

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: SET DATE, TIME, AND PLACE FOR ANNUAL ORGANIZATIONAL MEETING

REQUESTED ACTION: APPROVAL

SUMMARY:

In accordance with Educational Code Section 72000(c)(2)(A), the Governing Board of the Solano Community College District designates the Board meeting of December 15, 2010, as the annual organizational meeting of the Governing Board. The organizational meeting will be held at 7:00 p.m., Room 626, at the Solano Community College campus, 4000 Suisun Valley Road, Fairfield, CA 94534-3197. At the annual organizational meeting, the Governing Board will:

1. Elect a President, Vice President, and appoint a Secretary for 2010-11.
2. Establish the dates, times, and locations of the Governing Board meetings.
3. Select a representative to the Solano County School Boards Association.

It is recommended that the Governing Board approve the date, time, and place for the organizational meeting as set forth above.

Government Code: *N/A* Board Policy: *1026* Estimated Fiscal Impact: \$ *N/A*

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7112

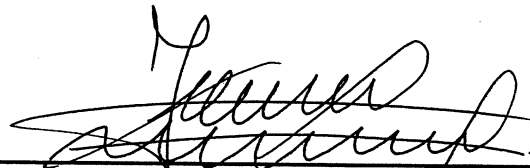
TELEPHONE NUMBER

Administration

ORGANIZATION

November 22, 2010

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

November 22, 2010

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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

TO: Members of the Governing Board

SUBJECT: REVISED BOARD POLICY AND PROCEDURES –
CONFLICT OF INTEREST – SERIES 1000 – BOARD
POLICY NO. 1019

REQUESTED ACTION: APPROVAL

SUMMARY:

The Governing Board establishes broad institutional policies and appropriately delegates responsibility to implement these policies. At this time, the Superintendent-President presents for approval the following revised Governing Board Policy – Conflict of Interest, Policy No. 1019, Series 1000, with Procedures, which are for informational purposes only.

Government Code: Board Policy: *Noted Above* Estimated Fiscal Impact: \$ N/A

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

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

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4000 Suisun Valley Road
Fairfield, CA 94534

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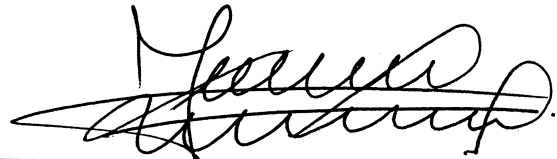
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Administration

ORGANIZATION

November 22, 2010

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

November 22, 2010

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT

CONFLICT OF INTEREST

1019

POLICY: Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members.

A Board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the District.

In compliance with law and regulation, the Superintendent/President shall establish administrative procedures to provide for disclosure of assets of income of Board members who may be affected by their official actions, and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

REFERENCES/

AUTHORITY: California Government Code Sections 1090, et seq., 1126, 87200, et seq., 87103

GF:pc:jm

SOLANO COMMUNITY COLLEGE DISTRICT

CONFLICT OF INTEREST

1019

BP1019 Title 2, Sections 18730 et seq.
 California Education Code Section 72533
 Solano Community College District Conflict of Interest Code
 Fair Political Practices Commission

ADOPTED: July 7, 1982

REVISED: March 18, 1987; May 19, 1999; June 6, 2007

**SOLANO COMMUNITY COLLEGE
GOVERNING BOARD PROCEDURES**

CONFLICT OF INTEREST

Policy #1019

**CONFLICT OF INTEREST CODE FOR THE
SOLANO COUNTY COMMUNITY COLLEGE DISTRICT**

The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the Solano County Community College District.

Designated employees shall file their statements with the Solano County Community College District who will make the statements available for public inspection and reproduction (Gov. Code Section 81008). Statements for all designated employees will be retained by the Solano County Community College District.

