

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

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

EMPLOYMENT 2009-10

Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
To be announced	Dean, Math/Science Division	To be determined

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Hourly Rate</u>
Marcie McDaniels	Tech Prep Instructor	5/17/10 – 6/30/10	\$ 64.71

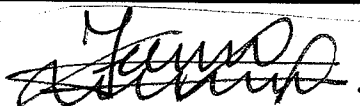
Professional Experts

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount/ Hourly Rate</u>
Shanna Rourke	Moulage	1/24/10 – 5/25/10	\$ 350.00

Independent Contractors

<u>Name</u>	<u>Service</u>	<u>Dates of Contract</u>	<u>Amount</u>
	Children's Programs <u>Christie Speck, Responsible Manager</u>		
Tracy Johnson	Present Practice Course for SCC student workers in the Program for Infant/Toddler Care (PITC)	6/1/10 – 8/31/10	\$ 9,000.00

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


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

May 7, 2010
 Date Submitted

May 7, 2010
 Date Approved

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR**Governing Board Meeting****May 19, 2010****Page 2****Independent Contractors** (Continued)

<u>Name</u>	<u>Service</u>	<u>Dates of Contract</u>	<u>Amount</u>
<u>Fine & Applied Arts/Behavioral Science</u> <u>Leslie Rota, Responsible Manager</u>			
Derek Clark	Present, A Message of Hope and Courage for Foster & Kinship Care	5/27/10	\$ 500.00
Sherry Currie-Proctor	Co-present, PRIDE Pre-service for Foster & Adoptive Parents and Summer Fun as a Family	5/20/10 – 5/29/10	\$ 720.00
	Co-present, PRIDE Pre-service For Foster & Adoptive Parents and Summer Fun as a Family	6/7/10 – 6/21/10	\$ 720.00
Debbi Davis	Present, Special Needs Infants & Toddlers and Finding & Using Resources & Support	5/21/10 and 5/28/10	\$ 600.00
	Present, Special Needs Infants & Toddlers for Foster & Kinship Care	6/4/10 – 6/17/10	\$ 600.00
Richard Delaney	Present, Parenting Multiply Impacted Children for Foster & Kinship Care	6/10/10	\$ 1,000.00
Erica Dumin	Co-present & Support, Kinship Support & Information and Summer Fun as a Family	5/19/10 – 5/26/10	\$ 540.00
	Co-present & Support, Kinship Support & Information and Summer Fun as a Family	6/2/10 – 6/9/10	\$ 540.00
Teri Lamb	Co-present, PRIDE Pre-service for Foster & Adoptive Parents and Finding and Using Resources	5/20/10 – 5/28/10	\$ 300.00
Nancy Pewitt	Co-present & Support, Kinship Support & Information and Adoption Support & Information	5/25/10 – 5/26/10	\$ 360.00
	Co-present & Support, Kinship Support & Information	6/9/10	\$ 360.00

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR

Governing Board Meeting

May 19, 2010

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Independent Contractors (Continued)

<u>Name</u>	<u>Service</u>	<u>Dates of Contract</u>	<u>Amount</u>
<u>Fine & Applied Arts/Behavioral Science</u> <u>Leslie Rota, Responsible Manager</u>			
D. Mary Ann Turley	Co-present, PRIDE & Pre-service for Foster & Adoptive Parents, Kinship Support & Information, and Adoption Support & Information	5/19/10 – 5/25/10	\$ 720.00
	Co-present, PRIDE & Pre-service for Foster & Adoptive Parents and Kinship Support & Information	6/1/10 – 6/21/10	\$ 1,080.00
Sheila Gautreaux	Guest Speaker, Peace Summit	4/27/10	\$ 250.00
Karen Johnson	Guest Speaker, Peace Summit	4/27/10	\$ 250.00

Tech Prep

Shirley Lewis, Responsible Manager

Mike Dawson	Coordinate Award Ceremony for Tech Prep, "I Built A Bridge Student Showcase" and promote general support for Tech Prep career pathways	5/19/10 – 6/10/10	\$ 300.00
Pat Ulrich	Coordinate awards ceremony for Tech Prep Web Page Design Showcase	5/19/10 – 6/19/10	\$ 300.00

GRATUITOUS SERVICE

<u>Name</u>	<u>Assignment</u>	<u>Division/Department</u>
Randall Austin	Assist in set up and breakdown of women's sporting events for volleyball, soccer and basketball	PE, Wellness & Athletics
Jerry Moore	Dance Production	PE, Wellness & Athletics
Stephanie Moore	Dance Production	PE, Wellness & Athletics
Jahnelle Robinson	Dance Captain	PE, Wellness & Athletics

APPROVAL OF JOB DESCRIPTION

The attached position description for the Bond Accountant (Measure G and Grant Funded position) was presented for information at the Board meeting held September 23, 2009. Continuation of this position is contingent upon the availability of funding. The position will be placed on Range 14 of the CSEA, Chapter #211 salary schedule. In accordance with Governing Board procedure, the description is being presented tonight for approval.

RESIGNATION

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Ross Beck	Director, Public Relations, Marketing & Communications	June 4, 2010

EMPLOYMENT 2010-11

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Hourly Rate</u>
To be determined	Registration Aides (20)	7/1/10 – 6/30/11	\$ 10.00
Tsze Tsang	Contract Ed Instructor	8/1/10 – 8/30/10	\$ 67.21

Independent Contractors

<u>Name</u>	<u>Service</u>	<u>Dates of Contract</u>	<u>Amount</u>
	<u>Fine & Applied Arts/Behavioral Science</u> <u>Leslie Rota, Responsible Manager</u>		

Foster & Kinship Care Education (Funded by the Chancellor's Office)

Dorothea (Dottie) Fair	Administer the Foster & Kinship Care Education Program Grant	7/1/10 – 6/30/11	\$ 83,520.00
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SOLANO COMMUNITY COLLEGE CONSENT CALENDAR

Governing Board Meeting

May 19, 2010

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REQUESTS FOR A REDUCED WORKLOAD

In accordance with section 10.2 of the CCA/CTA/NEA collective bargaining agreement, the following faculty have requested a reduction in workload for the 2010-11 academic year. The reduction is authorized under section 22713 of the California Education Code. The request for a reduced workload is recommended.

<u>Name</u>	<u>Position</u>	<u>Reduction Requested</u>
Anne Bevilacqua	Sociology Instructor	20.00%
Patrick Mallory	Biology Instructor	20.00%
Gary Martin	Computer Science Instructor	50.00%
John Nogue	Biology Instructor	46.67%
Barbara Pavao	Counselor	30.00%

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

**CLASS TITLE:- Bond Accountant (~~Contingent Upon Measure G Funding~~)
(This is a Measure G and Grant Funded position. Continuation of this position is contingent upon the availability of funding.)**

BASIC FUNCTION: Under direction of the Director, Fiscal Services, perform complex and responsible general ledger, accounting and budget verification duties in assigned areas; maintain and reconcile various funds and accounts; assure the timely preparation and distribution of financial and statistical records and reports for assigned area; train and provide work direction to student workers and other personnel as assigned.

REPRESENTATIVE DUTIES:

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

Establish and maintain accounting and fiscal records for all special programs and grants; monitor program expenditures and income; provide technical and financial information for project applications; assist with program compliance requirements; communicate with program managers, staff personnel, and government agencies regarding program fiscal matters; assist in the development of program budgets; maintain resource collection of project guidelines, regulations, and procedures; complete financial research in response to inquiries from program managers; advise program managers of any needed budget revisions; prepare reimbursement claims for categorical programs, including construction projects.

Assists the Director with the District's bond financial activities and operations; ensures all arbitrage calculations are in conformance with federal and state guidelines, provides necessary documentation, expertise, guidance and assistance to staff, senior management, other District personnel on bond proceeds needs and issuances.

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

Coordinate with administrators in the development and control of various accounts; interact with administrators, governmental agencies and others in an independent manner to research, analyze and solve complex accounting issues.

Reconcile the Bond accounts manually and using computer equipment.

Verify budget to purchase items and verify budget for direct pay/pay voucher requests. When necessary submit requests for warrant processing. Ensure that appropriate budget manager approves each request and that the appropriate account code is utilized.

Prepare records and reports including financial statements, reimbursement claims and reconciliations.

**Accounting Specialist II (General
Bond Accountant (Contingent Upon Measure G Funding) - Continued**

Page 2

Perform annual accounting duties in the development, structure and control of the budgets and fiscal closing activities for various funds.

Perform a variety of year-end general ledger closing activities; analyze financial data and prepare financial reports as needed.

Research, analyze and interpret laws, regulations and contracts to assure the District's legal compliance; coordinate, oversee and participate in revising policies, procedures and practices to correct non-compliance.

Communicate with District staff and administrators, vendors, financial institutions and others to represent the District in the exchange of information, correction of discrepancies and resolution of accounting compliance issues.

Prepare, review and assure the accuracy of records, reports, lists and summaries related to assigned accounting function.

Research, investigate and use independent judgment to resolve problems related to incomplete or incorrect financial data; resolve discrepancies, obtain required authorizations and assure accurate recording of financial transactions.

Train and provide work direction to student assistants and other personnel as assigned.

Coordinate, oversee and participate in software conversions, including testing and technical problem solving; identify software problems and work with the District's Computer Services department and the software support company to correct problems.

Respond to requests from independent auditors; provide information and assistance as requested.

Secondary Functions:

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

Retrieve documents and information from remote storage locations or other document retention processes.

Perform job-related duties as assigned.

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

EDUCATION AND EXPERIENCE: Two years of college with major course work in accounting and three years of increasingly responsible computerized financial recordkeeping experience involving public contact and demonstrated experience in word processing, spreadsheet and database management software or any combination of training, experience and/or education that provides the required knowledge, skills, and abilities.

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret general business periodicals, journals, technical procedures, or governmental regulations.
- Ability to read, interpret, apply and explain fiscal policies, procedures, rules and regulations.
- Ability to write complex reports and correspondence using correct English usage, grammar, spelling, punctuation and vocabulary.
- Ability to effectively present technical information in person or on the telephone to students, staff or the public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Make arithmetic calculations quickly and accurately.
- Identify and correct numerical discrepancies.

REASONING ABILITY:

- Ability to solve complex and technical problems and deal with a variety of individuals and variables in non-standard situations.
- Ability to apply technical knowledge to the interpretation of a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to learn quickly and apply specific rules, policies and procedures of the program and function to which assigned.
- Ability to exercise good judgment and discretion in handling confidential and sensitive matters.

CERTIFICATES, LICENSES, REGISTRATION:

None are required for this classification.

OTHER SKILLS AND ABILITIES:

- Demonstrate knowledge of:
 - Fund accounting and generally accepted accounting principles.
 - Financial and statistical recordkeeping techniques.
 - District organization, operations, policies and objectives.
 - Modern office practices and procedures.
- Perform complex and difficult accounting duties.
- Plan and organize work to meet multiple demanding schedules and timelines.
- Train and provide work direction to others.
- Operate microcomputers, peripheral equipment and software.

**Accounting Specialist II (General
Bond Accountant (Contingent Upon Measure G Funding) - Continued**

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- Use word processing and spreadsheet software to develop spreadsheets, letters, forms and reports.
- Operate office equipment including printers, copier, calculator and facsimile machine.
- Work effectively with varied and multiple schedules and timelines.
- Establish and maintain effective and cooperative working relationships with others.
- Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled.
- Work independently with minimal supervision.
- Perform assigned work with speed and accuracy.

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, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person. An employee in this classification routinely performs work duties and attends work-related meetings at other campus locations.

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 25 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 here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work assigned to this classification is typically performed in an office environment. While performing the duties of this classification, the employee must be able to handle difficult people in a tactful and professional manner. The employee in this classification handles and transports cash, coin and signed and unsigned checks and must exercise sound judgment. The work environment is usually quiet but is sometimes moderately noisy.

TL/zg: ~~8/21/09~~ 9/3/09

Board approved: 6/15/05

Revised: _____

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:

04/14/10	Vendor Payment	11020319-11020342	\$ 12,625.14
04/15/10	Vendor Payment	11020343-11020728	\$ 97,630.69
04/21/10	Vendor Payment	11020729-11020744	\$1,055,564.97
04/22/10	Vendor Payment	11020745-11020848	\$ 199,955.00
04/30/10	Vendor Payment	11020849	\$ 53,983.23
05/03/10	Vendor Payment	11020850-11020866	\$ 269,134.51
05/04/10	Vendor Payment	11020867-11021157	\$1,362,863.19
05/05/10	Vendor Payment	11021158-11021206	\$ 7,968.50
05/06/10	Vendor Payment	11021207	\$ 14,980.00

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

Carey C. Roth, Vice President
Administrative & Business Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7209

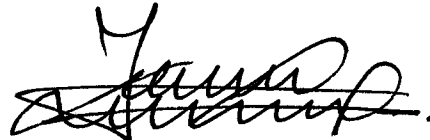
TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

May 7, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: AGREEMENT BETWEEN CHILDSTART
INCORPORATED AND SOLANO COMMUNITY
COLLEGE DISTRICT TO PROVIDE SPECIAL
EDUCATION SERVICES FOR CONTRACT EDUCATION**

REQUESTED ACTION: APPROVAL

SUMMARY:

An agreement between Solano Community College and ChildStart, Incorporated, for special education services, is being presented to the Governing Board for approval.

The District will provide ECE 080, Early Childhood Administration, for to up to twenty (20) ChildStart employees. The training includes forty-eight (48) hours of instruction. The class is scheduled to start on May 19, 2010. Students who successfully complete the class will be awarded three (3) hours of college credit. The course will be delivered at the ChildStart office.

ChildStart will compensate the District for all services rendered and expenses at a rate of ten thousand, five hundred dollars and no cents (\$10,500.00).

Copies of the agreement are available in the Office of the Superintendent/President, Office of Administrative and Business Services 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

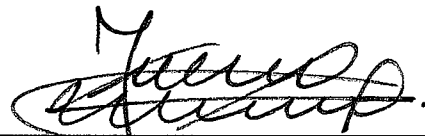
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

May 7, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010

**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 **ChildStart INCORPORATED**, hereinafter referred to as "ChildStart."

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

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- A. The District will provide ECE 080, Early Childhood Administration, for to up to twenty (20) ChildStart employees. The training includes forty-eight (48) hours of instruction. The class is scheduled to start on May 19, 2010. Students who successfully complete the class will be awarded three (3) hours of college credit. The course will be delivered at the ChildStart office.
- B. District faculty and staff will develop, coordinate, teach, and evaluate the class referred to in "A" above. The instructor will be certified in accordance with the rules and regulations of the California Community Colleges Board of Governors.
- C. ChildStart will identify all employees who will participate in the class.
- D. ChildStart will compensate the District for all services rendered and expenses at a rate of ten thousand five hundred dollars and no cents (\$10,500.00). This fee includes the cost of the instructor, all course materials, and Certificates of Success. Should additional services such as tutoring be required, an addendum to this contract may be added.
- C. Payment by ChildStart to the District will be due after the course has been 50% completed and upon receipt of invoice.
- F. **IT IS MUTUALLY UNDERSTOOD** that ChildStart 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 ChildStart and the District respectively.
- G. The District will indemnify, and hold harmless, in any actions of law or equity, ChildStart, 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 ChildStart. 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.

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

Debbie McGrath
Human Resources Director
ChildStart Incorporated
Napa, CA

Date _____

JOWEL C. LAGUERRE, Ph.D.
Superintendent/President
Solano Community College
Fairfield, CA

Date _____

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

TO: Members of the Governing Board

SUBJECT: AGREEMENT BETWEEN WESTERN CONTAINER CORPORATION AND SOLANO COMMUNITY COLLEGE DISTRICT TO PROVIDE EDUCATIONAL SERVICES FOR CONTRACT EDUCATION

REQUESTED ACTION: APPROVAL

SUMMARY:

An agreement between Solano Community College and Western Container Corporation for contract training and education is being presented to the Governing Board for approval.

The District will provide thirty-two (32) hours of Programmable Logic Controlers (PLC) Part 2 training for three (3) employees. Training will take place from June 3-8, from 8:00 A.M.-5:00 P.M. Training will be delivered at Solano Community College. Successful completers will receive Certificates of Success.

Western Container will compensate the District for all services rendered and expenses at a rate of five thousand dollars and no cents (\$5,000.00.) The cost is inclusive for all instruction and teaching/training materials.

Copies of the agreement are available in the Office of the Superintendent/President, Office of Administrative and Business Services 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

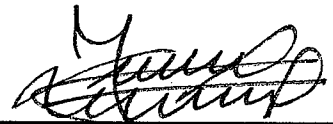
707-864-7195

TELEPHONE NUMBER

Academic Affairs
ORGANIZATION

May 7, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010

**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 **WESTERN CONTAINER CORPORATION, 539 STONE ROAD, BENICIA, CA 94510**, hereinafter referred to as "Western Container."

WHEREAS, Western Container desires to engage the District to render special educational services,

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- A. The District will provide PLC (Programmable Logic Controlers) - Part 2 Training for three (3) employees.
- B. The District will develop, coordinate, deliver, and evaluate the training. Employees will attend thirty-two (32) hours of training. Training will take place from June 3-8, from 8:00 A.M.-5:00 P.M. Training will be delivered at Solano Community College in room 1819. Successful completers will receive Certificates of Success. Additional training may be scheduled as needed with an addendum to this contract.
- C. Western Container will identify all employees who will participate in training.
- D. Western Container will compensate the District for all services rendered and expenses at a rate of five thousand dollars and no cents (\$5,000.00.) The cost is inclusive for all instruction and teaching/training materials.
- E. Payments by Western Container Corporation to the District will be due upon receipt of invoice. An invoice will be generated on June 8, 2010.
- F. **IT IS MUTUALLY UNDERSTOOD** that Western Container 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 Western Container and the District respectively.
- G. The District will indemnify, and hold harmless, in any actions of law or equity, Western Container, 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 Western Container. 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.

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

Paul Lovell
Production Manager
Western Container Incorporated
Benicia, CA

JOWEL C. LAGUERRE, Ph.D.
Superintendent/President
Solano Community College
Fairfield, CA

Date _____

Date _____

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

TO: Members of the Governing Board

**SUBJECT: AGREEMENT BETWEEN BAY AREA CLEAN WATER
AGENCIES AND SOLANO COMMUNITY COLLEGE
DISTRICT TO PROVIDE SPECIAL EDUCATION
SERVICES FOR CONTRACT EDUCATION**

REQUESTED ACTION: APPROVAL

SUMMARY:

Solano Community College District Contract Education will provide credit classes as follows: WATER 101, Basic Chemistry for Water and Wastewater; WATER 106, Instrumentation and Controls; WATER 108, Water Treatment II; WATER 112, Wastewater Treatment III; WATER 120, Distribution Systems Maintenance, and WATER 121, Collections Systems Maintenance, for up to 30 students per class, for BACWA member organizations. This item is being presented to the Governing Board for approval.

The District will develop, coordinate, deliver, and evaluate the training. Instruction/training will be delivered at various BACWA sites, to be determined. Classes will begin in August 2010.

BACWA will compensate the District for all services rendered and expenses at a rate of seventy thousand dollars (\$70,000). The cost is inclusive of all instruction and teaching/training materials.

Copies of the agreement are available in the Office of the Superintendent/President, Office of Administrative and Business Services, and 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

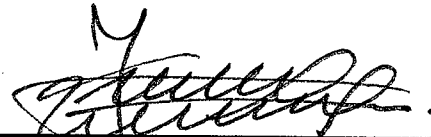
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

May 7, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010

**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 **Bay Area Clean Water Agencies**, hereinafter referred to as "BACWA."

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

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- A. The District will provide credit classes, WATER 101, Basic Chemistry for Water and Wastewater, WATER 106, Instrumentation and Controls, WATER 108, Water Treatment II, WATER 112, Wastewater Treatment III, WATER 120, Distribution Systems Maintenance, and WATER 121, Collections Systems Maintenance, for up to 30 students per class, for BACWA member organizations.
- B. The District will develop, coordinate, deliver, and evaluate the training. Instruction/training will be delivered at various BACWA sites, to be determined. Classes will begin in August 2010, exact dates to be determined. Additional training can be scheduled as needed with an addendum to this contract.
- C. The District will maintain the BACWWE (Bay Area Consortium Water & Wastewater Education) website
- D. BACWA will recruit, identify and select all trainees who will participate in training.
- E. BACWA will compensate the District for all services rendered and expenses at a rate of seventy thousand dollars (\$70,000). The cost is inclusive of all instruction and teaching/ training materials.
- F. Payments by BACWA to the District will be due upon receipt of invoice. An invoice will be generated upon completion of the first month of instruction.
- G. This contract may be terminated by either party with notice of ten (10) business days.
- H. **IT IS MUTUALLY UNDERSTOOD** that BACWA 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 BACWA and the District respectively.
- I. The District will indemnify, and hold harmless, in any actions of law or equity, BACWA, 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 BACWA. 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.

