

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

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

EMPLOYMENT 2012-2013

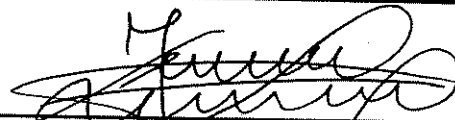
<u>Short-term/Temporary/Substitute Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Sonja Abel	Clinical Adjunct	8/15/12-12/25/12	\$50.03 hourly
Sam Balsley	Workshop Facilitator Basic Chemistry Skills Workshops	8/30/12-5/22/13	\$66.01 hourly
Susan Beavers	Substitute A & R Analyst	9/4/12-6/30/12	\$19.15 hourly
Kathleen Conrad	Workshop Facilitator Basic Chemistry Skills Workshops	8/30/12-5/22/12	\$68.56 hourly
Marisol Delgado	Substitute A & R Analyst	9/4/12-6/30/13	\$17.57 hourly
Elizabeth Freed	Clinical Adjunct	8/10/12-12/31/12	\$50.03 hourly
Alena Hairston	Umoja Summer Bridge	6/1/12– 8/31/12	\$62.02 hourly
T. LaNae Jaimez	SLO Work, Academic Affairs	7/11/12-8/10/12	\$68.56 hourly

Charo Albarrán

Interim Director, Human Resources

September 7, 2012

Date Submitted



JOWEL C. LAGUERRE, Ph.D.

Superintendent-President

September 7, 2012

Date Approved

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR
Governing Board Meeting
September 19, 2012
Page 2

Professional Experts

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Debbie Barlow	Accompanist	8/16/12-9/4/12	\$300.00 total
<u>Foster and Kinship Care Education, grant funded program</u>			
Greg Begin	Present: Teen Issues	10/9/2012	\$250.00 total
Sherry Currie-Proctor	Co-present, PRIDE: pre-service for Foster and Adoptive Parents Present: Foster Parent College: Lying and Stealing	10/15, 18, 22, 25, & 10/29/2012 10/23/2012	\$1,080.00 total
Jacqueline Jones	Co-present: Family Night Co-present: School Issues Co-present: Autism Co-present: "You Can Choose"	10/19/2012 10/2/2012 10/9/2012 10/17/2012	\$720.00 total
Kerry Pilley	Co-present: Positive Discipline Co-present: Family Night Co-present: School Issues Co-present: "You Can Choose"	10/16/2012 10/19/2012 10/2/2012 10/17/2012	\$720.00 total
Delphine "MaryAnn" Turley	Co-Present, Kinship Support Co-present, PRIDE: pre-service for Foster and Adoptive Parents	10/3 & 17, 10/10 10/4, 15, 18, 22, 25, & 29, 2012	\$1,620.00 total
Noel Vargas	Co-present, PRIDE: pre-service for Foster and Adoptive Parents Co-Present, Kinship Support	10/4, 11, 15, 18, 22, & 25, 29, 2012 10/10 & 24, 2012	\$1,620.00 total
Tiffany Wanberg	Co-Present, Kinship Support and Information Co-present: PRIDE: pre-service for Foster and Adoptive Parents Co-present: Parent Project, Sr.	10/10 & 10/24 10/3 & 10/17 10/4, 11, 15, 18, 22, 25, & 29, 2012 10/2, 9, 16, 23, & 30, 2012	\$2,880.00 total

GRATUITOUS SERVICE

<u>School/Department</u>	<u>Name</u>	<u>Assignment</u>
Community Services	Jowel C. Laguerre	Haitian Creole Instructor
Counseling/DSP	Arlene Freeman	Tutoring & clerical Assistance
Counseling/DSP	Baban Malhi	Notetaking, Psychology
Counseling	Allyson Parr	Internship in Counseling
Counseling/DSP	Derell Poindexter	Tutoring and student support
Counseling/DSP	Zackery Sperow	Notetaking, Political Science

APPROVAL OF RECLASSIFICATIONS, CSEA, CHAPTER #211

<u>Current Position</u>	<u>Proposed Position</u>	<u>Employee Name</u>	<u>Effective</u>
Administrative Assistant III EOPS/CARE/CalWORKS Program	Administrative Assistant II EOPS/CARE/CalWORKS Program	Vacant	TBD

APPROVAL OF REASSIGNMENT, ALG

<u>Current Position</u>	<u>Proposed Position</u>	<u>Employee Name</u>	<u>Effective</u>
Coordinator, Marketing & Student Recruitment ALG Range 33	Outreach and Public Relations Manager ALG Range 40	Shemila Johnson	7/1/2012

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

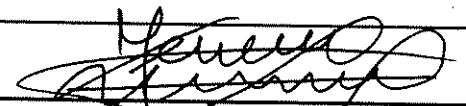
Academic and Student Affairs
J. Arturo Reyes, Responsible Manager

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Karen McClendon	SLOs Work	July 10, 2012	Not to exceed \$400

Academic and Student Affairs
Jowel C. Laguerre, Responsible Manager

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Mychal Wynn	Assist the Academic Success Center with the review and assessment of programs. Activities to include establishing baseline data, identifying measurable outcomes, and engaging such programs as ASC, UMOJA, Puente, MESA, SACNAS, African Male Scholars, Foster Youth, and First-Year Experience in strategic conversations.	August 24, 2012- June 28, 2013	Not to exceed \$3000 for the first day of service and \$1500 for each continuous day of service.

Yulian I. Ligioso
Vice President, Finance and Administration


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

September 7, 2012
Date Submitted

September 7, 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:

8/7/2012	Vendor Payment	11040923-11040923	\$6,669.00
8/7/2012	Vendor Payment	11040924-11040938	112,104.95
8/7/2012	Vendor Payment	11040939-11041013	627,398.28
8/8/2012	Vendor Payment	11041014-11041096	19,111.13
8/13/2012	Vendor Payment	11041097-11041103	292,435.97
8/13/2012	Vendor Payment	11041104-11041162	267,250.22
8/15/2012	Vendor Payment	11041163-11041170	176,623.42
8/21/2012	Vendor Payment	11041171-11041171	1,578.42
8/21/2012	Vendor Payment	11041172-11041175	193,881.67
8/21/2012	Vendor Payment	11041176-11041251	160,800.71
8/24/2012	Vendor Payment	11041252-11041707	79,287.00
8/28/2012	Vendor Payment	11041708-11041804	647,899.51
8/28/2012	Vendor Payment	11041805-11041805	12,538.09
			\$2,597,578.37

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 and Office of the Vice President of Finance and Administration.

Government Code: Board Policy 3240 *Estimated Fiscal Impact:* **\$2,597,578.37**
ECS 70902 & 81656

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

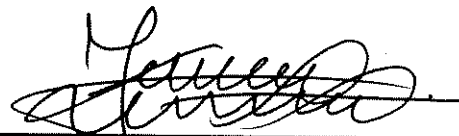
TELEPHONE NUMBER

Finance and Administration

ORGANIZATION

September 7, 2012

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

September 7, 2012

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board

SUBJECT: CHANGE ORDER NO. 01 TO GRADETECH, INC.,
 VALLEJO CENTER PARKING LOT EXPANSION
 PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 01 to GradeTech, Incorporated contract for the Vallejo Center Parking Lot Expansion project. This change order includes three PCO's (Proposed Change Orders), all three of which are for unforeseen conditions with a majority of the cost resulting as a credit for the deletion of sidewalk. Revised contract figures are as follows:

Contract Award Amount	\$	1,106,500.00
Prior Change Orders	\$	0.00
Change Order No. 01	\$	(409).00
Total Change Orders	\$	(409).00
Revised Contract Amount	\$	1,106,091.00
Total Project Budget	\$	1,106,091.00

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

<i>Government Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: Measure G Funds</i>
SUPERINTENDENT'S RECOMMENDATION:		<input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE

Tohn Smith
 Project Manager, Kitchell CEM

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

707-864-7189

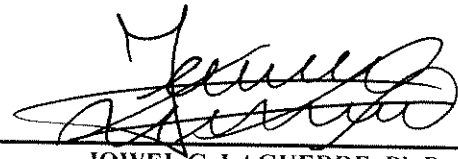
TELEPHONE NUMBER

Facilities

ORGANIZATION

September 7, 2012

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

September 7, 2012

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

GRADETECH INC. - VALLEJO CENTER PARKING LOT EXPANSION PROJECT

PCO	Description	Negotiated Amount	Reason	CO
4	It was determined that additional sidewalk shown for installation on the contract documents was not required and therefore was deleted from the contractor scope.	\$ (1,933.00)	Unforeseen Condition	1
5	During demolition of the parking lot, existing irrigation wires were damaged. The contract drawings did not indicate irrigation wires located at the southeast section of the new parking lot therefore the contractor was directed to repair the damaged irrigation wiring and ensure proper connections and a fully operational system.	\$ 1,139.00	Unforeseen Condition	1
7	The contract documents call for the existing electrical vault at the southeast parking lot to be reset to grade by an outside contractor. This work was not completed therefore the parking stalls around adjacent to the electrical vault were altered to accommodate motorcycle parking. Additional stripping and wheel stops were required at this location to resolve this issue.	\$ 385.00	Unforeseen Condition	1
TOTAL \$		(409.00)		



Change Order

Solano Community College District
 4000 Suisun Valley Road
 Fairfield, CA 94534
 Tel: 707-864-7189 Fax: 707-207-0423

Kitchell CEM

Change Order # 1
 Project No.: 11-011
 Date: 8/29/12

DSA File No.: 48-C1
 DSA App. No.: 02-112176

Project: Solano Community College District
 Fine Arts Building 1300
 Addition/Remodel Project

Henley Architects + Associates
 3030 Holiday Court
 Vacaville, CA 95687

To: GradeTech Inc.
 10250 Crow Canyon Road
 Castro Valley, CA 94552

The Contract is Changed as Follows:

PCO No.

04 It was determined that additional sidewalk shown for installation on the contract documents was not required and therefore was deleted from the contractor scope.

\$ (1,933.00)

05 During demolition of the parking lot, existing irrigation wires were damaged. The contract drawings did not indicate irrigation wires located at the southeast section of the new parking lot therefore the contractor was directed to repair the damaged irrigation wiring and ensure proper connections and a fully operational system.

\$ 1,139.00

07 The contract documents call for the existing electrical vault at the southeast parking lot to be reset to grade by an outside contractor. This work was not completed therefore the parking stalls around adjacent to the electrical vault were altered to accommodate motorcycle parking. Additional stripping and wheel stops were required at this location to resolve this issue.

\$ 385.00

TOTAL COST OF CHANGE ORDER

ADD \$ (409.00)

Original Contract Sum:	\$ 1,106,500.00
Total change By Previous Change Orders:	\$ -
Contract Sum Prior to This Change Order:	\$ 1,106,500.00
Original Contract Sum will be Increased by This Change Order:	\$ (409.00)
The New Contract Sum Including This Change Order Will Be:	\$ 1,106,091.00
The New Contract Completion Date Will Be:	2-Oct-12
Contract Time Will be Unchanged by This Change Order:	0 Days
The date of substantial completion as of the of this change order is	2-Oct-12

ARCHITECT:

Rob Henley
Henley Architects + Associates, Inc.

Date: _____

(Affix stamp here)

CONTRACTOR:

Sam Rivinius
GradeTech, Inc.

Date: _____

(Affix stamp here)

OWNER:

Yulian Ligioso, VP Finance & Admin
Solano Community College District

Date: _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: AMENDED RENEWAL OF CHILDREN'S PROGRAMS
CONTRACT – CSPP 2597 AND RESOLUTION
REQUESTED ACTION: APPROVAL

SUMMARY:

This amended renewal agreement with the state of California, dated July 1, 2012, designated as number CPSS-2597, California State Preschool Program, Project Number 48-7055-00-2, shall be funded at a maximum reimbursable amount of \$334,478.00. This amount is a \$12,364.00 increase to the contract previously approved by the Governing Board in July 2012, but is a \$31,587.00 decrease compared to 2011-2012 for the subsidized preschool program.

The contract is effective from July 1, 2012 through June 30, 2013 for 191 days of child enrollment at a daily rate not to exceed \$34.38 per child.

Copies of the full agreement are in the Office of the Superintendent-President, Office of the Vice President of Finance and Administration, and the Office of the Director of Children's Programs.

Government Code: 81655 Board Policy: 3520 Estimated Fiscal Impact: \$334,47.00
CEO Goals 2012-2013: #5

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Christie Speck, Director
Children's Programs

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7183

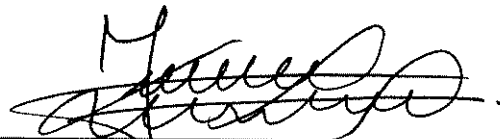
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

September 7, 2012

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

September 7, 2012

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F. Y. 12 - 13

Amendment 01

DATE: July 01, 2012

CONTRACT NUMBER: CSPP-2597

PROGRAM TYPE: CALIFORNIA STATE
PRESCHOOL PROGRAM

PROJECT NUMBER: 48-7055-00-2

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES
INCREASE (AB 1464)/FT&C Chg.

CONTRACTOR'S NAME: SOLANO COMMUNITY COLLEGE DISTRICT

This agreement with the State of California dated July 01, 2012 designated as number CSPP-2597, shall be amended in the following particulars but no others:

The 2012-13 Funding Terms and Conditions (FT&C) shall be amended in accordance with the attached 2012-13 amended FT&C Language (Attachment A) which by this reference is incorporated herein.

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$322,114.00 and inserting \$334,478.00 in place thereof.

The Maximim Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be \$34.38. (No change)

SERVICE REQUIREMENTS

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 9,369.0 and inserting 9,728.9 in place thereof.

