

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

TO: Members of the Governing Board
SUBJECT: CONSENT AGENDA - DONATIONS
REQUESTED ACTION: APPROVAL

SUMMARY:

Donations from Richard Henrikson and Bruce Wiltse for the Business and Career Technical Education Division.

<u>NAME AND ADDRESS</u>	<u>ITEM</u>	<u>DEPARTMENT</u>
Richard Henrikson Post Office Box 1058 Point Arena, CA 95468	Exhaust system with headers and filter for a 0-320 aircraft reciprocating engine	Aeronautics
Bruce Wiltse 374 County Club Lane Napa, CA 94558	Composite fuselage and wings to a slipstream airplane kit	Aeronautics

Acceptance of these donations to the Business and Career Technical Education Division is recommended at this time.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

John Urrutia, Dean
Business and Career Technical Education
Division

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

(707) 864-7000, ext. 4376

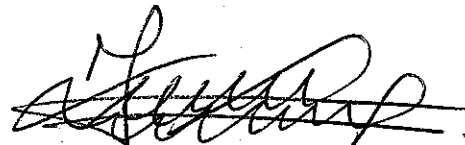
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

September 25, 2009

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

September 25, 2009

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

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

EMPLOYMENT 2009-10

Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>
Joseph Conrad	From Math Instructor to Interim Division Dean, Math/Science	10/1/09 – 6/30/10

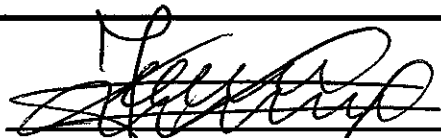
Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Adjunct Faculty	See attached list		
Wanawut Griffith	Substitute Custodian	8/27/09 – 6/30/10	\$ 12.20 hour
Courtney Fountain	Office Assistant, Financial Aid	10/8/09 – 6/30/10	\$ 9.60 hour
Antoinette Payne	Office Assistant, Financial Aid	10/8/09 – 6/30/10	\$ 9.60 hour
Eric Platano	Assistant Baseball Coach	10/8/09 – 5/31/10	\$ 4,500.00
David Snow	Production Assistant	10/8/09 – 6/30/10	\$ 9.60 hour

Professional Experts

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Shannan Rourke	Moulage	10/20/09 – 12/18/09	\$ 350.00 Upon completion of work

Trudy Largent, J.D.
 Director of Human Resources


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

September 25, 2009
 Date Submitted

September 25, 2009
 Date Approved

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR

Governing Board Meeting

October 7, 2009

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Independent Contractors

<u>Name</u>	<u>Service</u>	<u>Dates of Contract</u>	<u>Amount</u>
Fine & Applied Arts/Behavioral Sciences <u>Leslie Rota, Responsible Manager</u>			
Dottie Fair	Increase funds received for the Foster & Kinship Care Education Program grant	10/8/09 – 6/30/10	Increase amount \$ 3,500.00
Contract Education <u>Deborah Mann, Responsible Manager</u>			
Michelle Murphy	Water/Wastewater Strategic Planning Retreat	10/8/09	\$ 1,000.00

GRATUITOUS SERVICE

<u>Name</u>	<u>Assignment</u>	<u>Division/Department</u>
Murray Bishop	EMT skills activities	Health, Public Safety & Family Studies
Alantae Breggs	Facilitate rehearsals/performances of Theater Touring Company	Fine & Applied Arts
Kati Caldwell	EMT skills activities	Health, Public Safety & Family Studies
Boyd Clegg	EMT skills activities	Health, Public Safety & Family Studies
Tony Cellucci	Facilitate rehearsals/performances of Theater Touring Company	Fine & Applied Arts
Jose Colin	EMT skills activities	Health, Public Safety & Family Studies
Kim DuClos	EMT skills activities	Health, Public Safety & Family Studies
Stafanie Foster	Student assistant in class	Fine & Applied Arts
Brian Freeman	EMT skills activities	Health, Public Safety & Family Studies

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR

Governing Board Meeting

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Gratuitous Service (Continued)

<u>Name</u>	<u>Assignment</u>	<u>Division/Department</u>
Daniel Galarza	Basketball Manager	PE/Athletics
Pam Higgins	EMT skills activities	Health, Public Safety & Family Studies
Kyle Hightree	EMT skills activities	Health, Public Safety & Family Studies
Allison Hunter	EMT skills activities	Health, Public Safety & Family Studies
Eric King	EMT skills activities	Health, Public Safety & Family Studies
Michael Leonhardt	EMT skills activities	Health, Public Safety & Family Studies
Michael Marino	Assist instructor in class	Fine & Applied Arts
Thomas McKeown	EMT skills activities	Health, Public Safety & Family Studies
Daniel Morrocco	EMT skills activities	Health, Public Safety & Family Studies
Josh Norlund	EMT skills activities	Health, Public Safety & Family Studies
Brittney Nusbaum	Facilitate rehearsals/performances of Theater Touring Company	Fine & Applied Arts
Sparatus Rodriguez	EMT skills activities	Health, Public Safety & Family Studies
John Rourke	EMT skills activities	Health, Public Safety & Family Studies
Shannon Rourke	EMT skills activities	Health, Public Safety & Family Studies
Heather Snyder	Serve as a member of Parent Advisory Club	Health, Public Safety & Family Studies
Thomas Wuzel	EMT skills activities	Health, Public Safety & Family Studies
Richard Stewart, III	EMT skills activities	Health, Public Safety & Family Studies
Nicole Vannoy	EMT skills activities	Health, Public Safety & Family Studies

RESIGNATION

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Jay Field	Vice President, Technology & Learning Resources	10/9/09
Debbie Kalish	Nursing Instructor	9/25/09

2009 Fall Semester Adjunct Faculty

Abbott	Lisa		PE	Burnsed	Frank	*	PE
Abel-Quintero	Margaret	*	SPAN	Bussewitz	Barry A		ECE
Accooe	Reynando		CJ	Butters	Roger		ECON
Acosta	Tim		MUSC	Cain	Ginger	*	HED
Adams	Dorene		NURS	Cain	Peter		BUS
Alcantara	Rose		PE	Callison	Kathleen		BUS
Alexander	Charles		RE	Cardinal	Jeff	*	PE
Allen	Darryl	*	MATH	Carney	Shawn		DRFT
Alums	Rhuenette		BUS	Cary	Adrienne	*	BUS
Alvarado	Thea		SOC	Cavanagh	Leo P		MUSC
Anderson	Donna		BUS	Ceja	Patricia A		OT
Anderson	James	*	COUN	Cerati	Victoria A		ITAL
Anderson	Kevin	*	BUS	Cheney	Brannigan		LR
Aptekar	Rachel		BIO	Cittadino	Nicholas	*	COUN
Astacio Rivera	Jaime		MATH	Clark	Katherine		BIO
Atwal	Gurpreet		ACCT	Clarke	Natalia		PE
Avila-Tuttle	Gabriela		SPAN	Clement	Susan E	*	EMT
Axsen	Wendy		BIO	Cobene	Harlod	*	ENGL
Badtke	David		ENGL	Coburn	Fredrick		ROBO
Baldwin	Sally		PE	Codina	Salvador	*	HIST
Balsley	Samuel		BIO	Collins	Nathaniel		DRFT
Bandy	Barbara		THEA	Colombano	Sue Z		SPAN
Barsotti	Gina		PE	Conrad	Kathleen		CHEM
Basaran	Vasfi		CHEM	Conrad	Joseph F	*	MATH
Bates	Ann		PHYS	Contini	Victor J		MATH
Baughn	Kurt		PE	Cook	Karen	*	DRFT
Beaulieu	John		MATH	Corioso	Mark D		CRIM
Becker	Kimberly		PE	Coury	Carlene		ENGL
Belisle	Maryann		PE	Cowee	Marion H	*	ECE
Berrett	Debra	*	DRFT	Craven	Elizabeth K		PHOT
Berrett	Mark	*	ELEC	Crawford	Susanna E	*	MATH
Beverly	Ronald		PE	Crayton	Kahala		SPCH
Biglen	Mildred		COSM	Cross	Lauren E		ANTH
Bischof	Otto		MATH	Crowder	Michael Harris		ENGL
Bloomfield	Debra		PHOT	Dambrosio	Annette	*	READ
Bobetsky	Valerie		NURS	Daniel	Carolyn F		NURS
Boerner	Howard	*	READ	Daprato	Robert M	*	PSYC
Borchert	Mark	*	PE	Daugavietis	George	*	MATH
Bourdon	Ingeborg	*	NUTR	Davini	William J		BUS
Brewer	Kevin	*	MATH	Davis	Todd		ENGL
Brunner	Theresa		ART	Dawson	Steven J		CJ
Buchbinder	Jolon		THEA	de La OSalas	Maria R		SPAN
Bump	Delbert	*	MUSC	Dean	Michael		BUS
Bunch	Richard		PHIL	Defoe	Danielle		ENGL
Bundenthal	Thomas	*	POLSC	Degette	Richard	*	COUN

