall and allow for ceramic tile installation. | 7 |
| 102 | Fur west wall of Room 1733 and south wall of Room 1732. | \$ 2,330.00 | Owner Request | It was determined that the west wall in Room 1733 and south wall of Room 1732 required wall furring to conceal existing exposed electrical conduit. The Contractor was directed to fur the west wall of Room 1733 and the south wall of Room 1732. | 7 |

| PCO | Description | Negotiated Amount | Reason | Summary | CO |
|-----|---|-------------------|-------------------------------|---|----|
| 103 | Provide acoustical ceiling in Room 1702 in lieu of new suspended ceiling. | \$ 19,511.00 | Unforeseen Conditions | It was determined that the bottom of the ductwork in Room 1702 is at an existing elevation that is lower than the new ceiling height. In addition, the existing duct interferes with the new recessed lighting in this room. The Contractor was directed to delete the suspended drywall ceiling and install a new suspended acoustical ceiling which created changes to the ceiling heights, soffit designs, and electrical lighting design. | 7 |
| 104 | Installation of ledger at Room 1721 to accommodate framing of the new soffit. | \$ 475.00 | Unforeseen Conditions | It was determined that a ledger would need to be procured and installed on the north wall of Corridor 1721 to accommodate for the new soffit framing in Room 1702. The Contractor was directed to install the new ledger on the north wall to allow for a wall attachment of the new soffit. | 7 |
| 106 | Installation of cement gypsum board behind mortar bed of shower area in Locker Rooms 1745 and 1752. | \$ 2,047.00 | Regulatory Agency Requirement | It was determined that cement board behind the mortar bed in Locker Rooms 1745 and 1752 is required in lieu of moisture-resistant drywall. The Contractor was directed to replace the moisture-resistant drywall with the required cement board. | 7 |
| 112 | Overtime cost for connection to the electrical substation. | \$ 2,768.00 | Owner Request | It was determined that in order to connect the main electrical feeders into the District's electrical substation, the Contractor had to shut down the substation. The shut down also affected Buildings 2000 and 2200. The Contractor was directed to perform the electrical substation work on the weekend to ensure the power shut down of Buildings 2000 and 2200 did not affect staff or students during the school week. | 7 |
| 113 | Installation of additional occupancy sensors required in Rooms 1741, 1744, 1749, and 1753. | \$ 4,560.00 | Errors & Omissions | It was determined that Rooms 1741, 1744, 1749, and 1753 did not have electrical switching for these areas. The Contractor was directed to install occupancy sensors mounted in each corridor to ensure lighting for these areas. | 7 |
| 114 | Installation of additional low voltage switch in Room 1734. | \$ 758.00 | Errors & Omissions | It was determined that the light switch for Room 1734 was not included in the contract documents. The Contractor was directed to provide a low voltage light switch on the strike side of the door in Room 1734. | 7 |

| PCO | Description | Negotiated Amount | Reason | Summary | CO |
|-----|---|---------------------------|-----------------------|--|----|
| 118 | Additional plywood substrate at mirrors and impact resistant walls in Rooms 1739 and 1740. | \$ 3,148.00 | Unforeseen Conditions | It was determined that the walls in Rooms 1739 and 1740 where wall finishes were removed, required wall in-fill to match the plane of the existing paneling and new flooring base. The Contractor was directed to infill the wall with a new plywood substrate to support mirror installation and impact panels. | 7 |
| 120 | Installation of gypsum wall finish on north and south walls of Room 1721. | \$ 1,202.00 | Unforeseen Conditions | It was determined after demolition that the walls of corridor 1722 required installation of a drywall finish at the north and south walls. The existing condition was wood framing and not concrete as shown on the as-built drawings. The Contractor was directed to install drywall over the existing wood framing on the north and south walls. | 7 |
| 128 | Installation of track lighting at west wall due to inability to install specified can light fixtures because of conflicts with existing ductwork. | \$ 684.00 | Unforeseen Conditions | It was determined that the specified light fixtures at the west wall of Room 1702 conflicted with the existing ductwork located in this area. The Contractor was directed to replace the specified light fixtures with a track lighting system to avoid any existing ductwork conflicts. | 7 |
| 140 | Installation of additional disconnect switches to power rooftop air conditioning units. | \$ 32,744.00 | Errors & Omissions | It was determined that the rooftop air conditioning units require two electrical disconnect switches in lieu of one switch as originally specified to control the units motor. The Contractor was directed to install a second disconnect switch to power the air conditioning motors. | 7 |
| 141 | Power to roll-up door electrical devices for connection to the new fire alarm system. | \$ 2,718.00 | Unforeseen Conditions | It was determined the new coiling doors required electrical connections for communication with the new fire alarm devices. The Contractor was directed to provide electrical power to ensure the fire alarm devices can control the coiling doors. | 7 |
| | | TOTAL \$ 92,582.00 | | | |



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

Kitchell CEM

Date: 10/1/2008

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: 07

This contract is hereby revised by the following items:

| PCO | Description | Amount |
|-----|---|--------------|
| 77 | Grout above doors at Room 1702 that lead into Gymnasium 1701. | \$ 311.00 |
| 79 | Remove and replace mansard roof tiles for access to complete District request Bat guano removal. | \$ 4,915.00 |
| 84 | Provide electrical power to insta-hot units located in Room 1737. | \$ 1,071.00 |
| 95 | Demolition and disposal of drywall containing asbestos in Rooms 1704 and 1705. | \$ 3,256.00 |
| 99 | Add soffit cloud at Room 1702 and delete wood soffit per response to Request for Information (RFI) #189. | \$ 7,871.00 |
| 101 | Fur west wall of Room 1736. | \$ 2,213.00 |
| 102 | Fur west wall of Room 1733 and South wall of Room 1732. | \$ 2,330.00 |
| 103 | Provide acoustical ceiling in Room 1702 in lieu of new suspended ceiling. | \$ 19,511.00 |
| 104 | Installation of ledger at Room 1721 to accommodate framing of the new soffit. | \$ 475.00 |
| 106 | Installation of cement gypsum board behind mortar bed of shower area Rooms 1745 and 1752. | \$ 2,047.00 |
| 112 | Overtime costs for connection to the electrical substation performed on weekends. | \$ 2,768.00 |
| 113 | Installation of additional occupancy sensors required in Rooms 1741, 1744, 1749, and 1753. | \$ 4,560.00 |
| 114 | Installation of additional low voltage switch in Room 1734. | \$ 758.00 |
| 118 | Additional plywood substrate at mirrors and impact resistant walls in Rooms 1739 and 1740 per Cost Request (CR) #21 and #22. | \$ 3,148.00 |
| 120 | Installation of gypsum wall finish on north and south walls of Room 1721. | \$ 1,202.00 |
| 128 | Installation of track lighting at west wall due to inability to install specified can light fixtures because of conflicts with existing ductwork. | \$ 684.00 |
| 140 | Installation of additional disconnect switches to power rooftop air conditioning units per response to RFI #247. | \$ 32,744.00 |
| 141 | Power to roll-up door electrical devices for connection to the new fire alarm system. | \$ 2,718.00 |

| | | |
|--|----|--------------|
| The original Contract Value was | \$ | 6,122,433.00 |
| Sum of changes by prior Change Orders | \$ | 670,283.00 |
| The Contract Value prior to this Change Order was | \$ | 6,792,716.00 |
| The Contract Value will be changed by this Change Order in the amount of | \$ | 92,582.00 |
| The new Contract Value Including this Change Order will be | \$ | 6,885,298.00 |
| 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 _____
Signature _____
Date _____