Minimum Days of Operation (MDO) shall be 191. (No change)

EXCEPT AS AMENDED HEREIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

STATE OF CALIFORNIA		CONTRACTOR			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Margie Burke, Manager		PRINTED NAME AND TITLE OF PERSON SIGNING Jowel C. Laquerre, Ph.D., Superintendent President			
TITLE Contracts, Purchasing & Conference Services		ADDRESS 4000 Guisun Valley Rd., Fairfield, Ca. 94534			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 12,364	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Department of General Services use only			
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 322,114	(OPTIONAL USE) See Attached				
TOTAL AMOUNT ENCUMBERED TO DATE \$ 334,478	ITEM See Attached	CHAPTER	STATUTE	FISCAL YEAR	
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.		
SIGNATURE OF ACCOUNTING OFFICER See Attached		DATE			

CONTRACTOR'S NAME: SOLANO COMMUNITY COLLEGE DISTRICT

CONTRACT NUMBER: CSPP-2597

Amendment 01

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 10,794	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 29,196	(OPTIONAL USE)0656 13609-7055	FC# 93.596	PC# 000321	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 39,990	ITEM 30.10.020.001 6110-194-0890	CHAPTER 21	STATUTE 2012	FISCAL YEAR 2012-2013
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290				

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 5,938	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 16,063	(OPTIONAL USE)0656 15136-7055	FC# 93.575	PC# 000324	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 22,001	ITEM 30.10.020.001 6110-194-0890	CHAPTER 21	STATUTE 2012	FISCAL YEAR 2012-2013
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290				

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ -7,419	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 219,423	(OPTIONAL USE)0656 23038-7055			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 212,004	ITEM 30.10.010. 6110-196-0001	CHAPTER 21	STATUTE 2012	FISCAL YEAR 2012-2013
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590				

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 3,051	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 57,432	(OPTIONAL USE)0656 23254-7055			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 60,483	ITEM 30.10.020.001 6110-194-0001	CHAPTER 21	STATUTE 2012	FISCAL YEAR 2012-2013
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590				

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.	T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER	DATE	

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2012-13.

RESOLUTION

BE IT RESOLVED that the Governing Board of Solano Community College District

authorizes entering into local agreement number/s CSP-2597 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Rosemary Thurston</u>	<u>Board President</u>	
<u>Jowel C. Laguerre, Ph.D.</u>	<u>Superintendent-President</u>	

PASSED AND ADOPTED THIS 19th day of September 2012-13, by the Governing Board of Solano Community College District of Solano County, California.

I, JOWEL C. LAGUERRE, Clerk of the Governing Board of SOLANO COMMUNITY COLLEGE DISTRICT of Solano, County,

California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature) (Date)

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

TO: Members of the Governing Board

**SUBJECT: AGREEMENT BETWEEN SOLANO COMMUNITY
COLLEGE DISTRICT AND THE BUSINESS &
ENTREPRENEURSHIP CENTER (BEC)**

REQUESTED ACTION: APPROVAL

SUMMARY:

Solano Community College District is in receipt of a BEC Grant in the amount of \$10,000. The terms of the grant are July 1, 2012 through June 30, 2013.

Grant objectives are to:

- Develop three Entrepreneurship Virtual Enterprise (VE) Career Technical Education (CTE) Certificates for Accounting, Web Development, and Cosmetology.
- Create a hybrid delivery system with both classroom and online options for two new courses.
- Develop a marketing strategic plan.
- Provide professional development opportunities for faculty.

A copy of the Agreement will be available for review 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 agreement is requested at this time.

*Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$10,000 revenue
CEO 2012-2013 Goals: #5*

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

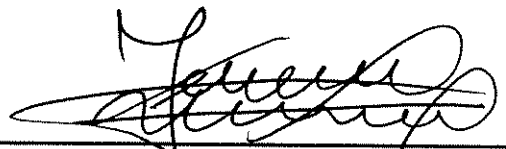
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

September 7, 2012

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

September 7, 2012

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

RE: Faculty Entrepreneurship Project 3.0
Mini Grant Opportunity

Dear Entrepreneur Mike Foudy and the Entrepreneurship Grant Selection Committee:

This letter confirms enthusiastic support for the Solano Community College's (SCC) Faculty Entrepreneurship Project 3.0 Mini Grant. The College holds in high value the integration of Entrepreneurship into all CTE programs. SCC has a long history with Entrepreneurship through its Small Business Development Center I(SBDC) and its close relationship with the Solano County Office of Education high schools. The specific focus for this mini grant will be to embed Entrepreneurship into CTE using Virtual Enterprise, the internationally recognized Kingsborough Community College City University of New York (CUNY) model, as the process. Collaborative efforts include strong entrepreneurship partnerships with Alameda College - the Peralta Community College District and the Bay Area Community College Consortia (BACCC).

Proposed Activities and Outcomes

Activity: SCC will develop a low unit Entrepreneurship Virtual Enterprise (VE) CTE certificate that will integrate Entrepreneurship and VE into Accounting, Web Development and Cosmetology CTE programs. The certificate will be composed of 2 newly developed 3 unit entrepreneurship courses for a total of 6 units and 2 courses selected from a student's program of study with variable credit. The exception would be Cosmetology. Cosmetology students would only be required to take the 2 new Entrepreneurship VE courses because courses in their program are at 12.5 units and too high for a low unit certificate. **Outcome:** Spring 2013, the low units Entrepreneurship VE certificates will have been approved by the Curriculum Committee.

Activity: SCC will develop a modern hybrid delivery system (face to face and on line) for the 2 newly created Entrepreneurship VE 3 unit

courses. **Outcome:** Spring 2013, the 2 newly created 3 unit courses will have received Curriculum Committee approval.

Activity: SCC will develop a marketing strategic plan for the new Entrepreneurship VE certificates: SCC website & SBDC presence; CTE Collaborative Career Pathways' website presence; Entrepreneurship VE brochures; presentations to internal and external partners; Workforce & Economic Development and SBDC leadership will provide recruiting-classroom presentations to CTE Accounting, Web Development and Cosmetology programs. **Outcome:** Spring 2013, the marketing strategic plan will have been completed with deadlines for implementation.

Activity: SCC will provide an opportunity for professional development for Entrepreneurship VE faculty within the Bay area specifically in VE or a related activity. **Outcome:** Fall 2012, Entrepreneurship VE faculty will have completed one professional development activity.

Activity: SCC faculty will develop in collaboration with Alameda Community College an Entrepreneurship & VE workshop to regionally share best practices, project activities and outcomes with other community colleges in the region. **Outcome:** Spring 2013, one workshop will have been completed.

SCC is committed to the integration of Entrepreneurship into all CTE programs. We are excited about the impact of these new learning opportunities for students for job sustainability in the small business work place, collaboration with Alameda Community College- the Peralta Community College District and the BACCC, and the ability of this program to be replicated elsewhere.

Please consider SCC's Entrepreneurship VE certificate for funding. Thank you for this opportunity.

Sincerely,

Dr. Jowel C. Laguerre, Ph. D
Superintendent-President
Solano County Community College District
Champion
jowel.laguerre@solano.edu
707-864-7112

Dean Maire Morinec
CTE & Business Dean
Solano Community College
mair.morinec@solano.edu
707-864-7155

Faculty Thomas Watkins
Business/Marketing
Entrepreneurship VE Faculty

Solano Community College
thomas.watkins@solano.edu
707-864-7000 X4374

PROJECT WORK PLAN

Objective: 1.0

Develop new low unit Entrepreneurship Virtual Enterprise (VE) CTE certificates.

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
<p><u>New Courses to Be Developed</u> **Introduction to Entrepreneurship** 3 Units **Business Plan for Virtual Enterprise** 3 Units 6 Units</p> <p>Students would complete the 2 Entrepreneurship VE courses. They would then select 2 courses from their program of study. The exception would be Cosmetology. Cosmetology students would only be required to take the 2 new Entrepreneurship VE courses because courses in their program are at 12.5 units and too high for a low-unit certificate.</p>	<p>Completed: Two new courses and new certificates (Accounting, Web Development, Cosmetology) were developed and approved by the curriculum committee.</p> <p><u>Completed Courses</u> **Introduction to Entrepreneurship** 3 Units **Business Plan for Virtual Entrepreneurship** 3 Units</p>	<p>Fall Semester 2012</p>	<p>*Faculty Thomas Watkins- Business/Marketing Entrepreneurship VE Champion *Faculty Mary Ann Haley-Cosmetology *Faculty Adrienne Cary-Business & Computer Science *Faculty Leslie Hubbard, Accounting</p>
<p><u>Accounting- Total 13 Units</u> ACCT 001 Principles of Accounting – Financial ACCT 050 Computer Accounting **Introduction to Entrepreneurship** **Business Plan for Virtual Enterprise**</p>			
<p><u>Web Development- Total 12 Units</u> CIS 050 Microcomputer Applications CIS 061 Creating Web Pages **Introduction to Entrepreneurship** **Business Plan for Virtual Enterprise</p>			
<p><u>Cosmetology – Total 6 Units</u> Introduction to Entrepreneurship (new) Business Plan for Virtual Entrepreneurship (new)</p>			

Entrepreneurship and Career Technical Education Development
 Faculty Entrepreneurship Program (FEP 3.0) Mini-Grant Project

District: Solano Community College District
 College: Solano Community College
 Project Performance Period: 2012-13 Academic Year

PROJECT WORKPLAN

Objective: 2.0			
Develop a modern delivery system for the new low unit Entrepreneurship Virtual Enterprise (VE) CTE certificate.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
<p>Create a hybrid delivery system with both classroom and online options for the two new Entrepreneurship VE courses.</p> <p>**"Introduction to Entrepreneurship" 3 Units</p> <p>**"Business Plan for Virtual Enterprise" 3 Units</p>	<p>Hybrid delivery system has been created and approved by the Curriculum Committee</p> <p>New Entrepreneurship Virtual Enterprise (VE) CTE certificate is ready to implement.</p>	<p>Spring Semester 2013</p> <p>Spring Semester 2013</p>	<p>*Faculty Thomas Watkins- Business/Marketing Entrepreneurship VE Champion</p> <p>*Faculty Mary Ann Haley-Cosmetology</p> <p>*Faculty Adrienne Cary-Business & Computer Science</p> <p>*Faculty Leslie Hubbard, Accounting</p>

PROJECT WORKPLAN

Objective: 3.0

Develop a marketing strategic plan for the new Entrepreneurship “VE” Certificate.

Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
<p>Create a Marketing Strategic Plan with the core Entrepreneurship Faculty leadership team containing the following components:</p> <ul style="list-style-type: none"> *Solano Community College (SCC) & Small Business Development (SBCD) Website presence *CTE Collaborative Career Pathways Website presence *Entrepreneurship VE brochures *Presentations to internal partners: Board of Trustees; Counselors; FABPAC * Workforce & Economic Development and SBDC leadership provides recruiting-classroom presentations to CTE Accounting, Web Development and Cosmetology programs. 	<ul style="list-style-type: none"> *Completed SCC & SBDC Website presence *Completed CTE Collaborative Career Pathways Website presence *Completed Entrepreneurship VE brochures *Completed presentations to internal partners: Board of Trustees; Counselors; FABPAC *Completed classroom presentations by the Workforce & Economic Development and SBDC leadership to CTE Accounting, Web Development and Cosmetology programs. 	<ul style="list-style-type: none"> *Spring Semester 2013 *Spring Semester 2013 *Spring Semester 2013 *Spring Semester 2013 *Spring Semester 2013 	<ul style="list-style-type: none"> Berta Lloyd, Coordinator Community Collaborative Grants Berta Lloyd, Coordinator Community Collaborative Grants Deborah Mann, Director Office of WF & Economic Development *Faculty Thomas Watkins, Business/Marketing *Faculty Adrienne Cary-Business & Computer Science *Faculty Leslie Hubbard-Accounting *Faculty Mary Ann Hale-Cosmetology * Charles Eason, Director SBDC

Entrepreneurship and Career Technical Education Development
 Faculty Entrepreneurship Program (FEP 3.0) Mini-Grant Project

District: Solano Community College District
 College: Solano Community College
 Project Performance Period: 2012-13 Academic Year

PROJECT WORKPLAN

Objective: 4.0			
Provide professional development opportunities for Entrepreneurship VE faculty.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
<p>*Provide an opportunity for faculty to receive further training in Entrepreneurship & VE pedagogy through the Bay Area Community College Consortia programs or with other relevant regional workshops.</p>	<p>*The Entrepreneurship VE faculty training has been completed.</p>	<p>Fall Semester 2012</p>	<p>*Faculty Thomas Watkins, Marketing Entrepreneurship- Faculty Champion *Faculty Adrienne Cary, Business & CIS *Faculty Mary Ann Haley, Cosmetology *Faculty Leslie Hubbard, Accounting</p>

Entrepreneurship and Career Technical Education Development
 Faculty Entrepreneurship Program (FEP 3.0) Mini-Grant Project

District: Solano Community College District
 College: Solano Community College
 Project Performance Period: 2012-13 Academic Year

PROJECT WORKPLAN

Objective: 5.0			
Provide an opportunity to regionally share project activities and outcomes.			
Activities	Measurable Outcomes	Timeline (Month/Year)	Responsible Persons
<p>*Entrepreneurship VE faculty will create a workshop in collaboration with Alameda – Peralta Community College District on Entrepreneurship and will share project best practices, activities and outcomes with other Bay area community colleges. (Alameda College is submitting their own proposal and letter).</p> <p>*For a future date, SCC and Alameda discussed plans to have a Bay Area Regional Business Plan Student Competition.</p>	<p>*An SCC and Alameda Community College Entrepreneurship VE workshop has been delivered on project best practices, project activities and outcomes to other Bay area community colleges.</p>	<p>*Spring Semester 2013</p>	<p>*Deborah Mann, Director-Workforce & Economic Development. *Charles Eason, Director, SBDC *Faculty Thomas Watkins, Marketing Entrepreneurship- Faculty Champion *Faculty Adrienne Cary, Business & CIS *Faculty Mary Ann Haley, Cosmetology *Faculty Leslie Hubbard, Accounting *Faculty Carolyn Johnson, Business/Marketing- Alameda Community College *Faculty Rochelle Olive, Accounting- Alameda Community College</p>

Faculty Entrepreneurship Project 3.0 Budget 2012-13 - Solano Community College

Award \$10,000

		Account Code	Budget Detail	Budget
1000 Series -Instructional				5000
1 course			2500 T. Watkins/Faculty	
1 course		1320	2500 A .Carey /Faculty	
			5000	
2000 Series-Non Instructional				0
		0	0	
3000 Series-Benefits				1650
		3000	Benefits for 2 faculty	
			1650	
4000 Non Instructional				0
		0	0	
5000 -Contracts/Workshops				
Conferences				
		5110	"E" Brochure Design	600
			Speakers/Events	1000
		5200	Faculty Professional Dev.	1250
			2600	
Indirects @ 5%				500
			500	
			Total Budget	10,000

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: AGREEMENT BETWEEN SAN FRANCISCO
COMMUNITY COLLEGE DISTRICT AND SOLANO
COMMUNITY COLLEGE DISTRICT FOR CALIFORNIA
EARLY CHILDHOOD MENTOR PROGRAM

REQUESTED ACTION: APPROVAL

SUMMARY:

This agreement is entered into by and between the San Francisco Community College District (SFCCD) on behalf of its California Early Childhood Mentor Program and Solano Community College District.