2009 Fall Semester Adjunct Faculty

Dekloe	James D	*	BIO	Glines	Neil	*	SPCH
Delorenzo	Joseph A		THEA	Goesdasilva	Francisco		BIO
Demartini	Dawna		ENGL	Goodwin	Michael	*	CJ
Denham-Martin	Lynn	*	NURS	Gordon	Denise B		NURS
Dermody	Thomas E		OT	Gordon	Marilyn D		HIST
Depaz	Ernesto		BUS	Gravely	Steve		ANTH
Diehl	Sandra		HORT	Guptill	Chris		THEA
Dominguez	Steven		WATR	Gumber	Rajinder		WATR
Donovan	Sarah	*	MATH	Guyer	Rodney L		ART
Dorger	Samanda		PHOT	Hairston	Alena A	*	ENGL
Duane	Erin E	*	LR	Haley	Kevin		ANTH
Ducoing	Christine	*	CHEM	Haley	Mary	*	COSM
Dudman	Matthew		ECON	Harding	Deni		HUM
Duleck	Michelle		AERO	Harris	Meredith	*	NURS
Dusenberry	Victor L		MT	Harrow	Ronald A		MATH
East	Evangeline	*	SPCH	Haslam	Alan		HUM
Eldridge	Janet		ART	Hassett	Susan		FIRE
Ensminger	Michael P		BIO	Hawkes	Wayne		CHEM
Ericson	John		CHEM	Hawkins	Cole C		BIO
Ernst	Stephanie		ECE	Hayes	Jessica E		PHOT
Estes	Colleen H		ASL	Hefner-Gravink	Ann		BIO
Esteve	Carlos M	*	MATH	Hernandez-Neil	Priscilla R		COUN
Eusebio	Eduardo		HUM	Herndon	Brian		THEA
Farahnak	Fereydoon		BIO	Hess	James		COUN
Federle	Nancy S		ART	Higashi	John M	*	CHEM
Federle	Steven		ENGL	Ho	Darwin		MATH
Feighner	Mark A	*	GEOG	Hoggan	Donald	*	BUS
Ferrari	Virginia B		OT	Hogue	Kerri J		PSYC
Flynn	Susan		PE	Holland	Stephen L		MUSC
Foley	Mark		HIST	Horning	Robert		ART
Fong	Ronald A		CHEM	Hornlien Stanton	Holli		THEA
Forde	Joseph		HIST	Howell	Justin		BUS
Fracisco	Marylou H	*	OT	Hubbard	Leslie	*	BUS
Frizzell	Gail		PE	Hubbell	William		BUS
Fuchs	Ekaterina		MATH	Immel	Scott		MATH
Fuller	Levi		WATR	Intintoli	Helen		MUSC
Fuller	Ruth	*	LR	Itaya	Patricia	*	BIO
Gabbard	Mary B		NUTR	Iwamoto	Kristie		ENGL
Galen	Ronald		MUSC	Ix	Dana		SPAN
Galvan	Angelica		SPAN	Jacobo	Isaias	*	SPAN
Gantt	Gary R		FIRE	Jacobsen	Ann		ENGL
Garnier	Michael		BUS	Jagoda	Michael		MATH
Gaviglio	Glen V		SOC	Jeddeloh	Melissa		CHEM
Gelfand	Volodymyr		CHEM	Johanna	Natosi		ENGL
Gerald	Jerry W		BIO	Johnson	Tonmar	*	SOC

2009 Fall Semester Adjunct Faculty

Johnston	Russell	PHYS	McBride	Chris	*	ENGL
Jones	Michieal	MATH	McBride	Dyan		THEA
Juliano	Kristy	* MUSC	McCord	Karen M	*	PSYC
Kaur	Kiran	* CHEM	McDaniels	Marcie	*	COUN
Kearns	Kathryn	ART	McDermott	Louis M		HIST
Keener	Roger	WATR	McDonald	Cheryl	*	COSM
Keroher	Kody	PE	McEney	Nancy		LR
Keyser	Glenn	ENGL	McIivery	Joana		HS
Killough	Jack	CJ	McIver	Ian		CINA
Kolbe	Kevin	CJ	McKee	Linda B		OT
Konecny	Nancy	* COUN	McLaughlin	Vivian		THEA
Krider	Dana	PSYC	McLean	Rodney H		COUN
Kropp	Gail	* HUMN	McNeil-Jackson	Carmen		COUN
Kulasingham	George	CHEM	McReynolds	Gale Dean		SPCH
Lamb	Jeff	* SPAN	McSweeney	Maureen	*	ECE
Lamons	Michele	ENGL	Means	Joan		ECE
Lancet	Marc	* ART	Melter	Catherine		NURS
Lane	Emily E	OT	Messenger	Patricia A		MATH
Lee	Lori A	CJ	Michals	Nils		ENGL
Lee	W. Grant	CIS	Mikolajcik	Walter	*	MUSC
Leslie	Jezabel	PE	Miller	Les W		FIRE
Less	Olga	INTD	Miller	Michael R		CJ
Lewis	Shirley	HUM	Miller	Sherman J		PE
Linge	Richard J	BUS	Miner	Jerolyn		PE
Livingston	Richard	SOCS	Mitchell	Thomas F	*	AERO
Long	James	HUM	Molnar		*	BIO
Lopez-Morillas	Julian	THEA		Margherita		
Lorenz	Jeanne	* ART	Moore	Rennee A	*	BIO
Lorenzetti	Vera L	ENGL	Morlock	Beverly		BIO
Lowe	Karen W	ENGL	Morris	Jude		LATN
Lucido	Frank	DRFT	Moucharafieh	Nadim		CHEM
Lui	Edward	MATH	Mouton	Jocelyn	*	COUN
Lukehart	Tracy L	PHOT	Muick	Pamela C		BIO
Lum	Rebecca	PE	Mumaugh	James A		MATH
Lutz	Melanie P	* ENGR	Nagle	John	*	PE
Lynch	Sharon M	BIO	Nassab	Renza		COSM
Macmullen	James T	PHYS	Nazarenko	Sydney		HUDV
Madigan	Michael	ENGL	Neely	John T		MATH
Maghoney	Laura	* ECON	Nelsenador	Matthew		MATH
Mahmood	Khalid	MATH	Nelson	Jeffrey M		CJ
Mariani	Richard	PHOT	Nelson	Ronald C		COUN
Martin	Gary	* CIS	Newland	Curtis A		BIF
Martinelli	Will	* MATH	Nicholson	Christine		THEA
Matthews	Shaw	MATH	Nordin	Sarah P	*	CJ
Mazak	Scott	CINA	Norris	Barbara		THEA

