

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

TO: Members of the Governing Board

SUBJECT: CONSENT CALENDAR – HUMAN RESOURCES

REQUESTED ACTION: APPROVAL

EMPLOYMENT 2011-2012

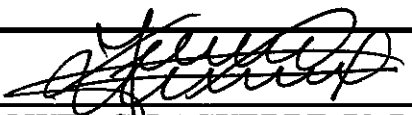
Temporary Change in Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Terri Pearson-Bloom	Interim Dean, School of Human Performance & Development, Range 49	8/5/11 – 12/31/11

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
See attached list.	Fall 2011 Adjunct Faculty		
To be announced	Tutoring Center Specialist Substitute as needed	8/15/11 – 9/30/11	To be determined
Sally Baldwin	Instructor, Success Workshop Basic Skills Initiative Grant	8/18/11 – 12/20/11	\$ 49.53 hour
Jane Berger	Instructor, Success Workshop Basic Skills Initiative Grant	8/18/11 – 12/20/11	\$ 61.41 hour
Peggy Bradford	Substitute Cosmetology Lab Asst., as needed	8/18/11 – 6/30/12	\$ 15.41 hour
Vivienne Brown	Substitute Custodian, as needed	8/18/11 – 6/30/12	\$ 13.26 hour

Sandra Dillon
 Interim, Director of Human Resources


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

August 5, 2011
 Date Submitted

August 5, 2011
 Date Approved

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR**Governing Board Meeting****August 17, 2011****Page 2****Short-term/Temporary/Substitute** (Continued)

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Gilda Butler	Substitute Cosmetology Lab Asst., as needed	8/18/11 – 6/30/12	\$ 15.41 hour
Carlene Coury	Instructor, Success Workshop Basic Skills Initiative Grant	8/18/11 – 12/20/11	\$ 57.45 hour
Lynn Denham- Martin	Nursing Instructor Nursing Recruitment & Retention Grant	8/18/11 – 5/25/12	\$ 2,000 stipend
Tracy Fields	Nursing Instructor Nursing Recruitment & Retention Grant	8/18/11 – 5/25/12	\$ 2,000 stipend
Margot Gebers	Supplemental Instructor, Instructional Lab Assistant, Athletics Basic Skills Initiative Grant	8/22/11 – 5/23/12	\$ 14.76 hour
Barbara Gravely	Cosmetology Lab Assistant Substitute as needed	8/18/11 – 6/30/12	\$ 17.57 hour
Priscilla Hernandez- Neil	Instructor, Success Workshop Basic Skills Initiative Grant	8/18/11 – 12/20/11	\$ 57.45 hour
Joseph Hughes	Substitute Custodian, as needed	8/18/11 – 6/30/12	\$ 13.26 hour
Bonita Knuckles	Nursing Instructor Nursing Recruitment & Retention Grant	8/18/11 – 5/25/12	\$ 4,000 stipend
Diane Mayers	UMOJA, Basic Skills Initiative Instructional Lab Assistant	8/11/11 – 6/30/12	\$ 14.76 hour
Christopher McBride	Instructor, Success Workshop Basic Skills Initiative Grant	8/18/11 -1 2/20/11	\$ 67.88 hour
Sam McKinney	Assist with Cosmetology	8/18/11 – 6/30/12	\$ 18.78 hour
Michiyo Nishioka	Substitute Cosmetology Lab Tech., as needed	8/18/11 – 6/30/12	\$ 16.82 hour
Genele Rhoads	Instructor, Success Workshop Basic Skills Initiative Grant	8/18/11 – 12/20/11	\$ 65.36 hour

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR**Governing Board Meeting****August 17, 2011****Page 3****Short-term/Temporary/Substitute** (Continued)

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Bruce Riddell	Instructor, Success Workshop Basic Skills Initiative Grant	8/18/11 – 12/20/11	\$ 65.36 hour
Lisa Romero	Nursing Instructor Nursing Recruitment & Retention Grant	8/18/11 – 5/25/12	\$ 2,000 stipend
Dustin White	Substitute Custodian, as needed	8/18/11 – 6/30/12	\$ 13.26 hour
Janene Whitesell	Instructor, Success Workshop Basic Skills Initiative Grant	8/18/11 – 12/20/11	\$ 61.41 hour
Curley Wickeling-Miller	Substitute Cosmetology Lab Lab Tech or Assistant, as needed	8/18/11 – 6/30/12	\$ 16.65 hour \$ 15.26 hour

Professional Experts

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Janine Figueroa	Real Time Captioner	8/18/11 – 6/30/12	\$ 35.00 hour
Mart Kroger	Sign Language Interpreter	8/18/11 – 6/30/12	\$ 30.00 hour
Stephanie O'Neill	Sign Language Interpreter (Lead)	8/18/11 – 6/30/12	\$ 47.00 hour
Shanna Rourke	Moulage	9/8/11 – 12/20/11	\$ 350.00 total

Independent Contractors

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
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Workforce & Economic Development
Deborah Mann, Responsible Manager

Takigawa Design	Redesign and build Bay Area Consortium for Water & Wastewater Education (BACWWE) Website Design, Community Collaborative & Workforce Innovation Partnerships (CC & WIP) Website Design, rack brochures, recruitment poster, and banner	8/18/11 – 12/15/11	\$ 27,511.00
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Independent Contractors (Continued)

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
<u>Small Business Development Center</u> <u>Charles Eason, Responsible Manager</u>			
<u>Humboldt State University (HSU)</u>			
The Federal Technology Center	Business, Advisor/Instructor Funding through Solano County Contract	8/18/11 – 12/31/11	\$ 2,500.00
Charles Rieger	Business Advisor Funding through HSU Contract	8/18/11 – 12/31/11	\$ 1,200.00
Arthur Washington	Workshop Instructor Funding through HSU Contract	8/18/11 – 12/31/11	\$ 1,040.00

GRATUITOUS SERVICE

<u>Name</u>	<u>Assignment</u>	<u>Division/Department</u>
Christian Fortier	Assist in Chemistry & Physics	School of Sciences
Brandi Swart	Assist disabled students with notetaking.	Counseling/DSP

RESIGNATION

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Timothy White	Welding Instructor	August 5, 2011

APPROVAL OF CLASSIFIED JOB DESCRIPTION

The attached job description for Financial Aid Advisor was presented to the Governing Board at the August 3, 2011 Board meeting for information. In accordance with Governing Board practice, the job description is being presented for Board approval at tonight's meeting. This position is included in the CSEA collective bargaining group and the current salary placement is Range 12.