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

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

AGENDA ITEM 7.(f)
MEETING DATE October 1, 2008

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

TO: Members of the Governing Board
**SUBJECT: CONSTRUCTION CHANGE ORDER NO. 6 APPROVAL
FOR J.W. AND SONS, INC. – BID NO. 08-002**
REQUESTED ACTION: CONTRACT CHANGE ORDER APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 6 to J.W. and Sons, Inc.'s base contract for Building 1800A. Revised contract amount is as follows:

| | | |
|--------------------------------|-----------------------|-------------------------------|
| Contract Award Amount | \$1,822,400.00 | |
| Prior Change Orders | \$ 132,662.00 | |
| Change Order No. 6 | \$ 40,309.00 | |
| Total Change Orders | \$ 172,971.00 | 9.5% of Contract Award Amount |
| Revised Contract Amount | \$1,995,371.00 | |

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

September 19, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



GERALD F. FISHER
Superintendent/President

September 19, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

10/01/08 J.W. and SONS, INC. BUILDING 1800A PCO's RECOMMENDED FOR APPROVAL

| PCO | Description | Negotiated Amount | Reason | Summary | CO |
|-----|---|-------------------|-----------------------|---|----|
| 21 | Furnish and install additional blocking for installation of casework and additional studs at window frames. | \$ 6,115.00 | Errors & Omissions | Additional blocking was required at various locations throughout the building for proper attachment of casework to the wall, and the existing window frames required additional wood framing to be flush with the surrounding new walls. | 6 |
| 26 | Furnish and install new circuits to provide power to four new exhaust fans. | \$ 4,890.00 | Unforeseen Conditions | It was determined that the existing circuits on the roof would need to be demolished for proper installation of the new roof, and the new exhaust fans were to be installed in different locations than the existing exhaust fans. The Contractor was directed to furnish and install the necessary circuits to provide power to the four new exhaust fans including all associated conduit and wiring. | 6 |
| 29 | Furnish and install additional data drops in Rooms 1801, 1805, 1811 and 1821 based on updated furniture layout. | \$ 4,321.00 | Owner Request | The furniture layout for all rooms was finalized and it was determined that additional data drops would be required in various locations. The Contractor was directed to furnish and install the four additional data drops. | 6 |
| 35 | Furnish and install additional door hardware due to submittal review comments. | \$ 4,037.00 | Errors & Omissions | During the Architect's review of the door hardware submittal, it was determined that additional door hardware was needed to meet ADA requirements. The Contractor was directed to furnish and install the additional door hardware identified by the Architect. | 6 |
| 39 | Furnish and install condensate drain from Air Handling Unit (AHU) roof drain. | \$ 1,069.00 | Unforeseen Conditions | The existing condensate drain from the Air Handling Unit (AHU) needed to be demolished to install the new roof. The Contractor was directed to furnish and install a new condensate drain from the AHU to the closest roof drain. | 6 |

| PCO | Description | Negotiated Amount | Reason | Summary | CO |
|-----|--|-------------------|-------------------------------|---|----|
| 40 | Clean out existing sanitary sewer and roof drains and cut out and replace clogged drain. | \$ 2,538.00 | Unforeseen Conditions | It was determined that the existing sanitary sewer and roof drains were plugged. The Contractor was directed to clean out the existing drain lines. Drain line in Room 1819C was severely clogged and needed to be replaced. | 6 |
| 45 | Furnish and install over-current protection at new Variable Frequency Drives (VFDs). | \$ 2,540.00 | Errors / Omissions | During construction it was determined that the new Variable Frequency Drives (VFDs) at the AHU did not have the proper over-current protection. The Contractor was directed to furnish and install new breakers for VFDs including all conduit and wiring. | 6 |
| 46 | Seal existing concrete wall panels and furnish and install new vents for bat exclusion. | \$ 4,886.00 | Owner Request | The existing concrete wall panels had large openings that needed to be sealed for bat exclusion, and new vents were needed for bat exclusion at the soffit locations. The Contractor was directed to seal the existing concrete wall panels and furnish and install new soffit vents. | 6 |
| 51 | Relocate projection screens to allow desired projection image. | \$ 1,257.00 | Owner Request | It was determined that the projection screens were not installed as desired by Technology Services and the screens needed to be raised to ceiling height. The Contractor was directed to raise the three projection screens throughout the building and patch and re-paint the previous mounting locations. | 6 |
| 52 | Furnish and install data and power for the District-furnished flat panel TV. | \$ 1,515.00 | Owner Request | During construction Technology Services noted that a flat-panel TV would be installed in the building. The Contractor was directed to furnish and install the data and power at the flat-panel TV location. | 6 |
| 53 | Furnish and install wire glass window in Room 1801. | \$ 1,040.00 | Regulatory Agency Requirement | During construction an existing window and frame was relocated to Room 1801. It was determined that this window was required to be fire-rated. The Contractor was directed to furnish and install wire glass at this location to achieve the required fire rating. | 6 |

| PCO | Description | Negotiated Amount | Reason | Summary | CO |
|---------------------------|--|-------------------|-------------------------------|--|----|
| 54 | Remove existing deficient concrete and furnish and install new walkways at two exterior doors on east side of the building to meet ADA requirements. | \$ 6,928.00 | Regulatory Agency Requirement | It was determined that the existing concrete walkways at the two exterior doors on the east side of the building were deficient and did not meet ADA standards. The Contractor was directed to remove the existing concrete and furnish and install new walkways for ADA compliance. | 6 |
| 55 | Credit for contract electrical work deleted from scope. | \$(827.00) | Owner Request | The Contractor was directed to delete several electrical items from the scope including exterior waterproof receptacles and receptacles in Room 1819. The Contractor requested an alternate method of installation for the main switchgear which resulted in lower costs. | 6 |
| TOTAL \$ 40,309.00 | | | | | |



PAGE 17

Change Order

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

Project # Building 1800A Renovations
 Tel: 707-864-7189 Fax: 707-207-0423

Kitchell CEM

Date: 10/1/2008

To Contractor:
 J.W. and Sons, Inc.
 3855 Cypress Drive, Suite A
 Petaluma, CA 94954

Architect's Project No.: 06047.00
 Contract Date: 12/10/2007
 Contract Number: 08-002
 Change Order Number: 06

This contract is hereby revised by the following items:

| PCO | Description | Amount |
|-----|--|-------------|
| 21 | Furnish and install additional blocking for installation of casework and additional studs at window frames. | \$ 6,115.00 |
| 26 | Furnish and install new circuits to provide power to four new exhaust fans. | \$ 4,890.00 |
| 29 | Furnish and install additional data drops in Rooms 1801, 1805, 1811 and 1821 based on updated furniture layout. | \$ 4,321.00 |
| 35 | Furnish and install additional door hardware due to submittal review comments. | \$ 4,037.00 |
| 39 | Furnish and install condensate drain from Air Handling Unit (AHU) roof drain. | \$ 1,069.00 |
| 40 | Clean out existing sanitary sewer and roof drains and cut out and replace clogged drain. | \$ 2,538.00 |
| 45 | Furnish and install over-current protection at new Variable Frequency Drives (VFD). | \$ 2,540.00 |
| 46 | Seal existing concrete wall panels and furnish and install new vents for bat exclusion. | \$ 4,886.00 |
| 51 | Relocate projection screens to allow desired projection image. | \$ 1,257.00 |
| 52 | Furnish and install data and power for the District-furnished flat panel TV. | \$ 1,515.00 |
| 53 | Furnish and install wire glass window at Room 1801. | \$ 1,040.00 |
| 54 | Remove existing deficient concrete and furnish and install new walkways at two exterior doors on east side of the building to meet ADA requirements. | \$ 6,928.00 |
| 55 | Credit for contract electrical work deleted from scope. | \$ (827.00) |

| | |
|--|-----------------|
| The original Contract Value was | \$ 1,822,400.00 |
| Sum of changes by prior Change Orders | \$ 132,662.00 |
| The Contract Value prior to this Change Order was | \$ 1,955,062.00 |
| The Contract Value will be changed by this Change Order in the amount of | \$ 40,309.00 |
| The new Contract Value including this Change Order will be | \$ 1,995,371.00 |
| The Contract duration will be changed by | 0 Days |
| The Substantial Completion date as of this Change Order is | 25-Jul-08 |

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

TLCD Architecture
 Architect
 111 Santa Rosa Avenue, Suite 300
 Santa Rosa, CA 95404
 Address
 By Craig Gavert
 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. 7 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. 7 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 | \$ 363,074.00 | |
| Change Order No. 7 | \$ 78,365.00 | |
| Total Change Orders | \$ 441,439.00 | 13.52% of Contract Award Amount |
| Revised Contract Amount | \$3,706,439.00 | |
| Total Project Budget | \$3,706,439.00 | |

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

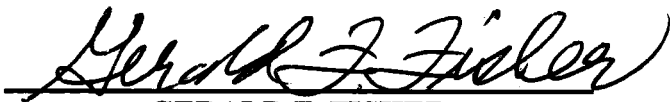
TELEPHONE NUMBER

Maintenance & Operations

ORGANIZATION

September 19, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



GERALD F. FISHER
Superintendent/President

September 19, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

10/1/2008 J.W. AND SONS, INC. PCO's RECOMMENDED FOR APPROVAL

| PCO | Description | Negotiated Amount | Reason | Summary | CO |
|-----|---|-------------------|----------------------|--|----|
| 20 | Infill of existing service window in Room 1405A. | \$ 1,647.00 | Owner Request | It was determined that the existing service window located in Room 1405A was no longer in use by cafeteria staff. The Contractor was directed to infill the service window to allow the wall to receive finishes. | 7 |
| 43 | Furring of interior concrete walls in Student Health Services. | \$ 24,123.00 | Unforeseen Condition | It was determined that the wall furring for Phase I was unable to be salvaged during demolition of interior wall finishes and was not suitable for attachment of new drywall or t-bar ceilings. The Contractor was directed to remove all existing interior wall furring and provide new wall furring. | 7 |
| 49 | Provide power and data requirements for operation in the temporary Bookstore location. | \$ 15,660.00 | Owner Request | It was determined that the temporary Bookstore location required additional data and electrical power outlets throughout the location. The Contractor was directed to add all requested data and electrical outlets per provided layout. | 7 |
| 52 | Extend soffit in Room 1405A above exterior door leading into Corridor 1402. | \$ 4,431.00 | Owner Request | It was determined that the soffit above the door to Room 1405A leading to Corridor 1402 would need to be extended to conceal all exposed overhead conduits. The Contractor was directed to frame and drywall the soffit extension above the door. | 7 |
| 60 | Add electrical outlets to the exterior of Building 1400 outside of Rooms 1427 and 1428. | \$ 2,338.00 | Owner Request | It was determined by the District that exterior electrical outlets are required on the outside of Rooms 1427 and 1428. The Contractor was directed to install the requested exterior electrical outlets in the desired locations. | 7 |

| PCO | Description | Negotiated Amount | Reason | Summary | CO |
|---------------------------|--|-------------------|-------------------------------|---|----|
| 78 | Install new HVAC grills in Room 1405A. | \$ 6,296.00 | Owner Request | It was determined by the District that the existing interior wall grills for the HVAC units specified for salvage and reuse would require replacement. The Contractor was directed to replace the existing HVAC grills to coincide with new wall finishes in Room 1405A. | 7 |
| 82 | Installation of District-provided audio-visual equipment. | \$ 11,347.00 | Owner Request | It was determined that the District required the Contractor to install all audio-visual equipment. The Contractor was directed to install all audio-visual equipment furnished by the District including projectors, projection screens, and smart panels. | 7 |
| 91 | Grinding and patching of existing concrete flooring, and installation of concrete floor sealer at the temporary Bookstore location. | \$ 3,662.00 | Owner Request | It was determined that the concrete underneath to be used as flooring in the temporary Bookstore required a concrete sealer. The Contractor was directed to grind any rough portions of the flooring, and then buff the concrete underneath to provide a smooth finish. Once the floor was buffed the Contractor installed a floor sealer to eliminate dust that would be caused due to activity on the concrete floor. | 7 |
| 92 | Demolition of existing concrete at exterior door for Room 1405A, and reconfiguration of forms to accommodate unforeseen building pad at exterior, affecting Rooms 1407 and 1409. | \$ 8,861.00 | Regulatory Agency Requirement | It was determined that the concrete entryways to Rooms 1405A, 1407, and 1409 required new concrete or reconfiguration to provide the code required ADA slope. The Contractor was directed to remove the existing concrete and re-pour the entryway with the required slope, or reconfigure the forms prior to the pour of new concrete to ensure the correct ADA slope would be provided. | 7 |
| TOTAL \$ 78,365.00 | | | | | |



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

Kitchell CEM

Date: 10/1/2008

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: 7

This contract is hereby revised by the following items:

| PCO | Description | Amount |
|-----|--|--------------|
| 20 | Infill of existing service window in Room 1405A. | \$ 1,647.00 |
| 43 | Furring of interior concrete walls in Student Health Services. | \$ 24,123.00 |
| 49 | Provide power and data requirements for operation in the temporary Bookstore location. | \$ 15,660.00 |
| 52 | Extend soffit in Room 1405A above exterior door leading into Corridor 1402. | \$ 4,431.00 |
| 60 | Add electrical outlets to the exterior of Building 1400 outside of Rooms 1427 and 1428. | \$ 2,338.00 |
| 78 | Install new HVAC grills in Room 1405A. | \$ 6,296.00 |
| 82 | Installation of District provided audio-visual equipment. | \$ 11,347.00 |
| 91 | Grinding and patching of existing concrete flooring, and installation of concrete floor sealer at the temporary Bookstore location. | \$ 3,662.00 |
| 92 | Demolition of existing concrete at exterior door for Room 1405A, and reconfiguration of forms to accommodate unforeseen building pad at exterior, affecting Rooms 1409 and 1407. | \$ 8,861.00 |

| | | |
|--|----|--------------|
| Sum of changes by prior Change Orders | \$ | 3,265,000.00 |
| The Contract Value prior to this Change Order was | \$ | 363,074.00 |
| The Contract Value will be changed by this Change Order in the amount of | \$ | 3,628,074.00 |
| The new Contract Value including this Change Order will be | \$ | 78,365.00 |
| The Contract duration will be changed by | \$ | 3,706,439.00 |
| The Substantial Completion date as of this Change Order is | | 0 Days |
| | | 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 Gaevert
 Signature _____
 Date _____

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

AGENDA ITEM 7.(h)
MEETING DATE October 1, 2008

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

TO: Members of the Governing Board
**SUBJECT: CONSTRUCTION CHANGE ORDER NO. 3 APPROVAL
FOR R-E CORPORATION, INC. – BID NO. 08-007**

REQUESTED ACTION: CONTRACT CHANGE ORDER APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 3 to R-E Corporation, Inc.'s base contract for the Building 2000, Boiler Replacement Project. Revised contract amount is as follows:

| | | |
|--------------------------------|----------------------|--------------------------------|
| Contract Award Amount | \$ 522,061.00 | |
| Prior Change Orders | \$ 31,244.00 | |
| Change Order No. 3 | \$ 41,305.50 | |
| Total Change Orders | \$ 72,549.00 | 13.9% of Contract Award Amount |
| Revised Contract Amount | \$ 594,610.50 | |

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

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

Stan Dobbs
Independent Contractor
PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534
ADDRESS

(707) 864-7176
TELEPHONE NUMBER

Maintenance & Operations
ORGANIZATION

September 19, 2008
**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**


GERALD F. FISHER
Superintendent/President

September 19, 2008
**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

10/01/08 R-E CORPORATION, INC. BUILDING 2000 - BOILER REPLACEMENT PCO's RECOMMENDED FOR APPROVAL

| PCO | Description | Negotiated Amount | Reason | Summary | CO |
|-----|---|---------------------------|---------------|--|----|
| 12 | Furnish and install three Variable Frequency Drives (VFDs) at existing hot water pump motors. | \$ 33,189.37 | Owner Request | It was determined that PG&E would offer incentives for installation of Variable Frequency Drives (VFDs) at the three existing hot water pump motors and the VFDs will provide significant energy savings to the college. The Contractor was directed to furnish and install three VFDs at the existing boiler pump motors. | 3 |
| 13 | Furnish and install door frame and louvered doors at Building 2000 for access to new boiler. | \$ 8,116.13 | Owner Request | It was determined that access to one of the new boilers was limited due to the clearances around the new boilers. The Contractor was directed to furnish and install a door frame and louvered doors for better accessibility and ease of maintenance. | 3 |
| | | TOTAL \$ 41,305.50 | | | |



Change Order

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

Project # Building 2000 Boiler Replacement
 Tel: 707-864-7189 Fax: 707-207-0423

Kitchell CEM

Date: 10/1/2008

To Contractor:
 R-E Corporation, Inc.
 250 Colgan Avenue
 Santa Rosa, CA 95404

Architect's Project No.:
Contract Date: 1/25/2008
Contract Number: 08-007
Change Order Number: 03

This contract is hereby revised by the following items:

| PCO | Description | Amount |
|-----|---|--------------|
| 12 | Furnish and install three new Variable Frequency Drives (VFDs) for hot water pump motors. | \$ 33,189.37 |
| 13 | Furnish and install new door frame and louvered doors for access to new boiler. | \$ 8,116.13 |

| | |
|--|---------------|
| The original Contract Value was | \$ 522,061.00 |
| Sum of changes by prior Change Orders..... | \$ 31,244.00 |
| The Contract Value prior to this Change Order was..... | \$ 553,305.00 |
| The Contract Value will be changed by this Change Order in the amount of | \$ 41,305.50 |
| The new Contract Value Including this Change Order will be | \$ 594,610.50 |
| The Contract duration will be changed by..... | 0 Days |
| The Substantial Completion date as of this Change Order is | |

R-E Corporation, Inc.
 Contractor
 250 Colgan Avenue
 Santa Rosa, CA 95404
 Address
 By Donald Helfer
 Signature _____
 Date _____

Turley and Associates
 Mechanical Engineer
 1914 S Street
 Sacramento, CA 95814
 Address
 By Timothy Flagg
 Signature _____
 Date _____

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

AGENDA ITEM 7.(i)
 MEETING DATE October 1, 2008

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

TO: Members of the Governing Board
**SUBJECT: CONSTRUCTION CHANGE ORDER NO. 2 APPROVAL
 FOR WALSH ELECTRONIC SYSTEMS TECHNOLOGY
 - BID NO. 08-004**

REQUESTED ACTION: CONTRACT CHANGE ORDER APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 2 to Walsh Electronic Systems Technology's base contract for the Vallejo Center Security System Project. Revised contract amount is as follows:

| | | |
|--------------------------------|----------------------|--------------------------------|
| Contract Award Amount | \$ 109,115.00 | |
| Prior Change Orders | \$ 11,279.00 | |
| Change Order No. 2 | \$ 14,094.00 | |
| Total Change Orders | \$ 25,373.00 | 23.3% of Contract Award Amount |
| Revised Contract Amount | \$ 134,488.00 | |
| Total Project Budget | \$ 200,000.00 | |

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

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

Stan Dobbs
 Independent Contractor

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

(707) 864-7176

TELEPHONE NUMBER

Maintenance & Operations

ORGANIZATION

September 19, 2008

**DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT**



GERALD F. FISHER
 Superintendent/President

September 19, 2008

**DATE APPROVED BY
 SUPERINTENDENT/PRESIDENT**

10/01/08 WALSH ELECTRONIC SYSTEMS TECHNOLOGY, VALLEJO CENTER SECURITY SYSTEM PCO's RECOMMENDED FOR APPROVAL

| PCO | Description | Negotiated Amount | Reason | Summary | CO |
|---------------------------|---|-------------------|---------------|---|----|
| 5 | Furnish and install seven (7) AMAG (brand name) card readers. | \$ 14,094.00 | Owner Request | To improve the security features of the Vallejo Center, the Contractor was directed to install seven (7) AMAG (brand name) card reader locks to selected interior doors. The cost for the seven AMAG card readers is \$18,694.00. A credit was issued in the amount of \$4,600.00 for five doors originally specified to receive push button locks. | 2 |
| TOTAL \$ 14,094.00 | | | | | |



Change Order

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

Project # Vallejo Center Security System
 Tel: 707-864-7189 Fax: 707-207-0423

Kitchell CEM

Date: 10/1/2008

To Contractor:
 Walsh Electronic Systems Technology
 P.O. Box 414
 Cayucos, Ca. 93430

Architect's Project No.: 419-201
 Contract Date: 3/19/2008
 Contract Number: 08-004
 Change Order Number: 02

This contract is hereby revised by the following items:

| PCO | Description | Amount |
|-----|--|--------------|
| 05 | Furnish and install seven AMAG card readers. | \$ 14,094.00 |

| | | |
|--|----|------------|
| The original Contract Value was..... | \$ | 109,115.00 |
| Sum of changes by prior Change Orders..... | \$ | 11,279.00 |
| The Contract Value prior to this Change Order was..... | \$ | 120,394.00 |
| The Contract Value will be changed by this Change Order in the amount of | \$ | 14,094.00 |
| The new Contract Value including this Change Order will be..... | \$ | 134,488.00 |
| The Contract duration will be changed by..... | | 0 Days |

Walsh Electronic Systems Technology

Contractor
 P.O. Box 414
 Cayucos, Ca. 93430
 Address
 By Carolyn Walsh
 Signature _____
 Date _____

SafirRosetti

Architect
 388 17th Street, Suite 230
 Oakland, Ca. 94612
 Address
 By Charlie Myatt
 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: AGREEMENT BETWEEN MACRO PLASTICS
INCORPORATED AND SOLANO COMMUNITY
COLLEGE DISTRICT TO PROVIDE ELECTRICAL
SAFETY TRAINING FOR CONTRACT EDUCATION**

REQUESTED ACTION: APPROVAL

SUMMARY:

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

The District will provide one 40-hour Electrical Safety class for new technical employees. Training will be held at Solano Community College from October 2 through December 11, 2008.

Macro Plastics Incorporated will compensate the District for all educational services, rendered at a flat rate of \$6,200.00. 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

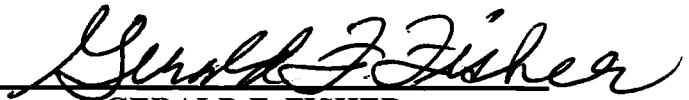
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

September 19, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



GERALD F. FISHER
Superintendent/President

September 19, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

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

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

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- A. The District will provide Electrical Safety training for 2 employees.
- B. The District will develop, coordinate, deliver, and evaluate the training. The employees will attend 40 hours of training at Solano Community College. Training will take place from 1:00-5:00 P.M. on Thursdays, on October 2, 9, 16, 23, 30, November 6, 13, 20, and December 4 and 11, 2008. All successful completers will receive Certificates of Completion. Additional training can be scheduled as needed with an addendum to this contract.
- C. Macro Plastics will identify all employees who will participate in training.
- D. Macro Plastics will compensate the District for all services rendered and expenses at a rate of six thousand two hundred dollars and no cents (\$6,200.00.) The cost is inclusive for all instruction and teaching/ training materials.
- E. Payments by Macro Plastics Corporation to the District will be due upon receipt of invoice. An invoice will be generated when the training is 50% completed.
- F. **IT IS MUTUALLY UNDERSTOOD** that Macro Plastics and the District shall secure and maintain in full force and effect during the full term of this Agreement, liability insurance in the amounts and written by carriers satisfactory to Macro Plastics and the District respectively.
- G. The District will indemnify, and hold harmless, in any actions of law or equity, Macro Plastics, its officers, employees, agents and elective and appointive boards from all claims, losses, damage, including property damages, personal injury, including death, and liability of every kind, nature and description, directly or indirectly arising from the operations of the District under this Agreement or of any persons directly or indirectly employed by, or acting as agent for the District, but not including sole negligence or willful misconduct of Macro Plastics. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this Agreement does not relieve the District from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, by reason of any of the District's operations under this Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

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

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

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

Gerald F. Fisher
Superintendent/President
Solano Community College
Fairfield, CA

Date _____

Date _____

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

TO: Members of the Governing Board

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

REQUESTED ACTION: APPROVAL

SUMMARY:

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

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

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

Charles Eason, Director
Small Business Development Center

PRESENTER'S NAME

360 Campus Lane, Suite 102
Fairfield, CA 94534

ADDRESS

(707) 864-3382

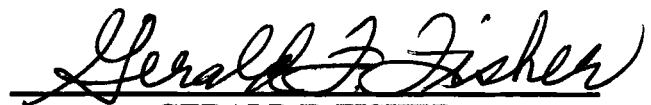
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

September 19, 2008

DATE SUBMITTED TO



GERALD F. FISHER
Superintendent/President

September 19, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board
**SUBJECT: RENEWAL OF CITY OF SUISUN CITY SERVICE
AGREEMENT WITH SMALL BUSINESS DEVELOPMENT
CENTER (SBDC)**
REQUESTED ACTION: APPROVAL

SUMMARY:

The Redevelopment Agency of the city of Suisun City has proposed renewing a Service Agreement for FY 2008-09 with the Solano College Small Business Development Center (SBDC). The scope of the Agreement will include the delivery of entrepreneurial and business development training, one-on-one consulting, technical assistance, referrals, information dissemination, small business short courses and workshops to Suisun City small business owners and prospective owners. The funds from this contract are also used to meet the local cash match requirements for the Small Business Administration funding for the Small Business Development Center. The Service Agreement is for \$3,500 and effective for the period July 1, 2008 through June 30, 2009.

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

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

Charles Eason, Director
Small Business Development Center

PRESENTER'S NAME

360 Campus Lane, Suite 102
Fairfield, CA 94534

ADDRESS

(707) 864-3382

TELEPHONE NUMBER

Academic Affairs
ORGANIZATION

September 19, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



GERALD F. FISHER
Superintendent/President

September 19, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: RESIGNATION TO RETIRE

REQUESTED ACTION: APPROVAL

SUMMARY:

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> |
|------------------|---|------------------|
| Gerald F. Fisher | Superintendent/President 36 years at SCC | October 3, 2008 |

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

September 19, 2008
**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**


GERALD F. FISHER
Superintendent/President

September 19, 2008
**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board
**SUBJECT: RESOLUTION HONORING GERALD F. FISHER,
RESOLUTION NO. 08/09-08**

REQUESTED ACTION: APPROVAL

SUMMARY:

Gerald F. Fisher has served the Solano Community College District with distinction since February 8, 1972, beginning his career as a Physical Education instructor and retiring as Solano College's Superintendent/President, effective October 3, 2008. Superintendent/President Fisher has been a dedicated and committed employee to the College for over 36 years. His service to Solano Community College District represents a true measure of integrity and dedication to education that leaves a legacy for all to model.

It is my pleasure to present Resolution No. 08/09-08 honoring Gerald F. Fisher for his dedicated service to the Solano Community College District.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Phil McCaffrey
Governing Board President

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS


(707) 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

September 19, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**


GERALD F. FISHER
Superintendent/President

September 19, 2008
**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD
RESOLUTION HONORING
GERALD F. FISHER
RESOLUTION NO. 08/09-08**

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Whereas, Gerald F. Fisher has served the Solano Community College District with distinction since February 8, 1972, beginning his career as a Physical Education instructor, where he taught various physical education activities and courses, as well as lectured in health education;

Whereas, Gerald F. Fisher was appointed Athletic Director providing direction and general supervision of all of the athletic programs at the College, and during his tenure developed the first statewide independent districts' cooperative athletic program in conjunction with Napa Valley College;

Whereas, Gerald F. Fisher served as the Director of Student Affairs, Institutional Planning and Outreach Services from 1982 to 1987, during which time he developed a close relationship with the associated student government, providing guidance and direction to the student leaders, developed a historical database on student attendance data for Solano College, and worked with James M. Claffey, Vallejo Center Director, by creating an instructional adjunct hourly assignment model that the College uses to this day;

Whereas, Gerald F. Fisher, from 1987-2004, spent the next 17 years serving as the Dean of Admissions and Records for the College, supervising and directing all aspects of the Office of Admissions and Records, implementing an automated touch-tone registration system in 1992, as well as the online Web-based system in 1999, which provided students easy access to admissions, registration, transcripts, and fee-payment options;

Whereas, Gerald F. Fisher developed an annual executive summary for the three off-campus Centers and coordinated the operation and supervision of the Centers while serving as Dean of Admissions and Records;

Whereas, Gerald F. Fisher, in addition to his ever-increasing responsibilities at Solano College, served in statewide leadership positions, culminating as President of the California Association of Community College Records and Admissions Officers (CACCRAO) in 1996;

Whereas, Gerald F. Fisher, during his term as President of CACCRAO, initiated the statewide Web site and served on the statewide task force to rewrite the Student Attendance Accounting Manual, and in 1999 received the Robert Brown Distinguished Service Award for contributions to CACCRAO;

Whereas, Gerald F. Fisher was appointed to the position of Vice President of Student Services in 2004 and held the responsibility for the direction and general supervision of the Student Services Programs, as well as the coordination of Student Services with the Instructional Program;

Whereas, Gerald F. Fisher served as Regional Representative on the CCC Chief Student Services Administrators Association Board of Directors in 2006;

Whereas, Gerald F. Fisher accepted the Governing Board's request that he take over the reins as Superintendent/President of the College in December 2006, while the Institution conducted their search for a permanent Superintendent/President;

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD
RESOLUTION HONORING GERALD F. FISHER
RESOLUTION NO. 08/09-08

(CONTINUED - PAGE 2)

Whereas, Gerald F. Fisher has been instrumental in all Measure G projects to date, from inception to completion, and during his Presidency has overseen the opening of the new Vallejo Center, the Student Services Center, and the renovation of seven major building projects on campus; the transition of the College integrated database system to Banner, and has been instrumental in making sure that the *Educational Master Plan* became an on-going and living document for use in academic planning;

Whereas, Gerald F. Fisher's support of Solano College programs, students, and activities has always been enthusiastic and dedicated to student success;

Whereas, Gerald F. Fisher has always publicly recognized others for their hard work and contributions to the success of Solano College;

Whereas, Gerald F. Fisher has at all times been an ambassador for Solano College in the community;

Whereas, Gerald F. Fisher, when not attending Solano College sporting events, or participating in awards ceremonies for faculty members or students, or tending to the business of running the College, together with his wife Denise, spends their spare time with family—two daughters and two sons and two granddaughters—escaping to their cabin in the wilderness of Auburn, California; and

Whereas, Gerald F. Fisher's dedication and commitment to Solano College has earned the respect of the community, the College staff, faculty, and students; now, therefore be it

Resolved, That Gerald F. Fisher's service to Solano Community College District represents a true measure of integrity and dedication to education that leaves a legacy for all to model; be it further

Resolved, That Gerald F. Fisher will be sorely missed, and the Governing Board expresses its sincere appreciation for Superintendent/President Fisher's foresight and contributions, which will continue to serve the future of Solano College for generations to come.

Passed and Adopted, This 1st Day of October 2008, by the Governing Board of the Solano Community College District.

Phil McCaffrey, President

A.C. "Tony" Ubalde, Jr., Rel.D., Vice President

James M. Claffey

Denis Honeychurch, J.D.

Pam Keith

Stephen Murphy, J.D.

A. Marie Young

David R. Brannen, Student Trustee

AGENDA ITEM 10.(b)
MEETING DATE October 1, 2008

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

TO: Members of the Governing Board
**SUBJECT: SELECTION OF SUPERINTENDENT/PRESIDENT
SEARCH FIRM**

REQUESTED ACTION: APPROVAL

SUMMARY:

The Presidential Search Subcommittee has narrowed the selection of search firms to the following five (listed in alphabetical order):

- Association of Community College Trustees (ACCT)
- Community College Search Services
- Professional Personnel Leasing, Inc. (PPL)
- Ralph Andersen & Associates
- TVG Consulting

Each firm gave a brief presentation on their proposal during the Board's study session and a final selection of a Search Firm is requested at this time.

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

Phil McCaffrey, Board President
Presidential Search Subcommittee Chair

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

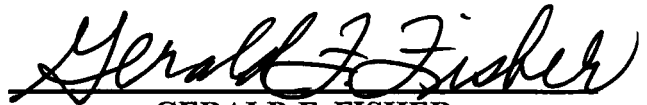
(707) 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

September 19, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



GERALD F. FISHER
Superintendent/President

September 19, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board
**SUBJECT: SELECTION OF COMMUNITY MEMBERS FOR
SUPERINTENDENT/PRESIDENT SEARCH ADVISORY
COMMITTEE**

REQUESTED ACTION: APPROVAL

SUMMARY:

At the request of the Presidential Search Subcommittee, Board members were requested to recommend names of community members from Trustee Areas 1 & 2 (North County) and Trustee Areas 3 & 4 (South County), for consideration and selection to be included as participants on the Superintendent/President Search Advisory Committee. Candidates submitted résumés to the Presidential Search Subcommittee for consideration, and the following are being recommended to the Board for approval:

Trustee Areas 1 & 2 = North County – Brett Johnson
Trustee Areas 3 & 4 = South County – Darrell Schramm

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

Phil McCaffrey, Board President
Presidential Search Subcommittee Chair

PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534


ADDRESS

(707) 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

September 19, 2008
**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**


GERALD F. FISHER
Superintendent/President

September 19, 2008
**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

AGENDA ITEM 10.(d)
MEETING DATE October 1, 2008

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

TO: Members of the Governing Board
**SUBJECT: CONTRACT AUTHORIZATION AND SIGNATURES FOR
DISTRICT BANK ACCOUNTS,
RESOLUTION NO. 08/09-09**
REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Resolution No. 08/09-09, Contract Authorization and Signatures for District Bank Accounts. Due to changes in District administrative staff, it is necessary at this time to recommend that the Board approve the attached resolution authorizing designated staff to sign District bank agreements and accounts.

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

Mazie L. Brewington, Vice President
Administrative & Business Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

707-864-7167

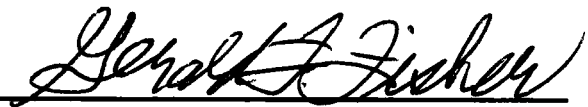
TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

September 19, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



GERALD F. FISHER
Superintendent/President

September 19, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**CONTRACT AUTHORIZATION AND SIGNATURES
FOR DISTRICT BANK ACCOUNTS**

RESOLUTION NO. 08/09-09

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I, Phil McCaffrey, President of the Governing Board of the Solano Community College District, do hereby certify that at a duly called meeting of the District Governing Board held on October 1, 2008, at which a quorum was present and acting throughout, the following resolution was adopted, and is now in full force and effect;

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

WHEREAS, A change in administrative personnel necessitates the revision of authorized signatures on all of the District's bank accounts, effective October 4, 2008; and

WHEREAS, The District maintains the following bank accounts:

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

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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**CONTRACT AUTHORIZATION AND SIGNATURES
FOR DISTRICT BANK ACCOUNTS**

RESOLUTION NO. 08/09-09

(Continuing – Page 2)

| | |
|--|-----------------|
| Solano Community College ASSC Government Money Market Account | 1-534-0124-7330 |
| Solano Community College Black History Money Market Account | 1-534-0124-7256 |

STATE OF CALIFORNIA OFFICE OF THE TREASURER:

| | |
|--|-----------|
| Solano Community College District Bookstore Local Agency Investment Fund (LAIF) Account | 75-48-001 |
|--|-----------|

RESOLVED, That the following officers or agents, individually, are hereby authorized and empowered, in the name of and on behalf of the Solano Community College District, to agree to and sign proposed banking service agreements and amendments thereto from time to time, and to enter into all transactions contemplated in said agreement(s);

| | | |
|----------------------|--|-------------|
| Lisa J. Waits, Ed.D. | Interim Superintendent/President _____ | (Signature) |
| | Interim Secretary to Governing Board | |

| | | |
|---------------------|---|----------------------|
| Mazie L. Brewington | Vice President, Administrative & Business Services | _____ (Signature) |
|---------------------|---|----------------------|

| | | |
|-------------|---|-------------|
| Susan Rinne | Interim Director, Fiscal Services _____ | (Signature) |
|-------------|---|-------------|

RESOLVED, That the authorized signatures for disbursements on all District bank accounts, with the exception of the Solano Community College Black History Money Market Account, No. 1-534-0124-7256, shall be any two of the following:

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**CONTRACT AUTHORIZATION AND SIGNATURES
FOR DISTRICT BANK ACCOUNTS**

RESOLUTION NO. 08/09-09

(Continuing - Page 3)

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

Mazie L. Brewington
Vice President, Administrative
& Business Services

Susan Rinne
Interim Director, Fiscal Services

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

Carolyn Moore
President, African-American Staff Association

Cheryl Williams
Treasurer, African-American Staff Association

PASSED AND ADOPTED This 1st day of October 2008, by the Governing Board of Solano Community College District.

PHIL McCAFFREY, BOARD PRESIDENT

GERALD F. FISHER, SECRETARY

AGENDA ITEM 10.(e)
 MEETING DATE October 1, 2008

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

TO: Members of the Governing Board

**SUBJECT: SONOMA STATE UNIVERSITY CLINICAL EDUCATION
 AFFILIATION NURSING STUDENT EDUCATION
 AGREEMENT WITH SOLANO COMMUNITY COLLEGE
 HEALTH OCCUPATIONS DIVISION**

SUMMARY:

Approval is requested for the Clinical Education Affiliation Agreement for Nursing Student Education with Sonoma State University and Solano Community College, effective September 9, 2008.

This agreement allows senior nursing students from Sonoma State University's BSN program to precept with experienced nursing faculty at Solano Community College.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Máire A Morinec, Dean
 Health Occupations

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

707 864-4468

TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

September 19, 2008

**DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT**


 GERALD F. FISHER
 Superintendent/President

September 19, 2008

**DATE APPROVED BY
 SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board
SUBJECT: ACCREDITATION MID-TERM REPORT
REQUESTED ACTION: INFORMATION

SUMMARY:

Dr. Robin L. Steinback, Vice President of Academic Affairs and Accreditation Liaison Officer, and Erin Farmer, Accreditation Writer, will present to the Board information on the Accreditation Mid-term report. It is recommended that the Governing Board accept the Mid-term report requested by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, on the eight (8) General Recommendations identified by the ACCJC and progress toward accomplishing the 85 Planning Agenda (PA) items that SCC identified in the 2005 SCC Self-Study. The report must be submitted to the ACCJC by October 15, 2008.

A copy of the Mid-term Report has been provided to the Board members under separate cover for their review.

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

September 19, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



GERALD F. FISHER
Superintendent/President

September 19, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

AGENDA ITEM 11.(b)
 MEETING DATE October 1, 2008

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

TO: Members of the Governing Board

SUBJECT: ACCREDITATION SPECIAL PROGRESS REPORT

REQUESTED ACTION: INFORMATION

SUMMARY:

Dr. Robin L. Steinback, Vice President of Academic Affairs and Accreditation Liaison Officer, and Erin Farmer, Accreditation Writer, will present to the Board information on the Accreditation Special Progress Report. It is recommended that the Governing Board accept the Special Progress Report requested by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, on the four (4) recommendations of the 2007 Accreditation visiting team. The report must be submitted to the ACCJC by October 15, 2008.

A copy of the Special Progress Report has been provided to the Board members under separate cover for their review.

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

September 19, 2008

**DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT**


 GERALD F. FISHER
 Superintendent/President

September 19, 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 EXECUTIVE ASSISTANT (BARGAINING UNIT), RECORDS EVALUATION TECHNICIAN, AND VETERAN CERTIFICATION SPECIALIST

REQUESTED ACTION: INFORMATION

SUMMARY:

In accordance with Article 18 of the California School Employees Association/District collective bargaining agreement, employees may request a reclassification based on significant changes in job duties and levels of responsibility. A reclassification review was conducted and approved at the meeting on September 17, 2008. Attached are copies of revised class specifications.

In accordance with Governing Board procedure, the revised class specifications will be presented for Board action at the October 15, 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

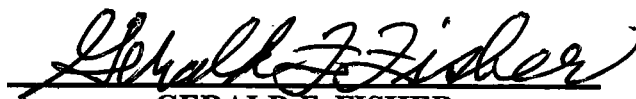
(707) 864-7122

TELEPHONE NUMBER

Administration
ORGANIZATION

September 19, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**


GERALD F. FISHER
Superintendent/President

September 19, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATIONS**

CLASS TITLE: Executive Assistant (Bargaining Unit)

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

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

REPRESENTATIVE DUTIES:

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

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

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

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

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

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

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

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

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

Executive Assistant (Bargaining Unit) - Continued

Page 2

necessary.

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

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

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

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

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

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

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

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

Secondary Functions:

Perform job-related duties as assigned.

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

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

LANGUAGE SKILLS:

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

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

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

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

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

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

MATHEMATICAL SKILLS:

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

REASONING ABILITY:

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

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

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

Ability to use sound judgment in recognizing scope of authority.

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

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

CERTIFICATES, LICENSES, REGISTRATION:

None are required for this classification.

OTHER SKILLS AND ABILITIES:

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

Demonstrate knowledge of research methods and techniques.

Demonstrate knowledge of office management techniques.

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

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

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

Operate an electronic keyboard accurately at 65 words per minute.

Executive Assistant (Bargaining Unit) - Continued

Page 4

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

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

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

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

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

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

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

Marlys Grodt & Associates - 1993

JM/zg-11-21-05

Executive Assistant (Bargaining Unit) - Continued

Page 5

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

**SOLANO COUNTY COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Records Evaluation Technician

BASIC FUNCTION: Under direction of the ~~Admissions and Records Supervisor Assistant Registrar and Dean~~, evaluate foreign and domestic transcripts for transfer purposes; ~~evaluate petitions for graduation and maintain student records; provide assistance and technical information to students regarding academic records.~~ **evaluate student records to determine graduation eligibility, certification of general education transfer requirements, eligibility for certificates of achievement and job direct certificates, eligibility for the nursing program, perform functions related to the imaging and posting of transfer coursework to the document imaging system; and perform related duties as assigned.**

REPRESENTATIVE DUTIES:

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

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

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

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

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

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

Maintain permanent records for new, continuing and returning students; enter, update and correct information in ~~automated~~ **student information** systems; record grade changes, course repeats, probation and disqualification status, ~~special admissions and other data.~~ **dismissal and academic renewal.**

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

Records Evaluation Technician - Continued**Page 2**

Determine eligibility for nursing program, which includes: a complex evaluation of program prerequisite coursework, grade point average calculations and other data placed into a mathematical formula to obtain a composite score; prepare notification letters for ineligible students, explain program requirements and admission strategies as needed.

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

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

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

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

Maintain course catalogs and reference materials related to evaluations.

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

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

Secondary Functions:

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

Perform job related duties as assigned.

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

EDUCATION AND EXPERIENCE: Graduation from high school supplemented by college coursework in business and three years of increasingly responsible clerical experience including one year in a student services area or any combination of training,

Records Evaluation Technician - Continued

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experience, and/or education that provides the required knowledge, skills, and abilities.

LANGUAGE SKILLS:

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

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

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

MATHEMATICAL SKILLS:

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

Ability to calculate community college students' grade point averages.

REASONING ABILITY:

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

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

CERTIFICATES, LICENSES, REGISTRATION:

None are required for this classification.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

Registration and admission rules, policies and procedures.

Procedures, methods and references used in the evaluation of student records.

Course equivalencies, descriptions and numbering systems.

Recordkeeping techniques.

Laws, rules and regulations concerning the evaluation of student records.

Operation of personal computer and other office equipment.

Modern office practices and procedures.

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

Perform complex registration and admission duties.

Ability to learn, interpret, and apply legal mandates, policies, regulations guidelines,

Records Evaluation Technician - Continued

Page 4

and operational procedure. Ability to read and understand laws, codes, rules, policies, and other printed matter.

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

Take responsibility and use professional judgment based on established guidelines and procedures. Assume responsibility for routine clerical detail.

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

~~Perform matriculation duties as assigned.~~

~~Operate office equipment such as mainframe and micro computers and printer, adding machine, copier, automated telephone system and facsimile machine.~~

~~Operate an electronic keyboard accurately at an acceptable rate of speed.~~

~~Use word processing, spreadsheet and data base management computer software effectively.~~

~~Perform assigned work with speed and accuracy.~~

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

Ability to adapt to changing student and procedural environment.

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

~~Maintain records and files.~~

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

~~Plan and organize time and work effectively.~~

~~Work independently with minimum supervision.~~

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

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

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

Records Evaluation Technician - Continued

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

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

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

Marlys Grodt & Associates - 1993

SD/zg

RDC/zg:9/11/08

Board approved: 8/2/95

Revised: 6/19/96

Revised: _____

**SOLANO COUNTY COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Veteran Certification Specialist

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

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

REPRESENTATIVE DUTIES:

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

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

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

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

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

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

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

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

Communicate with District personnel, community organizations, government agencies

Veterans Certification Specialist - Continued

Page 2

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

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

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

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

Disburse federal checks to qualified veterans according to VA regulations.

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

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

Secondary Functions:

Perform job-related duties as assigned.

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

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

LANGUAGE SKILLS:

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

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

Veterans Certification Specialist - Continued**Page 3**

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

MATHEMATICAL SKILLS:

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

Ability to perform these operations using units of American money.

REASONING ABILITY:

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

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

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

CERTIFICATES, LICENSES, REGISTRATION:

Valid California driver's license.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

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

- College curriculum and matriculation guidelines.

- Financial and statistical recordkeeping techniques.

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

- District organization, operations, policies and objectives.

- Office and facility management skills.

- Modern office practices and procedures.

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

- Interviewing and advising techniques.

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

- Principles of training and providing work direction.

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

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

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

Maintain confidentiality of information and records.

Veterans Certification Specialist - Continued

Page 4

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

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

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

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

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

Veterans Certification Specialist - Continued**Page 5**

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

Marlys Grodt & Associates - 1993

SD/zg

Board approved: 6/19/96

Revised: _____

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

TO: Members of the Governing Board
**SUBJECT: THE COLLEGE POLICE DEPARTMENT SHORT- AND
LONG-TERM OPTIONS FOR SECURITY NEEDS**
REQUESTED ACTION: INFORMATION

SUMMARY:

Vice President Mazie L. Brewington, Administrative and Business Services, prepared and presented a special report to the Board at its September 17, 2008, meeting concerning the College Police Department. The report was a comprehensive review on the current and authorized police staffing levels, the ratio of police officers to students, faculty, and staff; immediate options available to provide enhanced security for the off-campus Centers in Vallejo and Vacaville and the main campus in Fairfield, competitive salary rates (prepared by Human Resources), and the future planned overall layout of the Vacaville Center relative to physical safety. Additional information was also provided comparing Solano College ratios with other community college districts, security initiatives in progress to enhance the District's safety measures, and current recruitment efforts.

At the request of the Governing Board, Vice President Brewington will discuss with the Board the short- and long-term options for the District and Board to consider in providing security coverage for the main Fairfield campus and off-campus Centers.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Mazie L. Brewington, Vice President
Administrative & Business Services

PRESENTER'S NAME

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Fairfield, CA 94534-3197

ADDRESS

707-864-7167

TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

September 19, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



GERALD F. FISHER
Superintendent/President

September 19, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**