2009 Fall Semester Adjunct Faculty

Nosce	Lily Beth	BIO	Rubenstein	Abigail	ART
Oare	John	CJ	Rutaganira	Thomas F	MATH
Obegi	Amy C	* ECE	Ryan	Kelly	ENGL
Ogden	Carl H	BUS	Salmon	Raymond	ART
Osborne	Elizabeth	BUS	Sanderson	Raymond	WELD
Pandone	Marc V	* ART	Santiago	Maria E	* CHEM
Parini	Gregory	BUS	Schmall	Calvin	MATH
Parrish	Scott	* PE	Schneider	Tracy	* ENGL
Passalacqua	Kristine G	HMEC/INTD	Schouten	Jonathan	* ENGL
Pavloff	Nick	PHOT	Schram	Stanley	DRFT
Pearson-Bloom	Theresa	* PE	Schroeder-Evans	Kimbra	SPAN
Peck	Pamela L	ART	Schwarz	Bill F	CIS
Pendleton	Robert	ENGL	Scolari	Jennifer F	LR
Peoples	Hugh A	CHEM	Scott	Robert	MATH
Petero	Ana	SPCH	Scott	Joshua	* ENGL
Petersen	Philip S	* PHYS	Sengmany	Kheck	* MATH
Pfitzner	Markus T	PHOT	Shakikhan	Kaveh	ART
Pike	Roy	* FIRE	Shatzer	Jane	BUS
Pinto	Vincenzo	MATH	Sheehan	Pamela R	MATH
Pittenger	Joshua	BIO	Shipp	Kate H	PE
Plant	Diana	* ACCT	Shlah	Zaid	ENGL
Podkolzina	Svetlana	* MATH	Shulakoff	Allen	ENGL
Poff	Greg B	* SPCH	Sieminski	Slawomir	MATH
Polishchuk	Boris	MATH	Silva-Attianese	Belinda	* COSM
Powell	Joel J	PLSC	Simas	Elizabeth	SPCH
Prescott	Vernon L	ECON	Sloan	Jeffrey	HUDV
Prime	Lynn	LR	Smith	Jeffrey R	ENGL
Pryor	Esther J	* PE	Smith	Jennifer L	MATH
Pyle	David B	PLSC	Smith	Randy W	ASTR
Ramos	Joshua C	PE	Smith	Summer C	* NURS
Re	Edward	* BIO	Smith	Lani	LR
Renucci	Gregory M	FIRE	Snow	Charlene	* MATH
Reynolds-Smith	Elaine	MUSC	Sonkin	Kenneth	THEA
Rhoads	Genele	* MATH	Soria Martin	Domingo	MATH
Riddell	Bruce	BIO	Souza	Michael A	ENGL
Ritchey	Helen L	NURS	Spake	Reuben M	MATH
Roberts	Lauren B	TUTR	Speck	Christie J	ECE
Robertson	Randall	* MATH	Spillner	Charles J	* CHEM
Robinson	Donnisha	SOC	Spindt	Carla M	* THEA
Rodriguez	Hector	MATH	Staffero	Linda	* BIO
Roe	Candace	* LS	Stahlkopf	Carole	HUM
Roggli	Kurt W	PHIL	Stanton	Robin	THEA
Romero	Lisa	* NURS	Starbuck	Brenda M	NURS
Rosengren	Kathy J	ENGL	Stelter	Sandra	BUS
Rotenberg	Sandra	* LR	Stevens	Vesta	NURS

2009 Fall Semester Adjunct Faculty

Stever	Sharyn	*	ENGL	Van Der Wende	Kaitlyn	PE
Stewart	Alvin E		MATH	Via	Thomas	IT
Stockdale	Sharon E		PE	Villagran	Monique	PE
Stover	Scott	*	PE	Vinet	Emile	MEDIA
Strickland	Joanne		CIS	Vogelpohl	John P	ENGL
Struntz	Wolfgang		COUN	Waddell	David S	BIO
Sturm	Elisabeth		SPAN	Wai	Newton	MATH
Subramanian	Mani N		CHEM	Wallace	Joan	COUN
Sullivan	Zachary		PE	Wanek	Karen L	* NURS
Sullivan	Valerie J		ENGL	Watkins	Thomas D	* BUS
Summers	Philip	*	BIO	Watts	Valvastine	ECE
Swindle	Renee		ENGL	Whitesell	Janene C	* ART
Sytsma	Robin	*	NUTR	Widemann	Danielle C	* GEOL
Tanaka	James H		PE	Willer	Ann	CIS
Taylor	Lauren		ANTH	Williams	Kenneth	HORT
Teeple	John		GEO	Williams	Darla	* PE
Terry	Matthew		THEA	Winchester	Yachiyo H	JAPN
Thomas	Gene M	*	BIO	Winistorfer	Richard	CJ
Thomas	Lia S		LR	Wooden	Tami	HED
Thompson	Steven		MUSC	Word	James M	BIO
Tolliver	Ella	*	COUN	Wright	Richard A	ENGL
Tow	Larry		ACR	Wylie	Earl T	* CIS
Trockel	Anika		MATH	Wyly	Michael	* ENGL
Tsang	Tsze		CHEM	Yang	Min	MATH
Tucker	Brenda	*	COUN	Young	Anthony G	PE
Twitchell	Keith		CJ	Young	Vicki	PE
Valentino	Rebecca A		THEA	Zak	Ron	* PHOT
Valenzuela	Joe		CJ	Zidek	Albert F	PHOT
Valmore	Andrea M		PE			

*denotes full-time faculty teaching adjunct

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

TO: Members of the Governing Board

SUBJECT: WARRANT LISTINGS

REQUESTED ACTION: APPROVAL

SUMMARY:

It is recommended that the following warrants be approved:

09/10/09	Vendor Payment	11014382-11014393	\$ 91,070.59
09/16/09	Vendor Payment	11014394-11014516	\$ 327,193.52
09/16/09	Vendor Payment	11014517-11014534	\$7,000,545.87
09/17/09	Vendor Payment	11014535-11015308	\$ 70,077.13
09/18/09	Vendor Payment	11015309-11015361	\$ 80,072.67
09/18/09	Vendor Payment	11015374	\$ 12,415.00
09/22/09	Vendor Payment	11015375-11015376	\$ 775.15
09/25/09	Vendor Payment	11015377-11015403	\$ 528,810.25
09/25/09	Vendor Payment	11015404-11015407	\$1,704,208.88

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

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

Susan Rinne
 Interim Director, Fiscal Services

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

707-864-7000, ext. 4462

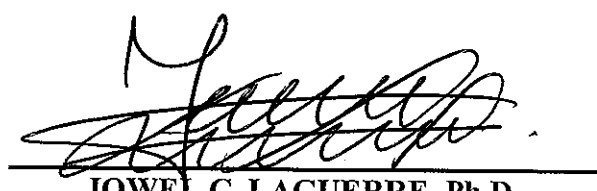
TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

September 25, 2009

**DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT**



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

September 25, 2009

**DATE APPROVED BY
 SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: AMENDMENT TO SERVICE AGREEMENT WITH
KAPLAN MCLAUGHLIN DIAZ ARCHITECTS (KMD) FOR
THE VACAVILLE CENTER**

REQUESTED ACTION: APPROVAL OF ADDITIONAL SERVICES

SUMMARY:

Board approval is requested for additional design services from Kaplan McLaughlin Diaz Architects (KMD) for the Vacaville Center Project. The additional services were owner requested/directed, include three adjustments to the current agreement, and are as follows:

- Scope Item 1: Classroom Revisions
- Scope Item 2: IT Design Modifications
- Scope Item 3: Landscape Revisions

The additional service increases the current contract agreement by a total of \$15,088.75. Attached is a table outlining the proposed amendment to the KMD contract, including specific details regarding the proposed additional services.

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

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

David Froehlich,
Director of Facilities

PRESENTER'S NAME

400 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7176

TELEPHONE NUMBER

Maintenance & Operations

ORGANIZATION

September 25, 2009

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

September 25, 2009

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

AMENDMENT TO CONTRACT AGREEMENT WITH KMD ARCHITECTS

PROJECTS		<u>CURRENT CONTRACT</u>	<u>PROPOSED FEE</u>	<u>REVISED CONTRACT</u>
		<u>AMOUNT</u>	<u>INCREASE</u>	<u>TOTAL</u>
1	Vacaville Center	\$2,159,716.65	\$15,088.75	\$2,174,805.40

	<u>Project</u>	<u>Description</u>	<u>Cost</u>
1	Scope Item 1. Classroom Revisions	The Architect has been authorized by the District to modify the location of the main teaching wall in three (3) classrooms and modify one (1) classroom to include casework and plumbing, to be used as an Art Classroom, as required. This work was expedited so the construction schedule would not be impacted.	\$4,350.00
2	Scope Item 2. IT Design Modifications	The Architect has been authorized to modify the current IT and electrical design to accommodate the District's request. This work was expedited so the construction schedule would not be impacted.	\$6,500.00
3	Scope Item 3. Landscape Revisions	The Architect has been authorized to modify the current landscape design to accommodate the District's request. The work includes planting and hardscape revisions. This work was expedited so the construction schedule would not be impacted.	\$4,238.75
TOTAL			\$15,088.75

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

TO: Members of the Governing Board

SUBJECT: SMALL BUSINESS DEVELOPMENT CENTER (SBDC)
SERVICE AGREEMENT WITH CITY OF DIXON

REQUESTED ACTION: APPROVAL

SUMMARY:

The city of Dixon has approved a Service Agreement with the Solano College Small Business Development Center (SBDC) for FY 2009-10. Under the Agreement, the SBDC will deliver entrepreneurial training and one-on-one counseling (technical assistance) to Dixon small business owners and prospective owners. This year's Service Agreement includes an additional \$4,000 in funding over the prior agreement. The additional funding is for the SBDC to provide technical assistance on a Community Development Block Grant (CBDG) loan fund that the City operates. The funds from this contract are also used to meet the local cash match requirements for the Small Business Administration (SBA) funding for the Small Business Development Center. The Service Agreement is for a total amount of \$8,000 and effective for the period July 1, 2009 through June 30, 2010.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Charles Eason, Director
Small Business Development Center

PRESENTER'S NAME

360 Campus Lane, Suite 102
Fairfield, CA 94534

ADDRESS

(707) 864-3382

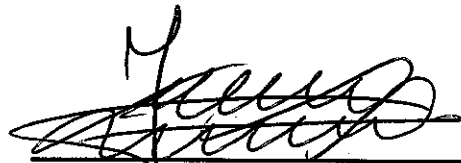
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

September 25, 2009

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

September 25, 2009

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

Service Agreement

THIS AGREEMENT, entered into on the ___ day of _____, 2009 by and between the City of Dixon, a Municipal Corporation (hereinafter CITY), and the Solano College Small Business Development Center, a division of the Solano Community College District, (hereinafter CENTER).

Witnesseth

WHEREAS, CITY desires to engage CENTER, and CITY has allocated funds not to exceed **Eight Thousand Dollars (\$8,000.00)**, to be utilized during the time period between **July 1, 2009 and June 30, 2010**, for the purpose of meeting the performance standards as outlined in Section II.

Now, THEREFORE, the Parties agree to, as follows:

I. Program Coordination

A. City: The City Manager shall provide overall direction and supervision of the progress and performance of the terms of this Agreement. The City Manager designates the Economic Development Director as the City's ongoing contact person who shall be responsible for the ongoing management and coordination of this Agreement.

B. CENTER: SUBRECIPIENT ORGANIZATION shall assign a single PROGRAM DIRECTOR who shall have overall responsibility for the execution and progress of this AGREEMENT. CENTER designates the Director of the Solano College Small Business Development Center as the CENTER'S ongoing contact person.

C. NOTICES: All required notices or other correspondence related to this Agreement shall be sent to the parties at the following addresses:

CITY: Mark Heckey
Economic Development Director
City of Dixon
600 East A Street
Dixon, CA 95620-3697

CENTER: Charles Eason
Director
Solano College SBDC
360 Campus Lane, Suite 102
Fairfield, CA 94534

RESOLUTION NO.: 09 - 158

DATE: SEP 22 2009

II. Obligation of CENTER

The CENTER agrees to provide the following services to CITY:

1. City of Dixon-based technical assistance

At least 8 hours per month of technical assistance (e.g., business planning, accounting, financing, marketing, government procurement, computer technologies and other small business development issues) will be available free of charge to Dixon businesses and entrepreneurs.

The CENTER will also provide disaster assistance to businesses impacted by local disasters. This may include acting as a first point of contact and assisting businesses with loan applications for SBA disaster loans and other local disaster loan programs.

2. Micro Loan and Other Financial Loan Programs

The CENTER will provide Dixon businesses technical assistance (one-on-one counseling) in applying for SBA guaranteed loans; State guaranteed loans; micro-loans; Community Development Block Grant (CDBG) loans; and commercial loan programs.

3. CDBG Loan Fund Program Administration

The CENTER will provide the following program administration services for clients applying to the City of Dixon CDBG revolving loan fund:

- a. Process applicant intake
- b. Generate loan committee reports
- c. Present loan requests to loan committee
- d. Generate loan approval/decline letters

Note: The CENTER will not be involved in the actual loan decision and the CITY will handle internally the underwriting and servicing of any loans that are funded.

4. Small Business Seminars for Dixon Businesses

The Center will deliver at least two (2) small business seminars during the term of the agreement at a Dixon location. The CENTER will coordinate, market, and conduct the seminars. A nominal registration fee will be charged to the participants of the seminars to cover the cost of the instructors. Seminars will be 2 to 4 hours in length and cover topics that may include:

RESOLUTION NO.: 09-158
DATE: SEP 22 2009

Starting and Managing a Small Business
How to Write a Business Plan
Understanding Financial Statements
Intro to QuickBooks
Basic Bookkeeping
Marketing
Tax Tips for Small Business
Customer Service
Small Business Financing

5. Presentations to Merchant Organizations and other Business Groups

The CENTER will work cooperatively with the Downtown Merchant Associations, the Chamber of Commerce and other local business organizations. The CENTER will work with the CITY to coordinate a presentation to these organizations on services available through the Small Business Development Center.

6. Provide Permitting and Start-up Information

The CENTER will provide new and existing businesses in Dixon copies of the Business Resource Guide which has information on licensing requirements, permits, taxes, and a checklist for starting a business. The materials will be free of charge and available at the CITY'S Business License Department, Dixon Chamber, and at the CENTER'S office.

