

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: **Members of the Governing Board**

SUBJECT: **AUTHORIZATION OF PAYMENT FOR BOARD MEMBERS' ABSENCE, RESOLUTION NO. 11/12-14**

REQUESTED ACTION: **APPROVAL**

SUMMARY:

According to Board Policy No. 1014, Compensation, Payment of Expenses and Benefits, and Education Code 72024(d), "A member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board." Past Board authorization has limited compensation to two absences per calendar year. The proposed resolution will apply only for absences occurring during the 2012 calendar year.

Government Code: *Education Code 72024(d)* Board Policy: *1014* Estimated Fiscal Impact: *N/A*

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Jowel C. Laguerre, Ph.D.
Superintendent-President

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

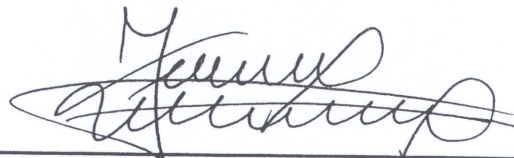
ADDRESS

707 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

January 6, 2012
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

January 6, 2012
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

AUTHORIZATION OF PAYMENT FOR BOARD MEMBERS' ABSENCE

RESOLUTION NO. 11/12-14

WHEREAS, _____ Governing Board member, found it necessary to be
(Trustee Name)

absent from the _____ Governing Board meeting due to his/her
(Board Meeting Date)

attendance at _____ for Solano Community College;
(College Function/Conference)

WHEREAS, Education Code 72024(d) states that "A member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board"; and,

WHEREAS, Past Board authorization limits the compensation to two (2) absences per calendar year;

NOW THEREFORE, BE IT RESOLVED, That the Solano Community College District Governing Board affirms that _____ absence on _____
(Trustee Name) (Date of Absence)
was of a nature to warrant full payment to him/her for that meeting not to exceed two (2) absences per calendar year.

PASSED AND ADOPTED, This 18th day of January 2012, by the Governing Board of the Solano Community College District.

ROSEMARY THURSTON, PRESIDENT

JOWEL C. LAGUERRE, Ph.D., SECRETARY -02-

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

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

EMPLOYMENT 2011-2012

Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
To be announced	Community Services Officer (VJO) Local 39, Range 5, Part-time	To be determined
To be announced	Community Services Officer (Vaca) Local 39, Range 5, Part-time	To be determined

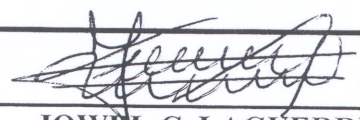
Temporary Assignment

Melissa Reeve From 100% English/ESL Instructor 11/17/11-12/31/11
To 70% English/ESL Instructor &
30% BSI Coordinator

Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Pei-Lin Van't Hul	From Curriculum Analyst To Research Analyst	1/23/12
Melissa Reeve	From 100% English/ESL Instructor To 60% English/ESL Instructor & 40% BSI Coordinator	1/1/12-6/30/14

Charo Albarran
Human Resources Manager



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

January 6, 2012
Date Submitted

January 6, 2012
Date Approved

GRATUITOUS SERVICE

School/Department
Science

Name
Saveena Mann

Assignment
Assist in lab

RESIGNATION

Name

Assignment

Effective

David Froehlich

Director of Facilities

February 3, 2012

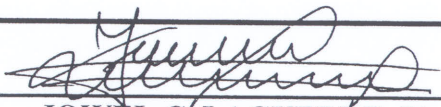
**SOLANO COMMUNITY COLLEGE DISTRICT
 GOVERNING BOARD AGENDA ITEM**

TO: Members of the Governing Board
SUBJECT: CONSENT CALENDAR – FINANCE & ADMINISTRATION
REQUESTED ACTION: APPROVAL

PERSONAL SERVICES AGREEMENTS

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Small Business Development Center (SBDC) <u>Charles Eason, Responsible Manager</u>			
Robert Lane	Advising and Training for SBDC	1/19 – 6/30/12	\$ 40.00 hour Not to exceed \$ 1,040.00 total
Workforce & Economic Development <u>Deborah Mann, Responsible Manager</u>			
Harriette Heibel	Facilitate, Water/Wastewater Strategic planning retreat	1/19/12 – 1/25/12	\$ 1,500.00 total
Jonathan Deutsch, Ph.D	SB 70 grant curriculum, program development implementation and activities.	1/19/12-3/1/12	\$ 7,500.00 total
Student Health Center <u>Mostafa Ghous</u>			
Dave Eckels	Annual Calibrate Audiometer & Replace MX-41 Cushions(IFC BTR)	12/11 – 6/30/12	\$ 150.00 total

Yulian I. Ligioso
 Vice President of Finance & Administration


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

January 6, 2012
 Date Submitted

January 6, 2012
 Date Approved

**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:

12/5/2011	Vendor Payment	11036341-11036392	\$	179,493.51
12/5/2011	Vendor Payment	11036393-11036396		38,208.81
12/6/2011	Vendor Payment	11036397		4,850.00
12/13/2011	Vendor Payment	11036398-11036166		17,159.50
12/13/2011	Vendor Payment	11036467-11036567		1,426,935.86
12/13/2011	Vendor Payment	11036568-11036596		153,444.95
12/13/2011	Vendor Payment	11036597-11036599		45,956.64
12/15/2011	Vendor Payment	11036600-11036674		178,292.89
12/15/2011	Vendor Payment	11036675		9,000.00
			\$	<u>2,053,342.16</u>

Copies of the Warrant Listings are available online at www.solano.edu under Governing Board Attachments and at the following locations: Office of the Superintendent-President, Office of the Vice President of Finance and Administration, and the Library.