**CONFLICT OF INTEREST CODE
FOR THE
SOLANO COUNTY COMMUNITY COLLEGE DISTRICT**

Conflict of Interest Policy #1019

APPENDIX

<u>Designated Employees</u>	<u>Disclosure Categories</u>	
Governing Board members	1, 2, 3	
Superintendent-President	1, 2, 3	
Vice President, Administrative and Business Services <i>Vice President, Finance and Administration</i>	1, 2, 3 1, 2, 3	Revise Title <i>New Title</i>
Vice President, Academic Vice President, Student Services <i>Executive Vice President, Academic and Student Affairs</i>	1, 2, 3 1, 2, 3 1, 2, 3	Delete Position Delete Position <i>New Position</i>
Vice President, Technology and Learning Resources <i>Chief Information Systems Officer</i>	1, 2, 3 1, 2, 3	Delete Position <i>New Position</i>
Associate Vice President, Workforce and Community Development	1, 2, 3	Delete Position
Director, Community Services and Public Information Director of Foundation and Grants <i>Executive Director, Institutional Advancement</i>	2, 3 1, 2, 3 2, 3	Delete Position Delete Position <i>New Position</i>
<i>Director, Admissions and Records</i>	1, 2, 3	<i>New Position</i>
<i>Director, Financial Aid</i>	1, 2, 3	<i>New Position</i>
Director, Facilities	1, 2, 3	
Director, Fiscal Services	3	
Director, Human Resources	1, 2, 3	
Director, Small Business Development Center	2, 3	

**CONFLICT OF INTEREST CODE
 FOR THE SOLANO COUNTY COMMUNITY COLLEGE DISTRICT
 Conflict of Interest Policy #1019
 APPENDIX
 Page 2**

Director, Student Development 2, 3

Director, Technology Services and Support 2, 3

Dean, Physical Education and Athletics	1, 2, 3	Revise Title
<i>Dean, Physical Education, Wellness and Athletics</i>	<i>1, 2, 3</i>	<i>New Title</i>

Manager, Technology Services and Support 2, 3

Managing Director of Theater Operations 2, 3

Staff Diversity Coordinator 2, 3

Bookstore Manager	2	Revise Title
<i>Bookstore Supervisor</i>	<i>2</i>	<i>New Title</i>

**CONFLICT OF INTEREST CODE
FOR THE
SOLANO COUNTY COMMUNITY COLLEGE DISTRICT**

APPENDIX (CONTINUED)

Designated Employees

Disclosure Categories

(Continued)

Consultant

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Chief Executive Officer may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chief Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Disclosure Categories

Category 1

A designated employee in this category shall disclose:

- (1) Interests in real property.
- (2) Investments and business positions in business entities or income from sources which engage in building construction or design.
- (3) Investments and business positions in business entities or income from sources which engage in the acquisition or disposal of real property.

Category 2

A designated employee in this category shall disclose investments and business positions in business entities or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type utilized by the department for which the designated employee is manager or director.

Category 3

A designated employee in this category shall disclose investments and business positions in business entities or income from sources which are contractors or sub-contractors engaged in the performance of work or services of the type utilized by the department for which the designated employee is manager or director.

VLH:SRA:PJP:GFF:pc

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5/8/95

Governing Board Adoption of Amended Code and Review of Procedures: 9/16/92

Governing Board Review of Procedures: 5/5/99

Governing Board Adoption of Amended Code: 12/20/00

FPPC Certification: 10/22/01

MSWORD/INTERESTS/CODEEFFECTIVE113001

CODEREVISED.1204.STRIKETHROUGH

BP1019.pro

This is the last page of the conflict of interest code for the **Solano County Community College District**.



CERTIFICATION OF FPPC APPROVAL

Pursuant to Government Code Section 87303, the conflict of interest code for the **Solano County Community College District** was approved on August 23, 2005. The code will be effective on September 22, 2005.

