

AGENDA ITEM 7.(b)
 MEETING DATE August 6, 2008

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

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

EMPLOYMENT 2007-08

Short-term, Temporary & Substitute Assignments

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Hourly Rate</u>
Kate Delos	Building Remodel meetings	6/1/08 – 6/30/08	\$ 63.43
Joseph Glazier	Substitute Warehouse Operator	5/11/08 – 6/30/08	\$ 13.46
Chris McBride	Basic Skills Conference	6/3/08	\$ 65.93
Mark Pandone	Building Remodel meetings	6/1/08 – 6/30/08	\$ 63.43
John Vogelpohl	English Instructor, Summer Bridge	3/1/08 – 7/31/08	\$ 48.07
Diane White	Coordinator, Basic Skills	6/1/08 – 6/30/08	\$ 59.59


EMPLOYMENT 2008-09

Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Bernardita Dagcuta	Accounting Specialist II (General) CSEA, Chapter #211	8/11/08

Richard Christensen, Ed.D.
 Director of Human Resources

July 25, 2008
 Date Submitted


GERALD F. FISHER
 Superintendent/President

July 25, 2008
 Date Approved

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR**Governing Board Meeting****July 16, 2008****Page 2****Change in Assignment**

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Rashmi Johal	Learning Resources Technician (Access Services) From 6 hours/175 workdays plus six week summer session To 8 hours/175 workdays	8/11/08

Short-term, Temporary & Substitute Assignments

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Hourly Rate</u>
Fall Adjunct Faculty	See attached list		
Eddie Del Pilar, Jr.	Substitute Custodian	7/1/08 – 6/30/09	\$ 12.87
James Darling	Fire Science Academy Aide	7/1/08 – 12/21/08	\$ 8.60
Joe Finnigan	Substitute College Police Officer	7/1/08 – 6/30/09	\$ 18.23
Joseph Glazier	Substitute Courier	7/1/08 – 6/30/09	\$ 12.31
	Substitute Warehouse Operator	7/1/08 – 6/30/09	\$ 13.46
John Glidden	Instructional Assistant, Basic Skills	8/18/08 – 12/17/08	\$ 14.95
Richard Hornfischer	Substitute College Police Officer	7/1/08 – 6/30/09	\$ 18.23
Kim Hudson	Instructional Assistant, Basic Skills	8/18/08 – 12/17/08	\$ 14.95
Kody Kerooher	Instructional Assistant, Basic Skills	8/18/08 – 12/19/08	\$ 14.95
Amanda Martinez	Substitute Reprographics Tech	7/7/08 – 6/30/09	\$ 12.87
Karen Meris	Student Services Assistant II, Financial Aid/Banner Backfill	7/1/08 – 6/30/09	\$ 15.59
Lori Rybarczyk	Student Services Assistant II, Financial Aid/Banner Backfill	7/1/08 – 6/30/09	\$ 15.59
Dawn Post	Children's Programs Specialist	7/1/08 – 6/30/09	\$ 16.31
Kristine Santellan	Registration Aide	7/1/08 – 6/30/09	\$ 10.00
Danielle Slade	Instructional Assistant, Basic Skills	8/1/08 – 6/30/09	\$ 14.95
Patrick Vogelpohl	Instructor, Basic Skills	7/1/08 – 7/31/08	\$ 48.07
	Instructor, Basic Skills	8/1/08 – 12/31/08	\$ 49.99
Diane White	Coordinator, Basic Skills	7/1/08 – 8/13/08	\$ 59.59
Angie Yang	Office Assistant, Financial Aid	7/1/08 – 6/30/09	\$ 9.60

Independent Contractors

<u>Name</u>	<u>Service</u>	<u>Dates of Contract</u>	<u>Amount</u>
	Human Resources Department <u>Richard Christensen, Responsible Manager</u>		
Sierra Club Solano Group	Flex Cal activity, Green Valley Falls City of Vallejo Water District	8/13/08	\$ 145.00

Governing Board Meeting

July 16, 2008

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Independent Contractors (Continued)

<u>Name</u>	<u>Service</u>	<u>Dates of Contract</u>	<u>Amount</u>
Small Business Development Center			
<u>Charles Eason, Responsible Manager</u>			
Brian Cushing	Workshop presentation, SBDC Program Income	8/7/08 – 9/30/08	\$ 210.00
The Federal Tech Center Procurement Assistance Program	Workshop presentations, SBDC Program Income	8/7/08 – 9/30/08	\$ 500.00
Arthur Washington	Consulting & technical assistance, California Community College Chancellor’s Grant	7/17/08 – 9/30/08	\$ 840.00
Tech Prep			
<u>Charles Shatzer, Responsible Manager</u>			
Julia May	Facilitate and assist in the preparation of Tech Prep project activities for 2008-09	8/1/08 – 6/30/09	\$ 5,000.00

GRATUITOUS SERVICE

<u>Name</u>	<u>Assignment</u>	<u>Division/Department</u>
Trillana Amando	Assist students in the pool	PE/Athletics

APPROVAL OF JOB DESCRIPTION

Attached is a copy of the Bookstore Operations Coordinator job description (CSEA, Chapter #211 Range 15 on the salary schedule). The description was presented for information at the Board meeting held July 16, 2008, and is being presented tonight for approval.

ADJUNCT/OVERLOAD FACULTY 2008 Fall Semester
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*** New Format due to our new computer system**

<u>INSTRUCTOR</u>	<u>SUBJECT</u>	<u>INSTRUCTOR</u>	<u>SUBJECT</u>
Accooe R	CJ	Canepa K	NURS
Adams D	NURS	Cardinal J	PE
Alcantara R	PE	Carmichael E	ENGL
Alexander C	RE	Carney S	DRFT
Alvarado T	SOCS	Carollo D	MUSC
Amii M	CHEM	Cavanagh L	MUSC
Anderson D	CIS	Ceja P	OT
Anderson K	CIS	Cerati V	ITAL
Andrews N	ESL	Clanton E	ACCT
Aptekar R	BIO	Clarke N	PE
Atwal G	BUS	Cobene H	ENGL
Averett J	NURS	Coburn F	MT
Axsen W	BIO	Codina S	HIST
Ayres S	PE	Collins N	DRFT
Baca J	MATH	Colombano S	SPAN
Badtke D	ENGL	Cook K	DRFT
Bahr L	WATR	Corioso M	CJ
Balsley S	BIO	Coury C	ENGL
Bandy B	THEA	Cowee M	ECE
Barsotti G	PE	Crandall-Bear D	HIST
Basaran V	CHEM	Craven E	PHOT
Bates A	BIO	Crayton K	SPCH
Baughn K	PE	Cross L	ANTH
Beaulieu J	MATH	Crowder M	ENGL
Becker K	PE	Daniel C	NURS
Belisle M	PE	Danko C	ACCT
Berrett M	ECTN	Daprato R	PSYC
Beverly L	NURS	Daugavietis G	GEOG
Beverly R	PE	Davini W	BUS
Bischof O	MATH	Davis T	ENGL
Bishop C	NUTR	Dawson S	CJ
Bloom A	MATH	de La OSalas M	SPAN
Boerner H	ENGL	Dean M	BUS
Boudreau G	RE	Defoe D	ENGL
Bourdon I	NUTR	Degette R	COUN
Brown C	HED	Dekloe J	BIO
Brunner T	ART	Delorenzo J	THEA
Bump D	MUSC	Demartini D	ENGL
Bunch R	PHIL	Depaz E	HIST
Bundenthal T	PLSC	Dermody T	OT
Burnsed F	PE	Dick E	FIRE
Bussewitz B	ECE	Diehl S	HORT
Butters R	ECON	Dominguez S	WATR
Byrd S	FIRE	Donahue C	ENGL
Cain G	HED	Dooly D	PE
Cain P	BUS	Dorger S	PHOT
Calica C	ECE	Duane E	LR
Callison K	CIS	Dudman M	BUS

