

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

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

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**EMPLOYMENT 2009-10**

**Regular Assignment**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective</u></b>
Bonita Knuckles	Medical Surgical Nursing Instructor	8/13/09

**Change in Assignment**


Lisa Romero	From Psychiatric Mental Health Temporary Academic Categorically Funded-Center for Nursing Expansion and Innovation Grant To Psychiatric Mental Health Nursing Instructor	8/13/09
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**Temporary Academic Assignment**  
**(Categorically Funded – Center for Nursing Expansion and Innovation Grant)**

Lynda Creighton	Psychiatric Mental Health Nursing Instructor (1 year remainder of Lisa Romero 3-year assignment)	8/13/09 – 5/25/10
April Palmer	Medical Surgical Nursing Instructor (1 year remainder of Patricia Quattro 3-year assignment)	8/13/09 – 5/25/10

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



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

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**August 7, 2009**  
Date Submitted

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**August 7, 2009**  
Date Approved

**SOLANO COMMUNITY COLLEGE CONSENT CALENDAR****Governing Board Meeting****August 19, 2009****Page 2****One Year/Temporary Academic Assignment**

Evelyn Zlomke      Nursing Instructor      8/13/09 – 5/25/10  
 (Replacement for Debbie Kalish)

**Short-term, Temporary & Substitute Assignments**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Dates</u></b>	<b><u>Hourly Rate</u></b>
	*CME (California Mastery Exam)		
Joyce Averett	Nursing Skills Lab Instructor	8/10/09 – 5/31/10	\$ 56.89
Anne Bevilacqua	Guest Speaker, Humanities	8/19/09 – 12/11/09	\$ 56.89
Emily Blair	Guest Speaker, Humanities	8/19/09 – 12/11/09	\$ 67.26
Jose Cortes	Reading/Writing Lab Tech, CME*	7/1/09 – 6/30/10	\$ 22.63
James Dekloe	Guest Speaker, Humanities	8/19/09 – 12/11/09	\$ 64.72
Erin Farmer	English Instructor, CME*	6/15/09 – 8/6/09	\$ 64.72
Ferdinanda Florence	Guest Speaker, Humanities	8/19/09 – 12/11/09	\$ 64.72
John Glidden	Instructional Assistant, Basic Skills (History)	8/19/09 – 12/18/09	\$ 14.61
Melinda Grefaldia	Office Assistant, Financial Aid	8/3/09 – 6/30/10	\$ 9.60
Karen Jackson	Reading/Writing Lab Tech, CME*	6/15/09 – 8/6/09	\$ 23.69
	Reading/Writing Lab Tech, CME*	7/1/09 – 6/30/10	\$ 23.69
Leigh Anne Jones	Reading/Writing Lab Tech, CME*	6/15/09 – 8/6/09	\$ 21.65
	Reading/Writing Lab Tech, CME*	7/1/09 – 6/30/10	\$ 21.65
Christopher McBride	Guest Speaker, Humanities	8/19/09 – 12/11/09	\$ 67.26
Susan Messina	Reading/Writing Lab Instructor	7/1/09 – 6/30/10	\$ 67.26
Nils Michals	English Instructor, CME*	6/15/09 – 8/6/09	\$ 60.19
George Olgin	Reading/Writing Lab Tech, CME*	6/15/09 – 8/6/09	\$ 26.05
	Reading/Writing Lab Tech, CME*	7/1/09 – 6/30/10	\$ 26.05
Sharon Pabst	Reading/Writing Lab Tech, CME*	7/1/09 – 6/30/10	\$ 27.36
Sarah Phelan	English Instructor	10/13/09 – 12/8/09	\$ 64.72
Diane Rieschick	Instructional Lab Assistant, CME*	7/1/09 – 6/30/10	\$ 18.96
Paul Rodriguez	Financial Aid Analyst Substitute	8/24/09 – 6/30/10	\$ 17.40
John Ryan	Instructional Assistant, Basic Skills (Athletics)	8/19/09 – 6/24/09	\$ 14.61
Scott Stover	Athletic Director Assistant	8/1/09 – 12/31/09	\$ 1,000.00/month
Anna Terry	House Manager, Theater	9/3/09 – 6/30/10	\$ 8.00
Diane White	Guest Speaker, Humanities	8/19/09 – 12/11/09	\$ 60.80
Kristine Wollrich	Reading/Writing Lab Tech, CME*	6/15/09 – 8/6/09	\$ 26.05
	Reading/Writing Lab Tech, CME*	7/1/09 – 6/30/10	\$ 16.05
Christine Wuoltee	Nursing Skills Lab Instructor	8/19/09 – 5/31/10	\$ 56.89

**SOLANO COMMUNITY COLLEGE CONSENT CALENDAR**

**Governing Board Meeting**

**August 19, 2009**

**Page 3**

**Professional Experts**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Dates</u></b>	<b><u>Amount</u></b>
Elizabeth Atwater	Art Model, Art 4/5	8/31/09	\$ 80.00
Debbie Barlow	Accompanist	8/19/09 – 11/10/09	\$ 750.00
	Accompanist	11/11/09 – 12/20/09	\$ 750.00
Christopher Cronin	Art Model, Art 4/5	9/2/09	\$ 80.00
	Art Model, Art 4/5	9/14/09 – 10/7/09	\$ 160.00
	Art Model, Art 4/5	10/19/09	\$ 80.00
	Art Model, Art 4/5	11/16/09	\$ 80.00
Kathryn Moriarty	Art Model, Art 4/5	8/24/09	\$ 80.00
Stephanie Olson	ASL Sign Language Interpreter “as needed”	8/19/09 – 6/30/10	\$ 45.00 hour
Lisa Quinterro	Art Model, Art 4/5	9/30/09 – 10/5/09	\$ 160.00
	Art Model, Art 4/5	10/21/09	\$ 80.00
	Art Model, Art 4/5	11/18/09	\$ 80.00
Rachael Staudt	Art Model, Art 4/5	8/26/09 – 9/9/09	\$ 160.00
	Art Model, Art 4/5	9/21/09	\$ 80.00
Barbara Tooma	Art Model, Art 4/5	9/16/09 – 9/28/09	\$ 160.00
	Art Model, Art 4/5	10/9/09	\$ 80.00
	Art Model, Art 4/5	10/14/09 – 10/28/09	\$ 160.00

**Independent Contractors**

<b><u>Name</u></b>	<b><u>Service</u></b>	<b><u>Dates of Contract</u></b>	<b><u>Amount</u></b>
	<b><u>Contract Education</u></b> <b><u>Deborah Mann, Responsible Manager</u></b>		
Michael Parker	Work with managers & technicians at Macro Plastics to develop, write and produce a “pocket guide” for equipment troubleshooting.	8/19/09 – 10/31/09	\$ 1,050.00

**SOLANO COMMUNITY COLLEGE CONSENT CALENDAR**  
**Governing Board Meeting**  
**August 19, 2009**  
**Page 4**

**Independent Contractors** (Continued)

<b><u>Name</u></b>	<b><u>Service</u></b>	<b><u>Dates of Contract</u></b>	<b><u>Amount</u></b>
<b>Human Resources</b>			
<b><u>Trudy Largent, Responsible Manager</u></b>			
Rich Consultants	Health Benefits Consultant	7/1/09 – 6/30/10	Not to exceed \$ 25,000.00 \$ 225.00 hour
<b>Small Business Development Center (SBDC)</b>			
<b><u>Charles Eason, Responsible Manager</u></b>			
Wilbert Cason	Consulting & technical assistance, Young Entrepreneurs Project Contract	8/20/09 – 9/30/09	\$ 3,250.00
Robert Lane	Consulting & technical assistance, Solano County Contract	8/20/09 – 9/30/09	\$ 1,440.00
Robert Schock, Jr.	Consulting & technical assistance, City of Fairfield Contract	8/20/09 – 9/30/09	\$ 480.00
Arthur Washington	Consulting & technical assistance, SBDC Program Income	8/20/09 – 9/30/09	\$ 480.00

**GRATUITOUS SERVICE**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Division/Department</u></b>
Noel Reddick	Assist with volleyball practice and drills.	PE/Wellness and Athletics

**FACULTY REQUEST FOR PROFESSIONAL GROWTH LEAVE**  
**(UNPAID LEAVE OF ABSENCE)**

At the Board meeting held August 5, 2009, the Governing Board approved an unpaid leave of absence of Professional Growth Leave for the 2009-10 for Debbie Kalish, Nursing Instructor to begin August 13, 2009. The effective date of her leave of absence should have been approved as August 24, 2009 rather than August 13, 2009. The request for this change in date is recommended.

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: WARRANT LISTINGS  
REQUESTED ACTION: APPROVAL

SUMMARY:

It is recommended that the following warrants be approved:

07/29/09	Vendor Payment	11013296-11013395	\$ 199,469.27
07/30/09	Vendor Payment	11013396-11013409	\$1,528,486.17
08/03/09	Vendor Payment	11013410-11013412	\$ 1,357.44
08/07/09	Vendor Payment	11013413-11013691	\$ 34,181.66
08/07/09	Vendor Payment	11013692-11013767	\$ 290,747.44

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 94534-3197

**ADDRESS**

707-864-7000, ext. 4462

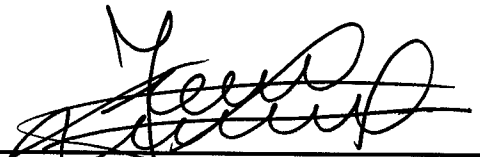
**TELEPHONE NUMBER**

Administrative & Business Services

**ORGANIZATION**

August 7, 2009

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



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

August 7, 2009

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: CHANGE ORDER NO. 1 TO AMERICAN RIVER  
CONSTRUCTION, INC., BUILDING 100 INTERIM  
REMODEL PROJECT

REQUESTED ACTION: APPROVE CHANGE ORDER

SUMMARY:

Board approval is requested for Change Order No. 1 to American River Construction, Inc.'s base contract for the Building 100 Interim Remodel Project. The revised contract amount is as follows:

Contract Award Amount	\$	593,000.00	
Prior Change Orders	\$	0.00	
<b>Change Order No. 1</b>	<b>\$</b>	<b>11,031.77</b>	
Total Change Orders	\$	11,031.77	1.9% of Contract Award Amount
<b>Revised Contract Amount</b>	<b>\$</b>	<b>604,031.77</b>	
Total Project Budget	\$	5,101,763.00	

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

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

David V. Froehlich  
Director of Facilities

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534-3197

**ADDRESS**

707-864-7176

**TELEPHONE NUMBER**

Facilities

**ORGANIZATION**

August 7, 2009

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



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

August 7, 2009

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

**AMERICAN RIVER CONSTRUCTION, INC - BUILDING 100 INTERIM REMODEL**

<b>PCO</b>	<b>Description</b>	<b>Negotiated Amount</b>	<b>Reason</b>	<b>CO</b>
001	The existing carpet needed to be removed prior to installation of new carpet in various areas throughout the building.	\$ 5,302.50	Error/Omission	1
005.1	A large run of existing ductwork conflicted with installation of new structural columns requested by DSA (Division of the State Architect). The architect directed the contractor to remove the existing ductwork to allow new structural columns to be installed.	\$ 8,838.21	Unforeseen Condition	1
005.2	The architect directed the contractor to modify existing ductwork and install new ductwork due to conflicts with new structural columns. This includes structural supports and hangers for the new ductwork.	\$ 5,897.44	Unforeseen Condition	1
008	The wood framing on the east side of Room 130 was exposed during demolition. It was determined that the existing framing required an additional metal strap due to structural requirements by DSA.	\$ 366.75	Agency Request	1
009	Asbestos-containing wall materials were removed in Room 130 during the asbestos abatement project. Several areas were not shown in the drawings to receive new drywall. Additional drywall installation was required at these areas.	\$ 2,785.93	Unforeseen Condition	1
011	The architect included new floor and wall finishes in areas where new finishes were not desired by the District. The owner directed the contractor to provide a credit for the new finishes.	\$ (12,343.16)	Owner Request	1
015	The owner directed the contractor to remove existing ductwork where it conflicts with new wall installation in Room 162A.	\$ 184.10	Unforeseen Condition	1
<b>TOTAL</b>		<b>\$ 11,031.77</b>		

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: CHANGE ORDER NO. 5 TO ROEBBELEN  
CONTRACTING, INC., CONSTRUCTION OF VACAVILLE  
CAMPUS – NEW CLASSROOM BUILDING

**REQUESTED ACTION:** APPROVE CHANGE ORDER

**SUMMARY:**

Board approval is requested for Change Order No. 5 to Roebbelen Contracting, Inc.'s base contract for the Vacaville Center - New Classroom Building. The revised contract amount is as follows:

Contract Award Amount	\$	14,059,000.00	
Prior Change Orders	\$	231,417.00	
<b>Change Order No. 5</b>	\$	<b>(6,285.00)</b>	
Total Change Orders	\$	225,132.00	1.60% of Contract Award Amount
<b>Revised Contract Amount</b>	\$	<b>14,284,132.00</b>	
Total Project Budget	\$	14,284,132.00	

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

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

David V. Froehlich  
Director of Facilities

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534-3197

**ADDRESS**

707-864-7176

**TELEPHONE NUMBER**

Facilities

**ORGANIZATION**

August 7, 2009

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**

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

August 7, 2009

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**



**ROEBBELEN CONTRACTING, INC. - VACAVILLE CAMPUS**

<b>PCO</b>	<b>Description</b>	<b>Negotiated Amount</b>	<b>Reason</b>	<b>CO</b>
025	The number of markerboards/tackboards included in the project was confirmed via a Request for Information (RFI). Twenty (20) of the markerboards were not clearly shown nor labeled on the Contract Drawings and not included in the Contractor's bid. The Contractor was directed to install the 20 additional markerboards.	\$ 6,360.00	Error/Omission	5
032	The Solid Surface counter top material was not specified in the Contract Documents. The color board, that was issued by the Architect after Award of Contract, specified an Alkemi counter top. The Contractor's bid included a high-end Corian counter top. The District directed the Contractor to install the Alkemi product at the Reception Area only.	\$ 1,883.00	Error/Omission	5
041	The Contractor was informed, by the Design-Team's submittal review comments, that two (2) additional laboratory storage cabinets are required. The District directed the Contractor to install the (2) additional cabinets.	\$ 2,164.00	Error/Omission	5
044	The Contractor was directed, by an RFI response, to delete the unnecessary water power, and gas connections from the mobile laboratory tables in the two (2) science laboratories.	\$ (4,895.00)	Owner Request	5
045	The Design-Team performed a photometric study on the parking lot light fixtures, per the manufacturer's recommendation. The result was to replace the light fixtures included in the Contract Document with an alternate fixture, resulting in a credit to the District. The Contractor was directed, by a District-issued Work Authorization, to install the alternate fixture.	\$ (21,088.00)	Owner Request	5
046	The Contractor, was directed, by a RFI response, to replace the metal transition strips (included in the Contract Drawings) at the restroom/hallway thresholds with marble thresholds, for ease of maintenance.	\$ 260.00	Owner Request	5
047	The Contractor was directed, by a District-issued Work Authorization, to install one (1) quad power receptacle each at two (2) lobby wall locations.	\$ 5,571.00	Owner Request	5
048	The Contractor was informed, by the Design-Team's submittal review comments, of five (5) minor laboratory casework modifications to the Contract Documents. The District directed the Contractor to modify the laboratory casework accordingly.	\$ 3,460.00	Error/Omission	5
<b>TOTAL</b>		<b>\$ (6,285.00)</b>		

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board

**SUBJECT:** CONSTRUCTION CHANGE ORDER NO. 8B TO ALTEN CONSTRUCTION, INC., BUILDING 1700B - ADAPTIVE PHYSICAL EDUCATION BUILDING

**REQUESTED ACTION:** APPROVE CHANGE ORDER

**SUMMARY:**

Board approval is requested for Change Order No. 8B to Alten Construction, Inc.'s base contract for Building 1700B - Adaptive Physical Education Building. The revised contract amount is as follows:

Contract Award Amount	\$	4,048,767.00	
Prior Change Orders	\$	527,913.00	
<b>Change Order No. 8B</b>	<b>\$</b>	<b>53,508.00</b>	
Total Change Orders	\$	581,421.00	14.4% of Contract Award Amount
<b>Revised Contract Amount</b>	<b>\$</b>	<b>4,630,188.00</b>	
Total Project Budget	\$	4,630,188.00	