Mark Krausse
Executive Director
Fair Political Practices Commission

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: PROPOSED NEW BOARD POLICY AND PROCEDURES –
EMERITUS – SERIES 4000 – BOARD POLICY NO. 4003

REQUESTED ACTION: APPROVAL

SUMMARY:

The Governing Board establishes broad institutional policies and appropriately delegates responsibility to implement these policies. At this time, the Superintendent-President presents for approval the following proposed new Governing Board Policy – Emeritus, Policy No. 4003, Series 4000, with Procedures, which are for informational purposes only.

Government Code: *Board Policy: Noted Above* *Estimated Fiscal Impact: \$ N/A*

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7112

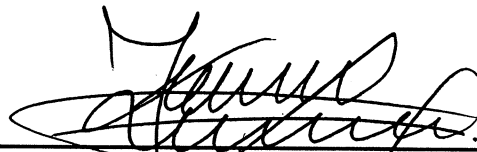
TELEPHONE NUMBER

Administration

ORGANIZATION

November 22, 2010

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

November 22, 2010

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT

SERIES 4000

EMERITUS

4003

POLICY: *A retiring faculty, staff, or member of the Board of Trustees, who has served the College with distinction over a period of ten years, may be awarded the title of Emeritus upon retirement. These individuals will be granted the rights and privileges listed below in recognition of their honored role in the College community and their ongoing potential for contributions to the intellectual and cultural life of the College. The Superintendent-President may confer the title of Emeritus upon any retiring employee who has given 10 years of honorable and distinguished service to the College. The title will follow the regular professional title; e.g., Professor Emeritus, Dean Emeritus, Trustee Emeritus, Classified Emeritus, etc.*

Emeritus faculty, staff, or trustees will maintain an identification card entitling them to the following College privileges: full access to library facilities, including access to computer resources in the library; an Emeritus faculty, staff, or trustee parking permit upon registration with Campus Police Services; life-time pass to SCC athletic events (not to include playoffs); buy one season pass, get one free season pass to theatre productions; faculty, staff, or trustee may audit a class on a space-available-only basis by paying the district audit fee; attendance at graduation and convocation in full regalia; access to faculty, staff, or trustee dining and recreational activities; listings in College catalogs and faculty, staff, or trustee/staff directory as Emeritus faculty, staff or trustee; and all benefits the College grants to retired faculty, staff, or trustees. Emeritus faculty, staff, or trustees may be eligible for other privileges that do not exert undue financial burdens on the College.

When an Emeritus faculty, staff, or trustee is employed by the College, whether as a post-retirement faculty, staff, or trustee or in another capacity, the provisions of the appointment shall prevail.

BP 4003

REFERENCES/

AUTHORITY: The Solano Community College Board of Trustees

ADOPTED: XXXXX

SOLANO COMMUNITY COLLEGE DISTRICT

Series 4000

EMERITUS

4003

Procedures for Nomination and Awarding Emeritus Status

I. Eligibility

The Superintendent-President may confer the title of Emeritus upon any retiring faculty, staff or trustee who has given honorable and distinguished service to the College.

II. Nominations/Recommendations/Appointments

1. Nominations

- (a) Retiring SCC faculty, staff or trustee may be nominated or nominate themselves to their Dean.*
- (b) A faculty, staff or trustee member may be nominated by faculty, staff or trustee, division dean or department head.*
- (c) Previously retired tenured professors may apply or be nominated to become Emeritus.*
- (d) A nomination should be supported by a minimum of three employees.*
- (e) All nominations should be forwarded to the VP of the area where the employee is assigned.*
- (f) The vice president will forward the nomination for Emeritus status to the Superintendent-President.*

2. Approvals/Appointment

- (a) The VP will review all previous recommendations and make a recommendation to the Superintendent-President to either confer/ not confer Emeritus status.*
- (b) This recommendation may be appealed to the Superintendent-President.*
- (c) Upon verification of the eligibility as stated above but no later than the end of the last semester of full time employment at SCC, the Superintendent-President will grant the rank/status of Emeritus.*