Duleck M	AERO	Hassler C	RE
Dusenberry V	IT	Hawkes W	CHEM
Duvai Q	ENGL	Hawkins C	BIO
Ellasces J	CJ	Hawkins C	BIO
Ericson J	CHEM	Hefner-Gravink A	BIO
Ernst S	ECE	Hernandez-Neil P	COUN
Estes C	ENGL	Higashi J	CHEM
Esteve C	MATH	Ho D	PHYS
Eusebio E	PORT	Hoekje S	CHEM
Evans D	MT	Hoggan D	CIS
Faden E	ENGL	Holland S	MUSC
Farahnak F	BIO	Horning R	ART
Federle N	ART	Howell J	CIS
Federle S	ENGL	Hubbard L	ACCT
Fernandez G	SPAN	Hubbell W	ACCT
Ferrari V	OT	Immel S	MATH
Field J	SPAN	Intintoli H	MUSC
Florence F	ART	Isaacson V	OT
Flynn S	PE	Itaya P	BIO
Foley M	HIST	Iwamoto K	ENGL
Fracisco M	CIS	Ix D	SPAN
Frizzell G	PE	Jackson T	MATH
Fuchs E	MATH	Jagoda M	MATH
Fuller P	MATH	Jenschke P	DRFT
Fuller R	LR	Jian A	MATH
Galen R	MUSC	Johnson M	GEOL
Gallagher H	THEA	Johnson T	SOC
Gantt G	FIRE	Johnston R	PHYS
Garnier M	BUS	Jones M	MATH
Gaviglio G	SOC	Jones V	MATH
Gelfand V	CHEM	Juliano K	MUSC
Gerald J	BIO	Karlen R	FIRE
Geyer A	CINA	Kearney G	ENGL
Glankler R	FIRE	Kearns K	ART
Glines N	SPCH	Keener R	WATR
Goesdasilva F	BIO	Kenehan S	MATH
Goldstein R	ENGL	Keyser G	ENGL
Goodwin M	CJ	Kiedrowski T	THEA
Gordon D	NURS	Kiernan D	GEOG
Gordon M	HIST	Kilgore K	BUS
Gravely S	ANTH	Kirkbride C	MATH
Grube T	MATH	Knight L	ENGL
Gumlia M	COUN	Kolbe K	CJ
Guptill C	THEA	Krider D	PSYC
Guyer R	ART	Kulasingam G	CHEM
Hairston A	ENGL	Lamons M	ENGL
Hannan Z	MATH	Lane R	BUS
Harding D	ESL	Laxa Z	CIS
Harris M	NURS	Lee L	CJ
Harrow R	MATH	Lee W	CIS

Leininger T	GEOG	Mouton J	COUN
Leslie J	PE	Muick P	BIO
Less O	INTD	Mumaugh J	MATH
Levy C	ART	Nagle J	PE
Livingston R	SOCS	Nazarenko S	HUDV
Long J	ENGL	Neely J	MATH
Lopez-Morillas J	THEA	Nelson J	CJ
Lorenzetti V	ENGL	Nelson R	COUN
Lowe K	ENGL	Newhook D	ENGL
Lucido F	DRFT	Newland C	BIF
Lui E	MATH	Nicholson J	THEA
Lum R	PE	Nogue J	BIO
Lutz M	PHYS	Nordin S	CJ
Lynch S	BIO	Norris B	THEA
Maclachlan L	BIO	Nosce L	BIO
Macmullen J	PHYS	Nunley K	PE
Maghoney L	ECON	Oare J	CJ
Mahmood K	MATH	Ogden C	MGMT
Mallory P	BIO	Oyao D	PE
Marks K	PE	Pabst S	ENGL
Marlow-Munoz L	FLNG	Parini G	BUS
Martin G	MATH	Paschal R	BIO
Martinelli W	MATH	Passalacqua K	INTD
Mazak S	CINA	Patterson D	MGMT
McBride C	ENGL	Pavloff N	PHOT
McCord K	SOCS	Peck P	ART
McDermott L	HIST	Pendleton R	ENGL
McIlvery J	HS	Peoples H	CHEM
McIver I	TV	Petero A	SPCH
McLean R	LS	Petersen P	PHYS
McNamara J	NURS	Pfitzner M	PHOT
McNeil-Jackson C	COUN	Pike R	FIRE
McReynolds G	SPCH	Pinto V	MATH
McSweeney M	HUDV	Podkolzina S	MATH
Meade S	SPAN	Poff G	SPCH
Means J	ECE	Polishchuk B	MATH
Melter C	NURS	Powell J	PLSC
Messina S	ENGL	Prescott V	ECON
Michals N	ENGL	Pryor E	PE
Mikolajcik W	MUSC	Pyle D	PLSC
Miller L	FIRE	Rago R	PE
Miller M	CJ	Re E	BIO
Miller S	PE	Redfield D	GEOL
Miner J	PE	Reynolds-Smith E	MUSC
Mitchell T	AERO	Rhoads G	MATH
Molnar M	BIO	Riddell B	BIO
Moncibais G	FIRE	Ritchey H	NURS
Moore R	BIO	Roberts L	TUTR
Morris J	LATN	Robertson R	MATH
Moucharafieh N	CHEM	Robinson D	SOC

Rock J	NURS	Stover S	HED
Rodriguez H	MATH	Strickland J	CIS
Roggli K	PHIL	Struntz W	COUN
Rosengren K	ENGL	Sturm E	GRMN
Rota L	ECE	Subramanian M	CHEM
Rotenberg S	LR	Sullivan Z	PE
Rutaganira T	MATH	Summers P	BIO
Ryan K	ENGL	Swindle R	ENGL
Salmon R	ART	Tanaka J	PE
Sanders T	OT	Taylor B	COUN
Sanderson R	WELD	Taylor M	CIS
Santiago M	CHEM	Taylor S	MUSC
Saulsberry S	COUN	Thelen L	CJ
Schaffer J	GEOL	Thomas G	BIO
Schaffer J	GEOL	Thompson S	MUSC
Schmall C	MATH	Thurin J	FIRE
Schouten J	ENGL	Tolla J	ART
Schroeder-Evans K	SPAN	Tow L	ACR
Schwarz B	CIS	Tsang T	CHEM
Scott J	ENGL	Twitchell K	CJ
Scott R	MATH	Valentino R	THEA
Shaffer N	MATH	Valenzuela J	CJ
Shakikhan K	ART	Valmore A	PE
Shatzer J	BUS	Via T	IT
Shiah Z	ENGL	Wai N	MATH
Shulakoff A	ENGL	Wallace J	COUN
Simas E	SPCH	Wanek K	NURS
Sloan J	HUDV	Watkins T	BUS
Smith J	ENGL	Watts V	ECE
Smith J	MATH	Wedaman K	BIO
Smith J	NURS	White D	HIST
Smith J	OT	White K	PE
Smith R	ASTR	Whitesell J	SPCH
Snow C	MATH	Widemann D	GEOG
Soria Martin D	MATH	Willer A	CIS
Souza M	ENGL	Williams D	ATHL
Spake R	MATH	Williams K	HORT
Spillner C	CHEM	Winchester Y	JAPN
Spindt C	THEA	Winfield T	FIRE
St. Pierre M	NURS	Winters D	ECTN
Sta Maria K	COUN	Wooden T	PE
Staffero L	BIO	Word J	BIO
Stahlkopf C	ENGL	Wright R	ENGL
Stanley R	ENGL	Wylie E	CIS
Starbuck B	NURS	Yest R	MATH
Stein J	ENGL	Young A	PE
Stelter S	BUS	Young V	PE
Stevens V	NURS	Yumae T	MUSC
Stewart A	MATH	Zidek A	PHOT
Stockdale S	THEA		

**SOLANO COUNTY COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Bookstore Operations Coordinator

BASIC FUNCTION: Under direction of ~~a-the Bookstore manager~~**Manager**, assist in the overall coordination and management of the college bookstore; prepare and maintain financial records and reports; assist in supervising student employees.