7. Progress Reports

The CENTER will provide progress reports to the CITY every six-(6) months to ensure that the milestones are being met. The semi-annual reports will be submitted one month after the end of each six month period for the term of the contract on or before the following dates: January 31st, 2010 and July 30th 2011. The reports will contain a listing of inquiries, small business clients counseled, seminars, workshops and events presented in Dixon.

8. Insurance

The CENTER will provide insurance coverage as specified in attached Addendum.

RESOLUTION NO.: 09 - 158

DATE: SEP 22 2009 3

III. Obligation of CITY

The City of Dixon agrees to provide the following to the Solano College Small Business Development Center (CENTER):

1. Contribution of Funds for Services Provided

CITY will reimburse CENTER for services outlined in Section II per the attached fee schedule in Attachment A (not to exceed \$8,000 for the term of the agreement). CENTER will provide invoices with the semi-annual progress reports.

Contributions by the CITY will be used as cash match to leverage the CENTER's federal and state funding.

2. Cooperative Marketing Efforts

The City of Dixon and the CENTER will work cooperatively to market technical assistance counseling, seminars, and other special events co-sponsored by the two agencies. This may include mailing flyers or placing press releases in the City's Newsletter.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

City of Dixon, a
Municipal Corporation

Solano College
Small Business Development Center
Solano Community College District

By: _____
Nancy Huston
City Manager

By: _____
Dr. Jowel C. Laguerre
Superintendent/President

RESOLUTION NO.: 09-158

DATE: SEP 22 2009

Attachment A – Billing Rate for Solano College SBDC Services

Technical Assistance (one-on-one client counseling)	\$50/hr
Training (instructor classroom time)	\$50/hr
Training (instructor prep time)	\$50/hr
Preparation of CDBG loan committee reports	\$50/hr

RESOLUTION NO.: 09-158

DATE: SEP 22 2009

Dixon City Council
RESOLUTION NO. 09 - 158

CONTRACT WITH ECONOMIC DEVELOPMENT LOAN CONSULTANT

WHEREAS, the City of Dixon has operated a Small Business Revolving Loan Fund with CDBG Program Income funds since 1997,

WHEREAS, the City has an ongoing Program Income balance of approximately \$150,000 in Fund 570 and operates a CDBG Program Income Revolving Loan Fund,

WHEREAS, the attached Solano College Small Business Development Center proposed Service Agreement and Scope of Work is the most responsive proposal in the 2009 Economic Development Consultant Request for Proposals process,

NOW, THEREFORE BE IT RESOLVED that the City enter into a consultant agreement with the Solano College Small Business Development Center (SBDC) *as described in Attached Exhibits A-C (Service Agreement, Program Guidelines and Program Application)*,

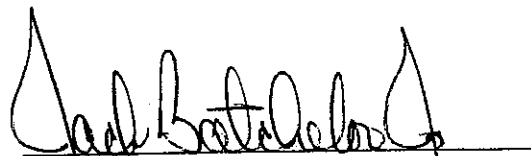
NOW, THEREFORE BE IF FURTHER RESOLVED that the Agency will pay the consultant a not to exceed amount of \$8,000 for the work described in Exhibit A-C,

PASSED AND ADOPTED AT A REGULAR MEETING OF THE CITY OF DIXON ON SEPTEMBER 22, 2009, BY THE FOLLOWING VOTE:

AYES:	Besneatte, Cayler, Ceremello, Fuller, Batchelor
NOES:	None
ABSTAIN:	None
ABSENT:	None

ATTEST:


Janice Beaman, City Clerk


Jack Batchelor, Jr., Mayor

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

TO: Members of the Governing Board

**SUBJECT: PROPOSED 2009-10 SUPERINTENDENT/PRESIDENT AND
GOVERNING BOARD GOALS FOR SOLANO
COMMUNITY COLLEGE DISTRICT**

REQUESTED ACTION: APPROVAL

SUMMARY:

At the Board Retreat held August 10, 2009, the Governing Board suggested areas of focus for Governing Board and Superintendent/President goals for 2009-10. The Superintendent/President's Cabinet (SPC) has reviewed this information and concurs with the proposals.

At the Board meeting held September 23, 2009, the attached Superintendent/President and Board goals for 2009-10 were presented for information and discussion. The Superintendent/President will further refine the document to add timelines and expected outcomes to accomplish his goals. They will be circulated throughout the institution as a framework of cooperation. Regular progress reports will be provided to the Board on how the Superintendent/President is progressing on his goals.

Approval is requested at this time.

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

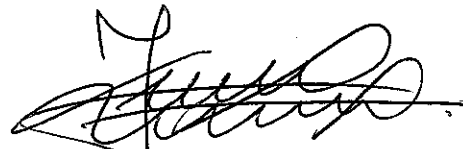
707 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

September 25, 2009

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

September 25, 2009

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

Solano Community College District

Board Goals

and

Superintendent/President Goals 2009-10

October 7, 2009

Board Goals	Superintendent/President's Goals	Comments
Support establishment of administrative structure.	<i>Establish a senior-level administrative structure to support the College's goals.</i>	Filling vacancies reporting to S/P and to direct reports. Complete reorganization at Executive level .
Support resolution of accreditation status of the College.	<i>Resolve the accreditation status of the College.</i>	Provide timely report to ACCJC and run the College in a way that is in compliance with standards of accreditation.
Oversee fiscal stability of the College.	<i>Ensure and maintain the fiscal stability of the College.</i>	Present a balanced budget to the Board and establish a three-year budget.
Support completion of Banner.	<i>Implement Banner.</i>	Ensure the main components of Banner are in place and that there is a plan to finish the most common elements of Banner.
Establish community relations.	<i>Initiate community relations with participation of Board and direct reports.</i>	Design activities and steps to have the College more involved in the community.
Engage in community relations building as President is introduced to the community.	<i>Support Trustees' community relationship building.</i>	Cooperate with Trustees for enhancing their community involvement.

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

TO: Members of the Governing Board
**SUBJECT: 1000 SERIES OF BOARD POLICIES, POLICY NO. 1070 –
BOARD SELF-EVALUATION (REVISED)**

REQUESTED ACTION: APPROVAL

SUMMARY:

At the Board Retreat held August 10, 2009, the Board of Trustees discussed the need to revise the existing Board Policy 1070, Board Self-Evaluation. This Board Policy revision has been reviewed by the Superintendent/President's Cabinet (SPC) and Shared Governance Council, and was shared with the Board at the September 23, 2009, meeting for information.

Approval of revised Board Policy 1070 is requested at this time.

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

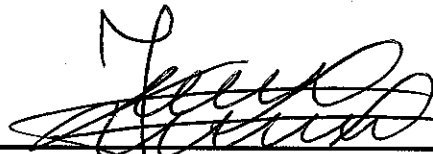
(707) 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

September 25, 2009

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

September 25, 2009

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT

BOARD SELF-EVALUATION

1070

POLICY:

The Board is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning. To that end, the Board has established the following processes:

1. Once a year, at the Annual Board Retreat, the Board will conduct a self-evaluation.
2. The evaluation instrument incorporates criteria contained in these Board policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.
3. Board members will be asked to complete the evaluation instrument and submit them to the Secretary of the Board prior to the Retreat.
4. A summary of the evaluations will be presented and discussed at the Board Retreat session scheduled for that purpose.
5. The result will be used to identify accomplishments in the past year and goals for the following year.