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

David W. Tucker
BACWA Chair
6114 LaSalle Avenue, No. 456
Oakland, CA

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

Date _____

Date _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: SMALL BUSINESS DEVELOPMENT CENTER (SBDC)
CONTRACT WITH CITY OF VACAVILLE
REQUESTED ACTION: APPROVAL

SUMMARY:

The city of Vacaville has proposed renewing a Service Agreement for entrepreneurial and business assistance with the Solano College Small Business Development Center (SBDC). The scope of the Agreement will include the delivery of entrepreneurial and business development training, one-on-one consulting, technical assistance, referrals, information dissemination, small business short courses, and workshops to city of Vacaville small business owners and prospective owners. The funds from this contract are also used to meet the local cash match requirements for the Small Business Administration funding for the Small Business Development Center. The Service Agreement is for a total amount of \$12,000 and effective for the period July 1, 2009 through June 30, 2010.

A copy of the service agreement is available in the Office of the Superintendent/President, the Office of the Vice President of Academic Affairs, and in the Office of the Small Business Development Center.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Charles Eason, Director
Small Business Development Center

PRESENTER'S NAME

360 Campus Lane, Suite 102,
Fairfield, California 94534

ADDRESS

(707) 864-3382

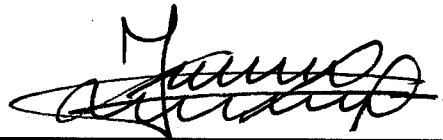
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

May 7, 2010

DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT



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

May 7, 2010

DATE APPROVED BY
SUPERINTENDENT/PRESIDENT

Service Agreement

THIS AGREEMENT, entered into on the _____ day of _____, 2010 by and between the City of VACAVILLE, a Municipal Corporation (hereinafter CITY), and the Solano College Small Business Development Center, a division of the Solano Community College District, (hereinafter CENTER).

Witnesseth

WHEREAS, CITY desires to engage CENTER, and CITY has allocated funds not to exceed **Twelve Thousand Dollars (\$12,000.00)**, to be utilized during the time period between **July 1, 2009 and June 30, 2010**, for the purpose of meeting the performance standards as outlined in Section II.

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

I. Program Coordination

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

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

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

CITY: Michael R. Palombo
Economic Development Manager
City of Vacaville
650 Merchant Street
Vacaville, CA 95688

CENTER: Charles Eason
Director
Solano College SBDC
424 Executive Ct. North Suite C
Fairfield, CA 94534

II. Obligation of CENTER

The CENTER agrees to provide the following services to CITY:

1. City of Vacaville-based technical assistance

At least 6 hours per week of technical assistance (e.g., business planning, legal, insurance strategies, accounting, financing, marketing, computer technologies and other small business development issues) will be available free of charge to Vacaville businesses and entrepreneurs. Technical Assistance will be available at a CITY location. The location will be provided by the CITY. The assistance will include follow-up with clients to determine progress of business development.

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

2. Micro Loan and Other Financial Loan Programs

The CENTER will provide Vacaville businesses technical assistance in applying for micro-loans, SBA guaranteed loans, State guaranteed loans, and private sector loan programs. This will include offering a Small Business Financing Seminar in Vacaville.

3. Seminars for Vacaville Businesses

The Center will be responsible for arranging, marketing, and conducting at least 4 small business seminars at a Vacaville location. The public will be charged a fee to attend the seminars to cover the cost of conducting the training. Professional experienced small business consultants will present seminars. Seminars will be 2 to 4 hours in length and cover topics that may include:

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

4. Organize Special Presentations

The CENTER will work with the CITY to coordinate a special presentation through the Chamber on services available through the SBDC.

5. Presentations to Merchant Organizations and other Business Groups

The CENTER will work cooperatively with the Downtown Merchant Associations, the Chamber of Commerce and other local business agencies. The CENTER will provide at least one presentation to the Vacaville Downtown Merchants Association and other local business organizations.

6. SCC Vacaville Small Business Classes

The Center will work with the SCC Business Department to co-sponsor a series of Vacaville Small Business Classes. The Classes will be held at the SCC Vacaville Satellite Campus.

7. Provide Permitting and Start-up Information

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

8. Progress Reports

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

9. Insurance

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

III. Obligation of CITY

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

1. Contribution of Funds for Services Provided

The City of Vacaville agrees to pay the Solano College Small Business Development CENTER a sum of Twelve Thousand Dollars Five Hundred (\$12,000), to be utilized during the time period for the purpose of meeting the performance standards specified in this service agreement. Contributions of \$6,000 each will be given by the CITY to the CENTER after progress reports are submitted by the CENTER. This contribution is used to meet the local cash match required by the CENTER's federal and state funding.

2. Cooperative Marketing Efforts

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

CITY will conduct at least one mailing to Vacaville small business owners to advertise services of CENTER.

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

**CITY of Vacaville, a
Municipal Corporation**

**Solano College
Small Business Development Center
Solano Community College District**

By:

**Laura Kuhn
City Manager**

By:

**Jowel C. Laguerre, Ph.D.
Superintendent/President**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: 2009-2010 LOCAL AGREEMENT AMENDMENT FOR
CHILD DEVELOPMENT TRAINING CONSORTIUM
09-10-2502

REQUESTED ACTION: APPROVAL

SUMMARY:

The Yosemite Community College District, Child Development Training Consortium, has approved an amended local agreement for tuition honorariums at Solano Community College. The maximum reimbursable amount awarded to the District has been revised from \$12,500 to \$13,750.00 to emphasize Infant/Toddler coursework. The District will reimburse students the tuition fee for classes completed with a "C" or above, excluding P.E. or work experience classes that are not child development related.

Sabrina Drake will serve as coordinator for this project.

A copy of the full agreement is available for public review in the Office of the Children's Programs, the Office of the Vice President of Administrative and Business Services, and the Office of the Superintendent/President.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Sabrina Drake, Assistant Director
Children's Programs

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

(707) 864-7000, Ext. 4639

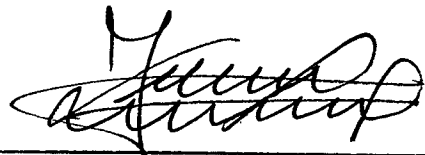
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

May 7, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

**Child Development Training Consortium
2009-2010 Amendment #1 to Instructional Agreement
Number 09-10-2502**

Amendment to Instructional Agreement for the period September 1, 2009, to June 30, 2010, between the Yosemite Community College District, Child Development Training Consortium (YCCD/CDTC) and Solano Community College District for Solano Community College (CONTRACTOR).

In consideration of the performance of the terms of the Instructional Agreement in a satisfactory manner, the YCCD/CDTC agrees to pay the CONTRACTOR a revised amount not to exceed \$ 13,750.00.

Provision for additional funds (if applicable):

The YCCD/CDTC agrees to enter into a Contingency Contract with _____ (CONTRACTOR) to provide additional amended funds not to exceed \$ _____ (B) for units that are on file, **IN THE EVENT FUNDS BECOME AVAILABLE THROUGH CDTC**. CDTC will contact contractor to activate the CONTINGENCY portion of this amendment upon availability of funds.

If funds do not become available through the Contingency Contract portion of Amendment, the 2009-2010 Approved Funding amount in (A) is accessible to contractor upon execution of Amendment.

Summary of Instructional Units & Amended:

Number of <u>ongoing</u> enrolled units to generate at \$25.00 per unit:	500
Number of <u>one-time only</u> enrolled units to generate at \$25.00 unit:	0
Number of <u>one-time only</u> Infant/Toddler enrolled units to generate at \$25.00 unit:	50
Total 2009-2010 Instructional Units of Enrollment	550

Total Instructional Funds

Ongoing	\$	12,500.00	
One-time only	\$	1,250.00	
A: Total 2009-2010 Approved Funding:	\$	13,750.00	

Summary of Contingency Units:

Number of <u>contingent units</u> to generate at \$25.00 per unit upon CDTC's notification to contractor:	N/A
B: Total Contingency Instructional Funds:	\$ N/A

All final reports and invoices are due no later than June 30, 2010.

Except as amended herein, all terms and conditions of the original Instructional Agreement shall remain unchanged and in full force and effect.

Agreed to this _____ day of _____ 2010.

AGREED TO BY:

Contractor Authorizing Signature:	
Printed Name of Person Signing and Title:	Jowel C. Laguerre, Ph.D. Superintendent/President
Date:	

Yosemite Community College District

Authorizing Signature:	
Printed Name of Person Signing and Title:	Teresa Scott, Executive Vice Chancellor/Fiscal Services, YCCD
Date:	

Return **two** Amendments to Instructional Agreement with **original signatures** to:

Patty Scroggins, Child Development Training Consortium, 1620 N. Carpenter Rd., Suite C-16, Modesto, CA 95351

For questions, call (209) 341-1663.

For CDTC Use Only			
Date Received:	To D.O.:	From D.O.:	To Contractor:

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

TO: Members of the Governing Board
**SUBJECT: RENEWAL OF COOPERATIVE WORKFORCE
EXPERIENCE EDUCATION PLAN**
REQUESTED ACTION: APPROVAL

SUMMARY:

Approval is requested for the renewal of the Cooperative Workforce Experience Education Plan as required due to changes in Title 5.

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

John Urrutia, Dean
Business, Computer Science & Career
Technical Education

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7179

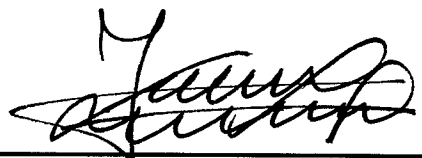
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

May 7, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: MESA GRANT RENEWAL

REQUESTED ACTION: APPROVAL

SUMMARY:

This MESA Renewal Grant is a fund for Student Success and is encumbered for \$50,568.00. The total amount payable for this grant shall not exceed the amount specified as "Amount Encumbered."

The term of this grant shall be from July 1, 2010, to and including June 30, 2011.

The budgeted funds are available for the period and purpose of the expenditure stated above and approval is requested at this time.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Mostafa Ghous, Director
MESA Program

PRESENTER'S NAME

4000 Suisun Valley Road
Suisun, CA 94534

ADDRESS

(707) 863-7863

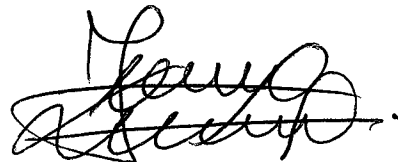
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

May 7, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010

**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: <u>Solano CCD</u> College: <u>Solano Community College</u> RFA Specification Number: <u>09-0101-024</u>
Grant Agreement <i>MESA RENEWAL</i> Funds for Student Success	TO BE COMPLETED BY COCCC Grant Is Renewable: Yes/No First Year Funded: _____ Maximum Period for which funding is available: _____ Grant Agreement No.: <u>10-101-</u> Date: _____ Amount Encumbered: \$50,568.00

This grant is made and entered into, by and between, the BOG, the Chancellor's Office of the California Community Colleges, and the aforementioned district, hereafter referred to as the Grantee. The grant shall consist of the RFA Specification; this Grant Agreement face sheet, the Grantee's application, with all required forms; and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 1/04 and II, Rev. 1/04), as set forth in the RFA Instructions. All of these items are incorporated into this grant by reference.

The total amount payable for this grant shall not exceed the amount specified above as "Amount Encumbered."

The term of this grant shall be from July 1, 2010, to and including June 30, 2011 The Final Report must be submitted within 30 days of the grant end date.

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		Total
68700-101-0001(19)		2010	2010-11	Grant Funds Requested:	\$ <u>50,568.00</u>
				Total Match Funds, if Applicable:	\$ _____
Object of Expenditure (<i>Code and Title</i>)				Project Director	
4238-751-23042				Mostafa Ghous	
Signature, Accounting Officer (<i>or authorized Designee</i>)				District (Grantee) Address	
Project Monitor				Solano CCD 4000 Suisun Valley Road Fairfield, CA 94534-3197	
Sally Montemayor Lenz					
Agency		BOG, California Community Colleges Chancellor's Office (6870) 1102 Q Street Sacramento, CA 95811-6549			
Signature, Executive Vice Chancellor (<i>or authorized Designee</i>)			Date	Signature, Chief Executive Officer (<i>or authorized Designee</i>) Date	
				May 6, 2010	
Printed Name of Person Signing				Printed Name of Person Signing	
Steven Bruckman				Dr. Jowel Laguerre	
Title				Title	
Executive Vice Chancellor				Superintendent/President	

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: CHANGE IN ASSIGNMENT – CLASSIFIED EMPLOYEE
ADMINISTRATIVE ASSISTANT III, SPECIAL SERVICES

REQUESTED ACTION: APPROVAL

SUMMARY:

In order to support the categorical reduction in the CalWORKs program, the work year for the Administrative Assistant III, Special Services position was increased from 209 days per year to 12 months annually. This personnel change was part of the 2009-10 Student Services re-organization, which becomes effective July 1, 2010. The budget impact will be an increase of \$3,792 for the 2010-11 academic year.

We are requesting the Board approve this change in assignment.

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 94534-3197

ADDRESS

(707) 864-7122

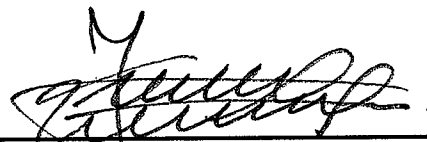
TELEPHONE NUMBER

Administration

ORGANIZATION

May 7, 2010

DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT



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

May 7, 2010

DATE APPROVED BY
SUPERINTENDENT/PRESIDENT

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

TO: Members of the Governing Board

SUBJECT: SHORT-TERM/TEMPORARY/SUBSTITUTE EMPLOYEES

REQUESTED ACTION: APPROVAL

SUMMARY:

Assembly Bill 500, which became effective in 2002, requires the Governing Board of a community college district, before employing a short-term temporary classified employee, and at a regularly scheduled board meeting, to specify the service required to be performed by the employee, pursuant to the definition of classification, and to certify the ending date of the service. In accordance with Governing Board Policy 4010, the Governing Board will confirm and authorize employment.

The following individuals began their employment prior to Board approval. As a result, there is a request that the Board ratify their employment. However, to assure future compliance with the law and Board Policy, effective immediately, the Human Resources Department will not permit a short-term employee to begin employment prior to Board approval, except in cases of unforeseen circumstances. All area managers will be held accountable for providing Human Resources with the employment information in a timely manner for inclusion in the Board agenda.

<u>Name</u>	<u>Assignment</u>	<u>Date</u>	<u>Hourly Rate</u>
William Denney	Lab Assistant, Contract Education	5/1/10 – 6/30/10	\$ 14.01
Susan Hoff	Lab Assistant, Contract Education	5/1/10 – 6/30/10	\$ 15.91
Diane Mayers	UMOJA Program	4/19/10 – 5/26/10	\$ 14.61
Eric Simich	Lab Assistant, Contract Education	5/1/10 – 6/30/10	\$ 14.01
*Jocelyn Mouton	Counseling, UMOJA Program	7/1/09 – 6/30/10	\$ 64.71
*Diana Plant	Credit-by-Exam, Acct. Instructor	4/1/10 – 4/28/10	\$ 64.71

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 94534-3197

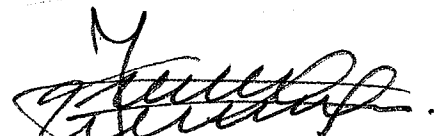
ADDRESS

(707) 864-7122

TELEPHONE NUMBER

Administration
ORGANIZATION

May 7, 2010
**DATE SUBMITTED TO
 SUPERINTENDENT/PRESIDENT**



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

May 7, 2010
**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 QUALITY SOUND,
VACAVILLE CAMPUS – NEW CLASSROOM BUILDING**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 1 to Quality Sound's base contract for the Vacaville Center - New Classroom Building. Revised contract amount is as follows:

Contract Award Amount	\$	37,550.00
Prior Change Orders	\$	0.00
Change Order No. 1	\$	12,001.00
Total Change Orders	\$	12,001.00
Revised Contract Amount	\$	49,551.00

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

ADDRESS

(707) 864-7176

TELEPHONE NUMBER

Facilities

ORGANIZATION

May 7, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

05/19/10 QUALITY SOUND - VACAVILLE CAMPUS

PCO	Description	Negotiated Amount	Reason	CO
1	Based on the General Contractor's submittal review comments by the Design Team, Quality Sound was directed to install duct detectors in ten (10) locations throughout the building, as part of the Fire Alarm System.	\$ 8,341.00	Error/Omission	1
2	The District directed Quality Sound to pull wire and provide and install smoke detectors for the Pre-Action System in the IT Server Room and Office. This amount will be backcharged to the General Contractor.	\$ 3,500.00	Unforeseen Condition	1
3	The District directed Quality Sound to relocate the smoke detector and heat detector in the Elevator Machine Room, due to a new t-bar ceiling installed to comply with Elevator Code.	\$ 160.00	Error/Omission	1
TOTAL \$		12,001.00		

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

TO: Members of the Governing Board

**SUBJECT: CHANGE ORDER NO. 16 TO ROEBBELEN
CONTRACTING, INC., VACAVILLE CAMPUS – NEW
CLASSROOM BUILDING**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 16 to Roebbelen Contracting, Inc.'s base contract for the Vacaville Center - New Classroom Building. Revised contract amount is as follows:

Contract Award Amount	\$	14,059,000.00	
Prior Change Orders	\$	915,056.00	
Change Order No. 16	\$	99,274.00	
Total Change Orders	\$	1,014,330.00	7.2% of Contract Award Amount
Revised Contract Amount	\$	15,073,330.00	

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

ADDRESS

(707) 864-7176

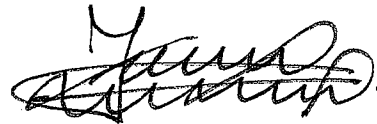
TELEPHONE NUMBER

Facilities

ORGANIZATION

May 7, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

05/19/10 ROEBBELEN CONTRACTING, INC. - VACAVILLE CAMPUS

PCO	Description	Negotiated Amount	Reason	CO
111	The original Contract Drawings and the Design Team's approved shop drawings contained a discrepancy regarding the handrails at the northern and southern staircases. The Contractor proceeded on the approved shop drawings, which did not provide for ADA compliance of the handrails. The District and the Contractor negotiated the added cost to the project.	\$ 5,236.00	Error/Omission	16
139	The original Contract Documents contained a discrepancy between the equipment list and the drawings regarding the necessity of a pump for the boiler system. The Contractor was provided the pump information and directed, by a Request for Information (RFI) response, to provide and install the pump.	\$ 1,053.00	Error/Omission	16
147	The original Contract Documents do not detail a pressure reducing valve (PRV) at domestic water services when entering the building. One PRV needed to be installed at one location to meet code requirements for water entering buildings (the pressure of the water service varies between projects and jurisdictions). The Contractor was directed to install the PRVs.	\$ 6,474.00	Unforeseen Condition	16
150	The District directed the Contractor to provide bottom closure caps for the sunshades on the exterior of the building, to conceal the inside of the sunshades.	\$ 1,379.00	Error/Omission	16
151	The original Contract Drawings did not include a closure at the end of the ornamental handrail, on the second floor lobby bridge. The Contractor was directed to provide the closure.	\$ 217.00	Error/Omission	16
152	The District directed the Contractor to install vinyl composition tile (VCT) in the second floor janitor, data (must be static dissipative) and elevator machine rooms. The original Contract drawings did not call out a floor finish for these rooms.	\$ 3,777.00	Error/Omission	16
153	The District directed the Contractor to provide and install dummy bricks at the location for future Donor Bricks. The cost included providing and installing drain rock and sand, and the dummy bricks. It also includes a credit for the originally specified concrete at that location.	\$ 7,936.00	Owner Requested	16
154	The District directed the Contractor to install t-bar ceiling in lieu of the originally specified hard lid drywall ceiling at the Copy Work Alcove on the second floor. This reduced the amount of access panels required, and provides easier access for maintenance activities.	\$ 5,712.00	Owner Requested	16
155	The original Contract Drawings did not indicate "blind pockets" at t-bar locations throughout various classrooms. The District and the Contractor negotiated the added cost.	\$ 2,047.00	Error/Omission	16

05/19/10 ROEBBELEN CONTRACTING, INC. - VACAVILLE CAMPUS

PCO	Description	Negotiated Amount	Reason	CO
156	The original Contract Drawings included a discrepancy about tile height in the student restrooms, which did not allow for bathroom accessories to be mounted at a height acceptable for disabled access. The District directed the Contractor to alter the tile and install furring behind the mirror, to meet all disabled access standards.	\$ 3,588.00	Error/Omission	16
157	The thresholds included in the Contract Drawings for various building locations did not work with ADA compliance once installed. The Contractor was directed to remove and install alternate thresholds at ten locations.	\$ 4,612.00	Error/Omission	16
158	The original Contract Drawings did not include casework for the sink in the staff restroom. The Contractor was directed to provide casework.	\$ 648.00	Error/Omission	16
159	The District directed the Contractor to caulk horizontal expansion joints in the exterior cement plaster walls, to help mitigate water infiltration, per the Lath and Plaster Institute's recommendations.	\$ 3,147.00	Error/Omission	16
160	The District directed the Contractor to relocate the blast rock already on-site to create an access road to the existing pavement behind the building. The Contractor excavated 6", installed fabric, and placed the blast rock.	\$ 1,433.00	Owner Requested	16
161	The original contract drawings did not provide a detail for the seismic bracing required at the free-standing tall cabinet in the Science Prep Room (Room 111). The District directed the Contractor to install the seismic bracing per a detail provided by the Design Team.	\$ 5,692.00	Error/Omission	16
162	The District directed the Contractor to install carpet in the second floor study lounge and the lecture hall. At the front of the lecture hall, additional waterproofing was required to mitigate the water leaching through the concrete cracks.	\$ 11,684.00	Owner Requested	16
163	The District directed the Contractor to install glass-break detectors and additional exit signage at the lobby window walls.	\$ 2,526.00	Owner Requested	16
164	The original Contract Documents did not include an ADA cane detection rail at the Lobby Staircase, as required by code. The Contractor was directed to install the rail.	\$ 1,045.00	Error/Omission	16

05/19/10 ROEBBELEN CONTRACTING, INC. - VACAVILLE CAMPUS

PCO	Description	Negotiated Amount	Reason	CO
166	The original Contract Drawings did not indicate backing for the wall-mounted casework at Rooms 244 and 218 (casework added in a different change order). The Contractor was directed to install backing.	\$ 428.00	Error/Omission	16
167	The original Contract Drawings contained a conflict between the t-bar ceiling height and above ceiling ductwork and fire sprinkler piping the library reference room. This resulted in the light fixture not being able to be installed. The Contractor was directed to lower the t-bar to accommodate the light fixture. Similarly, the t-bar ceiling in the lecture hall did not allow for installation of the light fixture due to minor variations in size/layout of grid/lighting/HVAC components. The Contractor was directed to delete fixtures at the front of the room and to provide higher wattage lamps within the soffit.	\$ 620.00	Error/Omission	16
168	The originally specified t-bar ceiling height of the lobby conflicted with the structural steel at the west lobby wall. The contractor was directed to lower the ceiling height and provide a closure at the glulam reveal.	\$ 2,429.00	Unforeseen Condition	16
169	The original contract drawings did not clearly detail the automatic door header at the lobby door openings. Additional work was required, which included providing "dummy" headers at two locations, including custom paint to match adjacent doors and frames.	\$ 3,864.00	Error/Omission	16
170	DSA Approved Addendum 4A changed the model of a drinking fountain and relocated it after the underground waste line was installed. The Contractor was directed to provide the new model and install in the new locations.	\$ 2,016.00	Agency Requirement	16
171	The original Contract Drawings did not indicate resilient base, including pre-molded corners, at the second floor hallways. The Contractor was directed to install the base.	\$ 1,820.00	Error/Omission	16
172	The original electrical and laboratory drawings, as well as the Contractor's approved shop drawings, contained a discrepancy regarding the electrical pedestals at the lab tables. The Contractor was directed to bore holes in twelve additional locations.	\$ 595.00	Error/Omission	16
173	The Contractor was directed to adjust fire sprinkler heads due to various ceiling changes made to the project after piping was complete. The District further directed the contractor to work overtime to expedite the schedule	\$ 10,271.00	Error/Omission	16

05/19/10 ROEBBELEN CONTRACTING, INC. - VACAVILLE CAMPUS

PCO	Description	Negotiated Amount	Reason	CO
174	The center bank of Multi-Use Room light fixtures were changed to accommodate the projector and projection screen. Additional seismic wiring was required by the Inspector, and the Contractor was directed to provide and install it.	\$ 766.00	Agency Requirement	16
175	The District directed the Contractor to install cornerguards at 14 additional locations within the building.	\$ 1,550.00	Owner Requested	16
176	The topping slab material originally specified for the second floor of the Multi-Use Building was not compatible with specified underlayment. The Contractor was directed to use an alternate product (in a previous change order), however the amount of material required was more than originally anticipated. The District and the Contractor negotiated the added cost to the project.	\$ 2,975.00	Error/Omission	16
177	The original Contract Drawings did not indicate drywall infill of the glu-lam beam window openings with spandrel panels. The District directed the Contractor to proceed with the drywall infill on a time and material basis.	\$ 3,734.00	Error/Omission	16
TOTAL \$		99,274.00		

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: CHANGE ORDER NO. 17 TO ROEBBELEN
CONTRACTING, INC., VACAVILLE CAMPUS – NEW
CLASSROOM BUILDING
REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 17 to Roebbelen Contracting, Inc.'s base contract for the Vacaville Center - New Classroom Building. Revised contract amount is as follows:

Contract Award Amount	\$	14,059,000.00	
Prior Change Orders	\$	1,014,330.00	
Change Order No. 17	\$	104,793.00	
Total Change Orders	\$	1,119,123.00	7.9% of Contract Award Amount
Revised Contract Amount	\$	15,178,123.00	

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

ADDRESS

(707) 864-7176

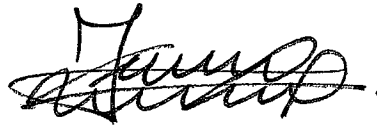
TELEPHONE NUMBER

Facilities

ORGANIZATION

May 7, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

5/19/10 ROEBBELEN CONTRACTING, INC. - VACAVILLE CAMPUS

PCO	Description	Negotiated Amount	Reason	CO
178	The District directed the Contractor to provide and install one flag pole, in-grade flag pole lighting, and ground cover landscape rocks to the roundabout.	\$ 27,723.00	Owner Requested	17
179	The District directed the Contractor to install aluminum trim at the exposed grille surface at the reception counter coiling counter door and at the second floor study lounge, where smoke seal created an uneven floor finish.	\$ 4,500.00	Unforeseen Condition	17
180	The original Contract Drawings did not clearly indicate stainless steel coping at the northwestern "wing" wall. District and Contractor negotiated the added cost.	\$ 1,268.00	Error/Omission	17
181	Code does not allow an elevator to be used prior to it passing inspection, unless by a licensed elevator contractor. District-provided furniture and IT equipment needed to be moved by the elevator prior to the inspection, so the elevator contractor was requested to operate the elevator, at an added cost.	\$ 1,647.00	Owner Requested	17
182	The Contractor was directed by the District to install a dedicated exhaust fan system in the Elevator Machine Room, as required by code.	\$ 5,091.00	Error/Omission	17
183	The District directed the Contractor to install a t-bar ceiling in the Elevator Machine Room, to comply with code. This required relocating the fire sprinkler within the room.	\$ 2,250.00	Error/Omission	17
184	The original Contract Drawings did not show the location for the fluid cooler make-up water. The Contractor installed per industry standard, which did not provide the correct amount of pressure. The Contractor was directed, by a Request for Information (RFI) response, to relocate the make-up water piping.	\$ 2,759.00	Error/Omission	17
185	The original design of the HVAC system created noise levels for specified registers in excess of the cfm volumes at two locations. The Contractor was directed to reconfigure some ductwork to maintain sufficient noise levels.	\$ 2,311.00	Error/Omission	17
186	The original Contract Drawings did not clearly indicate a ceiling closure between suspended t-bar ceiling and glu lam beams located several inches below. The Contractor recommended wood trim in lieu of custom sized and custom painted metal wall angle infill. The District directed the contractor to install the wood trim ceiling closures.	\$ 3,004.00	Error/Omission	17

5/19/10 ROEBBELEN CONTRACTING, INC. - VACAVILLE CAMPUS

PCO	Description	Negotiated Amount	Reason	CO
187	The Contractor was directed by the District to install two additional exit signs.	\$ 238.00	Error/Omission	17
188	The Contractor was directed to install textile wall covering at the north end of the first floor hallway, and the south end of the second floor hallway, resulting in the entire west wall of both hallways be covered with wall covering.	\$ 892.00	Owner Requested	17
189	The Contractor was directed by the District to install a lighted concrete monument sign at the south entrance to the Vacaville Center. Costs include providing power to the sign, pouring the concrete, installing sign lettering and lights.	\$ 38,436.00	Owner Requested	17
190	The original Contract Drawings did not provide an elevation for the restroom lavatory access doors. The Contractor was directed, by a RFI response, to locate the access doors at the western walls of the student restrooms, requiring added pipe from the 18" above finish floor for shut off valves and back up to the ceiling.	\$ 12,199.00	Error/Omission	17
191	The original Contract Documents did not show, in the drawings or the project specifications, the condensate pumps and piping for two Air Conditioning units, resulting in an additional cost.	\$ 2,475.00	Error/Omission	17
TOTAL \$		104,793.00		

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

TO: Members of the Governing Board

**SUBJECT: DESIGNATION AND DISPOSAL/DISPOSITION OF
DISTRICT SURPLUS EQUIPMENT AND PROPERTY,
RESOLUTION NO. 09/10-24**

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to designate and dispose of surplus District equipment and property, Resolution No. 09/10-24. For several years the District has accumulated vehicles and equipment items that are no longer economically feasible to repair and/or are out of compliance with various regulations. Staff has reviewed and is in compliance with California Education Code Sections 81450.5 and 81452 for appropriate disposition methods/restrictions. Attached is a listing of the surplus equipment and property.

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

ADDRESS

(707) 864-7176

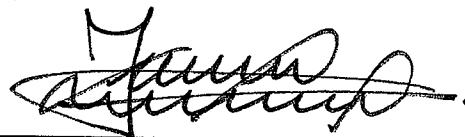
TELEPHONE NUMBER

Facilities

ORGANIZATION

May 7, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**DESIGNATION AND DISPOSAL/DISPOSITION OF
DISTRICT SURPLUS EQUIPMENT AND PROPERTY**

RESOLUTION NO. 09/10-24

1 **WHEREAS**, The California Education Code, Sections 81540.5 and 81452 provides that if
2
3 the Governing Board, by a majority vote of those members present, finds that the property,
4 whether one or more items, does not exceed in value the sum of five thousand dollars (\$5,000),
5 the property may be sold at a private sale without advertising or donated to a school district,
6 community college district, or other public entity, by an employee of the District empowered for
7 that purpose by the Board;
8

9 **WHEREAS**, The Governing Board of the Solano Community College District has
10 determined any item or items of property having previously been offered for sale pursuant to
11 Section 81450, but for which no qualified bid was received, may be sold at a private sale without
12 advertising by an employee of the District empowered for that purpose by the Board;
13

14 **WHEREAS**, The Governing Board of the Solano Community College District by a
15 majority vote of those members present, finds that the property is of insufficient value to defray
16 the cost of arranging a sale, the property may be donated to a school district, community college
17 district, or other public entity deemed appropriate by the Board, or it may be disposed of in the
18 local public dump on order of any employee of the District empowered for that purpose by the
19 Board; and
20

21 **WHEREAS**, The Governing Board of the Solano Community College District has
22 determined that the personal property described on the attached list has a unit value of less than
23 \$5,000; now therefore be it
24

25 **RESOLVED**, The Director of Facilities, with the approval of the Vice President of
26 Administrative & Business Services, is authorized to donate or dispose of said property.
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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**DESIGNATION AND DISPOSAL/DISPOSITION OF
DISTRICT SURPLUS EQUIPMENT AND PROPERTY**

RESOLUTION NO. 09/10-24

(CONTINUED- PAGE 2)

PASSED AND ADOPTED This 19th day of May 2010, by the Governing Board of the Solano Community College District.

DENIS HONEYCHURCH, J.D., PRESIDENT

JOWEL C. LAGUERRE, Ph.D., SECRETARY

Solano Community College District

DISPOSITION/DISPOSAL OF SURPLUS EQUIPMENT

Governing Board Meeting – May 19, 2010

Items	Quantity	Value	Disposition	Remarks
Vehicles				
1983 S-10	1	Scrap	Scrap Metal	Note 1
1975 ¾ ton pick-up	1	Scrap	“	“
1989 Astrovan	1	Scrap	“	“
1996 1 ton pick-up	3	Scrap	“	“
1991 Corsica	1	Scrap	“	“
Jacobsen F10	1	Scrap	“	“
Ditch Witch	1	Scrap	“	“
Tow Motor	1	Scrap	“	“
Backhoe	1	Scrap	“	“ Per CARB Regulation
HP Mower	1	Scrap	“	“ “
Boom Truck	1	Scrap	“	“ “
GM Mower	1	\$ 17,500	Trade-in	Note 2
Computer Equipment				
Desktops	187	Note 3	Note 3	
Monitors	48	“	“	
Laptops	5	Unserviceable	E-Waste/Hazardous	
Printers	20	“	“	
Dictaphone	3	“	“	
Sharp TV	5	“	“	
Sharp Projector	5	“	“	
Sehi Scanjet	1	“	“	
Sony VCR	3	“	“	
Miscellaneous				
Furniture & Equip	60 pcs	Unserviceable	Partially disposed of	
Metal Shelving	--	Unserviceable with rust	Awaiting disposal	

Notes:

- (1) Will be sold as scrap metal to an auto yard that guarantees in writing that the plates and serial numbers will be destroyed and that the vehicle will be crushed out of service.
- (2) Mower was purchased (approximately \$27,000) and used for over three years, but proved to not be best for service here and especially at satellite centers. Negotiated a deal for trading it in (\$17,500) on a new Toro mower (\$18,128) that has proven to be faster, lighter, more maneuverable and excellent for general use.
- (3) Of the surplus 187 computers and 48 monitors, 65 sets were retained for donation requests. Surplus computers have been requested by Unity Hall (4), Boys & Girls Clubs (20), and Winters High School (20). If these donations are approved, coordination will be accomplished for pickup and that will leave 21 sets for further donation, if requested. The others were in various states of disrepair and were properly e-wasted.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RECOMMEND APPROVAL OF THE FOOD SERVICE PROVIDER AGREEMENT WITH FRESH & NATURAL FOOD SERVICE GROUP

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to contract with Fresh & Natural Food Service Group as the District's cafeteria and catering service provider for a three-year term beginning July 1, 2010.

The District's Food Services Committee, with support from the Administrative & Business Services Office, conducted a Request for Proposal (RFP) in January. RFPs were sent to six potential vendors: Aramark, Ken Choi, Fresh & Natural, Quality Coast, S&B Foods, and Sodexo. A mandatory bidder's conference was held on February 2 whereby Fresh & Natural was the only bidder in attendance. No other bids were received at the February 11 deadline.

(CONTINUED ON NEXT PAGE)

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Carey C. Roth, Vice President
Administrative & Business Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7209

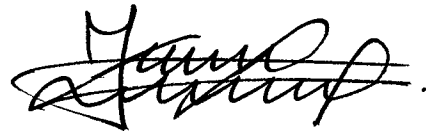
TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

May 7, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: RECOMMEND APPROVAL OF THE FOOD SERVICE
PROVIDER AGREEMENT WITH FRESH & NATURAL
FOOD SERVICE GROUP**

REQUESTED ACTION: APPROVAL

SUMMARY:

(CONTINUED FROM PREVIOUS PAGE)

The Food Services Committee held two meetings to discuss the merits of the proposal and the bidder's response to District needs relative to service to the centers. A proposal on food service options at the centers was presented to the Superintendent/President's Cabinet where it was discussed and agreed that the District request Fresh & Natural to provide a mobile catering truck to begin serving students in the fall at the Vallejo Center. Usage will be evaluated and determination made on possibly stationing a mobile catering truck at the new Vacaville Center for the spring 2011 term.

The financial terms and conditions of the agreement remain the same: 7% commission to the District (gross sales less sales tax), two \$500 financial aid scholarships per year. There is no commission proposed on the catering truck. Fresh & Natural will contribute \$2900 towards updated signage and banners in the cafeteria, and provide detailed monthly sales reports to the District.

The Food Services Committee recommends approval of the agreement. Attached is a copy of the agreement for the Board's review.

FOOD SERVICES AGREEMENT

This AGREEMENT was made this _____, 2010 between the SOLANO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and FRESH & NATURAL FOOD SERVICE GROUP, a private corporation, hereinafter referred to as "CONTRACTOR."

WHEREAS, the DISTRICT desires to secure the services of the CONTRACTOR in providing food, beverage, and related services for students, faculty, staff, and guests of Solano Community College at the cafeteria location in the Student Union Center and elsewhere on the campus as may be agreed upon and;

WHEREAS, the CONTRACTOR is willing to provide such food, beverage, and related services upon the terms and conditions hereafter set forth,

NOW, THEREFORE, the parties do hereby agree as follows:

1. **Scope of Agreement:** The DISTRICT hereby retains the CONTRACTOR exclusively to provide retail food operations. The CONTRACTOR shall manage and operate food, dining, and hot coffee services, and produce, prepare and/or sell food, nonalcoholic beverages, frozen confections to such persons and at such locations within the Solano Community College Fairfield Campus. The CONTRACTOR agrees to provide one mobile catering truck to the Vallejo Center, located at 545 Columbus Parkway, Vallejo, CA, with hours of operation to be mutually agreed upon with the DISTRICT, beginning with the Fall 2010 semester. The DISTRICT and CONTRACTOR will evaluate usage and determine if a similar mobile catering truck shall be provided at the Vacaville Center, 1951 N. Village Parkway, Vacaville, CA for the Spring 2011 semester.
2. **Term:** The term of this agreement shall commence on July 1, 2010 and shall continue for a period of three (3) years from said date, with the provision that either party upon not less than ninety (90) days written notice to the other may terminate this Agreement at any time. Following the Agreement term, the Superintendent/President, with Governing Board approval, may extend the term of the Agreement.

3. **Furniture, Fixtures, and Equipment:** The DISTRICT shall furnish, at its own expense, for the use of the CONTRACTOR, all space, furniture, and fixtures necessary, in the opinion of the DISTRICT, to enable the CONTRACTOR to perform its services under this Agreement. The DISTRICT shall, at its own expense, maintain and repair all plumbing, heating, air conditioning, and electrical systems necessary to enable the CONTRACTOR to perform its services under this Agreement and shall maintain, repair all equipment and replace such furniture and fixtures, exclusive of vending machines, as it deems necessary. Ownership of such property shall remain with the DISTRICT and upon termination of this Agreement, the CONTRACTOR shall return to the DISTRICT all furniture, fixtures, and equipment furnished to it at any time by the DISTRICT, in good condition, allowing for ordinary wear and damage by fire or the elements. The CONTRACTOR proposes to implement facility improvements totaling \$2,900, as stated in its Request for Proposal: Replace cabinetry façade-\$1,000; new signage/sign holders-\$500; new menu boards-\$700; and posters and banners-\$700.
4. **Commission:** The CONTRACTOR hereby agrees to pay to the DISTRICT at 4000 Suisun Valley Road, Attention: Accounts Receivable, Fairfield, CA 94534-3197, a monthly commission based upon gross sales. As used in this article, "Gross Sales" shall mean the total revenue from all sales made by the CONTRACTOR under this agreement, but shall not include that portion of gross income that represents California sales tax. The CONTRACTOR shall pay the DISTRICT a monthly commission in a sum equal to 7.0% (seven percent) of gross sales of food and beverages at the Fairfield campus in accordance with the proposal. Such sums shall be paid on a monthly basis, with the commission for the current month being due and payable to the DISTRICT by the 15th day of the following month. There is no monthly commission proposed for the mobile catering truck services. The CONTRACTOR shall also provide, on a monthly basis, a detailed sales report to be furnished to the Finance & Administration Office.
5. **Utilities and Refuse Disposal:** The DISTRICT shall furnish the CONTRACTOR water, refuse disposal and repair of major equipment owned by the DISTRICT. The CONTRACTOR, in

consultation with the DISTRICT Maintenance and Operations Department, shall pay for its own telephone service to the food service facility.

6. **Cleaning and Maintenance of Premises:** The CONTRACTOR shall clean and maintain the entire kitchen, the dishwashing area for pots and pans, the food loading dock area, the cafeteria serving line area, and the walls, windows and ceilings in all food service areas. CONTRACTOR will: a) supply appropriate cleaning supplies and will be responsible for cleaning cafeteria work and indoor areas including all catering clean-up and set-up, floors and all equipment; b) will make sure that each piece of equipment is operating in a proper and safe manner and train personnel in proper use and maintenance of equipment prior to its use; c) agrees to dispose of hazardous waste in accordance with prescribed policies and procedures; and d) will comply will all campus recycling programs. The DISTRICT shall provide once each workday, at its own expense, all cleaning, waxing and maintenance necessary for the floor surfaces in the dining areas. The CONTRACTOR shall bus tables, empty refuse receptacles and clean up spills, when necessary. The CONTRACTOR will comply with all JCAHO regulations, federal, state and local health codes and regulations governing sanitation, infection control and the preparation, handling and serving of foods, and will procure and keep in effect all necessary licenses and permits.
7. **Multiple Use:** With reasonable notice to the CONTRACTOR, the DISTRICT shall have the right to make such academic, administrative or recreational use of the dining room as, in the opinion of the DISTRICT, shall be appropriate and consistent with the CONTRACTOR's food service obligations under this Agreement. The expense of preparation for and cleaning after such use and restoring dining room area furniture and equipment to its original location shall be borne by the DISTRICT.
8. **Hours of Operation and Pricing:** The CONTRACTOR shall provide services under this Agreement during the periods when the College is in session. Hours of operation and pricing of goods and services under this Agreement shall be determined by the CONTRACTOR subject to approval of the DISTRICT. The CONTRACTOR agrees to all pricing requirements. Selling

prices and portion size shall be firm for at least one year after the commencement of the Agreement. All requests for pricing increases or decreases will be presented in writing to the District 45 (forty-five) days prior to the desired date of implementation of such pricing changes.