REPRESENTATIVE DUTIES:

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

Assist the Bookstore Manager in supervision of bookstore ~~student~~ personnel and operations; assume supervisory responsibility in the absence of the manager.

Perform accounting duties related to the bookstore's accounts payable function; examine, verify, record and process purchase orders and invoices; match documents and calculate prices and extensions.

Coordinate the processing of online orders, prepare shipments to customers, reconcile order records and prepare reports.

Prepare periodic State sales tax reports; compile and prepare information required for year-end fiscal closing reports.

Review, edit and prepare textbook requisitions; enter and revise information using computer equipment; verify titles, authors, editions and other data to assure accuracy. **Assist the Bookstore Manager in determining order quantities for textbooks and place orders. Follow up on orders and resolve discrepancies as needed.**

Select, hire, schedule and assign student employees; prepare personnel records and timesheets for each student.

Operate a microcomputer, calculator, cash register, typewriter, copier, facsimile machine, pricing gun and other equipment.

Oversee and Process refunds on bookstore merchandise and participate in buyback activities.

Assist bookstore staff and customers and provide a variety of information regarding bookstore procedures and District policies.

Assist bookstore staff in other areas during peak workload periods; provide information and assistance to bookstore customers.

Bookstore Operations Coordinator - Continued

Page 2

Communicate with District students, administrators, instructional and support staff, vendors and the general public to represent the bookstore in the exchange of information, development of bookstore relations, resolution of problems and correction of discrepancies.

Perform a wide variety of general clerical duties in support of bookstore operations.

Secondary Functions:

Open and/or Close out cash registers and supply with currency and coin; prepare cash deposits; prepare totals of cash, credit card, and checks received; prepare daily sales balancing sheet.

Operate a motor vehicle and work at other bookstore locations as requested.

Perform job-related duties as assigned.

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

EDUCATION AND EXPERIENCE: Two years of college with course work in accounting and three years of increasingly responsible, full-time retail experience involving sales, accounting, inventory control and the operation of microcomputers using word processing, spreadsheet and database management software or any combination of training, experience and/or education that provides the required knowledge, skills, and abilities. ~~At least one year of experience must be in a college bookstore and one year in a lead or supervisory capacity are desirable.~~ **One or more years of experience with Missouri Book Services (MBS) Systems software, and experience with SCT Banner software desirable.**

LANGUAGE SKILLS:

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

Ability to write reports, business correspondence, and procedure manuals.

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

MATHEMATICAL SKILLS:

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

Bookstore Operations Coordinator - Continued

Make arithmetic calculations quickly and accurately.

Identify and correct numerical discrepancies.

REASONING ABILITY:

Ability to solve complex and technical problems and deal with a variety of individuals and variables in non-standard situations.

Ability to apply technical knowledge to the interpretation of a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to apply specific rules, policies and procedures of the program and function to which assigned.

Ability to exercise good judgment and discretion in handling confidential and sensitive matters.

CERTIFICATES, LICENSES, REGISTRATION:

Valid California driver's license.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

- College bookstore operations.

- Retail accounting including accounts payable and receivable.

- Operation of computer equipment including spreadsheet and word processing software, **printers**.

- Basic principles of supervision and training.

- Financial and statistical recordkeeping techniques.

- Modern office practices, procedures and equipment.

Assist the Bookstore Manager in supervising bookstore operations and activities.

Operate, balance and assure proper maintenance of cash registers.

Train and provide work direction to others.

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

~~Operate an electronic keyboard accurately at 50 words per minute.~~

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

Perform assigned work with speed and accuracy.

Establish and maintain effective and cooperative working relationships with others.

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

Observe health and safety rules and regulations.

Meet schedules and timelines.

Bookstore Operations Coordinator - Continued

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Plan and organize time and work effectively.
Work independently with minimum supervision.

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

While performing the duties outlined in this classification, employees in this classification are regularly required to sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person. The employee in this classification is occasionally required to drive to other bookstore locations to conduct work.

The employee assigned to this classification must regularly lift, carry and/or move objects weighing up to 25 pounds.

~~The employee will be needed to be flexible and possibly work additional hours when the bookstore is impacted with ordering and additional activities connected with opening and closing each semester.~~

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

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

The work assigned to this classification is typically performed in a community college bookstore environment. While performing the duties of this classification, the employee regularly is exposed to frequent interruptions and the hazards of working with video display terminals **and other electronic equipment**, and is occasionally exposed to vehicle traffic when driving to other bookstore locations to conduct work. The work environment is moderately noisy.

Marlys Grodt & Associates - 1993

SD/zg

Board approved: _____ 6/19/96

Revised: _____ 4/21/99JY

Proposed 2/28/08

Original revised 4/21/99

Revised 6/25/08

**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:

07/03/08	Vendor Payment	11002617-11002680	\$ 183,419.52
07/16/08	Vendor Payment	11002681-11002693	\$ 267,648.83
07/16/08	Vendor Payment	11002694-11002716	\$ 15,753.40
07/22/08	Vendor Payment	11002718-11002773	\$ 436,534.98
07/22/08	Vendor Payment	11002774	\$ 8,000.00
07/22/08	Vendor Payment	11002775	\$ 8,000.00
07/25/08	Vendor Payment	11002776-11002997	\$ 14,905.00
07/28/08	Vendor Payment	11002999-11003023	\$2,612,352.46

Copies of Warrant Listings are available at the Board Meeting, in the Office of the Superintendent/President, in the Office of the Vice President of Administrative and Business Services, and in the Library.

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

Mazie L. Brewington, Vice President
Administrative & Business Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

707-864-7167

TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

July 25, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



GERALD F. FISHER
Superintendent/President

July 25, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

AGENDA ITEM 7.(d)
 MEETING DATE August 6, 2008

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

TO: Members of the Governing Board
**SUBJECT: CONSTRUCTION CHANGE ORDER NO. 4 APPROVAL
 FOR ALTEN CONSTRUCTION, INC. – BID NO. 08-003**
REQUESTED ACTION: CONTRACT CHANGE ORDER APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 4 to Alten Construction, Inc.'s base contract for the Building 1700A Renovation and Building 1700B Construction. Revised contract amount is as follows:

Contract Award Amount	\$ 6,122,433.00	
Prior Change Orders	\$ 428,577.00	
Change Order No. 4	\$ 135,476.00	
Total Change Orders	\$ 564,053.00	9.2% of Contract Award Amount
Revised Contract Amount	\$ 6,686,486.00	
Total Project Budget	\$ 6,686,486.00	

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

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Stan Dobbs
 Independent Contractor

