

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

TO: Members of the Governing Board

SUBJECT: CONSENT CALENDAR – HUMAN RESOURCES

REQUESTED ACTION: APPROVAL

EMPLOYMENT 2008-09

Short-term, Temporary & Substitute Assignments

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Hourly Rate</u>
David Meyer	Cashier, Bookstore	2/11/09 – 6/30/09	\$ 8.50

Independent Contractors

<u>Name</u>	<u>Service</u>	<u>Dates of Contract</u>	<u>Amount</u>
<u>Fine & Applied Arts/Behavioral Science</u>			
<u>Leslie Rota, Responsible Manager</u>			
Debbi Davis	Present, Caring for Special Needs Infants and Toddlers	2/3/09 – 2/17/09	\$ 750.00
	Workshop Presenter at the Annual Training Conference	3/5/09 – 3/8/09	\$ 675.00
Richard Delaney	Workshop Presenter at the Annual Training Conference	3/5/09 – 3/8/09	\$ 1,500.00
John Hagelis	Workshop Presenter at the Annual Training Conference	3/5/09 – 3/8/09	\$ 1,200.00
Jacqueline Jones	Workshop Presenter at the Annual Training Conference	3/5/09 – 3/8/09	\$ 1,300.00

Richard Christensen, Ed.D.
 Director of Human Resources


DR. ROBERT JENSEN
 Interim Superintendent/President

February 20, 2009
 Date Submitted

February 20, 2009
 Date Approved

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR**Governing Board Meeting****March 4, 2009****Page 2****Independent Contractors** (Continued)

<u>Name</u>	<u>Service</u>	<u>Dates of Contract</u>	<u>Amount</u>
<u>Fine & Applied Arts/Behavioral Science</u>			
<u>Leslie Rota, Responsible Manager</u>			
Jodee Kulp	Workshop Presenter at the Annual Training Conference	3/5/09 – 3/8/09	\$ 1,500.00
Cathlene Milton	Workshop Presenter at the Annual Training Conference	3/5/09 – 3/8/09	\$ 540.00
Bret Stephenson	Workshop Presenter at the Annual Training Conference	3/5/09 – 3/8/09	\$ 1,200.00
Deborah Stewart	Workshop Presenter at the Annual Training Conference	3/5/09 – 3/8/09	\$ 250.00
<u>Health Occupations</u>			
<u>Maire Morinec, Responsible Manager</u>			
Natalie Bradley	The Center for Nursing Expansion and Innovation Grant has approved additional funds to present more workshops on test-taking strategies, anxiety reduction to nursing students	1/28/09 – 5/15/09	\$ 4,680.00
<u>Small Business Development Center (SBDC)</u>			
<u>Charles Eason, Responsible Manager</u>			
Ronald Barrett, Sr.	Counseling & technical assistance, SBDC Program Income	3/5/09 – 6/30/09	\$ 960.00
Business Resource Services, Inc.	Present, Profit Mastery®: Get Control of Your Business, SBDC Local Contributions	3/5/09 – 3/31/09	\$ 4,150.00
Martha Christopher	Counseling & technical assistance, SBDC Program Income	3/5/09 – 6/30/09	\$ 960.00
Brian Cushing	Counseling & technical assistance, SBDC Program Income	3/5/09 – 3/31/09	\$ 220.00
Konnectworld, Inc.	Counseling & technical assistance, SBDC Program Income	3/5/09 – 6/30/09	\$ 800.00

Governing Board Meeting

March 4, 2009

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Independent Contractors (Continued)

<u>Name</u>	<u>Service</u>	<u>Dates of Contract</u>	<u>Amount</u>
Technology Services & Support			
<u>Jay Field, Responsible Manager</u>			
Michael Regpala Sisbro Enterprises, Inc.	Installation and implementation of Operational Data System 3.X (Banner)	2/12/09 – 2/13/09	\$ 11,000.00
Workforce & Community Education			
<u>Charles Shatzer, Responsible Manager</u>			
Thomas Watkins	Judging Virtual Enterprise Marketing Plan, Human Resource Competition, and Virtual Capital Funding Competition at the California Annual Virtual Conference	2/20/09 – 3/20/09	\$ 300.00

Professional Experts

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Greg Begin	Workshop presenter, Annual Training Conference, Foster & Kinship Care	3/5/09 – 3/9/09	\$ 1,140.00
Jeremy Hodges	Guest Speaker, Art 52/55/56	3/10/09	\$ 125.00
Richard MacKenzie	Journey Level Assistant Fire Instructor,	3/5/09 – 6/30/09	\$ 25.00/hour
Lisa Quinterro	Art Model, Art 32/33	2/9/09	\$ 80.00
Rachael Staudt	Art Model, Art 19	4/10/09	\$ 80.00

GRATUITOUS SERVICE

<u>Name</u>	<u>Assignment</u>	<u>Division/Department</u>
Charles Fahlstrom	Assist swimmers with workouts	PE/Athletics
Todd Fahlstrom	Assist swimmers with workouts	PE/Athletics
Howard Goldstein	Assist with road biking class	PE/Athletics
Robert Haran	Assist with road biking class	PE/Athletics
Mackenzie Johnson	Assist with swimming & diving practices.	PE/Athletics
Larry Yoder	Consult, troubleshoot and assist with various audio/visual projects	Technology & Learning Resources

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR

Governing Board Meeting

March 4, 2009

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RENEWAL OF FACULTY CONTRACTS

The following faculty have completed the first contract year and are recommended for another one-year contract pursuant to Education Code Section 87608:

Saki Cabrera – Fine & Applied Arts/Behavioral Science (hire date 1/15/08)
Corrine Kirkbride – Math/Science (hire date 8/11/08)
Kristy Juliano – Fine & Applied Arts/Behavioral Science (hire date 8/11/08)
Jeanne Lorenz – Fine & Applied Arts/Behavioral Science (hire date 8/11/08)
Marcie McDaniels – Counseling & Guidance (hire date 8/11/08)
Margherita Molnar – Math/Science (hire date 8/11/08)
Amy Obegi – Fine & Applied Arts/Behavioral Science (hire date 8/11/08)
Laura Pirott – Humanities (hire date 8/11/08)

The following faculty have completed the first and second contract year and are recommended for a two-year contract pursuant to Education Code Section 87608.5:

H. Tim Boerner – Humanities (hire date 8/13/07)
Susan Clement – Health Occupations (hire date 8/13/07)
Lynn Denham Martin – Health Occupations (hire date 8/13/07)
Erin Duane – Learning Resources/Library (hire date 8/13/07)
Tracy Fields – Health Occupations (hire date 8/13/07)
Michael Goodwin – Career Technical Education (hire date 8/13/07)
T. LaNae Jaimez – Fine & Applied Arts/Behavioral Science (hire date 8/13/07)
Tonmar Johnson – Fine & Applied Arts/Behavioral Science (hire date 8/13/07)
Kevin Marks – PE/Athletics (hire date 8/13/07)
Randall Robertson – Math/Science (hire date 8/13/07)
Joshua Scott – Humanities (hire date 8/13/07)
Tasha Smith – Fine & Applied Arts/Behavioral Science (hire date 8/13/07)
Phil Summers – Math/Science (hire date 8/13/07)
Brenda Tucker – Counseling/Guidance and EOPS (hire date 8/9/07)

The following faculty have completed their first year of their two-year contract (third year employee) and no recommendation is necessary per Education Code Section 87609:

Darryl Allen – Math/Science (hire date 8/14/06)
Marion Cowee – Fine & Applied Arts/Behavioral Sciences (hire date 8/14/06)
Lisa Giambastiani – Humanities (hire date 8/14/06)
Meredith Harris – Health Occupations (hire date 8/14/06)
Patricia Itaya – Math/Science (hire date 8/14/06)
Kiran Kaur – Math/Science (hire date 8/14/06)
Melissa Reeve – Humanities (hire date 8/14/06)
Steven Springer – DSP Counselor (hire date 8/10/06)

Governing Board Meeting

March 4, 2009

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The following faculty have completed four years of probationary service to the district and are recommended for tenure in 2009-10 pursuant to Education Code Section 87609:

Ingeborg Bourdon – Fine & Applied Arts/Behavioral Sciences (hire date 8/16/05)

Thomas Bundenthal – Humanities (hire date 8/16/05)

Nicholas Cittadino – Counselor (hire date 9/19/05)

Karen Cook – Career Technical Education (hire date 8/16/05)

Amy Gaylor – Counselor (hire date 9/8/05)

Zachary Hannan – Math/Science (hire date 8/16/05)

Leslie Hubbard – Business & Computer Science (hire date 8/16/05)

Thomas Mitchell – Career Technical Education (hire date 8/16/05)

John Nagle – PE/Athletics (hire date 8/16/05)

Scott Parrish – PE/Athletics (hire date 8/16/05)

Diana Plant – Business & Computer Science (hire date 1/19/05)

Svetlana Podkolzina – Math/Science (hire date 8/16/05)

Candace Roe – Counseling/DSP (hire date 2/23/05)

Tracy Schneider – Humanities (hire date 8/16/05)

Belinda Silva-Attianese – Career Technical Education (hire date 8/16/05)

Karen Wanek – Health Occupations (hire date 8/16/05)

Darla Williams – PE/Athletics (hire date 8/16/05)

Ron Zak – Fine & Applied Arts/Behavioral Sciences (hire date 8/16/05)

REQUEST FOR AN UNPAID HEALTH LEAVE

LaVerne Beverly, Nursing Instructor is requesting an unpaid Health Leave until June 30, 2009, in accordance to Article 14.3 of the District and CCA/CTA/NEA collective bargaining agreement. The District recommends approval of her request.

**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:

02/02/09	Vendor Payment	11008934-11009007	\$ 134,266.76
02/06/09	Vendor Payment	11009049-11009052	\$ 554,370.05
02/06/09	Vendor Payment	11009053-11009096	\$ 70,417.25
02/10/09	Vendor Payment	11009097-11009106	\$ 40,612.04
02/10/09	Vendor Payment	11009107-11009149	\$ 792,541.88
02/17/09	Vendor Payment	11009150-11009203	\$ 69,328.29
02/18/09	Vendor Payment	11009204-11009468	\$ 22,235.50
02/19/09	Vendor Payment	11009469-11009489	\$ 170,637.22
02/20/09	Vendor Payment	11009490-11009502	\$1,302,633.75

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 and Business Services
Library

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

Susan Rinne
Interim Director, Fiscal Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

707-864-7000, ext. 4462

TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

February 20, 2009

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



DR. ROBERT JENSEN

Interim Superintendent/President

February 20, 2009

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

AGENDA ITEM 7.(d)
MEETING DATE March 4, 2009

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

TO: Members of the Governing Board
**SUBJECT: RESOLUTION TO AUTHORIZE SIGNATURES ON
OFFICIAL FINANCIAL DOCUMENTS,
RESOLUTION NO. 08/09-26**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Resolution No. 08/09-26, Resolution to Authorize Signatures on Official Financial Documents. Education Code Sections 85232 and 85233 require that orders drawn on the funds of a community college district be signed by a majority of the members of the Board or by a person or persons authorized by the Governing Board to sign orders in its name. The Governing Board shall then cause to be filed with the County Superintendent of Schools the verified signature of each person, including members of the Board, authorized to sign orders in its name. In addition, District Board Policy 3090 states that a formal resolution will be approved when the designated responsible person(s) change.

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

Susan Rinne
Interim Director, Fiscal Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

707-864-7000, ext. 4462

TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

February 20, 2009

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**


DR. ROBERT JENSEN
Interim Superintendent/President

February 20, 2009

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

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

RESOLUTION NO. 08/09-26

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

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

A. MARIE YOUNG
BOARD PRESIDENT

DR. ROBERT JENSEN
INTERIM SUPERINTENDENT/PRESIDENT

ROBIN L. STEINBACK, Ph.D.
VICE PRESIDENT, ACADEMIC AFFAIRS

LISA J. WAITS, Ed.D.
VICE PRESIDENT, STUDENT SERVICES

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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

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

RESOLUTION NO. 08/09-26

(Continuing – Page 2)

JAY FIELD, VICE PRESIDENT
TECHNOLOGY AND LEARNING RESOURCES

SUSAN RINNE
INTERIM DIRECTOR, FISCAL SERVICES

PASSED AND ADOPTED This 4th day of March 2009, by the Governing Board of the
Solano Community College District.

A. MARIE YOUNG, BOARD PRESIDENT

DR. ROBERT JENSEN, INTERIM SECRETARY

AGENDA ITEM 7.(e)
MEETING DATE March 4, 2009

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

TO: Members of the Governing Board
**SUBJECT: CONTRACT AUTHORIZATION AND SIGNATURES FOR
DISTRICT BANK ACCOUNTS,
RESOLUTION NO. 08/09-27**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Resolution No. 08/09-27, Contract Authorization and Signatures for District Bank Accounts. Due to changes in District administrative staff, it is necessary at this time to recommend that the Board approve the attached resolution authorizing designated staff to sign District bank agreements and accounts.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE


Susan Rinne
Interim Director, Fiscal Services
PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197
ADDRESS

707-864-7000, ext. 4462
TELEPHONE NUMBER

Administrative & Business Services
ORGANIZATION

February 20, 2009
**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**


DR. ROBERT JENSEN
Interim Superintendent/President

February 20, 2009
**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

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

RESOLUTION NO. 08/09 – 27

I, A. Marie Young, President of the Governing Board of the Solano Community College District, do hereby certify that at a duly called meeting of the District Governing Board held on March 4, 2009, at which a quorum was present and acting throughout, the following resolution was adopted, and is now in full force and effect;

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

WHEREAS, A change in administrative personnel necessitates the revision of authorized signatures on all of the District's bank accounts, effective March 1, 2009; and

WHEREAS, The District maintains the following bank accounts:

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

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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**
**CONTRACT AUTHORIZATION AND SIGNATURES
FOR DISTRICT BANK ACCOUNTS**

RESOLUTION NO. 08/09 – 27
(Continuing – Page 3)

Dr. Robert Jensen _____
Interim Superintendent/President

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

Lisa J. Waits, Ed.D. _____
Vice President, Student Services

Susan Rinne _____
Interim Director, Fiscal Services

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

Carolyn Moore _____
President, African-American Staff Association

Cheryl Williams _____
Treasurer, African-American Staff Association

PASSED AND ADOPTED This 4th day of March 2009, by the Governing Board of Solano Community College District.

A. MARIE YOUNG, BOARD PRESIDENT

DR. ROBERT JENSEN, INTERIM SECRETARY

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

TO: Members of the Governing Board
SUBJECT: CONSTRUCTION CHANGE ORDER NO. 1 APPROVAL
 FOR ROEBBELEN CONTRACTING, INC. – BID NO. 08-008
REQUESTED ACTION: CONTRACT CHANGE ORDER APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 1 to Roebbelen Contracting, Inc.'s base contract for the Vacaville Center Project – Phase I. Revised contract amount is as follows:

Contract Award Amount	\$14,059,000.00	
Prior Change Orders	\$ 0.00	
Change Order No. 1	\$ 26,574.00	
Total Change Orders	\$ 26,574.00	0.18% of Contract Award Amount
Revised Contract Amount	\$14,085,574.00	
Total Project Budget	\$14,085,574.00	

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

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

Stan Dobbs
 Independent Contractor

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

(707) 864-7176


TELEPHONE NUMBER

Maintenance & Operations

ORGANIZATION

February 20, 2009

**DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT**



DR. ROBERT JENSEN
 Interim Superintendent/President

February 20, 2009

**DATE APPROVED BY
 SUPERINTENDENT/PRESIDENT**

03/04/09 ROEBBELEN CONTRACTING, INC. PCO's RECOMMENDED FOR APPROVAL

PCO	Description	Negotiated Amount	Reason	Summary	CO
001	Waterproofing at Lecture Hall Slab.	\$ 732.00	Error and Omission	The architect determined the lecture hall needed waterproofing in the recessed concrete slab. The Contractor was directed to install the waterproofing.	1
002	Cementitious (cement-based material) Underlayment/Topping Slab Materials.	\$ 5,688.00	Owner Requested	The original design called for a gypsum-based underlayment; however, Portland cement-based underlayment reduces the chance of a "curling" effect when paired with the specified Portland cement-based topping slab material. The District decided to go with the more compatible product, and the Contractor was directed to use Portland cement-based underlayment.	1
005	Gas Containment Piping.	\$ 19,424.00	Error and Omission	The contract drawings did not note gas containment piping for the lab islands and underslab, in the laboratory areas. Containment piping is required by code. The Contractor was directed to install gas containment piping.	1
009	3-Way Switches in Lobby Area.	\$ 730.00	Error and Omission	The contract drawings did not show where the three-way switches in the lobby terminated, so it was impossible to price the conduit length accurately in the bid. The architect determined where the switches terminated, and the Contractor was directed to install per the architect's direction.	1
		TOTAL \$ 26,574.00			

Change Order



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

Kitchell CEM

Change Order # 1
 Project No.: 08-008
 Date: 3/4/09

DSA File No.: 48-C1
 DSA App. No.: 02-109231

Project: Vacaville Center - New Classroom Building
 2001 North Village Parkway
 Vacaville, CA 95688

Kaplan McLaughlin Diaz (KMD)
 222 Vallejo Street
 San Francisco, CA 94111

To: Roebbelen Contracting, Inc.
 1241 Hawks Flight Court
 El Dorado Hills, CA 95762

The Contract is Changed as Follows:

1. The architect determined the lecture hall needed waterproofing in the recessed concrete slab. The Contractor was directed to install the waterproofing.
 Requested By: Architect
 Reason: Waterproof the recessed slab at the lecture hall area

ADD \$ 732.00
 2. The original design called for a gypsum-based underlayment, however Portland-based underlayment reduces the chance of a "curling" affect when paired with the specified Portland-based topping slab material. The District decided to go with the more compatible product, and the Contractor was directed to use Portland-based underlayment.
 Requested By: Owner
 Reason: To maximize compatibility of the underlayment product with the topping slab material

ADD \$ 5,688.00
 3. The contract drawings did not note gas containment piping for the lab islands and underslab, in the laboratory areas. Containment piping is required by code. The architect directed the Contractor to install gas containment piping.
 Requested By: Architect
 Reason: Install Gas Containment Piping to comply with code.

ADD \$ 19,424.00
 4. The contract drawings did not show where the three-way switches in the lobby terminated, so it was impossible to price the conduit length accurately in the bid. The architect determined where the switches terminated, and the Contractor was directed to install per the architect's direction.
 Requested By: Architect
 Reason: 3-Way Switches in Lobby Area

ADD \$ 730.00
- TOTAL COST OF CHANGE ORDER** **ADD \$ 26,574.00**

Original Contract sum:	\$ 14,059,000.00
Total change by previous Change Orders:	\$ -
Contract sum prior to this Change Order:	\$ 14,059,000.00
Original Contract sum will be INCREASED by this Change Order:	\$ 26,574.00
The new Contract sum including this Change Order will be:	\$ 14,085,574.00
The new Contract completion date will be:	31-Jan-10
Contract time will be UNCHANGED by this Change Order:	0 Days
The date of substantial completion as of this Change Order is	17-Dec-09

ARCHITECT: _____
 Kaplan McLaughlin Diaz (KMD)

Date: _____

(Affix stamp here)

CONTRACTOR: _____
 Roebbelen Contracting, Inc.

Date: _____

(Affix stamp here)

OWNER: _____
 David Froehlich, Director of Facilities
 Solano Community College District

Date: _____

AGENDA ITEM 7.(g)
MEETING DATE March 4, 2009

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

TO: Members of the Governing Board
SUBJECT: CLAIM FOR PROPERTY DAMAGE
REQUESTED ACTION: ACTION

SUMMARY:

The District received a verified claim form from a student for personal property damage sustained on District premises on August 26, 2008. The student's automobile insurance carrier is subrogating against the District to recover costs paid to its insured.

The claim, as presented, is timely (presented within six months of the alleged events or occurrences as required by law) and should be rejected pursuant to Government Code 911.2. A copy of the claim is provided to the Board under separate cover.

It is recommended that the claim be denied and referred to the District's insurance administrators to send the appropriate denial letter.

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

Susan Rinne
Interim Director, Fiscal Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

707-864-7000, ext. 4462

TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

February 20, 2009

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



DR. ROBERT JENSEN
Interim Superintendent/President

February 20, 2009

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

AGENDA ITEM 9.(a)
 MEETING DATE March 4, 2009

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

TO: Members of the Governing Board

**SUBJECT: AWARD OF BID FOR ENVIRONMENTAL SITE
 ASSESSMENT AND SOIL ANALYSIS AT THE
 CALIFORNIA MEDICAL FACILITY (CMF), VACAVILLE**

REQUESTED ACTION: ACTION

SUMMARY:

Board approval is requested to award the bid for an environmental site assessment on the premises of the California Medical Facility (CMF), Vacaville, for a comprehensive soil analysis at the location where the District operated a Fire Training Facility from 1984 to 2004.

Background: The District issued a Request for Qualifications (RFQ) for an Environmental Site Assessment and Soil Analysis, and notices were placed in several area newspapers that resulted in a total of 19 firms attending the mandatory bid walk meeting. With a bid due date of February 25, six bids were received.

(CONTINUED ON NEXT PAGE)

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

February 20, 2009
 DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT

Dr. Robert Jensen, Ljw
 DR. ROBERT JENSEN
 Interim Superintendent/President

February 20, 2009
 DATE APPROVED BY
 SUPERINTENDENT/PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: AWARD OF BID FOR ENVIRONMENTAL SITE
ASSESSMENT AND SOIL ANALYSIS AT THE
CALIFORNIA MEDICAL FACILITY (CMF), VACAVILLE

REQUESTED ACTION: ACTION

SUMMARY:

(CONTINUED FROM PREVIOUS PAGE)

The bid results are listed below:

Enercon Services, Inc.	\$13,770
KC Engineering	\$18,850
Schutze & Associates	\$25,250
Partner Engineering & Science	\$28,311
Geological Technics, Inc.	\$34,007
SOMA Environmental	\$36,243

The scope of work is to investigate the actual and/or potential soil contamination at the CMF site where the Fire Training Facility existed. The consultant is to develop work plans for soil remediation of actual contaminated soil, groundwater at the site and to prepare a Phase I and Phase II Environmental Site Assessment. The purpose of this investigation is to estimate the nature and extent of contamination, if any, and to provide a detailed report of the findings and a basis for an assessment of the cost for corrective action.

Recommendation: It is recommended that Enercon Services, Inc. be awarded the bid for the CMF project in the amount of \$13,770. Staff requests that the Board authorize the Superintendent/President or designee to execute the contract with Enercon Services, Inc. for work to commence after all pertinent documents have been signed.

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

AGENDA ITEM 9.(b)
MEETING DATE March 4, 2009

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: EXTEND AGREEMENT WITH PERRY-SMITH LLP
REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to extend the District's agreement for financial audit services with Perry-Smith LLP. Perry-Smith is nearing completion of the District's 2007-08 audit but requires additional time and services due to unexpected data retrieval issues associated with the mid-year conversion of the Banner integrated system. The total cost is not to exceed \$15,000.

A copy of the proposed extension is provided to the Board under separate cover.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Susan Rinne
Interim Director, Fiscal Services
PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197
ADDRESS

707-864-7000, ext. 4462
TELEPHONE NUMBER

Administrative & Business Services
ORGANIZATION

February 20, 2009
DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT

Dr. Robert Jensen, JFW
DR. ROBERT JENSEN
Interim Superintendent/President

February 20, 2009
DATE APPROVED BY
SUPERINTENDENT/PRESIDENT

AGENDA ITEM 10.(a)
MEETING DATE March 4, 2009

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

TO: Members of the Governing Board
**SUBJECT: ARCC 2009 REPORT — COLLEGE-LEVEL INDICATORS
FOR SOLANO COMMUNITY COLLEGE**

REQUESTED ACTION: INFORMATION

SUMMARY:

In 2004, Assembly Bill 1417 triggered the creation of a performance measurement system for the California Community Colleges. That legislation and ensuing budget action authorized the California Community Colleges System Office (CCCCSO) to design and implement a performance measurement system that contained performance indicators for the system and its colleges. As per Legislative intent, the CCCCCO collaborated with the system's colleges and advisory structure, a panel of national experts, the Legislative Analyst's Office, the Department of Finance, and the Secretary of Education to formulate this comprehensive system that has become known as "ARCC" (Accountability Reporting for the Community Colleges).

This presentation will include a brief overview of the process and statewide measures. The presentation will focus on Solano Community College (SCC) student demographics for 2007-08, three-year trend data for each of the defined college-level performance indicators, and SCC's performance compared to specified peer groups.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Lisa J. Waits, Ed.D.
Vice President, Student Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197


ADDRESS

707-864-7278

TELEPHONE NUMBER

Student Services
ORGANIZATION

February 20, 2009
**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**


DR. ROBERT JENSEN
Interim Superintendent/President

February 20, 2009
**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

ARCC 2009 Report: College Self-Assessment Response

During 2007-08 the College began the implementation of an ongoing, campus-wide, classroom-level assessment of student learning outcomes (SLOs). Assessment results are used by faculty to improve course design and delivery and in curriculum review and planning. Advantages as a result of sharing among departmental faculty have been the development and use of grading rubrics and a better understanding of the alignment of courses in a sequence within a discipline. Currently, faculty have been making connections between course-level SLOs and Solano's adopted "Core Competencies" as a means of gauging student success. This process will continue to improve the rates for student achievement, course completion, and persistence.

In addition to counseling courses specifically designed to assist students in achieving educational success, Solano offers programs that encourage and support classroom success and student persistence: EOPS, Puente, MESA, Learning Communities, and the Tutoring Center. There are currently plans for the implementation of an UMOJA program Fall 2009. The past two years of development and implementation of Solano's Basic Skills Initiative Plan has steadily improved the completion rates for credit basic skills courses and the improvement rates in both basic skills and ESL courses. The newly instituted (Spring 2009) Student-Athlete Study Skills Center should contribute to improved basic skills rates, along with gains on the other college-level indicators. Finally, the Health Occupations Division offers multiple workshops to nursing program students on anxiety reduction and test-taking strategies to improve student retention while in the program and to enhance test scores on the NCLEX exam.

Concerted outreach and marketing efforts appear to be influencing the proportions of Hispanics, African-Americans, and males attending the institution — these outcomes are in line with the goals of our *Student Equity Plan*. The slight increase in the proportion of younger students could be due, in part, to redirection of enrollments from UCs/CSUs.

Solano measures slightly below the peer group mean in two areas: 1) the proportion of first-time students who earn at least 30 units, and 2) annual successful completion rate of credit vocational courses, which has declined over the past three-year period.

The first area essentially relates to college persistence and achievement rates. The interpretation of our performance on this measure is problematic, since the measures of persistence and achievement rates are well above par. In fact, the rates have risen over the prior year. The discrepancies could be explained by the results of shifting of both the variables used in the development of peer groupings and the changes in the composition of peer groups themselves.

Explanations for change in the completion rate of credit vocational courses range from lack of student basic skills, to "hiring out" of students who then complete their training on-the-job, to changes in the social and economic conditions of the students leading them to drop out of classes. This area requires a focused study to determine the cause(s) for this decline so remedies can be developed. [480]

ARCC 2009 Report: College Level Indicators

DRAFT**Solano Community College**

Solano Community College District

College Performance Indicators**Student Progress and Achievement: Degree/Certificate/Transfer****Table 1.1:**
Student Progress and
Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2000-2001 to 2005-2006	2001-2002 to 2006-2007	2002-2003 to 2007-2008
Student Progress and Achievement Rate	53.7%	50.4%	52.2%

Table 1.1a:
Percent of Students Who
Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2000-2001 to 2005-2006	2001-2002 to 2006-2007	2002-2003 to 2007-2008
Percent of Students Who Earned at Least 30 Units	68.3%	68.9%	69.5%

Table 1.2:
Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2004 to Fall 2005	Fall 2005 to Fall 2006	Fall 2006 to Fall 2007
Persistence Rate	69.2%	68.3%	70.2%

NA: This performance indicator is not applicable for schools of continuing education



Solano Community College
Solano Community College District
College Performance Indicators

Student Progress and Achievement: Vocational/Occupational/Workforce Development

Table 1.3:
Annual Successful Course
Completion Rate for
Credit Vocational Courses

See explanation in Appendix B.

	2005-2006	2006-2007	2007-2008
Annual Successful Course Completion Rate for Vocational Courses	75.9%	75.6%	73.3%

Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

Table 1.4:
Annual Successful Course
Completion Rate for
Credit Basic Skills Courses

See explanation in Appendix B.

	2005-2006	2006-2007	2007-2008
Annual Successful Course Completion Rate for Basic Skills Courses	60.9%	62.9%	65.8%

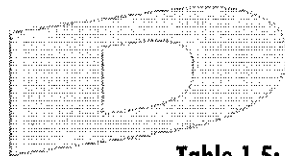


Table 1.5:
Improvement Rates for ESL
and Credit Basic Skills Courses

See explanation in Appendix B.

	2003-2004 to 2005-2006	2004-2005 to 2006-2007	2005-2006 to 2007-2008
ESL Improvement Rate	65.3%	69.2%	80.5%
Basic Skills Improvement Rate	60.0%	58.6%	59.2%

Table 1.6:
Career Development and
College Preparation (CDCP)
Progress and Achievement Rate

See explanation in Appendix B.

	2003-2004 to 2005-2006	2004-2005 to 2006-2007	2005-2006 to 2007-2008
CDCP Progress and Achievement Rate	.%	.%	.%

Blank cell (% only) = No CDCP data for cohort (college may not have CDCP courses)
0% in cell = CDCP cohort data, but no outcome data as of report date

NA: This performance indicator is not applicable for schools of continuing education



ARCC 2009 Report: College Level Indicators

DRAFT**Solano Community College**

Solano Community College District

College Profile**Table 1.7:**
Annual Unduplicated Headcount and
Full-Time Equivalent Students (FTES)

	2005-2006	2006-2007	2007-2008
Annual Unduplicated Headcount	17,627	17,760	18,094
Full-Time Equivalent Students (FTES)*	9,182	8,810	9,100

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data are produced from the Chancellor's Office, Fiscal Services 320 Report.

*FTES data for 2005-2006 and 2006-2007 are based on the FTES recalculation. FTES data for 2007-2008 are based on the FTES annual data. The 2007-2008 recalculation data were not available at the time of this report.

Table 1.8:
Age of Students at Enrollment

	2005-2006	2006-2007	2007-2008
19 or less	30.3%	32.1%	32.4%
20 - 24	26.9%	26.4%	27.0%
25 - 49	35.3%	34.1%	33.3%
Over 49	7.5%	7.4%	7.3%
Unknown	0.0%	0.0%	0.0%

Source: Chancellor's Office, Management Information System

Table 1.9:
Gender of Students

	2005-2006	2006-2007	2007-2008
Female	59.9%	60.3%	59.7%
Male	40.1%	39.7%	40.3%
Unknown	0.0%	0.0%	0.0%

Source: Chancellor's Office, Management Information System



ARCC 2009 Report: College Level Indicators

DRAFT**Solano Community College**

Solano Community College District

College Profile**Table 1.10:**
Ethnicity of Students

	2005-2006	2006-2007	2007-2008
African American	17.3%	17.1%	17.4%
American Indian/Alaskan Native	0.9%	0.9%	0.8%
Asian	6.0%	5.9%	6.1%
Filipino	12.3%	12.8%	12.4%
Hispanic	14.5%	15.3%	15.9%
Other Non-White	1.6%	1.6%	1.6%
Pacific Islander	1.8%	1.7%	2.1%
Unknown/Non-Respondent	4.2%	4.6%	4.4%
White Non-Hispanic	41.6%	40.0%	39.3%

Source: Chancellor's Office, Management Information System



ARCC 2009 Report: College Level Indicators

DRAFT

Solano Community College
Solano Community College District
College Peer Grouping

Table 1.11: Peer Grouping

	Indicator	College's Rate	Peer Group Average	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	52.2	47.7	41.4	55.6	A1
B	Percent of Students Who Earned at Least 30 Units	69.5	71.1	63.2	78.4	B2
C	Persistence Rate	70.2	67.6	57.1	78.0	C5
D	Annual Successful Course Completion Rate for Credit Vocational Courses	73.3	74.5	67.0	85.4	D2
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	65.8	62.1	52.0	72.0	E1
F	Improvement Rate for Credit Basic Skills Courses	59.2	52.6	36.5	62.0	F2
G	Improvement Rate for Credit ESL Courses	80.5	41.3	7.9	80.5	G2

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.



Appendix A: Peer Groups

**Table A1: Student Progress & Achievement: Degree/Certificate/Transfer
Student Progress and Achievement Rate Peer Group**

Peer Group Number	Means of Predictors			Student Progress and Achievement Rate			Peer Group Colleges	
	Pct Students Age 25+ Fall 2005	Pct Basic Skills Fall 2005	Bachelor Plus Index	Lowest Peer	Highest Peer	Average	Number of Peers	Colleges in the Peer Group
A1	42%	15%	0.19	41.4	55.6	47.7	35	Antelope Valley; Bakersfield; Butte; Cerritos; Chaffey; Citrus; Contra Costa; Cosumnes River; Cuyamaca; Cypress; East L. A.; El Camino; Evergreen Valley; Fresno City; L.A. Harbor; L.A. Mission; L.A. Valley; Long Beach City; Los Medanos; Modesto; Mt. San Antonio; Mt. San Jacinto; Oxnard; Porterville; Reedley; Riverside; San Joaquin Delta; San Jose City; Santiago Canyon; Sequoias, Shasta; Solano; Victor Valley; West Hills Coalinga; Yuba
A2	36%	10%	0.30	51.3	69.3	58.8	19	Crafton Hills; Cuesta; De Anza; Diablo Valley; Fullerton; Golden West; Grossmont; L.A. Pierce; Las Positas; Moorpark; Orange Coast; Pasadena City; Sacramento City; San Diego Mesa; Santa Barbara City; Santa Monica City; Sierra; Skyline; Ventura
A3	44%	31%	0.18	36.9	54.3	47.4	7	Chabot; Copper Mountain; Desert; Gavilan; Imperial Valley; Redwoods; Southwestern
A4	53%	11%	0.34	42.6	68.0	55.4	23	Alameda; American River; Berkeley City College; Cabrillo; Canyons; Foothill; Glendale; Irvine Valley; Laney; Marin; Merritt; MiraCosta; Monterey; Ohlone; Palomar; Saddleback; San Diego City; San Diego Miramar; San Francisco City; San Mateo; Santa Rosa; West L.A.; West Valley
A5	62%	9%	0.18	36.3	64.7	47.4	15	Allan Hancock; Barstow; Cerro Coso; Coastline; Columbia; Feather River; Hartnell; Lake Tahoe; Lassen; Mendocino; Napa Valley; Palo Verde; Santa Bernardino; Siskiyou; Taft
A6	57%	23%	0.20	25.7	52.6	42.0	9	Canada; Compton; L.A. City; L.A. Trade-Tech; Merced; Mission; Rio Hondo; Santa Ana; Southwest L.A.
Statewide Average	47%	14%	0.24			50.8	N = 108	

DRAFT**Appendix A: Peer Groups****Table A2: Student Progress & Achievement: Degree/Certificate/Transfer
Students Who Earned at Least 30 Units Rate Peer Group**

Peer Group Number	Means of Predictors			Students Who Earned at Least 30 Units Rate			Peer Group Colleges	
	Student Count Fall 2005	Average Unit Load Fall 2004	ESAI Per Capita Income	Lowest Peer	Highest Peer	Average	Number of Peers	Colleges in the Peer Group
B1	8,212	7.2	\$22,057	56.2	74.0	67.0	32	Alameda; Allan Hancock; Barstow; Berkeley City College; Cerro Coso; Columbia; Contra Costa; Cuyamaca; Evergreen Valley; Gavilan; Hartnell; Irvine Valley; L.A. Mission; Laney; Las Positas; Lassen; Los Medanos; Mendocino; Merritt; Mission; Monterey; Napa Valley; Ohlone; Oxnard; San Diego City; San Diego Miramar; San Jose City; Santiago Canyon; Siskiyous; Skyline; Southwest L.A.; West L.A.
B2	15,849	8.4	\$19,869	63.2	78.4	71.1	38	Antelope Valley; Bakersfield; Cabrillo; Canyons; Cerritos; Chabot; Chaffey; Citrus; Cosumnes River; Cuesta; Cypress; Desert; East L.A.; Fresno City; Fullerton; Glendale; Golden West; Grossmont; L.A. City; L.A. Harbor; L.A. Pierce; L.A. Trade-Tech; L.A. Valley; Merced; Mira Costa; Modesto; Mt. San Jacinto; Reedley; Rio Hondo; San Bernardino; San Diego Mesa; San Joaquin Delta; Santa Barbara City; Sierra; Solano; Southwestern; Ventura; Victor Valley
B3	6,763	9.2	\$15,728	61.2	78.3	69.6	12	Butte; Compton; Copper Mountain; Crafton Hills; Feather River; Imperial Valley; Porterville; Redwoods; Sequoias; Shasta; West Hills Coalinga; Yuba
B4	26,521	8.1	\$24,895	67.9	82.7	73.9	17	American River; De Anza; Diablo Valley; El Camino; Long Beach City; Moorpark; Mt. San Antonio; Orange Coast; Palomar; Pasadena City; Riverside; Sacramento City; Saddleback; San Francisco City; Santa Ana; Santa Monica City; Santa Rosa
B5	6,609	4.7	\$20,031	60.4	71.9	64.5	4	Coastline; Lake Tahoe; Palo Verde; Taft
B6	10,758	7.2	\$37,321	72.2	73.6	73.2	5	Canada; Foothill; Marin; San Mateo; West Valley
Statewide Average	13,613	7.9	\$21,662			70.1	N = 108	

Appendix A: Peer Groups

Table A3: Student Progress & Achievement: Degree/Certificate/Transfer Persistence Rate Peer Group

Peer Group Number	Means of Predictors			Persistence Rate			Peer Group Colleges	
	Pct Students Age 25+ Fall 2006	Student Count Fall 2006	ESAI Household Income	Lowest Peer	Highest Peer	Average	Number of Peers	Colleges in the Peer Group
C1	54%	7,534	\$37,027	42.8	77.7	60.2	22	Alameda; Allan Hancock; Barstow; Columbia; Compton; Contra Costa; Copper Mountain; Cuyamaca; Feather River; Hartnell; L.A. City; L.A. Trade-Tech; Laney; Lassen; Mendocino; Merced; Porterville; Redwoods; San Bernardino; Siskiyou; Southwest L.A.; West L.A.
C2	48%	31,304	\$49,184	67.9	77.7	72.5	9	American River; Mt. San Antonio; Palomar; Pasadena City; Riverside; San Francisco City; Santa Ana; Santa Monica City; Santa Rosa
C3	40%	20,026	\$44,891	53.8	80.6	69.3	24	Antelope Valley; Bakersfield; Cerritos; Chaffey; East L.A.; El Camino; Fresno City; Fullerton; Glendale; Grossmont; L.A. Pierce; L.A. Valley; Long Beach City; Modesto; Mt. San Jacinto; Orange Coast; Rio Hondo; Sacramento City; San Diego City; San Diego Mesa; San Joaquin Delta; Santa Barbara City; Sierra; Southwestern
C4	69%	7,589	\$44,878	37.6	72.0	58.3	9	Berkeley City College; Cerro Coso; Coastline; Lake Tahoe; Merritt; Monterey; Napa Valley; Palo Verde; Taft
C5	41%	10,547	\$45,974	57.1	78.1	67.6	27	Butte; Cabrillo; Chabot; Citrus; Cosumnes River; Crafton Hills; Cuesta; Cypress; Desert; Golden West; Imperial Valley; L.A. Harbor; L.A. Mission; Los Medanos; Mira Costa; Oxnard; Reedley; San Diego Miramar; Santiago Canyon; Sequoias; Shasta; Skyline; Solano; Ventura; Victor Valley; West Hills Coalinga; Yuba
C6	48%	13,196	\$69,469	63.0	78.1	71.3	17	Canada; Canyons; De Anza; Diablo Valley; Evergreen Valley; Foothill; Gavilan; Irvine Valley; Las Positas; Marin; Mission; Moorpark; Ohlone; Saddleback; San Jose City; San Mateo; West Valley
Statewide Average	47%	13,788	\$ 47,786			66.7	N = 108	

DRAFT**Appendix A: Peer Groups****Table A4: Student Progress & Achievement: Vocational/Occupational/Workforce Development
Vocational Course Completion Rate Peer Group**

Peer Group Number	Means of Predictors			Vocational Course Completion Rate			Peer Group Colleges	
	Pct Male Fall 2007	Pct Students Age 30+ Fall 2007	Miles to Nearest UC	Lowest Peer	Highest Peer	Average	Number of Peers	Colleges in the Peer Group
D1	40%	46%	43.2	62.3	84.6	75.1	27	Allan Hancock, Barstow, Berkeley City College, Canada, Cerro Coso, Coastline, Columbia, Contra Costa, Cuyamaca, Feather River, Gavilan, Irvine Valley, L.A. City, Lake Tahoe, Laney, Marin, Mendocino, Merced, Merritt, Mission, Monterey, Napa Valley, Saddleback, Santa Rosa, Southwest L.A., West L.A., West Valley
D2	42%	26%	30.5	67.0	85.4	74.5	41	Antelope Valley, Chaffey, Citrus, Compton, Copper Mountain, Crafton Hills, Cypress, De Anza, Desert, Diablo Valley, El Camino, Evergreen Valley, Folsom Lake, Fresno City, Fullerton, Glendale, Golden West, Grossmont, L.A. Harbor, L.A. Mission, L.A. Pierce, L.A. Valley, Los Medanos, Modesto, Moorpark, Mt. San Jacinto, Orange Coast, Oxnard, Pasadena City, Riverside, Sacramento City, San Diego City, San Diego Mesa, San Joaquin Delta, Santa Barbara City, Santa Monica City, Solano, Southwestern, Ventura, Victor Valley, Yuba
D3	40%	28%	122.7	66.1	82.4	74.5	10	Bakersfield, Butte, Coalinga, Cuesta, Imperial Valley, Lemoore, Porterville, Reedley, Sequoias, Shasta
D4	46%	34%	25.6	62.8	89.4	75.7	23	Alameda, American River, Cabrillo, Cerritos, Chabot, Cosumes River, East L.A., Foothill, Hartnell, L.A. Trade-Tech, Las Positas, Long Beach City, Mira Costa, Mt. San Antonio, Ohlone, Palomar, San Bernardino, San Diego Miramar, San Francisco City, San Jose City, San Mateo, Sierra, Skyline
D5	45%	46%	240.3	79.5	84.3	81.4	3	Lassen, Redwoods, Siskiyou
D6	65%	47%	60.9	84.1	97.2	91.2	6	Canyons, Palo Verde, Rio Hondo, Santa Ana, Santiago Canyon, Taft
Statewide Average	43%	34%	48.3			76.0	N = 110	

Appendix A: Peer Groups

**Table A5: Pre-Collegiate Improvement: Basic Skills and ESL
Basic Skills Course Completion Rate Peer Group**

Peer Group Number	Means of Predictors			Basic Skills Course Completion Rate			Number of Peers	Peer Group Colleges Colleges in the Peer Group
	Student Count Fall 2007	Nearest CSU SAT Math 75th Pctl. 2007	Poverty Index	Lowest Peer	Highest Peer	Average		
E1	11630.1	569.2	0.09	52.0	72.0	62.1	36	Allan Hancock, Cabrillo, Canada, Chabot, Citrus, Coastline, Contra Costa, Cosumnes River, Cuesta, Cuyamaca, Cypress, Evergreen Valley, Gavilan, Golden West, Grossmont, Hartnell, Irvine Valley, Las Positas, Los Medanos, Marin, Mira Costa, Mission, Monterey, Moorpark, Napa Valley, Ohlone, Oxnard, San Diego Miramar, San Jose City, San Mateo, Santiago Canyon, Shasta, Skyline, Solano, Ventura, West Valley
E2	15283.4	545.9	0.20	48.9	69.7	59.5	17	Bakersfield, Butte, Coalinga, Fresno City, Imperial Valley, L.A. City, L.A. Trade-Tech, L.A. Valley, Long Beach City, Merced, Porterville, Reedley, Sacramento City, San Diego City, San Joaquin Delta, Sequoias, Taft
E3	26209.6	563.8	0.09	53.9	81.5	63.7	16	American River, Canyons, De Anza, Diablo Valley Foothill, Fullerton, Mt. San Antonio, Orange Coast Palomar, Saddleback, San Diego Mesa San Francisco City, Santa Ana, Santa Rosa Sierra, Southwestern
E4	6571.0	537.7	0.15	42.8	65.9	56.0	22	Alameda, Antelope Valley, Barstow, Berkeley City College, Cerro Coso, Columbia, Copper Mountain, Crafton Hills, Desert, Feather River, L.A. Mission, Lake Tahoe, Laney, Lassen, Mendocino, Merritt, Palo Verde, Redwoods, San Bernardino, Siskiyou, Victor Valley, Yuba
E5	23893.5	503.8	0.15	48.6	65.7	59.1	13	Cerritos, Chaffey, East L.A., El Camino, Glendale, L.A. Pierce, Modesto, Mt. San Jacinto, Pasadena City, Rio Hondo, Riverside, Santa Barbara City, Santa Monica City
E6	7707.0	450.0	0.22	46.2	54.3	49.9	4	Compton, L.A. Harbor, Southwest L.A., West L.A.
Statewide Average	14511.9	546.1	0.13			60.0	N = 108	

DRAFT**Appendix A: Peer Groups****Table A6: Pre-Collegiate Improvement: Basic Skills and ESL****Basic Skills Improvement Rate Peer Group**

Peer Group Number	Means of Predictors			Basic Skills Improvement Rate			Peer Group Colleges	
	Pct. on Financial Aid Fall 2006	Avg Unit Load Fall 2006	Selectivity of Nearest 4-Year 2006	Lowest Peer	Highest Peer	Average	Number of Peers	Colleges in the Peer Group
F1	8.5%	7.6	28.5	31.4	64.6	48.3	25	Alameda, Allan Hancock, American River, Berkeley City College, Cerritos, Chabot, Compton, Contra Costa, Cuesta, Cuyamaca, Diablo Valley, El Camino, Folsom Lake, L.A. Harbor, Laney, Los Medanos, Merritt, Ohlone, San Diego City, San Diego Mesa, San Diego Miramar, Santa Monica City, Southwest L.A., Ventura, West L.A.
F2	9.0%	8.4	62.0	36.5	62.0	52.6	47	Antelope Valley, Bakersfield, Barstow, Cabrillo, Canyons, Chaffey, Citrus, Columbia, Cosumnes River, Crafton Hills, Cypress, De Anza, Desert, Evergreen Valley, Fullerton, Gavilan, Golden West, Grossmont, L.A. City, L.A. Mission, L.A. Pierce, L.A. Valley, Las Positas, Lassen, Long Beach City, Mira Costa, Modesto, Moorpark, Mt. San Antonio, Mt. San Jacinto, Napa Valley, Orange Coast, Oxnard, Palo Verde, Palomar, Pasadena City, Riverside, Sacramento City, Saddleback, San Bernardino, San Francisco City, San Jose City, Santa Barbara City, Shasta, Sierra, Solano, Southwestern
F3	28.7%	12.4	43.9	59.7	59.7	59.7	1	Imperial Valley
F4	18.4%	8.9	67.1	30.9	57.3	47.9	15	Butte, Coalinga, Copper Mountain, Feather River, Fresno City, Glendale, Merced, Porterville, Redwoods, Reedley, San Joaquin Delta, Sequoias, Siskiyou, Victor Valley, Yuba
F5	6.5%	6.9	63.3	42.2	62.3	55.3	17	Canada, Cerro Coso, East L.A., Foothill, Hartnell, Irvine Valley, L.A. Trade-Tech, Marin, Mendocino, Mission, Monterey, Rio Hondo, San Mateo, Santa Rosa, Santiago Canyon, Skyline, West Valley
F6	3.7%	4.1	56.9	38.4	51.6	47.1	4	Coastline, Lake Tahoe, Santa Ana, Taft
Statewide Average	9.8%	7.9	54.9			51.3	N = 109	