II. Emeritus Benefits

- 1. Free Emeritus faculty, staff or trustee parking upon registration with Campus Police Services and receipt and display of an Emeritus parking permit.*
- 2. SCC ID card.*
- 3. Full access to library facilities, including access to computer resources in the library.*
- 4. Faculty, staff or trustee discounts to all college events per college regulations for other retired faculty, staff or trustee.*

5. *Use of the College Wellness Center.*
6. *Attendance at graduation and convocation, including marching in full regalia with other members of the Emeritus faculty, staff or trustee member's academic discipline.*
7. *Access to faculty, staff or trustee dining and recreational activities.*
8. *Listings in College academic catalogs and faculty, staff or trustee/staff directory as Emeritus faculty, staff or trustee.*
9. *All other benefits the college grants to retired faculty, staff or trustee members.*
10. *The Emeritus title provides no stipend.*

III. Obligations of Emeritus to the College

1. *The Emeritus will identify him or herself as an Emeritus faculty, staff or trustee member from SCC in any professional activity that pertains to service at the college or use of its resources.*
2. *The Emeritus will make every effort to be available for service on college committees and participation in other service and teaching activities.*
3. *The professor Emeritus will adhere to the highest academic, civic and ethical standards.*
4. *The Emeritus understands that there is no remuneration received by the holder of the title and he/she does not exercise any of the normal administrative functions associated with the title faculty, staff or trustee. By virtue of the title, the recipient is not entitled to membership of Academic Senate or any other College body.*
5. *Emeritus faculty, staff or trustee will be listed in college catalogs.*
6. *Emeritus faculty, staff or trustee will be recognized at college commencement ceremonies or other appropriate recognition events.*

IV. Documentation required for nomination

1. *A summary statement of desire to become Professor Emeritus, and*
2. *Detailed faculty, staff or trustee CV; and*
3. *Statements of support from current faculty, staff or trustee members and any other statements in support of the nomination; and*
4. *A written citation on behalf of the nominee of no more a half page and in a style suitable for reading at a conferral ceremony.*

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: RESOLUTION PROCLAIMING DECEMBER 1, 2010 AS
WORLD AIDS DAY AT SOLANO COMMUNITY
COLLEGE, RESOLUTION NO. 10/11-12
REQUESTED ACTION: APPROVAL

SUMMARY:

World AIDS Day was first conceived in August 1987 by James W. Bunn and Thomas Netter, two public information officers for the Global Program on AIDS, at the World Health Organization in Geneva, Switzerland.

World AIDS Day, observed December 1 of each year, is dedicated to raising awareness of the AIDS pandemic caused by the spread of HIV infection. It is common to hold memorials to honor persons who have died from HIV/AIDS on this day. Since 1995, the President of the United States has made an official proclamation on World AIDS Day. Governments of other nations have followed suit and issued similar announcements.

A resolution proclaiming December 1, 2010, as World AIDS Day at Solano Community College is presented for approval.

Government Code: N/A Board Policy: N/A Estimated Fiscal Impact: \$ N/A

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

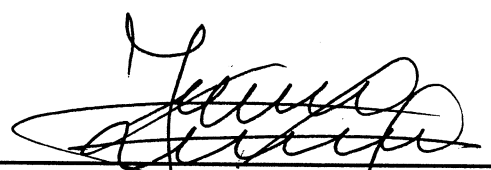
Mostafa Ghous
Director of Student Development
PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534
ADDRESS

707 864-7168
TELEPHONE NUMBER

Academic and Student Affairs
ORGANIZATION

November 22, 2010
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT


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

November 22, 2010
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION PROCLAIMING DECEMBER 1, 2010
AS WORLD AIDS DAY AT SOLANO COMMUNITY COLLEGE**

RESOLUTION NO. 10/11-12

WHEREAS, The global epidemic of HIV infection and AIDS requires a worldwide effort to increase communication, education and united action to stop the spread of HIV/AIDS;