FACULTY NAME	COURSE	Overload
Accooe, Reynando	CJ	
Acosta, Tim	MUSC	
Adams, Dorene L	NURS	
Alcantara, Rose M	PE	
Alexander, Charles W	RE	
Allen, Darryl G	MATH	*
Alums, Rhuenette L	BUS	
Alvarado, Thea S	SOC	
Ambalal, Monica F	MUSC	
Anderson, Donna M	CIS	
Aptekar, Rachel	BIO	
Atwal, Gurpreet	ACCT	
Avila-Tuttle, Gabriela	SPAN	
Badtke, David	ENGL	
Baldwin, Sally J	PE	
Balsley, Samuel L	CHEM	
Bandy, Barbara J	THEA	
Basaran, Vasfi	CHEM	
Bautista, Erwin A	BIO	
Beasley, Angela E	SPCH	
Belisle, Maryann	PE	
Berrett, Debra	DRFT	*
Berrett, Mark W	IT	*
Biglen, Mildred	COSM	
Bischof, Otto B	MATH	
Blair, Emily	ENGL	*
Borchert, Matthew J	PE	*
Bourdon, Ingeborg A	NUTR	*
Brewer, Kevin	MATH	*
Brown, Curtiss R	PE	*
Brunner, Theresa Lynn	ART	
Bump, Delbert W	MUSC	
Bunch, Richard A	PHIL	
Bundenthal, Thomas	PLSC	*
Burnsed, Frank Floyd	PE	*
Bussewitz, Barry A	ECE	
Byrd, Shawn	FIRE	
Cain, Ginger L	PE	*
Cain, Peter	MGMT	
Callison, Kathleen J	CIS	
Cardinal, Jeffrey S	PE	*
Carlson, Michele K	ART	
Carmichael, Elisabeth A	ENGL	
Ceja, Patricia A	OT	
Cerati, Victoria A	ITAL	
Clark, Katherine	BIO	
Cobene, Harold L	ENGL	*
Coburn, Frederick R	MT	
Codina, Salvador	HIST	*
Collins, Nathaniel C	DRFT	
Conrad, Joseph F	MATH	*

FACULTY NAME	COURSE	Overload
Conrad, Kathleen M	CHEM	
Cook, Karen S	DRFT	*
Corioso, Mark D	CJ	
Coury, Carlene	ENGL	
Cowee, Marion H	ECE	*
Crandall-Bear, Dale	HIST	*
Craven, Elizabeth K	PHOT	
Creighton, Lynda A	NURS	
Cross, Lauren E	ANTH	
Daniel, Carolyn F	NURS	
Daugavietis, George	MATH	*
Davis, Todd S	ENGL	
Davisson, Chad A	WATR	
Dawson, Laurie	ENGL	
Dawson, Steven J	CJ	
de La OSalas, Maria R	SPAN	
Defoe, Danielle A	ENGL	
Degette, Richard L	COUN	
Dekloe, James D	BIO	*
Delorenzo, Joseph A	THEA	
Demartini, Dawna	ENGL	
Diehl, Sandra	HORT	
Dominguez, Steven	WATR	
Donovan, Sarah M	MATH	*
Dorger, Samantha	JOUR	
Duane, Erin E	LR	*
Ducoing, Christine G	CHEM	*
Dudman, Matthew	MUSC	
Dwiggins-Beeler, Rachel A	SPCH	
East, Evangeline	SPCH	*
Elizalde De Pereira, Martha A	SPAN	
Ensminger, Michael P	BIO	
Ericson, John	CHEM	
Estes, Colleen H	ENGL	
Farahnak, Fereydoon	BIO	
Federle, Steven	ENGL	
Feighner, Mark A	GEOG	*
Ferrari, Virginia B	OT	
Fink, Mark A	LR	
Flynn, Susan M	PE	
Foley, Mark	HIST	
Forde, Joseph	HIST	
Frizzell, Gail	PE	
Fuller, Levi	WATR	
Fuller, Ruth	LR	*
Gabbard, Mary B	NUTR	
Garnier, Michael J	MGMT	
Gaviglio, Glen V	SOC	
Geddes, Alexandra R	GEOL	
Gelfand, Volodymyr	CHEM	
Gerald, Jerry W	BIO	

FACULTY NAME	COURSE	Overload
Giambastiani, Lisa K	ENGL	*
Glines, Neil	SPCH	*
Goodwin, Michael W	CJ	*
Graham, Thomas	JOUR	
Gravely, Steven R	ANTH	
Gregory, Sean A	MATH	
Grieb, Alan R.	WATR	
Gumber, Rajinder S	WATR	
Gumlia, Mary J	COUN	*
Gunby, Melissa S	ENGL	
Guyer, Rodney L	ART	
Haley, Mary A	COSM	*
Hannan, Zachary	PHYS	*
Harris, Meredith	NURS	*
Harrow, Ronald A	MATH	
Hawkes, Wayne	CHEM	
Hefner-Gravink, Ann	BIO	
Hernandez-Neil, Priscilla R	COUN	
Herndon, Brian	THEA	
Higashi, John M	CHEM	*
Hightower, Edward W	THEA	
Ho, Darwin D	PHYS	
Hoggan, Donald F	CIS	
Hogue, Kerri J	PSYC	
Holland, Stephen L	MUSC	
Hubbard, Leslie V	ACCT	*
Hughes, Cheryl A	ECE	
Iwamoto, Kristie A	ENGL	
Ix, Dana A	SPAN	
Jacobsen, Ann P	ENGL	
Jagoda, Michael T	MATH	
Jian, Alan S	MATH	*
Johanna, Natosi A	ENGL	
Johnson, Tonmar	SOC	*
Jones, Michieal L	MATH	
Juarez, Larissa	ENGL	
Juliano, Kristy L	MUSC	*
Kaeser, Richard A	MATH	
Kayali, Francis	MUSC	
Kearns, Kathryn M	ART	
Keroher, Kody J	PE	
Keyser, Glenn	ENGL	
Kirkbride, Corrine R	MATH	*
Kolbe, Kevin	CJ	
Kulasingam, George	CHEM	
Lamons-Raiford, Michele R	ENGL	
Lane, Emily E	OT	
Lantzy, Henry V	MATH	
Lawson, Donna M	ESL	
Lee, William Grant	CIS	
Linge, Richard J	CIS	
Livingston, Richard	SOCS	

FACULTY NAME	COURSE	Overload
Long, Darsen B	THEA	
Long, James B	ENGL	
Lopez-Morillas, Julian	THEA	
Lorenz, Jeanne M	ART	*
Lorenzetti, Vera L	ENGL	
Lowe, Jerry E	COSM	
Lowe, Karen W	ENGL	
Luce, Katherine V	LR	
Lucido, Frank	DRFT	
Lui, Edward	MATH	
Lukehart, Tracy L	PHOT	
Lum, Rebecca	PE	
Mac Kenzie, Richard E	FIRE	
Macmullen, James T	PHYS	
Maghoney, Laura	ECON	*
Mahmood, Khalid	MATH	
Mariani, Richard C	PHOT	
Marks, Kevin W	PE	*
Marlow-Munoz, Lorna S	FREN	*
Martin, Peter B	WATR	
Martinelli, Willie J	MATH	*
Matthews, Shaw H	MATH	
Mazak, Scott	CINA	
McBride, Christopher M	ENGL	*
McClain, Barbara C	ENGL	
McCord, Karen M	SOCS	*
McDermott, Louis M	HIST	
McDonald, Cheryl A	COSM	*
McIlvery, Joana	HS	
McIver, Ian	CINA	
McKee, Linda B	OT	
McLaughlin, Vivian	THEA	
McNeil-Jackson, Carmen	COUN	
McReynolds, Gale D	SPCH	
Meade, Shannon S	SPAN	
Means, Joan	HUDV	
Melter, Catherine L	NURS	
Messina, Susan E	ENGL	
Mikolajcik, Walter	MUSC	
Miller, Michael R	CJ	
Miller, Sherman J	PE	
Miner, Jerolyn	PE	
Molnar, Margherita	BIO	*
Moore, Rennee A	BIO	*
Moreno, Erma B	COUN	*
Muhaimin, Aaliyah	COUN	
Muick, Pamela C	BIO	
Nagle, John J	PE	*
Nassab, Renza	COSM	
Nazarenko, Sydney	HUDV	
Nordin, Sarah P	CJ	*
Nosce, Lily Beth	BIO	

FACULTY NAME	COURSE	Overload
Ogden, Carl H	CIS	
Ornellas, Maile L	CINA	
Osborne, Elizabeth S.	ACCT	
Pandone, Marc V	ART	*
Parini, Gregory	BUS	
Parrish, Scott L	PE	*
Parrish, Stephanie	TUTR	
Paschal, Robert B	BIO	*
Passalacqua, Kristine G	INTD	
Pearson-Bloom, Theresa L	PE	*
Peck, Pamela L	ART	
Pendleton, Robert	ENGL	
Penrod, Joseph T	BIO	
Petero, Ana	SPCH	
Petersen, Philip S	PHYS	*
Pfitzner, Markus T	PHOT	
Pinto, Vincenzo	MATH	
Piper-Jefferson, Veronica A	HS	
Pirott, Laura E	SPAN	*
Pitzulo, Vincent C	MUSC	
Plant, Diana	ACCT	*
Podkolzina, Svetlana	MATH	*
Poff, Greg B	SPCH	*
Powell, Joel J	PLSC	
Prescott, Vernon L	ECON	
Prime, Lynn F	LR	
Pyle, David B	PLSC	
Ramos, Kimberly Ruth	COUN	
Ratto, Robert	COSM	
Reynolds-Smith, Elaine M	MUSC	
Rhoads, Genele G	MATH	*
Riddell, Bruce	BIO	
Ritchey, Helen L	NURS	
Robertson, Randall J	MATH	*
Robinson, Donnisha C	SOC	
Rock, Jacqueline S	NURS	
Rodriguez, Hector	MATH	
Roe, Candace T	COUN	*
Roggli, Kurt W	PHIL	
Romero, Lisa C	NURS	*
Romo, Angela S	BIO	
Rotenberg, Sandra	LR	*
Rubenstein, Abigail J	ART	
Rutaganira, Thomas F	MATH	
Ryan, Kelly	ENGL	
Salmon, Raymond	ART	
Sanderson, Raymond P	WELD	
Schmall, Calvin	MATH	
Schouten, Jonathan W	ENGL	*
Schwarz, Bill F	CIS	
Schwietert, Chad W	CHEM	
Scolari, Jennifer F	LR	

FACULTY NAME	COURSE	Overload
Scott, Glenn P	MATH	
Scott, Robert H	MATH	
Seitz-Buchbinder, Liesl M	THEA	
Sengmany, Kheck	MATH	*
Shakikhan, Kaveh	ART	
Sharma, Neeta	CHEM	
Shatzer, Charles R	BUS	
Shatzer, Jane C	BUS	
Sheehan, Pamela R	MATH	
Shlah, Zaid	ENGL	
Shulakoff, Allen	ENGL	
Silva-Attianese, Belinda T	COSM	*
Simas, Elizabeth A	SPCH	
Sloan, Jeffrey	HUDV	
Smith, Derek B	MUSC	
Smith, Jeffrey R	ENGL	
Smith, Jennifer L	MATH	
Smith, Lani P	LR	
Smith, Randy W	ASTR	
Snow, Charlene	MATH	*
Soria Martin, Domingo G	MATH	
Souza, Michael A	ENGL	
Spindt, Carla M	THEA	
Spoelstra, Kevin J	AERO	*
Springer, Steven C	COUN	*
Staffero, Linda	BIO	
Stevens, Vesta	NURS	
Stewart, Alvin E	MATH	
Stover, Scott E	PE	*
Strickland, Joanne L	CIS	
Struntz, Wolfgang D	COUN	
Sturgeon, Larry E	MATH	
Sturm, Elisabeth	SPAN	
Subramanian, Mani N	CHEM	
Sullivan, Zachary	PE	
Swearingen, Sandra B	OT	
Swindle, Renee	ENGL	
Tanaka, James H	PE	
Taylor, Lauren M	ANTH	
Tedone, Diana C	LR	
Thomas, Gene M	BIO	*
Thomas, Lia S	LR	
Thompson, Steven D	MUSC	
Tovar, Julie C	ENGL	
Tsang, Tsze	CHEM	
Tucker, Brenda	COUN	*
Twitchell, Keith I	CJ	
Urrutia, John T	CIS	*
Valenzuela, Joe	CJ	
Villagran, Monique M	PE	
Vinet, Emile	TV	
Vogelpohl, John P	ENGL	

FACULTY NAME	COURSE	Overload
Wadenius, Adam P	TV	
Wai, Newton Y	MATH	
Wallace, Joan L	COUN	
Watkins, Thomas D	BUS	*
Watson, Jane R	ENGL	
Watts, Valvastine U	ECE	
Whitesell, Janene C	SPCH	
Widemann, Danielle C	GEOG	*
Willer, Ann	CIS	
Williams, Darla R	PE	*
Williams, Kenneth W	HORT	
Winchester, Yachiyo H	JAPN	
Witucki, Jon C	LATN	
Wooden, Tami D	PE	
Word, James M	BIO	
Wright, Richard A	ENGL	
Wylie, Earl T	CIS	*
Wyly, Michael J	ENGL	*
Young, Maria Cristina	BIO	
Young, Vicki	PE	
Youngdale, Janet M	NURS	
Yumae, Teresa M	MUSC	*
Zak, Ronald A	PHOT	*
Zidek, Albert F	PHOT	
Zimmerman, John E	EMT	
Zolfarelli, Paul J	WATR	

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATIONS**

CLASS TITLE: Financial Aid Advisor

BASIC FUNCTION: Under direction of the ~~Assistant Dean~~*Director of Financial Aid*, coordinate financial aid programs including Federal ~~College Work-Study, Extended Opportunity Program and Services Grant, Federal Supplemental Educational Opportunity Grant, and the Federal Family Education~~*Direct Loan*-Loan Programs. ~~;~~ *award, coordinate, adjust, and report financial aid to students; certify student eligibility for assigned loan and work-study programs assuring compliance with established State and Federal regulations, guidelines, and requirements.; develop materials for "Responsible Borrower" workshops, and conduct track online USDOE FSA entrance and exit counseling according to established State and federal guidelines and requirements. Coordinate "Delinquent/Default Borrower Prevention" services with the USDOE FSA contracted loan servicers.*

REPRESENTATIVE DUTIES:

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

Package financial aid awards to meet student needs as defined in a variety of State and ~~f~~Federal grant, loan, and fee waiver programs.

Evaluate applications and required documentation to determine financial need and program eligibility; certify eligibility for student loan programs according to ~~State and F~~federal requirements ~~for lender action.~~

Develop materials for "Responsible Borrower" workshops, track online U.S. Dept of Ed Federal Student Aid entrance and exit counseling requirements according to established Federal guidelines. Coordinate "Delinquent/Default Borrower Prevention" services with the U.S. Dept of Ed Federal Student Aid contracted loan servicers.

~~Operate a computer terminal and complex financial aid software systems using multiple online databases; enter, modify and retrieve data; assist in setting up applicable computer screens and data for award year.~~

Perform need analysis to determine student eligibility for various types of financial aid; generate notification letters and meet with students to explain the offer of award and student responsibilities and requirements *specific to Federal Work-Study and Federal Direct Loan Programs.*

Adjust packaging based on updated income and expense documentation; notify students regarding award increases and decreases; request additional income and expense information and documentation as appropriate.

Perform technical duties related to the ~~federal~~-*Federal W*work-~~S~~-*study* program; communicate with employers and students regarding job openings and requirements; prepare contracts for off-campus employers *and needed*; process and review student

evaluation forms.

Monitor Federal Work-Study budget and expenditures to ensure adequate and even allocation throughout the fiscal year.

Process employment information prior to submission to the Human Resources Office adhering to all applicable laws and regulations, particularly, regarding EEO and Employment Eligibility Verification (Form I-9).

Advise and assist students applying for financial aid; explain eligibility requirements, timelines and processing systems; assist students in completing applications as needed.

Coordinate communication and activities with various District departments and personnel, government and private agencies, financial institutions, colleges, and others regarding Federal Work-Study and Federal Direct Loan Programs.

Set up and implement Financial Aid Standard Student Budget for each academic school year for ~~campus-based~~ Federal Work-Study awards; ~~conduct~~ utilize Community College Chancellor's Office, California Student Aid Commission's SEARS (Student Expense and Resources Survey) and county survey data to determine cost-of-living expenses used for student budget.

Verify, review and monitor computer reports to assure accuracy and avoid over-expenditure of funds; collect and record statistical data for State and Federal reports.

Maintain current knowledge of financial aid programs, software and eligibility requirements by attending trainings, meetings, workshops and conferences.

~~Coordinate communication and activities with various District departments and personnel, government and private agencies, financial institutions, colleges and others regarding Federal Work-Study and Federal Student Loan Program.~~

— Assist the ~~assistant dean~~ Financial Aid Director and other financial aid personnel with special projects, file maintenance and reports as requested.