Appendix A: Peer Groups

**Table A7: Pre-Collegiate Improvement: Basic Skills and ESL
ESL Improvement Rate Peer Group**

Peer Group Number	Means of Predictors			ESL Improvement Rate			Peer Group Colleges	
	Student Count Fall 2006	Pct Students Age 30+ Fall 2006	English Not Spoken Well Index	Lowest Peer	Highest Peer	Average	Number of Peers	Colleges in the Peer Group
G1	7414.2	49.2%	0.07	0.0	70.5	29.1	25	Allan Hancock, Barstow, Berkeley City College, Canada, Cerro Coso, Coastline, Columbia, Contra Costa, Cuyamaca, Feather River, Gavilan, Irvine Valley, Lake Tahoe, Laney, Lassen, Marin, Mendocino, Merritt, Mission, Monterey, Napa Valley, Palo Verde, Siskiyou, Taft, West Valley
G2	11213.9	30.2%	0.06	7.9	80.5	41.3	29	Alameda, Antelope Valley, Butte, Cabrillo, Chabot, Copper Mountain, Cosumnes River, Crafton Hills, Cuesta, Diablo Valley, Grossmont, Las Positas, Los Medanos, Mira Costa, Moorpark, Mt. San Jacinto, Ohlone, Oxnard, Redwoods, San Bernardino, San Diego Miramar, San Mateo, Shasta, Sierra, Skyline, Solano, Ventura, Victor Valley, Yuba
G3	10769.8	31.5%	0.17	15.7	75.0	53.6	22	Citrus, Coalinga, Compton, Cypress, Desert, Evergreen Valley, Glendale, Golden West, Hartnell, Imperial Valley, L.A. Harbor, L.A. Mission, L.A. Valley, Merced, Porterville, Reedley, Rio Hondo, San Jose City, Santiago Canyon, Sequoias, Southwest L.A., West L.A.
G4	27182.8	42.2%	0.09	32.4	68.2	49.7	8	American River, Canyons, Foothill, Palomar, Saddleback, San Francisco City, Santa Ana, Santa Rosa
G5	22833.0	25.5%	0.12	33.1	79.2	58.4	21	Bakersfield, Cerritos, Chaffey, De Anza, El Camino, Fresno City, Fullerton, L.A. Pierce, Long Beach City, Modesto, Mt. San Antonio, Orange Coast, Pasadena City, Riverside, Sacramento City, San Diego City, San Diego Mesa, San Joaquin Delta, Santa Barbara City, Santa Monica City, Southwestern
G6	20357.0	40.8%	0.27	28.6	67.2	50.9	3	East L.A., L.A. City, L.A. Trade-Tech
Statewide Average	13788.3	35.1%	0.10			46.0	N = 108	

AGENDA ITEM 10.(b)
MEETING DATE March 4, 2009

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

TO: Members of the Governing Board
SUBJECT: ACCREDITATION PROGRESS REPORT 2009
REQUESTED ACTION: INFORMATION

SUMMARY:

Dr. Robin L. Steinback, Vice President of Academic Affairs and Accreditation Liaison Officer, will present a progress report on the process and accreditation work groups established to prepare our College response for the Show Cause Report due to the ACCJC on April 1, 2009.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Robin L. Steinback, Ph.D., Vice President
Accreditation Liaison Officer

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7226

TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

February 20, 2009

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



DR. ROBERT JENSEN
Interim Superintendent/President

February 20, 2009

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

RECOMMENDATION ACCIC (February, 2009) Show Cause	WORKING GROUP LEADERSHIP MEMBERSHIP	ACCREDITATION STANDARD	ELIGIBILITY REQUIREMENT
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1. PRODUCTIVE DIALOGUE – It is the responsibility of every constituent group at Solano College, including the Board of Trustees, to participate in productive dialogue, as defined by accreditation standards, that engages the entire college in identifying strengths and weaknesses of the college, and every constituent group must commit to action that improves educational quality and student learning. The college must proceed immediately to take this action and should not allow operational or collective bargaining issues to distract them from participating in planned opportunities for this dialogue, timely implementation of changes for improvement resulting from that dialogue, and assessment of the results of implemented changes.
(Standards I.B.1, II, and IV)

IB1 – Improving Institutional Effectiveness
II – Student Learning Programs and Services
IV – Leadership and Governance

IS/P (L. Waits), Academic Senate President (J. Lamb,) CTA President (T. Grube), CSEA President (C. Simon), O.E. #39 President (J. Lehfeltdt), and Board President (A.M. Young)

NOTE: Co-Chairs to be determined by committee

RECOMMENDATION ACGJC (February, 2009) (Show Cause)	WORKING GROUP HEADERSHIP MEMBERSHIP	ACCREDITATION STANDARD	EFFECTIVENESS REQUIREMENT
<p>2. PLANNING – Improving Institutional Planning: In order to improve institutional planning, the College should clarify and simplify its terminology and processes used in planning so that the vocabulary is more easily understood and accepted institutionally, the planning processes are more integrated, the plans actually get implemented. (Standards IA.4, IB.3, ER 19)</p>	<p>Director Research & Planning (R. Simas), SLO Coordinator (T. Schneider), VPSS (D. Mourton), VPAA (R. Steinback), Representatives from Enrollment Management & Student Retention Committee, BSI Committee, SLO Committee</p> <p>Joshua Stein; Diane White; Tracy Schneider; Ruth Fuller; Lisa Waits; Laurie Gorman</p>	<p>IA1, A4 – Mission IB3 – Improving Institutional Effectiveness</p>	<p>E.R. 19, Institutional Planning and Evaluation: The visiting team confirmed that Solano Community College has established components of an institutional planning and evaluation process for the development of the college, but has not fully implemented a process for the assessment of student learning outcomes to measure student achievement of educational goals. The college has begun a process that integrates planning and resources allocation but it is not fully implemented. The Commission's requirement that an institution have in place data-based institutional planning, that it implement its plans and improve institutional quality, is not yet met. <u>The college does not fully comply with this requirement.</u></p>
<p>3. INSTITUTIONAL EFFECTIVENESS – Improving Institutional Effectiveness: In order to improve institutional effectiveness the College should establish and implement a clear, systematic, consistent, and ongoing method of measuring and evaluating its effectiveness in achieving stated strategic planning goals and student learning outcomes. (Standards IB.2, IB.3, IB.6, IB.7, ER 10, ER 19)</p>		<p>IB2, B3, B6, B7 – Improving Institutional Effectiveness</p>	<p>ER 10 – Student Learning & Achievement: The institution defines and publishes for each program the program's expected student learning and achievement outcomes. Through regular and systematic assessment, it demonstrates that students who complete programs, no matter where or how they are offered, achieve these outcomes.</p>

RECOMMENDATION ACCIC (February 2009) Show Cause	WORKING GROUP LEADERSHIP MEMBERSHIP	ACCREDITATION STANDARD	EVALUATION REQUIREMENT
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6. STAFFING/ORGANIZATIONAL STABILITY – Staffing and Organizational Stability: The College should continue to focus on prior accreditation evaluation reports and implement the recommendations. Stability in personnel, particularly in leadership positions, fiscal services and human resources will help the College to meet the requirements of Standard III and assure institutional integrity. **(Standards III.A, III.D.1, III.D.2, III.D.3)**

Director of Human Resources (R. Christensen), Michael Wyly
Sharron Murray, Charles Spillner, Tracy Schneider

E.R. 4, Chief Executive Officer: The visiting team confirms that Solano Community College's superintendent-president is appointed by and reports to the Board of Trustees. There is currently an acting superintendent-president. However, there have been three different superintendent-presidents in the past three years. A search is being conducted which is scheduled to conclude in the summer of 2009 when a new permanent superintendent-president is to be hired. The current superintendent-president has served one month in that position and has been a vice-president at the college for about one year. The previous superintendent-president was first acting then hired after the presidential search failed and then retired in October. He served less than two years. While the college technically complies with this eligibility requirement, the extraordinary turnover in the last three years has contributed to the instability of the college.