WHEREAS, The Joint United Nations Program on HIV/AIDS (UNAIDS) observes December 1 of each year as World AIDS Day, a day to expand and strengthen worldwide efforts to stop the spread of HIV/AIDS;

WHEREAS, The UNAIDS estimates that over 33.4 million people worldwide are currently living with HIV/AIDS, including 2.1 million children;

WHEREAS, The UNAIDS is encouraging a better understanding of the challenge of HIV/AIDS nationally as it recognizes that the number of people diagnosed with HIV and AIDS in the United States continues to increase, with over 1.7 million people in the U.S. now infected, 68,000 living with AIDS in California, and 1643 AIDS cases in Solano County with 782 deaths from AIDS in Solano County; and

WHEREAS, World AIDS Day provides an opportunity to focus local, national and international attention on HIV infection and AIDS and to disseminate information on how to prevent the spread of HIV;

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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION PROCLAIMING DECEMBER 1, 2010
AS WORLD AIDS DAY AT SOLANO COMMUNITY COLLEGE**

RESOLUTION NO. 10/11-12

(CONTINUED – PAGE 2)

RESOLVED, December 1, 2010, declared as World AIDS Day at Solano Community College, and urges all citizens to take part in activities and observances designed to increase awareness and understanding of HIV/AIDS as a global and local challenge, to take part in the HIV/AIDS prevention activities and programs, and to join the global effort to prevent the further spread of HIV/AIDS, as we remember, understand, share the lessons, and act.

PASSED AND ADOPTED This 1st day of December 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
GOVERNING BOARD AGENDA ITEM**

TO: Members of the Governing Board

**SUBJECT: SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD CALENDAR OF BOARD
MEETINGS FOR 2011**

REQUESTED ACTION: INFORMATION

SUMMARY:

The attached proposed revision to Governing Board Calendar of Board Meetings for 2011 has been expanded to include a Board Study Session, which will take place the first Wednesday of each month, together with the regular Board meeting, which will take place the third Wednesday of each month. The location has also been expanded to include one meeting each semester at the Vacaville and Vallejo Centers in order for the Board to be more visible in the community. The regular meetings will take place in the Board Room (Room 626) of the Administration Building.

This item will return to the Board for final adoption at the Annual Organizational Meeting of Governing Board for the Establishment of Dates, times and Location of Governing Board Meetings.

Government Code: N/A Board Policy: 1025 and 1026 Estimated Fiscal Impact: \$ N/A

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

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

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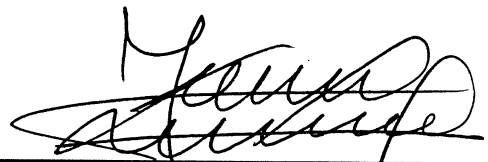
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ORGANIZATION

November 22, 2010

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

November 22, 2010

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE
GOVERNING BOARD PROCEDURES**

REGULAR MEETINGS

Policy 1025

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD
CALENDAR OF BOARD MEETINGS FOR 2011**

The Governing Board meets the first and third Wednesdays of each month at 6:30 p.m. in the Board Room (#626), of the Administration Building. The specific calendar of meeting dates is listed below. All meetings, with the exception of Closed Sessions, are open to the public. Minutes of previous meetings and current agendas are available from the Superintendent-President's Office.

January 19, 2011
February 2, 2011
February 16, 2011
March 2, 2011
March 16, 2011 (Vacaville)
April 6, 2011
April 20, 2011 (Vallejo)
May 4, 2011
May 18, 2011
June 15, 2011
June 22, 2011 (Board Retreat)
July 20, 2011
August 3, 2011
August 17, 2011
September 7, 2011
September 21, 2011
October 5, 2011
October 19, 2011 (Vacaville)
November 2, 2011
November 16, 2011 (Vallejo)
December 7, 2011
December 21, 2011

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BD MTG CAL.2011

Reviewed by Governing Board: 12/01/10

Approved by Governing Board: