

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

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

**EMPLOYMENT 2010-2011**

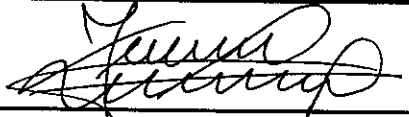
**Short-term/Temporary/Substitute**

| <u>Name</u>      | <u>Assignment</u>                     | <u>Effective</u>  | <u>Amount</u> |
|------------------|---------------------------------------|-------------------|---------------|
| Jennifer Jovez   | Tutoring Center Specialist Substitute | 4/4/11 – 6/30/11  | \$ 15.91 hour |
| Stephanie Whited | Production Assistant                  | 4/22/11 – 6/30/11 | \$ 9.60 hour  |

**Professional Experts**

| <u>Name</u>   | <u>Assignment</u>  | <u>Dates</u>     | <u>Amount</u>       |
|---------------|--|------------------|---------------------|
| Greg Begin    | Present, Teen Issues<br>Foster & Kinship Care Education                                    | 5/17/11          | \$ 250.00 flat rate |
| Deborah Davis | Present, Special Needs Infants &<br>Foster & Kinship Care Education                        | 5/4/11 & 5/6/11  | \$ 500.00 flat rate |
| Erica Dumin   | Co-present & Support, Kinship<br>Support & Information,<br>Foster & Kinship Care Education | 5/4/11 & 5/25/11 | \$ 360.00 flat rate |
| Nancy Pewitt  | Co-present & Support, Kinship<br>Support & Information,<br>Foster & Kinship Care Education | 5/11/11          | \$ 360.00 flat rate |

**Karen H. Ulrich**  
 Director of Human Resources

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

**April 20, 2011**  
 Date Submitted

**April 20, 2011**  
 Date Approved

**SOLANO COMMUNITY COLLEGE CONSENT CALENDAR**  
**Governing Board Meeting**  
**May 4, 2011**  
**Page 2**

**Professional Experts** (Continued)

| <u>Name</u>     | <u>Assignment</u>  | <u>Dates</u>      | <u>Amount</u>         |
|-----------------|--|-------------------|-----------------------|
| Kerry Pilley    | Present, School Issues<br>Foster & Kinship Care Education  | 5/5/11            | \$ 180.00 flat rate   |
| Mary Ann Turley | Co-present, Kinship Support &<br>Information and Co-present,<br>PRIDE Pre-service for Foster &<br>Adoptive Parents, Foster & Kinship<br>Care Education | 5/4/11 – 5/26/11  | \$ 1,080.00 flat rate |
| Amalia Wiley    | Co-present, Family Night: Summer<br>Fun on a Budget, Preparing for<br>Siblings, Foster & Kinship Care Education  | 5/20/11 & 5/27/11 | \$ 360.00 flat rate   |

**Independent Contractors**

| <u>Name</u>   | <u>Assignment</u>   | <u>Dates</u>      | <u>Amount</u>     |
|---|---|-------------------|-------------------|
| <b>Business &amp; Career Technical Education</b><br><b><u>Lucia Robles, Responsible Manager</u></b> |   |                   |                   |
| Michael Dawson  | Coordinate judging & award<br>ceremony for the Tech Prep<br>“Build A Bridge” event. | 5/13/11 – 5/17/11 | \$ 300.00 stipend |

**GRATUITOUS SERVICE**

| <u>Name</u>    | <u>Assignment</u>                 | <u>Division/Department</u>  |
|----------------|-----------------------------------|-----------------------------|
| Garrett Croker | Observation and light instruction | Humanities                  |
| Ryan Devera    | Assist in Banner updating         | Technology Support Services |
| Abraham Gacad  | Tutoring/office help              | Student Development Office  |

**RESIGNATIONS**

| <u>Name</u>   | <u>Assignment</u>                                | <u>Effective</u> |
|---------------|--|------------------|
| Judy Anderson | Executive Assistant,<br>Finance & Administration | 6/30/11          |

**Resignations** (Continued)

|                          |                                 |         |
|--------------------------|---------------------------------|---------|
| Teresa DiResta           | Nursing Instructor              | 5/25/11 |
| Andrew<br>VanSickle-Ward | Math Activities Center Lab Tech | 5/6/11  |

**EMPLOYMENT 2011-2012**

**REQUEST FOR REDUCED WORKLOAD**

In accordance with section 10.2 of the CCA/CTA/NEA collective bargaining agreement, the following instructors are requesting a reduced workload for the 2011-12 academic year. The reduction is authorized under section 22713 of the California Education Code. The request for a reduced workload is recommended.

| <b><u>Name</u></b> | <b><u>Position</u></b> | <b><u>Reduction</u></b> |
|--------------------|------------------------|-------------------------|
| John Nogue         | Biology Instructor     | 46.67% Reduction        |
| Patrick Mallory    | Biology Instructor     | 20% Reduction           |

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: **Members of the Governing Board**

SUBJECT: **FIRST AMENDMENT TO PCS SITE AGREEMENT -  
RENEW WIRELESS CELL SITE AGREEMENT WITH  
STC FIVE LLC**

**REQUESTED ACTION: APPROVAL**

**SUMMARY:**

Board approval is requested to renew the District's agreement with STC FIVE LLC, for the wireless communications cell site on the District's property.

The District's original agreement was with Sprint PCS, dated May 29, 1997, for a five-year term through 2002 with four subsequent five-year extensions. STC FIVE LLC, the successor and current lessee, proposes to amend the agreement terms and conditions, to include allowing AT&T wireless to co-locate on the site with additional rent revenue to the District. The renewed agreement contains five extensions with a potential lease expiration date of 2042. The District currently receives monthly revenues of \$2,378 under the existing lease, which is proposed to be increased by \$2,000 monthly, for a total of \$4,378 a month.

Attached is a copy of the agreement.

*Government Code: N/A      Board Policy: 3225      Estimated Fiscal Impact: \$52,536 annually*

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

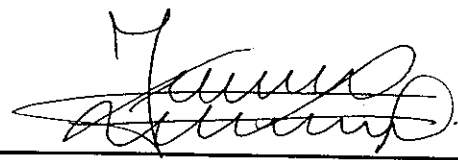
Yulian I. Ligioso, Vice President  
Finance & Administration  
**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534  
**ADDRESS**

707-864-7209  
**TELEPHONE NUMBER**

Finance & Administration  
**ORGANIZATION**

April 20, 2011  
**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

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

April 20, 2011  
**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

**FIRST AMENDMENT TO  
PCS SITE AGREEMENT**

THIS FIRST AMENDMENT TO PCS SITE AGREEMENT (the "First Amendment") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2011, by and between SOLANO COMMUNITY COLLEGE DISTRICT, with a mailing address of 4000 Suisun Valley Road, Fairfield, CA 94535 (hereinafter referred to as "Lessor" or "Owner") and STC FIVE LLC, a Delaware limited liability company, by and through its Attorney In Fact, Global Signal Acquisitions III LLC, a Delaware limited liability company, with a mailing address of 2000 Corporate Drive, Canonsburg, Pennsylvania 15317 (hereinafter referred to as "Lessee" or "SSLP").

**RECITALS**

WHEREAS, Lessor and Sprint Spectrum L.P. ("Original Lessee") entered into a PCS Site Agreement dated May 29, 1997 (the "Agreement") whereby Original Lessee leased certain real property, together with access and utility easements, located in Solano County, California from Lessor (the "Site"), all located within certain real property owned by Lessor ("Lessor's Property"); and

WHEREAS, STC Five LLC is currently the Lessee under the Agreement as successor in interest to the Original Lessee; and

WHEREAS, the Site may be used for the purpose of constructing, maintaining and operating a communications facility, including tower structures, equipment shelters, cabinets, meter boards, utilities, antennas, equipment, any related improvements and structures and uses incidental thereto; and

WHEREAS, the Agreement had an initial term that commenced on July 23, 1997 and expired on July 22, 2002. The Agreement provides for four extensions of five years each, the first and second of which were exercised by Lessee. According to the Agreement, the final extension expires on July 22, 2022; and

WHEREAS, Lessor and Lessee desire to amend the Agreement on the terms and conditions contained herein to extend the Lease Term and to allow Lessee to lease space at the Site to AT&T Wireless ("AT&T Co-Locator").

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are acknowledged, Lessor and Lessee agree as follows:

1. Recitals; Defined Terms. The parties acknowledge the accuracy of the foregoing recitals. Any capitalized terms not defined herein shall have the meanings ascribed to them in the Agreement.

2. AT&T Co-Location. In accordance with Exhibit D of the Agreement, Lessor hereby consents to Lessee's sublease of a portion of the Site to the AT&T Co-Locator.

3. Term. Section 2 of the Agreement is hereby deleted in its entirety and the following is inserted in its place:

The initial term of this Agreement shall be for a period of five years commencing on July 23, 1997 and expiring on July 22, 2002 (the "Initial Term"). At the conclusion of the Initial Term, SSLP shall be entitled to eight extensions of five years each, with the final lease extension expiring on July 22, 2042 (each extension is referred to as a "Renewal Term"). The Initial Term and any Renewal Term shall be collectively referred to as the "Lease Term". The Lease Term shall automatically be extended for each successive Renewal Term unless SSLP notifies Owner of its intention not to renew at least ninety days prior to the expiration of the then current five year term.

Lessor and Lessee hereby acknowledge that Lessee has exercised the first and second Renewal Terms, leaving a balance of six Renewal Terms.

4. Rent. Rent for the Renewal Terms shall be calculated in accordance with Exhibit C of the Agreement.

5. Additional Lease Area. Lessor and Lessee agree that the Site, as described in Section 1 of the Agreement, is hereby expanded in size to include additional space, which consists of a 600 square foot parcel of real property adjacent to the existing Site at a location more particularly shown on the Site Plan attached hereto as Exhibit "B" (the "Additional Lease Area"). The Site, as expanded hereby, is described on Exhibit "A" attached hereto. The descriptions set forth on Exhibit A attached hereto, shall amend and replace those descriptions of the Site and access and utility easements set forth in the Agreement.

6. Additional Rent. Rent for the Additional Lease Area will be Two Thousand and 00/100 Dollars (\$2,000.00) per month, beginning upon the commencement of installation of

improvements within the Additional Lease Area (“Additional Rent”). The Additional Rent is subject to increase and is payable in accordance with Exhibit C of the Agreement. In the event Lessee ceases to use the Additional Lease Area, Lessee’s obligation to pay the Additional Rent shall likewise terminate upon the removal of any improvements located on the Additional Lease Area.

7. Ratification.

a) Lessor and Lessee agree that Lessee is the current Lessee under the Agreement, the Agreement is in full force and effect, as amended herein, and the Agreement contains the entire agreement between Lessor and Lessee with respect to the Site.

b) Lessor agrees that any and all actions or inactions that have occurred or should have occurred prior to the date of this First Amendment are approved and ratified and that no breaches or defaults exist as of the date of this First Amendment.

c) Lessor represents and warrants that Lessor is duly authorized and has the full power, right and authority to enter into this First Amendment and to perform all of its obligations under the Agreement as amended.

8. Notices. Lessee’s notice address as stated in Section 6 of the Agreement is amended as follows:

LESSEE’S PRIMARY CONTACT

STC Five LLC  
c/o Crown Castle USA Inc.  
E. Blake Hawk, General Counsel  
Attn: Legal Department  
2000 Corporate Drive  
Canonsburg, PA 15317

9. Remainder of Agreement Unaffected. The parties hereto acknowledge that except as expressly modified hereby, the Agreement remains unmodified and in full force and effect. In the event of any conflict or inconsistency between the terms of this First Amendment and the Agreement, the terms of this First Amendment shall control. This First Amendment may be executed simultaneously or in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.

[Signature pages follow]

This First Amendment is executed by Lessor as of the date first written above.

**LESSOR:**  
SOLANO COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_  
Print Name: Yulian Ligioso  
Title: Vice President, Finance &  
Administration

[Lessee Execution Page Follows]



This First Amendment is executed by Lessee as of the date first written above.

**LESSEE:**

STC FIVE LLC, a Delaware limited liability company

By: Global Signal Acquisitions III LLC, a Delaware limited liability company

Its: Attorney In Fact

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT "A"**  
**(Legal Description of Site, as expanded)**

To be added when survey is completed.

**EXHIBIT "B"**  
**(Site Plan)**

To be added when survey is completed.

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

**TO:** Members of the Governing Board

**SUBJECT:** CLINICAL EXPERIENCE AGREEMENT BETWEEN  
SOLANO COMMUNITY COLLEGE DISTRICT AND CITY  
OF DIXON SENIOR CENTER

**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

A new clinical experience agreement between Solano Community College District and the city of Dixon and its Senior Center is being presented for review and approval by the Governing Board. The approval of this contract benefits the Nursing program at Solano Community College by providing students with additional clinical sites in which to practice.

The California Code of Regulations (CCR) for the Board of Registered Nursing, Section 1427 requires, "A program that utilizes agencies and/or facilities for clinical experience shall maintain written agreements with such facilities." These agreements must be current, reviewed periodically, and revised, as indicated.

Government Code: *CCR 1427* Board Policy: *3520* Estimated Fiscal Impact: \$ *None*

APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534

ADDRESS

707-864-7108

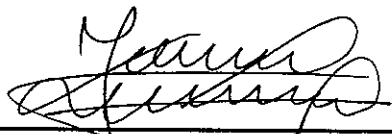
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

April 20, 2011

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT



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

April 20, 2011

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

## CLINICAL EXPERIENCE AGREEMENT

This agreement is between City of Dixon (hereinafter known as CITY) located at 300 East A Street, Dixon, California, 95620 and Solano Community College (hereinafter know as SCHOOL) and located at 4000 Suisun Valley Road, Fairfield, California 94534-3197 and is effective as of April 1<sup>st</sup>, 2011.

### RECITALS

- A. CITY owns and operates a senior citizen center located at 201 South Fifth Street, Dixon (hereinafter referred to as "Facility"). City does not provide any medical services, but is willing to permit SCHOOL to do so, at SCHOOL's risk as provided in this Agreement.
- B. SCHOOL owns and operates an **Associate Degree Nursing Program** which is accredited by the **California Board of Register Nursing**. SCHOOL desires its students to obtain practical experience at CITY'S Facility through participation in SCHOOL's clinical program for its **Registered Nursing** students ("Program").
- C. It is to the mutual benefit of the public and senior citizens who normally use the Facility that the students of SCHOOL's Program use such Facility for their clinical experience.

Now, therefore, the parties agree as follows:

### 1. GENERAL INFORMATION

- (a) CITY hereby grants SCHOOL permission to operate its Program at the Facility upon the terms and conditions in this Agreement.
- (b) The maximum number of students to who may participate in the Program is 12 per semester.
- (c) The parties acknowledge that CITY has no experience in the provision of medical services. It is the intent of this Agreement that all training, supervision, legal obligations and liability attendant upon or arising from the provision of the Program shall be borne solely by SCHOOL.

### 2. SCHOOL'S RESPONSIBILITIES

- (a) Student Profile. SCHOOL shall complete and send to CITY a profile for each student enrolled in the Program which shall include the student's name, address and telephone number prior to the beginning of the planned clinical experience.
- (b) Schedule of Assignments. Not later than 14 days prior to the beginning of the Program, SCHOOL shall notify the CITY of its planned schedule of student experiences, including the name of the student, level of academic preparation and length and dates of clinical observation experience prior to the planned clinical

experience. CITY may in its sole discretion, disapprove any clinical procedure proposed to be provided by the students.

- (c) Program Coordinator. Not later than 14 days prior to the beginning of the Program, SCHOOL shall designate a faculty member to coordinate with a designee of CITY in the planning of the Program to be provided students.
- (d) Records SCHOOL shall maintain all personnel and academic records of the students.
- (e) Rules and Regulations. SCHOOL shall enforce such rules and regulations governing the students as are determined by CITY.
- (f) Supervision. SCHOOL shall provide an instructor who is available by telephone during the clinical experiences.
- (g) Health Policy. SCHOOL shall provide CITY, prior to each student's arrival at the Facility, with proof of immunity and notify the CITY if any student is a known carrier of an infectious or communicable disease. If such information indicates that the public or senior citizens at the Facility would be placed at risk if treated by a particular student, CITY reserves the right to refuse to allow such student to participate in the clinical experience at the Facility.
- (h) Student Responsibilities SCHOOL shall notify the students that they are each responsible for:
  - (i) Following the clinical and administrative policies, procedures, rules and regulations of CITY.
  - (ii) Arranging for their own transportation and living arrangements when not provided by SCHOOL.
  - (iii) Arranging for and assuming the cost of their own health insurance.
  - (iv) Assuming responsibility for their personal illness, necessary immunization, tuberculin test, and annual health examination.
  - (v) Maintaining confidentiality of patient information. No student shall have access to or have the right to receive any medical record, except when necessary in the regular course of the clinical experience. The discussion, transmission or narration in any form by students of any patient information of a personal nature, medical or otherwise, obtained in the regular course of the Program is forbidden except as a necessary part of the practical experience.

- (vi) Following dress code of the CITY and wearing name badges identifying themselves as students of SCHOOL.
- (vii) Attending an orientation of CITY facilities provided by their instructors (if required).
- (viii) Providing services to the public and senior citizens at the Facility patients under the direct supervision of SCHOOL-provided preceptors.
- (i) Payroll Taxes and Withholdings. SCHOOL shall be solely responsible for any payroll taxes, withholdings, workers' compensation and any other insurance or benefits of any kind for students, employees, and agents of SCHOOL providing services under this Agreement. SCHOOL shall defend, indemnify, and hold CLINIC harmless from all liability and responsibilities therefore.
- (j) Compliance with Law and Regulatory Agencies. SCHOOL shall comply with all applicable provisions of law and other valid rules and regulations of all governmental agencies having jurisdiction over; (i) the operation of the Program; (ii) the licensing of health care practitioners; and (iii) the delivery of services to patients of governmentally regulated third party payers whose members/beneficiaries receive care from SCHOOL. This shall specifically include compliance provisions of Title 22 of the California Code of Regulations. SCHOOL shall also comply with all applicable standards and recommendations of the Joint Commission on Accreditation of Healthcare Organizations, bylaws and rules and regulations, and policies and procedures of the SCHOOL.

### 3. CITY RESPONSIBILITIES

- (a) CITY Designee. CITY shall designate a member of CITY's staff to participate with the designee of SCHOOL in planning, implementing and coordinating SCHOOL's use of the Facility for the training Program.
- (b) Access to Facilities. CITY shall permit students enrolled in the Program access to the Facility as appropriate and necessary for the Program, provided that the presence of the students shall not interfere with the recreational activities and other CITY events of the CITY normally provided at the Facility.
- (c) Withdrawal of Students. CITY may request SCHOOL to remove from the Program any student who CITY determines is not performing satisfactorily, or who refuses to follow CITY administrative policies, procedures, rules and regulation, or for any other reason in CITY's sole discretion. Said request shall be complied with within two (2) days of receipt of same. CITY reserve the right to suspend from participation immediately any student who poses an imminent danger of harm to the public, senior citizens or other users of the Facility in its sole discretion.

- (d) Emergency Health Care/First Aid. CITY shall have no obligation to furnish medical or surgical care to any student. Students will be financially responsible for all such care rendered to them in the same manner as any other member of the public.
- (e) Supervision. CITY shall have no duty of supervision of students, including but not limited to no duty to supervise the provision of medical or clinical case by them.

#### 4. AFFIRMATIVE ACTION AND NON-DISCRIMINATION

The parties agree that all students receiving clinical training pursuant to the Agreement shall be selected without discrimination on account of race, color, religion, national origin, ancestry, disability, marital status, gender, sexual orientation, age, or veteran status.

#### 5. STATUS OF SCHOOL AND HOSPITAL

It is expressly agreed and understood by SCHOOL and CITY that students participating in the Program are in attendance for educational purposes, and such students are not considered employees of CITY for any purpose, including, but not limited to, compensation for services, employee welfare and pension benefits, or workers' compensation insurance.

#### 6. INDEMNIFICATION

SCHOOL agrees to indemnify, defend and hold harmless, CITY and its affiliates, its officers, agents, and employees from and against all claims, demands, damages, costs, expenses of whatever nature, including court costs and attorney fees, arising out of or resulting from this Agreement, including but not limited to negligent or intentional acts or omissions of the SCHOOL, its officers, employees, agents or its students and expressly including but not limited to matters arising from medical malpractice, and save and except only these matters arising from the gross negligence or willful misconduct of CITY.

#### 7. INSURANCE

- (a) SCHOOL shall, at the sole cost and expense, procure and maintain in force during the term of this Agreement insurance in amounts that are reasonably necessary to protect it and CITY against liability arising from or incident to the Program and naming CITY as an additional insured.
- (b) Coverage under such insurance shall be not less than One Million Dollars (\$1,000,000) for each occurrence and Three Million Dollars (\$3,000,000) aggregate for both professional liability (including medical malpractice) insurance and comprehensive general liability insurance.
- (c) SCHOOL shall also maintain and provide evidence of workers' compensation and disability coverage as required by law.



- (d) SCHOOL shall provide CITY with a certificate of insurance evidencing the insurance coverage required under this section and providing for not less than thirty (30) days written notice to CITY of the cancellation of such insurance. SCHOOL shall promptly notify CITY of any cancellation, reduction, or other material change in the amount or scope of any coverage required hereunder.
- (e) SCHOOL shall not operate the Program until the insurance required by this section has been obtained and the certificate has been provided to CITY.

## 8. TERM AND TERMINATION

- (a) Term. This Agreement shall be effective as of the date first written above, and shall remain in effect for one year thereafter.
- (b) Termination.
  - (i) Mutual Agreement. This Agreement may be terminated at any time upon the written concurrence of the parties.
  - (ii) Without Cause. This Agreement may be terminated without cause upon 30 days prior written notice by either party.

## 9. GENERAL PROVISIONS

- (a) Amendments. This Agreement may be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall become effective, it shall be reduced to writing and signed by the parties.
- (b) Assignment. Neither party shall voluntarily or by operation of law, assign or otherwise transfer this Agreement without the other party's prior written consent. Any purported assignment in violation of this Section shall be null and void.
- (c) Attorney's Fees. In the event that any action, including arbitration, is brought by either party to enforce or interpret the terms of this Agreement, the prevailing party in such action shall be entitled to its costs and reasonable attorney's fees, in addition to such other relief as the court or arbitrator may deem appropriate.
- (d) Captions. Any captions to or headings of the articles, sections, subsections, paragraphs, or subparagraphs of this Agreement are solely for the convenience of the parties, are not a part of this Agreement, and shall not be used for the interpretation or determination of validity of this Agreement or any provisions hereof.

- (e) Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.
- (f) Entire Agreement. This Agreement, including all Attachments, is the entire Agreement between the parties and no other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.
- (g) Force Majeure. Neither party shall be liable nor deemed to be in default for any delay or failure in performance under this Agreement or other interruption of service or employment deemed resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods, failure of transportation, machinery or supplies, vandalism, strikes or other work interruptions beyond the reasonable control of either party. However, both parties shall make good faith efforts to perform under this Agreement in the event of any such circumstances.
- (h) Governing Law. The validity, interpretation and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California.
- (i) Notices. Notices required under this Agreement shall be sent to the parties by certified or registered mail, return receipt requested, postage prepaid, at the addresses set forth below:

(i) Notice to the CITY:

Nancy Huston  
City of Dixon  
City Manager  
300 East A Street  
Dixon, CA 95620

Telephone (707) 678-7000

(ii) Notice to the SCHOOL

Maire A. Morinec, MS, RN  
Dean, Health Occupations, Public Safety, Child and Family Studies  
Solano Community College  
4000 Suisun Valley Road  
Suisun, CA 94534-3197

Telephone (707) 864-7108  
Facsimile (707) 863-7803

- (j) Remedies. The various rights, options, elections, powers, and remedies of the respective parties hereto contained in, granted, or reserved by this Agreement, are in addition to any others that said parties may be entitled to by law, shall be construed as cumulative, and no one of them is exclusive of any of the other, or of any right or priority allowed by law.
- (k) Severability. The provisions of this Agreement shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall be effective and binding upon the parties.
- (l) Waiver of Provisions. Any waiver of any terms and conditions hereof must be in writing and signed by the parties hereto. A waiver of any term or condition hereof shall not be construed as a future waiver of the same or any other term or condition hereof.

**10. EXECUTION**

By their signature below, each of the following represent that they have authority to execute this Agreement and to bind the party on whose behalf their execution is made.

SOLANO COMMUNITY COLLEGE

CITY OF DIXON

By: \_\_\_\_\_

By: \_\_\_\_\_

Jowel C Laguerre, PhD \_\_\_\_\_

Nancy L. Huston

Title: Superintendent/President \_\_\_\_\_

Title: City Manager

Approved as to Form:

\_\_\_\_\_  
City Attorney

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: RESIGNATION TO RETIRE  
REQUESTED ACTION: APPROVAL

SUMMARY:

| <u>Name</u>   | <u>Assignment</u>                                   | <u>Effective</u> |
|---------------|---|------------------|
| Donna Vessels | Research & Planning Technician<br>21 years, 1 month | 5/31/11          |

Government Code: Board Policy: 4240 Estimated Fiscal Impact: None

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Karen Ulrich  
Director of Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534-3197

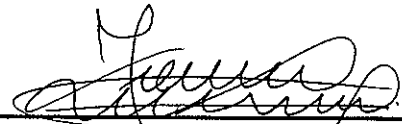
ADDRESS

(707) 864-7122

TELEPHONE NUMBER

Administration  
ORGANIZATION

April 20, 2011  
DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT



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

April 20, 2011  
DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

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

**TO:** Members of the Governing Board  
**SUBJECT:** SOLANO COMMUNITY COLLEGE ACADEMIC SENATE  
RESOLUTION, PROFESSOR TITLE, RESOLUTION SP-  
2011 #1

**REQUESTED ACTION:** APPROVAL

**SUMMARY:**

Prior to 1989, Community Colleges were connected and part of local High School Districts, and faculty at Community Colleges used the titles of Teacher and/or Instructor, as those were the titles commonly used in the K-12 system. After 1989, AB1725 separated community colleges from the K-12 system and made the community colleges an actual separate and distinct college system, and the use of the title Professor gradually began to occur at some community colleges. By 1995, research conducted by the Solano College Academic Senate showed that at least one-third of California Community Colleges had already switched from Teacher/Instructor to the title of Professor. The Academic Senate endorses the use of the Professor title, the Assistant Professor title and the Adjunct Professor title for all faculty at Solano Community College where appropriate.

Approval of this resolution is requested at this time.

*Government Code: Board Policy CCCT Governing Board Policies Estimated Fiscal Impact: N/A*

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

Thomas Watkins, President  
Academic Senate

**PRESENTER'S NAME**

400 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7112

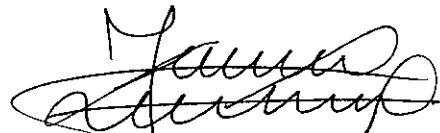
**TELEPHONE NUMBER**

Academic Senate

**ORGANIZATION**

April 20, 2011

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



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

April 20, 2011

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**

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## SOLANO COMMUNITY COLLEGE ACADEMIC SENATE

### *Resolution SP-2011 #1: PROFESSOR TITLE*

**Whereas**, Prior to 1989, Community Colleges were connected to, and part of local High School Districts, and faculty at Community Colleges used the titles of *Teacher* and/or *Instructor*, as those were the titles commonly used in the K-12 system;

**Whereas**, After 1989, when AB 1725 separated Community Colleges from the K-12 system, and made the Community Colleges an actual, separate and distinct College system, the use of the title *Professor* gradually began to occur at some Community Colleges;

**Whereas**, That by 1995, research done by the Solano Community College Academic Senate showed that at least one-third of California Community Colleges had already switched from *Teacher/Instructor* to the title of *Professor*,

**Whereas**, That in 1995 the Solano Community College Academic Senate endorsed, by Resolution, the use of the title *Professor* at Solano Community College;

**Whereas**, That today the use of the title *Professor* has become quite common at Community Colleges, and is likely now used by a majority of Community Colleges. A survey of many local and regional Community College Web sites shows the *Professor* title in common use at: American River College, Chabot College, Contra Costa College, Diablo Valley College; Los Medanos College, Marin College, Napa College, Ohlone College; Sacramento City College, San Joaquin Delta College, and Sierra College;

**Whereas**, In the eyes of our students and the general public, the use of the *Professor* title will continue to underscore and promote the fact that Solano Community College is a bonafide and accredited two-year college, and is not part of, or governed by, the K-12 system;

**Whereas**, That in 2010 Solano Community College Board of Trustees endorsed and adopted a program to provide and award "*Emeritus*" designation to certain retired staff and faculty, including the award of the title "*Emeritus Professor*"; and

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**SOLANO COMMUNITY COLLEGE  
ACADEMIC SENATE**

*Resolution SP-2011 #1: PROFESSOR TITLE*

(Continued – Page 2)

**Whereas**, That Solano Community College **President Jowel Laguerre** and **Executive Vice President Arturo Reyes** have both endorsed the use of the title "**Professor**" for faculty at Solano Community College;

**Be it Therefore Resolved**, That the Academic Senate endorses the use of the **Professor** title, the **Assistant Professor** title and the **Adjunct Professor** title, for Faculty at Solano Community College;

That the Academic Senate requests that Solano Community College Human Resources and Payroll Departments, and all other Departments, Offices and Programs at the College, adopt the use of the **Professor, Assistant Professor** and **Adjunct Professor** titles, as soon as it is reasonably possible;

**Be it Further Resolved**, That Solano Community College, for clarity, accuracy and simplicity, will use the **Professor** title exclusively and only for Full-Time Tenured Faculty; that Solano Community College will use the **Assistant Professor** title exclusively and only for Full-Time Non-Tenured faculty; that Solano Community College will use the title **Adjunct Professor** exclusively and only for Part-Time Faculty;

**And Be it Finally Resolved**, The Academic Senate will present this Resolution to the Solano Community College Governing Board, with the request that the Governing Board reach Mutual Agreement with the Senate, and, by a vote of at least a majority of the members of the Board, endorse and approve this Resolution.

**PASSED AND ADOPTED**, This 28<sup>th</sup> day of February 2011, by the Solano Community College Academic Senate.



Academic Senate President  
Thomas Watkins

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: PROPOSED AGREEMENT WITH R.V. STUTZMAN CONSULTING  
REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested to contract with R.V. Stutzman Consulting for specialized services in determining the feasibility of placing a general obligation bond measure on a future general election ballot. Mr. Stutzman has extensive experience and knowledge relative to facilities planning and has served on the statewide facilities planning task force.

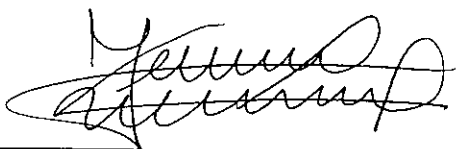
Proposed services include preparing, coordinating and engaging services of a polling firm; political strategists, and underwriting firms to research and analyze the District's property tax base and bond financing options; provide direction and assistance with updating the District's Facilities Master Plan, and lending guidance to the Superintendent-President and key District staff on various activities relative to facilities and campaign planning. It is anticipated the agreement will be through June 30, 2011.

Attached is a copy of the agreement.

*Government Code: N/A*      *Board Policy: 3225*      *Estimated Fiscal Impact: \$15,000*

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

Yulian I. Ligioso, Vice President  
Finance & Administration  
**PRESENTER'S NAME**  
4000 Suisun Valley Road  
Fairfield, CA 94534  
**ADDRESS**  
707-864-7209  
**TELEPHONE NUMBER**  
Finance & Administration  
**ORGANIZATION**  
April 20, 2011  
**DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT**

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

April 20, 2011  
**DATE APPROVED BY SUPERINTENDENT-PRESIDENT**



**CONSULTING AGREEMENT**

Between

R.V. Stutzman Consulting

and

**Solano Community College District**

1. **AGREEMENT:** This Agreement is made and entered into as of May 4, 2011 by and between R.V. Stutzman Consulting (hereinafter "Consultant") and the Solano Community College District (hereinafter "District") to utilize the professional and technical expertise and services of Roy V. Stutzman to perform certain professional tasks and responsibilities for the Solano Community College District at the request of District subject to the limitations stated herein.
2. **QUALIFICATIONS:** The Consultant is specially qualified for and shall render services to the District to include but not be limited to providing assistance, direction and expertise and advice in the area of Facilities Planning and long-term funding for facilities development and modernization.
3. **CONSULTANT NOT AN EMPLOYEE OF THE DISTRICT:** It is understood that the Consultant is an independent contractor and not an employee of the District.
4. **PAYMENT:** In consideration of this Agreement, District shall pay Consultant for services rendered at the following hourly rates:

|            |       |
|------------|-------|
| Consultant | \$125 |
| Associate  | \$ 55 |

District shall not pay Consultant more than \$15,000 without further written authorization. District shall reimburse consultant for mileage for District-directed travel at the rate established by the District. When District requests in writing that the Consultant attend an educational/professional conference, District shall reimburse the Consultant for necessary transportation, meals, lodging, and registration fees for such conference in accordance with District Policy and Regulation. Consultant shall invoice District monthly and such invoice shall itemize the consulting fee and such travel as may be applicable. District will reimburse Consultant for services provided within thirty (30) days of receipt of Consultant's invoice.

5. **TERM OF AGREEMENT:** The term of this Agreement shall be May 4, 2011 to June 30, 2011. The parties may agree in writing to extend the period beyond the aforementioned termination date and this Agreement may be terminated sooner by written notice given by either party to the other (10) working days in advance of termination. In the event of early termination, Consultant shall be paid for the actual services performed as of the date of termination.
6. **DESCRIPTION OF SERVICES:** Consultant shall advise the Superintendent-President, Vice President of Finance and Administration, other District/college management, faculty, and staff in matters relating to professional administration, operation, and functioning of District/college in the areas of facilities planning and long-term funding for facilities development and modernization. Professional services to be performed are more specifically outlined in Exhibit "A" attached hereto.

7. **LIMITATION OF CONSULTANTS POWERS:** Consultant shall perform such services consistent with those defined in accordance with the limitations herein. Consultant may discharge such duties associated with the responsibilities vested in Consultant by District only which are consistent with Consultant's status of an Independent Contractor. Any and all duties and responsibilities delegated to Consultant shall be consistent with, and conform to the requirements of law. The Superintendent-President or designee, will discharge those duties and exercise powers of District, and in that capacity the Superintendent-President or designee, shall coordinate efforts to ensure the orderly and consistent administration/performance of the areas of responsibility. District assumes the responsibility to ensure that a lawful independent contractor relationship is maintained.
8. **RESTRICTIONS:** The services of Consultant do not include evaluation, hiring, dismissal, or supervision of District personnel. Consultant shall not be involved in any employee grievance processes, shall not sign any District documents.
9. **INDEMNIFICATION:** Consultant agrees to defend, indemnify and hold harmless District and its officers, agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees arising out of, or resulting from, the negligence or willful misconduct of Consultant. District agrees to defend, indemnify and hold harmless the Consultant from and against all claims, damages, losses and expenses, including but not limited to attorney fees arising out of, or resulting from, negligence or willful misconduct of District.
10. **CLAIMS:** If a dispute arises out of or relates to this Agreement or the breach hereof and if the dispute cannot be settled by negotiations, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration. The parties will split the costs of mediation equally. If either party determines that mediation has been unsuccessful, the dispute shall be settled by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgement on the award rendered by the arbitrator may be interred in any courts having jurisdiction thereof. The arbitration shall be held in Solano County, California, unless the parties mutually agree in writing to a different location. The case shall be heard and decided by a single arbitrator, who shall render a reasoned award setting forth the legal, contractual and technical basis thereof.
11. **NOTICES:** Any notices required by this Agreement or arising hereunder shall be in writing and shall be served personally on Consultant or on an officer or managing employee of District, or sent by certified mail, return receipt request, to the following addresses, or such other addresses as the respective parties may hereafter designate in writing:

To Consultant:

Roy V. Stutzman  
836B-Southampton Rd. #163  
Benicia, CA 94510

To District:

Yulian I. Ligioso  
Vice President, Finance and Administration  
Solano Community College District  
4000 Suisun Valley Road  
Fairfield, CA 94534

Notices sent by certified mail shall be considered served three days after they are postmarked.

WARRANTY OF AUTHORITY: Each party to this Agreement warrants that person signing this Agreement on its behalf is fully authorized to do so and to bind the party thereby.

R.V. Stutzman Consulting

By: \_\_\_\_\_  
Date: \_\_\_\_\_

Roy V. Stutzman  
836 B-Southampton Rd. #163  
Benicia, CA 94510  
Phone (707) 529-0440  
Fax (707) 747-5087  
e-mail: [roystutzman@aol.com](mailto:roystutzman@aol.com)

Solano Community College District

By: \_\_\_\_\_  
Yulian I. Ligioso  
Title: Vice President, Finance & Administration

Date: \_\_\_\_\_

EXHIBIT A  
Solano Community College District  
SCOPE OF WORK

Consultant's Scope of Work includes the following tasks as needed:

Background Information

In order to meet the continuing need for facilities development and modernization, the District wishes to investigate the feasibility of a future General Obligation Bond ballot measure. The District is currently engaged in updating the 2007 Educational Master Plan prior to a full review and update of the Facilities Master Plan last completed and adopted by the Board of Trustees in March, 2002.

1. Prepare qualifications and coordinate the selection process to facilitate District's engaging the services of a professional public opinion polling organization to do a bond feasibility survey designed to explore the feasibility of asking voters to approve a General Obligation Bond.
2. Prepare qualifications and coordinate the selection process to facilitate the engagement of an independent financial consultant who will provide research and analysis of District's property tax base, determine bond financial plan options based on facilities funding needs, tax base and legal restraints and will provide objective advice and communication regarding bond financial plan options and other aspects of the bond measure process including participation in the development of public opinion survey.
3. Prepare qualifications and coordinate selection by District of other bond support team members:
  - Bond Counsel
  - Campaign Strategist (Information and Advocacy)
  - Bond Underwriter (s)
4. Upon District direction, prepare qualifications and coordinate the selection process for the District to engage the services of a qualified firm to update the Facilities Master Plan.
5. Serve as ex-officio member of the Educational Master Planning Steering group to assure coordination and appropriate relationship of Educational Master Plan and Facilities Master Plan.
6. Working with the Superintendent-President and other key District staff, coordinate the activities of the facilities planning, campaign and finance team as regards pre-election activities.

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: PRESIDENT'S ADVISORY COUNCIL ON EMERGENCY  
PREPAREDNESS (PACEP)

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY:

Last fall, Dr. Jowel Laguerre, Superintendent-President, established the President's Advisory Council on Emergency Preparedness (PACEP) with members comprised of key stakeholders and constituent campus groups to develop a comprehensive communication and training plan in the event of declared disasters and emergencies.

Phase one of the plan is to establish a protocol for College employees who are designated Disaster Service Workers (DSW). DSW training is planned to be scheduled this fall, and will be coordinated and conducted by adjunct faculty instructor and certified Community Emergency Response Team (CERT) trainer, Rachel Dwiggins-Beeler. Ms. Dwiggins-Beeler's scope of work will include future training components, such as an Incident Command Center plan, CERT training, evacuation signage, and review of mutual aid agreements with outside agencies. Her proposed fee for services is \$5,000.

*Government Code: 3101 & 3107 Board Policy: 3820 Estimated Fiscal Impact: \$5,000*

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Yulian I. Ligioso, Vice President  
Finance & Administration

\_\_\_\_\_  
PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534

\_\_\_\_\_  
ADDRESS

707-864-7209

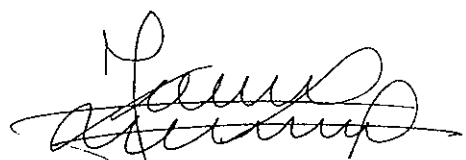
\_\_\_\_\_  
TELEPHONE NUMBER

Finance & Administration

\_\_\_\_\_  
ORGANIZATION

April 20, 2011

\_\_\_\_\_  
DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT



\_\_\_\_\_  
JOWEE C. LAGUERRE, Ph.D.  
Superintendent-President

April 20, 2011

\_\_\_\_\_  
DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: PRESENTATION OF THE CALIFORNIA SCHOOL  
EMPLOYEES ASSOCIATION, CHAPTER #211 INITIAL  
PROPOSAL TO THE DISTRICT

REQUESTED ACTION: INFORMATION

SUMMARY:

Solano Community College (District) and the California School Employees Association, Chapter #211 are preparing to enter into negotiations for a successor agreement for the period of 2011-2012.

This item introduces the CSEA's opening proposal to the collective bargaining agreement with the District 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 May 18, 2011.

Government Code: 3547 Board Policy: 2010 Estimated Fiscal Impact: \$

SUPERINTENDENT'S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Sheryl Scott  
Chief Negotiator, CSEA

PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534-3197

ADDRESS

707-864-7221

TELEPHONE NUMBER

Administration

ORGANIZATION

April 20, 2011

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT



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

April 20, 2011

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

CSEA  
CHAPTER 211

MEMORANDUM

TO: Karen Ulrich, HR Director

FROM: Sheryl Scott, 1<sup>st</sup> Vice President, CSEA Chapter 211  
Chief Negotiator

DATE: April 11, 2011

SUBJECT: Initial Proposal  
2007-2011 successor contract

---

CSEA wishes to keep the current contract status quo with the following exceptions:

Article XVI – Transfer/Promotions

CSEA proposes to clarify language under 16.1 to better define ‘Voluntary Transfers’

Article XIX – Layoff and Re-employment

CSEA proposes to clarify language under 9.3.1 to be more specific on order of bumping

Article XX – Discipline and Dismissal

CSEA proposes to clarify contract language to parallel District policy 4770

Article XXIX – Negotiations

CSEA proposes to clarify language under 29.1.2 to include both District and CSEA

Article XXX – Duration

CSEA proposes an Agreement with a 3-year duration: July 1, 2011, to June 30, 2014

Thank you.

Copy: R. Norman, CSEA LLR  
Negotiating Team Members  
Debbie Luttrell-Williams  
Cynthia Simon  
Galen Tom  
Juan Valenzuela, Jr.  
Trish Meyer, Alternate  
George Olgin, Alternate

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

**TO:** Members of the Governing Board

**SUBJECT:** PRESENTATION OF THE DISTRICT'S INITIAL  
 PROPOSAL TO CALIFORNIA SCHOOL EMPLOYEES  
 ASSOCIATION, CHAPTER #211

**REQUESTED ACTION:** INFORMATION

**SUMMARY:**

Solano Community College (District) and the California School Employees Association, Chapter #211, are preparing to enter into negotiations for a successor agreement for the period of 2011-2012.

This item introduces the District's opening proposal to California School Employees Association, Chapter #211, 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 May 18, 2011.

*Government Code: 3547      Board Policy: 2010      Estimated Fiscal Impact: Unknown*

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

Karen Ulrich  
 Director of Human Resources

---

**PRESENTER'S NAME**

4000 Suisun Valley Road  
 Fairfield, CA 94534-3197

---

**ADDRESS**

707-864-7122

---

**TELEPHONE NUMBER**

Administration

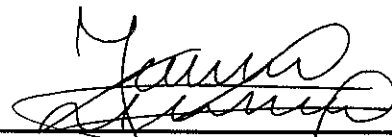
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**ORGANIZATION**

April 20, 2011

---

**DATE SUBMITTED TO  
 SUPERINTENDENT-PRESIDENT**

  
 \_\_\_\_\_  
**JOWEL C. LAGUERRE, Ph.D.**  
 Superintendent-President

April 20, 2011  
 \_\_\_\_\_  
**DATE APPROVED BY  
 SUPERINTENDENT-PRESIDENT**



**INITIAL PROPOSAL FROM THE  
SOLANO COMMUNITY COLLEGE DISTRICT  
TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA),  
CHAPTER #211**

**May 4, 2011**

The collective bargaining proposals submitted by the Solano Community College District are expressly pursuant to the Educational Employment Relations Act and Article XXIX (Negotiations) of the parties' collective bargaining agreement. It is the intention of the Solano Community College District to bargain in good faith over the proposals submitted by the respective parties to the Collective Bargaining Agreement. Any article proposed for amendment by the Exclusive Representative shall be deemed herein to remain unchanged in the Collective Bargaining Agreement unless otherwise expressly stated.

**ARTICLE IX  
PAY AND ALLOWANCES**

The provisions of ARTICLE IX – PAY AND ALLOWANCES shall remain unchanged except for amendments derived from the following:

The District is concerned about its ability to fund educational programs and services within the State's operating budget, as well as the negative impact that will be had on the finances, programs and services that are offered by the District. In the context of this unstable and unknown fiscal environment, the District must continue to embrace a conservative approach to the management and allocation of its finite fiscal resources. Accordingly, the District will submit proposals regarding modification to the current structure of the salary schedule.

**ARTICLE XI  
HEALTH AND WELFARE BENEFITS**

The provisions of ARTICLE XI – HEALTH AND WELFARE BENEFITS shall remain unchanged except for amendments derived from the following:

Costs for health and welfare benefits continue to escalate. The District will submit proposals seeking to control the escalating costs of medical insurance through various approaches, including changes in plan design, cost containment and sharing, and other strategies.

**ARTICLE XXIX - NEGOTIATIONS  
ARTICLE XXX - DURATION**

The District will propose that, except as otherwise negotiated, the provisions of Article XXIX – Negotiations and Article XXX – Duration be modified so as to extend the terms and conditions of the collective bargaining agreement, which is currently in effect from July 1, 2008 through June 30, 2011 by one year, or until June 30, 2012. The District will further propose that during that period, all terms and conditions of the current contract shall remain in effect and unchanged, except that either Party may request to reopen negotiations during the 2011-2012 academic year on Article IX – Pay and Allowances and Article XI - Health and Welfare Benefits.

**WORK DAYS**

In addition to discussions regarding salaries and benefits, the District will submit proposals modifying the number of days worked by unit members.

Signed and entered into this \_\_\_\_ day of \_\_\_\_\_, 2011.

FOR THE DISTRICT

FOR THE EXCLUSIVE REPRESENTATIVE

\_\_\_\_\_  
\_\_\_\_\_  
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SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: PRESENTATION OF THE DISTRICT'S INITIAL  
PROPOSAL TO OPERATING ENGINEERS/STATIONARY  
ENGINEERS, LOCAL 39

REQUESTED ACTION: INFORMATION

SUMMARY:

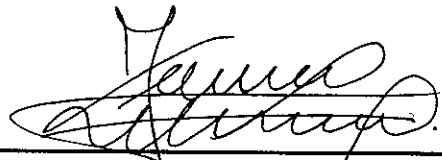
Solano Community College (District) and the Operating Engineers/Stationary Engineers, Local 39, are preparing to enter into negotiations for a successor agreement for the period of 2011-2012.

This item introduces the District's opening proposal to Operating Engineers/Stationary Engineers, 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 May 18, 2011.

Government Code: 3547 Board Policy: 2010 Estimated Fiscal Impact: Unknown

SUPERINTENDENT'S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Karen Ulrich  
Director of Human Resources  
PRESENTER'S NAME  
4000 Suisun Valley Road  
Fairfield, CA 94534-3197  
ADDRESS  
707-864-7122  
TELEPHONE NUMBER  
Administration  
ORGANIZATION  
April 20, 2011  
DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT

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

April 20, 2011  
DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

**PROPOSAL FROM THE  
SOLANO COMMUNITY COLLEGE DISTRICT  
TO THE INTERNATIONAL UNION OF OPERATING ENGINEERS (IUOE),  
STATIONARY LOCAL 39, AFL/CIO**

**May 04, 2011**

The collective bargaining proposals submitted by the Solano Community College District are expressly pursuant to the Educational Employment Relations Act and Article 28 - Negotiations of the parties' collective bargaining agreement. It is the intention of the Solano Community College District to bargain in good faith over the proposals submitted by the respective parties to the Collective Bargaining Agreement. Any article proposed for amendment by the Exclusive Representative shall be deemed herein to remain unchanged in the Collective Bargaining Agreement unless otherwise expressly stated.

**ARTICLE 14  
PAY AND ALLOWANCES**

The District is concerned about its ability to fund educational programs and services within the State's operating budget, as well as the negative impact that will be had on the finances, programs and services that are offered by the District. In the context of this unstable and unknown fiscal environment, the District must continue to embrace a conservative approach to the management and allocation of its finite fiscal resources. Accordingly, the District will submit proposals regarding modification to the current structure of the salary schedule.

**ARTICLE 15  
HEALTH AND WELFARE BENEFITS**

Costs for health and welfare benefits continue to escalate. The District will submit proposals seeking to control the escalating costs of medical insurance through various approaches, including changes in plan design, cost containment and sharing, and other strategies.

**ARTICLE 28  
NEGOTIATIONS**

The provisions of ARTICLE 28 – NEGOTIATIONS shall remain unchanged except for the following:

The expiration of the collective bargaining agreement between the Solano Community College District and the International Union Of Operating Engineers (IUOE), Stationary Local 39, AFL/CIO, which is currently in effect from July 1, 2007 through June 30, 2010, shall be extended by two years, or until June 30, 2012.

All terms and conditions of the current contract shall remain in effect and unchanged., except that either Party may request to reopen negotiations during the 2011-2012 academic year on Article 15 - Health and Welfare Benefits.

**WORK DAYS**

In addition to discussions regarding salaries and benefits, the District will submit proposals modifying the number of days worked by unit members.

Signed and entered into this \_\_\_\_ day of \_\_\_\_\_, 2011.

FOR THE DISTRICT

FOR THE EXCLUSIVE REPRESENTATIVE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: PRESENTATION OF THE DISTRICT'S REQUEST TO  
OPEN ARTICLES 2, 20, 21, AND 23 TO THE SOLANO  
COLLEGE FACULTY ASSOCIATION (SCFA),  
CCA/CTA/NEA

REQUESTED ACTION: INFORMATION

SUMMARY:

This item introduces the District's request to open Article 2, Article 20, Article 21, and Article 23 to the Solano College Faculty Association (SCFA), CCA/CTA/NEA 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 May 18, 2011.

Government Code: 3547 Board Policy: 2010 Estimated Fiscal Impact: \$ Unknown

SUPERINTENDENT'S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Karen Ulrich  
Director of Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534-3197

ADDRESS

707-864-7122

TELEPHONE NUMBER

Administration  
ORGANIZATION

April 20, 2011  
DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT

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

April 20, 2011  
DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT  
TO THE  
SOLANO COLLEGE CHAPTER CCA/CTA/NEA  
May 4, 2011**

The collective bargaining provisions herein by the Solano County Community College District and the Solano College Chapter CCA/CTA/NEA are expressly pursuant to the Education Employment Relations Act and Article 2, NEGOTIATIONS PROCEDURES, of the current Collective Bargaining Contract between the parties. It is the intention of the Solano County Community College District Governing Board to bargain in good faith over the proposal submitted by the respective parties to the Collective Bargaining Contract pursuant to the Educational Employment Relations Act.

**ARTICLE 2  
NEGOTIATIONS PROCEDURES**

The District will propose modifications to Article 2 which will better facilitate the ability of the parties to meet and negotiate.

**ARTICLE 20  
SALARIES**

The District is concerned about its ability to fund educational programs and services within the State's operating budget, as well as the negative impact that will be had on the finances, programs and services that are offered by the District. In the context of this unstable and unknown fiscal environment, the District must continue to embrace a conservative approach to the management and allocation of its finite fiscal resources. The District intends to offer economic proposals that will allow it to remain solvent and sustain resources of the District necessary for its continued existence.

**ARTICLE 21  
HEALTH AND WELFARE BENEFITS**

Costs for health and welfare benefits have continued to escalate for nearly 25 years. The District will submit proposals seeking to control the escalating costs of medical insurance through various approaches, including changes in plan design, cost containment and sharing, and other strategies.

**ARTICLE 23  
ACADEMIC CALENDAR AND HOLIDAYS**

In addition to discussions regarding salaries and benefits, the District will submit proposals modifying the number of work days and staff development days.

SOLANO COMMUNITY COLLEGE  
DISTRICT

SOLANO COLLEGE CHAPTER  
CCA/CTA/NEA

\_\_\_\_\_  
\_\_\_\_\_

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SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: RETIREE HEALTH BENEFITS ACTUARIAL STUDY BY  
TOTAL COMPENSATION SYSTEMS, INC.

REQUESTED ACTION: INFORMATION

SUMMARY:

The District contracted with Total Compensation Systems, Inc. (TCS) to conduct its bi-annual retiree health benefits actuarial study, as required by Governmental Accounting Standards Board (GASB) 43 and 45. The last study was completed in 2008.

Mr. Geoff Kischuk, President of Total Compensation Systems, Inc., will be present to discuss the report and answer questions from the Governing Board. A copy of the report is provided to the Board under separate cover, copies of which may be obtained in the Office of the Superintendent-President or Office of the Vice President of Finance & Administration.

Government Code: *N/A* Board Policy: *3225* Estimated Fiscal Impact: *\$7,500*

SUPERINTENDENT'S RECOMMENDATION:  APPROVAL  DISAPPROVAL  
 NOT REQUIRED  TABLE

Yulian I. Ligioso, Vice President  
Finance & Administration

PRESENTER'S NAME

4000 Suisun Valley Road  
Fairfield, CA 94534

ADDRESS

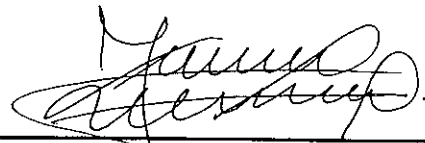
707-864-7209

TELEPHONE NUMBER

Finance & Administration  
ORGANIZATION

April 20, 2011

DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT



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

April 20, 2011

DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT



AGENDA ITEM 12.(f)  
MEETING DATE May 4, 2011

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

**TO: Members of the Governing Board**

**SUBJECT: PROPOSED UPDATE TO THE EDUCATIONAL MASTER  
PLAN AND FACILITIES MASTER PLAN**

**REQUESTED ACTION: INFORMATION**

**SUMMARY:**

A representative from Moore Iacofano Goltsman (MIG), Inc., will provide an update of the preliminary scope of work and tasks for the development of an updated Educational Master Plan (EMP) and Facilities Master Plan. MIG developed and coordinated the District's EMP in 2006.

Attached is the draft scope and estimated budget for the Board's information.

*Government Code: Board Policy 2140 & 3900 Estimated Fiscal Impact: \$244,315  
California Code of Regulations, Title 5 (non-general fund)*

**SUPERINTENDENT'S RECOMMENDATION:**

APPROVAL       DISAPPROVAL  
 NOT REQUIRED       TABLE

Yulian I. Ligioso, Vice President  
Finance & Administration

**PRESENTER'S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7209

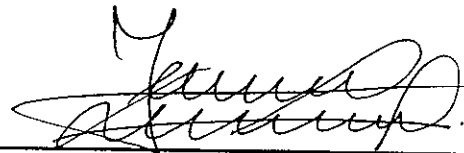
**TELEPHONE NUMBER**

Finance & Administration

**ORGANIZATION**

April 20, 2011

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**



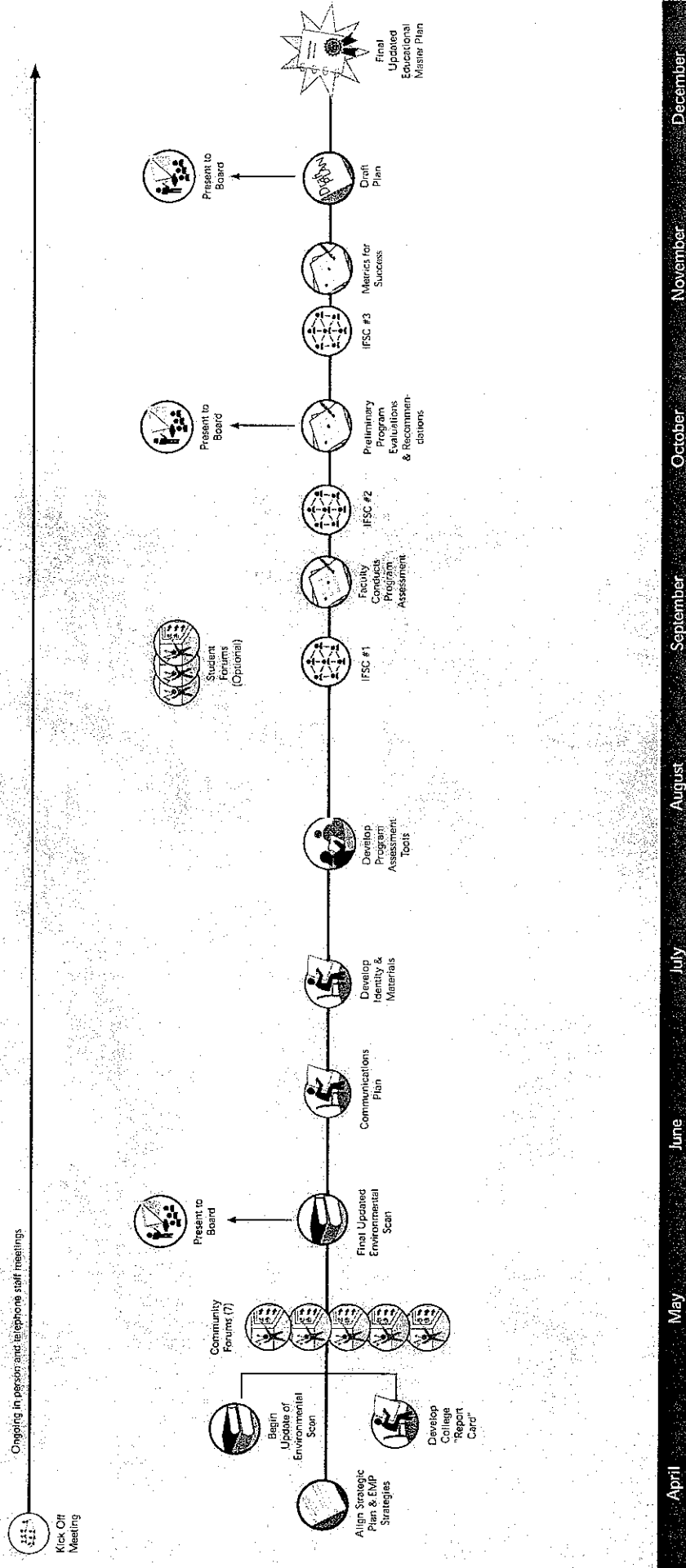
**JOWEL C. LAGUERRE, Ph.D.**  
Superintendent-President

April 20, 2011

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



# Solano Community College District EDUCATIONAL MASTER PLAN UPDATE PROCESS



April May June July August September October November December



April 11, 2011

## **Preliminary Scope Outline and Tasks**

### **EDUCATIONAL MASTER PLAN UPDATE**

#### **1. Align Strategic Plan and Educational Master Plan (EMP)**

- 1.1 Hold kick off meeting (March 24) with Executive Team and Deans to discuss and identify key successes and challenges for College
- 1.2 Develop Process outline and description for distribution to Deans, Faculty and Administrators
- 1.3 Map EMP Strategies and Goals to the Strategic Plan
  - Address any gaps and inconsistencies
  - Prepare Updated EMP Strategies and Goals with graphic of connection to Strategic Plan

*MIG Role: Lead all tasks and development of products; facilitate and graphically record Kick Off Meeting and provide meeting summary*

*SCCD Role: Identify meeting location; invite and provide appropriate notice for the meeting participants*

*MIG Deliverables:*

- Kick off meeting Summary
- Process Outline
- Updated EMP Goals and Graphic

#### **2. Town Hall Meetings (7)**

- 2.1 Prepare Agendas and Materials for Town Halls
- 2.2 Facilitate and Record Town Hall Meetings – approximately 2.5 hours each (up to 7 held in Fairfield, Dixon, Vallejo, Travis, Benicia, Winters, Vacaville)
- 2.3 Produce Summaries (7)

*MIG Role: MIG will facilitate and graphically record all town hall meetings and provide meeting materials such as wallgraphic paper, sign in sheets, name tags, and agendas.*

*SCCD Role: Identify and secure meeting locations, distribute and send out invitations and provide noticing for all meetings.*

*MIG Deliverables:*

- Meeting Agenda and materials
- Summaries of Town Hall meetings (7)

#### **3. Update Environmental Scan (Internal & External)**

- 3.1. Demographic & Trend Analysis: Update EMP demographics with 2010 census data; provide updated trends analysis including evaluation of economic and business environment
- 3.2. Internal Enrollment and Data Evaluation: Utilizing information and tables from the College, MIG will review internal enrollment, participation and growth items identified in current EMP and update accordingly
- 3.3. Staff Coordination Meetings (2): Includes two in person meetings with staff to update Scan and conference calls as needed.
- 3.4. Board Presentation: Findings Presentation to Board and Executive Team
- 3.5. Produce Environmental Scan Update: MIG will utilize the current Environmental scan as a format and baseline and update information to reflect new data and trends

### **Preliminary Scope Outline and Tasks**

*MIG Role: MIG will provide an updated environmental scan based upon existing EMP; develop, conduct and evaluate online survey.*

*SCCD Role: Provide data for internal scan data in excel data files and offer ongoing consultation from the Research and Planning Department to assist and interpret materials and data.*

*MIG Deliverables:*

- Updated Environmental Scan
- Environmental Scan Presentation to Board

#### **4. Program Assessment Tools**

- 4.1. Program Assessment Templates and Update: Build upon existing College Program Review process and EMP Program Assessment and provide set of tools for faculty and Deans to update Program Direction and rationale for growth.

*MIG Role: MIG will provide templates and instructions for faculty and deans to update their Educational Programs Assessment. The information and format used in the existing plan will be provided for updates and additions. MIG will provide updated program assessment section.*

*SCCD Role: Facilitate distribution and gathering program assessment information from Deans and Faculty in a timely manner.*

*MIG Deliverables:*

- EMP Program Assessment Templates
- Updated Program Assessment (based on Faculty input)

#### **5. Interdisciplinary Faculty Strategic Conversations (3)**

- 5.1. Prepare Agendas/Materials
- 5.2. Facilitate and Record Meetings: MIG will facilitate a series of three meetings with Faculty and Deans to inform and direct the EMP update and the development of the Facility Master Plan.
- Additional meetings may be held and facilitated by College staff to continue discussion and collaboration.
- 5.3. Produce Summaries (3)

*MIG Role: MIG will develop agendas, facilitate and graphically record three meetings; provide meeting summaries for each meeting.*

*SCCD Role: Identify meeting locations; invite and provide appropriate notice for the meeting participants. If desired, the College will facilitate additional ongoing meetings.*

*MIG Deliverables:*

- Meeting Agendas
- Three Meeting Summaries

#### **6. Assess Programs and Identify New Opportunities**

- 6.1. Program Assessment and Memo: MIG will review Updated Program Assessment in light of revised Environmental Scan, Meetings and information to date and provide evaluation of programs and identify new program opportunities. Specifically review and evaluate Center (Vacaville, Vallejo and Travis) programs and effectiveness

### **Preliminary Scope Outline and Tasks**

- 6.2. Staff Coordination Meetings (3): Includes three in person meetings – one each at Vallejo and Vacaville Center and one at Fairfield campus and conference calls to coordinate.
- 6.3. Board Presentation

*MIG Role: MIG will develop presentation of the Program Evaluation and possible new opportunities.*

*SCCD Role: Review and provide input into program evaluation and new program opportunities.*

*MIG Deliverables:*

- Program Evaluation Memo for inclusion into EMP
- Presentation of Program Evaluation

### **7. Ongoing Project Management and Coordination**

#### **COMMUNICATION MATERIALS**

### **8. Develop Bond Measure/EMP Report Card (Spring 2011)**

- 8.1. Develop Concept, writing and Design: Work with Public Relations to translate recent successes and positive trends into a 4-color marketing and communications piece for constituents, businesses and stakeholders. Includes one in person meeting to discuss and review as well as telephone conference call.
- 8.2. Produce Final Brochure (provide print ready electronic file for printing)

*MIG Role: MIG will draft content, develop designed based on colors and theme of current EMP to provide consistency; provide two reviews and provide printable file.*

*SCCD Role: Review document with appropriate staff and stakeholders; print and distribute piece.*

*MIG Deliverables:*

- SCCD Report Card print ready file

### **9. Communications Plan and Materials**

- 9.1. Develop Communications Plan: Develop an ongoing communications plan for Solano CCD to target external and internal stakeholders for immediate Bond Measure as well as for ongoing planning, operations and reporting needs.
- 9.2. Develop Marketing and Communications Materials:  
Develop promotional materials for the College specific to the past and future Bond Program that may include Poster, mailing piece, Bond Measure brochure, online ads and other similar materials. Budget offers a not to exceed cost that will cover several of these items. It is assumed that identity will follow existing look and feel of the Existing Educational Master Plan and build from there. Brand assets will be provided to SCCD to provide the ability for ongoing materials development and management.
- 9.3. Staff Coordination Meetings: Includes two in person meetings for strategy development and concept review as well as ongoing conference calls for coordination.

*MIG Role: MIG will provide strategy, writing and concept development for communications. MIG will develop up to three marketing pieces and prepare print ready files.*

*SCCD Role: Provide all printing and distribution of marketing materials.*

***Preliminary Scope Outline and Tasks***

*MIG Deliverables:*

- Communications Plan
- Three Marketing materials in print ready form.
- Brand Assets for future materials development

**10. Ongoing Project Management and Coordination**

**OPTIONAL TASKS**

- Student Forums (MIG can facilitate or can provide materials for College to lead and facilitate set of meetings)
- Provide an online survey to community members to gather additional input throughout the community.
- Website – develop an EMP and Facility Plan (or potentially Bond Report) website to get ongoing community feedback and provide information connected to the Report Card and planning effort.
- Update Growth Projections – MIG can develop updated growth projections or simply use Chancellor’s Office projections for Facility Plan development.
- Update SCCD website – If desired, MIG can assist the college in redesigning the College website to connect with overall communications plan goals and objectives.
- Print of materials – MIG can manage logistics and printing of all materials if desired.

**Preliminary Scope Outline and Tasks**

**11. Prepare Facilities Master Plan**

**11.1. Review space usage, needs and standards provided by staff** – Based upon EMP and existing facility master plan, the College will provide a summary of current space usage, projected growth needs and standards. MIG will perform “peer review” of draft materials and identify implications for existing and future facilities (e.g. size of additional building footprint/s, parking needs based upon existing standards or those provided by the College, etc.)

**11.2. Campus and Centers Base Mapping (3)** – MIG will create Campus/Center Maps (3) with new or updated facilities identified. The base maps will be used to identify facility, circulation and open space opportunities and create alternatives and recommendations in future tasks. The College will review the base maps for accuracy.

**11.3. Site Tour (Campus and Centers; does not include facility assessments)** – MIG will tour the Fairfield Campus, Vallejo Center and Vacaville Center to ground truth information gathered and created in the first two subtasks above (a and b). MIG will also take photographs for use in the plan document. During the site tour, the College will provide MIG with an overview of each location and discuss overall facility needs and updates from the last Bond.

**11.4. Facilities Staff Coordination Meetings (3)** – MIG will facilitate three meetings with the Facilities Staff. The meetings will be held at key milestones throughout the project including articulation of facility needs, development of alternatives and recommendations and presentation and review of the Draft Facilities Master Plan. MIG will provide meeting agendas, meeting notes and a list of action items and responsibilities identified at each meeting.

**11.5. Develop Alternatives and Recommendations**

11.5.1. Facilities (with focus on up to 5 new facilities) – MIG will develop two development alternatives to accommodate future programming and space needs at the Fairfield Campus, Vallejo Center and Vacaville Center as determined in the previous subtasks. MIG will review recommendations in the existing Facilities Master Plan and develop new recommendations based upon output from the Education Master Plan and input from the Facilities Staff.

11.5.2. Circulation: Transportation, Parking, Gateways and Wayfinding – MIG will develop two alternatives for improving transportation, parking, campus gateways and wayfinding on the Fairfield Campus. The alternatives will explore ways to improve the entry to campus and management of multiple modes of transportation. Amenities for alternative modes of transportation will be identified to help reduce the need for additional surface parking.

11.5.3. Open Space and Landscaping – MIG will also develop two alternatives for enhancing open space and landscaping on the Fairfield Campus. Emphasis will be placed on creating sense of place, managing maintenance requirements and improving overall sustainability of the campus.

**11.6. Draft Master Plan** – Develop comprehensive Facility Master Plan Update that is graphically engaging and provides a base for a potential new Facility Bond Measure.

11.6.1. Draft Text (update existing facilities plan text as appropriate and new text) – MIG will update the existing Facilities Master Plan with information gathered throughout the process. Text will be updated to reflect current condition of buildings, new space needs and ways to improve sustainability of the campus. MIG will also then update the list of proposed construction and renovation projects to reflect recent accomplishments and specific parameters for up to five new facilities. MIG will add text to reflect the preferred alternatives for Circulation, Open Space and Landscaping as well.

### **Preliminary Scope Outline and Tasks**

- 11.6.2. Illustrative Drawings (up to 3 plan view and 2 oblique marketing quality drawings) – To aid with future marketing and funding efforts, MIG will develop up to three plan view and two oblique “bird’s eye” drawings for use in the Draft Plan and other College outreach efforts.
- 11.6.3. Document Template Design and Layout – MIG will modify the document template used for the Education Master Plan and layout the Draft Facilities Master Plan.

**11.7. Board Presentation (incl. presentation materials)** – MIG will prepare a presentation and other supporting materials for a presentation to the Board. MIG will present a summary of the Draft Facilities Master Plan and answer questions asked by the Board.

**11.8. Final Master Plan** – Based on comments received from the Facilities Staff, MIG will revise the text and graphics of the Draft Facilities Master Plan. MIG will produce an electronic copy for the College for printing and distribution.

*MIG Role: MIG will aggregate information and input from the Director of Facilities and other staff to provide overall analysis and recommendations for Facilities including new or updated buildings, landscape, hardscape and access improvements and other relevant projects. MIG will provide an electronic copy of the Draft and Final Master Plan for College to print and distribute.*

*SCCD Role: Provide detailed space usage analysis and facility conditions data as well as comprehensive needs and rationale for new or updated facilities. Facility Director will provide preliminary Cost analysis for recommended Facility Program. SCCD will print and distribute plan.*

*MIG Deliverables:*

- Meeting Materials (agendas, meeting notes, etc.)
- Draft Facility Master Plan
- Board Presentation
- Final Facility Master Plan

## **12. Ongoing Project Management**



**Preliminary Scope Outline and Tasks**

**OPTIONAL TASKS**

- Update Growth Projections – MIG can develop updated growth projections or simply use Chancellor’s Office projections for Facility Plan development.
- Renderings of individual buildings – Renderings could include additions to existing buildings or new buildings.

**ESTIMATED BUDGET:**

|   |          |
|---|----------|
| 1. Update the Educational Master Plan (Tasks 1, 3, 4, 5, and 6) | \$90,000 |
| 2. Town Hall Meetings (7) (Task 3)                              | \$25,000 |
| 3. Facility Master Plan Update                                  | \$95,000 |
| 4. Initial Communications Piece (Task 2)                        | \$9,000  |
| 5. Communications Plan and Materials (Task 8)                   | \$25,000 |

**FIRST PHASE**

|  |          |
|--|----------|
| Task 1, 2, 3 and 4 (Begin Immediately) | \$80,000 |
| Plus Estimated Direct Costs            | \$6,400  |

Solano Community College District  
 EMP UPDATE  
 Budget Estimate

| Phase 1: Educational Master Plan Update                        | Daniel Iacofano<br>\$295 | MindyCraig<br>\$190 | Ryan Mattau<br>\$125 | Sr. Facilitator<br>\$150 | Associate<br>\$100 | Subtotal<br>Labor |
|--|--------------------------|---------------------|----------------------|--------------------------|--------------------|-------------------|
| <b>1 Align Strategic Plan and Educational Master Plan</b>      |                          |                     |                      |                          |                    |                   |
| 1.1 Kick off Meeting   | 1 \$295                  | 6 \$1,140           | 8 \$1,000            |                          | 6 \$600            | \$3,035           |
| 1.2 Process Outline  | 1 \$295                  | 2 \$380             | 6 \$750              |                          | \$0                | \$1,425           |
| 1.3 Updated EMP Goals and Graphic                              | 2 \$590                  | 4 \$760             | 8 \$1,000            |                          | \$0                | \$2,350           |
| Subtotal   | 4 \$1,180                | 12 \$2,280          | 22 \$2,750           | 0 \$0                    | 6 \$600            | \$6,810           |
| <b>2 Town Hall Meetings (7)</b>                                |                          |                     |                      |                          |                    |                   |
| 2.1 Prepare agendas/ materials for Town Halls                  | 2 \$590                  | 8 \$1,520           | 14 \$1,750           | 4 \$600                  | 28 \$2,800         | \$7,260           |
| 2.2 Facilitate and Record Meetings                             | \$0                      | \$0                 | 35 \$4,375           | 35 \$5,250               | \$0                | \$9,625           |
| 2.3 Produce Summaries (7)                                      | \$0                      | 7 \$1,330           | 28 \$3,500           | 4 \$600                  | \$0                | \$5,430           |
| Subtotal   | 2 \$590                  | 15 \$2,850          | 77 \$9,625           | 43 \$6,450               | 28 \$2,800         | \$22,315          |
| <b>3 Update Environmental Scan (internal and external)</b>     |                          |                     |                      |                          |                    |                   |
| 3.1 Demographic & Trend Analysis                               | \$0                      | 4 \$760             | 40 \$5,000           | \$0                      | 8 \$800            | \$6,560           |
| 3.2 Internal Enrollment and Data Evaluation                    | \$0                      | 4 \$760             | 20 \$2,500           | \$0                      | 8 \$800            | \$4,060           |
| 3.3 Staff Coordination Meetings (2)                            | \$0                      | 8 \$1,520           | 12 \$1,500           | \$0                      | 8 \$800            | \$3,820           |
| 3.4 Board Presentation (incl. presentation materials)          | \$0                      | 8 \$1,520           | 12 \$1,500           | \$0                      | 8 \$800            | \$3,820           |
| 3.5 Produce Updated Environmental Scan                         | \$0                      | 4 \$760             | 80 \$10,000          | \$0                      | 16 \$1,600         | \$12,360          |
| Subtotal   | 0 \$0                    | 28 \$5,320          | 164 \$20,500         | 0 \$0                    | 48 \$4,800         | \$30,620          |
| <b>4 Program Assessment Tools</b>                              |                          |                     |                      |                          |                    |                   |
| 4.1 Program Assessment Templates and Update                    | 1 \$295                  | 8 \$1,520           | 30 \$3,750           | \$0                      | 8 \$800            | \$6,365           |
| Subtotal   | 1 \$295                  | 8 \$1,520           | 30 \$3,750           | 0 \$0                    | 8 \$800            | \$6,365           |
| <b>5 Interdisciplinary Faculty Strategic Conversations (3)</b> |                          |                     |                      |                          |                    |                   |
| 5.1 Prepare agendas/materials                                  | 6 \$1,770                | \$0                 | 24 \$3,000           | \$0                      | 24 \$2,400         | \$7,170           |
| 5.2 Facilitate and Record Meetings                             | 15 \$4,425               | \$0                 | 18 \$2,250           | \$0                      | \$0                | \$6,675           |
| 5.3 Produce Summaries (1)                                      | 2 \$590                  | \$0                 | 8 \$1,000            | \$0                      | \$0                | \$1,590           |
| Subtotal   | 23 \$6,785               | 0 \$0               | 50 \$6,250           | 0 \$0                    | 24 \$2,400         | \$15,435          |

Solano Community College District  
 EMP UPDATE  
 Budget Estimate

|   |    |          |    |          |     |          |    |         |     |          |                  |
|---|----|----------|----|----------|-----|----------|----|---------|-----|----------|------------------|
| <b>6 Assess Programs and Identify New Opportunities</b> |    |          |    |          |     |          |    |         |     |          |                  |
| 6.1 Program Assessment & Memo                           | 1  | \$295    | 8  | \$1,520  | 24  | \$3,000  | 4  | \$600   | 16  | \$1,600  | \$7,015          |
| 6.2 Staff Coordination Meetings (3)                     |    | \$0      | 12 | \$2,280  | 18  | \$2,250  |    | \$0     |     | \$0      | \$4,530          |
| 6.3 Board Presentation (incl. presentation materials)   |    | \$0      | 8  | \$1,520  | 12  | \$1,500  |    | \$0     | 8   | \$800    | \$3,820          |
| Subtotal  | 1  | \$295    | 28 | \$5,320  | 54  | \$6,750  | 4  | \$600   | 24  | \$2,400  | \$15,365         |
| <b>7 Ongoing Project Management</b>                     |    |          |    |          |     |          |    |         |     |          |                  |
| 7.1 Coordination and Project Management                 | 4  | \$1,180  | 8  | \$1,520  | 40  | \$5,000  |    | \$0     | 8   | \$800    | \$8,500          |
| Subtotal  | 4  | \$1,180  | 8  | \$1,520  | 40  | \$5,000  | 0  | \$0     | 8   | \$800    | \$8,500          |
| Total Professional Labor Costs                          | 35 | \$10,325 | 99 | \$18,810 | 437 | \$54,625 | 47 | \$7,050 | 146 | \$14,600 | \$105,410        |
| Direct Costs (Travel, Communications, materials)        |    |          |    |          |     |          |    |         |     |          | \$8,433          |
| <b>Total Estimated Costs</b>                            |    |          |    |          |     |          |    |         |     |          | <b>\$113,843</b> |

EMP Update \$74,595  
 Town Hall Meetings \$22,315

Solano Community College District  
**COMMUNICATIONS MATERIALS**  
 Budget Estimate

| Communications Materials                          | Daniel Iacofano<br>\$295 | MindyCraig<br>\$190 | Lisa Tyler<br>\$125 | Sr. Design<br>\$150 | Associate<br>\$100 | Subtotal<br>Labor |
|---|--------------------------|---------------------|---------------------|---------------------|--------------------|-------------------|
| 8 Develop Bond Measure/EMP Report Card            |                          |                     |                     |                     |                    |                   |
| 8.1 Develop Concept, Writing and Design           | 1 \$295                  | 1 \$190             | 8 \$1,000           | 24 \$3,600          | 8 \$800            | \$5,085           |
| 8.2 Produce Final Brochure                        | \$0                      | 1 \$190             | 24 \$3,000          | 8 \$1,200           | 4 \$400            | \$4,390           |
| Subtotal  | 1 \$295                  | 2 \$380             | 32 \$4,000          | 32 \$4,800          | 0                  | \$9,475           |
| 9 Communications Plan and Materials               |                          |                     |                     |                     |                    |                   |
| 9.1 Develop Communications Plan                   | 2 \$590                  | 4 \$760             | 4 \$500             | 8 \$1,200           | 8 \$800            | \$3,850           |
| 9.2 Develop Marketing and Communication Materials | 2 \$590                  | 4 \$760             | 80 \$10,000         | 12 \$1,800          | 4 \$400            | \$13,550          |
| 9.3 Staff Coordination Meetings (2)               | \$0                      | 4 \$760             | 8 \$1,000           | 2 \$300             | 8 \$800            | \$2,860           |
| Subtotal  | 4 \$1,180                | 12 \$2,280          | 92 \$11,500         | 22 \$3,300          | 20 \$2,000         | \$20,260          |
| 10 Ongoing Project Management                     |                          |                     |                     |                     |                    |                   |
| 10.1 Coordination and Project Management          | 0 \$0                    | 4 \$760             | 18 \$2,250          | 8 \$1,200           | 4 \$400            | \$4,610           |
| Subtotal  | 0 \$0                    | 4 \$760             | 18 \$2,250          | 8 \$1,200           | 4 \$400            | \$4,610           |
| Total Professional Labor Costs                    | 5 \$1,475                | 18 \$3,420          | 142 \$17,750        | 62 \$9,300          | 24 \$2,400         | \$34,345          |
| Direct Costs (Travel, Communications, materials)  |                          |                     |                     |                     |                    | \$2,748           |
| Total Estimated Cost                              |                          |                     |                     |                     |                    | \$37,093          |

Solano Community College District  
 FACILITY MASTER PLAN UPDATE  
 Estimated Budget

| Phase 2: Facility Master Plan  | Daniel Iacofano<br>\$295 | MindyCraig<br>\$190 | Jay Renkens<br>\$135 | Sr. Planner<br>\$150 | Associate<br>\$100  | Subtotal<br>Labor |
|--|--------------------------|---------------------|----------------------|----------------------|---------------------|-------------------|
| 11 Prepare Facility Master Plan  |                          |                     |                      |                      |                     |                   |
| 11.1 Review space usage, needs and standards provided by staff                     | \$0                      | \$0                 | 12 \$1,620           |                      | 12 \$1,200          | \$2,820           |
| 11.2 Update Farfield Campus Mapping  | \$0                      | \$0                 | 16 \$2,160           | 4 \$600              | 32 \$3,200          | \$5,960           |
| Site Tour (Campus and Centers; does not include facility assessments)              |                          |                     |                      |                      |                     |                   |
| 11.3 assessments   | 2 \$590                  | \$0                 | 16 \$2,160           | \$0                  | 4 \$400             | \$3,150           |
| 11.4 Facilities Staff Coordination Meetings (3)                                    | 4 \$1,180                | 8 \$1,520           | 24 \$3,240           | \$0                  | 4 \$400             | \$6,340           |
| 11.5 Develop Alternatives and Recommendations                                      |                          |                     | \$0                  |                      |                     |                   |
| Facilities (with focus on up to 5 new facilities)                                  | 2 \$590                  | 2 \$380             | 32 \$4,320           | 12 \$1,800           | 40 \$4,000          | \$11,090          |
| Circulation: Transportation, parking, gateways and wayfinding                      |                          |                     |                      |                      |                     |                   |
| Open Space and Landscaping   | 2 \$590                  | \$0                 | 12 \$1,620           | 8 \$1,200            | 24 \$2,400          | \$5,810           |
| 11.6 Draft Master Plan   | 2 \$590                  | \$0                 | 12 \$1,620           | 8 \$1,200            | 24 \$2,400          | \$5,810           |
| Draft Text (update existing facilities plan text as appropriate and new text)      |                          |                     | \$0                  |                      |                     |                   |
| Illustrative Drawings (up to 3 plan view and 2 oblique marketing quality drawings) | 2 \$590                  | 2 \$380             | 24 \$3,240           | \$0                  | 40 \$4,000          | \$8,210           |
| Document Template Design and Layout  | 1 \$295                  | 1 \$190             | 24 \$3,240           | 8 \$1,200            | 24 \$2,400          | \$7,325           |
| 11.7 Board Presentation (incl. presentation materials)                             | 1 \$295                  | 1 \$190             | 24 \$3,240           | 4 \$600              | 32 \$3,200          | \$7,525           |
| 11.8 Final Master Plan   | 4 \$1,180                | \$0                 | 12 \$1,620           | \$0                  | 12 \$1,200          | \$4,000           |
|  | 2 \$590                  | 2 \$380             | 24 \$3,240           | 4 \$600              | 32 \$3,200          | \$8,010           |
| <b>Subtotal</b>  | <b>22 \$6,490</b>        | <b>16 \$3,040</b>   | <b>232 \$31,320</b>  | <b>48 \$7,200</b>    | <b>280 \$28,000</b> | <b>\$76,050</b>   |
| 12 Ongoing Project Management  |                          |                     |                      |                      |                     |                   |
| 12.1 Coordination and Project Management   | 8 \$2,360                | \$0                 | 48 \$6,480           | \$0                  | \$0                 | \$8,840           |
| <b>Subtotal</b>  | <b>8 \$2,360</b>         | <b>0 \$0</b>        | <b>48 \$6,480</b>    | <b>0 \$0</b>         | <b>0 \$0</b>        | <b>\$8,840</b>    |
| <b>Total Professional Labor Costs</b>  | <b>30 \$8,850</b>        | <b>16 \$3,040</b>   | <b>280 \$37,800</b>  | <b>48 \$7,200</b>    | <b>280 \$28,000</b> | <b>\$84,890</b>   |
| Direct Costs (Travel, Communications, materials)                                   |                          |                     |                      |                      |                     | \$8,489           |
| <b>Total Estimated Cost</b>  |                          |                     |                      |                      |                     | <b>\$93,379</b>   |

SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board  
SUBJECT: PROPOSED REORGANIZATION PLAN FOR ACADEMIC AFFAIRS

REQUESTED ACTION: INFORMATION

SUMMARY:

Dr. Jowel Laguerre, Superintendent-President, will present the proposed reorganization plan for Academic Affairs, which is to align disciplines with opportunities for succession and offer savings to the District in these critical budgetary times.

*Government Code:* \_\_\_\_\_ *Board Policy:* 2120 *Estimated Fiscal Impact:* Unknown

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

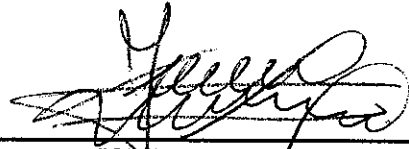
Jowel C. Laguerre, Ph.D.  
Superintendent-President  
\_\_\_\_\_  
**PRESENTER'S NAME**

400 Suisun Valley Road  
Fairfield, CA 94534  
\_\_\_\_\_  
**ADDRESS**

707-864-7112  
\_\_\_\_\_  
**TELEPHONE NUMBER**

Administration  
\_\_\_\_\_  
**ORGANIZATION**

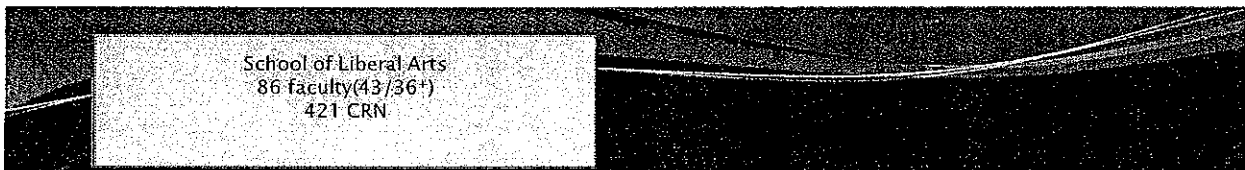
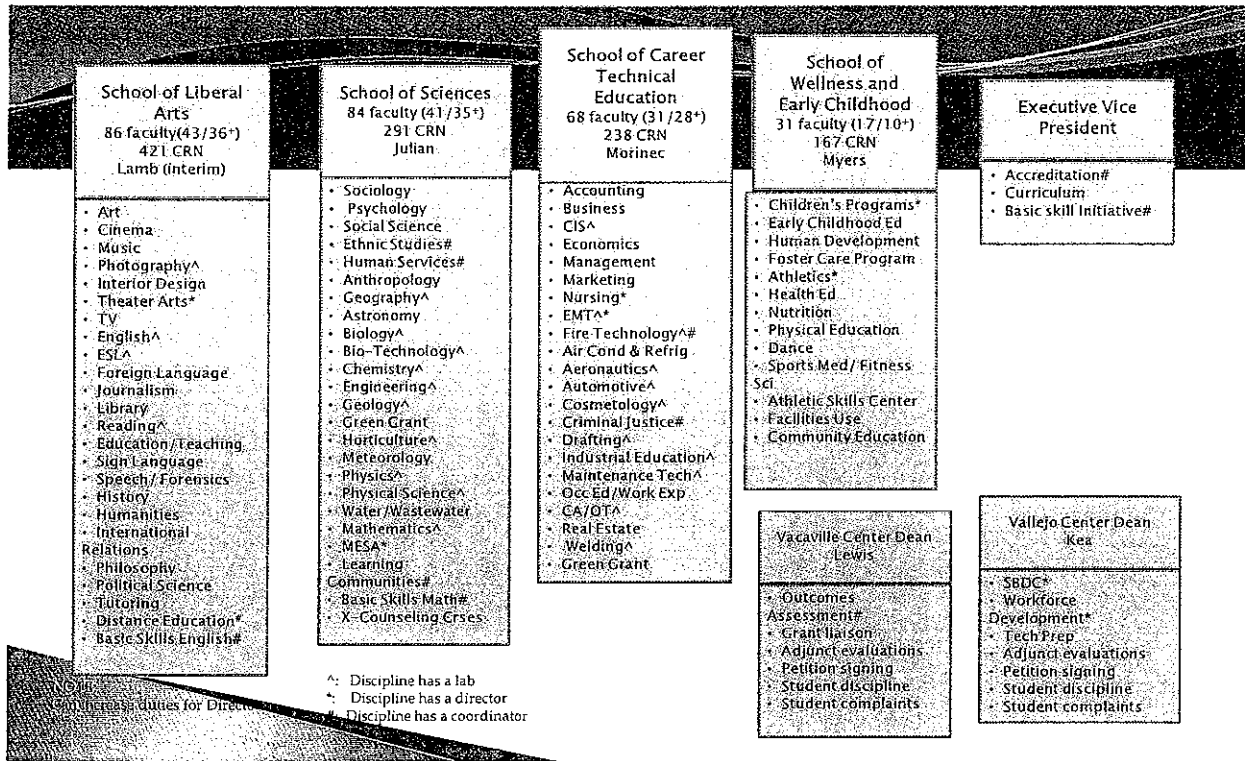
April 20, 2011  
\_\_\_\_\_  
**DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT**

  
\_\_\_\_\_  
**JOWEL C. LAGUERRE, Ph.D.**  
Superintendent-President

April 20, 2011  
\_\_\_\_\_  
**DATE APPROVED BY SUPERINTENDENT-PRESIDENT**

# Academic Affairs Reorganization Proposal

## May 4, 2011



|                  |                         |
|------------------|-------------------------|
| Art              | Reading^                |
| Cinema           | Sign Language           |
| Music            | Speech/Forensics        |
| Photography^     | History                 |
| Interior Design  | Humanities              |
| Theater Arts*    | International Relations |
| TV               | Philosophy              |
| English^         | Political Science       |
| ESL^             | Tutoring                |
| Foreign Language | Distance Education#     |
| Journalism       | Basic Skills English#   |
| Library          | Education               |

\*: FT/PT (difference from total is FT overload)  
 ^: Discipline has a lab  
 \*: Discipline has a director  
 #: Discipline has a coordinator

### Other features:

- There are many facility issues associated with Fine Arts courses (theater, kilns, music, studios...)
- Fundraising
- Solano College Theater Association
- The Library has unique needs
- 1300 remodel beginning in the new fiscal year
- Technological requirements for Distance education
- Scheduling of Reading and Writing labs
- Advisory Committees

School of Sciences  
84 faculty (41/35+)  
291 CRN

|                                |                             |
|--------------------------------|-----------------------------|
| Psychology                     | Geology <sup>^</sup>        |
| Sociology                      | Social Science              |
| Horticulture <sup>^</sup>      | Ethnic Studies <sup>#</sup> |
| Meteorology                    | Human Services <sup>#</sup> |
| Physics <sup>^</sup>           | Anthropology                |
| Physical Science <sup>^</sup>  | Geography <sup>^</sup>      |
| Water/Wastewater               | Astronomy                   |
| Mathematics <sup>^</sup>       | Biology <sup>^</sup>        |
| MESA <sup>*</sup>              | Bio-Technology <sup>^</sup> |
| Learning Comm.                 | Chemistry <sup>^</sup>      |
| Basic Skills Math <sup>#</sup> | Engineering <sup>^</sup>    |
|                                | Counseling Courses          |
|                                | Related Human Services      |

Other features:

- Ethnic Studies and Learning Communities coordinator is attached to the faculty member holding the position
- Science labs are equipment and supply intensive
- Science labs have large safety considerations
- MAC scheduling is massive
- W/WW interaction with Contract Ed is complex
- MESA program
- Advisory Committees

- FT/PT (difference from total is FT overload)

<sup>^</sup>: Discipline has a lab

<sup>\*</sup>: Discipline has a director

<sup>#</sup>: Discipline has a coordinator

School of Career Technical Education  
68 Faculty (31/28+)  
238 CRN

|                               |                                      |
|-------------------------------|--------------------------------------|
| Accounting                    | Aeronautics <sup>^</sup>             |
| Business                      | Automotive <sup>^</sup>              |
| CISA <sup>^</sup>             | Cosmetology <sup>^</sup>             |
| Economics                     | Criminal Justice <sup>#</sup>        |
| Management                    | Drafting <sup>^</sup>                |
| Marketing                     | Industrial Education <sup>^</sup>    |
| Nursing <sup>*</sup>          | Maintenance Technicians <sup>^</sup> |
| EMTA <sup>*</sup>             | Occupational. Ed/Work Experience     |
| Green Education               | CA/OTA <sup>^</sup>                  |
| Fire Technology <sup>^#</sup> | Real Estate                          |
| Air Conditioning              | Welding <sup>^</sup>                 |
| Refrigeration                 |                                      |

Other features:

- Multiple grants
- CIS labs scheduling and maintenance
- Major outside reporting for Nursing, Fire Tech, EMT, Aeronautics, Cosmetology
- Advisory committees
- State requirement that Nursing director be a master degree Nurse
- EMT director must be medical professional
- Fire coordinator oversight
- Facility maintenance with Welding, Automotive, Cosmetology, Aeronautics

- FT/PT (difference from total is FT overload)

<sup>^</sup>: Discipline has a lab

<sup>\*</sup>: Discipline has a director

<sup>#</sup>: Discipline has a coordinator



School of Wellness and Early  
Childhood Education  
31 faculty (17/10+)  
167 CRN

Children's Programs\*  
Early Childhood Education  
Human Development  
Foster Care Program  
Athletics\*  
Health Ed  
Nutrition  
Physical Education  
Dance  
Sports Medicine/ Fitness  
Science  
Athletic Skills center  
Facilities Use  
Community Education

\*: FT/PT (difference from total is FT overload)  
^: Discipline has a lab  
=: Discipline has a director  
#: Discipline has a coordinator

Other features:

- Athletic Director required
- Contest supervision
- Facilities, equipment and supplies for PE and athletics
- Equity in Athletics Disclosure Act (Federal)
- State Title IX reporting
- Booster Club and Hall of Fame
- Fundraising
- Foster Care Program
- Children's Program oversight
- Community Education has large scheduling and facility issues

Vacaville Center  
Dean

- Outcomes Assessment#
- Grant liaison
- Faculty evaluations
- Petition signing
- Student discipline
- Student complaints
- Travis Air Force Base

Vallejo Center  
Dean

- SBDC\*
- Workforce Development\*
- Tech Prep
- Faculty evaluations
- Petition signing
- Student discipline
- Student complaints

\*: FT/PT (difference from total is FT overload)  
^: Discipline has a lab  
=: Discipline has a director  
#: Discipline has a coordinator

Other features:

- Liaison with all academic divisions
- Facility requirements and maintenance
- Classroom assignment
- Community outreach
- Support Schedule building

## Savings

- Dean of FAABS
  - Dean of CTE and Business
  - Dean of Humanities
- Total: 414,000 (salaries and benefits)