9. **Duties of the CONTRACTOR:** The CONTRACTOR agrees to do the following:

- (a) To manage and operate food and dining services and to procure, prepare, and sell food and beverages, to such persons at the following locations: cafeteria at the Fairfield Main Campus, the Vallejo and Vacaville Centers, and elsewhere as the parties may agree. Without limiting the generality of the foregoing, it is agreed that the services to be rendered by the CONTRACTOR hereunder shall include the preparation, service, and sale of food for breakfasts, luncheons, dinners, buffets, banquets, picnics, and other catered affairs and special occasions as the DISTRICT may direct upon the receipt of an official purchase order. No other retail food service operators shall be employed by the DISTRICT during the term of this Agreement without the CONTRACTOR's consent, with the noted exception of District student organizations that can initiate fundraisers based on providing food service (lunch).
- (b) Employ, train, and maintain a regular staff of employees no greater than is necessary for the proper operation of the food service program under this Agreement. All such regular staff shall be the employees of the CONTRACTOR and all hiring, supervision, training, assigning of duties and termination of employment shall be at the direction of the CONTRACTOR. To the fullest extent possible, the CONTRACTOR shall utilize the services of college students for work as waiters, waitresses, and kitchen and dining room cleaning help.
- (c) The CONTRACTOR will assign a full time account manager and an off-site support management service team (which includes a risk manager to handle all insurance concerns for public liability, product liability, automobile liability, bodily injury liability, property damage liability and other insurance matters). CONTRACTOR will appoint the

account manager to work with the District's Food Services Committee chaired by the Vice President of Finance & Administration.

- (d) Prepare and file all reports and returns required by any governmental agency with respect to operations under this Agreement.
- (e) Collect, retain, and account for the proceeds of all sales made under this Agreement.
- (f) Promptly pay and discharge the costs and expenses of management and operations under this Agreement.
- (g) In consultation with the DISTRICT, prepare food service budgets and menus relating to operations under this Agreement.
- (h) Provide complete administrative and on-site local supervision of all operations under this Agreement.
- (i) Obtain and maintain in force, during the term of this Agreement, such insurance as required in Section 12 of this Agreement.
- (j) Furnish accounting, statistical, and dietetic services such as may be deemed necessary by the DISTRICT in connection with the operations under this Agreement.
- (k) Procure all pest control, laundry, linen, and other services necessary for operations under this Agreement.
- (l) Replacement of all china, glassware, flatware, and utensils, either through breakage, loss or theft, by the CONTRACTOR as a cost of operation.
- (m) Promptly report all malfunctioning equipment for which the DISTRICT is responsible to the DISTRICT Maintenance and Operations Department.
- (n) Promptly report the loss of and/or damage to DISTRICT property to the College Police Department and DISTRICT Business Office in accordance with written procedures;
- (o) Contribute two \$500 scholarships annually for full-time students enrolled in the District.
- (p) One \$500 value of in-kind catering per year to the Office of the Superintendent/President and one \$500 value of in-kind catering per to the ASSC for use towards a campus-wide celebration or event.

10. **Bonding:** The CONTRACTOR agrees to procure and maintain in force, during the term of this Agreement, a fidelity bond or other form of security acceptable to the DISTRICT in the amount of \$20,000 to insure performance of all services to be provided under the Agreement. Such bond or other form of security must be current and paid during the term thereof. Such bond or other form of security shall be submitted to the Vice President of Finance & Administration upon award of this contract by the Governing Board, prior to the beginning of operations under the Agreement.

11. **Indemnity and Insurance:**

- (a) **Hold Harmless.** The CONTRACTOR agrees to indemnify, defend and hold harmless the DISTRICT, its Governing Board, officers, agents, and employees, individually and collectively, from all claims, liabilities, damages, losses, costs and expenses arising out of alleged bodily and personal injury, mental anguish and/or suffering to or death of persons or damage resulting from the alleged negligent acts and/or performance of services rendered by the CONTRACTOR under this Agreement.
- (b) **Auto and Liability Insurance:** The CONTRACTOR shall procure and maintain in force, during the term of this Agreement, insurance policies providing liability protection for owned and hired automobiles, personal injury, bodily injury, products, contractual and property damage liability. Such policy or policies shall have a combined single limit in a minimum of \$1 million per occurrence. An endorsement to such policy or policies shall provide for thirty (30) days written notice to the DISTRICT of any intended substantial change in or cancellation of such policy or policies and naming the DISTRICT as an additional named insured. Such endorsements shall be secured immediately upon execution of this Agreement. Appropriate certificates shall be furnished to the DISTRICT Office of Finance & Administration verifying such coverage and endorsement.
- (c) The above named insurance coverage shall be carried with companies having an Alfred M. Best's rating acceptable to the DISTRICT.
- (d) **Workers' Compensation Insurance:** The CONTRACTOR shall provide workers' compensation insurance, as required by the State of California, for all of the

CONTRACTOR's employees. Such insurance shall be maintained in force during the term of this Agreement. The CONTRACTOR shall provide a certificate of insurance to the DISTRICT verifying such coverage. Such policy or policies shall contain an endorsement providing for thirty (30) days written notice to the DISTRICT of any intended substantial changes in or cancellation of such policy or policies. Such endorsement shall be secured immediately upon execution of the Agreement.

- (e) **Notification of Claims:** The CONTRACTOR shall notify the DISTRICT Office of Finance & Administration of all liability claims arising out of the CONTRACTOR's performance of duties required by this Agreement. Such notification shall be made within five (5) working days of the receipt of such claim by the CONTRACTOR.

12. **Basis of Operations and Accounting:** The CONTRACTOR agrees to maintain at its principal office, located at 426 S. Main Street, Milpitas, CA 95035, complete and accurate records of all income receipts, disbursements, and expenses of the business and operations carried on hereunder. Such records, together with all receipts, invoices, papers, bills, books of account, and related data, shall be retained by the CONTRACTOR for the period required by applicable state and federal laws or for one (1) year after the close of a year's activity, and shall be available at all reasonable times for inspection and/or audit by the DISTRICT or its Agent(s), at the DISTRICT's expense, with the assistance of the CONTRACTOR if requested by the DISTRICT.

The CONTRACTOR agrees to operate hereunder on the basis of twelve (12) monthly accounting periods each year, July 1 to June 30, inclusive. The CONTRACTOR shall furnish the DISTRICT's Vice President of Finance & Administration with a complete and accurate accounting statement on a monthly basis showing at a minimum, food costs, labor and supply costs, as well as gross revenue figures. The DISTRICT shall have the right to review the sales for any given period of time (day, week, month, etc).

13. **Gross Receipts:** The term "gross receipts" as used in this Agreement is hereby defined as the total cash receipts from all sales and other services made and performed under this Agreement less sales tax.

14. **Settlement of Accounts:** For the purposes of this Agreement, the first such year shall be defined as the period of time commencing July 1, 2010 and ending June 30, 2013, thereafter each and every fiscal year commencing July 1 and ending June 30.

Upon any termination of this Agreement, whether or not at the end of an accounting period, there shall be a full accounting between the parties as of the effective date of termination in accordance with the provisions of this Agreement. All amounts determined to be from the CONTRACTOR on the basis of such accounting shall be paid within fifteen (15) calendar days.

15. **Suspension of Operations:** The CONTRACTOR's operation under this Agreement may, at the election of either party, be suspended during any period of time while it shall be impractical to conduct such operations by reason of labor disputes, natural disasters, emergencies, civil disorders or other reasons beyond the control of the parties.

16. **Assignment:** This Agreement shall be not assignable by either party without the prior written consent of the other.

17. **Notice:** All written notices provided for in the Agreement shall be given by U.S. certified or registered mail, postage prepaid at the following address:

Fresh & Natural, Inc.
426 S. Main Street
Milpitas, CA 95035

College District shall be addressed to the DISTRICT at:

Solano Community College District
Vice President, Finance & Administration
4000 Suisun Valley Road
Fairfield, CA 94534-3197

Each party may change its address for the purpose of receipt of notices hereunder by giving written notice to the other party of such change.

18. **Merger:** This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to the Code of Civil Procedures, Section 1856. No modification is evidenced by a writing signed by both parties.

19. **Nondiscrimination:** The CONTRACTOR shall comply with all applicable federal, state and local laws, rules, regulations in regard to nondiscrimination in employment because of race, creed, color, sex, sexual orientation, age, national origin, or disability (physical limitation).

20. **Conflict of Interest:** The CONTRACTOR promises that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services described hereunder. The CONTRACTOR further promises that in the performance of the Agreement no person having any such interest shall be employed.

21. **Status of the CONTRACTOR and Personnel:** In the performance of its duties under this Agreement, the CONTRACTOR shall serve as an independent CONTRACTOR and not otherwise. Regular staff engaged in operations hereunder shall be employees of the CONTRACTOR and not the employees of the DISTRICT for the purpose, and all such regular staff shall be under the supervision, direction, and control of the CONTRACTOR. All employees shall be subject to the rules and regulations of the DISTRICT and shall comply with the health and sanitation regulations of any applicable government agency. The CONTRACTOR further agrees to comply with all applicable federal, state and local laws, rules, and regulations.

22. Time is of the essence of the Agreement.

IN WITNESS WHEREOF, this Agreement is executed on the date below.

SOLANO COMMUNITY COLLEGE DISTRICT

FRESH & NATURAL FOOD SERVICE GROUP

By _____
Jowel C. Laguerre, Ph.D.
Superintendent/President

By _____
Marie Le
President

Date _____

Date _____

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

TO: Members of the Governing Board
SUBJECT: AGREEMENT WITH tBP ARCHITECTURE, INC.
REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for the agreement with tBP Architecture, Inc. for services rendered relative to the Vallejo Center.

The scope of services included a comprehensive review of the Letter of Intent and Needs Assessment Study, and assisting in preparing the District for the May, 2010 California Community Colleges Board of Governors meeting agenda item for recognizing and approving center status for the Vallejo Center. Total compensation for services was \$4,730. A copy of the agreement is attached.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Carey C. Roth, Vice President
Administrative & Business Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7209

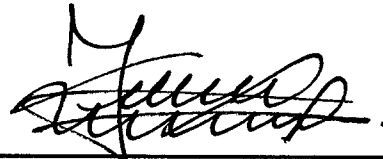
TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

May 7, 2010

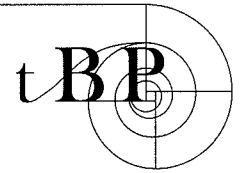
**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**



Architecture
Planning
Interiors
Management

March 31, 2010

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

Attention: Jowel C. Laguerre, Ph.D.

Subject: Vallejo Education Center – California Community Colleges Board of Governors Agenda Item
Solano Community College District
tBP Project No.: 20805.00

Dear Dr. Laguerre:

We are pleased to submit this proposal to assist the Solano Community College District with preparation of the CCCC agenda item for the Board of Governors consideration of recognized center status for the Vallejo Education Center.

Scope of Architectural Services

tBP/Architecture will provide the following Architectural Services:

1. Review of the Vallejo Center approved Letter of Intent and Needs Assessment Study for the purpose of preparing the May 2010, Board of Governors, California Community Colleges: Request for Approval of the Solano Community College District's Proposed Vallejo Education Center agenda action item.

District Furnished Information

1. Information regarding financial status, organizational structure and student services as requested by Fred Harris, Assistant Vice Chancellor.

Schedule:

We propose to collaborate with District and CCCC Facilities Planning representatives to prepare the BOG agenda item for the May 2010 meeting and provide the draft document to the CCCC facilities planning specialist by end of day March 31, 2010.

Compensation for Architectural Services:

Compensation shall be a fixed fee in accordance with the enclosed tBP Professional Services Agreement, in the amount of Four Thousand Seven Hundred Thirty Dollars (\$4,730.00) for the comprehensive review of LOI and Needs Study documents and preparation of the BOG agenda item by Mr. Beckett. Our fee includes all preparation, telecommunications and correspondence time requirements.

Solano Vallejo Education Center

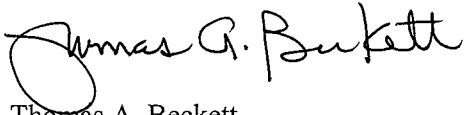
Jowel Laguerre

March 31, 2010

Page 2

Please review our proposal and feel free to contact me to discuss details. We appreciate the opportunity to further assist the District with this workshop discussion session.

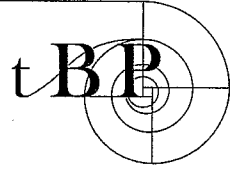
Sincerely,
tBP/Architecture, Inc.

A handwritten signature in black ink that reads "Thomas A. Beckett". The signature is written in a cursive style with a large, looped initial 'T'.

Thomas A. Beckett
Managing Principal, Bay Area

cc Jay Malone, tBP/Architecture
Carey Roth, Solano Community College
Contract File

PROFESSIONAL SERVICES AGREEMENT



Between the Client:

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

and the Architect:

Gary R. Frye, AIA

CA License # C11520

tBP/Architecture, Inc.
1000 Burnett Avenue, Suite 140
Concord, CA. 94520
for tBP Project No.: 20805.00

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

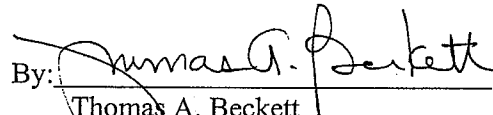
Scope of Work: Review of the Vallejo Center approved Letter of Intent and Needs Assessment Study for the purpose of preparing the May 2010 California Community Colleges Board of Governors agenda action item for recognized center status for the Vallejo Education Center.

Fee: Compensation for services shall be a fixed fee of Four Thousand Seven Hundred Thirty Dollars (\$4,730.00).

Client:
Solano Community College District
Fairfield, California

Architect:
tBP/Architecture, Inc.

By: _____
Carey Roth
VP Business/Administration

By: 

Thomas A. Beckett
Vice President

Date: _____

Date: 4-4-10

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RECOMMEND APPOINTMENTS TO THE MEASURE G
CITIZENS' BOND OVERSIGHT COMMITTEE,
RESOLUTION NO. 09/10-25

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to appoint two citizens to fill vacancies on the Measure G Citizens' Bond Oversight Committee (CBOC), and to re-appoint a current member to a second term.

Proposition 39 mandates the existence, purpose, duties, membership, and meeting standards of the oversight committee, which are contained in its adopted Bylaws. The District has one vacancy each from the construction/trades group and from a taxpayers' association. Additionally, Carl Landry, a current member from Vacaville representing a business organization is recommended to be appointed for a second term. Ms. Landry's first term expired in March.

A Board subcommittee comprised of Trustees Rosemary Thurston, Chair; A. Marie Young, and James Claffey reviewed applications submitted by interested citizens. After consideration of the candidates' qualifications, the Board subcommittee will make its recommendation.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Carey C. Roth, Vice President
Administrative & Business Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7209

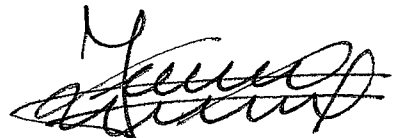
TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

May 7, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION TO APPOINT MEMBERS TO THE
MEASURE G CITIZENS' BOND OVERSIGHT COMMITTEE**

RESOLUTION NO. 09/10-25

WHEREAS, As mandated by Proposition 39 and pursuant to Education Code Section 15278, the Solano Community College District Governing Board approved Resolution No. 02/03-32 at its February 19, 2003, establishing the Measure G Citizens' Bond Oversight Committee (CBOC) and approval of its Bylaws;

WHEREAS, The CBOC Bylaws contains the purpose, duties, meeting and reporting requirements, and membership and term conditions of the committee;

WHEREAS, The CBOC is comprised of nine members representing several constituent groups from throughout the District's service region and it is necessary at this time to appoint new members (one from the construction/trades industry and one from a taxpayers' association) and re-appoint an existing member to serve a second term on the CBOC; and

WHEREAS, Individuals submitted an application and a subcommittee of the Governing Board reviewed and considered their qualifications; now therefore be it

RESOLVED, In accordance with the Bylaws, the Governing Board will make the appointments based on the recommendations from the Board subcommittee.

PASSED AND ADOPTED This 19th day of May 2010, by the Governing Board of the Solano Community College District.

DENIS HONEYCHURCH, J.D., PRESIDENT

JOWEL C. LAGUERRE, Ph.D., SECRETARY

Solano Community College District

MEASURE G CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC)
Membership List 2009-10

<u>Current Members</u>	<u>Representing</u>	<u>Location</u>	<u>Term Expires</u>	<u>Term #</u>
Stan Arterberry	Business Organization	Vallejo	September 2011	1 st
Jesse Branch	College Foundation	Fairfield	October 2010	1 st
Frank Crim	Construction/Trades	Vacaville	October 2010	1 st
Jack Goldsmith	Senior Citizen Organization	Vallejo	September 2011	1 st
Melvin Jordan	Civic/Professional Orgn	Benicia	May 2011	1 st
Lillian Nelson	Student Trustee	Vacaville	AY 2009-10	2 nd
<u>Reappoint Current Member for Second Term</u>				
Carol Landry	Business Organization	Vacaville	March 2010	1 st

Current Vacancies: One (1) Construction/Trades, One (1) Taxpayers' Association
Applications Submitted By:

Robert Charbonneau	Taxpayers' Association	Fairfield
Rick Ernst	Construction/Trades	Fairfield
Mike Smith	Construction/Trades	Dixon

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

TO: Members of the Governing Board
SUBJECT: INCREASE FIXED ASSET INVENTORY THRESHOLD
REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to increase the fixed asset tagging threshold for equipment to \$5000 and above per the guidelines in the Budget and Accounting Manual (BAM) and Governmental Accounting Standards Board (GASB) 34/35. The District has not updated its fixed asset threshold for many years and with the Banner fixed asset module in position to track inventory and manage the District's fixed assets, it is necessary to update its limit to reflect current best practices in community college districts. Below shows the present threshold and the proposed new amounts. It is the intent of staff to eventually develop a policy and procedures on management of fixed assets; however, increasing the limit at this time will improve staff's ability in conducting its annual inventory and fulfill audit requirements. The dollar thresholds are always calculated using the Total Acquisition Cost of Equipment: the equipment item, all accessories/attachments, sales tax, delivery and installation charges, if applicable.

Object Code:

6410	Equipment Additional	\$200 - \$999	\$4999.99
6420	Equipment Additional	\$1000	\$5000.00 and above
6430	Equipment Replacement	\$200 - \$999	\$4999.99
6440	Equipment Replacement	\$1000	\$5000 and above

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

Carey C. Roth, Vice President
Administrative & Business Services

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7209

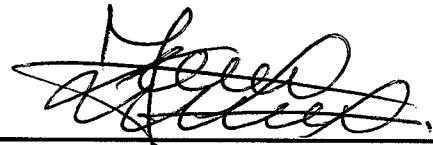
TELEPHONE NUMBER

Administrative & Business Services

ORGANIZATION

May 7, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

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

TO: Members of the Governing Board

**SUBJECT: AGREEMENT BETWEEN THE CALIFORNIA
COMMUNITY COLLEGES SYSTEM OFFICE AND
SOLANO COMMUNITY COLLEGE DISTRICT FOR THE
WORKFORCE INNOVATION PATHWAYS GRANT
PURSUANT TO CONTRACT EDUCATION**

REQUESTED ACTION: APPROVAL

SUMMARY:

Solano Community College District Contract Education is in receipt of a Workforce Innovation Partnership Grant for FY2009/10 and FY2010/11 in the amount of \$150,000.00. This item is being presented to the Governing Board for approval.

The grant funds will be used to develop and deliver curriculum to Solano County high schools and middle schools, introducing students and teachers to Water/Wastewater career opportunities and to develop a new credit course in Water Conservation. The District will manage all grant activities while further developing our partnership with Solano County schools.

Copies of the agreement are available in the Office of the Superintendent/President, Office of Administrative and Business Services, and 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

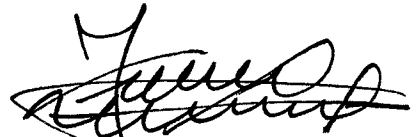
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

May 7, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

SOLANO COMMUNITY COLLEGE

Grant Number: 09-142-281

Fiscal Year: 2009-2010

Project Abstract

Solano Community College (SCC) has a robust Water/Wastewater (W/W) Program regionally recognized for its excellence. While there are several W/W programs in SO CA there are very few opportunities for training the W/W workforce in NO CA. This program aligns with 2 EWD Program Strategic Strategy Areas: Biotechnologies/Biosciences and Environmental Technologies. SCC uses economic development strategies to build on regional economic trends and target high wage, high skill jobs of the future for students. In 2007, representatives from industry asked the college to develop a program for 12 Bay Area (BA) W/W agencies that are very concerned about the pending skilled worker shortage. A partnership was developed and a W/W Plant Operator training program was implemented.