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

(707) 864-7176


TELEPHONE NUMBER

Maintenance & Operations

ORGANIZATION

July 25, 2008

**DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT**


 GERALD F. FISHER
 Superintendent/President

July 25, 2008

**DATE APPROVED BY
 SUPERINTENDENT/PRESIDENT**

08/6/08 ALTEN CONSTRUCTION, INC. Bldg. 1700 PCO's RECOMMENDED FOR APPROVAL

PCO	Description	Negotiated Amount	Reason	Summary	CO
42	Remove and replace drywall in Rooms 1742-1745, 1752, 1754-1756 not identified on the contract drawings.	\$ 11,255.00	Errors & Omission	During construction it was determined that walls in Rooms 1742-1745, 1752 and 1754-1756 called for demolition of drywall but did not call for replacement with new drywall. The Contractor was directed to install the additional drywall at all areas where it was noted for demolition.	4
46	Remove and dispose of bat guano from the exterior soffit per District request.	\$ 28,613.00	Owner Request	During construction it was determined that the soffits in Building 1700 were infested with bat guano. The Contractor was directed to remove and dispose of all bat guano located in the soffits.	4
49	Repair to water damaged drywall at the existing soffit of the gymnasium.	\$ 1,304.00	Unforeseen Conditions	During construction it was determined that sections of the existing soffit in the gymnasium were water damaged and required replacement. The Contractor was directed to remove the damaged areas of the soffit and replace with new drywall.	4
50	Re-routing of existing water lines above the ceilings in Room 1702 to allow for installation of the new HVAC ducting for the rooftop unit above.	\$ 11,482.00	Unforeseen Conditions	During construction it was determined that the existing domestic water lines above the ceilings in Room 1702 were in conflict with the new HVAC ductwork. The Contractor was directed to re-route the existing water lines around the new HVAC ductwork.	4
51	Cut and cap existing fire sprinkler lines not shown on the contract drawings that interfere with new ceiling construction.	\$ 2,455.00	Unforeseen Conditions	During construction it was determined that there are existing fire sprinkler lines not shown on the contract drawings that conflict with new ceiling heights. The Contractor was directed to cut and cap the fire sprinkler lines above the new ceiling heights to allow new ceiling work to be completed without interference.	4
52	Provide temporary electrical power to portable modular building and portable tents located on the tennis courts.	\$ 18,131.00	Owner Request	During construction it was determined that the temporary portable building and tents located on the tennis courts needed temporary electric power. The Contractor was directed to provide the requested power.	4
54	Re-route the electrical conduits to the telephone cabinet.	\$ 1,082.00	Unforeseen Conditions	During construction it was determined that the existing telephone cabinet needed to have the electrical conduits re-routed to the new telephone cabinet location. The Contractor was directed to re-route the electrical conduit to the new telephone cabinet location.	4

PCO	Description	Negotiated Amount	Reason	Summary	CO
55	Re-circuiting of the power feed to the south bleacher control due to blockage by new steel columns installed around new doors leading to gym from Room 1702.	\$ 5,271.00	Unforeseen Conditions	During construction it was determined that the existing location for the controls to the gymnasium's south bleachers would not be accessible for use due to the new steel columns installed at the new south lobby door openings. The Contractor was directed to move the power feed for the bleacher controls to a new, unobstructed location.	4
56	Provide and install new metal studs and drywall to fur the south wall of Room 1732 to conceal exposed electrical and plumbing piping.	\$ 947.00	Unforeseen Conditions	During construction it was determined that there is exposed electrical conduit and plumbing pipes on the south wall of Room 1732 that need to be concealed. The Contractor was directed to fur the south wall to conceal the exposed piping.	4
58	Provide and install new metal studs and drywall to fur the west wall of Room 1734 to conceal exposed conduit.	\$ 1,383.00	Errors & Omission	During construction it was determined that the west wall in Room 1734 must be furred out to conceal electrical conduit in order to raise existing electrical devices from 12" to the required ADA accessible height of 18". The Contractor was directed to fur the west wall to conceal the electrical conduit and raise the devices to the correct heights.	4
59	Change sink type at five locations to fit within ADA cabinets specified. Existing sink depth would not allow ADA clearance under the cabinet.	\$ (2,173.00)	Unforeseen Conditions	During construction it was determined that the sinks to be provided in all of the ADA accessible cabinets were too deep, and did not allow for the proper knee space under the sink. The Contractor was directed to replace the sink with new ADA accessible sinks.	4
60	Add roof slope between roof drains on the south, west and north sides of the building to allow proper slope for water drainage, and to maintain the roof warranty.	\$ 14,229.00	Unforeseen Conditions	During construction it was determined that the existing roof did not have the correct slopes in order for the roof to properly drain rain water and meet warranty requirements. The Contractor was directed to add roof top insulation to properly funnel the roof water towards the roof drains.	4
63	Remove and dispose of hazardous ceramic tile in Restrooms 1754 and 1751 that were not specified on the contract documents.	\$ 4,221.00	Unforeseen Conditions	During construction it was determined that the ceramic tile in Restrooms 1751 and 1754 was hazardous and required proper abatement and disposal. The Contractor was directed to remove the ceramic tile and dispose of the hazardous materials.	4

PCO	Description	Negotiated Amount	Reason	Summary	CO
64	Provide and install new metal studs and drywall to fur the west wall of Room 1732 to conceal exposed electrical conduit and raise outlets to the code required heights.	\$ 1,249.00	Errors & Omission	During construction it was determined that the west wall in Room 1732 must be furred to conceal electrical conduit in order to raise existing electrical devices from 12" to the required ADA accessible height of 18". The Contractor was directed to fur the west wall to conceal the electrical conduit and raise the devices to the required heights.	4
66	Provide and install new metal studs and drywall to fur the north wall of Room 1721 and west wall of Room 1738 to conceal exposed electrical conduit and raise outlets to the code required heights.	\$ 10,777.00	Errors & Omission	During construction it was determined that the north wall in Room 1721 and west wall in Room 1738 must be furred to conceal electrical conduit in order to raise existing electrical devices from 12" to the required ADA accessible height of 18". The Contractor was directed to fur the walls to conceal the electrical conduit and raise the devices to the required heights.	4
68	Provide electrical power to all drinking fountains.	\$ 1,587.00	Errors & Omission	During construction it was determined that no electrical power existed for the drinking fountains. The Contractor was directed to provide the required power to each drinking fountain.	4
69	Relocation of electrical devices to ensure code compliance with required ADA heights for these devices.	\$ 8,739.00	Unforeseen Conditions	During construction it was determined that the walls in Rooms 1705, 1739, & 1740 must be furred to conceal electrical conduit in order to raise existing electrical devices from 12" to the required ADA accessible height of 18". The Contractor was directed to fur the walls to conceal the electrical conduit and raise the devices to the required heights.	4
76	Removal and replacement of roof top plywood sheets due to dry rot conditions.	\$ 14,442.00	Owner Request	During construction it was determined that the existing rooftop plywood sheets were water damaged in several areas and needed to be removed and replaced. The Contractor was directed to remove the damaged plywood and replace with new plywood.	4
80	Add fiber-reinforced plastic (FRP) wall finish in Rooms 1742, 1747, and 1754 surrounding the mop sinks.	\$ 482.00	Unforeseen Conditions	During construction it was determined that the janitorial sinks in Rooms 1742, 1747, and 1754 required fiber-reinforced plastic (FRP) at all of the adjacent sink walls. The Contractor was directed to add FRP to the walls that surround all janitorial mop sinks.	4
TOTAL \$ 135,476.00					



Change Order

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

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

Kitchell CEM

Date: 8/6/2008
 To Contractor:
 Alten Construction, Inc.
 720 12th Street
 Richmond, CA 94801

Architect's Project No.: 05080.01
 Contract Date: 11/15/2007
 Contract Number: 08-003
 Change Order Number: 04

This contract is hereby revised by the following items:

PCO	Description	Amount
42	Remove and replace drywall in Rooms 1742-1745, 1752, 1754-1756 not identified on the contract drawings.	\$ 11,255.00
46	Remove and dispose of bat guano from the exterior soffit per the request of the District.	\$ 28,613.00
49	Repair to water damaged drywall at the existing soffit of the gymnasium.	\$ 1,304.00
50	Rerouting of existing water lines above the ceilings in Room 1702 to allow for installation of the new HVAC ducting for the rooftop unit above.	\$ 11,482.00
51	Cut a cap existing fire sprinkler lines not shown on the contract drawings and interfere with new ceiling construction.	\$ 2,455.00
52	Provide temporary electrical power to portable modular building and portable tents located on the tennis courts.	\$ 18,131.00
54	Rework of the electrical conduits to the telephone cabinet.	\$ 1,082.00
55	Re-circuiting of the power feed to the south bleacher control due to blockage by new steel columns installed around new doors leading to gym from Room 1702.	\$ 5,271.00
56	Provide and install new metal studs and drywall to fur the south wall of Room 1732 to conceal exposed electrical and plumbing piping.	\$ 947.00
58	Provide and install new metal studs and drywall to fur the west wall of Room 1734 to conceal exposed conduit.	\$ 1,383.00
59	Change sink type to S-1 at 5 locations to fit within ADA cabinets specified. Existing sink depth would not allow ADA clearance under the cabinet.	\$ (2,173.00)
60	Add roof slope between roof drains on the south, west and north sides of the building to allow proper slope for water drainage, and to maintain the roof warranty.	\$ 14,229.00
63	Remove and dispose of hazardous ceramic tile in restrooms 1754 and 1751, not specified on the contract documents.	\$ 4,221.00
64	Provide and install new metal studs and drywall to fur the west wall of Room 1732 to conceal exposed electrical conduit and raise outlets to the code required heights.	\$ 1,249.00
66	Provide and install new metal studs and drywall to fur the north wall of Room 1721 and west wall of Room 1738 to conceal exposed electrical conduit and raise outlets to the code required heights.	\$ 10,777.00
68	Provide power to all drinking fountains.	\$ 1,587.00
69	Relocation of electrical devices to ensure code compliance with required ADA heights for these devices.	\$ 8,739.00
76	Removal and replacement of roof top plywood sheets due to dryrot conditions.	\$ 14,442.00
80	Add fiber-reinforced plastic (FRP) wall finish in Rooms 1742, 1747, and 1754 surrounding the mopsinks.	\$ 482.00

The original Contract Value was.....	\$ 6,122,433.00
Sum of changes by prior Change Orders.....	\$ 428,577.00
The Contract Value prior to this Change Order was.....	\$ 6,551,010.00
The Contract Value will be changed by this Change Order in the amount of	\$ 135,476.00
The new Contract Value Including this Change Order will be.....	\$ 6,686,486.00
The Contract duration will be changed by.....	0 Days
The Substantial Completion date as of this Change Order is	2-Feb-09

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

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

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

AGENDA ITEM 7.(e)
MEETING DATE August 6, 2008

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: CONSTRUCTION CHANGE ORDER NO. 5 APPROVAL
FOR ALTEN CONSTRUCTION, INC. – BID NO. 08-003

REQUESTED ACTION: CONTRACT CHANGE ORDER APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 5 to Alten Construction, Inc.'s base contract for the Building 1700A Renovation and Building 1700B Construction. Revised contract amount is as follows:

Contract Award Amount	\$ 6,122,433.00	
Prior Change Orders	\$ 564,053.00	
Change Order No. 5	\$ 98,555.00	
Total Change Orders	\$ 662,608.00	10.8% of Contract Award Amount
Revised Contract Amount	\$ 6,785,041.00	
Total Project Budget	\$ 6,785,041.00	

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

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Stan Dobbs
Independent Contractor
PRESENTER'S NAME


4000 Suisun Valley Road
Fairfield, CA 94534
ADDRESS

(707) 864-7176

TELEPHONE NUMBER

Maintenance & Operations
ORGANIZATION

July 25, 2008
**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**


GERALD F. FISHER
Superintendent/President

July 25, 2008
**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

08/06/08 ALTEN CONSTRUCTION, INC. BLDG. 1700 PCO's RECOMMENDED FOR APPROVAL

PCO	Description	Negotiated Amount	Reason	Summary	CO
36	Removal and disposal of hazardous roofing materials not shown on the asbestos abatement report.	\$ 53,261.00	Unforeseen Conditions	During construction it was determined that the existing roofing material included asbestos materials that needed to be removed and disposed of by the asbestos abatement subcontractor. The subcontractor was directed to remove and dispose of all hazardous materials.	5
40	Remove and replace existing ductwork at new staff offices.	\$ 22,441.00	Owner Request	During construction it was determined that the duct work between Rooms 1707 and 1734 required replacement. The Contractor was directed to remove the existing ductwork and replace with new ductwork.	5
57	Elimination of roof receptor drains and addition of new condensate to the roof drains with 1-1/2" copper piping.	\$ 12,525.00	Unforeseen Conditions	During construction it was determined that the new rooftop air conditioning units did not have drainage for the condensate lines. The Contractor was directed to remove piping from the air conditioning unit to the roof drains replace with 1-1/2" copper piping.	5
73	Furnish and install concealed flange at door jambs where new specified drywall will not fit behind the existing door frames.	\$ 2,128.00	Unforeseen Conditions	During construction it was determined that eight existing door frames require a concealed flange because the new drywall will not fit behind the existing door frames. The Contractor was directed to install the metal flange to provide a finished edge where the drywall will not fit behind the existing door frames.	5
81	Add impact-resistant wall panels to Rooms 1739 and 1740 to conceal exposed conduit and electrical devices to meet code requirements.	\$ 6,940.00	Errors & Omission	During construction it was determined that electrical devices in Rooms 1739 and 1740 are required to be raised from 12" to 18" per code requirements. The Contractor was directed to raise the electrical devices and cover the walls with impact-resistant wall panels.	5
83	Corrections due to incorrect PCO values on Change Order No. 3.	\$ 483.00	Unforeseen Conditions	During review of Change Order No. 3 it was determined that the values for PCO's 12, 13, and 20 included were incorrect. The Contractor was directed to submit a new PCO to show the value still owed for work performed on PCO's 12, 13 and 20.	5

PCO	Description	Negotiated Amount	Reason	Summary	CO
90	Add fire smoke damper to team room corridor.	\$ 777.00	Errors & Omission	During construction it was determined that a fire smoke damper was required at the team room corridor where existing duct work penetrates the wall. The Contractor was directed to install a new fire smoke damper.	5
TOTAL \$ 98,555.00					



Change Order

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

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

Kitchell CEM

Date: 8/6/2008

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

Architect's Project No.: 05080.01
 Contract Date: 11/15/2007
 Contract Number: 08-003
 Change Order Number: 05

This contract is hereby revised by the following items:

PCO	Description	Amount
36	Removal and disposal of hazardous roofing materials not shown on the asbestos abatement report.	\$ 53,261.00
40	Remove and replace existing ductwork at new staff offices between gridlines 1 & 16, and A & D and replace with new duct work.	\$ 22,441.00
57	Elimination of roof receptor drains and add of new condensate to the roof drains with 1-1/2" copper piping.	\$ 12,525.00
73	Furnish and install concealed flange L-metal at door jambs where new specified drywall will not fit behind the existing door frames.	\$ 2,128.00
81	Add impact resistant wall panels to rooms 1739 and 1740 to conceal exposed conduit and electrical devices that have to be raised per code.	\$ 6,940.00
83	Corrections due to incorrect PCO values on change order #3.	\$ 483.00
90	Add fire smoke damper to team room corridor per RFI #74.	\$ 777.00

The original Contract Value was.....	\$	6,122,433.00
Sum of changes by prior Change Orders	\$	564,053.00
The Contract Value prior to this Change Order was	\$	6,686,486.00
The Contract Value will be changed by this Change Order in the amount of	\$	98,555.00
The new Contract Value Including this Change Order will be	\$	6,785,041.00
The Contract duration will be changed by		0 Days
The Substantial Completion date as of this Change Order is		2-Feb-09

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

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

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

AGENDA ITEM 7.(f)
MEETING DATE August 6, 2008

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

TO: Members of the Governing Board
**SUBJECT: CONSTRUCTION CHANGE ORDER NO. 5 APPROVAL
FOR J.W. AND SONS, INC. – BID NO. 08-001**

REQUESTED ACTION: CONTRACT CHANGE ORDER APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 5 to J.W. and Sons, Inc.'s base contract for Building 1400. Revised contract amount is as follows:

Contract Award Amount	\$3,265,000.00	
Prior Change Orders	\$ 197,695.00	
Change Order No. 5	\$ 125,134.00	
Total Change Orders	\$ 322,829.00	9.89% of Contract Award Amount
Revised Contract Amount	\$3,587,829.00	
Total Project Budget	\$3,587,829.00	

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

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


Stan Dobbs
Independent Contractor
PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534
ADDRESS

(707) 864-7176
TELEPHONE NUMBER

Maintenance & Operations
ORGANIZATION

July 25, 2008
**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**


GERALD F. FISHER
Superintendent/President

July 25, 2008
**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

08/6/08 J.W. AND SONS, INC. BLDG. 1400 PCO's RECOMMENDED FOR APPROVAL

PCO	Description	Negotiated Amount	Reason	Summary	CO
03	Remove and replace existing ceiling in Room 1405 that was not shown on the contract drawings.	\$ 66,410.00	Unforeseen Conditions	During construction it was determined that the ceiling in Room 1405 required complete removal and replacement. The Contractor was directed to remove and replace the ceilings per direction and revised plan provided by the architect.	5
27	Construct ceilings in Rooms 1403 and 1404 to meet new framing and bracing details.	\$ 7,032.00	Unforeseen Conditions	During construction it was determined that ceiling framing in Rooms 1403 and 1404 did not provide adequate support to the existing trusses. The Contractor was directed to provide new framing and bracing details for connection at the bottom of the existing trusses.	5
37	Remove concrete vault at backflow preventer not shown on the contract documents.	\$ 1,686.00	Unforeseen Conditions	During construction it was observed that the concrete vault (below-ground box to protect electrical valves) extended at the back flow preventer and was not noted on the contract drawings. The Contractor was directed to remove the concrete vault.	5
39	Provide blocks and hangers at mechanical duct for code required support at trusses.	\$ 4,550.00	Unforeseen Conditions	During construction it was determined that existing mechanical duct did not have code required hangers and block support. The Contractor was directed to provide the required hanger support per new details provided by the structural engineer.	5
47	Credit from the Contractor for conduit replacement to electric metal tubing.	\$ (7,965.00)	Unforeseen Conditions	During construction it was determined that the specified rigid conduit could be replaced by electric metal tubing and a credit would be issued to the District. The Contractor was directed to provide electrical metal tubing in lieu of the rigid conduit.	5

PCO	Description	Negotiated Amount	Reason	Summary	CO
58	Provide new concrete side walks, retaining wall, and patio pad for the Faculty Dining Extension.	\$ 47,804.00	Owner Request	During construction it was determined that new concrete sidewalks, retaining wall, and concrete pad for future storage container was to be provided by the Contractor at the faculty dining extension. The Contractor was directed to provide the new concrete flatwork as directed by the architect and revised site plan.	5
66	Relocate and re-pipe hose bib at the door to Room 1412 to allow for new wall framing.	\$ 604.00	Unforeseen Conditions	During construction it was determined that existing hose bib piping in the wall obstructed the new wall work at Room 1412. The Contractor was directed to re-pipe the existing hose bib to allow the new wall work to continue as shown on the contract drawings.	5
68	Add code required interior concrete curbs at the restrooms for the Faculty Dining Extension.	\$ 3,142.00	Errors & Omission	During construction it was determined that the interior restrooms 1419 and 1419A did not have concrete curbs as a base for the new wall framing as required by code. The Contractor was directed to add concrete curbs at the restroom walls to ensure code compliance.	5
70	Room signage change.	\$ 501.00	Owner Request	During construction it was determined by Building 1400 staff that additional signage was needed to accommodate areas not depicted on the contract drawings. The Contractor was directed to provide the required signage requested by the staff.	5
72	Add a hose bib to the exterior west wall of the Faculty Dining Extension.	\$ 1,370.00	Owner Request	During construction it was determined that a new hose bib at the exterior west wall of the Faculty Dining Extension would be needed for improved building functionality and maintenance. The Contractor was directed to install the new hose bib per the District's direction.	5
TOTAL \$ 125,134.00					



Change Order

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

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

Kitchell CEM

Date: 8/6/2008
To Contractor:
 J.W. and Sons, Inc.
 3855 Cypress Drive, Suite A
 Petaluma, CA 94954

Architect's Project No.: 05038.00
 Contract Date: 11/5/2007
 Contract Number: 08-001
 Change Order Number: **05**

This contract is hereby revised by the following items:

PCO	Description	Amount
03	Remove and replace existing ceiling in Room 1405 not clarified on the contract drawings.	\$ 66,410.00
27	Revise ceilings in Rooms 1403 and 1404 to meet new framing and bracing details to ensure walls brace at the bottom of the trusses.	\$ 7,032.00
37	Remove concrete vault at backflow preventer not shown on the contract documents for removal.	\$ 1,686.00
39	Provide blocks and hangers at mechanical duct for code required support at trusses.	\$ 4,550.00
47	Credit from the contractor to provide electrical metal tubing conduit in lieu of rigid conduit for electrical wiring.	\$ (7,965.00)
58	Provide new concrete side walks, retaining wall, and patio pad for the faculty dining extension	\$ 47,804.00
66	Repipe hose bib at the door, outside of Treatment Room 1412, to allow for new wall framing per contract documents.	\$ 604.00
68	Add code required interior concrete curbs at the restrooms for the Faculty Dining Extension.	\$ 3,142.00
70	Addition signage added due to room labeling changes provided by the District.	\$ 501.00
72	Add a hose bib to the exterior west wall of the Faculty Dining Extension per the request of the District.	\$ 1,370.00

.....	\$ 3,265,000.00
Sum of changes by prior Change Orders	\$ 197,695.00
The Contract Value prior to this Change Order was	\$ 3,462,695.00
The Contract Value will be changed by this Change Order in the amount of	\$ 125,134.00
The new Contract Value including this Change Order will be	\$ 3,587,829.00
The Contract duration will be changed by	0 Days
The Substantial Completion date as of this Change Order is	19-Jan-09

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

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

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

AGENDA ITEM 7.(g)
MEETING DATE August 6, 2008

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

TO: Members of the Governing Board
**SUBJECT: CONSTRUCTION CHANGE ORDER NO. 2 APPROVAL
FOR R-E CORPORATION, INC. – BID NO. 08-007**

REQUESTED ACTION: CONTRACT CHANGE ORDER APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 2 to R-E Corporation, Inc.'s base contract for the Building 2000, Boiler Replacement Project. Revised contract amount is as follows:

Contract Award Amount	\$ 522,061.00	
Prior Change Orders	\$ 18,329.00	
Change Order No. 2	\$ 12,915.00	
Total Change Orders	\$ 31,244.00	6.0% of Contract Award Amount
Revised Contract Amount	\$ 553,305.00	

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

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

Stan Dobbs
Independent Contractor

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7176

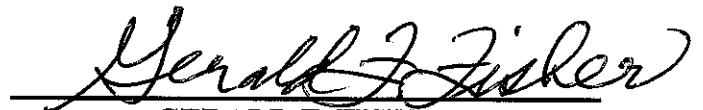
TELEPHONE NUMBER

Maintenance & Operations

ORGANIZATION

July 25, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



GERALD F. FISHER
Superintendent/President

July 25, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

08/06/08 R-E CORPORATION, INC. BOILER REPLACEMENT PCO's RECOMMENDED FOR APPROVAL

PCO	Description	Negotiated Amount	Reason	Summary	CO
6	Remove existing backflow preventer (BFP) and pressure-reducing valve (PRV) and furnish and install new BFP and PRV including valves, gauges and piping.	\$ 8,345.00	Owner Request	During construction it was determined that the existing backflow preventer (BFP) and pressure-reducing valve (PRV) were past its useful life and were leaking in various places. The Contractor was directed to remove the existing BFP and PRV and furnish and install new BFP and PRV including new valves, gauges and piping.	2
9	Furnish and install new electrical conduit and wiring to provide power to the new boilers.	\$ 2,386.00	Errors & Omissions	During construction it was determined that the existing electrical conduit and wiring was not in the correct location to connect to the new boilers. The Contractor was directed to furnish and install new electrical wiring to provide power to the new boilers.	2
11	Furnish and install additional flue materials to offset flue due to structural conflicts.	\$ 2,184.00	Unforeseen Conditions	During construction it was determined that the flue for new boiler would need to be offset due to a conflict with a structural roof beam. This resulted in additional sheet metal materials and labor. The Contractor was directed to furnish and install the additional sheet metal flue materials.	2
		TOTAL \$ 12,915.00			



Change Order

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

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

Kitchell CEM

Date: 8/6/2008

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

Architect's Project No.:
Contract Date: 1/25/2008
Contract Number: 08-007
Change Order Number: 02

This contract is hereby revised by the following items:

PCO	Description	Amount
6	Remove existing backflow preventer (BFP) and pressure-reducing valve (PRV) and furnish and install new BFP and PRV including valves, guages and piping.	\$ 8,345.00
9	Furnish and install new electrical conduit and wiring to provide power to the new boilers.	\$ 2,386.00
11	Furnish and install additional flue materials to offset flue due to structural conflicts.	\$ 2,184.00

The original Contract Value was	\$	522,061.00
Sum of changes by prior Change Orders.....	\$	18,329.00
The Contract Value prior to this Change Order was	\$	540,390.00
The Contract Value will be changed by this Change Order in the amount of	\$	12,915.00
The new Contract Value Including this Change Order will be	\$	553,305.00
The Contract duration will be changed by.....		0 Days
The Substantial Completion date as of this Change Order is		

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

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

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

AGENDA ITEM 7.(h)
 MEETING DATE August 6, 2008

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

TO: Members of the Governing Board
**SUBJECT: CONSTRUCTION CHANGE ORDER NO. 1 APPROVAL
 FOR WALSH ELECTRONICS SYSTEMS TECHNOLOGY,
 - BID NO. 08-004**

REQUESTED ACTION: CONTRACT CHANGE ORDER APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 1 to Walsh Electronics Systems Technology's base contract for the Vallejo Center Security System Project. Revised contract amount is as follows:

Contract Award Amount	\$ 109,115.00	
Prior Change Orders	\$ 0.00	
Change Order No. 1	\$ 11,279.00	
Total Change Orders	\$ 11,279.00	10.3% of Contract Award Amount
Revised Contract Amount	\$ 120,394.00	
Total Project Budget	\$ 200,000.00	

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

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

Stan Dobbs
 Independent Contractor

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

(707) 864-7176

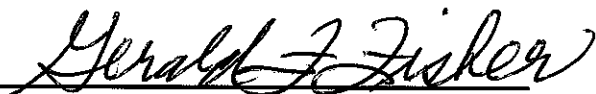
TELEPHONE NUMBER

Maintenance & Operations

ORGANIZATION

July 25, 2008

**DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT**



GERALD F. FISHER
 Superintendent/President

July 25, 2008

**DATE APPROVED BY
 SUPERINTENDENT/PRESIDENT**

08/06/08 WALSH ELECTRONIC SYSTEMS TECHNOLOGY VALLEJO CENTER SECURITY SYSTEM PCO's RECOMMENDED FOR APPROVAL

PCO	Description	Negotiated Amount	Reason	Summary	CO
1	Re-route data cabling, install electrical outlet, and provide communication cable at elevator traveler system.	\$ 5,758.00	Owner Request	During construction it was determined that changes and additions were required to the Contractor's scope of work to accommodate existing building conditions and to meet District needs. The following was requested: 1) The alarm panel was relocated out of the server room and placed in the electrical room requiring re-routing of data cables, 2) An additional electrical outlet was required to be installed in the electrical room to service alarm system components, and 3) The elevator required a communication cable to be installed in the elevator traveler system to accommodate a new security camera in the elevator cab. The Contractor was directed to furnish and install these items.	1
2	Provide two additional 48 port cross connect switches at server room and intermediate distribution framework (IDF) room.	\$ 2,480.00	Owner Request	During construction it was observed that the existing quantity of available data ports would not be sufficient to service the number of cameras and devices being installed. Two additional 48 port cross connect switches (the device that allows the data cabling for 48 spots to connect to the network) were installed to accommodate the additional data cabling for cameras and devices, and to provide the District future flexibility for security system improvements and/or device additions. One cross connect switch for the main server room and one in the west intermediate distribution framework (IDF) room. The original contract scope was to use existing data ports.	1

PCO	Description	Negotiated Amount	Reason	Summary	CO
3	Furnish and install electrified door hardware at exterior entry door.	\$ 3,041.00	Owner Request	The Contractor's scope of work includes installing a Proximity Card Reader System at the building entry door at the front of the building. This card reader system requires electrified door hardware for the card reader system to function properly. The electrified door hardware was not part of the Contractor's scope of work. During design, it was intended that the required electrified door hardware would be installed by the Vallejo Center's General Contractor. Due to timing and sequencing of the separate contracts, the General Contractor was no longer on site to perform this work. The Contractor was directed to furnish and install the electrified door hardware.	1
4	Increase contract duration by 88 calendar days.	\$0.00	Owner Request	The contract duration is required to be increased to accommodate procurement and delivery of Owner-furnished equipment.	1
TOTAL \$ 11,279.00					



Change Order

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

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

Kitchell CEM

Date: 8/6/2008

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

Architect's Project No.: 419-201
 Contract Date: 3/19/2008
 Contract Number: 08-004
 Change Order Number: 01

This contract is hereby revised by the following items:

PCO	Description	Amount
1	Re-route data cabling, install electrical outlet, and provide communication cable at elevator traveler system.	\$ 5,758.00
2	Provide two additional 48 port cross connect switches at server room and intermediate distribution framework (IDF) room.	\$ 2,480.00
3	Furnish and install electrified door hardware at exterior entry door.	\$ 3,041.00
4	Increase contract duration by 88 calendar days.	\$0.00

The original Contract Value was	\$	109,115.00
Sum of changes by prior Change Orders.....	\$	-
The Contract Value prior to this Change Order was	\$	109,115.00
The Contract Value will be changed by this Change Order in the amount of	\$	11,279.00
The new Contract Value including this Change Order will be	\$	120,394.00
The Contract duration will be changed by		88 calendar days

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

Safir Rosetti
 Architect
 388 17th Street, Suite 230
 Oakland, Ca. 94612
 Address
 By Charlie Myatt
 Signature _____
 Date _____

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

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

TO: Members of the Governing Board

**SUBJECT: CITY OF FAIRFIELD CONSULTANT SERVICES
AGREEMENT WITH SMALL BUSINESS DEVELOPMENT
CENTER (SBDC)**

REQUESTED ACTION: APPROVAL

SUMMARY:

The city of Fairfield Redevelopment Agency has approved the renewal of a Consultant Services Agreement for FY 2008-09 with the Solano College Small Business Development Center (SBDC). The scope of the Agreement will include the delivery of entrepreneurial and business development training, one-on-one consulting, technical assistance, referrals, information dissemination, small business short courses and workshops to Fairfield small business owners and prospective owners. The funds from this contract are also used to meet the local cash match requirements for the Small Business Administration funding for the Small Business Development Center. The Consultant Services Agreement is for a total amount of \$20,000 and effective for the period July 1, 2008 through June 30, 2009.

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

Charles Eason, Director
Small Business Development Center

PRESENTER'S NAME

360 Campus Lane
Fairfield, CA 94534

ADDRESS

(707) 864-3382

TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

July 25, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



GERALD F. FISHER
Superintendent/President

July 25, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

AGENDA ITEM 9.(a)
MEETING DATE August 6, 2008

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

TO: Members of the Governing Board

SUBJECT: RESIGNATION TO RETIRE

REQUESTED ACTION: APPROVAL

SUMMARY:

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Rosalene "Rose" Orrmons	Administrative Assistant III Student Development Office 10 years/4-1/2 months at SCC	7/31/08

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Richard Christensen, Ed.D.
Director of Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7122

TELEPHONE NUMBER

Administration

ORGANIZATION

July 25, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



GERALD F. FISHER
Superintendent/President

July 25, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: SOLANO COMMUNITY COLLEGE DISTRICT AND
OPERATING ENGINEERS/STATIONARY ENGINEERS,
LOCAL 39 COLLECTIVE BARGAINING AGREEMENT
OPENERS 2007-08 THROUGH 2009-10**

REQUESTED ACTION: APPROVAL

SUMMARY:

Tentative agreement has been reached with the Solano College Operating Engineers/Stationary Engineers, Local 39 on collective bargaining agreement reopener for the 2007-08 through 2009-10. The Operating Engineers/Stationary Engineers, Local 39 ratified the agreement on July 24, 2008. A summary of the agreement reached is attached.

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

Richard Christensen, Ed.D.
Director of Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7122

TELEPHONE NUMBER

Administration
ORGANIZATION

July 25, 2008
**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



GERALD F. FISHER
Superintendent/President

July 25, 2008
**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

Status of Negotiations With IUOE (2007-2008)

<u>NEGOTIATION SESSIONS:</u>	<u>Schedule Sessions:</u>
August 7, 2007 August 29, 2007 September 12, 2007 November 27, 2007 December 10, 2007 January 17, 2008 February 12, 2008 February 27, 2008 April 30, 2008 May 29, 2008 June 26, 2008 July 8, 2008	None – Contract settled

Agreements Reached

Date	Article	Agreement
		Ground Rules
		Article 7 – Definitions
07/08/08-TA	Article 7.12 – Definitions	A definition of “domestic partners” was added and all subsequent definitions renumbered
		Article 9 – Leaves of Absence
11/27/07-TA	Article 9.4.1 – Family/Medical Leave	Add “domestic partners” to definition for purposes of family and medical leave
11/27/07-TA	Article 9.5 – Bereavement	Add “domestic partners” to list of immediate family members for purposes of bereavement leave
11/27/07-TA	Article 9.17.1 – Catastrophic Leave - Definitions	Add “domestic partner” to list of dependents for which catastrophic leave may be claimed.
11/27/07-TA	Article 9.17.2 – Criteria for Approval	Add “domestic partner” to list of family members for which catastrophic leave may be used for because of incapacity.
		Article 14 – Pay and Allowances
07/08/08-TA	Article 14.1 – Regular Rate of Pay (See also Appx. A)	<ul style="list-style-type: none"> • A definition of total compensation be added • The salary schedule for 2007-2008 be retroactively increased by 3% • Savings from faculty’s switch to Blue Shield distributed as an on-schedule increase to all units • Articles 14.1.1 and 14.1.2 be renumbered and modified to eliminate dated language re payment of PERS and CALPERS contributions. • District agrees to reopen if higher compensation negotiated with another unit.
07/08/07 - TA	Article 14.9 – Longevity Increment	Change 2.5% increase from 6 to 5 years Change 5% increase from 8 to 7 years Change 7.5% increase from 11 to 10 years Change 10% increase from 15 to 14 Change 10% + \$6000 from 30 th to 25th years

			Article 15 – Health and Welfare Benefits
07/08/08–TA	Article 15.1 – Health Benefits		<ul style="list-style-type: none"> Existing language referencing 15.1.1, 15.1.2 and 15.1.3 be eliminated Cap on health, effective July 1, 2008, setting maximum paid by District at 7.5% over Kaiser Employee + 2 rate Any amount over the cap would be the responsibility of the unit member and could be deducted from their paycheck
07/08/08–TA	Article 15.3.1		The term “domestic partner” was added
07/08/08–TA	Article 15.3.3		The term “domestic partner” was added
07/08/08–TA	Article 15.3.6		The term “domestic partner” was added
			Article 16 – Working Conditions
12/10/07–TA	Article 16.7 – Harassment/ Intimidation		Agreement reached splitting Article 16.7 into two parts – one regarding illegal harassment (16.7) and the other regarding employee’s right to be treated professionally and with respect (16.8).
			Article 20 – Layoff/ Reemployment
12/10/07–TA	Article 20.4 – Impacts & Effects		The parties agreed to the impacts and effects negotiated in the 8/3/03 side letter of agreement. However, IUOE may raise other impacts and effects.
			Article 21 – Grievance Procedure
11/27/07–TA	Article 21.4.3 – Level III		Add option for referral of matter to confidential mediation prior to arbitration.
			Article 28 – Negotiations
07/08/08–TA	Article 28 - Reopeners		Reopeners for 08-09 and 09-10 would be for wages only, plus mutually agreed articles
			Article 29 – Duration Clause
07/08/08–TA	Article 29- Duration		Term of contract from 7/1/2007 through 6/30/2010
			Appendix A
07/08/08–TA	Salary schedule		The District proposed and Local 39 agreed to a 3% salary increase retroactive to July 1, 2007.
			MISCELLANEOUS
9/28/07–MOU	Ground Rules		<ul style="list-style-type: none"> Expert witnesses attending negotiations Tentative agreement “normally” be singular unless “otherwise agreed” Parties may caucus at will Tentative agreements must be ratified and approved by District and unit Negotiations attempted to be scheduled every other week. IUOE business representative may attend meetings Identification of the IUOE members District will print the agreements The parties will maintain confidentiality of the negotiations The parties will maintain civility and professionalism
07/08/08–MOU	2008-2009 Calendar		The parties agreed to a 2008-2009 District calendar.

AGENDA ITEM 10.(b)
MEETING DATE August 6, 2008

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

TO: Members of the Governing Board
**SUBJECT: SOLANO COMMUNITY COLLEGE DISTRICT 2010-14
FIVE-YEAR CAPITAL CONSTRUCTION PLAN**

REQUESTED ACTION: APPROVAL

SUMMARY:

Each year the District's Maintenance and Operations Office is responsible for conducting a review and update of the District's Five-Year Capital Construction Plan. The Plan is an annual summary of current and proposed Capital Outlay Projects. The plan gives the System Office a complete picture of the capital improvement needs enabling the System Office to make informed decisions regarding project priorities for state funding.

The District's 2010-14 Five-year Capital Construction Plan contains 17 projects reflecting current and proposed construction projects, including Measure G Bond, energy efficiency initiatives, and the Building 100 Library/Learning Resources Center.

The 2010-14 Five-Year Capital Construction Plan is provided to the Board under separate cover.

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


Stan Dobbs
Independent Contractor
PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197
ADDRESS

707-864-7176
TELEPHONE NUMBER

Maintenance & Operations
ORGANIZATION

July 25, 2008
**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**


GERALD F. FISHER
Superintendent/President

July 25, 2008
**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

AGENDA ITEM 10.(c)
MEETING DATE August 6, 2008

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

TO: Members of the Governing Board
**SUBJECT: AUTHORIZATION TO SOLICIT BIDS FOR THE
CHILLER REPLACEMENT PROJECT**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to advertise and receive bid proposals on plans and specifications for the Chiller Replacement Project. This project will add to the existing chillers presently housed in the Central Plant building.

Bid documents for this work will be available for contractors at various locations (to be determined). The bid advertisement date to be determined upon approval from the Board and receipt of approved Division of the State Architect (DSA) plans and specifications. A copy of the plans and specifications are available for review, upon request, through the Facilities Office.

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

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

Stan Dobbs
Independent Contractor

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7176

TELEPHONE NUMBER

Maintenance & Operations

ORGANIZATION

July 25, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



GERALD F. FISHER
Superintendent/President

July 25, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

AGENDA ITEM 11.(a)
MEETING DATE August 6, 2008

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

TO: Members of the Governing Board
SUBJECT: SOLANO COUNTY TRANSPORTATION PROJECTS
REQUESTED ACTION: INFORMATION

SUMMARY:

A presentation of the transportation projects that are occurring in Solano County during the 2008-09 academic year will be presented by Daryl K. Halls, Executive Director, and Janet Adams, Deputy Executive Director of Projects, from the Solano Transportation Authority (STA).

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Gerald F. Fisher
Superintendent/President

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

July 25, 2008

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



GERALD F. FISHER
Superintendent/President

July 25, 2008

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**