Exercise sound, consistent, and professional judgment in reviewing student aid applications, conducting need analysis, and advising students.

Work with complex, integrated Enterprise Resource Planning (ERP) system ~~Operate a computer terminal and complex financial aid software systems using m and multiple online State and Federal databases; enter, modify and retrieve data; assist in setting up applicable computer screens and data for award year.~~

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

~~Operate office equipment including computer terminal, calculator, typewriter, copier and word processing equipment.~~

Secondary Functions:

Perform job-related duties as assigned.

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

EDUCATION AND EXPERIENCE: Graduation from high school supplemented by college-level course work in business or related field and two years of increasingly responsible financial aid experience or any combination of training, experience, and/or education that provides the required knowledge, skills and abilities. Some experience with a financial aid computer data base is desirable. *Associates degree preferred.*

LANGUAGE SKILLS:

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

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

MATHEMATICAL SKILLS:

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

Ability to perform these operations using units of American money.

REASONING ABILITY:

Ability to determine eligibility for financial aid through need analysis.

Ability to learn to interpret and apply State and Federal laws, rules and guidelines and community college curriculum, schedule, policies and procedures affecting assigned area of student services.

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

CERTIFICATES, LICENSES, REGISTRATION:

None required.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

- Elements of the assigned student services area.
- Modern office practices, procedures and equipment.
- Recordkeeping techniques.
- Need analysis and packaging techniques.
- College and community resources available to students.
- Personal and financial problems encountered by college students and parents.
- Operation of financial aid software.

- Develop financial aid packages to meet financial need.
- Interpret financial statements, income tax reports and related documents.
- Assist students in completing forms and applications.
- Meet schedules and timelines.
- Prepare and maintain records, files, logs and lists.
- Train and provide work direction to student and temporary workers.
- Operate office equipment such as mainframe and micro computers and printer, calculator, copier, automated telephone system and facsimile machine.
- Operate an electronic keyboard accurately at 45 words per minute.
- Use financial aid, word processing, spreadsheet and data base management computer software effectively.
- Perform assigned work with speed and accuracy.
- Establish and maintain effective and cooperative working relationships with others.
- Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled.

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

While performing the duties outlined in this classification, employees in this classification are regularly required to stand and sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over telephone and in person. An employee in this classification routinely performs work duties and attends work-related meetings at campus locations.

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

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

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

The work assigned to this classification is typically performed in a community college financial aid office environment. While performing the duties of this classification, the employee regularly is exposed to extensive contact with students, continual interruptions and the risks of computer-generated video radiation. The employee is occasionally exposed to vehicle traffic when traveling to attend off-campus meetings. The work environment is noisy.

Marlys Grodt & Associates - 1993

SD/zg

Board approved: 6/19/96

Revised: _____

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

TO: Members of the Governing Board

SUBJECT: WARRANT LISTINGS

REQUESTED ACTION: APPROVAL

SUMMARY:

It is recommended that the following warrants be approved:

07/12/11	Vendor Payment	11032185-11032189	\$ 3,227.08
07/14/11	Vendor Payment	11032190-11032668	47,317.70
07/14/11	Vendor Payment	11032669-11032746	247,168.28
07/15/11	Vendor Payment	11032747-11032754	32,879.65
07/21/11	Vendor Payment	11032755-11032798	732,814.67
07/21/11	Vendor Payment	11032799-11032811	57,744.74
07/21/11	Vendor Payment	11032812	2,745.00
07/22/11	Vendor Payment	11032813-11032887	174,797.02
07/27/11	Vendor Payment	11032888-11032962	7,032.50
07/28/11	Vendor Payment	11032963-11032979	349,731.47
08/02/11	Vendor Payment	11032980	1,013.83
08/05/11	Vendor Payment	11032981-11033017	324,482.83
08/05/11	Vendor Payment	11033018-11033024	<u>121,812.09</u>

Copies of the Warrant Listings are available at the Board Meeting and at the following locations:
 Office of the Superintendent-President, Office of the Vice President of Finance & Administration,
 and Library.

<i>Government Code:</i> ECS 70902 & 81656	<i>Board Policy:</i> 3240	<i>Estimated Fiscal Impact:</i> \$2,102,766.86
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APPROVAL **DISAPPROVAL**
 NOT REQUIRED **TABLE**

SUPERINTENDENT'S RECOMMENDATION:

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

August 5, 2011

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

August 5, 2011

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: DESIGNATION AND DISPOSAL/DISPOSITION OF
DISTRICT SURPLUS EQUIPMENT AND PROPERTY,
RESOLUTION NO. 11/12-06

REQUESTED ACTION: APPROVAL

SUMMARY:

Since the last time the District disposed of surplus items in February 2011, staff has continued to accomplish major housecleaning in a number of buildings, as well as the M&O yard and storage containers. As we continue to "clean house," and in compliance with the 81000 series of the California Education Code for appropriate disposition methods and/or restrictions, staff is requesting approval of the attached Resolution No. 11/12-06 authorizing disposal of surplus miscellaneous science equipment, used and broken furniture, and an emissions non-compliant 1994 diesel 2-ton GMC box truck, which has been tagged "retired" and staged for the required removal from the state for private auction.

Staff will contact local school districts to inquire if there is any interest in the surplus equipment and furniture.

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

Government Code: Board Policy 3320 Estimated Fiscal Impact: None
CA Ed Code 70902 (b) (6), 81542

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

David V. Froehlich
Director of Facilities

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

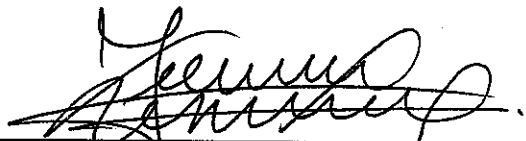
ADDRESS

(707) 864-7176

TELEPHONE NUMBER

Facilities
ORGANIZATION

August 5, 2011
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

August 5, 2011
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

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

RESOLUTION NO. 11/12-06

WHEREAS, The California Education Code (Section 81000) outlines the process and restrictions for disposal of surplus items, and specifically provides that if the Governing Board of the Solano Community College District, by a unanimous vote of those members present, finds that the property, whether one or more items, is unsatisfactory and/or not suitable for school use, that property may be sold at public auction or otherwise disposed of in accordance with the provisions of E.C. Section 81450; and

WHEREAS, The Governing Board of the Solano Community College District has determined that the personal property, described as miscellaneous science lab equipment/supplies, used & broken furniture and an emissions non-compliant 1994 diesel 2Ton GMC box truck, is unsatisfactory for retention and not suitable for school use; now therefore be it

RESOLVED, The Director of Facilities, with the approval of the Superintendent-President, is authorized to dispose of said property.

PASSED AND ADOPTED This 17th day of August 2011, by the Governing Board of the Solano Community College District.

DENIS HONEYCHURCH, J.D., PRESIDENT

JOWEL C. LAGUERRE, Ph.D., SECRETARY

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

TO: Members of the Governing Board

**SUBJECT: APPROVAL TO BID ASBESTOS REMOVAL
 SEPARATELY, OUTSIDE THE SCOPE OF THE 1300
 BUILDING, FINE ARTS PROJECT**

REQUESTED ACTION: APPROVAL

SUMMARY:

At the Board meeting held July 20, 2011, staff reported to the Board that Building 1300 plans/specifications had been returned from DSA with requested comments and corrections. With those in mind, and estimating another four to six weeks for architect back-check of those comments, staff believes it is a prudent strategy to pull the asbestos abatement from the full project and bid it separately. This would potentially save a month of work time and allow the general contractor to start work on the actual building renovations earlier; therefore, anticipating the rainy season.

Staff is requesting Board approval to separately solicit competitive bids for the asbestos abatement work portion of the Building 1300 Renovation Project.

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

<i>Government Code:</i> EC 81641, PCC6610, 20651 20111, 20112	<i>Board Policy:</i> 3225	<i>Estimated Fiscal Impact: Measure G Funds (Included in Building 1300 project budget)</i>
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SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

David Froehlich,
 Director of Facilities

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

(707) 864-7176

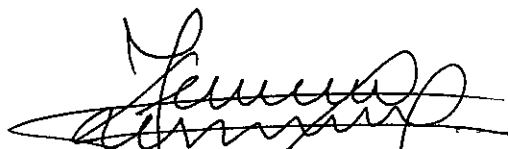
TELEPHONE NUMBER

Facilities

ORGANIZATION

August 5, 2011

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

August 5, 2011

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: APPROVAL TO ENTER INTO AGREEMENT WITH INVESTMENT BANKER/UNDERWRITER AND PUBLIC OPINION POLLING FIRMS
REQUESTED ACTION: APPROVAL

SUMMARY:

At the Board meeting held June 15, 2011, the Trustees approved and authorized the process to solicit proposals for Investment Banker/Underwriter and Public Opinion Polling Firms.

After an extensive review process, staff recommends the District engage the services of underwriting firms RBC Capital Markets and Piper Jaffray to assist the District in assessing voter support for a prospective November 2012 Proposition 39 bond. Pre-election services would include help with the following: facility needs assessment, stakeholder consensus building, a public opinion survey, choosing the appropriate bond plan, and preparing the tax rate statement. Post-election services would include helping to secure the District's credit rating, marketing and distributing the District's bonds, interfacing with the County Tax Collector, and monitoring the District's bond program on an ongoing basis. Fees to such underwriting firms are contingent upon the successful passage of the bond.

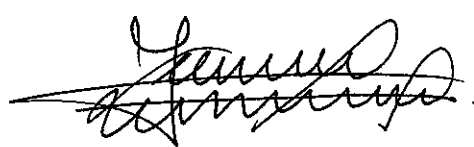
Staff further recommends the District also engage the services of Public Opinion Polling Firm, Fairbank, Maslin, Maullin, Metz, & Associates.

Board approval is requested to have Vice President Ligioso proceed with negotiating and executing agreements with the above-mentioned firms.

*Government Code: N/A Board Policy: 3220 Estimated Fiscal Impact:
Impact of polling places \$22,000-\$28,000 to be paid from Redevelopment Funds.*

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
August 5, 2011
DATE SUBMITTED TO SUPERINTENDENT-PRESIDENT



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

August 5, 2011
DATE APPROVED BY SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: RENEWAL OF MEMORANDUM OF UNDERSTANDING
BETWEEN SOLANO COUNTY OFFICE OF EDUCATION
AND SOLANO COMMUNITY COLLEGE DISTRICT

REQUESTED ACTION: APPROVAL

SUMMARY:

This renewal of Memorandum of Understanding (MOU) is between Solano Community College, hereafter identified as "SCCD" and the Solano County Office of Education, hereafter known as "SCOE". The MOU is in place to provide Community Collaborative and WIP services and activities to Solano County middle and high schools, students, and teachers from August 18, 2011 through December 31, 2011.

The MOU will provide SCOE with funds to successfully implement three ancillary water/wastewater educational programs for SCOE. These include the Suisun Marsh Watershed Wetland Program, the SWEPP (Solano Community College Water Education Program), a pilot project with the U.C. Davis-John Muir Institute of the Environment, and Edge-Om, a career awareness program for high school students. Funds will not exceed \$65,000 for this project.

A copy of the Agreement will be available in the Office of the Superintendent-President, the Office of the Vice President of Finance and Administration, and in the Office of Workforce and Economic Development.

Approval of this agreement is requested at this time.

*Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$ 65,000 expenditure
CEO 2011-12 Goals: Improve retention opportunities for students*

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Deborah Mann, Director
Workforce and Economic Development

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

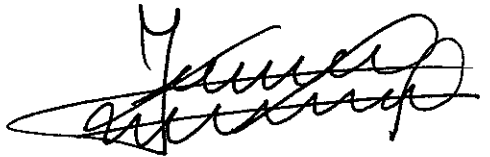
ADDRESS

707-864-7195

TELEPHONE NUMBER

Academic and Student Affairs
ORGANIZATION

August 5, 2011
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

August 5, 2011
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

MEMORANDUM OF UNDERSTANDING

Between Solano County Office of Education and Solano Community College District

This MEMORANDUM OF UNDERSTANDING is entered into this 18th day of August 2011, by and between Solano County Office of Education, hereinafter referred to as "SCOE", and Solano Community College, hereinafter referred to as "SCCD".

Whereas SCOE is an integral partner of SCCD;

And whereas SCCD is in receipt of a Community Collaborative SB70 Grant requiring Career Awareness activities with significant input from and interaction with Solano County grades 7-12 schools;

And whereas SCOE is the conduit for said activity;

SCCD and SCOE have agreed to collaborate as detailed below.

SCOE Responsibilities:

COMMUNITY COLLABORATIVE (CC) and WORKFORCE INNOVATION PARTNERSHIPS (WIP), SB-70

Grant Numbers: 09.140.281, 09.141.281 and 09.142.281

MOU Term: 08/18/2011-12/31/2011

This Memorandum of Understanding (MOU) is between Solano Community College, hereafter identified as "SCCD" and the Solano County Office of Education, hereafter known as "SCOE". The MOU is in place to provide Community Collaborative and WIP services and activities to Solano County middle and high schools, student and teachers.

Community Collaborative Grant Activity

1. Ongoing communication and collaboration, including maintaining timelines and providing quarterly reports, not specifically funded; however they will be part of the MOU commitment.

SCOE Deliverable

1. SCOE will participate, as partners, in collaborative planning and workgroup meetings.

Community Collaborative
Grant Activity

SCOE Deliverable

2. Coordinate SB 70 Water/Wastewater Ancillary projects for Solano Middle and High School teachers and students. These include the Suisun Marsh Watershed Wetland Program, the SWEF (Solano Community College Water Education Program), a pilot project with the UC Davis-John Muir Institute of the Environment, and Edge-Om, an on-line Career Awareness program for high school students.

2. SCOE will contact middle and high school principals and teachers to set up classroom experiences for each of the three ancillary projects. All necessary vendor invoices, timesheets, mileage requests, equipment and materials invoices etc. will be evaluated and paid by SCOE. SCOE, in collaboration with the schools and Solano Community College, will evaluate the development and implementation of the projects. This will include evaluation of student and teacher learning.

3. Budget is for SCOE coordination with unserved middle and high schools and ancillary project directors (\$3,000). The remainder of the MOU funding (\$62,000) is to pay for the ancillary projects. Unexpended funding will be returned to Solano Community College or will be used for other SB70 SCOE activities as agreed to by SCCD.

3. SCOE will track and pay ancillary project expenses and reimbursements.

SCOE will provide data for state mandated reports to Solano Community College.

SCOE will provide data to SCCD in a timely manner. Quarterly reports are due to SCCD on October 10, and December 10, 2011.

**Community Collaborative
Grant Activity**

SCOE Deliverable

SCCD Responsibilities:

- SCCD will provide \$65,000 to SCOE for grant activities indicated above.
- SCCD will collect activity and expenditure data from SCOE to input into state mandated quarterly reports. SCCD will prepare all state mandated quarterly reports upon receipt of reports and data from SCOE.

Term:

The term of this agreement shall be from August 18, 2011 through December 15, 2011. This agreement may be extended or increased with an addendum.

The signatures below indicate agreement to the foregoing terms dated this 18th day of August, 2011.

Solano County Office of Education:

Solano Community College:

Leticia Allen
Associate Superintendent
Business and Finance
Solano County Office of Education

Dr. Jowel Laguerre
Superintendent-President
Solano Community College

Janet Harden
Assistant Superintendent
Human Resources/CTE
Solano County Office of Education

Deborah Mann
Director
Workforce & Economic Development
Solano Community College

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: RENEWAL OF MESA GRANT AGREEMENT
NO. 11-101-025

REQUESTED ACTION: APPROVAL

SUMMARY:

The primary goal of the proposed project is to increase the number of economically and educationally disadvantaged students who successfully transfer to four-year institutions and major in a math-based career field, including: chemistry, computer science, engineering, mathematics; earth science, life science, environmental sciences, physics, and pre-health. However, these disadvantaged MESA students face a variety of educational barriers as they strive towards their goal of a Bachelor's of Science or higher degree in a math-based major. Therefore, in accordance with the RFA Specification for Grant Renewal, this proposal targets economically, educationally, and historically underrepresented Solano Community College students who will need extra resources to help them overcome certain barriers by offering Academic Excellence Workshops, counseling, tutoring, and other activities that provide an excellent foundation for math, engineering, science (MSE) student success. Moreover, the proposed SCC MESA program that incorporates all required MESA/California Community College Program (CCCP) program components is designed to have a significant impact on the educational success to these underrepresented students. The term of this grant shall be from July 1, 2011 to June 30, 2012.

Approval is requested at this time for the Annual Renewal for the continuous MESA Grant.

Government Code: *Board Policy:* *Estimated Fiscal Impact: \$ 50,500.00*
BOT 2011-2012 Goal – Lead the College to Fiscal Stability

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Mostafa Ghous, Director
Student Development and MESA Program

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 863-7863

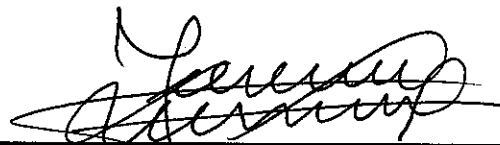
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

August 5, 2011

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

August 5, 2011

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

BOG, California Community Colleges Chancellor's Office - 6870	DISTRICT USE ONLY	
	District (Grantee): <u>Solano County CCD</u>	College: <u>Solano Community College</u>

Grant Agreement		BOG-CCCGO USE ONLY	
Academic Affairs	Grant Agreement No.: <u>11 - 101 - 025</u>	Funding Fiscal Year	
MESA		<u>2011-12</u>	Total Amount Encumbered : \$ <u>50,500</u>
RFA # <u>11 - 101</u>			

This grant is made and entered into, by and between, the BOG, California Community Colleges Chancellor's Office and the aforementioned district, hereafter referred to as the Grantee. The grant shall consist of this Grant Agreement face sheet and the Grantee's application, with all required forms. The RFA Specification and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 10/10 and II, Rev. 4/08), as set forth in the RFA Instructions are incorporated into this grant by reference.