During the past 3 years we have delivered classes for 260 students at industry facilities taught by adjunct faculty who are industry professionals. In 2009, with industry input, we revised our courses, added 4 additional and an industry validated option for certificate of completion. Based on SBX7-7, which requires a 20% reduction in urban water use by 2020, we will use WIP funding to develop a Water Conservation program to prepare students to pass Water Use Efficiency Practitioner certification exams. These activities are responses to meet the demand for workers in new and emerging growth sectors/careers. To further build a pipeline of prospective W/W employees, we will provide activities to middle and high school students, parents, and faculty. Our partners need workers prepared for career path jobs, both entry level and mid-management. Our program currently prepares students for multiple State and Industry Certifications and students are routinely hired and promoted. Partners call this program "the best and most economical recruitment tool they have ever experienced." Partners include East and North Bay W/W agencies and cities, the Solano EDC, the Solano County Office of Education ROP and local CTE programs, North Bay Agency Chemical Pool, Solano WIB, Union Locals 1 and 39, and BAYWORK, an organization of utilities, cc's, WIBs and others. SCC meets the needs of our partners by delivering traditional on-campus instruction, credit Contract Ed classes throughout the BA, programs specifically designed for the WIB.

The Bay Area COE recent comprehensive study of W/W Occupations indicated that 677 new and replacement workers will be needed in the BA in next 5 years. The survey has now been sent to North Bay agencies. This reinforces national data from O-NET OnLine which projects a national need for 46,900 additional employees and a 20% increase in California in the next 8 years. In our current SB70 Community Collaborative we are focusing on career awareness activities in middle, continuation and high schools. Our FY 09/11 grant will focus on W/W with the intention of introducing students to the career opportunities and high wage jobs available in a broad range of occupations in the W/W industry.

SCC has demonstrated expertise in economic and workforce development, faculty support, and as exemplified by our W/W project, strong capacity to implement extremely visible, high impact projects that demonstrate needed innovations and applied academics in the area of CTE. With WIP funding

SCC and the Solano County Office of Education will develop a career pathway in W/W with articulated classes. All curriculum and strategies developed will serve as a model for other districts to duplicate.

PROJECT JUSTIFICATION

Need Statement

The Water/Wastewater industry is facing a talent deficit in the next few years of epic proportion. Documentation of this fact is readily available and easily corroborated. As stated in the project abstract, 677 new and replacement workers in the Bay Area will be needed in the next 5 years. Extrapolating from the collected data, we expect similar numbers to emerge from the North Bay survey results.

A high priority for Solano Community College, local school districts and employers in Solano County is to provide an engaging academically rigorous curriculum which acts as an incentive for students to graduate with marketable skills in a rewarding career path.

The Water/Wastewater industry provides high wage/high skill careers that keep communities safe and healthy. The need for skilled and experienced workers will become even more critical in the future. The WIP will provide needed resources to effectively begin to innovate and address this growing problem.

A. Scope of problem being addressed

- Local
- Regional
- Statewide

B. Reference source(s) for substantiation of need statement

CCC Centers of Excellence
Solano County 2008 Index of Economic and Community Progress by Solano EDC and Collaborative Economics
O-Net Online
Baywork
Regional and Statewide job forecasts (EDD)
United States Department of Labor Bureau of Labor Statistics, Occupational Outlook Handbook

C. Target groups - summary of anticipated outcomes

Activities and programs will be developed throughout Solano County to create awareness of the broad spectrum of W/W career opportunities, engage and motivate students in the science field, and provide hands-on learning labs/events for students.

K-12

Professional development activities will be provided for K-12 staff - including counselors - to provide a better understanding of the W/W pathway and jobs available - including environmental resource management. The Tech Prep program will continue to work with high schools in the region to articulate courses with SCC. A Program of Study evaluation instrument (California Department of Education) will be used to continually improve the pathway.

CCC

SCC instructors will continue to teach the 8 classes in our current curriculum, while developing curriculum for our 4 new classes. Our Occ. Ed. program will continue to work with utilities and W/W agencies to place students in internships. SCC will develop curriculum in Water Use Efficiency. SCC and industry partners will develop a website for our W/W program students, faculty and employers. SCC will continue to convene our W/W advisory committee. Tech prep will continue to articulate courses.

Out of School Youth

The Partnership will collaborate with the WIB as opportunities arise to provide services to engage out of school youth.

D. Inventory of existing CTE related resources within proposed service area
Funded CTE Pathways Initiative (SB 70/SB 1133) projects

SB70/SB 1133 Solano Career Education Community Collaborative-core and supplemental 2009/10
SB70/SB 1133 Solano Career Education Community Collaborative-core and supplemental 2010/2011

Economic Workforce Development Projects

SCC provides education, training and services for a broad range of industries, companies, agencies and government. These include water/wastewater, manufacturing, wind, health care, cities and counties, WIB's, prisons, child care agencies, military, police, fire fighters, bio-tech companies and green technology companies. Projects train both new and incumbent workers. Skill training addresses the specific needs of the local workforce and is designed to grow high wage/ high skill jobs.

Tech Prep Pathways

SCC Tech Prep has articulated classes with all 6 districts in Solano County. Pathways exist in Biotechnology, Early Childhood Education, Computer and Information Science, Arts, Media and Entertainment, Health and Medical, Electronics, Marketing and Business Management, Drafting and Criminal Justice.

Partnership Academies

3 of 4 districts in Solano County have high school Partnership Academies (PA) with Biotechnology pathways. There is also a small learning community with a Biotech focus and articulated with SCC BIOT 160. A new ECH20(Energy, Carbon, Water)PA will emerge in fall 2010. The two-year sequence of classes is Environmental Science (articulated) and Environmental Biotechnology.

ROCP programs, and secondary programs

ROP classes are in progress in every high school in Solano County; this includes 10 high schools in 6 Districts. Biotechnology is the closest relation to Water/Wastewater career sector.

Project Implementation Detail

a. Describe Proposed Methodologies and solutions that will address the identified need:

Expand Water/Wastewater career awareness and hands-on activities integrated with academics in middle and high schools to increase student graduation rates. Develop rigorous secondary course offerings that articulate with SCC W/WW program. SCC will train workers with appropriate skills to fill demand for W/WW utilities and agencies. An emphasis for gender equity and parent awareness coincides with current Solano County P-16 Council STEM initiative focus.

b. Describe the CTE Community Collaborative and the roles partners play:

Partners for 3+ years includes industry to advise, serve as faculty, provide internships; workforce system & economic development partners to provide workforce data, College to provide project management, curriculum development, fiscal management, partnership development and outreach, & k-12 educational partners to develop and implement courses and pathway development, career awareness, professional development and outreach.

c. Describe the capacity of the applicant to successfully implement the project:

Solano Community College has successfully worked with business and industry partners to initiate, develop, implement and continually evaluate and improve workforce and economic development programs that address the skill shortages of new and incumbent workers. SCC has 20+ Water/Wastewater industry partners who provide financial support, serve on our advisory council and as adjunct faculty.

Educational partners are committed to active participation in grant implementation. SCC presently administering over \$9 million in grants with excellent record.

Fiscal Agent Contact

Fiscal Agent: SOLANO

Address: 4000 Suisun Valley Road Fairfield Ca 94534-3197

District Superintendent/President (or authorized Designee)

Jowel C. Laguerre
Superintendent/President
707-864-7112, Ext.
707-864-7213
jowel.laguerre@solano.edu

Responsible Administrator (Appropriate Program Area - Cannot be the same as Project Director)

John Urrutia
Dean-Business and Computer science and Career/Technical Education
707-864-7000, Ext. 4376
707-864-7140
john.urrutia@solano.edu

Project Director (Person responsible for conducting the daily operation of the grant)

Deborah Mann

Program Developer

707-864-7195, Ext.

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Business Officer

Carey C. Roth

Vice President-Administrative and Business Services

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Grant Writer

Deborah Mann

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Partner Information

	Partner Name	Contact Name	Contact Title	Phone	Contact Email	Address	CalPass Notes
Delete	Baywork	James F. Smith	General Manager	510-287-1967 Ext.	jfsmith@ebmud.com	190 Camino Pablo Road , Orinda CA 94563-2239	
Delete	City of Fairfield Public Works	Scott Leland	Water Treatment Manager	707-428-7594 Ext. 103	sleland@fairfield.city.gov	1000 Webster Street , Fairfield CA 94533	
Delete	Contra Costa Central Sanitation District	Barbara Hockett	Board Member	(925) 937-8599 Ext.	bhockett@sbcglobal.net	5019 Imhoff Place , Martinez CA 94553-4316	
Delete	Diablo Sanitation District	Steve Dominguez	Plant Manager	925-756-1967 Ext.	steved@ddsd.org	2500 Pittsburg-Antioch Highway , Antioch CA 94509-1373	
Delete	Diablo Water District	Mike Yeraka	Board Member.	(925) 625-3798 Ext.	mikegm1@aol.com	2107 Main Street, P.O. Box 127 , Oakley CA 94561	
Delete	Dublin San Ramon Services District	Levi Fuller	Wastewater Treatment Plant Operations Supervisor	925-875-2300 Ext.	fuller@dsrdsd.com	7399 Johnson Drive , Pleasanton CA 94588-3862	
Delete	East Bay Municipal Utility District	David Freitas	Wastewater Superintendent	210-287-1502 Ext.	dfreitas@ebmud.com	190 Camino Pablo Road , Orinda CA 94563	
Delete	Fairfield-Suisun Sewer District	Greg Baatrup	Board Member	707-428-9162 Ext.	GBaatrup@fssd.com	1010 Chadbourne Rd. , Fairfield CA 94534	

Delete	SOLANO	Deborah Mann	Program Developer	707-864-7195 Ext.	deborah.mann@solano.edu	4000 Suisun Valley Road , Fairfield Ca 94534-3197	
Delete	Solano Community College Tech Prep Program	Julia May	Tech Prep Liaison	707-410-6006 Ext.	JuliaMay1@mac.com	4000 Suisun Valley Road , Fairfield Ca 94534-3197	
Delete	Solano County Office of Education	Janet Harden	Senior Director, CTE/Workforce Development	707-399-4848 Ext.	jharden@solanocoe.net	2460 Clay Bank Road , Fairfield CA 94533	
Delete	Solano Economic Development Corporation	Michael Ammann	President	707-864-1855 Ext.	mike@solanoedc.org	360 Campus Lane, suite 102 , Fairfield CA 94534	
Delete	Union Sanitary District	David Livingston	Wastewater Treatment Plant Manager	510-477-7500 Ext.	david_livingston@unionsanitary.com	5072 Benson Road, P.O. Box 5050 , Union City CA 94587-8550	
Delete	University of California-Davis	Denneal Jamison-McClung	Director, BioTechSYSTEM	530-752-5090 Ext.	djamison@ucdavis.edu	301 Life Sciences, One Shields Avenue, Davis, CA 95616 , Davis CA 95616	
Delete	West County Wastewater District	EJ Shalaby	General Manager	510-222-6700 Ext.	eshalaby@wcwd.org	2910 Hilltop Drive , Richmond CA 94806	
Delete	Workforce Investment Board of Solano County	Robert Bloom	Executive Director	(707) 863-3501 Ext.	rbloom@solanowib.org	320 Campus Lane , Fairfield CA 94533	

SECTOR
Sector Description

Energy and Utilities: The pathway includes Electromechanical Installation and Maintenance, Energy and Environmental Technology, Public Utilities, and Residential and Commercial Energy and Utilities. Water/Wastewater is a component.

Activity: 03 Advisory Councils

Current status, including – as appropriate – quantitative descriptions

The Water/Waste Water advisory group has been meeting monthly for the past 3 of years. Their mission is to strengthen Water/Wastewater education and training in the Bay Area in order to meet current and future industry demand.

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions

Grow and develop our Water/WasteWater Operator Training advisory group. Guide college and K-12 in development of new and improved programs. A new subcommittee will be formed to guide our WIP grant and will meet 2 times per year.

Activity: 04 Articulation

Current status, including – as appropriate – quantitative descriptions

Various CTE articulation agreements are in place at each high school and one adult school in 6 Districts county-wide.

3 articulations are with Biotechnology pathways. One new agreement is ECHO2 Biotech/W/W pathway.

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions

Articulation agreements in general will expand by 25% as Programs of Study are refined in each District.

At least one more Green/Biotech/W/W pathway within the region will become articulated with SCC.

Articulation development activities including professional development, visits, tours and meetings will occur on industry, District and SCC sites.

Activity: 05 Career Exploration Development for 7th & 8th Graders

Current status, including – as appropriate – quantitative descriptions

Eleven middle schools have teachers and counselors trained to use the Real Game in their classrooms reaching 180+ students to date.

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions

SCOE will provide career awareness activities and hands on learning in at least 3 middle schools county-wide. The goal is to reach at least 200 students.

Activity: 08 Curriculum Development

Current status, including – as appropriate – quantitative descriptions

4 articulated Biotechnology pathways in 4 districts. W/WW Curricular units for middle and high schools implemented in 2 districts. At SCC 12 W/W courses offered.

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions

SCC-New course/courses developed in Water Conservation/Recycling. At least 3 W/WW pathway Environmental Science courses articulated with BIOT 160. At least one W/WW course offered at high school site and articulated for credit.

Classes offered at various utilities, plants, and in classrooms.

Activity: 12 Education and Business Partnerships - Develop/Improve

Current status, including – as appropriate – quantitative descriptions

SCC currently works with 20+ W/W agencies and utilities. Industry partners suggest and develop courses, teach classes, provide classroom and meeting space, technical assistance, financial support and market the program to their industry colleagues.

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions

Continue to grow consortia and add partners. Deliver more courses, at least 3 per year at 2 more locations. With partner assistance develop website and logo. With industry input, develop college and K-12 program and courses.

Various W/W utilities and agencies for classes, meetings and tours.

Activity: 16 Instructional Materials Purchase/Replacement (including software)

Current status, including – as appropriate – quantitative descriptions

With current budget constraints there is a shortage of instructional materials in many middle and high school CTE classrooms.

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions

W/W classroom materials will be supplied for career awareness and/or academic enhancement hands-on activities in at least 3 classrooms.

Instructional materials will be used in 7-12 classrooms.

Activity: 17 Integration of Academic and Career Technical Instruction

Current status, including – as appropriate – quantitative descriptions

Academic skills in English Language Arts, Math and Science are integrated in CTE classrooms. Some CTE contextualized project-based learning is also incorporated in Academic classes. SCC routinely integrated instruction.

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions

Standards-based academic skills and contextualized project-based learning will be integrated with CTE curriculum in W/W pathway classes, at least 1. The college continues to build contextualized classes. SCC, School Districts and W/W utilities and plants.

Activity: 18 Labor Market & Workforce Research / Needs Assessment of Business and Industry

Current status, including – as appropriate – quantitative descriptions

SCC regularly meets, at least once per month, with W/W industry leaders at companies, association meetings, and industry lead advisory meetings. The purpose of most meetings is to determine training, education and skill needs for the W/W industry.

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions

Based on industry needs/recommendations SCC will develop a new course or courses in Water Conservation based on SBX7-7 and identified industry need. Curriculum development will include information for K-12. At least one meeting per week.

W/W utilities and plants, SCC, school districts, and conference calls.

Activity: 20 Meeting Expenses

Current status, including – as appropriate – quantitative descriptions

Admin staff to take minutes, materials and supplies for monthly meetings. Facilitator for retreat.

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions

Accreditation standards require minutes for all meetings. Staff to take minutes, meeting supplies and materials and retreat facilitator. Needs are on-going. Majority of meetings are held at industry partner sites. Meetings at SCC, County Office, and district schools.

Activity: 21 Outreach Strategies to Encourage Parent Participation

Current status, including – as appropriate – quantitative descriptions

Parents receive mostly general information from counselors, school newsletters and parent nights.

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions

Presentations by industry/education leaders on W/W Career Pathway information includes parents and students at 3 or more schools with documentation of parent involvement. Effective materials will be developed for presentations. Website in development

Presentations will take place at SCC, local schools and business and industry sites.

Activity: 29 Professional Development (in-service) for teachers, and/ or faculty

Current status, including – as appropriate – quantitative descriptions

County-wide Professional Development for high school and SCC Counselors - particularly regarding CTE programs and opportunities - is very limited at present.

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions

Professional development and opportunities to learn about gender equity, career pathways, job descriptions, and labor market information will be offered to more than 12 middle/high school and SCC counselors and staff.

Presentations and tours at College, high school/middle schools, and industry sites including Water/Wastewater.

Activity: 31 Program Marketing and Outreach

Current status, including – as appropriate – quantitative descriptions

SCC markets in college catalogue, through student internship opportunities and through industry leaders at their plants. Currently there are waiting lists for classes.

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions

Advisory committee and SCC will work together to develop a website for students and employers.

Students will have access to information about careers, job opportunities, classes and enrollment.

Information will be readily available for K-12 partners.

Working together at SCC, W/W sites and virtually to create convenient and informative website.

Activity: 32 Programs of Study - Develop / Improve

Current status, including – as appropriate – quantitative descriptions

Director of CTE/Workforce Development for Solano County Office of Education has recently identified needs of all 6 District's CTE Programs of Study using assessment tool developed by the California Dept. of Education.

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions

At least 1 area of improvement for each Program of Study (POS) will be addressed. At least one middle school and one high school will develop POS replicable materials. W/W pathway model will be developed at 1 or more high schools articulating with Solano Community College. Programs of Study assessment activities will be carried out at SCC and District sites.

Activity: 34 Supplies/Materials

Current status, including – as appropriate – quantitative descriptions

SCC buys meeting supplies including paper, pens, markers, flip charts, binders and presentation materials.

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions

Supplies for meetings and training, including books and training manuals for teachers and advisory groups, will be available when needed. In the current budget situation, resources for materials is very important. Meetings and trainings at SCC, industry sites and K-12 facilities.

Activity: 36 Travel - In state

Current status, including – as appropriate – quantitative descriptions

SCC Program Director presented at American Water Works Workforce Summit and attends CCCAOE. Director regularly drives to sites all over the bay area for meetings and presentations.

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions

SCC Program Director, industry partners, faculty Solano County Office of Ed and K-12 teachers may have opportunities to present at or attend meetings/conferences/workshops. Middle and high school students will tour at least 4 W/W facilities.

Various locations in California.

Activity: 39 Work-based Learning (internships, cooperative education, school-based enterprises, job shadowing, etc.)

Current status, including – as appropriate – quantitative descriptions

Internships at SCC and for high school students are limited, but fruitful. Mentoring is available to a small number of students and includes e-mail mentoring activities. SCC and W/W work closely to identify internships and place students.

Anticipated improvement or outcome, including – as appropriate – quantitative descriptions

Volunteering and project-based learning with industry participation will be developed in at least 2 Biotech/W/W pathways at SCC, middle or high schools. Mentoring and internships will be expanded in 2 pathways. SCC will continue to develop sites.

Activities will take place in the community, as well as at SCC, district sites, and industry partner sites.

SECTOR SUMMARY

Enrollment Detail: Career Technical Education Course Program of Study.

- 1) Indicate course(s) anticipated within the CTE sector.

- 2) Not all enrollment possibilities need be reflected -- only representative examples of typical anticipated enrollment patterns.
- 3) If the k-12 course is offered through dual enrollment / concurrent enrollment in a community college course, provide details in the "Methodology" description documentation within this project online application.

PROJECT BUDGET SUMMARY

Budget Lines	Object of Expenditure	Amount
1000	Instructional Salaries	38,000
2000	Non-instructional Salaries	50,000
3000	Employee Benefits	20,000
4000	Supplies and Materials	20,000
5000	Other Operating Expenses & Services	16,231
6000	Capital Outlay	0
7000	Other Outgo	0
	Total Direct Costs	144,231
	Total Indirect Costs (Not to exceed 4% of Direct Costs)	5,769
	Total Costs	150,000

Please provide background on how project will meet the minimum 10% matching funds requirement (cash or in-kind)

SCC and partners have committed in-kind resources totaling \$35,000. These resources include significant contributions of time, facilities, and other resources over the entire grant period. \$5000 from Perkins.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: REVISED COMMUNITY SERVICES FEES

REQUESTED ACTION: APPROVAL

SUMMARY:

The Office of Academic Affairs will present to the Governing Board information on revised fees for Community Services contracts. The proposed changes are attached.

This item was presented to the Board for information at the meeting held April 21, 2010. Approval is requested at this time.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Robert Myers, Dean
PE/Wellness/Athletics Division

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7126

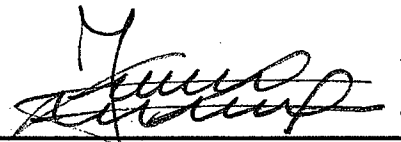
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

May 7, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



JOWED C. LAGUERRE Ph.D.
Superintendent/President

May 7, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

Solano College Facility Rentals

Comparison of Current and Proposed Fee Schedule - Draft 23 March 12, 2010

Fees are shown as "per hour" unless otherwise indicated & do not include personnel costs

Additional labor costs apply for any special set up, equipment use, custodial or grounds work.

FACILITY / ROOM	Current Fee	Proposed Fee	Difference in Fee	Reason/Evidence	Additional Notes	
Available Spaces						
Large Lecture Room (Room 308)	Non Profit & Public Agencies (No Minimum Hours)	Non Profit & Public Agencies (No Minimum Hours)	\$81.00	\$85.00	\$4.00	Higher direct costs-utilities, etc.
Parking Lots (each lot - for uses other than parking)	\$21.00			Please see new fee structure for new costs, for all lots, at end of sheet.		
Full Cafeteria	\$99.00	\$120.00	\$21.00	Higher direct costs-utilities, etc.	Remodeled space	
Regular Classroom (includes off-campus sites)	\$75.00	\$50 8 am-5 pm; \$75 after 5 pm		Higher direct costs-utilities. Evening costs higher due to higher direct utility costs.		
Multi-use Rooms (402/403)	\$80.00	\$85.00	\$5.00	Higher direct costs-utilities, etc	New space.	
New Spaces Available						
Conference Rooms-main campus and VJO, VV		\$50.00		New space		
Half of Cafeteria		\$60.00		New space		
Lobby (Bldg. 1400)		\$60.00		New space		
Vallejo & Vacaville Center Facilities						
Multi-use Room		\$85.00		New space	Very large rooms	
Large Lecture Room		\$85.00		New space		
Athletic Facilities						

FACILITY / ROOM	Current Fee	Proposed Fee	Difference in Fee	Reason/Evidence	Additional Notes
Gymnasium (Room 1731) With Bleachers	\$130.00	\$150.00	\$20.00	Higher fee for labor to set-up/take-down before and after event	Bleacher set-up take-down takes additional staff time and there may be additional labor costs for cleaning on and under the bleachers.
Gymnasium (Room 1731) Without Bleachers	\$130.00	\$37.50	-\$92.50	Lower fee for no bleachers - no set-up without bleachers	
Baseball Field	\$25.00	\$35.00	\$10.00	Increased maintenance costs	Newly renovated, maintenance and deferred maintenance costs need to be covered.
Field Pre/Post use Maintenance		\$120.00	\$120.00	New fee - Direct costs of field prep and post game care (per game cost).	Baseball is the most labor intensive field to drag, water and line.
Soccer Field		\$30.00	\$30.00	New fee - Increase maintenance costs	Newly renovated, maintenance and deferred maintenance costs need to be covered.
Field Prep Fee (if needs lining)		\$50.00	\$50.00	New fee - Labor for lining large soccer field	
Softball Field	\$20.00	\$35.00	\$15.00	New facility, more amenities-dugouts, bull-pens, etc.	Newly renovated, maintenance and deferred maintenance costs need to be covered.
Field Pre/Post use Maintenance		\$100.00	\$100.00	New fee - Direct costs of field prep and post care (per game cost)	Includes dragging, lining and watering.
Old Practice FB Fields	\$20.00	\$30.00	\$10.00	Increase maintenance costs	Mowing, water and deferred maintenance cost have increased.

FACILITY / ROOM	Current Fee	Proposed Fee	Difference in Fee	Reason/Evidence	Additional Notes
Field Prep Fee (if needs lining)		\$50-\$120	\$50-\$120	New fee - FB lines are more labor intensive and takes longer.	
Tennis Court for Tournaments	\$5 (per court)	\$60 (per day)	NA	Still no fee for individual play; base of the fee is changed from "court" to "day" allowing all courts to be used for one fee.	
Football Stadium (no lights)	\$55.00	\$100.00	\$45.00	Higher direct costs-utilities, etc	
Football Stadium (with lights)	\$75.00	\$125.00	\$50.00	Higher direct costs-utilities, etc	Lighting drives up the electrical costs.
Field lining fee		\$120	\$120	New fee - Cost reflects labor costs for lining the field	
Ramada		\$20	\$20	New facility	Ramanda is south of 1700B
Pool - Winter Use (Oct 15-May 15)					
Practice (per session)	\$25.00 (per day)			Fee structure changes from per "day" to per "hour". Outside users may share the pool during practice. Pool is unavailable to outside users during SCC team practices or meets/contests.	
8 lanes or less - or 1 water polo practice area (incl locker room use)		\$30.00	Unable to calculate	New fee - Per hour rate based on number of lanes used is a result of higher energy costs. Pool use may not be shared during SCC practices or meets/contests.	Winter costs higher than summer due to higher pool heating costs.

FACILITY / ROOM	Current Fee	Proposed Fee	Difference in Fee	Reason/Evidence	Additional Notes
9 to 12 lanes - or 1 water polo competition area (includes locker room)		\$33.00	Unable to calculate	New fee - Per hour rate based on number of lanes used is a result of higher energy costs. Pool use may not be shared during SCC practices or meets/contests.	More lanes used the more heating and chemical costs.
All Lanes (includes locker room)		\$36.00	Unable to calculate	New fee - Per hour rate based on number of lanes used is a result of higher energy costs. Pool use may not be shared during SCC practices or meets/contests.	
<i>Pool - Summer Use (May 16-Oct 14)</i>					
Practice (per session)	\$25.00 (per day)			Fee structure changes from per "day" to per "hour". Outside users may share the pool during practice. Pool is unavailable to outside users during SCC team practices or meets/contests.	
8 lanes or less - or 1 water polo practice area (incl locker room use)		\$28.00	Unable to calculate	New fee - Per hour rate based on number of lanes used is a result of higher energy costs. Pool use may not be shared during SCC practices or meets/contests.	
9 to 12 lanes - or 1 water polo competition area (includes locker room)		\$31.00	Unable to calculate	New fee - Per hour rate based on number of lanes used is a result of higher energy costs. Pool use may not be shared during SCC practices or meets/contests.	

FACILITY / ROOM	Current Fee	Proposed Fee	Difference in Fee	Reason/Evidence	Additional Notes
All Lanes (includes locker room)		\$34.00	Unable to calculate	New fee - Per hour rate based on number of lanes used is a result of higher energy costs. Pool use may not be shared during SCC practices or meets/contests.	
<i>Personnel - Cost Per Hour (3 Hour Minimum as per Union Contracts)</i>					<i>Costs for Commercial and Non-Profit use</i>
Audio-visual Technician	\$50.00	\$50.00			Costs is per hour with a three hour minimum.
Custodian	\$35.00	\$35.00			Costs is per hour with a three hour minimum.
Electrical Engineer	\$50.00	\$50.00			Costs is per hour with a three hour minimum.
Groundskeeper	\$40.00	\$40.00			Costs is per hour with a three hour minimum.
Physical Education/Athletic Assistant		\$40.00	\$40.00	New fee - Labor for athletic events: field set-up, markers, etc.	Costs is per hour with a three hour minimum.
Lifeguard (Required-College does not provide automatically)	\$10.00	\$15.00	\$5.00	Required by law for safety. New local pay standard.	Costs is per hour with a three hour minimum.
Police Aide	\$20.00	\$20.00			Costs is per hour with a three hour minimum.
Police Officer	\$42.00	\$42.00			Costs is per hour with a three hour minimum.
Additional Support Staff		Based on employee hourly wage		New fee - Direct cost for support staff needed for outside user.	
Utility Pool Technician	\$50.00	\$50.00			Costs is per hour with a three hour minimum.

FACILITY / ROOM	Current Fee	Proposed Fee	Difference in Fee	Reason/Evidence	Additional Notes
Pool Manager	\$13.00	\$20.00	\$7.00	New local pay standard	Costs is per hour with a three hour minimum.
Scoreboard/Clock Operator (per game & per operator)		\$40.00	\$40 - \$80	New fee - Football/Men's & Women's Basketball now require 2 operators; Soccer, Baseball, & Softball take one operator.	
Each of these fees may go up as much as 10% per year, rounded up to the nearest dollar, as of July 1st each year, at the discretion of the Superintendent/President. Additional labor costs apply for any special set up, equipment use, custodial or					
Commercial Users					
Available Spaces					
Large Lecture Room (Room 308)	\$232.00	\$110.00	-\$122.00	Reduction to encourage more renters	"No minimum hours unless stated otherwise"
Parking Lots (each lot - for uses other than parking)	\$48.00			Please see new fee structure for new costs for all lots	
Full Cafeteria	\$262.00	\$155.00	-\$107.00	Reduction to encourage more renters	
Regular Classroom (includes off-campus sites)	\$199.00	\$85 8 am-5 pm; \$110	\$-89-114	Reduction to encourage more renters	
Multi-use Room (402/403)		\$110.00	\$110.00	New space	New space. Did not have a commercial fee.
New Spaces Available					
Conference Rooms (main campus, VV and VJO)		\$75		New space	
Half of Cafeteria		\$77.50		New space	
Lobby (Bldg. 1400)		\$77.50		New space	
Vallejo & Vacaville Center Facilities					
Multiuse Room		\$120.00		New space	Very large room.

FACILITY / ROOM	Current Fee	Proposed Fee	Difference in Fee	Reason/Evidence	Additional Notes
Large Lecture Room		\$110.00		New space	
Athletic Facilities					
Gymnasium (Room 1731) With Bleachers	\$453.00	\$195.00	-\$258.00	Lower cost to increase rentals.	Bleacher set-up take-down takes additional staff time and there may be additional labor costs for cleaning on and under the bleachers.
Gymnasium (Room 1731) Without Bleachers	\$453.00	\$48.75	-\$404.25	Lower fee for no bleachers - no set-up without bleachers	
Baseball Field	\$50.00	\$50.00	\$0.00		
Field Pre/Post use Maintenance		\$120.00	\$120.00	New fee - Direct costs of field prep and post care (per game cost)	Baseball is the most labor intensive field to drag, water and line.
Soccer Field		\$45.00			
Field Prep Fee (if needs lining)		\$50.00	\$50.00	New fee - More labor for lining large soccer field	
Softball Field	\$40.00	\$45.00	\$5.00	New facility, more amenities	
Field Pre/Post use Maintenance		\$100.00	\$100.00	New fee - Direct costs of field prep and post care (per game cost)	Includes dragging, lining and watering.
Old Football Practice Fields		\$45.00	\$45.00	New fee - Increase maintenance costs	
Field Prep Fee (if needs lining)		\$50-\$120	\$50-\$120	New fee - FB lines are more labor intensive and takes longer.	
Tennis Court for Tournaments	\$9 (per court)	80 (per day)		Base of the fee is changed from "court" to "day" allowing all courts to be used for one fee.	
Football Stadium (no lights)	\$199.00	\$275.00		Higher direct costs-utilities, etc	

FACILITY / ROOM	Current Fee	Proposed Fee	Difference in Fee	Reason/Evidence	Additional Notes
Football Stadium (with lights)	\$199.00	\$300.00	\$101.00	Higher direct costs-utilities, etc	Using the lights increases electrical costs.
Ramada		\$35	\$35	New facility	Ramada is south of 1700B
Pool - Winter Use (Oct 15-May 15)					
Practice	\$40 (per day)			Fee structure changes from per "day" to per "hour". Outside users may share the pool during practice. Pool is unavailable to outside users during SCC team practices or meets/contests.	
8 lanes or less - or 1 water polo practice area (incl locker room use)		\$70.00	Unable to calculate	New fee - Per hour rate based on number of lanes used is a result of higher energy costs. Pool use may not be shared during SCC practices or meets/contests.	
9 to 12 lanes (includes locker room)		\$90.00	Unable to calculate	New fee - Per hour rate based on number of lanes used is a result of higher energy costs. Pool use may not be shared during SCC practices or meets/contests.	
All Lanes (includes locker room)		\$100.00	Unable to calculate	New fee - Per hour rate based on number of lanes used is a result of higher energy costs. Pool use may not be shared during SCC practices or meets/contests.	
Pool - Summer Use (May 16-Oct 14)					

FACILITY / ROOM	Current Fee	Proposed Fee	Difference in Fee	Reason/Evidence	Additional Notes
Practice	\$35.00 (per day)			Fee structure changes from per "day" to per "hour". Outside users may share the pool during practice. Pool is unavailable to outside users during SCC team practices or meets/contests.	
8 lanes or less - or 1 water polo practice area (incl locker room use)		\$65.00	Unable to calculate	New fee - Per hour rate based on number of lanes used is a result of higher energy costs. Pool use may not be shared during SCC practices or meets/contests.	
9 to 12 lanes (includes locker room)		\$85.00	Unable to calculate	New fee - Per hour rate based on number of lanes used is a result of higher energy costs. Pool use may not be shared during SCC practices or meets/contests.	
All Lanes (includes locker room)		\$105.00	Unable to calculate	New fee - Per hour rate based on number of lanes used is a result of higher energy costs. Pool use may not be shared during SCC practices or meets/contests.	
Parking Lots Non-Profit Rate	Current Fee	Proposed Fee	Difference in Fee	Reason/Evidence	
Lot 1 (300 regular, 2 disabled, 4 motorcycle)	\$21.00	\$21.00		Changes to lot fees have been done based on lot size.	
Lot 2 (390 regular, 6 disabled, 13 motorcycle)	\$21.00	\$21.00		Changes to lot fees have been done based on lot size.	

FACILITY / ROOM	Current Fee	Proposed Fee	Difference in Fee	Reason/Evidence	Additional Notes
Lot 3 (858 regular, 15 disabled, 7 motorcycle)	\$21.00	\$45.00	\$24.00	Changes to lot fees have been done based on lot size.	
Lot 4 (411 regular, 0 disabled, 4 motorcycle)	\$21.00	\$25.00	\$4.00	Changes to lot fees have been done based on lot size.	
Lot 5 (1282 regular, 0 disabled, 0 motorcycle)	\$21.00	\$55.00	\$34.00	Changes to lot fees have been made based on lot size.	
Lot 6 (248 regular, 0 disabled, 4 motorcycle)	\$21.00	\$20.00	-\$1.00	Changes to lot fees have been made based on lot size.	
Parking Lots Commercial Rate	Current Fee	Proposed Fee	Difference in Fee	Reason/Evidence	
Lot 1 (300 regular, 2 disabled, 4 motorcycle)	\$48.00	\$30.00	-\$18.00	Changes to lot fees have been made based on lot size.	
Lot 2 (390 regular, 6 disabled, 13 motorcycle)	\$48.00	\$30.00	-\$18.00	Changes to lot fees have been made based on lot size.	
Lot 3 (858 regular, 15 disabled, 7 motorcycle)	\$48.00	\$54.00	\$6.00	Changes to lot fees have been made based on lot size.	
Lot 4 (411 regular, 0 disabled, 4 motorcycle)	\$48.00	\$34.00	-\$14.00	Changes to lot fees have been made based on lot size.	
Lot 5 (1282 regular, 0 disabled, 0 motorcycle)	\$48.00	\$64.00	\$6.00	Changes to lot fees have been made based on lot size.	
Lot 6 (248 regular, 0 disabled, 4 motorcycle)	\$48.00	\$28.00	-\$20.00	Changes to lot fees have been made based on lot size.	

The Board Room (large conference room), Bldg. 100 Library Reading Room, and the Bldg. 100 Television Studio were removed from outside use by a Presidential mandate in 2008.

Each of these fees may go up as much as 10% per year, rounded up to the nearest dollar, as of July 1st each year, at the discretion of the Superintendent/President. Additional labor costs apply for any special set up, equipment use, custodial or grounds work.

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

TO: Members of the Governing Board

**SUBJECT: REQUEST FOR APPROVAL OF CURRICULUM ACTIONS
AS SUBMITTED BY THE CURRICULUM COMMITTEE, A
SUBCOMMITTEE OF THE ACADEMIC SENATE**

REQUESTED ACTION: APPROVAL

SUMMARY:

During the month of April 2010, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by Title 5, Chapter 6, Subchapter 2, beginning with §55100.

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

Erin Farmer, Chair, Curriculum Committee
Leslie Rota
Vice President Academic Affairs

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7000, X-4350

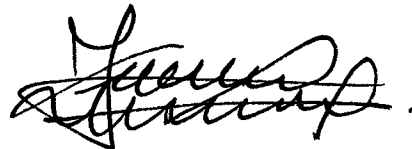
TELEPHONE NUMBER

Academic Affairs

ORGANIZATION

May 7, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

SOLANO COMMUNITY COLLEGE

REQUEST FOR APPROVAL OF
CURRICULUM COMMITTEE CURRICULUM ACTIVITIES

During the month of April 2010, the Solano Community College Curriculum Committee, a subcommittee of the Academic Senate, approved the following curriculum-related items. The approval of the Governing Board is requested as required by the California Community Colleges Systems Office.

NEW COURSE PROPOSALS

(CP-10-138) GEOG 006 – California Geography

COURSE MODIFICATIONS

(CP-10-140) FIRE 053 – Fire Prevention Technology – Change in course title and textbooks.

(CP-10-141) FIRE 054 – Fire Protection Equipment and Systems – Change in course title, course advisory, content outline, and textbooks.

(CP-10-142) FIRE 055 – Fundamentals of Fire Service Operations – Change in other catalog information, student performance objectives, methods of evaluating student achievement, content outline, and textbook.

(CP-10-1) FIRE 113 – Wildland Firefighter Academy – Change in course number, units, total weekly hours, method of instruction, corequisites, prerequisites, course advisory, repeatability, catalog description, student performance objectives, methods of evaluating student achievement, reading assignments, writing assignments, content outline and textbooks.

(CP-10-143) FIRE 128 – Emergency Medical First Responder for the Fire Service – Change in course length, total weekly hours, course advisory, catalog description, student performance objectives, reading assignments, content outline, and textbooks.

(CP-10-85) FIRE 155 – Basic ICS (I-200) – Change in prerequisite.

(CP-10-144) MUSC 001 – Beginning Theory – Change in method of instruction. Add hybrid form.

(CP-10-145) MUSC 002 – Beginning Theory – Change in method of instruction. Add hybrid form.

(CP-10-86) OCED 090 – Occupational Work Experience – Change in total weekly hours, corequisite, catalog description, methods of evaluating student achievement, and textbooks.

(CP-10-87) OCED 091 – General Work Experience – Change in total weekly hours, corequisite, catalog description, and textbooks.

(CP-10-146) PE 005 D – Circuit Training – Change in units and total weekly hours.

(CP-10-147) PE 005Q – Elite Fitness Training – Change in units and total weekly hours.

(CP-10-148) PE 005R – Core Conditioning Training – Change in units and total weekly hours.

(CP-10-149) PE 006G – Tai Chi – Change in units and total weekly hours.

(CP-10-88) SPCH 050 – Forensics/Speech Workshop – Change in units, total weekly hours, course advisory, repeatability, and other catalog information.

(CP-10-150) THEA 047 – Technical Production – Change in total weekly hours.

(CP-10-89) TV 056 – Advanced Television Production – Change in total weekly hours and content outline.

PROGRAM MAJOR MODIFICATIONS

(CP-10-90) Art-Printmaking – Change in required courses in major and major total units.

(CP-10-91) Art – Two Dimensional – Change in required courses in major and major total units.

(CP-10-151) Art – Three Dimensional – Change in required courses in major.

PROGRAM MAJOR DELETIONS

(CP-10-152) Drafting Technology Job-Direct Certificate – Delete job direct certificate.

MATH AND SCIENCE CURRICULUM REVIEW

(CP-10-13) ASTR 010 – General Astronomy – Change in other catalog information, student performance objectives, methods of evaluating student achievement, writing assignments, other assignments, and textbook.

(CP-10-16) ASTR 040 – Stars, Galaxies, and Cosmology – Change in total weekly hours, other catalog information, methods of evaluating student achievement, writing assignments, other assignments, and textbook.

(CP-10-21) BIO 012 – Environmental Science – Change in method of instruction, other catalog information, methods of evaluating student achievement, writing assignments, and textbooks. Add online form.

(CP-10-92) BIO 012L – Environmental Science Laboratory – Change in units, total weekly hours, method of instruction, reading assignments, other assignments, and textbooks.

(CP-10-153) BIO 014 – Principles of Microbiology – Change in method of instruction, prerequisites, catalog description, student performance objectives, content outline, and textbook.

(CP-10-93) BIO 016 – Introduction to Human Biology – Change in other catalog information, student performance objectives, reading assignments, writing assignments, content outline, and textbooks. Add online form.

(CP-10-94) BIO 047 – Independent Study – Change in method of instruction and textbooks.

(CP-10-95) BIOT 051 – Principles of Biotechnology – Change in course advisory and textbook.

(CP-10-96) BIOT 160 – Basic Concepts/Methods of Biotechnology – Change in method of instruction and textbooks.

(CP-10-36) GEOG 001 – Physical Geography – Change in method of instruction, other catalog information, student performance objectives, writing assignments, and textbook.

(CP-10-97) GEOG 001L – Physical Geography Laboratory – Change in method of instruction and textbooks.

(CP-10-98) GEOG 002 – Cultural Geography – Change in method of instruction, other catalog information, and textbooks.

(CP-10-99) GEOG 004 – World Geography – Change in method of instruction, other catalog information, and textbooks.

(CP-10-100) GEOL 005 – Geology of California – Change in method of instruction, other catalog information, and textbook.

(CP-10-101) GEOL 049H – Geology Honors – Change in course number and prerequisites.

(CP-10-154) HORT 031 – Landscape Design II – Change in prerequisites and textbooks.

(CP-10-155) HORT 301A – Adaptive Horticulture – Basic Skills and Practices – Change in course advisory, catalog description, other catalog information, student performance objectives,, methods of evaluating student achievement, reading assignments, writing assignments, other assignments, content outline, and textbooks.

(CP-10-156) HORT 301B – Adaptive Greenhouse Management – Change in course advisory, catalog description, other catalog information, student performance objectives, methods of evaluating student achievement, reading assignments, writing assignments, other assignments, content outline, and textbook.

(CP-10-157) HORT 301C – Adaptive Nursery Management – Change in course title, course advisory, catalog description, other catalog information, student performance objectives, methods of evaluating student achievement, reading assignments, writing assignments, other assignments, content outline, and textbooks.

(CP-10-158) HORT 301D – Adaptive Vegetable and Orchard Management – Change in course advisory, catalog description, other catalog information, student performance objectives, methods of evaluating student achievement, reading assignments, writing assignments, other assignments, content outline, and textbook.

(CP-10-159) HORT 301E – Adaptive Plant Propagation – Change in course advisory, catalog description, other catalog information, student performance objectives, methods of evaluating student achievement, writing assignments, content outline, and textbook.

(CP-10-102) MATH 040 – Introduction to Linear Algebra – Change in course advisory, student performance objectives, and textbooks.

(CP-10-103) MATH 118 – The Beauty of Mathematics – Change in prerequisites and textbook.

Program Major Modifications

(CP-10-105) Adaptive Horticulture – New Major – Job Direct Certificate.

(CP-10-104) Horticulture Science – Change in major title and requires courses in major.

Curriculum Review Verification Forms

(CP-10-66) Astronomy Curriculum Review Verification Form

(CP-10-160) Biology Science Curriculum Review Verification Form

(CP-10-106) Industrial Biotechnology Curriculum Review Verification Form

(CP-10-107) Geography Curriculum Review Verification Form

(CP-10-108) Geology Science Curriculum Review Verification Form

(CP-10-109) Math Curriculum Review Verification Form

Revalidation of Prerequisites and/or Corequisites Only

(CP-10-110) BIOT 062 – Cell Culture and Protein Recovery – Revalidate prerequisite of: BIOSC 14 or BIOSC 2 or BIOTCH 160.

(CP-10-111) BIOT 063 – Biotechnology Instrumentation: Quality Control & Genetic Engineering – Revalidate prerequisite of: BIO 014 or BIO 002 or BIOT 160.

(CP-10-112) MATH 103 – Plane Geometry – Revalidate prerequisite of: A grade of “C” or better in Math 330 or Math 330B.

(CP-10-113) MATH 160 – Review of Scientific Principles of Pre-Nursing – Revalidate prerequisite of: CONDITION OF ENROLLMENT: current acceptance or on the waiting list of an RN Program.

Course Deletions

(CP-10-114) HORT 060 – Commercial Nursery Practices

(CP-10-115) HORT 061 – Plant Propagation

(CP-10-116) HORT 062 – Greenhouse Crops

(CP-10-117) HORT 065 – Pruning Principles and Practices

(CP-10-118) HORT 066 – Landscape Installation and Maintenance

(CP-10-119) HORT 067 – Landscape Equipment Operation and Planning

(CP-10-120) HORT 080 – Commercial Flower Arranging

(CP-10-121) HORT 081 – Commercial Floral Design

(CP-10-122) HORT 082 – Commercial Florist Operations Planning

(CP-10-123) HORT 085 – Turf Maintenance and Management

(CP-10-124) HORT 086 – Park Management Planning

(CP-10-125) HORT 095 – Pesticide Application and Safety Training

(CP-10-126) HORT 150 – Plant Identification

(CP-10-127) HORT 168 – LandCAD Design

(CP-10-128) HORT 171 – Introduction to Landscape Practices

REQUEST FOR APPROVAL OF
CURRICULUM COMMITTEE
CURRICULUM ACTIVITIES
PAGE 4

(CP-10-129) HORT 172 – Introduction to Landscape Equipment
(CP-10-130) HORT 190 – Vegetable Gardening

CCBoardInfo05/19/2010:km

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: REVISED CLASS SPECIFICATION FOR
FINANCIAL AID ANALYST
REQUESTED ACTION: INFORMATION/ACTION

SUMMARY:

At the Board on March 31, 2010, the Board approved a new classification specification as a result of a reorganization/re-engineering plan approved by the administration and/or Governing Board. The attached revised class specification has been revised to reflect the plan and will be on Range 13 of the CSEA Salary Schedule.

The District is requesting that the Board take action to approve the class specification.

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 94534-3197

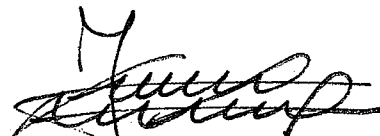
ADDRESS

(707) 864-7122

TELEPHONE NUMBER

Administration
ORGANIZATION

May 7, 2010
DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT



JOWEL C. LAGUERRE Ph.D.
Superintendent/President

May 7, 2010
DATE APPROVED BY
SUPERINTENDENT/PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Financial Aid Analyst

BASIC FUNCTION: Under the direction of the Dean, provide specialized assistance and information to applicants regarding the Financial Aid program; prepare and review needs analysis and packaging of Financial Aid applications; coordinate the activities of the programs and make award decisions.

REPRESENTATIVE DUTIES:

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

Prepare needs analysis and package of financial aid applicants; interpret and apply government and campus policies to determine appropriate award allocation for each applicant; establish student budgets and determine program eligibility; ensure compliance with Federal and State guidelines.

Assist in the coordination of assigned Federal and State financial aid programs; monitor and request annual funding for assigned program to assure adequate funds are available for projected student awards; coordinate disbursement of funds with fiscal services staff to accurately disburse aid to eligible students in a timely fashion.

Advise and counsel student applicants and recipients in all phases of financial aid; interview students and assess individual academic, financial aid personal situations; determine impact of needs analysis; explain program regulations, requirements and institutional policies; assure accuracy and completeness of applications.

Monitor and maintain the automated process to calculate satisfactory academic progress; review student educational plans; audit files to determine students' continued eligibility for financial aid.

Reconcile financial aid overpayments; research, compile and generate necessary data and required documentation and reports; determine amount owed by student; assist in implementing collection procedures and practices; explain overpayments, causes and ramifications and provide assistance for resolutions.

Import and export student data to state program agencies; upload and download awards, grade point averages and other data as required; generate required reports.

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

Maintain external contacts with government agencies and other community colleges for the purpose of coordinating, obtaining and verifying information.

Maintain current knowledge of complex regulations and requirements for assigned financial aid and student loan programs.

Initiate and compose correspondence as appropriate; type memoranda and a wide variety of materials.

Assist in training new staff regarding processes and procedures of assigned programs; assist with developing work schedules for student workers as assigned.

Perform related duties and responsibilities as required.

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: Graduation from high school supplemented by college-level course work in business or related field and three years of increasingly responsible financial aid experience including need analysis and packaging experience using computer software or any combination of training, experience, and/or education that provides the required knowledge, skills and abilities.

LANGUAGE SKILLS:

Ability to read, interpret, apply and explain laws, rules, guidelines, curriculum, schedules, policies and procedures affecting assigned area.

Ability to effectively present information and respond to questions from students, staff and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals.

Ability to maintain financial aid accounts and prepare complex financial reports for government agencies.

REASONING ABILITY:

Ability to analyze complex data and resolve problems related to financial aid program eligibility and awards.

Ability to interpret and apply Federal and State laws, rules and guidelines and community college curriculum and schedule, and policies and procedures affecting financial aid.

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

CERTIFICATES, LICENSE, REGISTRATION:

None required.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

- Basic accounting techniques, practices and procedures.

- Rules, regulations, policies and procedures of Federal, State and District financial aid Programs.

- Need analysis and packaging techniques.

- Public speaking methods.

- District organization, policies, procedures and objectives.

- Financial and income tax statements.

- Methods and terminology of financial aid record keeping.

- Principles and practices of record keeping.

- Interpersonal skills using tact, patience and courtesy.

- Office procedures, methods and equipment including computers and applicable

- Software applications such as word processing, spreadsheets and databases.

PHYSICAL DEMANDS: The conditions herein 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 job functions.

While performing the duties outlined in this classification, employees in this classification are regularly required to stand and sit for long periods of time, walk short distances on a regular basis, 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 frequently required to attend meetings or conduct work at other campus locations.

All 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 conditions herein 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 job 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 exposed to extensive contact with students, continual interruptions and the risks of computer-generated video radiation. The employee may be exposed to dissatisfied individuals. The work environment is moderately noisy.

SD/zgTL/zg:5/10/10

Board approved: 6/19/96
Revised: _____

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

TO: Members of the Governing Board

**SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN
SONOMA STATE UNIVERSITY AND SOLANO
COMMUNITY COLLEGE**

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY:

The voters of Solano County were promised that Sonoma State University would be offered access to the baccalaureate degree at the Vallejo Center as part of the College's campaign for Measure G.

There is an urgent need for more access to quality higher education for citizens in Solano County. This Memorandum of Understanding (MOU) intends to initiate a relationship between Sonoma State University and Solano Community College.

The initiatives currently being collaborated upon are included in the proposed attached MOU between Sonoma State University and Solano Community College.

The District is requesting that the Board take action to approve the class specification.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Jowel C. Laguerre, Ph.D.
Superintendent/President

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

(707) 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

May 7, 2010
**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



JOWEL C. LAGUERRE Ph.D.
Superintendent/President

May 7, 2010
**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

MEMORANDUM OF UNDERSTANDING
Between Sonoma State
University
And Solano Community
College

This MEMORANDUM OF UNDERSTANDING is entered into this 1st day of March 2010, by and between Sonoma State University, hereinafter referred to as SSU, and Solano Community College, hereinafter referred to as SCC.

Whereas SSU has developed curriculum leading to a Bachelor's degree in Liberal Arts, hereinafter referred to as BLA, and wishes to deliver this degree program to the local community in Solano and SCC has suitable facilities for classroom instruction and both parties have intentions to mutually develop programs in the future, therefore SSU and SCC have agreed to collaborate.

SSU Responsibilities:

- SSU will market, recruit and admit students into the BLA degree program. In consultation with SCC, SSU will schedule the required five (5) courses each fall and spring term beginning spring, 2011.
- SSU will recruit and hire faculty to teach the courses as necessary.
- SSU will register students into the program courses as necessary.
- SSU will coordinate the BLA program and provide the advising function and other student support functions as necessary.
- SSU students enrolled in the BLA program will adhere to the rules and policies of conduct required of SCC students. Students must follow SCC policies regarding safety and student conduct. SCC will refer any discipline action to the SSU Dean of Students.
- SSU will provide a Certificate of Insurance for \$1,000,000 and name SCC additionally insured on a separate endorsement. The California State University public liability, workers' compensation, property and automobile liability self-insurance program will apply.
- SSU will indemnify, defend, and hold harmless SCC, its officers, agents, employees, representatives, Board of Trustees, and volunteers from damage to property and for injury to and or death of any person from all claims, demands, actions, liability, or damages of any kind or nature arising out of or in except those which arise out of the sole negligence of SCC.
- SSU and SCC will maintain a position of non-competition for one and two year programs.

MEMORANDUM OF UNDERSTANDING
Between Sonoma State
University
And Solano Community
College

SCC Responsibilities:

- SCC will provide one classroom per evening, Monday through Thursday, and during the day Friday and Saturday, with supporting technological services for the BLA program courses at a cost of \$25 per term. SSU and SCC will share equally in the revenue of this fee; these services shall include computer, VCR/DVD player, and screen.
- SCC will provide suitable private office space for the SSU coordinator of the program at no cost to SSU.
- SCC will provide SSU students access to parking and appropriate student facilities including the bookstore. SSU students must purchase SCC parking permit.
- SCC will assist in publicity and outreach to SCC graduating students regarding the BLA program at SCC.
- SCC will provide library access, including the access to reserve materials, to SSU students enrolled in the BLA program at SCC.

MEMORANDUM OF UNDERSTANDING
Between Sonoma State
University
And Solano Community
College

Term:

The term of this agreement shall be from May 19, 2010 through June 30, 2012. This agreement can be extended every two years thereafter.

The signatures below indicate agreement to the foregoing terms.

Sonoma State University:

Solano Community College:

Dr. Ruben Arminana Date
President

Dr. Jowel Laguerre Date
Superintendent/President

Dr. Elaine Leeder Date
Dean, School of Social Science

Dr. Jerry Kea Date
Dean, Vallejo Center Date

Dr. Mark Merickel Date
Dean, School of Extended Education

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

TO: Members of the Governing Board
SUBJECT: TECH PREP PROGRAM UPDATE
REQUESTED ACTION: INFORMATION

SUMMARY:

Robert Low, Program Director, will present information on the Solano Community College Tech Prep Program's accomplishments to the Governing Board.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Shirley V. Lewis, J.D.
Dean, Student Development and Outreach

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7168

TELEPHONE NUMBER

Student Services
ORGANIZATION

May 7, 2010
**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010
**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: SUNSHINING OF OPENING PROPOSALS FOR 2010-13
SUCCESSOR AGREEMENT BETWEEN THE DISTRICT
AND OPERATING ENGINEERS, STATIONARY
ENGINEERS, LOCAL 39

REQUESTED ACTION: INFORMATION

SUMMARY:

PROPOSED ISSUES FOR 2010-13 SUCCESSOR AGREEMENT BETWEEN SOLANO
COMMUNITY COLLEGE DISTRICT AND OPERATING ENGINEERS/STATIONARY
ENGINEERS, LOCAL 39

Solano and Local 39 are preparing to enter into negotiations for a successor agreement for the period of 2010-2013.

This item introduces the opening proposals of Local 39 to the District and the District's opening proposal to Local 39 for the purpose of public notice ("sunshining") as attached. Pursuant to Government Code Section 3547, public comment on such proposal shall be received at the next Governing Board meeting scheduled for June 2, 2010.

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 94534-3197

ADDRESS

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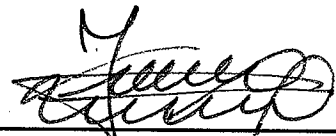
TELEPHONE NUMBER

Administration

ORGANIZATION

May 7, 2010

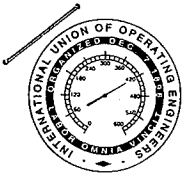
**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**



Stationary Engineers, Local 39

INTERNATIONAL UNION OF OPERATING ENGINEERS AFL-CIO

JERRY KALMAR
BUSINESS MANAGER-SECRETARY

April 7, 2010

Trudy Largent, Interim Director
Human Resources
Solano Community College District
4000 Suisun Valley Road
Fairfield, CA 94534

RECEIVED
2:30 APR 13 P 12:04
SCHOOL DEPARTMENT
SOLANO COMMUNITY
COLLEGE

Dear Ms. Largent:

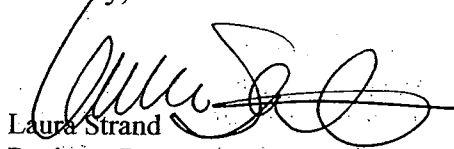
Please find outlined below the International Union of Operating Engineers, Stationary Local 39 proposals for sunshine.

Article 2	Affirmative Action
Article 4	Agency Shop
Article 6	Personnel Files/Evaluation
Article 7	Definitions
Article 8	Discipline and Dismissal
Article 9	Leaves of Absence
Article 15	Health and Welfare Benefits
Article 16	Working Conditions
Article 21	Grievance Procedure
Article 22	Check Off and Organizational Security
Article 28	Negotiations
Article 29	Duration
Appendix A	Operating Engineers Classifications
Appendix B	Fringe Benefit Plans
Appendix C	Grievance Form
Appendix D	Dues/Service Fee Schedule

Stationary Engineers Local 39 reserves the right to amend, modify, change, add to or subtract from the above list of articles. Please contact me to set mutually agreeable dates and times to commence the bargaining process.

We look forward to productive and meaningful negotiations.

Sincerely,


Laura Strand
Business Representative

LS:lm:IUOE#39/afl-cio

**SOLANO COMMUNITY COLLEGE DISTRICT OPENING PROPOSALS TO
OPERATING ENGINEERS/STATIONARY ENGINEERS, LOCAL 39 FOR 2010-
2013 SUCCESSOR AGREEMENT FOR "SUNSHINING," PURSUANT TO
GOVERNMENT CODE SECTION 3547**

Article 1	Union Recognition
Article 6	Personnel Files/Evaluation
Article 7	Definitions
Article 9	Leaves of Absence
Article 8	Discipline and Dismissal
Article 10	Professional Growth
Article 11	Hours and Overtime
Article 13	Vacation Plan
Article 15	Health and Welfare Benefits
Article 16	Working Conditions
Article 17	Transfers/promotions
Article 21	Grievance Procedure
Article 28	Negotiations
Appendix A	Classified Salary Schedule 2007-08/Classifications
Appendix B	Fringe Benefit Plans
Appendix C	Grievance Form

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

TO: Members of the Governing Board

SUBJECT: UPDATE POLICY 4800 TO REFLECT CURRENT AND APPROVED POSITION TITLES OF THE ADMINISTRATIVE LEADERSHIP GROUP (ALG)

REQUESTED ACTION: INFORMATION

SUMMARY:

On August 19, 2009 and December 2, 2009, the Governing Board approved the administrative reorganization. As a result, Board Policy 4800 listing the 2010-11 management classifications of educational administrators, classified managers, supervisors, and confidentials has been revised to accurately reflect those changes. In addition, the position of Director of Foundation and Grants has been eliminated. The ALG Salary Schedule has been revised to add a new range 53, and the title of Vice President, Academic & Student Affairs has been changed to Executive Vice President, Academic & Student Affairs. The job description has also been revised to reflect the change.

Attached are all revised documents.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

(707) 864-7122

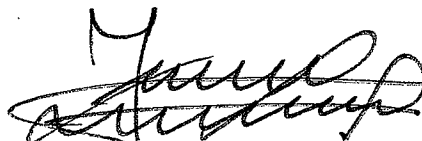
TELEPHONE NUMBER

Administration

ORGANIZATION

May 7, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**



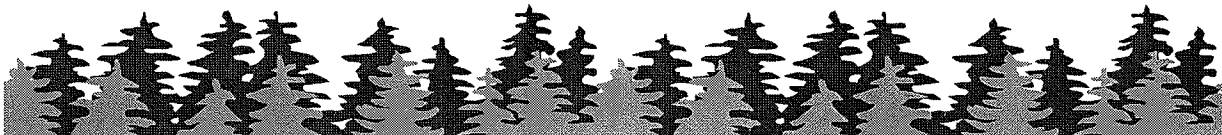
Solano Community College

Administrative Leadership Group Board Policy 4800

(Salary and Benefits)

***Adopted by the Governing Board:
May 18, 2005***

***Revised: April 29, 2009
May 6, 2009
June 17, 2009
August 19, 2009
December 2, 2009***



SOLANO COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE EMPLOYEES

4800

4800.1 Intent of Policies: It is the expectation of the District that the policies contained herein should be considered guidelines and ordinarily be followed to provide structure and organization, to support excellence, and to promote effective leadership. Since these policies cannot possibly address every potential situation, they are neither exclusive nor comprehensive. The District reserves its exclusive right to regularly review these policies and procedures and to update, change, amend, supplement or terminate any of its rules, regulations, or policies at any time for any reason satisfactory to the Board. In the event any provision of these policies and/or District regulations conflicts with the terms of an individual employee's employment contract, the terms and conditions of the employee's contract shall govern.

4800.2 Administrator Responsibilities: Educational administrators and classified managers have major responsibilities for promoting educational leadership, formulating and recommending District policies and administering District programs.