The SFCCD has applied for and has received a grant from the California State Department of Education for the purposes of operating a Mentor Program. The SFCCD has received authorization from its Board of Trustees to enter into agreement with California community colleges to provide such services as: coordinating and offering an adult supervision course and seminars for mentors and directors; coordinating and developing mentoring programs; offering honoraria for faculty working with the college mentoring program; providing books and other instructional materials for mentors; and printing and copying mentor materials.

The term of this Agreement shall commence on August 1, 2012 and terminate July 31, 2013.

A copy of the Agreement is available for review in the Office of the Superintendent-President, the Office of the Vice President of Finance and Administration, and in the Office of the Executive Vice President of Academic and Student Affairs.

Approval of this agreement is requested at this time.

Government Code: *Board Policy:* *Estimated Fiscal Impact: Grant \$20,818*
CEO 2012-2013 Goals: #5

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

707-864-7120

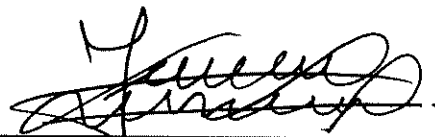
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

September 7, 2012

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

September 7, 2012

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

AGREEMENT

CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM

This Agreement, dated for reference purposes only, August 1, 2012, is entered into by and between: the San Francisco Community College District (SFCCD), hereinafter known as the "District," on behalf of its California Early Childhood Mentor Program, hereinafter known as the "Mentor Program," and Solano Community College/Solano County Community College District, hereinafter known as "Contractor."

This agreement is entered into pursuant to San Francisco Community College District Board of Trustees Resolution No. 120426-B2.

Appropriation or Grant Number CN110123

RECITALS:

Whereas, the San Francisco Community College District has applied for and has received a grant from the California State Department of Education (Resolution 120426-B2) for the purposes of operating a Mentor Program; and

Whereas, the SFCCD has received authorization from its Board of Trustees to enter into agreements with California community colleges to provide such services as: coordinating and offering an adult supervision course and seminars for mentors and directors; coordinating and developing mentoring programs; offering honoraria for faculty working with the college mentoring program; providing books and other instructional materials for mentors; and printing and copying mentor materials.

Now, therefore, the parties agree as follows:

1. **TERM:** The term of this Agreement shall commence on August 1, 2012 and terminate July 31, 2013 except as otherwise set forth in this agreement.
2. **SERVICES TO BE RENDERED BY CONTRACTOR:** The services to be rendered are incorporated by reference as in attachment A. If any terms of the attachment and this Agreement are in conflict, this Agreement shall prevail.
3. **PAYMENT:** Invoice to be submitted and payment as a stipend to be made by District to Contractor shall be as set forth in Attachment A.
4. **INDEPENDENT CONTRACTOR:** The parties agree that with regard to this Agreement, Contractor is an independent contractor and not an employee of the District.

Any terms in this Agreement or its attachments referring to direction from the District shall be construed as providing for direction as to policy and the result of work only, and not as to the means by which such a result is obtained.

5. **EXPENSES FOR EQUIPMENT, TOOLS, MATERIALS OR SUPPLIES:** Contractor shall supply, at no cost or charge to District, all equipment, tools, materials, and/or supplies to accomplish the services agreed to be performed unless otherwise provided in this agreement; District shall not be liable to Contractor for any expenses paid or incurred by Contractor not provided for in this agreement unless otherwise agreed to in advance in writing.
6. **ASSIGNMENT:** Contractor shall not assign this Agreement nor the consideration payable under this Agreement without the written consent of the District.

7. **TERMINATION**: District may terminate this Agreement for District's convenience and without cause at any time by giving the other parties written notice of such termination. The notice shall specify the date upon which the termination becomes effective. In the event of such termination, Contractor shall be paid for his/her services that have been performed to the satisfaction of the District under this Agreement, up to the date of termination. Any payment by District shall be conditioned on Contractor providing to the District any and all materials required by District related to the services rendered.

8. **WRITTEN NOTICE**: All notices required or permitted to be given by this Agreement shall be deemed given when personally delivered to the recipient thereof or two (2) days after it has been mailed by certified mail, return receipt requested, postage prepaid, and addressed to the parties.

Any party by a written notice to the other parties may change the address of notice or the names of the persons or parties to receive written notice.

9. **GOVERNING LAW**: This Agreement shall be construed in accordance with and governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation, and performance of the Agreement shall be in San Francisco.

10. **SEVERABILITY**: If any term, provision, covenant, or condition of the Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the rest of the Agreement shall remain in full force and effect and in no way shall be affected, impaired, or invalidated.

11. **NON-WAIVER**: The failure of any party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

12. **NO AUTHORITY TO BIND DISTRICT**: Contractor has no authority to enter into contracts or agreements on behalf of District. This Agreement does not create the relationship of agent, servant, employee, partnership or joint venture with the District.

13. **AMENDMENTS**: No amendment to this Agreement shall be effective unless it is in writing and signed by all parties.

14. **CONFLICT OF INTEREST**: Contractor states that it is familiar with provisions of Section 87100 et seq. of the Government Code and certifies that it does not know of any facts which constitute a violation of said provisions. In the event contractor receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, Contractor agrees it shall notify District of such information.

15. **DAMAGES**: Contractor shall be responsible for any and all damages resulting in whole or in part from Contractor's acts or omissions.

16. **INDEMNIFICATION**: Contractor shall defend and indemnify and hold harmless the District, its officers, and/or its employees from any and all claims, loss, damage, injury and liability of every kind, nature and description including those from or on behalf of employees of the Contractor, arising directly or indirectly from Contractor's performance of this Agreement, including but not limited to, the use of facilities or equipment provided by District or others, regardless of the active or passive negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on District, its officers, and/or its employees except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect on or validly retroactive to the date of this Agreement and except where such claim, loss, damage, injury or liability is the result of the sole negligence or sole willful misconduct of District, its officers, and/or its employees.

Contractor specifically acknowledges and agrees that it has an independent obligation to defend the District, its officers, and/or its employees from any claim which actually or potentially falls within this indemnification provision even if such claim is or may be groundless, fraudulent or false.

Contractor's obligations under this section 16 shall survive the termination of this Agreement.

17. **COMPLIANCE WITH LAWS AND REGULATIONS**: Contractor shall keep informed of all laws and governmental regulations that may affect its obligations. It shall observe and comply with, and shall cause all its agents, employees, consultants, and subcontractors to observe and comply with all said laws and regulations, including obtaining business permits and licenses that may be required to carry out the work to be performed under this Agreement, all applicable provisions for subrecipient monitoring of federal funding awards.

18. **LIABILITY OF DISTRICT**: District's obligations under this Agreement shall be limited to the payment of the compensation as provided for in Section 3 of this Agreement but shall also include activities as provided for in Attachment A. Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits, arising out of or in connection with this Agreement or the services performed in connection with this Agreement.

19. **NON-DISCRIMINATION CLAUSE**: During the performance of this Agreement, District and Contractor shall not unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition (cancer), age, marital status, denial of family and medical care leave and denial of pregnancy disability leave. District and Contractor shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. District and Contractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f) set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as it set forth in full. District and Contractor shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

20. **BUDGET CONTINGENCY**: This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government or the California State Legislature for the Fiscal Year(s) covered by this agreement for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, conditions or any statute enacted by the Congress or the State Legislature that may affect the provisions, terms or funding of this agreement in any manner.

21. **ENTIRE AGREEMENT/MODIFICATION**: This writing sets forth the entire Agreement between the parties, and supersedes all other oral or written provisions. This Agreement may be modified only by a written document executed and approved in the same manner as this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in triplicate on the date specified immediately adjacent to their signatures below.

"District"



By: _____
Signature of SFCCD person authorized to execute agreement

Print Name: Peter Goldstein

Title: Vice Chancellor for Finance and Administration

Date: August 1, 2012

"Contractor"

By: _____
Signature

Print Name: Jowel C. Laguerre

Title: Superintendent-President

Address: 4000 Suisun Valley Road
Fairfield, CA 94534

Date: September 20, 2012

Recommended By:

Signature: 

Print Name: Linda Olivenbaum

Title: Director, California Early Childhood Mentor Program

Address: 50 Phelan Avenue, B-213

San Francisco, CA 94112

Date: August 1, 2012

Approved as to Form by: Ronald Lee, General Counsel



Attachment A

Solano Community College/Solano County Community College District

August 1, 2012 – July 31, 2013

- A. San Francisco Community College District on behalf of the California Early Childhood Mentor Program shall provide the following resources for implementation of the Contractor's program, subject to the District's approval:
1. Updated materials and assistance to facilitate implementation of the program including a *Program Manual*, an In-Service Training Resource Guide, reporting forms and one-on-one technical assistance.
 2. Travel expenses for the Contractor's Local Coordinator to attend statewide meetings to discuss program elements, the status of implementation and materials. Travel expenses must be within state guidelines and limits as specified in the *Program Manual* and as may reasonably be revised by the District.
 3. \$3168 for instructional costs related to the offering of a Mentor Seminar and a Director Seminar, as described in the *Program Manual*. The Coordinator may make a written request to the District for an additional \$1,584 maximum to offer the Mentor Teacher/Adult Supervision Course in the 2012-2013 contract year.
 4. \$3600 for the Contractor's Local Coordinator to implement and develop the program, arrange for the course offering, recruit prospective Mentors, appoint a Selection Committee, coordinate the selection process, place student teachers with Mentors and approve Post-Practicum, Individual Student Mentoring, Mentoring Record, Birth to Three/FCCH Mentoring Record, Director Mentor, Director Mentoring Record, and Birth to Three/FCCH Director Mentoring Record placements. The Contractor's Coordinator may be paid directly by the San Francisco Community College District in the sole discretion of the District. The District reserves the right to withhold and/or reduce the Coordinator payment if responsibilities listed in Section B are not fulfilled in a timely manner.
 5. Up to \$2,500 for a \$250 honorarium per person for up to 10 Selection Committee Members to meet to review applications, visit and evaluate applicants' teaching practices and classroom environment with the appropriate Harms and Clifford scale, visit and evaluate Director Mentor applicants' leadership and management skills with the Program Administration Scale (PAS), check references and make final decisions on qualified classroom Mentors and Director Mentors. Committee Members may be paid directly by the San Francisco Community College District in the sole discretion of the District.
 6. \$11400 in stipend support for 9 Mentors and all selected Director Mentors. **Selecting Director Mentors and supporting their placements with protégés is a requirement of the Mentor Program.** All stipends will be paid directly by the San Francisco Community College District and calculated according to the formula and procedures currently described in the *Program Manual* and as may reasonably be revised by the District. Stipends are for the following purposes:
 - Practicum placement(s) for mentoring practicum students placed with Mentors
 - Post-Practicum Stipend(s) to support Mentors for continued mentoring of protégés who were former practicum students placed with Mentors

- Individual Student Mentoring Contract(s) to support pairing a Mentor with an Early Childhood Education student for non-course based contact time
- Mentoring Record Hour(s) to support Mentors as they offer hourly mentoring services
- Birth to Three/FCCH Mentoring Record Hour(s) to support Mentors as they offer hourly mentoring services for Infant/Toddler and Family Child Care teachers and providers
- In-Service Training stipends for Mentors for fulfilling the In-Service training requirements as set forth in the *Program Manual*
- Director Mentor Placement(s) to support Director Mentors for mentoring of protégé directors
- Director Mentoring Record Hour(s) to support Director Mentors as they meet protégé directors' and Director Mentor applicants' needs for short-term, hourly mentoring
- Birth to Three/FCCH Director Mentoring Record Hour(s) to support Director Mentors as they offer hourly mentoring services for Infant/Toddler directors and Large Family Child Care providers

7. \$150 for materials for Mentors and Director Mentors (books, Harms and Clifford scales, instructional materials, etc.) and/or printing and copying costs for program implementation or Mentor materials. Coordinators may be reimbursed directly by the San Francisco Community College District in the sole discretion of the District, or through their local college.

B. Contractor as a college agrees to designate a Local Coordinator. The Coordinator shall be responsible for the following activities:

Selection and Re-Certification

1. Promoting the program on campus and in the community.
2. Enrolling teachers and providers in the Mentor Teacher/Adult Supervision Course, based on the syllabus provided in the *Program Manual* and as may reasonably be revised by the District. The Contractor as a college agrees to enroll students and to issue credit. The Contractor also agrees that it will accrue no ADA when instructional costs are reimbursed. Students pay tuition if they are receiving credit.
3. Recruiting qualified child care providers and directors from the community who may be interested in becoming Mentors.
4. Modifying and distributing Mentor and Director Mentor applications and establishing appropriate application deadlines as currently described in the *Program Manual* and as may reasonably be revised by the District.
5. Assuring compliance with selection criteria for Mentor Teachers and Director Mentors as set forth in Sections D and E below.
6. Adhering to the Policy on the Mentor Option in Campus Labs as currently described in the *Program Manual* and as may reasonably be revised by the District.
7. Modifying and distributing Mentor and Director Mentor Re-Certification applications, and establishing appropriate application deadlines as currently described in the *Program Manual* and as may reasonably be revised by the District.
8. Appointing a Selection Committee of up to 10 members. The Selection Committee shall include community college instructors, center directors, teachers and other child care practitioners who represent all sectors of the regional child development community (e.g.,

Head Start, preschool, subsidized, non-profit). The Selection Committee should reflect the diversity of program types, ethnicities and language capacities in the community.

9. Training Selection Committee Members in the use of the Harms and Clifford Scales: the Early Childhood Environment Rating Scale-Revised (ECERS-R), the Infant/Toddler Environment Rating Scale-Revised (ITERS-R), the School-Age Care Environment Rating Scale (SACERS), and Family Child Care Environment Rating Scale-Revised (FCCERS-R). Training Selection Committee Members in the use of the Program Administration Scale (PAS).
10. Serving as a Selection Committee Member as currently described in the *Program Manual* and as may reasonably be revised by the District. Such service is *optional* for local college or Regional Coordinators but **mandatory** for college Coordinators in a Region.
11. Scheduling meetings for the Selection Committee to review Mentor and Director Mentor applications, evaluate applicants' centers or classroom sites, and to make final selections by **June 1st of each contract year**.
12. Notifying all new and Re-Certification applicants to inform them of final decisions as soon as possible after the final Selection Committee meeting.
13. Petitioning the District in writing that Mentor pool size be increased in an academic year. In such cases, determination will be made by Mentor Program staff based on current statewide allocations and student placement rates at the local college.
14. Maintaining eligibility requirements for Mentor Teachers in accordance with program policy as currently described in the *Program Manual* and as may reasonably be revised by the District.
15. Maintaining eligibility requirements for Director Mentors in accordance with program policy as currently described in the *Program Manual* and as may reasonably be revised by the District.

Professional Growth

16. Facilitating or arranging for facilitation of a 1-2 unit credit-optional monthly Seminar for Mentors to combine informal discussion of issues they confront in supervising student teachers with further study of supervision issues, leadership and mentoring skills.
17. Facilitating or arranging for facilitation of a 1-2 unit credit-optional monthly Seminar or continuing course for directors to study administrative issues, quality improvement strategies, leadership development and mentoring issues.
18. Providing Mentor and Director Seminar Instructors with the *Growing Leaders In-Service Training Resource Guide* and other necessary instructional materials as supplied by the District.
19. Ensuring that instructors for the Mentor and Director Seminars are regularly evaluated in accordance with college policies.
20. Supporting Mentor In-Service Training activities with Mentor materials and other appropriate funding where available.

Placements and Stipend Activities

21. Working within the college's administrative procedures to institutionalize the Mentor Program. This includes seeking curriculum committee approval for courses, including program information in the college catalog and course schedule, and establishing load credit for practicum instructors who support placements with Mentors.
22. Providing the District with official course outlines for all courses in which students may be placed with Mentors.

23. Placing students with Mentors, acting as intermediary between the student and Mentor, and monitoring the Mentors' work. The college agrees to offer the placement with a Mentor as an alternative to the existing practicum course(s).
24. Overseeing student placements with Mentors to ensure only one student will be in the Mentor's classroom at a time.
25. Approving the following as currently described in the *Program Manual* and as may reasonably be revised by the District:
 - Mentor-protégé contracts for Post-Practicum placements;
 - Mentor-student contracts for Individual Student Mentoring;
 - Hourly Mentoring Record stipends for short-term mentoring services;
 - Hourly Birth to Three/FCCH Mentoring Record stipends for short-term mentoring services for Infant/Toddler and Family Child Care teachers and providers;
 - Director Mentor-protégé director contracts for Director placements;
 - Hourly Director Mentoring Record stipends for short-term mentoring services;
 - Hourly Birth to Three/FCCH Director Mentoring Record stipends for short-term mentoring services for Infant/Toddler directors and Large Family Child Care providers
26. Serving, if requested and willing, as a Field Trainer as currently described in the *Program Manual* and as may reasonably be revised by the District.

Payments

27. Maintaining records of all costs and disbursements and reporting these monthly to the District in a timely and accurate manner.
28. Submitting authorizations to pay all stipends within 30 days following the end of the placement.
29. Submitting all fiscal reporting and requests for reimbursement to the District no later than **June 15th of each contract year**.
30. Acknowledging that the Coordinator's payment may be withheld and/or reduced if reporting is not accomplished in a timely or accurate manner.
31. Applying for and utilizing Additional Funding to Support Instructional Costs for an Adult Supervision Course if appropriate.
32. Applying for and utilizing Supplemental Support Funding for Large Area Programs if appropriate.
33. Applying for and utilizing Supplemental Support Funding for the Director Mentor Component if appropriate.
34. Providing full reporting on the use of any Supplemental Support Funding as currently described in the *Program Manual* and as may reasonably be revised by the District.

Evaluations

35. Facilitating program evaluation.
36. Requiring completion of Student Evaluation of Mentor Teacher, Director Mentor Contract Self-Evaluation, Director Mentor Contract Evaluation: Protégé, Birth to Three/FCCH Mentoring Record Protégé Evaluation, Birth to Three/FCCH Director Mentoring Record Protégé Evaluation, and Director Seminar Evaluation Forms by program participants.

Agreements and Reports

37. Completing and submitting to the District Quarterly Reports as follows:
 - First Quarter: August 1 to October 31, due **October 31st of each contract year**
 - Second Quarter: November 1 to January 31, due **January 31st of each contract year**
 - Third Quarter: February 1, to April 30, due **April 30th of each contract year**
38. Completing and submitting to the District all Annual Reporting materials on or before **June 15th of each contract year**.

Mentor Program Meetings

39. Attending all required Coordinator meetings and/or being responsible for acquiring and understanding the information and materials presented at these meetings.
40. Selecting eligible participants for the annual Mentor Institute.

Maintaining Records

41. Keeping records on each Mentor's placement history, student evaluations of the Mentor, the Mentor's application and re-certification, and stipend amounts. Keeping comparable records for each Director Mentor.
 42. Maintaining program data and records in archives for five years.
- C. Contractor will designate an instructor who will be responsible for teaching the Mentor Teacher/Adult Supervision Course, a 2-unit course on adult supervision skills for Mentor candidates, based on a course syllabus included in the *Program Manual* and as may be reasonably revised by the District.
- D. Contractor shall insure that Classroom Mentor applicants shall complete the following requirements in order to be considered for selection:
1. A college level Early Childhood training program that included an Early Childhood practicum supervised by a college instructor for credit. Candidates must submit a transcript proving completion of this requirement.
 2. The two-unit Mentor Teacher/Adult Supervision Course, as described in Sections B.2 and C in this Attachment.
 3. Two years of experience as a classroom teacher or family child care provider.
 4. Eligibility for the Master Teacher Level, or higher, of the California Child Development Permit.
 5. The Mentor Application (see *Program Manual*) which includes information on the applicant's educational background and experience, a personal statement, a transcript proving completion of the practicum as part of her/his Early Childhood education and the Harms and Clifford rating sheet from her/his self-review. The Application also includes a "supervisor's agreement" to support the candidate's application and participation as a Mentor. As public elementary school teachers have their own mentoring program, they are not eligible to participate in the California Early Childhood Mentor Program.
 6. A site review of the center's National Association for the Education of Young Children (NAEYC) accreditation status by members of the Mentor Selection Committee and direct observation of teaching practices, or completion of a site review and self study using the appropriate Harms and Clifford Scale (ECERS-R, ITERS-R, SACERS or FCCERS-R).
- E. Contractor shall ensure that Director Mentor applicants shall complete the following requirements in order to be considered for selection:

1. Three years of experience as a director or site supervisor in a child development program (current or prior).
 2. Successful completion of a Director Mentor Information Session Webinar and a Director Mentor Institute as currently described in the *Program Manual* and as may be reasonably revised by the District.
 3. The Director Mentor Application (see *Program Manual*) which includes information on the applicant's educational background, experience, statement of program philosophy, selection of items for Program Administration Scale (PAS) review, and references.
 4. Completion of a Program Administration Scale (PAS) interview by members of the Mentor Selection Committee. A site review of the applicant's worksite (if applicable).
- F. Contractor agrees to provide the following resources for implementation of the program:
1. Facilities for the Mentor Teacher/Adult Supervision Course, Selection Committee training and meetings, the Mentor Seminar and the Director Seminar as currently described in the *Program Manual* and as may be reasonably revised by the District.
 2. Funds for program costs in excess of amounts provided in Section A of this agreement.
- G. Contractor agrees that in cases where active Mentors or Director Mentors from other Regional or Local Mentor Programs wish to apply to this college's program, acceptance and selection will be at the discretion of this college's Selection Committee based on space availability and other selection criteria.
- H. District reserves the right to withdraw the resources listed in Section A for non-performance of activities and requirements listed in Sections B through G. Written notice of such withdrawal—and a procedure and timeline to appeal such a decision—will be provided to Contractor.

**California Early Childhood Mentor Program
Allocation to Solano Community College
2012-2013**

Instruction	\$3168
Coordinator	\$3600
Stipend Support	\$11400
Selection Committee Honoraria	\$2500
Printing/Copying	\$150
TOTAL	\$20818

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RENEWAL OF ANNUAL AGREEMENT BETWEEN
SOLANO COMMUNITY COLLEGE DISTRICT AND THE
REGENTS OF THE UNIVERSITY OF CALIFORNIA
PUENTE PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Approval from the Governing Board is requested for the renewal of the annual agreement between Solano Community College and the Regents of the University of California on behalf of the Puente Project. The period of the agreement is from July 1, 2012 to June 30, 2013. The Regents will provide mentor support funds of \$1,500.00 to Solano College. Solano College will provide services as outlined in the agreement.

A copy of the Agreement is available for review in the Office of the Superintendent-President and the Office of the Vice President of Finance and Administration.

Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$1,500 revenue
CEO 2012-13 Goals: #5

SUPERINTENDENT'S RECOMMENDATION

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Erin Vines, Dean
Counseling and Special Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7256

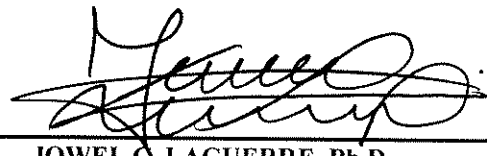
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

September 7, 2012

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

September 7, 2012

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

COOPERATIVE AGREEMENT NO. 12-CCC PUENTE-48
between
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
PUENTE PROJECT
and
SOLANO COLLEGE
FISCAL YEAR 2012-2013

THIS AGREEMENT is entered into between The Regents of the University of California, (hereinafter called "The Regents"), on behalf of the Puente Project (hereinafter called "Puente"), and Solano College (hereinafter called "Recipient").

WHEREAS, The Regents administer Puente, which has established guidelines for Puente community college programs, provides training for Recipient personnel who are implementing these programs, and requires Recipients to meet certain reporting requirements; and

WHEREAS, The mission of Puente is to increase the number of educationally disadvantaged students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations; and

WHEREAS, The California Community Colleges and The Regents have entered into a Memorandum of Understanding (MOU) which calls for increased transfers to the University of California and expansion of Puente;

NOW THEREFORE, the parties mutually agree as follows:

I. PERIOD OF PERFORMANCE

This Agreement shall be in effect from July 1, 2012 to June 30, 2013

II. STATEMENT OF PERFORMANCE

Recipient and Puente shall work together to continue to provide a program for educationally disadvantaged students at Solano College.

The current Puente *Community College Program Implementation Guidelines* is incorporated into this Agreement by reference as though set forth in full and outlines program responsibilities, roles, and expectations for Puente, Recipient, and their staffs in detail. Puente and Recipient agree to follow these Guidelines and the provisions set forth herein in conducting a Puente program. In case of inconsistencies between this Agreement and the Guidelines, this Agreement takes precedence. No changes in the Puente model shall be made without the agreement of The Regents' Puente Executive Director.

Puente will provide continued support in the form of instructor and counselor training as described in Article VI. Recipient will comply with all terms set forth in this Agreement.

III. AWARD AMOUNT AND PAYMENT

The Regents will provide mentor support funds of \$1,500 for the period stated above.

Payment of the amount stated above may be provided upon execution of this Agreement by both parties and submission of the **Certificate of Insurance**, as required by Article XII.

If sufficient funds are not appropriated by the State of California for this program, or if funding for any fiscal year is reduced or deleted, this Agreement shall either be cancelled pursuant to the applicable Agreement termination provisions or amended to reflect a reduction in funds.

IV. FINANCIAL ACCOUNTING, RECORDS, REPORTS

- A. Funds provided under this Agreement are to be used for mentor activities such as field trips, meetings, and orientations, including food during these functions. Funds may not be used for office furniture (such as, file cabinets, desks, tables, chairs) or for office renovations or construction, or equipment (e.g., computers and printers).
- B. Interest earned on funds provided through this Agreement may only be used for purposes of the project herein supported. Any unexpended funds must be returned to the University of California. The check, made out to the Regents of the University of California, and remitted by September 30, 2013 to Frank Garcia at the address listed in Article XVI.
- C. Allowable costs and financial administration shall be governed by Recipient's institutional standards and those set forth in this Agreement.
- D. Recipient shall maintain accounts, records, and other evidence pertaining to all costs incurred for the Puente program, including those covered from other sources.
- E. The Regents/Puente shall have access to and the right to examine and audit any directly pertinent books, documents, papers, and records for three years after expiration or termination of this Agreement.
- F. Financial reports and line item budgets may be periodically requested by the Puente Executive Director for programmatic reasons.