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

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

David V. Froehlich  
Director of Facilities

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534-3197

**ADDRESS**

707-864-7176

**TELEPHONE NUMBER**

Facilities

**ORGANIZATION**

August 7, 2009

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



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

August 7, 2009

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

8/19/09 ALTEN CONSTRUCTION, INC. - 1700B ADAPTIVE PHYSICAL EDUCATION BUILDING

PCO	Description	Negotiated Amount	Reason	CO
217	Provide power to quantum hub in Bldg 1700B.	\$ 617.00	Error/Omission	8B
218	Installation of data for quantum hub in Room 1780B.	\$ 824.00	Error/Omission	8B
221	Additional site lighting circuit.	\$ 221.00	Error/Omission	8B
229	Additional steel arches for exterior canopy.	\$ 34,250.00	Error/Omission	8B
233	Over-excavation of the building pad for Bldg 1700B.	\$ 17,596.00	Unforeseen Condition	8B
<b>TOTAL</b>		<b>\$ 53,508.00</b>		

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board  
**SUBJECT:** CONSTRUCTION CHANGE ORDER NO. 13 TO ALTEN  
CONSTRUCTION, INC., BUILDING 1700 - GYMNASIUM  
**REQUESTED ACTION:** APPROVE CHANGE ORDER

**SUMMARY:**

Board approval is requested for Change Order No. 13 to Alten Construction, Inc.'s base contract for Building 1700A - Gymnasium. The revised contract amount is as follows:

Contract Award Amount	\$	6,122,433.00	
Prior Change Orders	\$	1,021,478.00	
<b>Change Order No. 13</b>	\$	<b>9,719.00</b>	
Total Change Orders	\$	1,031,197.00	16.8% of Contract Award Amount
<b>Revised Contract Amount</b>	\$	<b>7,153,630.00</b>	
Total Project Budget	\$	7,153,630.00	

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

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

David V. Froehlich  
Director of Facilities

**PRESENTER'S NAME**

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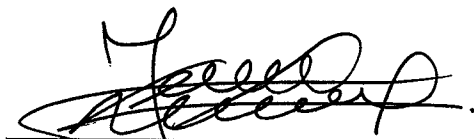
**TELEPHONE NUMBER**

Facilities

**ORGANIZATION**

August 7, 2009

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

August 7, 2009

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

8/19/09 ALTEN CONSTRUCTION, INC - BLDG. 1700A GYMNASIUM

PCO	Description	Negotiated Amount	Reason	CO
200	Demolition of existing concrete slab at exterior door in corridor 1741. Install new concrete slab to ensure the correct ADA slope will be provided at door entry.	\$ 5,041.00	Agency	13
228	Installation of 3 data drops for Quantum Hub in Rooms 1711 and 1750.	\$ 1,980.00	Owner Request	13
230	Provide 4 additional data cabling for flat screen TV's in Rooms 1702, 1743, 1751 and 1756.	\$ 2,698.00	Owner Request	13
<b>TOTAL</b>		<b>\$ 9,719.00</b>		

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board  
**SUBJECT:** CONSTRUCTION CHANGE ORDER NO. 16  
TO J.W. & SONS, INC., MODERNIZATION CONTRACT  
FOR BUILDING 1400/STUDENT UNION  
**REQUESTED ACTION:** APPROVE CHANGE ORDER

**SUMMARY:**

Board approval is requested for Change Order No. 16 to J.W. & Sons, Inc.'s base contract for Building 1400/Student Union. The revised contract amount is as follows:

Contract Award Amount	\$	3,265,000.00	
Prior Change Orders	\$	1,219,078.00	
<b>Change Order No. 16</b>	<b>\$</b>	<b>33,984.00</b>	
Total Change Orders	\$	1,253,062.00	38.4% of Contract Award Amount
<b>Revised Contract Amount</b>	<b>\$</b>	<b>4,518,062.00</b>	
Total Project Budget	\$	4,518,062.00	

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

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

David V. Froehlich  
Director of Facilities

**PRESENTER'S NAME**

4000 Suisun Valley Road  
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707-864-7176

**TELEPHONE NUMBER**

Facilities

**ORGANIZATION**

August 7, 2009

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



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

August 7, 2009

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

8/19/2008 J.W. AND SONS, INC. - BLDG. 1400 STUDENT UNION

PCO	Description	Negotiated Amount	Reason	CO
46	Relocate existing CATV (Cable TV) outlet. Pull new wire and provide new voice / data outlet as required. Change required due to unforeseen field conditions.	\$ 4,395.00	Unforeseen Condition	16
84	Obstruction of relief vent with the partition wall support in Room 1405A.	\$ 1,164.00	Unforeseen Condition	16
86	Provide fire rated coating on structural steel frame for faculty dining extension.	\$ 11,493.00	Error/Omission	16
103	Provide venting for exhaust fans.	\$ 1,959.00	Error/Omission	16
159	Repair site and exterior lighting control circuits damaged during demolition.	\$ 5,885.00	Unforeseen Condition	16
182	Add window framing and glazing at window #70, Room 1438 for security and wind deterrent.	\$ 5,465.00	Owner Request	16
189	Upgrade the power requirements to meet the manufacturer's recommendations. RFI #210	\$ 822.00	Error/Omission	16
190	Power requirements for temporary power, to the uninterruptible power supply (UPS) units required upgrading breaker size to meet the manufacturer's recommendations. RFI # 211	\$ 837.00	Error/Omission	16
193	Provide new steel plate cover at abandoned floor supply opening for HVAC.	\$ 708.00	Unforeseen Condition	16
195	Replace existing adjustable sheaves to existing HVAC units.	\$ 1,266.00	Unforeseen Condition	16
194	Contractor credit for damaged landscaping.	\$ (990.00)	Owner Request	16
196	Install concrete 4 new electrical floor boxes.	\$ 980.00	Owner Request	16
<b>TOTAL</b>		<b>\$ 33,984.00</b>		

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 an "add service" charge of \$3,800 for structural steel cross bracing substitution design work by Kaplan McLaughlin & Diaz (KMD) Architects for the Vacaville Center. Additional information is attached.

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

SUPERINTENDENT'S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

David V. Froehlich  
Director of Facilities

PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534-3197

ADDRESS

707-864-7176

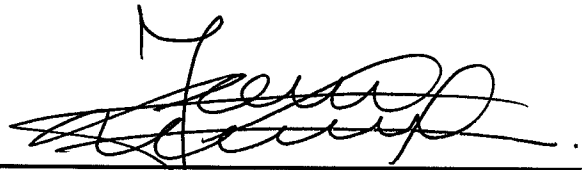
TELEPHONE NUMBER

Facilities

ORGANIZATION

August 7, 2009

DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT



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

August 7, 2009

DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT





SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board

**SUBJECT:** AUGMENTATION TO THE ENROLLMENT GROWTH  
GRANT FOR ASSOCIATE DEGREE NURSING  
PROGRAMS

**REQUESTED ACTION:** CONSENT

**SUMMARY:**

This grant augmentation was originally approved by the Governing Board on June 24, 2009. The Chancellor's Office has contacted my office and has stated that the following amendments needed to be made to the budget. The budget needed to reflect the total dollar amount to be encumbered for this grant. This grant will provide student support services including assessment and tutoring in addition to other support services such as a Student Success Specialist designated for the 32 additional nursing students in 2009/2010. This augmentation will provide funding to continue the nursing skills lab upgrades with funds earmarked to purchase additional equipment for use in the nursing skills lab including hospital beds, over-bed tables, and video recording equipment to facilitate recording of simulation experiences for our students. It will also provide additional funds for the orientation and professional development of faculty, leading to improved teaching skills, increased retention of nursing students, and improved NCLEX pass rates. The total amount of the augmentation is \$48,867.00

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

Maire A Morinec, Dean  
Health Occupations, Public Safety and  
Family Studies

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534-3197

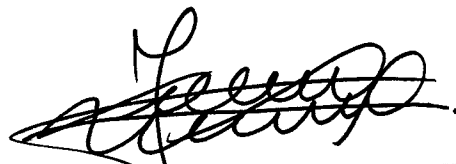
**ADDRESS**

707-864-7108

**TELEPHONE NUMBER**

Academic Affairs  
**ORGANIZATION**

August 7, 2009  
**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



**JOWEL C. LAGUERRE, PH.D.**  
Superintendent/President

August 7, 2009  
**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

**THIS FORM MAY BE REPLICATED  
BUT UNDER NO CIRCUMSTANCES CAN THE LANGUAGE BE ALTERED**

BOG, California Community Colleges  
Chancellor's Office  
Agency Code 6870

District: Solano County CCD  
College: Solano College  
RFA Specification Number: 08-0116

**Grant Agreement**

**TO BE COMPLETED BY COCCC**

**1st Amendment  
Augmentation**

**Enrollment Growth and Retention for Associate  
Degree Nursing (RN) Programs**

Grant Agreement No.: 08-116-59                      Date: 1/1/09  
Amendment No.: 1  
FY 2008-09  
Prior Amount Encumbered:                      \$ 528,800  
Amount to be Encumbered                      \$ 48,867  
Total FY 2008-09                                      \$ 577,667  
FY 2009-10  
Prior Amount Encumbered:                      \$ 50,000  
Total FY 2009-10                                      \$ 50,000  
**Total Amount Encumbered:                      \$627,667**

On this 1st day of January 2009, the BOG, California Community Colleges, Chancellor's Office, and the aforementioned Community College District hereby agree to amend the above specified grant number as follows:

- Augment the grant agreement with Nursing Education Program funds by \$48,867.
- Performance under the first funding period (i.e., July 1, 2008 to June 30, 2009) shall be extended 6 months, to and including December 31, 2009. A Final Report and Final Report of Expenditures for the first funding period must be received at the Chancellor's Office by February 28, 2010.
- The Application Budget Summary and Application Budget Detail Sheet reflecting the augmentation are attached and made part of this agreement.
- This grant is subject to any additional restrictions, limitations or conditions enacted in the state budget and/or Executive Orders that may affect the provisions, term, or funding of this agreement in any manner.
- All of the terms and conditions of the original grant agreement remain the same.

In order to ensure that there are no duplications, the Grantee must maintain complete and detailed accountings of the services provided and costs incurred under each one of the funding/performance periods during the overlap period of July 1, 2009, through December 31, 2009. A summary of services and costs associated with the first funding period during the overlap must be included with the Final Report of Expenditures that is due February 28, 2010.

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.

STATE OF CALIFORNIA				GRANTEE	
Item	Chapter	Statute	Fiscal Year	Project Director:	
6870-101-0001 (23)	268/269	2008	2008-09	Maire Morinec	
6870-101-0001		2009	2009-10	Grant Funds Requested:	
				FY 2008-09	\$ <u>577,667</u>
				FY 2009-10	\$ <u>50,000</u>
				Total Grant Funds:	\$ <u>627,667</u>
Object of Expenditure (Code and Title)				District Address:	
3233-751-29510 (2008-09: \$577,667); (2009-10: \$50,000)				4000 Suisun Valley Road Fairfield, CA 94534	
Signature, Accounting Officer (or authorized Designee)				Signature, Chief Executive Officer (or authorized Designee)      Date	
April Lován-Martinez					
Project Monitor				Printed Name of Person Signing	
Helga Martin				Jowel C. Laguerre, Ph.D.	
Agency		Chancellor's Office California Community Colleges 1102 Q Street Sacramento, California 95814-6511		Title:	
Signature, Executive Vice Chancellor (or authorized Designee)		Date		Superintendent/President	
Steven Bruckman					

## APPLICATION BUDGET DETAIL SHEET

Chancellor's Office  
California Community  
Colleges

District: \_\_\_\_\_ Solano Community College  
District \_\_\_\_\_

Program Year: 2008 - 2009		
Source of Funds: Nursing Education Program		
Object of Expenditure <sup>1</sup>	Classification	Project Funds Requested
1100	Academic Salaries	
	Pt Nursing Instructors - clinical and Skills Lab - 34 wks x 15 hrs/wk x \$50/hr	163,200
	LVN Transition Class Instructor 2 wks x 52hrs x \$60	6,240
	PT Counselor @ 20hrs/wk x 34 wks x \$60/hr	40,800
	Testing Center Staff/ Achievement Coach PT 4 hr/wk x 34 wks x \$50/hr	6,800
	Assistant Director Release Time @ 40%	33,200
	Curriculum Consultant @ \$200/hr x 50 hrs	10,000
	New Faculty Orientation: 14 hrs x \$50/hr x 2	1,400
2000	Student Tutors: 4hrs/wk x 34 wks x \$8/hr	1,088
	Skills Lab Assistant \$20/hr x 20hrs/wk x 34 wks	13,600
3000	Employee Benefits @ 13%	35,923
4000	Supplies and Materials	125,080
	Cubicle Curtains	3,414
	Curriculum Development	2,000
	Office Supplies	1,954
	TEAS Assessment Tests \$25 x 200	5,000
	HESI Standardized Testing	10,000
	Laptop Computer	1,500
	Portable Computers for Computer-based Testing	64,000
	NCLEX Review Course \$250 x 50	12,500
5200	Conferences for Faculty: \$1000 x 5	5,000
	METI Conference - Orland, FL - 3 faculty x \$1500	4,500
	Asilomar Conference 4 Faculty x \$400	1,600
	Local Mileage -\$ .55 x 1000 miles x 10 months	5,500
	Student Reimbursements	1,150
	<b>Total Direct Costs</b>	<b>555,449</b>

## APPLICATION BUDGET DETAIL SHEET

	<b>Total Indirect Costs (4% of Direct Costs)</b>	<b>22,218</b>
	<b>Total Project Costs</b>	<b>577,667</b>

<sup>1</sup> These represent frequently used account codes. Refer to Crossover Chart for further options.

## APPLICATION BUDGET DETAIL SHEET

District: \_\_\_\_\_ Solano Community College District \_\_\_\_\_

Chancellor's Office  
California Community  
Colleges

College: \_\_\_\_\_ Solano Community College \_\_\_\_\_

RFA Specification No.: 08-0116

**Program Year: 2009 - 2010**

**Source of Funds: Nursing Education Program**

Object of Expenditure <sup>1</sup>	Classification	Project Funds Requested
1100	Academic Salaries	
	Pt Nursing Instructors - clinical and Skills Lab - 34 wks x 8 hrs/wk x \$50/hr	13,600
	LVN Transition Class Instructor 2 wks x 52hrs x \$60	3,120
	Testing Center Staff/ Achievement Coach PT 2 hr/wk x 34 wks x \$50/hr	3,400
	New Faculty Orientation: 14 hrs x \$50/hr x 2	700
2000	Student Tutors: 4hrs/wk x 34 wks x \$8/hr	1,088
3000	Employee Benefits @ 13%	2,848
4000	Supplies and Materials	2,500
	Curriculum Development	2,000
	Office Supplies	1,321
	TEAS Assessment Tests \$25 x 200	5,000
5200	Conferences for Faculty: \$500 x 6	3,000
	METI Conference - Orlando, FL - 2 faculty x \$1200	2,400
	Asilomar Conference 4 Faculty x \$400	1,600
	Local Mileage -\$.55 x 1000 miles x 10 months	5,500
7000	Student Reimbursements	
	<b>Total Direct Costs</b>	48,077
	<b>Total Indirect Costs (4% of Direct Costs)</b>	1,923
	<b>Total Project Costs</b>	50,000

<sup>1</sup> These represent frequently used account codes. Refer to Crossover Chart for further options.

**SUPPLEMENTAL BUDGET INFORMATION**

District: Solano Community College District  
 College: Solano Community College

<b>I. Equipment</b>				
<b>Equipment Item Description *</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Total Cost Charged to Project</b>
Instructional Supplies: Skills Lab	20	\$ 100	\$ 2,000	\$ 2,000
			\$ -	
			\$ -	
<b>Grand Total</b>			\$ 2,000	\$ 2,000

\* Types of equipment: respirator, instruments, beds, supplies, human patient simulator, etc.

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: MESA GRANT AGREEMENT AMENDMENT

**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

The MESA Grant Agreement Amendment application for an additional \$10,000 has been awarded by the California Community Colleges Chancellor's Office. This funding is to be used for undergraduate research opportunities, research-oriented academies, and professional and personal development, as well as conference attendance. The total MESA Grant is \$83,033.

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

Mostafa Ghous, Director  
MESA Program

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

(707) 864-7236

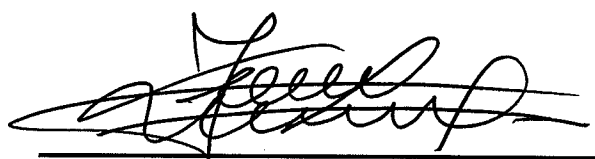
**TELEPHONE NUMBER**

Academic Affairs

**ORGANIZATION**

August 7, 2009

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



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

August 7, 2009

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**



# MESA

## GRANT AGREEMENT AMENDMENT

TO BE COMPLETED BY COCCC	
Grant Agreement No. <u>08-101-025</u>	Date: _____
Amendment No.: <u>1</u>	Date: _____
Funding Category: <u>MESA</u>	
Amount to be Encumbered: \$ <u>10,000.</u>	
Prior Amount Encumbered: \$ <u>73,033.</u>	
Total Amount Encumbered: \$ <u>83,033.</u>	

On this 29th day of June, 2009, the BOG, California Community Colleges, Chancellor's Office and SOLANO CCD hereby agree to amend Grant Agreement No. 08-101-025 as follows:

-- Performance under the funding period of July 1, 2008, to June 30, 2009, shall be extended through November 30, 2009. The Final Report for this funding period must be received at the Chancellor's Office no later than December 31, 2009.

--The attached Annual Workplan form(s) describes the authorized services that will be provided under the five-month extension of the performance/funding period of this grant. These form(s) are incorporated into this grant by reference.

-- The budget shall be augmented by \$10,000 to provide funding for the augmentation activities. Payment shall be made in accordance with the revised Budget Summary and revised Budget Detail Sheet(s) that are incorporated into this grant by reference. The total amount payable under this grant shall not exceed \$83,033.

--Due to the five-month overlap in funding/performance periods between this grant and the MESA renewal grant from Program Year 2009-10, the Grantee must maintain a complete and detailed accounting of the activities and costs for the period of July 1, 2008 to November 30, 2009. A final payment of up to 25% of the original grant amount plus up to 100% of the augmentation amount will be calculated based on the final total expenditures for Program Year 2008-09.

All other terms and conditions remain the same.

STATE OF CALIFORNIA				GRANTEE	
ITEM	CHAPTER	STATUTE	FISCAL YEAR	DISTRICT (Grantee): <u>Solano CCD</u>	
6870-101-0001 (20)	268/269	2008	2008-09	COLLEGE: <u>Solano College</u>	
OBJECT OF EXPENDITURE (Code and Title)				TOTAL GRANT: \$ <u>83,033.</u>	
4234-751-23042				TOTAL MATCHING FUNDS: \$ <u>83,033.</u>	
SIGNATURE, ACCOUNTING OFFICER (or Authorized Designee)					
>					
PROJECT MONITOR				PROJECT DIRECTORS	
Sally Montemayor Lenz				> Mostafa Ghous	
AGENCY		BOG, California Community Colleges Chancellor's Office 1102 Q Street Sacramento, CA 95811-6549		DISTRICT (Grantee) ADDRESS 4000 Suisun Valley Road Fairfield, CA 94534	
SIGNATURE, CHIEF EXECUTIVE OFFICER (or Authorized Designee) DATE				SIGNATURE, DIST. CHIEF EXECUTIVE OFFICER (or Authorized Designee) DATE	
>				>	
PRINTED NAME OF PERSON SIGNING				PRINTED NAME OF PERSON SIGNING	
> Steven Bruckman				> Dr. Jewel Laguerre	
TITLE				TITLE	
> Executive Vice Chancellor				> Superintendent/President	

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board  
**SUBJECT:** ADMINISTRATIVE REORGANIZATION AND  
ELIMINATION OF POSITIONS  
**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

Dr. Jowel Laguerre, Superintendent/President, will present his proposed reorganization plan for approval as a response to the 2009-2010 budget. The Executive Cabinet, working with FABPAC and the Shared Governance Council, decided to slightly modify the structure of the organization to absorb some budget cuts. There are also changes of reporting included in the organizational charts.

Following is a summary of the proposed reorganization, together with organization charts for the Administrative Leadership Group, Academic Affairs, and Student Services.

**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**

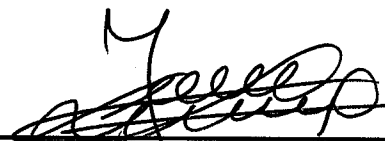
707-864-7112

**TELEPHONE NUMBER**

Administration  
**ORGANIZATION**

August 7, 2009

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



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

August 7, 2009  
**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

# SOLANO COMMUNITY COLLEGE DISTRICT

## Administrative Reorganization and Elimination of Positions

### SUMMARY:

This reorganization is proposed as a response to the 2009-2010 budget. The Executive Cabinet working with FABPAC and the Shared Governance Council decided to slightly modify the structure of the organization to absorb some budget cuts. Several positions were eliminated and activities were combined. Other changes are brought forth to simply realign some activities. The reorganization affects primarily three areas: Office of the Superintendent/President, Academic Affairs and Student Services.

### Superintendent/President:

- The Research and Planning Office: New reporting line
- Reassignment of one Executive Coordinator to Executive Coordinator and Special Projects

### Academic Affairs:

- Change in title and scope of responsibilities for Deans and alignment of programs and services:
  - Dean of Business & Computer Science title change to Dean of Business & Career Technical Education to reflect inclusion of Aeronautics, Air Conditioning & Refrigeration, Automotive, Cosmetology, Drafting, Electronics, Industrial Technology, Maintenance Technology, Welding, Occupational Education, Work Experience, Contract Education, and Small Business Development Center;
  - Dean of Health Occupations title change to Dean of Health, Public Safety & Family Studies to reflect inclusion of Criminal Justice, Fire Technology, Early Childhood Education, Human Development, and Children's Programs;
  - Dean of PE & Athletics title change to Dean of PE, Wellness & Athletics to reflect inclusion of Nutrition and Facility Use Agreements (former responsibility of Associate Vice President of Workforce & Community Development)
  - Dean of Fine & Applied Arts/Behavioral Science now responsible for Community Education & Lifelong Learning (formerly known as Community Services and responsibility of Associate Vice President of Workforce & Community Development)
  - The Tutorial Center joins other Academic Support Services such as the Reading & Writing and ESL lab under the supervision of the Dean of Humanities;
  - The Ethnic Studies program included in the Humanities Division;
  - Contract Education and Small Business Development Center

### Student Services:

- Dean of Admissions & Records position eliminated: New position – Director of Admissions & Records
- Supervision of Assessment Center moved from Dean of Counseling & DSP to Director of Admissions & Records
- Dean of Special Services (Financial Aid, EOPS, Tutorial Center) position eliminated: New position – Director of Financial Aid – includes supervision of Financial Aid and Veterans Program
- Tutorial Center supervision moved to Academic Affairs; EOPS program supervision moved to Dean of Counseling & Special Services
- Dean of Counseling & DSP position title changed to Dean of Counseling and Special Services
- CalWORKs supervision moved from Vice President Student Services to Dean of Counseling and Special Services
- EOPS/CalWORKs programs combined; EOPS required to have full time coordinator (Still in progress with Chancellor's office)
- Director of Student Development position title change to Dean of Student Development and Outreach and extend from 10 months to 12 months; added responsibilities for implementation and coordination of High School Outreach program and Tech Prep (moved from Academic Affairs)
- Director Research & Planning supervision moved from Vice President Student Services to Superintendent/President

### Elimination of Positions:

#### Academic Affairs

- Dean of Career Technical Education
- Associate Vice President Workforce and Community Development/Interim Foundation

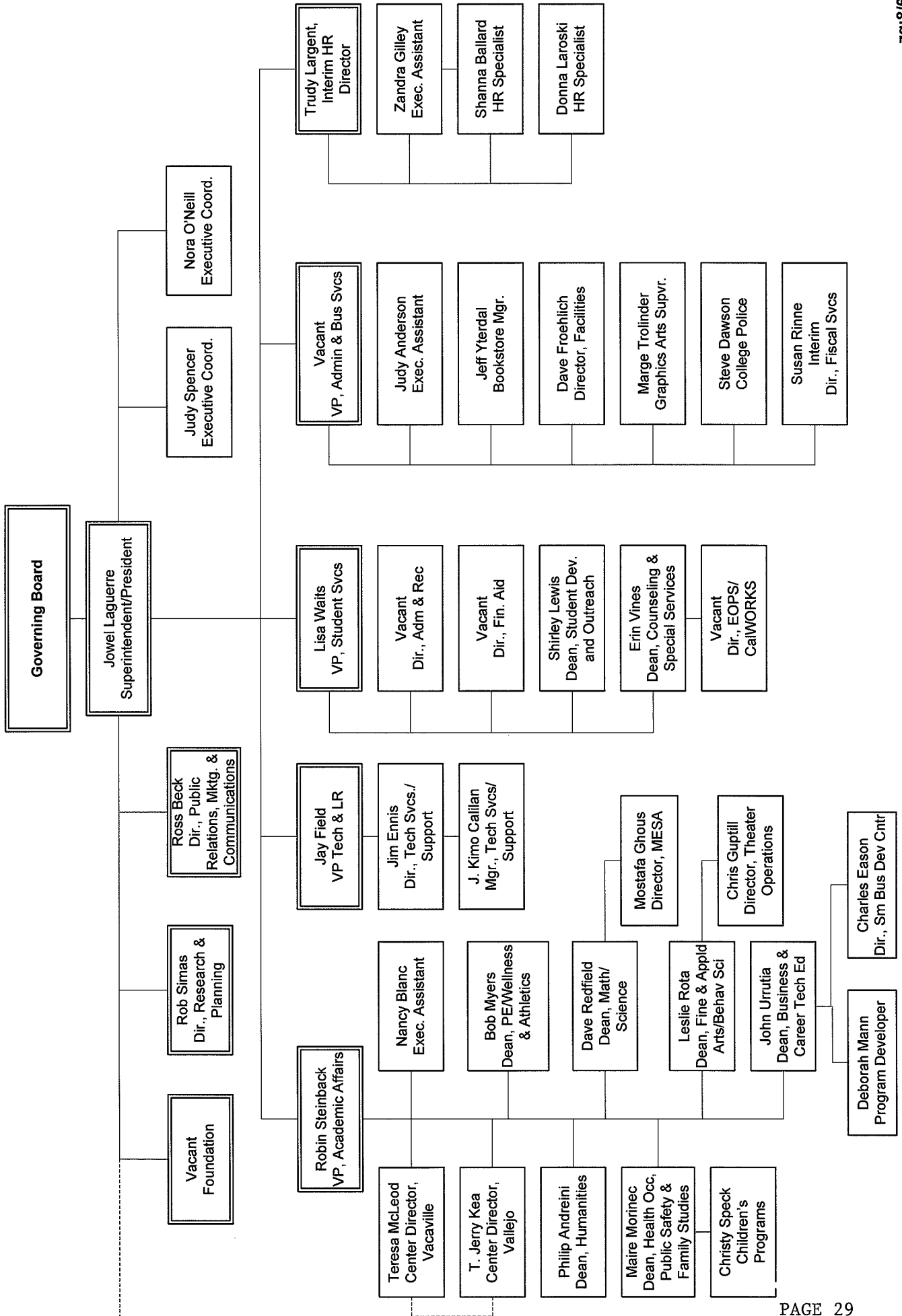
#### Student Affairs

- Dean of Financial Aid and Special Services
- Dean of Admissions and Records
- Assistant Registrar

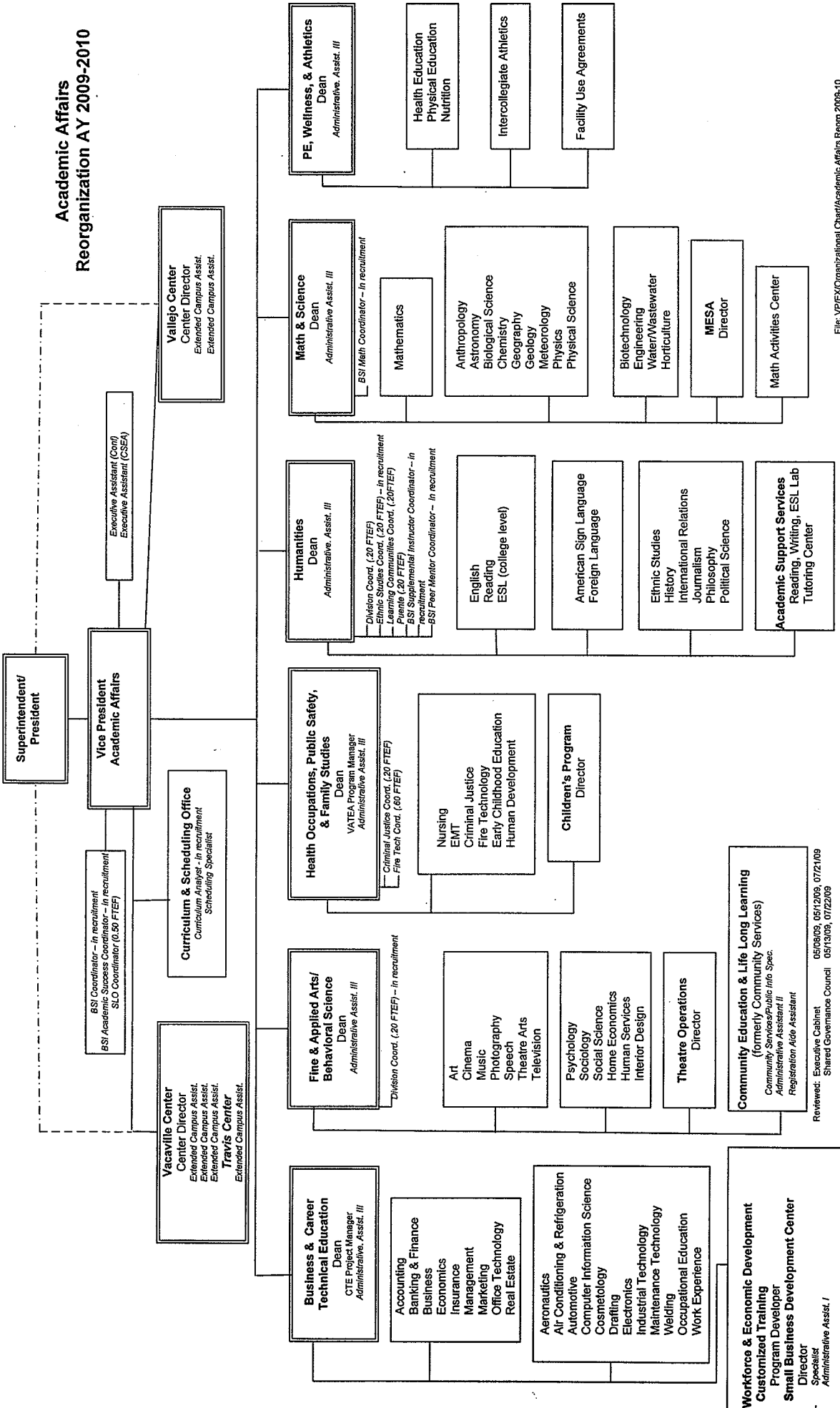
As a result of the reorganization and reporting structure, other job descriptions will be revised to reflect the appropriate supervision. The proposed changes will take effect following Board approval.

# Solano Community College

Administrative Leadership Group 2009 - 10



# Academic Affairs Reorganization AY 2009-2010

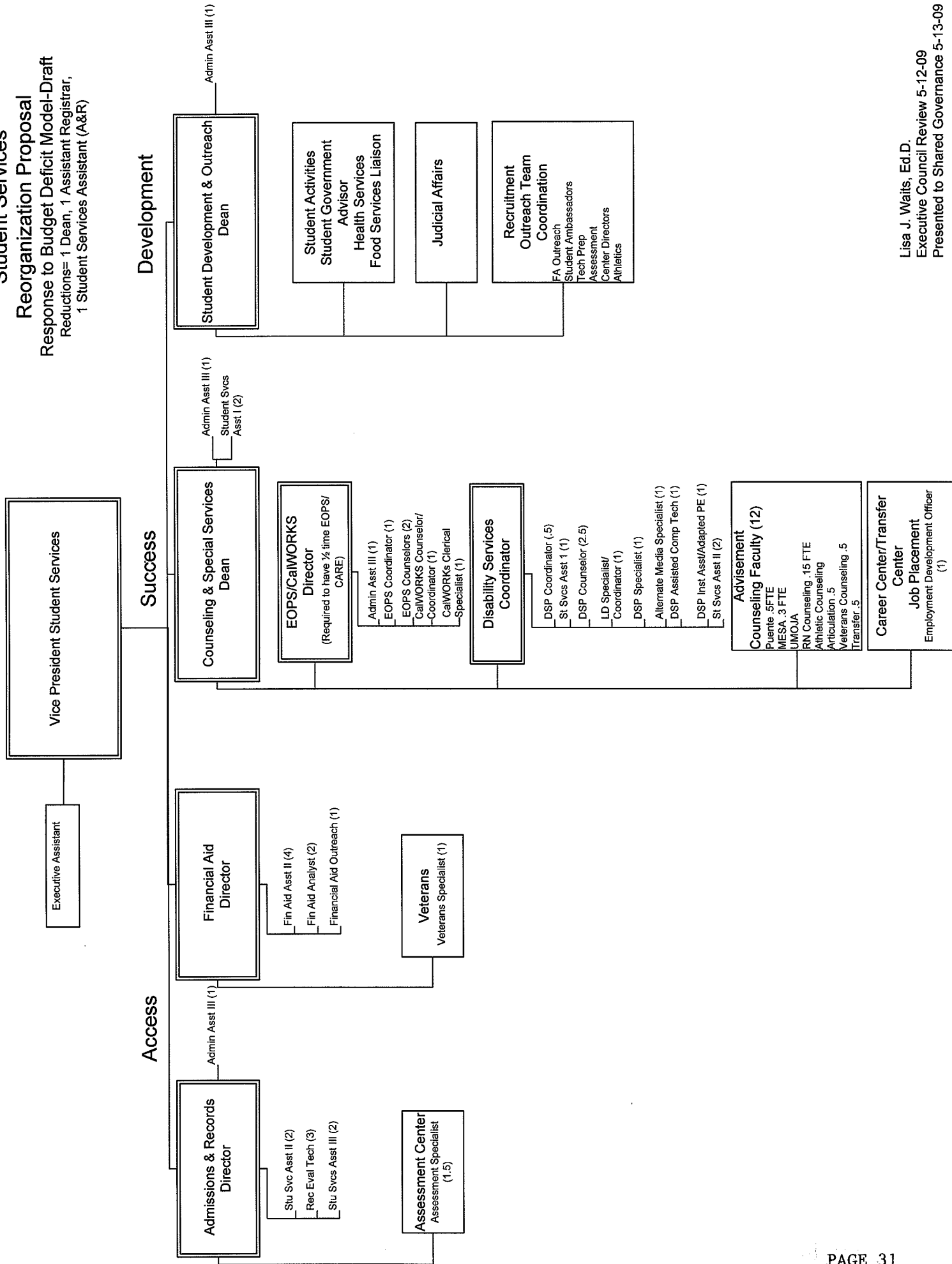


File: VP/EX/Organizational Chart/Academic Affairs Resp 2009-10  
Last edited date/time: 7/28/2009 5:16:42 PM

Reviewed: Executive Cabinet 05/08/09, 05/12/09, 07/21/09  
Shared Governance Council 05/13/09, 07/22/09

Note: Response to Budget Deficit (Reductions = 1 Dean, 1 Assoc VP), Redistribution of Disciplines, Programs & Services

**Student Services  
Reorganization Proposal  
Response to Budget Deficit Model-Draft**  
Reductions= 1 Dean, 1 Assistant Registrar,  
1 Student Services Assistant (A&R)



Lisa J. Waits, Ed.D.  
Executive Council Review 5-12-09  
Presented to Shared Governance 5-13-09

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: ADJOURNMENT OF REGULAR SCHEDULED MEETING  
OF SEPTEMBER 16, 2009 TO SEPTEMBER 23, 2009

REQUESTED ACTION: APPROVAL

SUMMARY:

The Brown Act provides that the Board may adjourn a regular meeting to a time and place specified in the "order of adjournment."

Pursuant to Government Code Section 54955, the Board is hereby requested to take action to adjourn the regular scheduled meeting of September 16, 2009 to September 23, 2009. The time and location of the adjourned meeting shall remain the same.

The purpose of this change is to accommodate the dissemination of information and eventual approval of the Accreditation Special Report with Visit. This meeting date change would eliminate the need for a special Board meeting.

All future regular meetings reviewed and approved at the Governing Board meeting of December 17, 2008, will remain as scheduled.

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

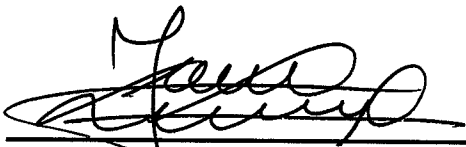
(707) 864-7112

TELEPHONE NUMBER

Administration  
ORGANIZATION

August 7, 2009

DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT



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

August 7, 2009

DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT



SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board

**SUBJECT:** NEW CLASS SPECIFICATIONS FOR POSITIONS IN THE ADMINISTRATIVE LEADERSHIP GROUP – DIRECTOR OF FINANCIAL AID (CLASSIFIED MANAGER), DIRECTOR OF ADMISSIONS AND RECORDS (CLASSIFIED MANAGER)

**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

Attached are the position descriptions which were revised as part of the District restructuring. The Director positions will be placed on Range 46 of the Administrative Leadership Group salary schedule. The descriptions were presented for information at the Board meeting held August 5, 2009, and are being presented tonight for approval.

**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

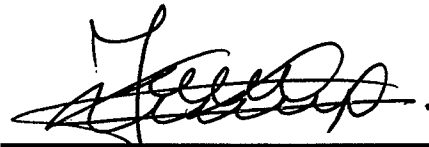
**ADDRESS**

(707) 864-7122

**TELEPHONE NUMBER**

Administration  
**ORGANIZATION**

August 7, 2009  
**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



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

August 7, 2009  
**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

# NEW

## SOLANO COUNTY COMMUNITY COLLEGE DISTRICT POSITION DESCRIPTION

### **CLASS TITLE: DIRECTOR OF FINANCIAL AID (Classified Manager)**

#### **BASIC FUNCTION:**

Under the supervision of the Vice President of Student Services, the Director of Financial Aid is responsible for the leadership, management and administration of the student Financial Aid Office and its functions, including but not limited to accounting operations, budget preparation, preparation of federal, state and district reports; maintenance of Federal fund budgetary controls and regulatory compliance, and the delivery of funds and services to students. The Director maintains compliance with all federal, state and local regulations governing student aid programs; coordinates and oversees audits, compliance reviews and account reconciliations and ensures institutional compliance with relevant regulations and statutes.

The Director of Financial Aid is the designated official for the District in charge of all federal and state student financial aid programs and as such certifies that the District is in compliance with all federal and state regulations and laws governing the administration of student financial assistance programs; compiles and submits required reports to the Department of Education and the state Chancellor's Office; administers the federal grant, loan, and work study programs; administers the state fee waiver and Cal Grant programs; advises senior management regarding federal mandates, implementation updates and compliance factors; prepares and submits applications for financial aid funds.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

~~Use, at a high level,~~ Manage a complex Enterprise Resource Planning (ERP) system which is used to coordinate the delivery of student financial aid and the maintenance of student financial aid records. Evaluate, assess and implement new and/or revised technology to address changing needs and requirements; troubleshoot student management computer system, Financial Aid Web, and other Financial Aid software issues. Provide leadership for the development and implementation of an automated financial aid system in conjunction with the Information Technology Department.

Recommend, interpret, and administer and update financial aid policies ensuring compliance with pertinent federal, state and local laws and contractual regulations; maintain liaison with federal, state, county and other agencies to answer questions, resolve problems, provide data, interpret and apply changes in rules and regulations concerning financial aid.

## Draft #5

Coordinate financial aid operations with other appropriate college units, including Admissions and Records, Extended Opportunities Programs and Services, Fiscal Services, Informational Technology and the Counseling Division.

Establish program goals, objectives and measurements, and Student Services outcomes as reported in the annual unit plan.

Prepare and analyze detailed financial statements and forecasting reports; make recommendations based on results.

Research, analyze, develop and recommend departmental processes and procedures to increase and improve operational efficiency and to ensure proper controls and regulatory compliance.

Develop system for appropriate need analysis and determine individual student eligibility for various aid programs; verify documents and maintain student generated information used to determine eligibility for financial aid awards.

Participate in college outreach activities; direct and provide multilingual financial aid information and services (as possible) to current and prospective students.

Manage the student loan collection activities; and in collaboration with the Fiscal Services Office, develop and direct a loan default prevention program.

Prepare a variety of Financial Aid program related reports and correspondence including reports for the Governing Board; make public presentations to students, parents, faculty, staff and community groups.

Remain current with new innovations in Financial Aid higher education by regularly attending training meetings, workshops, conferences and financial aid professional organization meetings such as California Community Colleges Student Financial Aid Administrators Association (CCCSFAAA), California Association of Student Financial Aid Administrators (CASFAA), Western Association of Student Financial Aid Directors (WASFAA) and Free Application for Federal Student Aid (FAFSA).

Develop and provide strategic planning for Financial Aid programs and services.

Read, comprehend, interpret, implement, and ensure compliance with federal and state regulations and statutes governing Financial Aid programs and services including the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Federal Family Educational Loan Programs, Cal Grants, Board of Governor's Fee Waivers, scholarships, and other related programs.

Design and implement a strong marketing, outreach and recruitment effort to inform students and community about financial aid opportunities and resources, and collaborate in the overall college

marketing, outreach and recruitment planning and activities.

Meet with students to resolve eligibility appeals, enrollment issues, dependency overrides, and payment of college fees and refunds, and, may refer students to appropriate student services; meet with students to resolve problems, conflicts, complaints and initiate corrective action.

Independently perform high-level decision work involving professional judgment in the interpretation and application of policy and procedures.

Coordinate and oversee audits, compliance review and account reconciliation, and ensure institutional compliance with relevant regulations, codes and statutes.

Direct, train, supervise and evaluate financial aid staff; conduct regular meetings with staff to inform them of program policies, procedures, and deadlines as needed; develop and write a procedures manual for Financial Aid and Veterans staff; provide for staff development.

Plan and control the District's scholarship program to assure awarding of scholarships consistent with applicable requirements.

Perform related duties as required or assigned.

Provide evening supervision as scheduled.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

Federal and state Financial Aid programs, rules and regulations.

Higher education mission, organization, operations, policies and objectives in community colleges.

Evaluation methods.

Budget preparation and control.

Principles and practices of program administration, supervision and staff development.

Effective interpersonal communication.

Policies, regulations, and objectives of assigned programs and activities.

Programs, functions, purposes and goals of the division/area.

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

Effective practices and methods for program planning, developing, implementations, and evaluation.

Federal, State and local student financial aid and award programs, regulations and

guidelines.

Fundamental accounting and fiscal reporting procedures.

Modern office practices, procedures and equipment.

Data processing applications to financial aid needs analysis, accounting and record-keeping, ERP, Title IV WAN, and federal electronic software.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Applicable sections of Federal Financial Aid State Education Code and other applicable laws.

Technical aspects of Financial Aid.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Work within complex, integrated ERP systems.

Coordinate activities with Information Technology Services

Design, develop, and propose modifications in order to meet student and Financial Aid needs.

Communicate effectively, both verbally and in writing, with faculty and staff, students and community members.

Work effectively with students, faculty, and staff from diverse backgrounds and disabilities to promote access and equity.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Work cooperatively and coordinate projects with other administrators and staff to offer effective services to students.

Organize and chair meetings, lead workshops, facilitate group discussions and involve faculty and staff in idea generation, goal setting and decision-making.

Meet schedules and time lines; organize multiple projects effectively; and carry out required project details throughout the year.

Evaluate and support staff recommendations for program improvements and/or new program efforts.

Plan, coordinate, organize and direct Financial Aid, and related programs.

Read, interpret, explain and apply provisions of federal, state and local rules, regulations and guidelines related to financial aid programs.

Exercise sound, professional judgment in reviewing and screening applications for grants, work study, and loans to determine eligibility according to federal and State guidelines.

Add, subtract, multiply and divide quickly and accurately.

Establish and maintain cooperative and effective working relationships with other offices on and off campus.

Work independently with little direction.

Analyze situations accurately and adopt an effective course of action.

Maintain records and prepare clear and concise complex reports.

Work confidentially and with discretion.

**EDUCATION AND EXPERIENCE**

Bachelor's degree from an accredited college or university is required; a master's degree is preferred in business, public administration, student personnel education, social sciences, or a closely related field and demonstrated successful progressively responsible experience in Financial Aid. Two years experience as a Director or an Associate Director with a college, or three years of comparable experience in a supervisory or management capacity with a school district, or any equivalent combination of training and experience whereby an individual has attained the above knowledge and abilities.

RDC/zg-6/23/09

LW/lg-7/27/09

Board approved: \_\_\_\_\_

# **CURRENT**

## **SOLANO COUNTY COMMUNITY COLLEGE DISTRICT POSITION DESCRIPTION**

**CLASS TITLE: DEAN OF SPECIAL SERVICES (FINANCIAL AID/EOPS/CARE/  
STUDENT PLACEMENT SERVICES/TUTORING CENTER AND  
SCHOLARSHIPS)**

### **BASIC FUNCTION:**

Under the supervision of the Vice President of Student Services, plan, organize, develop, coordinate and direct the College's financial aid services, Extended Opportunity Programs and Services (EOPS), Tutoring Center, and student employment office; authorize financial aid packages and assure compliance with federal, State and program requirements; supervise and evaluate the performance of assigned personnel; provide leadership for faculty and staff in offering quality support services for College students regardless of income, age, gender, education level or physical limitations.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

Plan, organize, coordinate and direct the College's financial aid, EOPS, Tutoring Center, and student employment programs; interpret, implement and maintain current knowledge of federal and/or State guidelines concerning the financial aid and EOPS programs.

Review correspondence from students with unusual problems and resolve as appropriate; interview and advise students regarding financial aid matters; conduct student appeals as requested; forward unresolved appeals to the Financial Aid Advisory Committee.

Develop procedures necessary to properly package applications for financial aid; analyze applications and verify eligibility in compliance with applicable State and federal regulations and guidelines.

Prepare formal applications for government and private funds based on applicable demographic, financial and personal considerations; prepare and verify expenditure reports required by State and federal agencies.

Direct the work-study program including on and off-campus placements; communicate with College administrators, public non-profit agencies and business leaders in the community to develop employment opportunities for financially disadvantaged students.

Develop and implement policies and procedures; revise as necessary to comply with changes in State and federal laws.

Manage and oversee financial aid computer information system used in student needs analysis, awards and records maintenance; troubleshoot problems and resolve with management

information staff.

Coordinate with a variety of other departments to assure timely processing of financial aid and to disseminate program information; verify fund balances and academic standing; confer with data processing personnel regarding financial aid software.

Coordinate the awarding of scholarships and disbursement of scholarship funds.

Provide financial aid filing information to feeder high schools as appropriate; create and disseminate public and student financial aid applications, information, notices and publications.

Plan, develop, implement activities designed to recruit and retain students with special needs.

Plan, organize and develop instructional programs for the Tutoring Center, schedule classes and assign faculty; approve time sheets and evaluate program effectiveness.

Supervise curriculum development and related curriculum activities such as class scheduling and textbook selection; review and revise written materials regarding special services for brochures, College catalog and other publications.

Train, supervise and evaluate the performance of assigned personnel; provide for technical direction and guidance.

Prepare, submit and monitor the annual budget for areas of responsibility; research and approve expenditures for services, supplies and equipment according to established fiscal policies; manage financial resources consistent with District policy.

Attend, chair and conduct meetings and serve on committees and advisory boards related to the College's special services and programs.

Work cooperatively with other administrators and supervisors to coordinate programs and services to meet the needs of nontraditional students.

Communicate with faculty and staff by holding regular unit and department meetings to facilitate planning and collegial decision-making and to keep staff informed about current issues and projects.

Provide leadership and direction in short and long range planning for the area; develop the three-year plan and program review procedures.

Serve on interview selection committees and assure compliance with District personnel policies, procedures and practices for the employment of faculty, classified staff, student workers and short-term, temporary and substitute employees.



Provide evening supervision as scheduled.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Higher education mission, organization, operations, policies and objectives in community colleges.

Multiple methods of instruction as appropriate to the specific assignment.

Evaluation methods.

Curriculum development and instructional management as appropriate to the specific assignment.

Course articulation.

Steps in student matriculation.

Budget preparation and control.

Principles and practices of program administration, supervision and staff development.

Effective interpersonal communication.

Policies, regulations, and objectives of assigned programs and activities.

Programs, functions, purposes and goals of the division/area.

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.

Effective practices and methods for program planning, developing, implementations, and evaluation.

Federal, State and local student financial aid and award programs, regulations and guidelines.

Fundamental accounting and fiscal reporting procedures.

Principles and techniques of interviewing.

Personal and financial problems of economically disadvantaged students.

Modern office practices, procedures and equipment.

Data processing applications to financial aid needs analysis, accounting and record-keeping, COCO/SAFERS software, Title IV WAN, and federal electronic software.

Principles and practices of administration, supervision and training.

Student employment programs.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies and objectives.

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Technical aspects of field of specialty.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

- Plan, organize, develop and evaluate the programs, activities and curriculum of a College academic division.
- Coordinate the curriculum design, development, and modifications in order to meet student and community needs.
- Communicate effectively, both verbally and in writing, with faculty and staff, students and community members.
- Work effectively with students, faculty, and staff from diverse backgrounds and disabilities to promote access and equity.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Work cooperatively and coordinate projects with other administrators and staff to offer effective services to students.
- Understand the needs of the Division in the context of the overall academic program and participate with the Division Deans to set goals and priorities for the College as a whole.
- Organize and chair meetings, lead workshops, facilitate group discussions and involve faculty and staff in idea generation, goal setting and decision-making.
- Meet schedules and time lines; organize multiple projects effectively; and carry out required project details throughout the year.
- Evaluate and support faculty and staff recommendations for program improvements and/or new program efforts.
- Work collaboratively with faculty to develop an effective Schedule of Classes to produce a high quality program.
- Work within Board/District approved guidelines to establish positive media and community relations.
- Plan, coordinate, organize and direct financial aid, EOPS, tutoring, and student placement.
- Read, interpret, explain and apply provisions of federal, State and local rules, regulations and guidelines related to financial aid programs.
- Interrelate effectively with socially disadvantaged students.
- Exercise sound, professional judgment in reviewing and screening applications for grants, work study, and loans to determine eligibility according to federal and State guidelines.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide quickly and accurately.
- Establish and maintain cooperative and effective working relationships with other offices on and off campus.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.
- Train, supervise and evaluate personnel.
- Maintain records and prepare clear and concise complex reports.

Work confidentially and with discretion.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: Master's degree in a discipline related to the assigned area, and one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment and two years of experience in a related area.

SD/zg ~~2/8/00~~, 5/8/00

Board approved: 6/7/00

# NEW

## SOLANO COMMUNITY COLLEGE DISTRICT POSITION DESCRIPTION

**CLASS TITLE: DIRECTOR OF ADMISSIONS AND RECORDS (Classified Manager)**

### **BASIC FUNCTION:**

Under the general supervision of the Vice President of Student Services, the Director of Admissions and Records serves as the College registrar, plans and directs all procedures relating to the registration, admission of students, and award verifications; develops and implements processes that support the Admissions and Records office; consults with and advises district administration, division deans, and faculty regarding state regulations and district policies, including records access policy and procedures; and serves as the official records officer, coordinates the key resources of the college associated with attendance accounting, admissions, registration, research and data related to enrollment.

The incumbent will have a high frequency of responsible contact with administrative and professional staff, students, and other public/private agencies requiring tact and excellent communication skills, and may perform other related duties as required.

### **REPRESENTATIVE DUTIES**

Manage a complex Enterprise Resource Planning (ERP) system for the registration, recording and reporting of information pertaining to student enrollment, attendance, grades, and certifies eligibility for degrees and certificates. Provide leadership for the development and implementation of an automated admissions and records system in conjunction with the Information Technology Department.

Direct the process of admitting students, including the determination of California residency, and the maintenance of accurate, current student demographic information.

Oversee the collection and maintenance of rosters and grades from faculty, and review petitions for changes of grade.

Prepare accurate and timely attendance accounting and other reports mandated by state and federal agencies; develop and maintain appropriate enrollment accounting procedures; interpret state attendance accounting procedures, and coordinate College attendance accounting with the offices of Information Technology, Academic Affairs, and Fiscal Services.

Direct the evaluation and certification of individual student records related to eligibility for the Associate of Arts or Science degree and Certificate of Achievement, transfer to other education institutions, Veterans Affairs, and benefits from various government agencies or programs.

Coordinate the overall management and submission of reports required by Federal, State, and local agencies, including apportionment, student demographic, and degree information; and coordinate the reporting of apportionment related information to the Chancellor's Office of the California Community Colleges. Manage and monitor processes that ensure compliance with state law in the area of admissions, apportionment, and student record keeping; review State and local policy and recommend changes as appropriate.

Participate in the search and selection process for all assigned staff; supervise, train and evaluate staff under his/her direction, including those in the Assessment Center.

Administer the program for the admission of concurrently enrolled high school students, and provide leadership in enrollment development efforts.

Direct the gathering, reporting and analysis of student enrollment statistics, college FTES information, including preparation of enrollment projections and related research studies.

Prepare reports as needed for presentation to the Governing Board.

Oversee adjudication of student petitions and appeals for waiver of college rules and regulations. Receive, assess, and resolve student complaints regarding Admissions and Records and the Assessment Center.

Analyze, recommend and evaluate enrollment/registration modes (mail, in-person, telephone, web, new technology.)

Resolve complex enrollment programs identified by instructional deans, faculty, staff and students; provide training as needed.

Notify faculty and staff regarding policy and procedures for recording and reporting grades and attendance.

Review the college catalog and schedule information as it relates to all aspects of admissions, registration and records, and make necessary revisions; develop and update publications in area of assignment.

Coordinate with the counseling department and representatives of high schools and other agencies and institutions to provide information on admissions, and registration requirements; participate in activities for potential students.

Establish and maintain liaisons with other community colleges, four-year colleges and other professional organizations to coordinate policies and procedures on admissions, registration, and transfer of students. Attend meetings, conferences, seminars and other professional venues such as web seminars to keep informed of policy changes. Ensure delivery of program services to the college community.

Establish deadlines, academic calendar dates, and reporting requirement dates as required by state law and local policy, and systematically distribute such information to all segments of the campus.

Prepare recommendations for, and manage the annual budget for the Admissions and Records Office, Student Learning Outcomes, Assessment and other areas within scope of assignment.

Serve on and/or chair district/college committees as required or assigned.

Conduct special studies, serve on special assignment and generate reports as required or assigned; perform related duties as required or assigned.

## KNOWLEDGE AND ABILITIES

### KNOWLEDGE OF:

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

Policies, procedures, functions and organization of a college Admissions and Records Office.

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

Capabilities and applications of data processing systems (ERP) as applied to admissions and records functions, inclusive of online admissions, registration, and electronic document imaging;

Computer operations, systems, and related software programs;

Basic college curricula;

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

Graduation and transfer requirements;

Modern automated record-keeping systems;

Application processes;

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

Principles and practices of administration, supervision and training;

Oral and written communication skills;

Correct English usage, grammar, spelling, punctuation and vocabulary;

District organization, operations, policies and procedures of assigned program and activities;

Interpersonal skills using tact, patience and courtesy;

Budget preparation and control.

### ABILITY TO:

Work within complex, integrated ERP systems.

- Plan, organize, coordinate and control the activities and functions of the Admissions and Records Office.
- Direct the College's admissions, registration, records maintenance functions, and Assessment.
- Develop, revise and implement policies, procedures and guidelines related to assigned functions.
- Train, supervise and evaluate personnel.
- Communicate effectively both orally verbally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions to assure institutional compliance.
- Analyze situations accurately and adopt an effective course of action.
- Coordinate activities with Information Technology Services operation.

**EDUCATION AND EXPERIENCE**

Bachelor's degree from an accredited college or university is required; a master's degree is preferred. Two years experience as a Director or Registrar, or an Admission's Officer with a college or three years of comparable experience in a supervisory or management capacity ~~with a school district~~; or any equivalent combination of training and experience whereby an individual has attained the above knowledge and abilities.

RDC/zg-6/18/09  
LW/lg-7/27/09 draft #3

Board approved: \_\_\_\_\_

# **CURRENT**

## **SOLANO COUNTY COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: DEAN OF ADMISSIONS & RECORDS**

#### **BASIC FUNCTION:**

Under the direction of the Vice-President of Student Services, plan, organize and coordinate management of admissions, registration, enrollment accounting and reporting, and record keeping in accordance with State and federal codes and regulations, District and College policies and procedures and professional ethics; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

Provide managerial direction including planning, goal setting, implementation, coordination, evaluation and accountability for admissions, matriculation, registration, records maintenance and awarding of degrees.

Supervise and evaluate the performance of assigned personnel; participate in the screening and recommendation of applicants for positions in areas of responsibility.

Prepare, submit and monitor the annual budget for areas of responsibility; research and approve expenditures for services, supplies and equipment according to established fiscal policies.

Plan, implement, evaluate and revise admissions and registration processes and procedures for student enrolled in regular, summer or special programs offered by the College.

Provide technical expertise and information to College administrators, faculty and students.

Participate in the development and enhancement of automated systems; maintain current knowledge of hardware and software capabilities; provide major input to long-range software planning decisions.

Produce accurate and timely attendance accounting and other reports mandated by State and federal agencies; develop and maintain appropriate enrollment accounting procedures.

Interpret State attendance accounting procedures and coordinate College attendance accounting with the offices of Computer Services and Instruction.

Develop and prepare appropriate enrollment data and attendance reports as required or requested by the District and the State.

Direct the evaluation and certification of individual student records related to transfer to



other educational institutions, athletic eligibility, selective service deferments and eligibility for benefits from various government agencies or programs.

Direct the admissions component of the District's Matriculation Plan.

Direct the evaluation of individual student records to determine students' eligibility for the Associate of Arts or Science degree and Certificate of Achievement; counsel and advise individual students on matters related to graduation and certification.

Establish and maintain on-going communication with other community colleges, four-year colleges and professional organizations to coordinate policies and procedures on admissions, registration and transfer of students.

Supervise the dissemination of general information on admissions and registration to the community.

Plan and coordinate research projects related to areas of responsibility.

Conduct staff meetings and in-service training workshops; develop and revise procedures as needed.

Communicate with the Vice-President of Student Services and appropriate managers concerning admissions, registration and graduation deadlines, State audit regulations, statistics and changes in State regulations.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

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

Policies, procedures, functions and organization of a college Admissions and Records Office.

State and federal laws, codes and regulations related to admissions, registration, matriculation and records maintenance.

Graduation and transfer requirements.

Modern automated record-keeping systems.

Computer software applications including spreadsheet, database and word processing programs.

Principles and practices of administration, supervision and training.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Policies and objectives of assigned program and activities.

Budget preparation and control.

**ABILITY TO:**

Plan, organize, coordinate and control the activities and functions of the Admissions and Records Office.

Direct the College's admissions, registration, matriculation and records maintenance functions.

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

Assure compliance with State, federal and College regulations, requirements, policies and mandates.

Train, supervise and evaluate personnel.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

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

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Analyze situations accurately and adopt an effective course of action.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree and three years experience related to subject area.

EVF/zg:11-5-04

Board approval 12/15/04

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board  
**SUBJECT:** REVISED CLASS SPECIFICATIONS FOR POSITIONS IN  
THE ADMINISTRATIVE LEADERSHIP GROUP –  
DIRECTOR OF RESEARCH & PLANNING (CLASSIFIED  
MANAGER), EXECUTIVE COORDINATOR – SPECIAL  
PROJECTS (CONFIDENTIAL)

**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

Attached are the position descriptions which were revised as part of the District restructuring. There is no change in salary placement for the Director or Coordinator positions; current placement for the Director is Range 40; current placement for the Coordinator is range 35. The descriptions were presented for information at the Board meeting held August 5, 2009, and are being presented tonight for approval.

**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

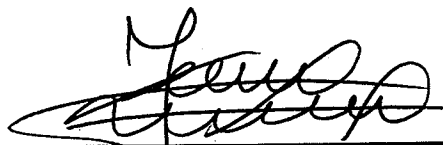
**ADDRESS**

(707) 864-7122

**TELEPHONE NUMBER**

Administration  
**ORGANIZATION**

August 7, 2009  
**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



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

August 7, 2009  
**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

# **CURRENT**

## **SOLANO COUNTY COMMUNITY COLLEGE DISTRICT POSITION DESCRIPTION**

**CLASS TITLE: DIRECTOR OF RESEARCH AND PLANNING**

**BASIC FUNCTION:**

Under the direction of the Vice President of Student Services, perform duties related to development and management of a college research office; coordinate strategic planning and research efforts; program review; responsible for development and dissemination of planning information, enrollment trends, and required internal and state/federal external reports. Provide assistance and counsel in the analysis and interpretation of academic and administrative data in support of decision making and policy formation; coordinate external environmental scanning.

**REPRESENTATIVE DUTIES:**

Work closely with all administrative offices and College committees in determining research projects.

Prepare, maintain and report on a variety of comprehensive statistical studies related to enrollment, matriculation, demographics, test scores, course work and other mandated information; assure the timely processing and distribution of reports to State agencies and College administrators.

Conceptualize, design and execute research projects by establishing framework, data elements and methodology and compile and analyze complex statistical data and report findings in narrative or graphic formats.

Develop, format, write and edit formal published reports, as required by the College and the State or other external agencies; prepare informal written reports and make oral presentations to the Board of Trustees, individuals and small groups, both on and off campus as appropriate.

Provide technical expertise to faculty and staff regarding research projects and methodology.

Maintain contacts with off-campus research sources and organizations.

May work on research projects in cooperation with other agencies and academic institutions and coordinate staff activities involved in participation in such projects.

Through continued study and participation in professional organizations, maintain current in the fields of organizational planning and post-secondary education, writing summaries, as appropriate, and advising staff and others regarding practical applications.

Coordinate and support a broad-based, comprehensive, collaborative program of District planning, which incorporates support for program review, student learning outcomes, accreditation, and other on-going evaluation programs.

Serve as the Facilitator and a resource staff member for the District's Strategic Planning Coordinating Council, assisting this body in gathering data for, drafting, and publishing the District's annual report.

Coordinate and maintain the District's Educational Master Plan, which incorporates program review and curriculum planning.

Identify primary institutional source data and external local, State and national demographic data to be used in research projects and reports.

Conceptualize and interpret complex data and develop clear, concise recommendations to effectuate improvement in programs, planning and strategic goals.

Evaluate progress toward achievement of adopted goals, recommending actions where appropriate.

Develop systematized methods for the gathering of data, including staff evaluations, workload measures, and program review.

Prepare and administer the budget for the office of institutional research and planning; ensure expenditures are correctly recorded and account balances are sufficient to cover costs.

Hire, orient, train, assign, schedule, supervise and evaluate office staff, assuring that applicable regulations and policies are adhered to and applied correctly.

Maintain standards for quality service and provide accurate data and reports.

Serve on appropriate committees and represent management, as requested.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

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

Local and State planning and evaluation processes.

Research methodology and statistical analyses related to student services, testing, curriculum and administrative functions.

Compilation, analysis and distribution of complex data.

Enrollment, admission and matriculation procedures and regulations.

Oral and written communication skills, including formal report and technical writing.

Personnel management practices and techniques of supervision.

Interpersonal skills, using tact, patience and courtesy.

Budget preparation and control techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Modern office practices, procedures and equipment, including operation of a microcomputer, laser printer and database, spreadsheet, word processing, and statistical software.

**ABILITY TO:**

Design and develop structured data-gathering and analysis systems, including survey questions.

Design and implement data-collection systems in support of institutional planning, both operational and strategic.

Prepare, format, edit and distribute narrative and statistical reports.

Develop special analytical studies related to matriculation components, curriculum, instructional programs, and college management.

Operate a microcomputer and a variety of spreadsheet, database and word processing programs.

Communicate effectively, both orally and in writing.

Demonstrate an understanding and sensitivity to the diverse socio-economic, cultural and ethnic background of all employees, including the disabled.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: a master's degree, including or supplemented by course work in statistics, research methodology or closely related fields, and two years of experience in institutional or educational research and administration; community college experience desired.

EVF/zg

Board approved: 1-19-05

**REVISED**  
**SOLANO COUNTY COMMUNITY COLLEGE DISTRICT**  
**POSITION DESCRIPTION**

**CLASS TITLE: DIRECTOR OF RESEARCH AND PLANNING**

**BASIC FUNCTION:**

Under the direction of the ~~Vice President of Student Services~~ Superintendent/President, perform duties related to development and management of a college research office; coordinate strategic planning and research efforts; program review; responsible for development and dissemination of planning information, enrollment trends, and required internal and state/federal external reports. Provide assistance and counsel in the analysis and interpretation of academic and administrative data in support of decision making and policy formation; coordinate external environmental scanning. Responsible for the implementation and use of the Operational Data Store (ODS) system for the College. Leads the College's ongoing institutional effectiveness program.

**REPRESENTATIVE DUTIES:**

Work closely with all administrative offices and College committees in determining research projects.

Prepare, maintain and report on a variety of comprehensive statistical studies related to enrollment, matriculation, demographics, test scores, course work and other mandated information; assure the timely processing and distribution of reports to State agencies and College administrators.

Validate the accuracy of the College's Apportionment Attendance Reports (CCFS-320) to the Chancellor's Office.

Foster and enhance a research-positive environment within the institution that supports data-driven decision making.

Conceptualize, design and execute research projects by establishing framework, data elements and methodology and compile and analyze complex statistical data and report findings in narrative or graphic formats.

Develop, format, write and edit formal published reports, as required by the College and the State or other external agencies; prepare informal written reports and make oral presentations to the Board of Trustees, individuals and small groups, both on and off campus as appropriate.

Provide technical expertise to faculty and staff regarding research projects and methodology.

Maintain contacts with off-campus research sources and organizations.

May work on research projects in cooperation with other agencies and academic institutions and coordinate staff activities involved in participation in such projects.

Through continued study and participation in professional organizations, maintain current in the fields of organizational planning and post-secondary education, writing summaries, as appropriate, and advising staff and others regarding practical applications.

Coordinate and support a broad-based, comprehensive, collaborative program of District planning, which incorporates the outcomes of program review, accreditation, and other on-going evaluation programs.

Serve as the ~~Facilitator and~~ a resource staff member for the District's ~~Strategic Planning Coordinating Council~~ Shared Governance Council, assisting this body in gathering data for, drafting, and publishing the District's annual report.

Serve as the Facilitator for the District's Process Evaluation and Review Team (PERT).

Coordinate and maintain the District's ~~Educational Master Plan plans, which incorporates~~ incorporating program reviews, internal and external data scans, and curriculum planning needs assessments.

Identify primary institutional source data and external local, State and national demographic data to be used in research projects and reports.

Conceptualize and interpret complex data and develop clear, concise recommendations to effectuate improvement in programs, planning and strategic goals.

Evaluate progress toward achievement of adopted goals, recommending actions where appropriate.

Develop systematized methods for the gathering of data, including staff evaluations, workload measures, and program review.

Prepare and administer the budget for the ~~office~~ Office of Research and Planning; ensure expenditures are correctly recorded and account balances are sufficient to cover costs.

Hire, orient, train, assign, schedule, supervise and evaluate office staff, assuring that applicable regulations and policies are adhered to and applied correctly.

Maintain work unit standards for service efforts and other quality control measures and facilitate improvements in quality of staff efforts.

Assist in administration of the District's collective bargaining agreements, as appropriate.

Serve on appropriate committees and represent management, as requested.

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.

Local and State planning and evaluation processes.

Research methodology and statistical analyses related to student services, testing, curriculum and administrative functions.

Compilation, analysis and distribution of complex data.

Enrollment, admission and matriculation procedures and regulations.

Oral and written communication skills, including formal report and technical writing.

Personnel management practices and techniques of supervision.

Interpersonal skills, using tact, patience and courtesy.

Budget preparation and control techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Modern office practices, procedures and equipment, including operation of a microcomputer, laser printer and database, spreadsheet, word processing, and statistical software.

ABILITY TO:

Design and develop structured data-gathering and analysis systems, including survey questions.

Design and implement data-collection systems in support of institutional planning, both operational and strategic.

Prepare, format, edit and distribute narrative and statistical reports.

Develop special analytical studies related to matriculation components, curriculum, instructional programs, and college management.

Operate a microcomputer and a variety of spreadsheet, database and word processing programs.

Communicate effectively, both orally and in writing.

Demonstrate an understanding and sensitivity to the diverse socio-economic, cultural and ethnic background of all employees, including the disabled.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: a master's degree, including or supplemented by course work in statistics, research methodology or closely related fields, and two years of experience in institutional or educational research and administration; community college experience desired.

SD/zg:5/24/99

Board approved: 6/16/99

# **CURRENT**

## **SOLANO COUNTY COMMUNITY COLLEGE DISTRICT POSITION DESCRIPTION**

**POSITION TITLE: EXECUTIVE COORDINATOR (Confidential)  
SUPERINTENDENT-PRESIDENT AND GOVERNING BOARD**

### **BASIC FUNCTION:**

Under the direction of the Superintendent-President, the Executive Coordinator serves as the chief executive support staff to the Superintendent-President and the coordinator of Governing Board administrative functions for the District; serves as recorder for the Governing Board, acts as liaison between the Superintendent-President, Governing Board, District Counsel, administration, faculty, staff and the community; coordinates assigned activities with other departments and outside agencies; supervises assigned clerical staff and coordinates operations of the Superintendent-President/Governing Board's Office.

### **REPRESENTATIVE DUTIES:**

Works cooperatively with the Superintendent-President and Executive Council to carry out the District's mission, goals and objectives of the College. Assists and oversees preparation of strategic planning agendas, minutes and documents.

Controls the format, updates and distributes the District's policies and procedures manual. Verifies references and prepares/develops/recommends new policies/procedures. Interprets District policies/procedures.

Monitors the budgets for the Superintendent-President, Governing Board, accreditation and other budgets under the Superintendent-President's responsibility. Ensures that expenditures are correctly recorded and account balances are sufficient to cover costs; makes recommendations to the Superintendent-President on expenditures/allocations.

Anticipates needs and initiates activity to resolve minor problems; responds to and assists the Superintendent-President in resolving difficult and sensitive inquiries, complaints and requests for information and assistance. Assists District counsel in preparing materials for legal matters.

Coordinates and establishes office procedures and operation in the office of the Superintendent-President and Governing Board.

Plans, organizes, coordinates, directs office workflow and makes workload assignments in the office of the Superintendent-President and Governing Board ensuring timelines are met; assigns projects, supervises personnel and oversees final product.

Coordinates, compiles, organizes, prepares and oversees the duplication of Board agendas, minutes, Board meeting materials , and the annual agenda planning calendar.

Prepares agenda, meeting calendar and back up materials for Executive Council.  
Attends regular, special meetings and retreats of the Governing Board, records minutes, prepares minutes, distributes minutes and maintains official records of Board minutes, agendas and resolutions.

Serves as liaison for the Governing Board and Superintendent-President with the community and staff via the District's website.

Assists the Superintendent-President in general administrative operations, maintaining information for the Board Resource Manual, interpreting Brown Act regulations, projects such as District/trustee organization and Board elections.

Oversees agendas, attachments, minutes, meeting calendar and backup for Shared Governance Council.

Works with interview chairs and Human Resources in second interview schedules with the Superintendent-President for faculty and management hiring.

Coordinates staff recognition materials and events; coordinates receptions and social functions/meetings for the Superintendent-President with the staff and community.

Maintains appointment schedules and calendars; arranges meetings, conferences, workshops, appointments for Superintendent-President and eight Governing Board members.

Composes correspondence on own initiative on matters not requiring personal responses of the Superintendent-President; researches, compiles statistical and narrative data for reports; responds to various and sundry surveys.

Screens mail for crucial/confidential matters requiring the Superintendent-President's immediate attention.

Monitors filing of statements of economic interests for designated employees of the District; prepares necessary correspondence for annual, assuming, leaving office statements; maintains official District files for economic interest statements.

Types and prepares information of a confidential nature including responses from the Superintendent-President and Governing Board to grievances and legal matters; receives and distributes, as directed, collective bargaining information. Prepares monthly expense reports for Superintendent-President.

Makes comprehensive travel arrangements and prepares/oversees documentation for travel requests and reimbursements for Superintendent-President and Board members.

Oversees monthly compensation reports for Governing Board. Oversees parking permit system for Superintendent-President and Governing Board.

Types evaluations of administrators supervised by the Superintendent-President, types the Superintendent-President's evaluation and assists the Governing Board President with tabulations, types the Governing Board's self-evaluation; prepares and distributes the evaluation instruments for the Superintendent-President and the Governing Board.

Establishes and maintains records and files for the Superintendent-President and Governing Board; oversees record retention.

Assists and works with auditors and consultants on a various administrative projects.

**Secondary Functions:**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

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

**EDUCATION AND EXPERIENCE:** Completion of an AA/AS degree or the equivalent and six years of complex administrative office work, including two years as a confidential assistant to an executive administrator. Experience in a community college environment is desirable. Secretarial/administrative assistant experience may be substituted on a year-for-year basis for the two years of college.

**LANGUAGE SKILLS:**

- Ability to read, interpret apply and explain District policies, procedures and regulations.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to compile information and compose reports, correspondence and procedure manuals using correct English, grammar, spelling, punctuation and vocabulary.
- Ability to review, edit and proofread written documents for completeness and accuracy.

**MATHEMATICAL SKILLS:**

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

**REASONING ABILITY:**

- Ability to solve practical problems and deal with variables in situations.

Ability to interpret a variety of instructions from a written form, general oral, diagram or schedule form.

**OTHER SKILLS AND ABILITIES:**

Principles and practices of supervision and training.

Operate an electronic keyboard accurately at 70 words per minute.

Record and transcribe information accurately at 120 words per minute.

Efficient and effective communication techniques and etiquette.

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

Work independently on a variety of complex projects and detailed tasks with speed and accuracy.

Exercise good judgment in recognizing the scope of authority and exercising care in administrative detail.

Establish and maintain cooperative and effective working relationships with others using tact, patience and courtesy.

Demonstrate knowledge of modern office practices, record keeping techniques, procedures, research methods, and equipment.

Manage office operations meeting demanding schedules and multiple timelines.

Operate computer terminal, typewriter, copier, calculator, Dictaphone and facsimile machine.

Perform advanced level word processing functions (i.e., Word, Power Point), spreadsheet (i.e., Excel), and data base documents.

Office management techniques to include preparation of analytical data such as charts and graphs.

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

While performing the duties outlined in this classification, employees in this classification are regularly required to sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person. Employees in this classification are occasionally required to attend meetings or to pick up or deliver materials at other campus locations.

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 10 pounds.

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

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

The work assigned to this classification is typically performed in an office environment. While performing the duties of this classification, the employee regularly is subjected to frequent interruptions and exposed to the risks of computer-generated video radiation. The work environment is moderately noisy.

PC/zg:11/4/99

Board approval: 3/2/00

**REVISED**  
**SOLANO COUNTY COMMUNITY COLLEGE DISTRICT**  
**POSITION DESCRIPTION**

**POSITION TITLE: EXECUTIVE COORDINATOR – SPECIAL PROJECTS**  
**(Confidential)**

**BASIC FUNCTION:**

Under the direction of the Superintendent/President, the Executive Coordinator– Special Projects position supports the Superintendent/President with his constituents’ meetings such as Superintendent/President’s Cabinet, Administrative Leadership Group, and Shared Governance Council; provides follow-up on information requested by the Superintendent/President; supplies logistical support for Strategic Plan development; serves as a conduit for grant services; and provides administrative duties in support of the Solano Community College Education Foundation Board and its fundraising activities.

**REPRESENTATIVE DUTIES:**

Maintains strict confidentiality of all matters involved with the Governing Board, Superintendent/President, and SCC Education Foundation.

Works cooperatively with the Superintendent/President and Superintendent/President’s Cabinet to carry out the District’s Mission, Goals, and Objectives for the College.

Sets meeting schedules, prepares agendas and meeting minutes for the Shared Governance Council.

Secures information, schedules meetings, keeps notes, and monitors deadlines in connection with the Strategic Plan of the College.

Researches and disseminates relevant information to the College community as appropriate; provides information regarding grants, using resources provided by the Superintendent/President; seeks information in connection with grants and shares same with College personnel; supports staff of Academic Affairs and Student Services in grant development for their programs when appropriate; drafts proposals for grant applications; and develops periodic reports for the Superintendent/President, summarizing grant and fund activities.

Controls the formatting, updating, and distribution of the District’s Policies and Procedures. Verifies references, prepares, develops, and recommends new policies and procedures as appropriate, and interprets the District’s Policies and Procedures.

Prepares meeting agendas and minutes, drafts correspondence, notifies appropriate individuals about specific information, maintains the donor database and office files, and processes mail for

the SCC Education Foundation. Supports the SCC Education Foundation receptions and events with the community. Monitors the budget for the SCC Education Foundation, ensuring that expenditures are correctly recorded and account balances are sufficient to cover costs. Attends regular meetings of the SCC Education Foundation Board.

Schedules meetings and events between the Education Foundation Board and the Governing Board.

Anticipates needs and initiates activity to resolve minor problems and responds to and assists the Superintendent/President in resolving difficult and sensitive inquiries, complaints, and requests for information and assistance.

Composes correspondence on own initiative on matters not requiring personal responses of the Superintendent/President; researches and compiles statistical and narrative data for reports; responds to various surveys.

Assists and works with auditors and consultants on various administrative projects.

**Secondary Functions:**

Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

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

**EDUCATION AND EXPERIENCE:** Completion of an Associate Degree or the equivalent of six years of complex administrative office work, including two years as a confidential assistant to an executive administrator. Experience in a community college environment is desirable. Secretarial/administrative assistant experience may be substituted on a year-for-year basis for the two years of college. Bachelor's Degree is desirable but not required.

**LANGUAGE SKILLS:**

Ability to read, interpret, apply, and explain District Policies and Procedures as well as regulations.

Ability to analyze situations carefully and adopt effective courses of action.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to compile information and compose reports, correspondence, and procedure manuals using correct English, grammar, spelling, punctuation, and vocabulary.

Ability to review, edit, and proofread written documents for completeness and accuracy.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole



numbers, common fractions, and decimals.

**REASONING ABILITY:**

Possesses ability to solve practical problems and deal with a variety of situations.  
Demonstrates ability to interpret instructions from a written, oral, diagram, or schedule format.

**OTHER SKILLS AND ABILITIES:**

Exhibits knowledge of principles and practices of supervision and training.  
Operates an electronic keyboard accurately at 70 words per minute.  
Records and transcribes information accurately at 120 words per minute.  
Demonstrates efficient and effective communication techniques and etiquette as well as a sensitivity to relate to persons with diverse, socioeconomic, cultural, and ethnic backgrounds, including persons with disabilities.  
Works independently, with speed and accuracy, on a variety of complex projects and detailed tasks.  
Implements good judgment in recognizing the scope of authority.  
Establishes and maintains cooperative and effective working relationships with others using tact, patience, and courtesy.  
Demonstrates knowledge of modern office practices, record keeping techniques, procedures, research methods, and equipment.  
Manages office operations, meeting demanding schedules and multiple timelines.  
Operates computer terminal, typewriter, copier, calculator, and facsimile machine.  
Performs advanced-level word processing and spreadsheet functions using Word, PowerPoint, and Excel, and maintains data base documents.  
Prepares and analyzes data such as charts and graphs.

**PHYSICAL DEMANDS:**

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

While performing the duties outlined in this classification, employees in this classification are regularly required to sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file papers, speak clearly and distinctly to answer telephones and provide information, and hear and understand voices over the telephone and in person. Employees in this classification are occasionally required to attend meetings and pick up or deliver materials at other campus locations.

Employees assigned to this classification must regularly lift, carry, and/or move objects weighing up to 10 pounds.

Specific vision abilities required for positions assigned to this classification include close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), ability to

adjust focus (ability to adjust the eye to bring an object into sharp focus).

**WORK ENVIRONMENT:**

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

The work assigned to this classification is typically performed in an office environment. While performing the duties of this classification, the employee regularly is subjected to frequent interruptions and exposed to the risks of computer-generated video radiation. The work environment is moderately noisy.

JL/no-7/30/09

Board approved: \_\_\_\_\_

AGENDA ITEM 9.(e)  
MEETING DATE August 19, 2009

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board

**SUBJECT:** AB 2910 QUARTERLY REPORT, FOURTH QUARTER,  
FY 2008-09

**REQUESTED ACTION:** BOARD REVIEW AND ACCEPTANCE OF THE  
QUARTERLY REPORT

**SUMMARY:**

AB 2910, Chapter 1486, Statutes of 1986, requires California community college districts to report quarterly on its financial condition. The CCFS-311 financial report, along with a narrative, for the fourth quarter of FY 2008-09 is attached for the Board's review and recommended acceptance.

**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**

August 7, 2009

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



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

August 7, 2009

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**

Solano Community College District  
 2008/09 CCFS-311 Fourth Quarter Financial Status Report  
 Presented at the August 19, 2009 Board Meeting

The CCFS-311 Fourth Quarter Financial Status Report is required to be submitted to the State Chancellor's Office prior to August 31, 2009 for the fourth quarter of the fiscal year 2008/09. The fourth quarter reflects revenue received and expenses paid through June 30, 2009. As the 2008/09 fiscal year accruals and payables are calculated and entered the projected year actual for revenue and expenditures will change.

Attached is a copy of the State report, "California Community Colleges Chancellor's Office Quarterly Financial Status Report CCFS-311Q."

The required reserve for economic uncertainties is 5% of the unrestricted total expenditures or \$2,566,919. This amount is recorded in the ending fund balance on the State reports.

Below is a summary of the Unrestricted General Fund projected year-end actuals:

	Unrestricted
Audited Beginning Balance	\$ 4,228,643
Revenue	\$ 50,260,807
Expenditures	\$ 51,338,372
Ending Fund Balance	\$ 3,151,078
<b>RESERVES/DESIGNATIONS</b>	
Economic Uncertainty Reserve 5%	\$ 2,566,919
Undesignated Fund Balance	\$ 584,159

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q**  
**ENTER OR EDIT CURRENT DATA**

CHANGE THE PERIOD

Fiscal Year: 2008-2009

Quarter Ended: (Q4) Jun 30, 2009

District: (280) SOLANO

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
<b>Closed for edits after Aug 15, 2009</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	50,292,695	49,963,916	44,055,550	50,235,807
A.2	Other Financing Sources (Object 8900)	97,000	97,000	25,000	25,000
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	50,389,695	50,060,916	44,080,550	50,260,807
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	50,266,143	51,620,982	51,124,863	51,242,972
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	195,400	195,400	95,400	95,400
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	50,461,543	51,816,382	51,220,263	51,338,372
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	-71,848	-1,755,466	-7,139,713	-1,077,565
D.	<b>Fund Balance, Beginning</b>	5,504,083	5,504,083	5,504,083	5,504,083
D.1	Prior Year Adjustments + (-)	0	-1,275,440	-1,275,440	-1,275,440
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	5,504,083	4,228,643	4,228,643	4,228,643
E.	<b>Fund Balance, Ending (C. + D.2)</b>	5,432,235	2,473,177	-2,911,070	3,151,078
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	10.8%	4.8%	-5.7%	6.1%

SAVE EDITS »»

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)				9,369
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

		Amount as of the Specified Quarter Ended
H.1	Cash, excluding borrowed funds	2,685,972
H.2	Cash, borrowed funds only	1,900,000
H.3	Total Cash (H.1 + H.2)	4,585,972

**IV. Has the district settled any employee contracts during this quarter?**       Yes       No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
	Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>						
Year 1: 2008/09	40,051	1%	144,769	1%	70,015	1%
Year 2: 2009/10	41,700	1%	146,217	1%	70,715	1%
Year 3: 2010/11	640		3,606			
<b>b. BENEFITS:</b>						
Year 1: 2008/09	7,430	1%	13,066	1%	6,605	1%
Year 2: 2009/10	7,504	1%	13,197	1%	6,671	1%
Year 3: 2010/11	1		1			

\* As specified in Collective Bargaining Agreement or other Employment Contract

SAVE EDITS »»

**c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.**

In the fiscal year 2008/09 the District made over \$1.8 million dollars worth of reductions. These reductions along with the District's growth money in the 2008/09 fiscal year will fund these increases. After settling these contracts the State has made substantial reductions to the funding for Community Colleges. The District is making additional reductions to account for the State reductions.

V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

Yes  No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

The District is still in the process of negotiating the impacts of the FTES audit finding. However the audit finding that is shown in the prior year adjustments accounts for any type of penalty that the District may incur. For cash flow purposes, the District did draw down on the TRANS funds in June 2009. the funds were returned in July 2009.

1651 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed?

This year?  Yes  No  
Next year?  Yes  No

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

With the State of the economy, the District will be facing the same fiscal challenges as all other Community Colleges in the State of California. The District is addressing all of the current reductions proposed by the State for the 2009/10 fiscal year and beyond.

1733 Characters Remaining

« EXIT WITHOUT SAVING

SAVE EDITS »»

California Community Colleges, Chancellor's Office  
1102 Q Street Sacramento, California 95814-6511

Send questions to:  
Christine Atalig (916)327-5772 [catalig@ccccc.edu](mailto:catalig@ccccc.edu) or Glen Campora (916)323-6899 [gcampora@ccccc.edu](mailto:gcampora@ccccc.edu)  
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**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q  
VIEW QUARTERLY DATA**

CHANGE THE PERIOD

Fiscal Year: 2008-2009

Quarter Ended: (Q4) Jun 30, 2009

District: (280) SOLANO

As of June 30 for the fiscal year specified

Line	Description	Actual 2005-06	Actual 2006-07	Actual 2007-08	Projected 2008-2009
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	43,067,679	47,909,009	48,967,691	50,235,807
A.2	Other Financing Sources (Object 8900)	40,000	26,210	1,001,646	25,000
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>43,107,679</b>	<b>47,935,219</b>	<b>49,969,337</b>	<b>50,260,807</b>
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	42,333,034	46,288,175	50,216,581	51,242,972
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	254,434	170,463	140,493	95,400
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>42,587,468</b>	<b>46,458,638</b>	<b>50,357,074</b>	<b>51,338,372</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>520,211</b>	<b>1,476,581</b>	<b>-387,737</b>	<b>-1,077,565</b>
D.	<b>Fund Balance, Beginning</b>	<b>4,493,812</b>	<b>4,415,239</b>	<b>5,891,820</b>	<b>5,504,083</b>
D.1	Prior Year Adjustments + (-)	-598,784	0	0	-1,275,440
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>3,895,028</b>	<b>4,415,239</b>	<b>5,891,820</b>	<b>4,228,643</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>4,415,239</b>	<b>5,891,820</b>	<b>5,504,083</b>	<b>3,151,078</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	10.4%	12.7%	10.9%	6.1%

**II. Annualized Attendance FTES:**

G.1	<b>Annualized FTES (excluding apprentice and non-resident)</b>	9,182	9,160	9,101	9,369
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

		As of the specified quarter ended for each fiscal year			
		2005-06	2006-07	2007-08	2008-2009
H.1	Cash, excluding borrowed funds			4,981,671	2,685,972
H.2	Cash, borrowed funds only			0	1,900,000
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>2,907,622</b>	<b>0</b>	<b>4,981,671</b>	<b>4,585,972</b>

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	50,292,695	49,963,916	44,055,550	88.2%
I.2	Other Financing Sources (Object 8900)	97,000	97,000	25,000	25.8%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>50,389,695</b>	<b>50,060,916</b>	<b>44,080,550</b>	<b>88.1%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	50,266,143	51,620,982	51,124,863	99%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	195,400	195,400	95,400	48.8%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>50,461,543</b>	<b>51,816,382</b>	<b>51,220,263</b>	<b>98.8%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-71,848</b>	<b>-1,755,466</b>	<b>-7,139,713</b>	
L.	Adjusted Fund Balance, Beginning	5,504,083	4,228,643	4,228,643	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>5,432,235</b>	<b>2,473,177</b>	<b>-2,911,070</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.8%	4.8%		

V. Has the district settled any employee contracts during this quarter?

YES

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled	Management	Academic	Classified

(Specify) YYYY-YY	Permanent		Temporary		Permanent		Temporary	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>								
Year 1: 2008/09	40,051	1%	144,769	1%	70,015	1%	72,010	1%
Year 2: 2009/10	41,700	1%	146,217	1%	70,715	1%	74,084	1%
Year 3: 2010/11	640		3,606				1,388	
<b>b. BENEFITS:</b>								
Year 1: 2008/09	7,430	1%	13,066	1%	6,605	1%	18,274	1%
Year 2: 2009/10	7,504	1%	13,197	1%	6,671	1%	18,457	1%
Year 3: 2010/11	1		1				1	

\* As specified in Collective Bargaining Agreement or other Employment Contract

**c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.**

In the fiscal year 2008/09 the District made over \$1.8 million dollars worth of reductions. These reductions along with the District's growth money in the 2008/09 fiscal year will fund these increases. After settling these contracts the State has made substantial reductions to the funding for Community Colleges. The District is making additional reductions to account for the State reductions.

**VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?** **YES**

**If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)**

The District is still in the process of negotiating the impacts of the FTES audit finding. However the audit finding that is shown in the prior year adjustments accounts for any type of penalty that the District may incur. For cash flow purposes, the District did draw down on the TRANS funds in June 2009. the funds were returned in July 2009.

**VII. Does the district have significant fiscal problems that must be addressed?** **This year? YES**  
**Next year? YES**

**If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)**

With the State of the economy, the District will be facing the same fiscal challenges as all other Community Colleges in the State of California. The District is addressing all of the current reductions proposed by the State for the 2009/10 fiscal year and beyond.



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

**TO: Members of the Governing Board**

**SUBJECT: AGREEMENT BETWEEN MACRO PLASTICS,  
INCORPORATED AND SOLANO COMMUNITY  
COLLEGE DISTRICT TO PROVIDE CONSULTING AND  
ASSESSMENT FOR DEVELOPMENT OF A POCKET  
GUIDE FOR TECHNICIANS FOR CONTRACT  
EDUCATION**

**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

An agreement between Solano Community College and Macro Plastics, Incorporated, for contract education is being presented for review and approval by the Governing Board.

The District will provide a consultant to assess the equipment and troubleshooting processes for technicians at Macro Plastics. The assessment will consist of six (6) hours at the plant, meeting with managers and technicians and assessing Macro Plastics plant equipment, including conveyers, injection molders, robots and peripherals, and eight (8) hours to write a proposal defining the commitment necessary from Macro Plastics to develop and produce a "pocket guide" to assist plant technician troubleshooting, for a total of fourteen (14) hours.

Macro Plastics will compensate the District for all services rendered and expenses at a rate of two thousand three hundred dollars and no cents (\$2,300.00.)

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

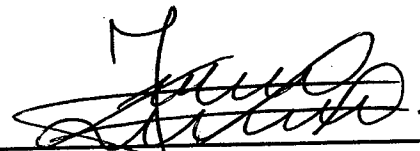
**ADDRESS**

(707) 864-7195

**TELEPHONE NUMBER**

Academic Affairs  
**ORGANIZATION**

August 7, 2009  
**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



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

August 7, 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 **MACRO PLASTICS, INCORPORATED, 2250 HUNTINGTON DRIVE, FAIRFIELD, CA 94533**, hereinafter referred to as "Macro Plastics."

**WHEREAS**, Macro Plastics desires to engage the District to render special educational services,

**THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

- A. The District will provide a consultant to assess the equipment and troubleshooting processes for technicians at Macro Plastics. The assessment will consist of six (6) hours of time in the plant to meet with managers and technicians and to assess Macro Plastics plant equipment, including conveyers, injection molders, robots and peripheral equipment; and an additional eight (8) to write a proposal of the commitment that would be necessary from Macro Plastics in order to develop and produce a "pocket guide" to assist with plant technician troubleshooting, for a total of fourteen hours.
- B. The District will identify the consultant and coordinate the effort. Additional consulting may be scheduled as needed with an addendum to this contract.
- C. Macro Plastics will identify all employees who will participate in the consulting process.
- D. Macro Plastics will compensate the District for all services rendered and expenses at a rate of two thousand three hundred dollars and no cents (\$2,300.00).
- E. Payments by Macro Plastics Corporation to the District will be due upon receipt of invoice. An invoice will be generated when the consulting is completed.
- F. **IT IS MUTUALLY UNDERSTOOD** that Macro Plastics 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 Macro Plastics and the District respectively.
- G. The District will indemnify, and hold harmless, in any actions of law or equity, Macro Plastics, 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 Macro Plastics. 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.

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

\_\_\_\_\_  
Matthew Barnett  
Vice President of Operations  
Macro Plastics Incorporated  
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: REVISION OF THE 6000 SERIES OF THE BOARD  
POLICIES

REQUESTED ACTION: APROVAL

SUMMARY:

During the 2008-2009 academic year, all Board Policies in the 6000 Series (Academic Affairs) were reviewed and revised, if needed, for compliance with changes to Title 5 and California Education Code, as recommended by the Community College League of California. Proposed revisions to policy and associated administrative procedures were reviewed and endorsed by the Executive Cabinet and Shared Governance Council.

The Office of Academic Affairs submits to the Governing Board for approval revisions to Board Policy 6000 (Course Repetition); 6010 (Course Auditing ); 6020 (Open Enrollment in Courses); 6023 (Prerequisite, Co-requisites, and Course Advisories); 6025 (Remedial Coursework Limit); 6030 (Required Instructional and Other Materials); 6040 (Credit by Exam); 6060 (Fingerprinting Prerequisite for Early Childhood Education Field Practice Classes); 6100 (Program and Curriculum Development); 6200 (Graduation Requirements for Degrees and Certificates); 6205 (Philosophy and Criteria for Associate Degree and General Education); 6400 (Field Trip Authorization); 6411 (Grade Changes); 6412 (Grading Record Retention); and 6430 (Academic Freedom).

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

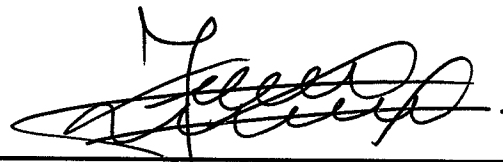
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

August 7, 2009

DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT



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

August 7, 2009

DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT

COURSE REPETITION

6000

**POLICY:** Pursuant to regulations established by the Board of Governors of the California Community Colleges, course repetition is allowable under the following conditions:

- 1) To alleviate substandard work. If the student has a grade of D, F, or NC in a course at SCC or from another accredited college or university, the course may be repeated.
- 2) Under special circumstances, students may repeat courses in which a "C" or better grade was earned. The special circumstances are defined in administrative procedures.

Students may repeat [Board to determine limits, if any] in which substandard grades (less than "C") were earned.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

- 3) Courses may be designated as repeatable if the course content differs each time offered, and a) skills or proficiencies are enhanced by supervised repetition, or b) active participatory experience in individual or group assignments is the basic means by which learning objectives are obtained.

Procedures for approving repeatability of courses shall be incorporated in the course approval process and referred to the Governing Board for final approval.

**REFERENCES/  
AUTHORITY:**

California Code of Regulations, Title 5, Sections  
55761, 55765  
55040, 55041, 5044, 58161

RLS:nb  
BP6000

**ADOPTED:** June 7, 1978  
**REVISED:** August 3, 1983  
November 19, 1986  
December 19, 2001  
January 17, 2007  
\_\_\_\_\_, 2009

Reviewed EC: March 10, 2009  
Reviewed SGC: May 27, June 24, & July 8, 2009  
Information to Board: Aug. 5, 2009  
Scheduled for Board approval: August 19, 2009

SOLANO COMMUNITY COLLEGE DISTRICT

COURSE AUDITING

6010

**POLICY:** Students may audit courses.

The fee for auditing courses shall be {no more than \$15.00 per unit}. Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester. Departments shall designate courses which may be audited.

No student auditing a course shall be permitted to change his or her enrollment **in that course** to receive credit for the course.

Priority in class enrollment shall be given to students ~~enrolled in~~ **desiring to take** the course for credit towards a degree or certificate.

**Classroom attendance of students auditing a course shall not be included in computing the apportionment due a community college district.**

Students shall be informed of the following conditions for auditing:  
1) student participation in the class is subject to instructor discretion; 2) no grades or credit shall be awarded and no transcript of record maintained; 3) ~~auditors may not change their status in the course from auditor to credit student or the reverse;~~ and 4) ~~audit~~ fees shall not be refunded.

Priority in class enrollment shall be given to students desiring to take the course for credit. Petitions to audit a course will be accepted after class size enrollment requirements have been determined for credit students.

**REFERENCES/  
AUTHORITY:**

California Education Code, Section 76370  
Solano Community College District Governing Board

RLS:nb  
BP6010

**ADOPTED:** November 19, 1986  
**REVISED:** December 19, 2001  
January 17, 2007  
\_\_\_\_\_ 2009

Reviewed EC: March 10, 2009  
Reviewed SGC: May 27, June 24, & July 8, 2009  
Information to Board: Aug. 5, 2009  
Scheduled for Board approval: August 19, 2009

## SOLANO COMMUNITY COLLEGE DISTRICT

### OPEN ENROLLMENT IN COURSES

6020

**POLICY:** Unless specifically **expressly** exempted by State statute, every ~~course section or individual course which is eligible for state apportionment shall be open for enrollment by any person who has been admitted to the College, meets the course prerequisites and has paid required fees.~~ **the course must be open to enrollment by the general public, in accordance with section 58051.5 and article 1 (commencing with section 58100) of subchapter 2 of the chapter.**

The Open Enrollment Policy shall be published in the College Catalog and Schedule of Classes.

**REFERENCES/  
AUTHORITY:**

California Code of Regulations, Title 5, Sections 58050, 58051, and 58051.5

RLS:nb  
BP6020

**ADOPTED:** November 19, 1986  
**REVISED:** December 19, 2001  
January 17, 2007  
                   2009

Reviewed EC: March 10, 2009  
Reviewed SGC: May 27, June 24, & July 8, 2009  
Information to Board: Aug. 5, 2009  
Scheduled for Board approval: August 19, 2009

**SOLANO COMMUNITY COLLEGE DISTRICT**

**PRE-REQUISITES, CO-REQUISITES, AND COURSE ADVISORIES**

**6023**

**POLICY:** The Solano Community College District shall establish procedures for establishing, reviewing, and challenging of pre-requisites, co-requisites, course advisories, and certain limitations on enrollment in a manner consistent with law and good practice.

The Superintendent/President or Designee is authorized to establish pre-requisites, co-requisites and advisories on recommended preparation for courses in the curriculum. All such pre-requisites, co-requisites and advisories shall be established in accordance with the standards set out in Title 5. Any pre-requisites, co-requisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a pre-requisite or co-requisite may be challenged by a student on grounds permitted by law. Pre-requisites, co-requisites and advisories shall be identified in District publications available to students.

**AUTHORITY:** California Code of Regulations, Title 5, Section 55200  
55000 and 55003

RLS:nb  
BP6023

**ADOPTED:** June 15, 1994  
**REVISED:** December 19, 2001  
January 17, 2007  
2009

Reviewed EC: March 10, 2009  
Reviewed SGC: May 27, June 24, & July 8, 2009  
Information to Board: Aug. 5, 2009  
Scheduled for Board approval: August 19, 2009



## SOLANO COMMUNITY COLLEGE DISTRICT

### REMEDIAL COURSEWORK LIMIT

6025

#### POLICY:

(a) This section implements and should be read in conjunction with the provisions of section 68 of chapter 973 of the Statutes of 1998, relating to the establishment of a limit on the amount of remedial coursework community college students may take. For the purposes of this section, "remedial coursework" refers to precollegiate basic skills courses as defined in subsection (d) of section 55502 of this part.

(b) A student's needs for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures administered pursuant to chapter 6 (commencing with section 55500) of division 6 of this part. However, except as provided in subsection (c) of this section, no student shall receive more than 30 semester units (or 45 quarter units) of credit for remedial coursework. Students having exhausted the unit limitation shall be referred to appropriate adult noncredit education services provided by college, adult school, community-based organization, or other appropriate local provider with which the district has an established referral agreement.

(c) The following students are exempted from the limitation on remedial coursework described in subsection (b) of this section:

(1) Students enrolled in one or more courses of English as a Second Language (ESL);

(2) Students identified by the District as having a learning disability as defined in section 56014 of this part.

(d) The Governing Board of a District may provide a waiver of the limitation on remedial coursework with respect to any student who shows significant, measurable progress toward the development of skills appropriate to his or her enrollment in college-level courses. Such waivers, if granted, shall be provided pursuant to locally developed standards which are reviewed and approved by the Governing Board. The standards shall include provisions, which ensure that waivers are only given for specified periods of time or for specified numbers of units.

(e) A student who does not attain full eligibility status for college-level work within the limit described in subsection (b) of this section shall, unless provided with a waiver, be dismissed and referred to adult non-credit education courses.

(f) A student may, upon successful completion of appropriate "remedial coursework," or upon demonstration of skills levels which will reasonably assure success in college-level courses, request reinstatement to proceed with college-level coursework.

(g) The Governing Board of each District shall submit, through the established Management Information System, information necessary to enable the Chancellor to determine the following:

(1) The effect of this section on students by sex, age, and ethnicity;

(2) Success rates for students enrolled in "remedial coursework."

Note: Authority cited: Sections 71020, 71062 and 84500.1, Education Code. Reference: Sections 84500 and 84500.1-84501 Education Code.

**REFERENCES/  
AUTHORITY:**

California Code of Regulations, Title 5, Section 55756.5

RLS:nb  
BP6025

**ADOPTED:** December 2, 1992  
**REVISED:** December 19, 2001  
January 17, 2007  
2009

Reviewed EC: March 10, 2009  
Reviewed SGC: May 27, June 24, & July 8, 2009  
Information to Board: Aug. 5, 2009  
Scheduled for Board approval: August 19, 2009

**SOLANO COMMUNITY COLLEGE DISTRICT**

**REQUIRED INSTRUCTIONAL AND OTHER MATERIALS**

**6030**

**POLICY:** Students may be required to provide instructional and other materials required for a credit or noncredit course provided that such materials are of continuing value to the student outside the classroom setting and provided that such materials are not solely or exclusively available from the District.

Except as specifically authorized ~~under~~ **or required in the Education Code**, ~~students will not be required to pay a fee for any instructional or the governing board or a community college district shall not require a student to pay a fee for any instructional and other materials required for a credit or non-credit course.~~

Instructional and other materials may be required as authorized under Education Code. Required materials are defined as those which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which is necessary to achieve those required objectives of a course which are to be accomplished under the supervision of an instructor during class hours. To assure compliance with Education Code guidelines, all required materials and course fees will be annually reviewed by the Vice Presidents of Academic Affairs and Student Services.

**REFERENCES/**

**AUTHORITY:** California Code of Regulations, Title 5, Sections 59400 – 59408 and 66700, 70901, and 76365, Education Code.  
Reference: Sections 70901, 70902 and 76365, Education Code.

RLS:nb  
BP6030

**ADOPTED:** October 16, 1985  
**REVISED:** December 19, 2001  
January 17, 2007  
\_\_\_\_\_ 2009

Reviewed EC: March 10, 2009  
Reviewed SGC: May 27, June 24, & July 8, 2009  
Information to Board: Aug. 5, 2009  
Scheduled for Board approval: August 19, 2009

**SOLANO COMMUNITY COLLEGE DISTRICT**

**CREDIT-BY-EXAMINATION**

**6040**

**POLICY:** Credit may be earned by students who satisfactorily pass authorized examinations. The Superintendent/President or Designee shall establish administrative procedures to implement this policy. The procedures shall provide for appropriate Academic Senate involvement.

**REFERENCES/**

**AUTHORITY:**

California Education Code, Sections 55753, 71066, 78207 and 72825 of Regulations, Title 5, Section 55050.

RLS:nb  
BP6040

**ADOPTED:** March 17, 1976  
**REVISED:** November 19, 1986  
December 19, 2001  
January 17, 2007  
\_\_\_\_\_ 2009

Reviewed EC: March 10, 2009  
Reviewed SGC: May 27, June 24, & July 8, 2009  
Information to Board: Aug. 5, 2009  
Scheduled for Board approval: August 19, 2009

**SOLANO COMMUNITY COLLEGE DISTRICT**

**FINGERPRINTING PREREQUISITE FOR EARLY  
CHILDHOOD EDUCATION (ECE) FIELD PRACTICE CLASSES**

**6060**

**POLICY:** The District requires a fingerprinting prerequisite for enrollment in Early Childhood Education field practice classes. All students eighteen (18) years of age or older will be required to meet this prerequisite. Students found to have an unacceptable criminal record related to health and safety of children will be prohibited or terminated from enrollment in these classes.

A prerequisite of fingerprinting for ECE field practice classes will be stated in the College Catalog. Upon notification of processing results, the District will prohibit enrollment or terminate enrollment of students in ECE field practice classes who have unacceptable criminal records. The cost of fingerprinting shall be borne by the District.

**REFERENCES/  
AUTHORITY:**

California Education Code, Sections 72233, 44010

California Health and Safety Code, Section 1522

California Penal Code, Section 273a, 273d

Solano Community College District Governing Board

RLS:nb  
BP6060

**ADOPTED:** March 5, 1986  
**REVISED:** January 17, 2007  
\_\_\_\_\_ 2009

Reviewed EC: March 10, 2009  
Reviewed SGC: May 27, June 24, & July 8, 2009  
Information to Board: Aug. 5, 2009  
Scheduled for Board approval: August 19, 2009

**SOLANO COMMUNITY COLLEGE DISTRICT**

**PROGRAM, ~~AND~~ CURRICULUM, AND COURSE DEVELOPMENT**

**6100**

**POLICY:**

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Superintendent/President or Designee shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Regular review and justification of programs and course descriptions;
- Opportunities for training for persons involved in aspects of curriculum development.
- Consideration of job market and other related information for vocational and occupational programs.

All new programs and program deletions shall be approved by the Board.

~~New courses that are not part of an existing approved program and~~  
All new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

**Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Nondegree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.**

**REFERENCES/  
AUTHORITY:**

California Code of Regulations, Title 5, Sections 51000, 51022; 55100, 55130, 55150

California Education Code, Sections 70901(b), 70902 (b); 78016

RLS:nb  
BP6100

**ADOPTED:**  
**REVISED:**

November 19, 1986  
December 19, 2001  
January 17, 2007  
\_\_\_\_\_ 2009

Reviewed EC: March 10, 2009  
Reviewed SGC: May 27, June 24, & July 8, 2009  
Information to Board: Aug. 5, 2009  
Scheduled for Board approval: August 19, 2009

FILED

**SOLANO COMMUNITY COLLEGE DISTRICT**

**GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES**

**6200**

**POLICY:** The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of **a minimum of 18 or more semester units or 27 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.** ~~courses of study or curriculum for which the District offers a certificate. The District has certificate programs that upgrade and develop occupational and vocational proficiency.~~

The Superintendent/President or Designee shall establish procedures to determine degree and certificate requirements **that include appropriate involvement of the local curriculum committee. The procedures shall** and to assure that graduation requirements are published in the District's catalog(s) and included in other resources that are convenient for students.

**REFERENCES/  
AUTHORITY:**

California Education Code, Section 70902(b)(3)

California Code of Regulations, Title 5, Sections ~~55800~~ 55060, et seq.

RLS:nb  
BP6200

**ADOPTED:** November 19, 1986  
**REVISED:** December 19, 2001  
January 17, 2007  
\_\_\_\_\_, 2009

Reviewed EC: <u>March 10, 2009</u> Reviewed SGC: <u>May 27, June 24, &amp; July 8, 2009</u> Information to Board: <u>Aug. 5, 2009</u> Scheduled for Board approval: <u>August 19, 2009</u>
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## SOLANO COMMUNITY COLLEGE DISTRICT

### PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION

6205

#### **POLICY:**

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the College to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the diverse culture, and the society in which they live. Most important, general education should lead to better understanding.

In the establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

The Superintendent/President or Designee shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

**REFERENCES/**

**AUTHORITY:**

California Code of Regulations, Title 5, Section 55805

RLS:nb

BP6205

**ADOPTED:**

December 19, 2001

**REVISED:**

January 17, 2007

\_\_\_\_\_ 2009

REVISED

Reviewed EC: March 10, 2009

Reviewed SGC: May 27, June 24, & July 8, 2009

Information to Board: Aug. 5, 2009

Scheduled for Board approval: August 19, 2009

SOLANO COMMUNITY COLLEGE DISTRICT

FIELD TRIP AUTHORIZATION

6400

**POLICY:** Field trips are recognized as valuable experiential learning to augment classroom instruction. Field trips shall be scheduled to the extent of the District's resource availability and within the requirements of the law.

~~The Superintendent/President or Designee is authorized to establish, rules and regulations pertaining to the request, authorization and scheduling of field trips. Such rules and regulations shall make certain that the health and safety of the students shall be reasonably protected and that all provisions of the Education Code and Title 5 of the California Code of Regulations are followed.~~

The Superintendent/President or Designee shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from district funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

**REFERENCES/  
AUTHORITY:**

California Code of Regulations, Title 5, Section 55450-55220

California Education Code, Sections 66700 and 70901

RLS:nb  
BP6400

**ADOPTED:** November 19, 1986  
**REVISED:** December 19, 2001  
January 17, 2007  
\_\_\_\_\_ 2009

Reviewed EC: March 10, 2009  
Reviewed SGC: May 27, June 24, & July 8, 2009  
Information to Board: Aug. 5, 2009  
Scheduled for Board approval: August 19, 2009

## SOLANO COMMUNITY COLLEGE DISTRICT

### GRADE CHANGES

6411

**POLICY:** The Superintendent/President or designee shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

~~In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with Section 55758 of the California Code of Regulations. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.~~

**REFERENCES/  
AUTHORITY:**

California Code of Regulations, Title 5, Section 55760 55025

California Education Code, Sections 76224, 76232

RLS:nb  
BP6411

**ADOPTED:**  
**REVISED:**

February 19, 1992  
December 19, 2001  
January 17, 2007  
\_\_\_\_\_ 2009

Reviewed EC: <u>March 10, 2009</u> Reviewed SGC: <u>May 27, June 24, &amp; July 8, 2009</u> Information to Board: <u>Aug. 5, 2009</u> Scheduled for Board approval: <u>August 19, 2009</u>
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REVISED

**SOLANO COMMUNITY COLLEGE DISTRICT**

**GRADING RECORD RETENTION**

**6412**

**POLICY:** Faculty shall retain grading records for four years after the college year in which they originated (e.g., 2000-01 plus 4 = 2004-05). Retained grades shall be confidential. Student records to be destroyed shall be done in an appropriate manner assuring confidentiality of the information.

**REFERENCES/  
AUTHORITY:**

SCC Board Policy 5150 ("Student Records Retention and Destruction")

California Code of Regulations, Title 5, Sections 54608, 59026

California Education Code, Sections 70901 and 72603, 76220 and 76246

RLS:nb  
BP6412

**ADOPTED:** February 19, 1992  
**REVISED:** December 19, 2001  
January 17, 2007  
\_\_\_\_\_ 2009

Reviewed EC: March 10, 2009  
Reviewed SGC: May 27, June 24, & July 8, 2009  
Information to Board: Aug. 5, 2009  
Scheduled for Board approval: August 19, 2009

## SOLANO COMMUNITY COLLEGE DISTRICT

### ACADEMIC FREEDOM

6430

**POLICY:** The Solano Community College District affirms its belief in the academic freedom of its full and part-time faculty and students to engage in any campus or off-campus teaching, studying, research, writing, and criticism deemed appropriate by such individuals to the spirit of free inquiry and the pursuit of truth.

As stated in American Freedom and Tenure, 1969 (Handbook of American Association of University Professors):

. . . academic freedom consists in the absence of, or protection from, such restraints or pressures -- chiefly in the form of sanctions, threatened by the state or church authorities or by the authorities, faculties, or students of colleges and universities, but occasionally also by other power groups in society -- as are designed to create in the minds of academic scholars (teachers, research workers, and students in colleges and universities) fears and anxieties that may inhibit them from freely studying and investigating whatever they are interested in, and from freely discussing, teaching, or publishing whatever opinions they have reached.

Since these rights of academic freedom carry responsibilities with them, each faculty member and student should strive to be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and will indicate that he or she does not speak, necessarily for the College.

### REFERENCES/ AUTHORITY:

California Code of Regulations, Title 5, Section 51023;  
Accreditation Standard 2-2-II.A.7

RLS:nb  
BP6430

**ADOPTED:** December 19, 1984

**REVISED:** January 17, 2007  
\_\_\_\_\_ 2009

Reviewed EC: <u>March 10, 2009</u> Reviewed SGC: <u>May 27, June 24, &amp; July 8, 2009</u> Information to Board: <u>Aug. 5, 2009</u> Scheduled for Board approval: <u>August 19, 2009</u>
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**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM**

**TO: Members of the Governing Board**  
**SUBJECT: REVISION OF 1000 SERIES OF BOARD POLICIES,  
POLICY NO. 1069 – EVALUATION OF  
SUPERINTENDENT/PRESIDENT, (NEW); POLICY NO.  
1070 – BOARD SELF-EVALUATION, (REVISED)**

**REQUESTED ACTION: INFORMATION**

**SUMMARY:**

At the Board Retreat held August 10, 2009, the Board of Trustees discussed the need for a new Board Policy allowing them to evaluate the Superintendent/President, together with a new Evaluation of Superintendent/President Board Procedure. Also discussed was the need to revise the existing Board Policy 1070, Board Self-Evaluation.

This information will return to the Board for approval at the September 2, 2009, Board meeting.

**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

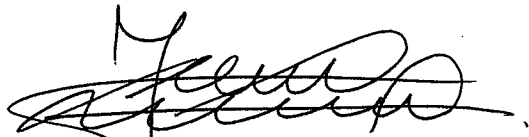
**TELEPHONE NUMBER**

Administration

**ORGANIZATION**

August 7, 2009

**DATE SUBMITTED TO  
SUPERINTENDENT/PRESIDENT**



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

August 7, 2009

**DATE APPROVED BY  
SUPERINTENDENT/PRESIDENT**



**SOLANO COMMUNITY COLLEGE DISTRICT**

**EVALUATION OF SUPERINTENDENT/PRESIDENT**

**1069**

**POLICY:**

Once a year, the Board shall conduct an evaluation of the Superintendent/President. Such evaluation shall comply with any requirements set forth in the contract of employment with the Superintendent/President, as well as this policy.

The Board shall evaluate the Superintendent/President using an evaluation process developed and jointly agreed to by the Board and the Superintendent/President.

The criteria for evaluation shall be based on Board policy, the Superintendent/President job description, and performance goals and objectives developed in accordance with this Board Policy.

JCL:js

**REFERENCES/  
AUTHORITY:**

**Accreditation Standard**

Reviewed:

August 19, 2009

Adopted:

XXXXXXXX

BP1070

SOLANO COMMUNITY COLLEGE DISTRICT

EVALUATION OF SUPERINTENDENT/PRESIDENT

1069

**PROCEDURE:** A new Superintendent/President shall receive an initial evaluation after serving six months in the position and an annual evaluation every year thereafter. The Board of Trustees, in consultation with the Superintendent/President, shall establish evaluation criteria.

JCL:js

REFERENCES/  
AUTHORITY:

**Accreditation Standard**

Reviewed:

August 19, 2009

Adopted:

XXXXXXXX

BP1070

**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

ADOPTED:

October 6, 1993

REVISED:

June 6, 2007

XXXXXXXXXX

BP1070