<i>Government Code:</i> ECS 70902 & 81656	<i>Board Policy</i> 3240	<i>Estimated Fiscal Impact:</i> <u>\$1,688,834.69</u>
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SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Yulian I. Ligioso, Vice President
 Finance and Administration

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

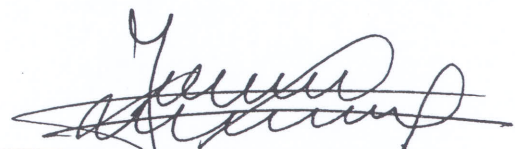
ADDRESS

707-864-7209

TELEPHONE NUMBER

Administration
ORGANIZATION

January 6, 2012
**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

January 6, 2012
**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: ADDENDUM TO MEMORANDUM OF UNDERSTANDING
BETWEEN SOLANO COUNTY OFFICE OF EDUCATION
AND SOLANO COMMUNITY COLLEGE DISTRICT
REQUESTED ACTION: APPROVAL

SUMMARY:

This addendum to a previous Memorandum of Understanding (MOU) is between Solano Community College, hereafter identified as "SCCD" and the Solano County Office of Education, hereafter known as "SCOE". The MOU is in place to provide community collaborative services and activities with Solano County middle and high schools, students and parents, teachers, administrators, and counselors receiving benefit from the SB 70 grants from January 19, 2012 through March 31, 2012.

A copy of the Agreement will be available in the Office of the Superintendent-President, the Office of the Vice President of Finance and Administration, and in the Office of Workforce and Economic Development. Approval of this addendum is requested at this time.

*Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$ 20,000 expenditure
CEO 2011-12 Goals: Improve retention opportunities for students*

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Deborah Mann, Director
Workforce and Economic Development

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7195

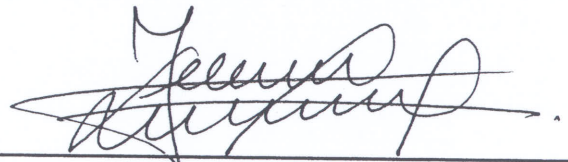
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

January 6, 2012

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

January 6, 2012

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

MEMORANDUM OF UNDERSTANDING

Between Solano County Office of Education and Solano Community College District

This addendum to a previous MEMORANDUM OF UNDERSTANDING is entered into this 19th day of January 2012, by and between Solano County Office of Education, hereinafter referred to as "SCOE", and Solano Community College, hereinafter referred to as "SCCD".

Whereas SCOE is a integral partner of SCCD;

And whereas SCCD is in receipt of a Community Collaborative SB70 Grant requiring Career Awareness activities with significant input from and interaction with Solano County grades 7-12 schools;

And whereas SCOE is the conduit for said activity;

SCCD and SCOE have agreed to collaborate as detailed below.

SCOE Responsibilities:

COMMUNITY COLLABORATIVE (CC) SB-70

Grant Numbers: 09.140.281 and 09.141.281

MOU Term: 01/19/2012-02/29/12

This Memorandum of Understanding (MOU) addendum is between Solano Community College, hereafter identified as "SCCD" and the Solano County Office of Education, hereafter known as "SCOE". The MOU is in place to provide Community Collaborative services and activities with Solano County middle and high schools, student and parents, teachers, administrators, and counselors receiving benefit from the SB 70 grants.

Community Collaborative Grant Activity

1. Ongoing communication and collaboration, including maintaining timelines and providing quarterly reports to SCC.
2. Coordinate SB 70 Water/Wastewater and Entrepreneurship career pathways for Middle and High School teachers and students.

SCOE Deliverable

1. SCOE will participate, as partners, in collaborative planning and workgroup meetings. Quarterly report for addendum activates is due by February 29, 2012.
2. SCOE will contact middle and high school principals and teachers to determine Water/Wastewater and Entrepreneurship curriculum, equipment and supply needs. All vendor invoices, timesheets, mileage requests, equipment and materials invoices

**Community Collaborative
Grant Activity**

SCOE Deliverable

will be evaluated and paid by SCOE.

SCCD Responsibilities:

- SCCD will provide \$20,000 to SCOE for grant activities including equipment, supplies, materials and transportation.
- SCCD will provide agendas, staff, and facilities for regular grant meetings.
- SCCD will complete and submit all grant reports to the California Community College Chancellor's Office.
- SCCD will provide industry partners and faculty for grant activities

Term:

The term of this agreement shall be from January 19, 2012 through March 31, 2012. This agreement may be extended or increased with an addendum.

The signatures below indicate agreement to the foregoing terms dated this 19th day of January, 2012.

Solano County Office of Education:

Solano Community College:

Leticia Allen
Associate Superintendent
Business and Finance
Solano County Office of Education

Dr. Jowel Laguerre
Superintendent-President
Solano Community College

Janet Harden
Assistant Superintendent
Human Resources/Workforce
Development
Solano County Office of Education

Deborah Mann
Director
Workforce & Economic Development
Solano Community College

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: ADOPTION OF THE PROPOSAL FOR REDISTRICTING
2012

REQUESTED ACTION: APPROVAL

SUMMARY:

The Governing Board at its September 21, 2011, meeting approved an agreement between Solano Community College District (SCCD) and the Community College League of California (CCLC) utilizing the League's Redistricting Program in order to evaluate the needs of the District in regard to its Trustee election process.

At the meeting held October 5, 2011, staff from the CCLC, together with the consultant, gave a redistricting update. On October 19, 2011, Messrs. Paul Mitchell and Chris Chaffee from Redistricting Partners presented map options regarding Trustee area lines. Feedback from subsequent meetings has been incorporated into the map being presented, which was approved at the December 7, 2011, Board meeting. Redistricting public forums were held on January 11, 2012, at the Vacaville and Vallejo Centers, and on the Fairfield campus.

A copy of the map has been available for review on the Solano Community College Web site at www.solano.edu. A hard copy is available for review in the Office of the Superintendent-President.

The 2012 Redistricting Map is being presented for adoption at this time.

Government Code: 53060 Board Policy: 1008 Estimated Fiscal Impact: Not to Exceed \$35,000

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
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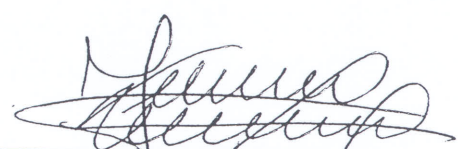
Jowel Laguerre, Ph.D.
Superintendent-President
PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534
ADDRESS

707-864-7112
TELEPHONE NUMBER

Administration
ORGANIZATION

January 6, 2012
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT


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

January 6, 2012
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: EXTENSION OF AGREEMENT WITH KITCHELL CEM,
INC., FOR CONSTRUCTION MANAGEMENT SERVICES

REQUESTED ACTION: APPROVAL

SUMMARY:

The following service contract is expired and proposed to be extended:

- Kitchell Construction Management Services: This was originally a 2003 agreement with three subsequent contract extensions, the most recent of which expired on 12/31/11.
- As the number of active projects decreased, staffing was gradually reduced to the Program Manager and a Project Engineer (plus an Administrative Assistant) toward the end of 2010. In the spring of 2011, the Project Engineer was replaced by a Project Manager when four new projects were begun.
- For 2012, staffing is planned to remain at that level -- the Program Manager, a Project Manager, and an Administrative Assistant.
- Kitchell CEM has agreed to a small hourly rate fee decrease for their 2012 services.
- A copy of Contract Amendment #4 and a summary of fee computations is attached.

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

Government Code: Prop 39 Board Policy: 3020 Estimated Fiscal Impact: Measure G Funds

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

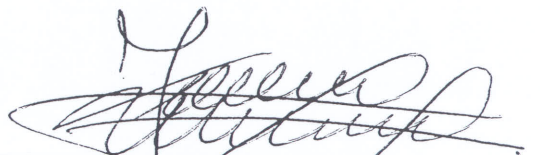
David Froehlich
Director of Facilities
PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534
ADDRESS

(707) 864-7176
TELEPHONE NUMBER

Maintenance & Operations
ORGANIZATION

January 6, 2012
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT


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

January 6, 2012
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

EXHIBIT "B"

Kitchell Construction Management - Labor Breakdown
Solano CCD Measure G Program Management - 2012

Number of Labor Hours per Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Hours
Lester Young	160	160	160	160	160	160	160	160	160	160	160	160	1,920
Tohn Smith	160	160	160	160	160	160	160	160	160	160	160	160	1,920
Mary Lancaster	160	160	160	160	160	160	160	160	160	160	160	160	1,920
Proposed Contract Extension Costs													
	Total Hours	Rate	Costs										
Lester Young	1,920	\$ 142.00	\$ 272,640										
Tohn Smith	1,920	\$ 130.00	\$ 249,600										
Mary Lancaster	1,920	\$ 45.00	\$ 86,400										
Reimbursable Materials Allowance	12	\$ 200.00	\$ 2,400										
Total Add Service Request			\$ 611,040										

Notes:

1.) Kitchell monthly hours of 160 are based on the assumption of a 40 hour work week.

**Amendment No. 4
January 18, 2012**

**THE SOLANO COMMUNITY COLLEGE DISTRICT & KITCHELL CEM, INC.
FOR BOND PROGRAM PLANNING and MANAGEMENT SERVICES**

Amendment to the Agreement between Solano Community College District and Kitchell CEM, Inc., approved by the Board of Trustees on September 4th, 2003.

Solano Community College District and Kitchell agree as follows:

- A.1. Section 4.2 Program Management Fee for Basic Services: The Owner will pay Kitchell an additional not to exceed maximum fee of \$611,040.00 (Six Hundred Eleven Thousand, Forty Dollars). Owner will make payments for the fees monthly, based on the revised exhibit "B". The revised agreement shall remain in effect until December 31, 2012.
- A.2. Section 4.3 Additional Services: Exhibit "B" shall be replaced by Revised Exhibit "B".
- A.3. Section 4.4 Program Manager Billings to District: Exhibit "B" shall be replaced by Revised Exhibit "B".

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

Date: _____
Russell A. Fox, President
Kitchell CEM, Inc.

Date: _____
Yulian I. Ligioso, CPA
Vice President, Finance & Administration
Solano Community College District

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: APPROVE APPOINTMENT TO MEASURE G CITIZENS'
BOND OVERSIGHT COMMITTEE (CBOC),
RESOLUTION NO. 11/12-15

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Resolution No. 11/12-15, to appoint one citizen to fill one vacancy on the Measure G Citizens' Bond Oversight Committee (CBOC).

Proposition 39 mandates the existence, purpose, duties, membership and meeting standards of the oversight committee which are contained in its adopted Bylaws. The District has one vacancy from a business organization.

A Board subcommittee comprised of Trustees Rosemary Thurston, Chair; James Claffey, and A. Marie Young, reviewed applications submitted by interested citizens. After consideration of the candidates' qualifications, the Board Subcommittee will make its recommendation.

Government Code: ECS 15278 Board Policy: 3390 Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Yulian I. Ligioso, Vice President
Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

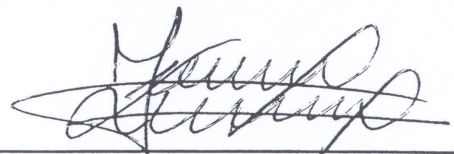
ADDRESS

707-864-7209

TELEPHONE NUMBER

Administration
ORGANIZATION

January 6, 2012
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

January 6, 2012
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION TO APPOINT MEMBER TO THE
MEASURE G CITIZENS' BOND OVERSIGHT COMMITTEE**

RESOLUTION NO. 11/12-15

WHEREAS, As mandated by Proposition 39 and pursuant to Education Code Section 15278, the Solano Community College District Governing Board approved Resolution No. 02/03-32 at its February 19, 2003, establishing the Measure G Citizens' Bond Oversight Committee (CBOC) and approval of its Bylaws;

WHEREAS, The CBOC Bylaws contains the purpose, duties, meeting and reporting requirements, and membership and term conditions of the committee;

WHEREAS, The CBOC is comprised of nine members representing several constituent groups from throughout the District's service region and it is necessary at this time to appoint one new member (from a business organization); and,

WHEREAS, Individuals submitted an application and a subcommittee of the Governing Board reviewed and considered their qualifications; now therefore be it

RESOLVED, In accordance with the Bylaws, the Governing Board will make the appointment based on the recommendation from the Board Subcommittee.

PASSED AND ADOPTED This 18th day of January 2012, by the Governing Board of the Solano Community College District.

ROSEMARY THURSTON, PRESIDENT

JOWEL C. LAGUERRE, Ph.D., SECRETARY

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: **Members of the Governing Board**
SUBJECT: **PROPOSED AGREEMENT WITH ACCOUNTEMPS DBA
ROBERT HALF INTERNATIONAL, INC.**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to contract with Accountemps dba Robert Half International, Inc., a specialized temporary staffing company for accounting, finance and bookkeeping professionals. Due to the retirement of the former Accountant in the Fiscal Services office and while the position is being recruited, it is necessary to backfill with an experienced Accounting professional to maintain operational work flow District categorical accounts. The agreement for services is scheduled to begin January 9, through April 30, 2012. Total contract amount not to exceed \$30,000.

Attached is a copy of the agreement.

Government Code: N/A Board Policy: 3225 Estimated Fiscal Impact: \$30,000 General Fund

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Yulian I. Ligioso, Vice President
Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

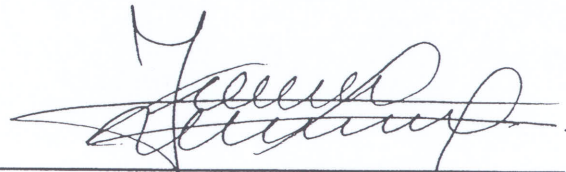
ADDRESS

707-864-7209

TELEPHONE NUMBER

Administration
ORGANIZATION

January 6, 2012
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

January 6, 2012
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

Preferred Partner Agreement for Temporary Services

This Preferred Partner Agreement for Temporary Services (the "Agreement") governs transactions by which you retain the Services of Robert Half International Inc., doing business through the Division ("RHI"), to assist Solano Community College ("you" or "your") in meeting its staffing needs.

Part 1 - General

1.1 Definitions

"Branch" means the RHI branch located at the address identified on page 2 of this Agreement.

"Division" means the Robert Half Technology division of RHI.

"Services" means the provision of services by the RHI temporary employee to you.

1.2 Agreement Structure

Additional terms for the Services are included in Exhibit A, which is attached to this Agreement. RHI also provides additional terms for Services in documents called "job arrangement letters" which are also part of this Agreement. All transactions under this Agreement will have a job arrangement letter, which will be sent to you when RHI provides Services to you. In order to initiate Services, you will provide RHI with notice (e.g., via telephone, e-mail, facsimile or mail) describing the Services you need in reasonable detail. RHI will promptly reply to such request and indicate whether RHI will or will not provide the requested Services. If RHI elects to provide the requested Services, RHI will send you a job arrangement letter.

If there is a conflict among the terms in the various documents, those of this Agreement prevail over those of a job arrangement letter.

You accept the terms in a job arrangement letter by your approval of the RHI temporary employee's weekly timesheet or electronic time record.

Services become subject to this Agreement when RHI accepts your order by 1) sending you a job arrangement letter, or 2) providing the Services.

1.3 Charges and Payment

Amounts are due and payable as RHI specifies in Exhibit A, including the fees payable for directly hiring RHI's temporary employees and the fees payable if a temporary employee works overtime, e.g., in excess of 40 hours per week. You agree to pay accordingly, including any late payment fee.

1.4 Changes to the Agreement Terms

For a change to be valid, both parties must sign it. Additional or different terms in any written communication from you (such as a purchase order) are void.

1.5 Limitation of Liability

Circumstances may arise where, because of a default on RHI's part or other liability, you are entitled to recover damages from RHI. Regardless of the basis on which you are entitled to claim damages from RHI (including fundamental breach, negligence, misrepresentation, or other contract or tort claim), RHI's liability, if any, will (in the aggregate for all claims, causes of action or damages) be limited to any actual direct damages up to an amount equal to the fees actually paid to RHI for the Services that are the subject of the claim.

Items for Which RHI is Not Liable

Under no circumstances is RHI liable for special, incidental or indirect damages or for any consequential damages (including lost profits, business, revenue, goodwill, or anticipated savings), even if informed of the possibility.

1.6 General Principles of Our Relationship

- a. Each party will maintain workers' compensation insurance, commercial liability insurance and employer's liability insurance.
- b. RHI will be responsible, to the extent applicable, for any workers' compensation insurance, federal, state and local withholding and unemployment taxes, social security, state disability insurance or other payroll charges for its temporary employees.
- c. In the event that any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement remain in full force and effect.

1.7 Agreement Term

This Agreement will continue for a period of one year after the last date listed below, unless terminated earlier. Either party may terminate this Agreement on thirty days' written notice to the other.

Either party may terminate this Agreement if the other does not comply with any of its terms, provided the one who is not complying is given written notice and reasonable time to comply.

Any terms of this Agreement which by their nature extend beyond the Agreement termination remain in effect until fulfilled, including the payment obligations set forth in Section 1.3 above, and apply to each party's respective successors and assignees.

1.8 Warranties

EXCEPT AS SET FORTH IN EXHIBIT A, RHI MAKES NO EXPRESS OR IMPLIED WARRANTIES REGARDING THE SERVICES, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF QUALITY, PERFORMANCE, MERCHANTABILITY OR FITNESS FOR ANY PURPOSE.

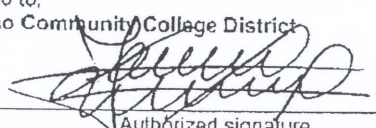
Part 2 - Services

- 2.1 RHI usually checks references only by asking specific questions to select past employers with regard to skills and work history before RHI places an individual on his or her first assignment. RHI has not engaged in any verification process other than this initial reference check (e.g., RHI has not screened for drug use, administered a medical exam or conducted a criminal background or credit check.).
- 2.2 You agree that you are responsible for supervising RHI's temporary employees. You will not permit or require an RHI temporary employee (i) to perform Services outside of the scope of his or her assignment; (ii) to sign contracts or statements (including SEC documents); (iii) to make any final decisions regarding system design, software development or the acquisition of hardware or software; (iv) to make any management decisions; (v) to sign, endorse, wire, transport or otherwise convey cash, securities, checks, or any negotiable instruments or valuables or (vi) to operate machinery (other than office machines) or automotive equipment.
- 2.3 You agree that you will provide safe working conditions. If any assignment under this Agreement is for work to be performed under a government contract or subcontract, you will notify RHI immediately (1) of any obligations in the government contract or subcontract relating to wages, and (2) if RHI is legally required to initiate E-Verify verification procedures for any RHI temporary employee assigned to you.
- 2.4 You agree that you are responsible for reporting any claim to RHI in writing during or within ninety (90) days after the termination of the applicable assignment. RHI will not be responsible for any claim related to any Services unless you have reported such claim in writing to RHI within ninety (90) days after termination of the applicable assignment.
- 2.5 You agree that you are responsible for implementing and maintaining usual, customary and appropriate internal procedures and controls (including accounting, information technology, proprietary information, creative designs and trade secret safeguards) for your company. You agree that you are fully responsible for, and that RHI will not be responsible for, any injuries, claims, damages or losses that may result from your failure to comply with the foregoing.
- 2.6 The temporary employee will execute any confidentiality agreement that you may require. You are responsible for obtaining the temporary employee's signature. You agree to hold in confidence the identity of any RHI temporary employee and the temporary employee's resume, social security number and other legally protected personal information, and you agree to implement and maintain reasonable security procedures and practices to protect such information from unauthorized access, use, modification or disclosure.

This Agreement is only applicable to, and the only RHI branch and division obligated under this Agreement are, the Division of the Branch. This Agreement and its job arrangement letter(s) are the complete agreement regarding these transactions, and replace any prior oral or written communications between the Branch and you regarding these transactions.

By signing below, both parties agree to the terms of this Agreement. Once signed, 1) any reproduction of this Agreement or job arrangement letter made by reliable means (for example, photocopy or facsimile) is considered an original and 2) all Services ordered under this Agreement are subject to it.

Agreed to:
Solano Community College District

By: 
Authorized signature

Name (type or print): Dr. Jowel Laquerre, PH.D.
Superintendent-President of SCCD

Date: 1/6/2012, 2011

Customer address:
4000 Suisun Valley Road, Fairfield, CA 94534

Agreed to:
Robert Half International Inc.

By: 
Authorized signature

Name (type or print): Tiffany Mickens
Branch Manager of RHI in Fairfield, CA

Date: January 6th, 2012

Branch address:
5030 Business Center Drive, Fairfield, CA 94534

After signing, please return a copy of this Agreement to the RHI "Branch address" shown above.

Exhibit A

RHI's temporary employees are assigned to you under the following additional terms:

1. **Guarantee** - RHI guarantees your satisfaction with the Services of RHI's temporary employee by extending to you a three-day (24 hours) guarantee period. If, for any reason, you are dissatisfied with the temporary employee assigned to you, RHI will not charge for the first twenty-four hours worked, provided that you allow RHI to replace the temporary employee. Unless you contact RHI before the end of the first twenty-four hour guarantee period, you agree that the RHI temporary employee is satisfactory.
2. **Time Sheet** - RHI's temporary employees will present a time sheet or an electronic time record to you or your representative for verification and approval at the end of each week. RHI will bill you weekly for the total hours worked; RHI's invoices are due upon receipt, including applicable sales and service taxes all of which are payable by you. In the event that you fail to pay the invoices when due, you agree to pay all of RHI's costs of collection, including reasonable attorneys' fees, whether or not legal action is initiated. Additionally, RHI may, at its option, charge interest on any overdue amounts at a rate of the lesser of 1½% per month or the highest rate allowed by applicable law from the date the amount first became due.
3. **Overtime** - If applicable, overtime will be billed at 1.50 times the normal billing rate. Federal law defines overtime as hours in excess of 40 hours per week, state laws vary.
4. **Hiring the Person Referred to You** - After you evaluate the performance and potential of RHI's temporary employee on the job, you may wish to employ this person directly. In such event, you agree to pay a conversion fee. The conversion fee is payable if you hire RHI's temporary employee assigned to you, regardless of the employment classification, on either a full-time, temporary (including temporary assignments through another agency) or consulting basis within twelve months after the last day of the assignment. You also agree to pay a conversion fee if the temporary employee assigned to you is hired by a subsidiary or other related company or business as a result of your referral of the temporary employee to that company.

The conversion fee will equal the applicable percentage below multiplied by the temporary employee's aggregate annual compensation, including bonuses.

Hours Worked by Employee – Billed and Paid	Applicable Percentage
640+	Zero fee conversion

The conversion fee will be owed and invoiced upon your hiring of RHI's temporary employee, and payment is due upon receipt of the invoice. The same calculation will be used if you convert RHI's temporary employee on a part-time basis using the full-time equivalent salary.

5. RHI shall charge the bill rates described below for the corresponding functional roles. Bill rates for all other functional roles shall be determined on a case by case basis.

<u>Functional Roles / Job Title</u>	<u>Up To Hourly Bill rates</u>
Staff Accountant	\$44.13

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESOLUTION PROCLAIMING JANUARY 2012 AS
NATIONAL STALKING AWARENESS MONTH AT
SOLANO COMMUNITY COLLEGE, RESOLUTION NO.
11/12-16

REQUESTED ACTION: APPROVAL

SUMMARY:

A resolution proclaiming January 2012 as National Stalking Awareness Month at Solano Community College is presented for approval.

<i>Government Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$ N/A</i>
SUPERINTENDENT'S RECOMMENDATION:		<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE

Mostafa Ghous, Director
Student Development

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

(707) 864-7168

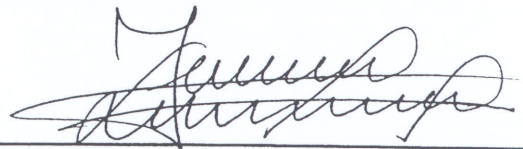
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

January 6, 2012

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 6, 2012

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

RESOLUTION PROCLAIMING JANUARY 2012 AS
NATIONAL STALKING AWARENESS MONTH
AT SOLANO COMMUNITY COLLEGE

RESOLUTION NO. RESOLUTION NO. 11/12-16

WHEREAS, In a one-year period, an estimated 3,400,000 people in the United States reported being stalked, and 75 percent of victims are stalked by someone who is not a stranger;

WHEREAS, Eighty-one (81) percent of women, who are stalked by an intimate partner, are also physically assaulted by that partner, and 76 percent of women, who are killed by an intimate partner, were also stalked by that intimate partner;

WHEREAS, Eleven (11) percent reported having been stalked for more than five years and one-fourth of victims reported having been stalked almost every day;

WHEREAS, One in four victims reported that stalkers had used technology, such as e-mail or instant messaging, to follow and harass them, and one in thirteen (13) said stalkers had used electronic devices to intrude on their lives;

WHEREAS, Stalking victims are forced to take drastic measures to protect themselves, such as changing jobs, obtaining protection orders, relocating, and changing their identities;

WHEREAS, One in seven victims moved in an effort to escape their stalker;

WHEREAS, Approximately 130,000 victims reported having been fired or asked to leave their job because of the stalking, and about one in eight lost time from work because they feared for their safety or were taking steps, such as seeking a restraining order, to protect themselves;

WHEREAS, According to the Stalking Resource Center, 13% of college women were stalked during one six- to nine-month period. Eighty percent (80%) of campus stalking victims knew their stalkers. Three in ten college women reported being injured emotionally or psychologically from being stalked.

WHEREAS, Less than half of victims report stalking to police and only seven percent contacted a victim service provider, shelter, or hotline;

1 SOLANO COMMUNITY COLLEGE DISTRICT
2 GOVERNING BOARD

3 RESOLUTION PROCLAIMING JANUARY 2012 AS
4 NATIONAL STALKING AWARENESS MONTH
5 AT SOLANO COMMUNITY COLLEGE

6 RESOLUTION NO. RESOLUTION NO. 11/12-16

7 (Continuing – Page 2)

8
9 WHEREAS, Stalking is a crime that cuts across race, age, culture, gender, sexual
10 orientation, physical and mental ability, and economic status;

11 WHEREAS, Stalking is a crime under Federal law and under the laws of all 50 States,
12 the United States Territories, the District of Columbia, and the Uniform Code of Military
13 Justice;

14 WHEREAS, There are national organizations, local victim service organizations,
15 prosecutors' offices, and law enforcement agencies that stand ready to assist stalking victims
16 and who are working diligently to craft competent, thorough, and innovative responses to
17 stalking;

18 WHEREAS, There is a need to enhance the criminal justice system's response to
19 stalking and stalking victims, including aggressive investigation and prosecution, and increase
20 the availability of victim services across the country tailored to meet the needs of stalking
21 victims;

22 WHEREAS, The year 2012 marks 12 years in which the Stalking Resource Center has
23 increased national awareness of stalking and enhanced local responses to stalking victims
24 through training over 35,000 law enforcement, prosecutors, victim service providers, and other
25 community stakeholders, and provided assistance to jurisdictions working to enhance their
26 stalking laws; and

27 WHEREAS, January 2012 would be an appropriate month to designate as "National
28 Stalking Awareness Month," now therefore be it

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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION PROCLAIMING JANUARY 2012 AS
NATIONAL STALKING AWARENESS MONTH
AT SOLANO COMMUNITY COLLEGE**

RESOLUTION NO. RESOLUTION NO. 11/12-16

(Continuing – Page 3)

RESOLVED, That Solano Community College:

(1) Supports the designation of “National Stalking Awareness Month” to educate the people of the United States about stalking.

(2) Encourages the people of the United States to applaud the efforts of the many victim service providers, law enforcement, prosecutors, national and community organizations, and private sector supporters for their efforts in promoting awareness about stalking.

(3) Encourages policymakers, criminal justice officials, victim service and social service agencies, colleges and universities, nonprofits, and others to recognize the need to increase awareness of stalking and the availability of services for stalking victims.

(4) Urges national and community organizations, businesses in the private sector, and the media to promote awareness of the crime of stalking through “National Stalking Awareness Month.”

PASSED AND ADOPTED, This 18th day of January 2012, by the Governing Board of Solano Community College District.

ROSEMARY THURSTON, PRESIDENT

JOWEL C. LAGUERRE, Ph.D., SECRETARY

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESOLUTION PROCLAIMING FEBRUARY 2012 AS
CAREER AND TECHNICAL EDUCATION MONTH AT
SOLANO COMMUNITY COLLEGE, RESOLUTION NO.
11/12-17

REQUESTED ACTION: APPROVAL

SUMMARY:

A resolution proclaiming February 2012, with the 2012 theme *CTE: Careers Through Education*, as Career Technical Education Month at Solano Community College is presented for approval.

Government Code *N/A* Board Policy *N/A* Estimated Fiscal Impact: \$ *N/A*

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Máire Morinec, Dean
Career Technical Education and Business

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7155

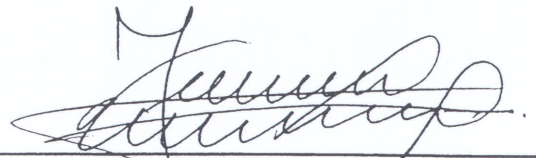
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

January 6, 2012

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 6, 2012

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

RESOLUTION PROCLAIMING FEBRUARY 2012 AS CAREER TECHNICAL
EDUCATION MONTH AT SOLANO COMMUNITY COLLEGE

RESOLUTION NO. 11/12-17

(CONTINUED – Page 2)

PASSED AND ADOPTED, This 18th day of January 2012, by the Governing Board of
Solano Community College District.

ROSEMARY THURSTON, PRESIDENT

JOWEL C. LAGUERRE, Ph.D., SECRETARY

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESOLUTION PROCLAIMING FEBRUARY 2012 AS
BLACK HISTORY MONTH AT SOLANO COMMUNITY
COLLEGE, RESOLUTION NO. 11/12-18

REQUESTED ACTION: APPROVAL

SUMMARY:

A resolution proclaiming February 2012 as Black History Month at Solano Community College is presented for approval.

Government Code *N/A* Board Policy *N/A* Estimated Fiscal Impact: \$ *N/A*

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Mostafa Ghous
Director, Student Development

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7168

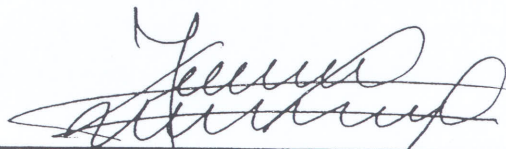
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Academic and Student Affairs

ORGANIZATION

January 6, 2012

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

January 6, 2012

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION PROCLAIMING FEBRUARY 2012 AS
BLACK HISTORY MONTH AT SOLANO COMMUNITY COLLEGE**

RESOLUTION NO. 11/12-18

WHEREAS, The Solano Community College District Governing Board honors the heritage of African Americans and acknowledges their many contributions to our Nation;

WHEREAS, Dr. Carter Woodson established Black History Month Week in February 1925, choosing a month that marks the birthdays of two important men who greatly impacted the American black population, Abraham Lincoln and Frederick Douglass;

WHEREAS, In the year 1976, the observance was expanded to Black History Month;

WHEREAS, This month holds great significance from the many milestones it contains: on February 23, 1868, the civil rights leader and co-founder of the NAACP, W.E.B. DuBois, was born; on February 3, 1870, the 15th Amendment, granting blacks the right to vote, was passed; on February 12, 1909, the NAACP was founded; and on February 1, 1960, a civil rights movement milestone occurred when a group of black college students began a sit-in at a segregated Woolworth's lunch counter in Greensboro, NC; and

WHEREAS, All of these events and historic visionary leaders such as Frederick Douglass, Thurgood Marshall, and Dr. Martin Luther King, Jr., blazed a trail for freedom, equality, and opportunity and symbolize why Black History Month is celebrated;

RESOLVED, That the Solano Community College District Governing Board proclaims February 2012 as Black History Month.

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SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD

RESOLUTION PROCLAIMING FEBRUARY 2012 AS
BLACK HISTORY MONTH AT SOLANO COMMUNITY COLLEGE

RESOLUTION NO. 11/12-18

(CONTINUED – Page 2)

PASSED AND ADOPTED This 18th day of January 2012, by the Governing Board of
Solano Community College District.

ROSEMARY THURSTON, PRESIDENT

JOWEL C. LAGUERRE, Ph.D., SECRETARY

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: SECOND READING – REVIEW OF STUDENT SERVICES
POLICIES, SERIES 5000

REQUESTED ACTION: APPROVAL

SUMMARY:

The Governing Board establishes and regularly reviews broad institutional policies and appropriately delegates responsibility to implement these policies. Student Services has completed a comprehensive review of college policies, procedures, and Community College League of California (CCLC) updates.

Student Services policies are being presented for Governing Board information and approval. Student Services procedures are being presented to the Governing Board for information only.

The policies and procedures are provided under separate cover, and copies are available in the Offices of the Superintendent-President and Executive Vice President of Academic and Student Affairs.

Government Code: *Board Policy: 5000 Series* *Estimated Fiscal Impact: \$ N/A*

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

J. Arturo Reyes
Executive Vice President
Academic and Student Affairs

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7102

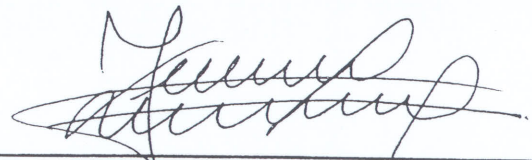
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Academic and Student Affairs

ORGANIZATION

January 6, 2012

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

January 6, 2012

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**