IIIA – Human Resources
III D1, D2, D3 – Financial Resources

ER 5 – Administrative Capacity: The visiting team found that Solano Community College has an administrative staff that is inappropriate in number. This is due to the high turnover in executive level administrators and the use of other administrators to "fill in" and be used for "interim" and "acting" positions. In some cases the "acting" and "interim" assignments are given to individuals who have little preparation and have little experience at that level or even at their regular position. The college does not fully comply with this eligibility requirement.

III D1, D2, D3 – Financial Resources

E.R. 17, Financial Resources: The Team has serious concerns regarding the college's ability to generate meaningful and accurate fiscal and apportionment reports for both internal decision-making purposes as well as annual reports to external agencies including a required financial

7. TIMELY REPORTING/FISCAL STABILITY - The college must take immediate and necessary action to address its inability to timely and accurately generate financial and apportionment reports. In order to

VPT&LR (J. Field), Dorothy Hawkes,
Director Fiscal Services (S. Rinne), Maria Panduro, FABPAC

RECOMMENDATION (ACCC February, 2009) SHOW CAUSE	WORKING GROUP LEADERSHIP MEMBERSHIP	ACCREDITATION STANDARD	EFFECTIVE REQUIREMENT
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assure the institutions future fiscal stability, the College should immediately develop a detailed plan with a timeline and fixed responsibility to address the establishment of a reserve for retiree benefits. The College must take immediate responsibility for planning all long-term financial obligations including financial obligations associated with negotiated collective bargaining settlements which should be evaluated and managed to determine long-range impact on institutional financial stability. **(Standards III.D.1, III.D.2, III.D.3, ER 17)**

Andrew Cornelius; ASSC;
Barbara Pavao; Cynthia Simon;
David Redfield; Debbie Williams;
Diane White; Don Mourton;
Dorothy Hawkes; Dyana Fuller;
Gail Kropp; Jeffery Lehfeldt;
Jeffrey Lamb; John Urrutia; Kyle Schubert; Laurie Gorman; Leslie Hubbard; Lillian Nelson; Lisa Waits; Marjorie Trolinder; Mary Ellen Murphy; Michael Nelson; Nancy Blanc; Richard Christensen; Richard Crapuchettes; Robin Steinback; Ross Beck; Sal Alcalá; Susan Rinne; Thomas Watkins; Zandra Gilley

report from last year. As of the team visit on November 2nd the college had not adopted an annual budget for fiscal year 2008-2009. It was reported to the team that the report submitted to the State Chancellor's Office the last week in October differed from the report approved by the Board on October 15. To strain matters more, the college implemented a new software system that is to be used for annual budgeting without running a back-up system. The college currently does not utilize a position control system to account for and budget for existing and new positions. Failure to utilize such a system has resulted in miscalculation of salaries and benefits and significantly increases the chances of under budgeting salary and benefit expenses. The College does not fully comply with this eligibility requirement.

E.R. 18, Financial Accountability: The visiting team confirmed that Solano Community College annually undergoes and makes available an external financial audit by a certified public accountant. The audit is conducted in accordance with generally accepted auditing standards. However the college continues to receive audit findings published in their annual financial statements concerning weaknesses in internal controls over the safeguarding of assets, in particular cash. In the college's 2006 and 2007 audit reports, the external auditors cited findings indicating that the college was not reviewing, in a timely manner, bank reconciliations for many of its bank accounts. The 2007 audit report cites the college for failing to address the concerns in the 2006 report. The College has a recent history of being in arrears in providing students with approved financial aid checks. Financial records have not been transparent to college budget managers nor to the public. The College does not fully comply with this requirement.

RECOMMENDATION ACCJC (February 2009) Show Cause	WORKING GROUP LEADERSHIP MEMBERSHIP	ACCREDITATION STANDARD	EFFECTIVENESS REQUIREMENT
<p>8. LEADERSHIP – Leadership: In order for the Governing Board to focus on the institution's major issues and questions of policy, the board of Trustees is encouraged to delegate full responsibility and authority to the President to implement and administer board policies and the operation of the College. The institutional leaders should likewise foster empowerment, innovation, and institutional excellence through dialogue that builds trust and increases focus on student learning and assessment of learning outcomes, institutional effectiveness, and integrity. (Standards IV.A.1, IV.A.3, IV.B.1.J, IV.B.2.a)</p>	<p>S/P (L. Waits), Academic Senate President (J. Lamb,) CTA President (T. Grube), CSEA President (C. Simon), O.E. #39 President (J. Lehfeldt), and Board President (A.M. Young)</p> <p><i>NOTE: Co-Chairs to be determined by committee</i></p>	<p>IV A1, A3 – Decision-Making Roles & Processes IV B1J, B2A – Board & Administrative Organization</p>	<p>E.R. 3, Governing Board: The visiting team confirms that Solano community College is governed by a publicly elected seven member independent policy-making Board of Trustees that is given responsibility for the quality, integrity, and financial stability of the college by college policy. However, the Board disagrees on how the mission of the college is being carried out and is divided on most major issues brought to it. The Board's dysfunctions are contributing to the dramatic fiscal and administrative instability of the College. <u>The College does not comply with this eligibility requirement.</u></p>

S/P (L. Waits)
VPAA/ALO (R. Steinback)

E.R. 21, Relations with the Accrediting Commission: The team did note that there were inconsistencies within the report documentation, such as changing meeting minutes to include distribution of a report which was not developed until a later date. Also the "Special Report" was excerpted verbatim from the mid-term report and did not add additional information on the Commission requirement to fully address Recommendations 2, 6, 7 and 8 by October 2008, as requested in the Commission meeting of January 2008. The extensive documentation, some of which was irrelevant to the Recommendations addressed, was sent to the team at a very late date and some team members had only five days to read and evaluate the extensive amount of material received from the college.

AGENDA ITEM 10.(c)
 MEETING DATE March 4, 2009

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

TO: Members of the Governing Board

**SUBJECT: REQUEST FOR BOARD DISCUSSION ON ACCJC
 STANDARDS**

REQUESTED ACTION: INFORMATION

SUMMARY:

Dr. Robert Jensen, Interim Superintendent/President, will discuss with the Board the Accrediting Commission for Community and Junior Colleges (ACCJC) Standards and will request feedback from the Trustees relative to the Board's responsibilities.

Copies of the ACCJC Standards were given to the Board of Trustees at the February 20, 2009, Board Retreat. Dr. Barbara A. Beno, President of the ACCJC, reviewed the ACCJC Standards with the Governing Board members at that time.

This discussion will help prepare our College response for the Show Cause Report due to the ACCJC by April 1, 2009.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Dr. Robert Jensen
 Interim Superintendent/President

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TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

February 20, 2009

**DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT**



DR. ROBERT JENSEN

Interim Superintendent/President

February 20, 2009

**DATE APPROVED BY
 SUPERINTENDENT/PRESIDENT**