~~The Governing Board shall conduct a self-evaluation, at least annually. The self-evaluation will review the Board's roles and responsibilities and assess the overall effectiveness of the Board in performing these functions.~~

JCL:js

REFERENCES/
AUTHORITY:

Accreditation Standard 4.B.1.G

ADOPTED:

October 6, 1993

REVISED:

June 6, 2007
XXXXXXXX

BP1070

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

TO: Members of the Governing Board

**SUBJECT: REVISED CLASS SPECIFICATIONS FOR POSITION IN
THE ADMINISTRATIVE LEADERSHIP GROUP –
DIRECTOR OF FISCAL SERVICES**

REQUESTED ACTION: APPROVAL

SUMMARY:

The attached position description for the Director of Fiscal Services has been revised to meet the needs of the District. The position is placed on Range 46 of the Administrative Leadership Group salary schedule.

The Board reviewed this position description for information at the September 23, 2009, meeting.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Trudy Largent, J.D.
Interim Director of Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7122

TELEPHONE NUMBER

Administration

ORGANIZATION

September 25, 2009

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

September 25, 2009

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR - FISCAL SERVICES

BASIC FUNCTION:

Under the direction of the Vice President of Administrative and Business Services, plan, organize, coordinate and direct the District's fiscal services including budgeting, accounting, payroll, cashing and fiduciary accounting; provide technical expertise and guidance to College administrators concerning budget, accounting and financial matters; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Supervise the District account, payroll, cashing, and special funding operations.

Maintain a record of all appropriation balances.

Supervise the maintenance of records of expenditures and income for all funds of the District.

Ensure that financial record keeping is performed in accordance with federal, state, county, and District requirements and procedures.

Prepare monthly reconciliations between District records and the records of the County Superintendent's of Schools office; prepare periodic financial statements and reports involving statistical research and analytical studies.

Compile the necessary information and prepare monthly, quarterly, and annual reports for all federal and state agencies and District projects; prepare the California Community College Annual Financial and Budget report.

Assist the Vice President, Administrative & Business Services preparing District Budget and maintain budgetary controls for the general fund and other funds of the District.

Establish procedures for financial record retention and destruction.

Maintain positive working relationships with other departments on campus.

~~Direct the District's fiscal operations including budgeting, payroll, cashing, accounting, reporting and auditing the use of public funds.~~

Develop and prepare tentative, publication and adoption budgets for all District funds pursuant to priorities assigned and authority provided through the District's budgetary decision making process. This includes the District's General Fund, Capital Projects Fund,

Measure G, General Obligation Bond Fund, Self-Insurance Fund, Health Benefits Trust Fund, Bookstore Fund and all other District funds.

~~Design and administer budgetary control systems, procedures, and transactions.~~

~~Perform professional level accounting duties and serve as the District's primary advisor on technical accounting issues; analyze, evaluate and make recommendations concerning sources and amounts of revenue, expenditures and the District's financial position. Serve as consultant to a variety of District personnel on fiscal and accounting matters.~~

Prepare, verify, authorize and distribute warrants, vouchers and other documents; maintain and reconcile general ledger accounts; prepare trial balances and year-end closings.

~~Prepare, review and submit a variety of financial statements, records and reports for distribution to County, State and federal agencies and offices; prepare financial reports for review by the Vice President of Administrative and Business Services prior to submitting for Governing Board approval.~~

Supervise and evaluate the performance of fiscal operations staff in accordance with District guidelines and collective bargaining contract; provide technical direction and guidance; select and train personnel; make transfer, promotion and salary recommendations.

~~Assist staff in developing solutions to technical problems and with accounting procedural questions; review staff work for accuracy and compliance with District policies; plan, organize and coordinate staff assignments for maximum effectiveness and productivity.~~

Review, interpret and implement federal, State, District and local laws, codes and regulations; assist independent auditors and respond to the annual audit report of findings, comments and recommendations.

Participate in the development and enhancement of automated accounting systems; confer with data processing personnel regarding the maintenance, repair and enhancement of automated records systems and programs; provide input to long range software planning decisions; maintain current knowledge of hardware and software capabilities.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

~~Affirmative Action/Equal Opportunity policy and practices that lead to increased understanding of, sensitivity to, and respect for diverse cultural groups, women and the disabled.~~

Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and

students.

- Accounting and auditing principles, practices and procedures.
- Generally accepted accounting principles.
- Principles, practices and terminology used in community college fiscal procedures.
- Preparation of financial statements and comprehensive accounting reports.
- Laws, regulations and policies governing fiscal requirements of various State and federal agencies.
- Computer applications to accounting and auditing functions.
- Principles and practices of administration, supervision and training.
- District organization, operations, policies and objectives.
- Applicable sections of the State Education Code and other applicable laws.
- Technical aspects of field of specialty.
- Budget preparation and control.

ABILITY TO:

Work within complex, integrated Enterprise Resource Planning (ERP) systems.

- Plan, organize and implement District accounting and budgeting functions.
- Analyze financial data and prepare accounting statements in accordance with generally accepted accounting principles.
- Prepare and analyze comprehensive accounting reports.
- Utilize accounting and auditing practices and terminology applicable to public sector accounting.

- Understand the importance of technology as it relates to all areas of the institution, as well as personal expertise and comfort in using technology in support of management responsibilities.
- Analyze financial data and prepare reports, forecasts and recommendations.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Train, supervise and evaluate personnel.
- Demonstrate interpersonal skills using tact, patience and courtesy.
- Assign and review the work of others.
- Meet schedules and time lines.
- Plan and organize work.
- Work confidentially with discretion.
- Perform mathematical operations quickly and accurately.
- Communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Any combination of education and experience equivalent to a Bachelor's degree in ***Accounting, Business Administration*** or a ~~business-~~ a related field.

EXPERIENCE: ~~and three~~ ***At least three*** years increasingly responsible professional level

experience in an computerized accounting department of a public *the area of accounting, business administration or related field.* agency including one year in a lead or supervisory capacity.

CERTIFICATES, LICENSES, REGISTRATION:

~~_____ Possession of a CPA license.~~

Preferred Qualifications:

Experience in or knowledge of community college business operation.

Leadership experience in an educational setting; supervisory experience.

zg:Dir, Fis.Svs

Board approval 10/16/91

Revised: 4/21/99

TL/zg: 9/1/09 9/3/09 Revised: _____

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

TO: Members of the Governing Board

SUBJECT: ADOPTION OF THE 2009-10 DISTRICT BUDGETS

REQUESTED ACTION: BOARD ADOPTION

SUMMARY:

Pursuant to the authority provided to the Chancellor's Office under Education Code Section 58306, paragraph (b), all districts were granted an extension to the deadline for a governing board of a district to adopt a final budget by October 15 due to the complexity of the recently enacted 2009-10 Revised State Budget Act.

At the September 23 Board meeting, Ms. Susan Rinne, Interim Director of Fiscal Services, presented the 2009-10 District budgets for its public hearing and information. Among the budget issues to be adopted are the new state rebenching of FTES and its implications to this year's budget and beyond, implications from legislation to categorical funds, and the latest news on the use of dollars from the American Recovery and Reinvestment Act (ARRA). The adoption budget contains the District's response to these revenue reductions. The budget will reflect changes made within the categorical programs budget.

Copies of the District's 2009-10 Budget are provided to the Board under separate cover. Copies are available from the Office of the Vice President of Administrative & Business Services and at the Board meeting.