A. An Educational Administrator is an administrator who is employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district. Educational Administrators may be employed by a contract of up to two years, the form of which is attached as Appendix A. Educational administrators include, but are not limited to the following positions at the District:

Center Dean, Vacaville and Travis
Center Dean, Vallejo
Dean, Academic Success & Learning Resources
Dean, Business and Career Technical Education
Dean, Counseling and Special Services
Dean, Enrollment Management
Dean, Fine and Applied Arts/Behavioral Sciences
Dean, Health Occupations, Public Safety & Family Studies
Dean, Humanities
Dean, Math and Science
Dean, PE, Wellness & Athletics
Dean, Student Development
Executive Vice President, Academic & Student Affairs

B. Classified Management

1. A Classified Manager is an administrator who is employed by the Governing Board in a position designated as having direct

SOLANO COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE EMPLOYEES (Continued)

4800

responsibility for supervising the operation of, or formulating policy for, functions and services that support the instructional and student services components of the District. Classified Managers include, but are not limited to the following positions at the District:

Assistant Director, Facilities
Chief Information Systems Officer
Chief, College Police and Public Safety
Coordinator, Marketing & Student Recruitment
Director, Admissions & Records
Director, Children's Programs
Director, Facilities
Director, Financial Aid
Director, Fiscal Services
Director, Human Resources
Director, Research and Planning
Director, Small Business Development Center
Director, Technology Services and Support
Executive Director, Institutional Advancement
Managing Director of Theatre Operations
Manager, Technology Services and Support
Program Developer, Contract Education & Community Services
Vice President, Administrative & Business Services

2. A Supervisory Employee is any employee, regardless of job description, having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to and direct them, or to adjust their grievances, or effectively recommend such actions, if, in connection with the foregoing functions, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment. Supervisory Employees include, but are not limited to the following positions at the District:

AmeriCorps Supervisor
Bookstore Manager
Graphic Arts Services Supervisor
MESA Director
Staff Diversity Coordinator
Supervisor, Facilities
Supervisor, Grounds

3. A Confidential Employee is any employee who, in the regular course of his/her duties, has access to, or possesses information directly relating to confidential matters concerning collective bargaining

SOLANO COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE EMPLOYEES (Continued)

4800

negotiations, grievances, layoffs or other matters dealing with labor relations. Confidential Employees include, but are not limited to the following positions at the District:

Executive Assistant, Academic and Student Affairs
Executive Assistant, Administrative and Business Services
Executive Assistant, Human Resources
Executive Coordinator (Special Projects)
Executive Coordinator (Superintendent/President & Governing Board)
Human Resources Specialist
Staff Assistant

4800.3 Citizenship Rights: Administrative Employees have the same rights and responsibilities as other citizens living in a democracy. They may participate in political and governmental affairs, including such rights as voting; discussing the social, political, and economic issues of the day in public office; or holding office in political parties. Administrative employees, because of their position with the District, should make it clear that they are speaking or acting as individuals and not as employees of the Governing Board.

4800.4 Administrative Leadership Group Council:

- A. The Administrative Leadership Group includes those administrators, supervisory, and confidential employees identified as management by the Governing Board.
- B. The Administrative Leadership Group Council is made up of one representative from each management constituency. It is designed to further the dissemination of information to the management employees on campus.
- C. The Solano Community College District Governing Board recognizes the importance of an Administrative Leadership Group for the purpose of fulfilling its legal responsibility for the management of public education at Solano Community College. The Administrative Leadership Group as a whole is responsible for selecting members to represent their interests and concerns in the Shared Governance process.
- D. While the Administrative Leadership Group Concept places emphasis upon shared responsibility and authority, nothing in this policy intends to limit the responsibility and/or authority of the Governing Board or the Superintendent/President to make decisions as prescribed by law.

SOLANO COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE EMPLOYEES (Continued)

4800

4810 Compensation and Fringe Benefits

4810.1 Salary Payments: Employees are paid monthly in twelve equal payments on the last working day of the month in accordance with provisions of the adopted salary schedule. (Appendix B.) Those who work less than twelve (12) months may be paid in either twelve equal installments or actual months worked.

4810.2 Salary Schedule Placement Procedure: Initial placement of employees on the applicable salary schedule class will be from step 1 to step 3 of the appropriate level, consistent with the recommendation of the Superintendent/President and the approval of the Governing Board. Initial placement shall normally be on step 1.

A. Exceptions

1. The employee, in moving from a lower to a higher level on the schedule, will be placed on a step which ensures no decrease in salary; or
2. The employee, in moving from a higher to a lower level on the schedule, will be placed on the same step on the lower level as has been reached on the higher level.

B. The salary schedule is based on 223 duty days of service per year, excluding annual vacation and paid holidays. Salaries for employees working less than 223 days per year shall be based on a proration of the actual days of service to 223 days.

4810.3 Career Increments:

A. A career increment is an amount paid an employee in recognition of total years of full-time paid regular service as a District employee. Earned career increments will be added to the annual salary beginning July 1 after the employee has reached the increment level. The career increment shall not be paid to anyone while on an unpaid leave of absence. Time spent on an unpaid leave or in special hourly employment shall not be included in calculating years of service.

<u>Years of Service</u>	<u>Annual Increment</u>
10 years	\$1000.00
15 years	\$1200.00
19 years	\$1500.00
20 years	\$1600.00
25 years	\$2300.00
29 years	\$3000.00

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATIONS**

CLASS TITLE: EXECUTIVE VICE PRESIDENT OF ACADEMIC AND STUDENT AFFAIRS (Educational Administrator)

BASIC FUNCTION:

Under the direction of the Superintendent/President, the Vice President of Academic and Student Affairs ensures that all areas of responsibility are successfully serving students' educational goals and are consistent with the College mission. The Vice President provides dynamic and strategic leadership to assist the College in achieving its vision for excellence. The leader in this position is focused on the quality and integrity of all of the College's academic degree programs, assessing student learning outcomes, developing high quality faculty and providing excellent academic and student support services and serves as a member of the President's Cabinet.

Collaborating with the College Deans, the Vice President's specific areas of leadership include the following: academic services, admissions, enrollment services, advising and counseling services, articulation and transfer services, career services, prior learning assessment services, student life and leadership, intercollegiate athletics, child care services, judicial affairs, developmental and educational services, library services, instructional technology, and distance learning. The Vice President serves as the liaison with secondary and other post-secondary educational institutions.

REPRESENTATIVE DUTIES FOR AREAS OF INSTRUCTION:

Implements accreditation recommendations and standards, provides managerial direction, including planning, goal setting, implementation, coordination, evaluation, and accountability for all areas of the academic program, contract education, workforce development, and Community Services.

Works cooperatively with the Superintendent/President to coordinate mission, goals and objectives of the College as a whole. Participates in strategic and long-range educational planning for the District. Facilitates the educational master planning process.

Supervises the Curriculum and Scheduling Office assuring compliance with state guidelines and course standards for the College. Serves as an advisor on program and course development to academic administrators and faculty. Participates in the development of course/program approval process and proposals for course approval. Recommends curriculum changes required by legislative actions of the California Community Colleges Board of Governors and the local Governing Board.

Coordinates the class scheduling for off-campus locations with the division Deans.

Works cooperatively with Academic Affairs administrators and faculty to determine personnel needs; participates in hiring process for full-time faculty positions, serves as assistant to Superintendent/President to organize final selection process for faculty positions.

Participates in the recruitment and selection and recommendation of candidates for positions which report directly to the Vice President.

Supervises and evaluates all staff members who report directly to the Vice President of Academic Affairs.

Recommends institutional policy and supervises preparation of appropriate policy statements and regulations.

Prepares, submits and monitors the annual budget for areas of responsibility.

Keeps abreast of issues and regulations in higher education, communicating information to administration, faculty and staff.

Plans and implements professional development activities for Academic Affairs personnel.

Prepares reports as required for state, federal and accreditation agencies, and serves as the District's accreditation liaison officer.

Works with community groups, educational institutions and individuals concerning College programs and services.

Represents the College as the Chief Instructional Officer at state meetings and conferences.

REPRESENTATIVE DUTIES FOR STUDENT AFFAIRS:

Works cooperatively with other managers to coordinate the Student Services Programs with the instructional and other related areas.

Has overall responsibility for the administration of Student Services program, course and program articulation, relations with colleges and district high schools, and matriculation and the student discipline and grievance process.

Directs Student Service planning, implementation and evaluation including annual program and budget reviews.

Recommends institutional policy and supervises preparation of appropriate policy statements and regulations.

Develops and recommends additions, changes and revisions to the curriculum of Student Services programs.

Directs planning and operation of Admissions and Records, Counseling, Guidance and Assessment, Financial Aid and Student Placement, Institutional Research (Matriculation), Student Affairs, Special Services and Veterans' Program.

Compiles statistics and maintains adequate records for internal analysis, management planning and special reports for Student Services required by the College and external organizations.

Serves as chairperson for the Academic Council and the Articulation Officer.

Directs planning and operation of admissions and records, class registration processes and attendance accounting procedures.

Works with managers to determine needs for new staff and makes recommendations for hiring to Superintendent/President.

Plans and implements professional development activities for academic personnel.

Prepares annual and special reports for areas of responsibility.

Coordinates grants development and grants management in areas of responsibility.

Works with community groups, educational institutions and individuals concerning College programs and services.

GENERAL DUTIES AND EXPECTATIONS:

Represent the College through public appearances and presentations, both internal and external, including attendance at regional and national professional education organizations.

Supervise and evaluate the academic and student services deans.

Provide creative and energetic leadership in strategic planning by supporting existing and new initiatives.

Actively participate in California Community Colleges activities.

Serve as the Accreditation Liaison to Accrediting Commission for Community and Junior Colleges (ACCJC).

Develop and maintain an operational manual for areas of responsibility.

Overall, foster a sense of community within Academic and Student Affairs personnel to maximize student academic and personal achievement; to enhance retention, graduation and goal attainment.

Carries out special projects as may be assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to provide clear direction and visionary leadership.

Ability to maintain and promote collegiality and participatory governance.

Demonstrated record of creative strategic planning, creative problem solving, curriculum planning, and creative enrollment management strategies.

Demonstrated knowledge of information technology systems and related applications.

Demonstrated personal characteristics: integrity, open-mindedness, creativity, self direction.

Demonstrated excellent communication and human relation skills.

Demonstrated ability to foster strong relations between academic and student support services.

Demonstrated ability to develop and implement integration between academic and student support services.

Demonstrated ability to work within a complex, integrated Enterprise Resource Planning (ERP) systems.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Master's degree required from a regionally accredited institution of higher education. At least four years of experience at the dean level or above. Teaching experience. Experience with or an acute understanding of Student Services functions and how they support learning and student success. Demonstrated sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Preferred Qualifications

Doctorate degree from a regionally accredited institution.

Successful experience in higher education with a strong record of teaching excellence on the postsecondary level and demonstrated senior-level academic leadership experience with a record of increasing responsibility and success.

An understanding and appreciation of the roles of student services and student development.

Comprehensive knowledge, and demonstrated understanding and experience of: academic program development, implementation and assessment; student support services; instructional technology; library; budget planning, budget preparation, and fiscal management.

Curriculum development/management experience.

Capacity for working effectively within a collective bargaining environment.

Appreciation of the values of cooperative decision-making.

Understanding of commitment to and passion for the community college mission.

Demonstrated understanding of trends, issues and challenges of a comprehensive community college.

A record of community service or involvement.

Excellent organizational, communication, customer service, decision-making, judgment, problem-solving and delegation skills.

Experience in California Community Colleges.

TL/zg:12-15-09

Board approved: 12/16/09

Revised: _____

SOLANO COMMUNITY COLLEGE DISTRICT

Administrative Leadership/Supervisory/Confidential 2010-11 Schedule

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
53	115,887.41	120,346.26	124,984.66	129,811.77	134,828.62	140,046.43	145,473.37
52	105,887.41	110,346.26	114,984.66	119,811.77	124,828.62	130,046.43	135,473.37
51	102,740.40	106,851.40	111,123.58	115,568.15	120,192.27	124,998.98	129,998.49
50	97,907.16	101,822.31	105,894.55	110,132.04	114,535.81	119,118.10	123,881.97
49	93,956.32	97,714.36	101,623.39	105,687.47	109,915.78	114,313.43	118,885.52
48	87,347.09	90,840.93	94,474.53	98,254.00	102,183.42	106,270.96	110,521.72
47	83,987.90	87,347.09	90,840.93	94,474.53	98,254.00	102,183.42	106,270.96
46	80,757.24	83,987.90	87,347.09	90,840.93	94,474.53	98,254.00	102,183.42
45	77,651.04	80,757.24	83,987.90	87,347.09	90,840.93	94,474.53	98,254.00
44	74,664.18	77,651.04	80,757.24	83,987.90	87,347.09	90,840.93	94,474.53
43	73,229.92	76,157.61	79,204.65	82,373.08	85,668.00	89,094.52	92,657.73
42	70,411.39	73,229.92	76,157.61	79,204.65	82,373.08	85,668.00	89,094.52
41	67,704.04	70,411.39	73,229.92	76,157.61	79,204.65	82,373.08	85,668.00
40	65,100.75	67,704.04	70,411.39	73,229.92	76,157.61	79,204.65	82,373.08
39	62,597.42	65,100.75	67,704.04	70,411.39	73,229.92	76,157.61	79,204.65
38	60,188.97	62,597.42	65,100.75	67,704.04	70,411.39	73,229.92	76,157.61
37	57,889.66	60,188.97	62,597.42	65,100.75	67,704.04	70,411.39	73,229.92
36	55,685.22	57,889.66	60,188.97	62,597.42	65,100.75	67,704.04	70,411.39
35	53,565.46	55,685.22	57,889.66	60,188.97	62,597.42	65,100.75	67,704.04
34	51,529.34	53,565.46	55,685.22	57,889.66	60,188.97	62,597.42	65,100.75
33	49,569.72	51,529.34	53,565.46	55,685.22	57,889.66	60,188.97	62,597.42
32	47,686.62	49,569.72	51,529.34	53,565.46	55,685.22	57,889.66	60,188.97
31	45,873.90	47,686.62	49,569.72	51,529.34	53,565.46	55,685.22	57,889.66
30	44,131.57	45,873.90	47,686.62	49,569.72	51,529.34	53,565.46	55,685.22
29	42,458.61	44,131.57	45,873.90	47,686.62	49,569.72	51,529.37	53,565.46
28	40,848.89	42,458.61	44,131.57	45,873.90	47,686.62	49,569.72	51,529.34

Persons possessing an earned doctorate from an accredited institution will receive an additional \$2400

Career Increments after:		Career Increments (Confidential Employees) after:	
10 years	\$1,000	6 years	2.5%
15 years	\$1,200	8 years	5%
19 years	\$1,500	11 years	7.5%
20 years	\$1,600	15 years	10%
25 years	\$2,300		
29 years	\$3,000		

Salary schedule is based on 223 workdays.
 \$10,000 increment between Range 52 & 53

Board Approved: 5/19/2010
 Note: 1.00% increase to be applied eff. 6/30/11

MANAGEMENT CLASSIFICATIONS

2010-11

Range 53

Executive Vice President
Academic and Student Affairs

Range 52

Vice President
Administrative and Business Services

Range 50

Director, Human Resources

Range 49

Dean

Academic Success & Learning Resources
Business & Career Technical Ed
Counseling & Special Services
Enrollment Management
Fine & Applied Arts/Behavioral Sciences
Health, Public Safety & Family Studies
Humanities
Math & Science
PE/Athletics

Center Dean

Vacaville and Travis Center
Vallejo Center
Chief Information Systems Officer
Executive Director, Institutional Advancement

Range 48

Director, Technology Services & Support

Range 47

Dean, Student Development

Range 46

Director (4)
Admissions & Records
Facilities
Financial Aid
Fiscal Services

Range 45

Managing Director of Theatre Operations

Range 43

Director of Children's Program
Manager, Technology Services and Support
Program Developer, Contract Ed. & Community Services

Range 42

Assistant Director, Facilities
Director, Small Business Development Center

Range 40

Director, Research & Planning

Range 38

Chief, College Police & Public Safety

Range 37

Staff Diversity Coordinator

Range 35

Bookstore Manager
Executive Coordinator
Graphic Arts Services Supervisor

Range 34

AmeriCorps Supervisor
MESA Director

Range 33

Supervisor
Coordinator, Marketing & Student Recruitment
Facilities
Grounds

Range 32

Executive Assistant
Academic Affairs
Administrative & Business Services
Human Resources

Range 31

Human Resources Specialist

Range 29

Staff Assistant

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

TO: Members of the Governing Board

**SUBJECT: FIXTURES, FURNITURE & EQUIPMENT (FF & E)
WRAP-UP SUMMARY FOR THE VACAVILLE CENTER**

REQUESTED ACTION: INFORMATION

SUMMARY:

Virtually all of the Fixtures, Furniture & Equipment (FF&E) for the Vacaville Center has been researched, selected, ordered, received and/or installed. The categories of items, vendors, approximate costs and status of each is shown on the attached chart.

In compliance with the Public Contract Code, all items over the bid threshold limit of \$78,500 were put out to bid or categorized as "sole source" to match/integrate with existing District equipment and/or systems. All prospective purchases were extensively shopped by Technology Services, the Math/Science staff and Facilities for best price and high quality. A few remaining equipment items are being researched. Prices may eventually vary slightly due to changes in shipping and/or delivery charges.

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

ADDRESS

(707) 864-7176

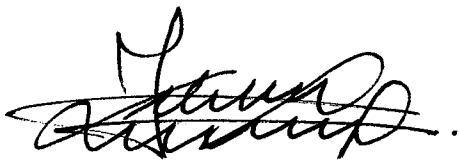
TELEPHONE NUMBER

Facilities

ORGANIZATION

May 7, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT

Vacaville Center Fixtures, Furniture & Equipment (FF&E) Summary

Category	Vendor	Approx. \$	Status	Remarks
Furniture	Office Depot			
	Total	\$ 584,658.80	Installed	Bid previously approved by Board
Technology	Dell	\$ 296,000.00	Installed	Sole source
	Dell	\$ 16,889.33	Installed	Sole source
	Dell	\$ 13,566.64	Installed	Sole source
	Dell	\$ 5,294.92	Installed	Sole source
	Dell	\$ 7,377.87	Installed	Sole source
	Faronics	\$ 4,694.09	Installed	
	Computer Security Pro.	\$ 5,383.94	Installed	
	Remote Visions	\$ 5,432.36	Installed	
	Extrateam	\$ 77,950.17	Installed	
	Comp View	\$ 19,870.71	Installed	
	Troxell	\$ 63,846.96	Installed	
	Trapeze	\$ 28,663.12	Installed	
	Tech Depot	\$ 10,447.83	Installed	
	Total	\$ 555,917.94		
Science Labs	Wards	\$ 34,412.99	On Order	
	Triarch	\$ 11,042.10	"	
	Zeiss	\$ 109,071.67	"	Sole source
	Biocam	\$ 335.20	"	
	BioRad	\$ 1,101.50	"	
	BioPac	\$ 46,870.00	"	
	Cabelas	\$ 2,559.68	"	
	Equipco	\$ 4,574.05	"	
	Vernier	\$ 45,030.00	"	
	Pasco	\$ 55,864.00	"	
	Flinn	\$ 10,553.01	"	
	Fisher	\$ 71,124.87	"	
	Daiggen	\$ 11,736.46	"	
	Cynmar	\$ 21,858.90	"	
	Sargent Welch	\$ 4,710.00	"	
	Carolina	\$ 60,917.33	"	
	Miscellaneous vendors	\$ 34,223.25	"	
	Total	\$ 526,005.01		
	Grand Total FF&E	\$ 1,665,581.75		
	Project FF&E Budget	\$ 1,850,000.00		
	FF&E Budget Remaining	\$ 184,418.25		

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: SOLANO COUNTY WELLNESS INITIATIVE,
DEVELOPING HEALTHY, SUSTAINABLE
COMMUNITIES FOR THE YOUTH OF TOMORROW
AND TODAY

REQUESTED ACTION: INFORMATION

SUMMARY:

The Solano County Wellness Initiative is a collaborative, non-profit, community-based organization that seeks to impact the most marginalized urban and rural communities of Solano County through comprehensive education, health, employment, and civic engagement programs. By utilizing existing community resources, collaborative partnerships, and innovative programs they will provide on-going youth development and leadership training with year-round programs that will impact the underserved and un-served youth, family, and communities throughout Solano County.

This initiative is an extended-learning, extended-day strategy to close achievement gaps observed within marginalized groups and to provide opportunities for children and youth to be engaged in activities that will contribute positively to their mental and physical development. Students who are healthy, safe, and engaged in learning are more likely to succeed, and students who have a practical concept of the career and educational opportunities that are available to them are more likely to become healthy, educated and productive citizens in the future.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Jowel C. Laguerre, Ph.D.
Superintendent/President

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

(707) 864-7112

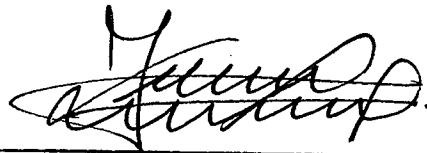
TELEPHONE NUMBER

Administration

ORGANIZATION

May 7, 2010

**DATE SUBMITTED TO
SUPERINTENDENT/PRESIDENT**



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

May 7, 2010

**DATE APPROVED BY
SUPERINTENDENT/PRESIDENT**