V. RESPONSIBILITIES OF THE RECIPIENT

- A. Recipient shall offer a two-semester sequence of courses consisting of Pre-English IA (or its equivalent) in the fall 2012 and English IA (or its equivalent) in the spring 2013 for designated Puente students, who qualify using the English class assessment process for the Community College(s), and as outlined in the *Puente Community College Program Implementation Guidelines*.
- B. Recipient shall provide services including teaching, counseling, and mentoring components to first-year students, and counseling and follow-up services until the student transfers to a four-year college or leaves the Recipient.
- C. Recipient shall select and hire the following staff:
 1. A **full-time Writing Instructor** whose schedule enables him or her to be a full team participant over at least a one-year period (Pre-English IA, fall, and English IA, spring, courses). The Writing Instructor shall be assigned to the Puente class and shall also receive reassigned time equal to a composition class for Puente co-coordination.
 2. A **full-time Counselor** assigned 50% to the Puente program and 50% to general counseling. The 50% non-Puente assignment should not be for coordinating or managing another major program assignment, such as the transfer center.
 3. **Clerical assistance** for Puente of at least 10 hours a week.

In order to assure that students receive continuity of program services, temporary, part-time, or hourly counselors or writing instructors will not be approved.

Teaching and counseling staff will be selected in consultation with Puente. This consultation process may include an on-site interview and/or classroom observation by Puente state or regional office staff. Recipient maintains final selection discretion.

Any changes in Recipient's teaching or counseling staff must be discussed in advance with the Puente Executive Director or his designee. Personnel changes or additions made without prior consultation may result in the Recipient paying for the cost of training the replacement staff. This cost is \$2,500 per person.

Recipient shall consult with the Puente Executive Director or his designee if any additional staff (reading and math instructors, tutorial or mentoring personnel) will be working on the Puente project.

- D. Recipient shall provide office and administrative support in accordance with the following:
1. Recipient shall contribute, from its own resources or Title V funds, or through shared resources such as the transfer center, program-operating costs of at least \$5,000 for student field trips, trips to universities, participation in the annual student motivational conference, mentor, academic and cultural activities, office supplies, books and curriculum materials.
 2. Recipient is responsible for providing office space in the counseling department area for the counselor, including access to a computer terminal for scheduling and counseling students. Office and equipment shall be provided by the beginning of the first day of instruction of 2012.
 3. Recipient agrees to provide office space and access to a computer terminal for clerical assistance. Office and equipment shall be provided by the first day of instruction of 2012.
 4. Recipient is responsible for providing access to long distance and fax telephone and email services for the counselor, instructor, and person(s) providing clerical assistance to support the Puente program.
 5. Recipient shall provide direct administrative oversight of the Puente administrative/program operational funds, and agrees to provide to the Puente on-site team access and authority to spend stated funds. The Recipient share of the Puente operating costs shall be in place by September 15, 2012.
- E. Recipient agrees to release counselor(s) and instructor(s) to attend all required Puente training sessions and to take students on field trips to colleges and cultural events. New team members selected for Puente shall participate in the assigned Puente Summer Institute (PSI), a weeklong, residential, mandatory training in July 2012.
- F. Recipient agrees to schedule each semester a Personal Development/Guidance (PD) course taught by the Puente counselor.
- G. Recipient shall submit reports as specified by The Regents' Puente Office as described in Articles IV and VII of this Agreement.

VI. RESPONSIBILITIES OF PUENTE

- A. Training: Puente will provide the following staff development programs at no cost to Recipient:
1. Puente Summer Institute: Initial mandatory training (weeklong, residential) for new counselors and writing instructors selected to participate in Puente. Training program will include instruction on improving student writing, incorporating literature focusing on the Mexican American and Latino experience, as well as other multicultural literature; effective counseling strategies; incorporating mentoring into the curriculum; working as a team to establish and implement the program; and program accountability.
 2. Ongoing training for instructors and counselors participating in Puente, consisting of at least two regional or statewide training sessions and area network meetings as needed.
 3. Ongoing support and resources for training.
 4. Ongoing support provided by Puente regional or state office staff through site visitations, telephone, fax and email consultations.
 5. Instructor and counselor resource materials and mentor recruitment materials.
- B. Assessment: Puente will provide ongoing program assessment, including student outcome data analysis, statewide and local site assessment, data collection and reports, provided that the site teams and district office deliver student data.

VII. PROGRAMMATIC REPORTING REQUIREMENTS

Recipient will provide student and college data necessary to determine the impact of Puente. Data collected include, but are not limited to: student information forms, student activities surveys, official grades for each term, student update forms, and statistics regarding the college's ethnic breakdown, retention/graduation rates, and transfer rates. Students will also

participate in interviews, complete questionnaires, and/or complete other assessment instruments necessary to determine the outcome of Puente. In no case will data be collected which identifies individual students without a release form signed by the student.

Data Collection Schedule: Because Puente staff coordinates data collection and reporting for both college and high school Puente programs, it is critical that the due dates be observed. Data is collected twice each year, with forms mailed from Puente in October and April. The counselor or instructor should return the SIBF forms, the student update forms and the official grade sheets to the Puente State Office as designated below.

1. FALL TERM:

<u>Item</u>	<u>Due Date</u>
Student Online Registration	October 29, 2012
Official Grade Sheet	End of term (instructor sends legible copy to Puente State Office)

2. SPRING TERM:

<u>Item</u>	<u>Due Date</u>
Student Online Registration (new students)	March 30, 2013
Student Update Form (continuing students)	March 30, 2013
Official Grade Sheet	End of term (instructor sends legible copy to Puente State Office)

Please send completed forms and other data to the Puente State Office.

VIII. COLLECTION OF INFORMATION

In cases where the Recipient collects information by interview or by questionnaire from students, parents, or the public in connection with Puente, the Recipient may not, without prior written approval from The Regents, represent in any way that information is being collected by or for The Regents and Puente.

IX. PUBLICATION AND ACKNOWLEDGMENT OF PARTICIPATION IN THE REGENTS' PUENTE PROGRAM

The Recipient may publish results of its local Puente site activity provided that such publications (printed, visual, or sound) contain an acknowledgment of participation in the Puente program, administered by The Regents, and a statement that findings, conclusions, and recommendations are those of the author or Recipient personnel only and do not necessarily represent the view of The Regents and the Puente State Office. Two copies of all such publications must be furnished to the Puente Executive Director following publication. Such publications include sections of larger reports which describe Recipient activities.

X. USE OF PUENTE NAME

It is hereby recognized that the use of the term "Puente Project" is to apply only to programs that have been authorized by the Puente Executive Director. The Recipient must advise the Puente Executive Director or his designee of any planned proposals which solicit funds for the Puente program or any program which is modeled on Puente as soon as feasible.

Any public announcements using a press release must receive prior authorization from the Puente Executive Director or his designee.

Any publication produced by the Recipient which includes a description of Puente shall use *either* of the following descriptions, ad verbatim:

"The Puente Project is a national-award winning program that has helped tens of thousands of educationally disadvantaged students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations. Begun in 1981, Puente combines accelerated instruction, intensive academic counseling, and mentoring by members of the community."

"The Puente Project helps to prepare educationally disadvantaged students for college admission and success through its combination of accelerated instruction, intensive academic counseling, and mentoring by members of the community."

If a more-in-depth description (for example, a brief history of the program, numbers of students and sites served, etc.) or if a deviation from this standard description is requested, the Recipient will contact the Puente State Office (510-987-9548).

XI. INDEMNIFICATION

Recipient shall defend, indemnify, and hold Puente, The Regents, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Recipient, its officers, employees, or agents.

The Regents shall defend, indemnify, and hold Recipient, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of The Regents, its officers, employees, or agents.

XII. INSURANCE

The Recipient at its sole cost and expense, shall insure its activities in connection with this Agreement and obtain, keep in force and maintain insurance as follows:

1. Commercial Form General Liability Insurance (contractual liability included) with limits as follows:

(a) Each Occurrence	\$1,000,000
(b) Products/Completed Operations Aggregate	\$3,000,000
(c) Personal and Advertising Injury	\$1,000,000
(d) General Aggregate	\$3,000,000

If the above insurance is written on a claims-made form, it shall continue for three (3) years following termination of this Agreement. The insurance shall have a retroactive date of placement prior to or coinciding with the effective date of this Agreement.

2. Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single limit no less than one million (\$1,000,000) per occurrence if using automobiles in conducting research under this Agreement.

3. Workers' Compensation as required under California State law.

4. Commercial Blanket Bond with a limit not less than the amount of grant funds provided by this Agreement in Recipient's possession at any one time covering all employees of Recipient, including coverage to protect money and securities as found in a Comprehensive Crime Policy.

5. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of The Regents and the Recipient against other insurable risks relating to performance of the agreement.

6. The coverages required under this Article shall not in any way limit the liability of the Recipient.

G. 7. The coverages referred to under (1) and (2) of this Article shall name "The Regents of the University of California" as Additionally Insured. Such a provision, however, shall apply only in proportion to and to the extent of the negligent acts or omissions of Recipient, its officers, employees, and agents. A thirty (30)-day advance written notice (10 days for non-payment of premium) to The Regents of any modification, change or cancellation of any of the above insurance coverages

is required. Upon the execution of this Agreement, Recipient shall furnish to Frank Garcia at the address listed in Article XVI. Certificates of Insurance evidencing Recipient's insurance coverage and Additional Insured Endorsements demonstrating that The Regents are an Additional Insured on the applicable policies.

NOTE: Payment will be withheld until Certificate(s) of Insurance have been received by The Regents.

XIII. AFFIRMATIVE ACTION/NON-DISCRIMINATION

Recipient agrees that when applicable, the following are incorporated herein as though set forth in full: the non-discrimination and affirmative action clauses contained in Executive Order 11246, as amended, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations contained in Title 41, part 60-1.4 of the Code of Federal Regulations, as amended; the non-discrimination and affirmative action clause contained in Section 503 of the Rehabilitation Act of 1973, as amended, relative to the employment and advancement in employment of qualified individual(s) with a disability without discrimination, and the implementing rules and regulations in Title 41, part 60-741.5 of the Code of Federal Regulations; the non-discrimination and affirmative action clause of the Vietnam Era Veterans Readjustment Assistance Act of 1974 relative to the employment and advancement in employment of qualified disabled veterans, recently separated veterans, Vietnam era veterans, veterans who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, and Armed Forces service medal veterans, without discrimination, and the implementing rules and regulations in Title 41, parts 60-250.5 and 60-300.5 of the Code of Federal Regulations; Title II of the Genetic Information Nondiscrimination Act of 2008 which prohibits employment discrimination based on genetic information (including family medical history); and the nondiscrimination clause required by California Government Code Section 12990(c) relative to equal employment opportunity for all persons without regard to race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition (cancer-related or genetic characteristics), marital status, sex (including but not limited to pregnancy and gender identity), age, or sexual orientation, and the implementing rules and regulations of Title 2, Division 4, Chapter 5, Section 8107 of the California Code of Regulations.

XIV. TERMINATION

Either party may terminate this Agreement in whole or in part without cause upon 30 days advance written notice to the other party. Unexpended advance payment balances must be returned to The Regents within 60 days of termination.

XV. AMENDMENTS

All amendments or modifications to this Agreement shall be by mutual consent of the parties and shall be in writing.

XVI. PROJECT PERSONNEL AND OTHER CONTACTS

The Regents' Puente Contacts

Program Matters:

Frank García, Executive Director
Puente, University of California
300 Lakeside Dr., 7th Floor
Oakland, CA 94612
Email: Frank.Garcia@ucop.edu
Phone: (510) 987-0860

Contractual Matters:

Lourdes DeMattos, Contract and Grant Officer
Research Policy Analysis and Coordination
Office of the President, University of California
1111 Franklin Street, 11th Floor, Oakland, CA 94607
Email: Lourdes.DeMattos@ucop.edu
Phone: (510) 987-9850

Recipient Contacts

Program Matters:

Name _____ Title _____
Address _____
Email _____
Phone _____

Fiscal Matters:


Name _____ Title _____
Address _____
Email _____
Phone _____

Contractual Matters:

Name _____ Title _____
Address _____
Email _____
Phone _____

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

By:  _____ Date: 8/20/12
Name: Alan Moloney
Title: Director, Procurement Services

SOLANO COLLEGE

By: _____ Date: _____
Name:
Title:
Tax ID:

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RENEWAL AGREEMENT FOR EDUCATIONAL SERVICES BETWEEN SOLANO COMMUNITY COLLEGE AND ALTA VISTA SOLUTIONS

REQUESTED ACTION: APPROVAL

SUMMARY:

An agreement between Solano Community College District and Alta Vista Solutions for special educational services is being presented to the Governing Board for approval.

The District will provide not-for-credit Welding Instruction for up to 15 Alta Vista Solutions Junior Engineers. The District will develop, coordinate, deliver, and evaluate the training. The employees will attend 12 hours of instruction, on two Saturdays, October 27 and November 3, in the Solano Community College Welding Lab. All successful completers will receive Certificates of Success. Additional training can be scheduled as needed with an addendum to this contract.

Alta Vista Solutions will compensate the District for all services rendered and expenses at a rate of four thousand two hundred dollars and no cents (\$4,200.00). The cost is inclusive for all instruction and teaching/training materials.

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 is requested at this time.

*Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$ 4,200.00 Revenue
CEO 2012-13 Goals: #5 Explore and acquire alternative sources of revenue.*

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

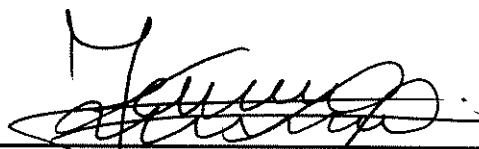
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

September 7, 2012

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

September 7, 2012

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 **ALTA VISTA SOLUTIONS, 6475 Christie Avenue, Suite 425, Emeryville, CA. 94608**, hereinafter referred to as "Alta Vista Solutions."

WHEREAS, Alta Vista Solutions desires to engage the District to render special educational services,

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- A. The District will provide Welding Instruction for up to 15 Alta Vista Solutions Junior Engineers.
- B. The District will develop, coordinate, deliver, and evaluate the training. The employees will attend 12 hours of instruction, on two Saturdays, October 27 and November 3, in the Solano Community College Welding Lab. Class will be not-for-credit. All successful completers will receive Certificates of Success. Additional training can be scheduled as needed with an addendum to this contract.
- C. Alta Vista Solutions will identify all employees who will participate in training.
- D. Alta Vista Solutions will compensate the District for all services rendered and expenses at a rate of four thousand two hundred dollars and no cents (\$4,200.00.) The cost is inclusive for all instruction and teaching/ training materials. Instruction is \$4,000.00, and welding gloves are an additional \$200.00.
- E. An invoice will be generated after the first day of instruction.
- F. **IT IS MUTUALLY UNDERSTOOD** that Alta Vista Solutions 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 Alta Vista Solutions and the District respectively.
- G. The District will indemnify, and hold harmless, in any actions of law or equity, Alta Vista Solutions , 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 Alta Vista Solutions . 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.

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

Jinesh Mehta, P.E.
Principal Engineer
Alta Vista Solutions
Emeryville, CA

Jowel C. Laguerre, Ph.D.
Superintendent-President
Solano Community College
Fairfield, CA

Date _____

Date _____

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

TO: Members of the Governing Board
SUBJECT: SCHOLARSHIP AGREEMENT BETWEEN BRANDMAN
UNIVERSITY AND SOLANO COMMUNITY COLLEGE

REQUESTED ACTION: APPROVAL

SUMMARY:

Brandman University, part of the Chapman University System, which is accredited by the Western Association of Schools and Colleges (WASC), is creating an opportunity designated to support locally based companies with their employee development efforts. The program will provide scholarship support for those students who meet the terms of the Corporate Partners Education Program (CPEP) in the Fairfield campus On-Ground Bachelor, Master, and Credential programs.

Solano Community College wishes to participate in the University's scholarship program as part of its employee educational development efforts. This agreement applies only for student enrollments in On-Ground Bachelor, Master, and Credential Degree programs at the Fairfield campus during the following start dates: Fall II (October 22, 2012); Spring I (January 7, 2013), and Spring II (March 4, 2013) sessions.

Approval of this scholarship offering is requested at this time.

Government Code: *Board Policy:* *Estimated Fiscal Impact: N/A*
CEO 2012-2013 Goals: Goal 3 – Strengthen administrative effectiveness.

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

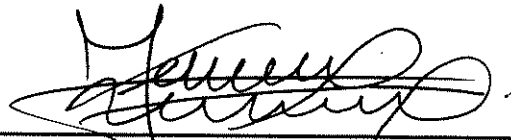
707-864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

September 7, 2012

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

September 7, 2012

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

Corporate Partners Education Program - Scholarship Offering

This SCHOLARSHIP AGREEMENT (hereinafter "Agreement") is entered into by and between BRANDMAN UNIVERSITY, part of the Chapman University System (hereinafter "University" or "Brandman University") located at 16355 Laguna Canyon Drive, Irvine, CA 92618 and SOLANO COMMUNITY COLLEGE, (hereinafter "Company") located at 4000 Suisun Valley Rd., Fairfield, CA 94534-3197.

Recitals

WHEREAS, Brandman University provides educational programs that are accredited by the Western Association of Schools and Colleges (WASC). The University is creating an opportunity designed to support locally based companies with their employee development efforts. The program will provide scholarship support for those students who meet the terms of the Corporate Partners Education Program ("CPEP") in the Fairfield campus On-Ground Bachelor, Master, and Credential programs, and

WHEREAS, the Company wishes to participate in the University's scholarship program as part of its employee educational development efforts.

Agreements

In consideration of the foregoing recitals, the Parties mutually agree as follows:

1. This Agreement applies only for student enrollments in the On-Ground Bachelor, Master, and Credential Degree Programs at the Fairfield campus during the following start dates: Fall II (October 22, 2012), Spring I (January 7, 2013), and Spring II (March 4, 2013) Sessions.
2. Company employees who enroll in a program at the University will be given a "per unit scholarship" towards the current tuition rate, beginning with Fall II (October 22, 2012) session. This scholarship amount will remain in place throughout the entire program. Brandman tuition rates may be subject to change. Scholarship rates, which are based on the size of the enrollment group, are as shown below:
 - Undergraduate degree scholarship = \$75 per unit
 - Graduate degree scholarship = \$90 per unit

No other costs such as books, travel or incidentals are included in the Scholarship. Tuition is due and payable by course prior to the start of each course. Student must remain in good academic and financial standing in accordance with the University's catalog.

3. Designated company employees wishing to enroll in the University programs under the Corporate Partners Education Program will be required to apply for admission and be admitted in accordance with the University's admission requirements. Employees may apply for Federal student loans the same as other students attending classes at the University. No other costs such as books, travel or

incidentals are included in the Scholarship. Tuition is due and payable by course prior to the start of each course. Upon request, company agrees to verify the employment status of the company's students.

4. Company may provide reasonable marketing opportunities to communicate Brandman's partnership, programs and other educational offerings to employees, interested parties, and potential students. Proposed marketing materials will be approved by Company within 5 working days. Company's proposed use of Brandman's, name, logo, academic and scholarship programs will be approved by the University within 5 working days.
5. Notices. Any notice required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed via first class mail, or by a reputable overnight delivery service, or by personal delivery, and directed to the address of such Party set forth below:

UNIVERSITY CONTACT INFORMATION:

Brandman University
 16355 Laguna Canyon Road
 Irvine, CA 92618
 ATTN: Jan Legoza
 Tel: 949-341-9834
 email: legoza@brandman.edu

COMPANY CONTACT INFORMATION:

Solano Community College
 4000 Suisun Valley Rd.
 Fairfield, CA 94534-3197
 ATTN: President Jowel Laguerre
 Tel: 707-864-7112
 Email: jowel.laguerre@solano.edu

6. The undersigned individuals hereby represent that they are authorized to execute this Agreement on behalf of their respective organizations.
7. This Agreement contains the entire Agreement between the parties and supersedes all prior written or oral agreements with respect to the subject matter herein. Any modification to this Agreement must be in writing signed by each of the parties.

THIS AGREEMENT IS NOT EFFECTIVE UNTIL THE DATE OF THE LAST SIGNATURE BELOW.

Agreed by Brandman University:

Signature: _____

Name: _____

Title: _____

Date: _____

Agreed by Company:

Signature: _____

 Name: Jowel C. Laguerre

 Title: Superintendent-President

 Date: September 20, 2012

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

TO: Members of the Governing Board

SUBJECT: APPROVE REAPPOINTMENTS TO THE MEASURE G
 CITIZENS' BOND OVERSIGHT COMMITTEE

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to reappoint two current members to the Measure G Citizens' Bond Oversight Committee (CBOC). Robert Charbonneau, representing the Taxpayers' Association, Fairfield, and Richard Ernst, representing the construction trades, Benicia, are requesting to be reappointed to a second two-year term. Their first term end-dates were May 2012.

Proposition 39 mandates the existence, purpose, duties, membership and meeting standards of the oversight committee which are contained in its adopted Bylaws.

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

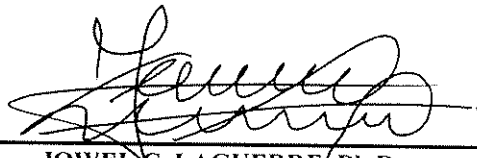
TELEPHONE NUMBER

Finance & Administration

ORGANIZATION

September 7, 2012

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

September 7, 2012

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

AGENDA ITEM 12.(c)
MEETING DATE September 19, 2012

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: PUBLIC HEARING AND ADOPTION OF THE 2012-2013
DISTRICT BUDGETS

REQUESTED ACTION: BOARD ADOPTION

SUMMARY:

At the Governing Board's regular meeting on September 5, 2012, Yulian I. Ligioso, Vice President, Finance & Administration, presented the Board with the proposed 2012-2013 District Budgets.

The 2012-2013 District Budgets are being presented for a public hearing and adoption at this time in accordance with the California Code of Regulations (CCR), Title 5, Section 58301. The District recommends adoption of the proposed budget and spending plan that were developed and shared with the campus community over the last several months during its budget development cycle.

Copies of the District's 2012-2013 Budget are provided to the Board under separate cover and are available in the Office of the Vice President of Finance & Administration, the Office of the Superintendent-President, and online at: http://www.solano.edu/governing_board/meetings.php.

Government Code: CCR, Title 5, Section 58301 Board Policy: 3000, 3005 Estimated Fiscal Impact: N/A
BOT 2012-2013 Goals: 1. Ensure fiscal stability through appropriate monitoring of reports.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Yulian I. Ligioso
Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7209

TELEPHONE NUMBER

Finance & Administration

ORGANIZATION

September 7, 2012

DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT



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

September 7, 2012

DATE APPROVED BY
SUPERINTENDENT/PRESIDENT

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

TO: Members of the Governing Board

SUBJECT: CHANGE ORDER NO. 04 TO D.L. FALK
 CONSTRUCTION, INC., FINE ARTS BUILDING 1300
 ADDITION/REMODEL PROJECT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 04 to D.L. Falk Construction, Inc. base contract for the Fine Arts Building 1300 Addition/Remodel project. Revised contract amount is as follows:

Contract Award Amount	\$	4,099,000.00
Prior Change Orders	\$	87,848.00
Change Order No. 04	\$	53,088.00
Total Change Orders	\$	140,936.00
Revised Contract Amount	\$	4,239,936.00
Total Project Budget	\$	4,239,936.00

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

Government Code: Board Policy: Estimated Fiscal Impact: Measure G Funds \$ 53,088.00

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Tohn Smith
 Project Manager, Kitchell CEM

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

707-864-7189

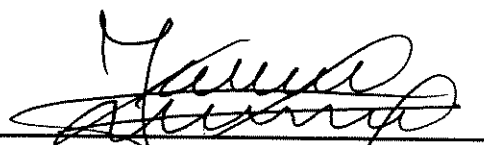
TELEPHONE NUMBER

Facilities

ORGANIZATION

September 7, 2012

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

September 7, 2012

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**



Change Order

Solano Community College District
4000 Suisun Valley Road
Fairfield, CA 94534
Tel: 707-864-7189 Fax: 707-207-0423

Kitchell CEM

Change Order # 4
Project No.: 11-001
Date: 8/29/12

DSA File No.: 48-C1
DSA App. No.: 02-111831

Project: Solano Community College District
Fine Arts Building 1300
Addition/Remodel Project

tBP Architecture
1000 Burnett Avenue, Suite 320
Concord, CA 94520

To: DL Falk Construction Inc.
3526 Investment Blvd
Hayward, CA 94545

The Contract is Changed as Follows:

COR No.

10 The contract documents specified the incorrect plumbing fixture for the exterior patio. The contractor was directed to purchase and install the correct plumbing fixture. \$ 1,249.00

19 The contract documents specify that five existing plumbing fixtures are required to be removed and reinstalled. During asbestos abatement it was determined that the specified sinks to be reinstalled included an asbestos undercoating that could not be abated, therefore the fixtures were removed and new fixtures were purchased. \$ 2,751.00

24 Metal wall framing at all openings specify a 20 gauge material to be provided. Correct material gauge at this condition is a 16 gauge material and thus was changed by the structural engineer to ensure the proper material was provided at all openings that require metal framing. Therefore additional material was required to provided the required framing support. \$ 3,817.00

26 It was determined that the existing stucco finish on the exterior of the building was not specified for removal on the contract documents. The contract documents specify that a new stucco finish will be provided, but the existing is not specified for removal therefore the contractor was directed to remove the existing stucco and prepare the exterior for a new stucco application. \$ 11,400.00

29 It was determined that the mansard bracket posts to be installed at the exterior of the building could not be provided with a flush application as the buildings exterior concrete walls bow. This contour change would affect the mansard panels and the gutter attachment. The contractor was directed to fabricate and install structural steel shim plates to fur out the mansard support posts.

\$ 3,046.00

31 Upon review of the exterior patio concrete detailing, it was determined that there was several conflicts that have resulted in additional work by the contractor. It was determined that the contract documents do not show required rebar detailing at the new concrete benches, new retaining wall thickness is increased from 6-inches to 8-inches due to conflict with thickness of new fence posts, and additional changes to the depth of new footings due to existing grade conflicts. In addition, the existing bench seating at the exterior kiln was removed and replaced as the seating was not structurally sound, and existing stairs were not ADA compliant and required removal and replacement, and additional handrail fabrication and installation for ADA compliance is required.

\$ 24,762.00

34 During the metal framing of Conference Room 1300D and Faculty Office 1300E, it was determined that there is a conflict on the contract documents with the structural steel beam for partition wall bracing located in the ceiling and metal wall framing. The structural steel partition framing conflicts with the new metal wall framing, therefore the metal wall framing thickness was changed from 4-inches to 6-inches to accommodate the 6-inch thickness of the steel beam that is run along the same line as the metal wall framing for the west wall of Conference Room 1300D and Faculty Office 1300E. Conference Room 1300D and Faculty Office 1300E will be framed to the bottom of the structural steel beam, and then framed again from above the structural steel beam to the underside of the roof as specified in the contract documents.

\$ 2,647.00

37 The specified anchor pins for the bottom track of the metal framing throughout the building would not penetrate the existing concrete slab. Therefore the structural engineer specified a new anchor pin, and required that the new anchor pin is installed every 16-inches in lieu of every 24-inches as specified, which requires materials and additional labor for the installation.

\$ 1,900.00

41 Due to existing conditions throughout the building, the existing sill plates are missing anchors throughout existing load bearing walls. The contractor drilled, epoxy, and set 23 new anchor bolts in required locations approved by the inspector of record.

\$ 1,516.00

TOTAL COST OF CHANGE ORDER

ADD \$ 53,088.00

Original Contract Sum:	\$ 4,099,000.00
Total change By Previous Change Orders:	\$ 87,848.00
Contract Sum Prior to This Change Order:	\$ 4,186,848.00
Original Contract Sum will be Increasedby This Change Order:	\$ 53,088.00
The New Contract Sum Including This Change Order Will Be:	\$ 4,239,936.00
The New Contract Completion Date Will Be:	12-Nov-12
Contract Time Will be Unchanged by This Change Order:	0 Days
The date of substantial completion as of the of this change order is	12-Nov-12

ARCHITECT:

Felix Canari
tBP Architecture

Date: _____

(Affix stamp here)

CONTRACTOR:

Greg Schmidt
DL Falk Construction, Inc.

Date: _____

(Affix stamp here)

OWNER:

Yulian Ligioso, VP Finance & Admin
Solano Community College District

Date: _____

DL FALK CONSTRUCTION, INC. - FINE ARTS BUILDING 1300 ADDITION/REMODEL

COR	Description	Negotiated Amount	Reason
10	The contract documents specified the incorrect plumbing fixture for the exterior patio. The contractor was directed to purchase and install the correct plumbing fixture.	\$ 1,249.00	Architect Error/Omission
19	The contract documents specify that five existing plumbing fixtures are required to be removed and reinstalled. During asbestos abatement it was determined that the specified sinks to be reinstalled included an asbestos undercoating that could not be abated, therefore the fixtures were removed and new fixtures were purchased.	\$ 2,751.00	Unforeseen Condition
24	Metal wall framing at all openings specify a 20 gauge material to be provided. Correct material gauge at this condition is a 16 gauge material and thus was changed by the structural engineer to ensure the proper material was provided at all openings that require metal framing. Therefore additional material was required to provide the required framing.	\$ 3,817.00	Architect Error/Omission
26	It was determined that the existing stucco finish on the exterior of the building was not specified for removal on the contract documents. The contract documents specify that a new stucco finish will be provided, but the existing is not specified for removal therefore the contractor was directed to remove the existing stucco and prepare the exterior for a new stucco application.	\$ 11,400.00	Architect Error/Omission
29	It was determined that the mansard bracket posts to be installed at the exterior of the building could not be provided with a flush application as the buildings exterior concrete walls bow. This contour change would affect the mansard panels and the gutter attachment. The contractor was directed to fabricate and install structural steel shim plates to fur out the mansard support posts.	\$ 3,046.00	Unforeseen Condition

31	<p>Upon review of the exterior patio concrete detailing, it was determined that there was several conflicts that have resulted in additional work by the contractor. It was determined that the contract documents do not show required rebar detailing at the new concrete benches, new retaining wall thickness is increased from 6-inches to 8-inches due to conflict with thickness of new fence posts, and additional changes to the depth of new footings due to existing grade conflicts. In addition, the existing bench seating at the exterior kiln was removed and replaced as the seating was not structurally sound, and existing stairs were not ADA compliant and required removal and replacement, and additional handrail fabrication and installation for ADA compliance is required.</p>	\$ 24,762.00	Unforeseen Condition & Architect Error/Omission
34	<p>During the metal framing of Conference Room 1300D and Faculty Office 1300E, it was determined that there is a conflict on the contract documents with the structural steel beam for partition wall bracing located in the ceiling and metal wall framing. The structural steel partition framing conflicts with the new metal wall framing, therefore the metal wall framing thickness was changed from 4-inches to 6-inches to accommodate the 6-inch thickness of the steel beam that is run along the same line as the metal wall framing for the west wall of Conference Room 1300D and Faculty Office 1300E. Conference Room 1300D and Faculty Office 1300E will be framed to the bottom of the structural steel beam, and then framed again from above the structural steel beam to the underside of the roof as specified in the contract documents.</p>	\$ 2,647.00	Architect Error/Omission
37	<p>The specified anchor pins for the bottom track of the metal framing throughout the building would not penetrate the existing concrete slab. Therefore the structural engineer specified a new anchor pin, and required that the new anchor pin is installed every 16-inches in lieu of every 24-inches as specified, which requires materials and additional labor for the installation.</p>	\$ 1,900.00	Unforeseen Condition
41	<p>Due to existing conditions throughout the building, the existing sill plates are missing anchors throughout existing load bearing walls. The contractor drilled, epoxy, and set 23 new anchor bolts in required locations approved by the inspector of record.</p>	\$ 1,516.00	Unforeseen Condition
TOTAL \$			53,088.00

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: AGREEMENT BETWEEN SOLANO COMMUNITY COLLEGE DISTRICT AND THE RESEARCH AND PLANNING GROUP (RP GROUP)

REQUESTED ACTION: APPROVAL

SUMMARY:

The Research and Planning Group for California Community College is conducting a statewide survey to assess outcomes of career technical programs. This study will gather student perspectives on issues such as whether students became employed within their field of study, if their community college coursework positively affected their earning potential, and how CTE programs can be improved.

Solano Community College is seeking approval from the Governing Board to enter into an agreement with the RP Group as a participating institution. The agreement shall be for the 2012-2013 academic year, ending August 1, 2013. The cost will be \$16,000 and will include a U.S. mail and telephone survey.

A copy of the Agreement is available for review in the Office of the Superintendent-President, and the Office of the Vice President of Finance and Administration.

Government Code: 78021 *Board Policy: 3520* *Estimated Fiscal Impact: \$16,000*
CEO 2012-13 Goals: #5

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Maire Morinec, Dean
School of Career Technical Education and Business

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7155

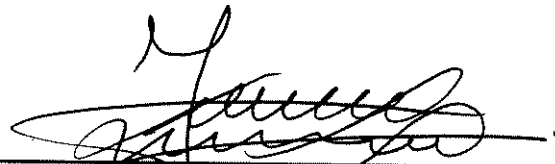
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

September 7, 2012

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

September 7, 2012

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

AGREEMENT

CTE Employment Outcomes Survey The Research and Planning Group for California Community Colleges And Solano Community College

This Agreement, herein referred to as "Agreement," is entered into by Solano Community College (herein "the Institution") and the Research and Planning Group for California Community Colleges (herein "the RP Group").

The CTE Employment Outcomes Survey will gather information on employment outcomes for students participating in CTE programs at California community colleges, including whether students became employed within their field of study, if their community college coursework positively affected their earning potential and how CTE programs can be improved.

Participating institutions will provide the RP Group with student contact information that will be used to request their participation in an email, US mail and/or telephone survey, based on a list of social security numbers/student IDs provided by the California Community College Chancellor's Office. The RP Group will provide institutions that participate in this survey with a summary report of its results, its data set and a report on aggregated results for all participating institutions.

THEREFORE, the Institution agrees to the following terms of this Agreement:

1. Data Sharing

The Institution gives the RP Group permission to access student social security numbers/student IDs reflective of the study cohort from the California Community College Chancellor's Office management information system (COMIS).

2. Designated Contact People

Please provide information on the Institution's designated contact person for implementation questions about this survey:

Name: Maire Morinec
Job Title: Dean; CTE + Business
Institution: Solano Community College
Phone: 707-864-7108
Email: maire.morinec@solano.edu

The RP Group's designated contact person for implementation questions about the survey is:

Adore Davidson, Program and Contracts Manager
RP Group
2600 Tenth Street, Suite 435
Berkeley CA 94710
510-527-8500
adore@rpgroup.org

3. Responsibilities

The Institution's Responsibilities

- a. The Institution will designate a specific local contact person for the project, entered on page 1 of the Agreement.
- b. The Institution will determine which tools should be used to conduct the survey, specifically whether US mail, telephone or both will augment an email survey and if additional questions will be added, marked on page 3 of the Agreement (see Appendix A for information on number of students to be surveyed, likely response rates and costs).
- c. The Institution will provide the RP Group with student contact information that will be used to request their participation in an email, US mail and/or telephone survey, including:
 - full first name
 - full last name
 - address
 - city
 - state
 - ZIP
 - e-mail 1
 - e-mail 2
 - phone 1
 - phone 2
- d. The Institution will create a generic college e-mail address that will appear in the "from" line in the e-mail message launching the electronic survey, with this address set up to forward to the RP Group. If this email address is not provided by January 15, 2013, email surveys will be sent from an RP Group address.
- e. If US mail surveys are selected, the Institution will provide a high resolution electronic copy of its logo to be printed onto envelopes. If the logo is not provided by January 15, 2013, envelopes will be printed with the Institution's name and address only.
- f. The Institution will mail to the RP Group any US mail surveys that are returned due to incorrect addresses.

RP Group Responsibilities

- a. The RP Group will provide the Institution with a list of student social security numbers/student IDs reflective of the study cohort, to be used to generate contact information (see Appendix C).
- b. The RP Group will contract with Santa Rosa Junior College and CSU-Sacramento to administer the email, US mail and telephone surveys.
- c. The RP Group will provide the Institution with an individualized report regarding student responses.
- d. The RP Group will provide the Institution with the data set for its students' responses.
- e. The RP Group will provide the Institution with a summary report that analyzes aggregated data from all of the institutions participating in the survey.

4. Confidentiality

To ensure confidentiality, all student data will only be used for this study and will not be associated with individual responses in reports. The statewide aggregate report will not specify individual college or district results. Data will be transferred using secure methods.

5. Timeline

This study will span the 2012-2013 academic year and will conclude on August 1, 2013.

- By September 10: The Institution will receive an Agreement from the RP Group

- By November 7: The Institution will submit a signed Agreement to the RP Group
- By December 1: The RP Group will send the Institution student social security numbers and student IDs for the survey cohort
- By January 15: The Institution will provide student contact information , a generic email address and, if selecting US mail surveys, a high resolution electronic copy of its logo
- By end of February 2013: Survey will be administered electronically
- By middle of April 2013: Survey will be administered by US mail
- By middle of May 2013: Survey will be administered via telephone
- By middle of June 2013: The RP Group will provide an individualized report and a data set of student responses to the Institution
- By end of July 2013: The RP Group will provide statewide summary report to all participating institutions

6. Fees

In exchange for services provided under this Agreement, the Institution shall pay the RP Group (please select the appropriate option):

- Option 1-email and US mail survey-Medium cohort -\$6,500
 Option 2-email and telephone-Medium cohort -\$12,000
 Option 3-email, US mail and telephone survey-Medium cohort -\$16,000

7. Payments

The RP Group shall submit invoices to the Institution with an itemized statement that details the nature of the work performed as follows:

- When each of the below-listed key milestones and/or key deliverables has been completed, the RP Group will invoice the Institution for the corresponding amount:
 - Beginning of term of Agreement—10% of total fee
 - Completion of email and US mail surveys—50% of total fee
 - Final report—40% of total fee
- The Institution shall make payment within forty-five days of the date of the invoice.
- The RP Group reserves the right to cease all work under this Agreement when a delinquent payment status exists. Delinquent status is defined as any account that is more than sixty days past due.

8. Term of This Agreement

This Agreement shall be in effect for districts in the academic year 2012-2013 ending August 1, 2013. Any participant(s) listed as a party to this Agreement may terminate its participation by delivering written notice of its intent to terminate said participation to Kathy Booth, the RP Group. However, termination by any participant(s) listed as a party will have no force or effect on the rights and responsibilities as to the remaining participants.

9. Delivery of Notices

All notices or communications permitted or required under this Agreement shall be given to the respective parties through the designated representatives set forth below:

RP Group:

Kathy Booth
Executive Director
2600 Tenth Street, Suite 435
Berkeley, CA 94710
510-527-8500
kbooth@rpgroup.org

The Institution:

Name: Solano Community College
Address: 4000 Suisun Valley Rd
Fairfield, CA 94534-3197
Phone: 707-864-7108
Email: maire.morinec@solano.edu

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written below.

The RP Group, Inc.

By: Kathy Booth

Print Name: Kathy Booth

Title: Executive Director

Date: September 1, 2012

Solano Community College

By: _____

Print Name: Jowel C. Laguerre, Ph.D

Title: Superintendent/President

Date: _____

Institution: Solano Community College

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

APPENDIX A: SURVEY OPTIONS

College Cohort Size	E-mail + US Mail (2012 response rate = 17%)	E-mail + Phone (2012 response rate = 19%)	E-mail + Phone + US Mail (2012 response rate = 29%)
Large (3001 +)	\$9,000	\$18,000	\$25,000
Medium (1,501-3,000)	\$6,500	\$12,000	\$16,000
Small (up to 1,500)	\$4,500	\$7,000	\$9,000

Notes:

Cohort sizes include students who in 2010-2011 earned a certificate of 6+ units and/or a vocational Associate's degree, or earned 9+ units in CTE classes, and did not enroll the following year. Cohort sizes for 2010-2011 are estimated based on actual numbers from 2009-2010 MIS data.

Costs are estimated based on the following assumptions:

Cost per survey, US mail = \$1.75

Cost per survey, Phone Center = \$3.85

Cost per college to administer all surveys, including all e-mail surveys = \$1,000

Cost per college to coordinate statewide survey and reporting = \$648

Cost per college for MIS data extraction = \$400

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: **Members of the Governing Board**
SUBJECT: **INDEPENDENT FINANCIAL ADVISOR**
REQUESTED ACTION: **INFORMATION/ACTION**

SUMMARY:

In concert with a recommendation from Solano County Treasurer Lomeli and in alignment with the recent Municipal Securities Rulemaking Board's (MSRB) Rule G-17, staff is requesting approval to engage the services of an independent financial advisor to oversee the Measure Q bond issuances process. MSRB's Rule G-17, known as the "fair dealing" rule, sets out specific requirements that an underwriter must follow when communicating to and working with a state or local government throughout the new issuance process for municipal securities. Fees for such services are estimated to be \$60,000 and are contingent upon passage of Measure Q.

Government Code: N/A Board Policy: N/A Estimated Fiscal Impact: Measure Q Funds

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

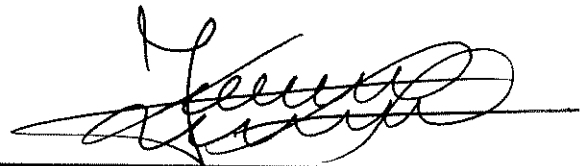
TELEPHONE NUMBER

Finance and Administration

ORGANIZATION

September 7, 2012

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

September 7, 2012

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: PROPOSED NEW JOB DESCRIPTION – OUTREACH AND PUBLIC RELATIONS MANAGER (CLASSIFIED MANAGER)

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY:

In accordance with Administrative Leadership Group Board Policy 4850.2.B.2.b., a Classified Administrator may be reassigned within the bargaining unit, pursuant to the provisions of Education Code Sections 88001 and 88013. This reassignment is based on significant changes in job duties and levels of responsibility.

A reclassification/reassignment review was vetted and approved through our normal processes. Following is a copy of the new proposed Outreach and Public Relations Manager Class Specification (Job Description).

Government Code: ECS 88001; 88009; 88013 Board Policy: 4800 Estimated Fiscal Impact: N/A

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Charo L. Albarrán
Interim Director of Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

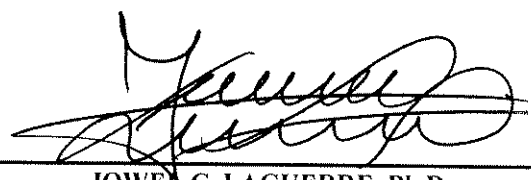
(707) 864-7122

TELEPHONE NUMBER

Administration
ORGANIZATION

September 7, 2012

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

September 7, 2012

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION (JOB DESCRIPTION)

CLASS TITLE: **Outreach and Public Relations Manager (Proposed)
(Classified Manager)**

BASIC FUNCTION: Under the general supervision of the Director of Admissions and Records, the incumbent will plan, coordinate, perform and evaluate outreach and recruitment services and partnerships in support of enrollment management goals and plans; serves as primary liaison between the college departments and local community groups, as well as the general student populations. Additionally the incumbent will be responsible for managing the areas of internal and external communications; public information; publications and printed materials.

DISTINGUISHING CHARACTERISTICS: This position has primary responsibility for a comprehensive integrated marketing and communications plan with the purpose of advancing enrollment and brand identity. Work is performed under general work guidelines established by the Director of Admissions and Records and daily activities require the use of initiative and significant independent judgment, particularly when dealing with members of the press and the public. Successful performance requires possession of program coordination skills and the professional written and oral communications skills required of a highly visible position in the community.

REPRESENTATIVE DUTIES:

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

PUBLIC RELATIONS

Provide counsel and technical assistance to Superintendent/President, Vice Presidents and other staff regarding communication, public relations, current and future marketing issues which impact the College, its personnel and procedures.

Establish and maintain internal and external communication networks and documents for the College.

Compose, develop and prepare communication for dissemination via speeches, correspondence, talking points, announcements, and other oral or written communications for the College President.

Determine the need for general campus and specific program marketing at all campuses; create and initiate marketing and promotional campaigns to meet these needs.

Serve as college spokesperson to news media, including preparation of news releases.

Plan and manage area budget resources.

Serve on administrative and college boards, committees, and task forces.

Work closely with College programs that provide programs-specific outreach in order to develop comprehensive and coordinated outreach plans and recruitment activities that result in the reduction of duplicative efforts.

Coordinate events and outreach activities with area high schools, middle schools and elementary schools which bring superintendents, principals and school staff together for dialog on mutual interests.

Assist in managing press relations, including writing and distributing press releases, interacting with media representatives, responding to press inquiries; making oral representations.

Create print specifications and secure bids for printing and distribution of catalog, schedule of classes, brochures, flyers, postcards and other printed materials.

Conduct market research, interpret findings and formulate recommendations.

Assist in designing and maintaining the Marketing & Communications web pages, including posting press releases and working with Webmaster to manage home page announcements.

Serve as primary liaison between the College and local high school faculty and administrative personnel.

OUTREACH

Work with college staff, school administrators and faculty to plan, coordinate and implement the outreach program to general high school, middle school and elementary school populations both locally, nationally and internationally, including events such as high school visitations, campus tours, career days, programs for specific disciplines and countywide administrators events.

Survey participants to obtain feedback, analyzes results and makes recommendations to improve or enhance future events.

Plan a master calendar of outreach activities to the general high school, middle school and elementary school population.

Prepare promotional materials, correspondence, reports, applications, minutes and other written materials related to high school outreach and high school articulation.

Interact with College departments and programs in order to coordinate outreach efforts; recruits faculty, staff and college students to represent College programs and services for outreach events and activities.

Maintain a master calendar of general outreach activities, working in collaboration with programs that provide outreach to special populations, and publicizes calendar to campus personnel.

Provide direct services to students (i.e., application workshops).

Train and direct the work of temporary and student workers.

May attend conferences, meetings, and workshops, as appropriate.

Ensure all marketing and communication activities comply with the college brand identity guidelines.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Demonstrate skill in respectful, sensitive and effective communication with people who are diverse in their cultures, ethnicities, language groups, and abilities, and with individuals from all other groups protected from discrimination; sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Applicable laws, codes and regulations, policies and procedures including Title 5 and California Education Code;

Practices, methods, and procedures involved in developing, implementing and conducting public relations, strategic communications, marketing and awareness activities.

Public relations practices, procedures, techniques, and terminology.

Policies, goals and objective of the District operations, programs and activities.

Principles, practices and techniques involved in the research, organization, composition and design of news releases, newsletters and informational materials.

Methods of collecting and organizing data and information.

Budget preparation and control.

Principles, practices and techniques utilized in media relations;

Principles, practices and techniques used in marketing, branding, and direct marketing and communication;

Basic college curricula;

Principles and practices of administration, supervision, and training, including techniques in supervision;

Modern automated record-keeping systems;

Application processes;

Computer software applications including desktop publishing equipment and software, spreadsheet, database and word processing programs;

Record-keeping and report preparation techniques.

Public Speaking Techniques

Principles and practices of administration, supervision and training;

Oral and written communication skills;
Correct English usage, grammar, spelling, punctuation and vocabulary;
District organization, operations, policies and procedures of assigned program and activities;
Interpersonal skills using tact, patience and courtesy;
Budget preparation and control.

ABILITY TO:

Develop, implement and conduct public relations, strategic communications, marketing and awareness activities to enhance community understanding of District's objectives, services and activities.

Compose, develop and prepare communication for dissemination via speeches, correspondence, talking points, announcements and other oral or written communications for the College President.

Research, organize, compose and design press releases, newsletters and informational materials for distribution to the local news media and publication in the community.

Prepare and deliver oral and written presentations.

Meet and confer with personnel, administrators, students and the public to obtain and determine information for publication and promotion.

Meet and confer with faculty regarding promotion of their courses and programs.

Serve as a liaison and coordinate communications and information between the Superintendent/President, other administrators, personnel, print and broadcast media and the public.

Monitor legislature and city/county actions affecting District operations and activities.

Learn District organization, operations, policies and objectives.

Analyze situations accurately and adopt an effective course of action.

Maintain records and prepare reports.

Plan and organize work, working independently with little direction and meeting schedules and timelines.

Establish and maintain cooperative and effective working relationships with others.

Apply marketing and communication principles to achieve program goals and objectives.

Design, develop and implement an integrated and comprehensive marketing and communication program.

Copy write, edit, and proofread, including communication on technical subjects.

Use, and interpret market research

Work within complex, integrated ERP systems.

Develop, revise and implement policies, procedures and guidelines related to assigned functions.

Train, supervise and evaluate personnel.

Communicate effectively both verbally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain current knowledge of program rules, regulations, requirements and restrictions to assure institutional compliance.

Analyze situations accurately and adopt an effective course of action.
Coordinate activities with Information Technology Services operation.

MINIMUM QUALIFICATIONS

EXPERIENCE: Three years responsibility in public relations and marketing and outreach program support, including one year as a coordinator or lead capacity.

PREFERRED QUALIFICATIONS:

EDUCATION: Bachelor's Degree or higher from an accredited college/university in communications, journalism, marketing, public relations, business or related field.

Board approved: _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RECLASSIFICATION OF THE CALIFORNIA SCHOOL
EMPLOYEE'S ASSOCIATION, CHAPTER #211
ADMINISTRATIVE ASSISTANT III TO AN
ADMINISTRATIVE ASSISTANT II FOR THE EOPS/CARE/
CALWORKS PROGRAM

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY:

In accordance with Article 18 of the California School Employees Association/District Collective Bargaining Agreement, the District may request a reclassification based on significant changes in job duties and levels of responsibility. A reclassification review was conducted and a recommendation made to move the EOPS/CARE/CalWORKs Program position from an Administrative Assistant III to Administrative Assistant II, as appropriate. The CSEA and District have reached agreement on salary placement for the Administrative Assistant II to remain at Range 11.

Government Code: *Board Policy:* 4720 *Estimated Fiscal Impact:* Unknown

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Charo L. Albarran
Interim Director of Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

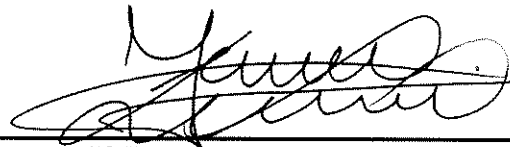
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September 7, 2012
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JOWEL C. LAGUERRE, Ph.D.
Superintendent-President

September 7, 2012
**DATE APPROVED BY
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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM**

TO: Members of the Governing Board

**SUBJECT: SOLANO COLLEGE FACULTY ASSOCIATION
PRESENTATION OF INITIAL BARGAINING PROPOSAL**

REQUESTED ACTION: INFORMATION

SUMMARY:

Pursuant to Government Code Section 3547 and for the purpose of public notice (“sunshining”), the Solano College Faculty Association (SCFA) has submitted its initial bargaining proposal to the District to open Articles 19 –Workload; 20 - Salaries (salary of contract education faculty); and 27 - Release-Time Assignments (extra duty assignments process). Public comment on such proposals shall be received at the next Governing Board meeting scheduled October 3, 2012.

Government Code: 3547 Board Policy: 2010 Estimated Fiscal Impact: Unknown

SUPERINTENDENT’S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

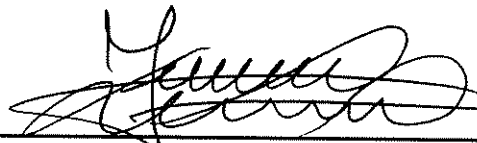
Dr. Gene Thomas, SCFA President
PRESENTER’S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197
ADDRESS

707-864-7000
TELEPHONE NUMBER

Solano College Faculty Association
ORGANIZATION

September 7, 2012
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**


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

September 7, 2012
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: FIRST DRAFT ACCREDITATION FOLLOW-UP REPORT

REQUESTED ACTION: INFORMATION

SUMMARY:

The Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges, at its meeting held January 10-12, 2012, reviewed the Institutional Self-Study Report and the report of the evaluation team which visited Solano Community College, Monday, October 24 - Thursday, October 27, 2011. The Commission acted to issue Warning and to ask that Solano Community College correct the deficiencies noted. The college is required to complete a Follow-Up Report. The report will be followed by a visit of commission representatives.

The College has been working on a Follow-Up Report in response to the nine recommendations made by the ACCJC at their last site visit to Solano Community College.

Dr. Shirley Lewis, Dean of the Vacaville Center, and Dr. Annette Dambrosio, Professor of Reading/English, Accreditation Co-chairs, will present to the Board for information the first draft of the Accreditation Follow-Up Report to be submitted to the ACCJC by October 15, 2012.

*Government Code: ACCJC Standards Board Policy: 2070 Estimated Fiscal Impact: N/A
CEO 2012-2013 Goals: 1. Ensure completion of accreditation report.
BOT 2012-2013 Goals: 4. Monitor progress related to ACCJC recommendations.*

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Jowel C. Laguerre, Ph.D.
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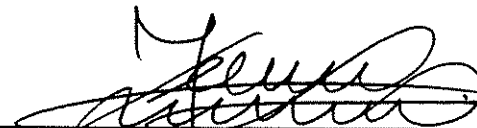
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SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: FIRST READING – ELECTION OF BOARD MEMBERS –
POLICY 1008 - REVISED

REQUESTED ACTION: INFORMATION

SUMMARY:

The Governing Board establishes and regularly reviews broad institutional policies and appropriately delegates responsibility to implement these policies.

Revised Policy No. 1008, Election of Board Members, has been reviewed by the Board Policy Adhoc Subcommittee.

Government Code: *Board Policy:* 1008 *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

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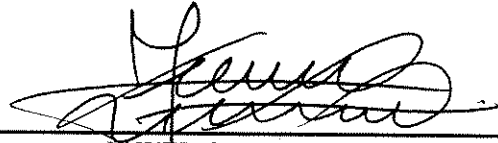
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JOWEL C. LAGUERRE, Ph.D.
Superintendent-President

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SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT

ELECTION OF BOARD MEMBERS

1008

POLICY: The seven (7) Board Members are elected from ~~four (4)~~ *seven (7)* trustee areas, in accordance with provisions of the California Elections Code, by qualified electors of those trustee areas.

The term of office of each trustee shall be four (4) years, commencing on the first Board meeting in December ~~at which the newly elected Governing Board meets.~~ *following the general election in November.* Elections shall be held every two years, in even numbered years. Terms of trustees are staggered so that, as nearly as practical, one-half of the trustees shall be elected at each trustee election.

The Governing Board has provided for the election of trustees by trustee areas.

Effective February 20, 2002 ~~November 6, 2012~~, the trustee areas are:

~~Area 1: Vacaville, Dixon, and Winters~~

Area 1: Vallejo

~~Area 2: Fairfield, Travis Air Force Base, Cordelia, and Green Valley~~

Area 2: Vallejo

~~Area 3: Vallejo~~

Area 3: Vallejo, Benicia, Suisun

~~Area 4: Benicia, Vallejo, Suisun~~

Area 4: Fairfield, Vacaville, Travis Air Force Base

Area 5: Fairfield, Green Valley, Cordelia

~~Area 6: Vacaville~~

Area 7: Vacaville, Winters, Dixon

The election of a Board member residing in and registered to vote in the trustee area he or she seeks to represent shall be only by the registered voters of the same trustee areas.

The Superintendent-President shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The Superintendent-President shall submit the recommendation in time for the Board to act as required by law.

**REFERENCES/
AUTHORITY:**
5009,

California Education Code Sections 5000 et seq.,

5014, 5019.5, 72022-23, 72023.5, 72103

California Elections Code

Solano Community College District Governing Board

~~SOLANO COMMUNITY COLLEGE DISTRICT~~

~~ELECTION OF BOARD MEMBERS~~

BP1008

ADOPTED: July 7, 1982

REVISED: March 18, 1987; May 19, 1999; June 6, 2007, XXXXX

REVISED