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

Susan Rinne
Interim Director, Fiscal Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7000, ext. 4462

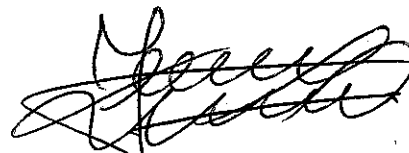
TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

September 25, 2009

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

September 25, 2009

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: PUBLIC HEARING AND ADOPTION OF THE GANN
APPROPRIATION LIMIT FOR FY 2009-10,
RESOLUTION NO. 09/10-02**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Resolution No. 09/10-02, public hearing and adoption of the Gann Appropriation Limit for FY 2009-10. Article XIII B, commonly referred to as the Gann limit initiative of the California State Constitution, was approved by California voters in November 1979, and later modified by Proposition 111 in 1990. The Gann initiative places limits on the amount of proceeds of taxes that state and local governmental agencies can receive and spend each year. Annually, the appropriations limit is adjusted for changes in price index, population, and other applicable factors.

CONTINUED ON NEXT PAGE:

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

Susan Rinne
Interim Director, Fiscal Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7000, ext. 4462

TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

September 25, 2009

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

September 25, 2009

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: PUBLIC HEARING AND ADOPTION OF THE GANN
APPROPRIATION LIMIT FOR FY 2009-10,
RESOLUTION NO. 09/10-02**

REQUESTED ACTION: APPROVAL

SUMMARY:

CONTINUED FROM PREVIOUS PAGE:

Government Code Section 7908(c) requires each community college district to report to the Chancellor of the California Community Colleges at least annually its appropriations, appropriations subject to limit, the amount of state aid apportionments and subventions included with proceeds of taxes of the district, and amounts excluded from the appropriations subject to limit.

Additionally, the Governing Board must annually hold a public hearing and adopt an appropriation limit under the provisions of Senate Bill 1352 (August, 1980) based on the Gann Proposition and Constitutional Amendment.

Resolution No. 09/10-02 provides for an Appropriation Limit of \$48,269,259 and estimates the budgeted Appropriation Subject to Limit to be \$42,087,706. The Limits for 2008-09 were \$45,661,368 and \$43,890,884 respectively.

Attached for your information is the Gann Limit Worksheet that is prepared and submitted to the System Office.

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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**ESTABLISHMENT OF THE GANN APPROPRIATION LIMIT FOR FY 2009-10
RESOLUTION NO. 09/10-02**

WHEREAS, The California Legislature enacted Senate Bill 1352 in August 1980, with an effective date of January 1981, to implement Proposition 4, a Constitutional amendment establishing appropriation limits for state and local government units; and

WHEREAS, The Governing Board determines that the FY 2009-10 General Fund Budget, as proposed for adoption, is in conformance with the provisions of Senate Bill 1352 as reflected on the attached worksheet; now therefore be it

RESOLVED, That the Governing Board hereby adopts a revised appropriation limit for FY 2009-10 of \$48,269,259 and estimates that the budget appropriations subject to that limit are \$42,087,706.

PASSED AND ADOPTED this 7th day of October 2009, by the Governing Board of the Solano Community College District.

A. MARIE YOUNG, PRESIDENT

JOWEL C. LAGUERRE, Ph.D., SECRETARY

CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2009-10

DISTRICT NAME: Solano Community College District
DATE: 9/30/09

I. 2009-10 APPROPRIATIONS LIMIT:

A.	2008-09 Appropriations Limit	<u>\$45,661,368</u>
B.	2009-10 Price Factor: 1.0062	
C.	Population factor:	
1.	2007-08 Second Period Actual FTES <u>9019.82</u>	
2.	2008-09 Second Period Actual FTES <u>9476.76</u>	
3.	2009-10 Population change factor <u>1.0506</u> (line C.2. divided by line C.1.)	
D.	2008-09 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.)	<u>\$48,269,259</u>
E.	Adjustments to increase limit:	
1.	Transfers in of financial responsibility	\$ <u>-0-</u>
2.	Temporary voter approved increases	<u>-0-</u>
3.	Total adjustments - increase	<u>-0-</u>
	Sub-Total	<u>\$48,269,259</u>
F.	Adjustments to decrease limit:	
1.	Transfers out of financial responsibility	\$ <u>-0-</u>
2.	Lapses of voter approved increases	<u>-0-</u>
3.	Total adjustments - decrease	<u>< -0- ></u>
G.	2009-10 Appropriations Limit	<u>\$48,269,259</u>

II. 2009-10 APPROPRIATIONS SUBJECT TO LIMIT:

A.	State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)	<u>\$32,201,559</u>
B.	State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)	133,754
C.	Local Property taxes	9,752,393
D.	Estimated excess Debt Service taxes	-0-
E.	Estimated Parcel taxes, Square Foot taxes, etc.	-0-
F.	Interest on proceeds of taxes	-0-
G.	Local appropriations from taxes for unreimbursed State, court, and federal mandates	<u>< -0- ></u>
H.	2009-10 Appropriations Subject to Limit	<u>\$42,087,706</u>

CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
INSTRUCTIONS

I. APPROPRIATIONS LIMIT:

- A. Enter prior year appropriations limit. If limit was exceeded in prior year, add any State transfers.
- B. Price factor computed by the Department of Finance.
- C. Population change factor computed from FTES data as reported on the latest CCFS-320.
- D. Compute adjusted Appropriations Limit by multiplying line A by line B and by Line C.3. Enter the amount.
- E. Enter amounts transferred to the district to increase the limit.
- F. Enter amounts transferred out of the district to decrease the limit.
- G. Compute the adjusted Appropriation Limit by adding lines D and E, minus F.

II. APPROPRIATIONS SUBJECT TO LIMIT:

- A. Enter the sum of amounts projected for General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence.
- B. Enter those State Subventions used as offset in calculating State Aid.
- C. Enter Local Property taxes. Do not include student fees.
- D. Enter excess taxes collected in the last year of debt service which are made available for general purposes.
- E. Enter Parcel taxes, Square Foot taxes, etc. Do not include Mello-Roos taxes.
- F. Enter interest on proceeds of taxes.
- G. Enter local appropriations from unreimbursed mandates. These include amounts of district money spent for unreimbursed mandates such as the federally-required Medicare payments and Social Security contributions for hourly, temporary, part-time, and student employees not covered by PERS or STRS.
- H. Compute the Appropriations Subject to Limit by adding lines A thru F, minus G.

Note: If you have questions about this form or if your district has exceeded the Appropriations Limit (line II.H. exceeds line I.G.), contact Glen Campora at (916) 327-6899 or gcampora@cccco.edu. Government Code 7910 requires community college districts to annually secure the approval of their local governing boards of the proposed Appropriations Limit. If a district anticipates exceeding its Appropriations Limit, the GC provides a method to increase its Appropriation Limits by notifying the Department of Finance within 45 days of local board approval. This notification allows DOF to transfer surplus State Appropriation Limit authority from the state to the community college (Government Code Section 7902.1(c)). Please send this office a copy of any DOF notification.

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

TO: Members of the Governing Board

SUBJECT: AGREEMENT BETWEEN WORKFORCE INVESTMENT BOARD (WIB) OF SOLANO COUNTY AND SOLANO COMMUNITY COLLEGE DISTRICT TO PROVIDE WATER/WASTEWATER TECHNICIAN TRAINING

REQUESTED ACTION: APPROVAL

SUMMARY:

An agreement between Solano Community College and WIB for contract education is being presented for review and approval by the Governing Board. The District will provide Water/Wastewater Technician training for up to 25 Solano County WIB participants. Employees will attend 264 hours of training/ instruction, 24 hours per week for 11 weeks. Training/instruction will be delivered at Solano Community College. Instruction is scheduled to start in January 2010. WIB will compensate the District for all agreed upon services rendered and expenses at a rate of forty-nine thousand nine hundred ninety-nine dollars and no cents (\$49,999.00.)

Copies of the agreement are available in the Office of the Superintendent/President and in the Office of Workforce and Economic Development and Contract Education.

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

Deborah Mann, Program Developer
Workforce and Economic Development
Contract Education

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7195

TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

September 25, 2009

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

September 25, 2009

**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 **WORKFORCE INVESTMENT BOARD OF SOLANO COUNTY, 320 CAMPUS LANE, FAIRFIELD, CA 94534**, hereinafter referred to as "WIB."

WHEREAS, WIB desires to engage the District to render special educational services,

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- A. The District will provide Water/Wastewater Technician training for up to 25 students/participants.
- B. The District will develop, coordinate, deliver, and evaluate the training/ instruction. The employees will attend 264 hours of training/ instruction at Solano Community College. Students will attend 24 hours of training/ instruction per week, for 11 weeks. Training will begin in January 2010. All successful completers will receive Certificates of Completion.
- C. WIB will identify all students who will participate in training.
- D. WIB will compensate the District for all services rendered and expenses at a rate of forty-nine thousand nine hundred and ninety-nine dollars and no cents (\$49,999.00.) The cost is inclusive for all instruction and classroom training materials.
- E. Payments by WIB Corporation to the District will be due upon receipt of invoice. An invoice will be generated when the training is 50% completed.
- F. **IT IS MUTUALLY UNDERSTOOD** that WIB 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 WIB and the District respectively.
- G. The District will indemnify, and hold harmless, in any actions of law or equity, WIB, 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 WIB. 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.

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

Robert Bloom
Executive Director
Workforce Investment Board of Solano County
Fairfield, 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: AGREEMENT BETWEEN WORKFORCE INVESTMENT BOARD (WIB) OF SOLANO COUNTY AND SOLANO COMMUNITY COLLEGE DISTRICT TO PROVIDE MECHATRONICS HIGH WAGE/ HIGH SKILL TRAINING

REQUESTED ACTION: APPROVAL

SUMMARY:

An agreement between Solano Community College and WIB for contract education is being presented for review and approval by the Governing Board. The District will provide Mechatronics training for Solano County WIB participants. The training is for up to 25 students. Training will be delivered at Solano Community College. Instruction is scheduled to start in January 2010. WIB will compensate the District for all agreed upon services rendered and expenses at a rate of forty-nine thousand nine hundred ninety-nine dollars and no cents (\$49,999.00.)

Copies of the agreement are available in the Office of the Superintendent/President and in the Office of Workforce and Economic Development and Contract Education.

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

Deborah Mann, Program Developer
Workforce and Economic Development
Contract Education

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7195

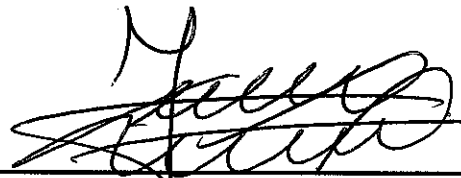
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

September 25, 2009

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



JOWED C. LAGUERRE, Ph.D.
Superintendent/President

September 25, 2009

**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 **WORKFORCE INVESTMENT BOARD OF SOLANO COUNTY, 320 CAMPUS LANE, FAIRFIELD, CA 94534**, hereinafter referred to as "WIB."

WHEREAS, WIB desires to engage the District to render special educational services,

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- A. The District will provide Advanced Manufacturing Technician training for up to 25 students/participants.
- B. The District will develop, coordinate, deliver, and evaluate the training/ instruction. The employees will attend 260 hours of training/ instruction at Solano Community College. Students will attend 20 hours of training/ instruction per week, five days per week, 4 hours per day for 13 weeks. Training will begin in January 2010. All successful completers will receive Certificates of Completion.
- C. WIB will identify all students who will participate in training.
- D. WIB will compensate the District for all services rendered and expenses at a rate of forty-nine thousand nine hundred and ninety-nine dollars and no cents (\$49,999.00.) The cost is inclusive for all instruction and classroom training materials.
- E. Payments by WIB Corporation to the District will be due upon receipt of invoice. An invoice will be generated when the training is 50% completed.
- F. **IT IS MUTUALLY UNDERSTOOD** that WIB 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 WIB and the District respectively.
- G. The District will indemnify, and hold harmless, in any actions of law or equity, WIB, 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 WIB. 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.

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

Robert Bloom
Executive Director
Workforce Investment Board of Solano County
Fairfield, 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: ACCREDITATION FOLLOW-UP REPORT
REQUESTED ACTION: APPROVAL

SUMMARY:

Dr. Robin L. Steinback, Vice President of Academic Affairs and Accreditation Liaison Officer, will present to the Board the Accreditation Follow-Up Report due to the ACCJC on October 15, 2009.

A copy of the Accreditation Follow-Up Report has been provided to the Board members under separate cover for review.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7226

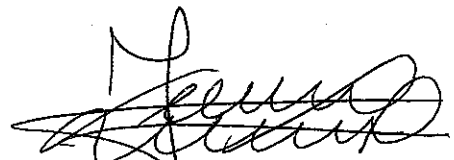
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

September 25, 2009

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

September 25, 2009

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board
SUBJECT: REDEVELOPMENT AGENCY FEES
REQUESTED ACTION: INFORMATION

SUMMARY:

Ms. Terri Ryland of TRR Consulting Services will present to the Board information on the District's participation and entitlement to county redevelopment agency fees.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Susan Rinne
Interim Director, Fiscal Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7000, ext. 4462

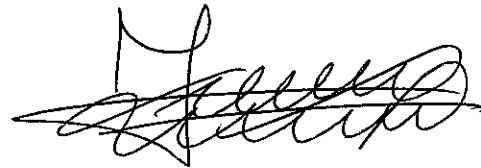
TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

September 25, 2009

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

September 25, 2009

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board
**SUBJECT: SOLANO COLLEGE FACULTY ASSOCIATION
RECOGNITION AND APPRECIATION**

REQUESTED ACTION: INFORMATION

SUMMARY:

Thomas Grube, CTA President, will recognize on behalf of the Solano College Faculty Association (SCFA) work done by the Payroll and Graphics Departments.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Thomas Grube
CTA President

PRESENTER'S NAME

400 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7000, ext. 4340

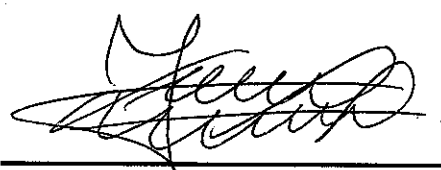
TELEPHONE NUMBER

Solano College Faculty Association

ORGANIZATION

September 25, 2009

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

September 25, 2009

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board
SUBJECT: DISTRICT 60-DAY FOLLOW-UP ON 2007-2008 AUDIT FINDINGS

REQUESTED ACTION: INFORMATION

SUMMARY:

The Board requested a follow-up at 30-day, 60-day, and 90-day intervals on the District's audit findings for the 2007-2008 fiscal year. At this time, Susan Rinne, Interim Director of Fiscal Services, will provide the Board with an update on the District's progress.

A copy of the District 60-Day Follow-Up Report has been provided to the Board members under separate cover for review.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Susan Rinne
Interim Director, Fiscal Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7000, ext. 4462

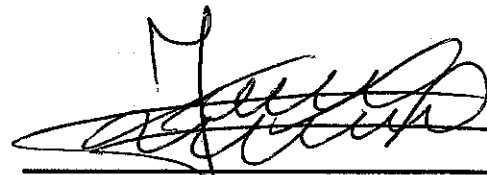
TELEPHONE NUMBER

Administrative and Business Services

ORGANIZATION

September 25, 2009

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

September 25, 2009

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**