The total amount payable for this grant shall not exceed the amount specified above as "Amount Encumbered". Each funding period is contingent upon the availability of funds, and is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this agreement in any manner.

The term of this grant shall be from July 1, 2011 to June 30, 2012 . The Final Report must be submitted within 30 days of the grant end date.

This grant is subject to any additional restrictions, limitations or conditions enacted in the state budget and/or Executive Orders that may affect the provisions, term, or funding of this agreement in any manner.

GRANTEE

Project Director: Mostafa Ghous	Total Grant Funds Requested: \$ <u>50,500</u>
	Total Match Funds, (if applicable): \$ <u>50,500</u>

Signature, Chief Executive Officer (or authorized Designee) _____ Date: _____

Print Name/Title of Person Signing: Dr. Jewel Laguerre, Superintendent/President	District Address: 4000 Suisun Valley Road Fairfield, CA 94534
---	--

STATE OF CALIFORNIA

Project Monitor: Sally Montemayor Lenz	Agency Address: 1102 Q Street, 4th Floor Sacramento, CA 95811
---	--

Item:	Object of Expenditure	Chapter	Statute	Fiscal Year	Amount
6870 - 101 - 0001 (20)	4238 - 751 - 23042		2011	2011-12	\$ 50,500
-	-				
Total Amount Encumbered : \$					50,500

Signature, Accounting Manager (or Authorized Designee) Budgeted funds are available for the period and purpose of the expenditures stated above. _____ Date: _____

Signature, Executive Vice Chancellor (or authorized Designee) _____ Date: _____

Print Name/Title of Person Signing: Steve Bruckman, Executive Vice Chancellor	Date: _____
---	-------------

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

TO: Members of the Governing Board

SUBJECT: RESOLUTION HONORING ZAFER SUN

REQUESTED ACTION: APPROVAL

SUMMARY:

Zafer Sun has served the Solano Community College District with distinction since 1989, carrying out all student placement activities as the Employment Development Officer.

Mr. Sun will retire from his current position as Employment Development Officer, effective August 27, 2011, after twenty-two years of faithful service to the District.

Best wishes are extended to Zafer for a well-deserved retirement, with sincere thanks for his many contributions to Solano Community College.

<i>Government Code:</i>	<i>Board Policy:</i>	<i>Estimated Fiscal Impact: \$ N/A</i>
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SUPERINTENDENT'S RECOMMENDATION:

<input checked="" type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
<input type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> TABLE

J. Arturo Reyes, Executive Vice President
 Academic and Student Affairs

PRESENTER'S NAME

400 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

707-864-7102

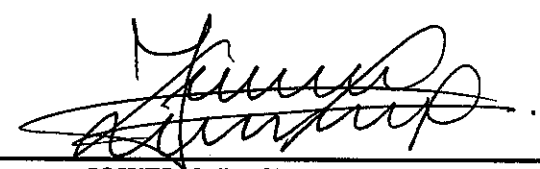
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

August 5, 2011

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

August 5, 2011

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD
RESOLUTION HONORING**

ZAFER SUN

Whereas, Zafer Sun has served the students of Solano Community College District with distinction since 1989, carrying out all student placement activities as the Employment Development Officer;

Whereas, Zafer Sun participated in the implementation of the CalWORKs grant in 1998 and since has been charged with providing specialized assistance for students transitioning from welfare to work;

Whereas, Zafer Sun assumed the functions of the Career Center in Summer of 2005 and facilitated for a one-stop-shop for all students exploring careers, making career choices and seeking employment;

Whereas, Zafer Sun has always taken special pride in working with students from under-served backgrounds facing barriers for employment and career development;

Whereas, Zafer Sun represented Solano Community College to the employer communities of Solano as well as the surrounding counties and has at all times been an ambassador for Solano Community College students and programs;

Whereas, Zafer Sun represented the college at various interagency collaborative forums, such as the Solano County Workforce Investment Board (WIB) Steering Committee, North Bay Employment Connection Project, and Solano County Office of Education Curriculum Council; and

Whereas, Zafer Sun's dedication and commitment to Solano Community College has earned the respect of the community, faculty, staff, and students; now, therefore be it

Resolved, That Zafer Sun will be sorely missed, and the Governing Board expresses its sincere appreciation for his many contributions and wishes him well in his retirement and future endeavors.

Passed and Adopted, This 17th day of August 2011, by the Governing Board of the Solano Community College District.

Denis Honeychurch, J.D., President

A. Marie Young, Vice President

James M. Claffey

Sarah E. Chapman

Pam Keith

Phil McCaffrey

Rosemary Thurston

Lexi Parmer, Student Trustee

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: ALTERNATIVE AND RENEWABLE FUEL GRANT
REQUESTED ACTION: APPROVAL

SUMMARY:

Solano Community College has been awarded a \$500,000 grant to create and install an Alternative Vehicle Maintenance program for students in our region with automotive maintenance backgrounds. The program will teach students to safely and effectively work on Electrical/Gas powered hybrid automobiles. The program will serve 320 students in our Northern California region. We were 1 of 3 schools chosen to receive the grant funding.

The funding is from the California Employment Development Department working in conjunction with the California Energy Commission and is intended to build workforce skills in the Automotive Maintenance Industry. The rapid expansion of Hybrids and Electrical vehicles in the marketplace has created the need for additional skills within the current incumbent automotive maintenance technicians along with those that are unemployed with automotive maintenance backgrounds.

This program offers an excellent opportunity for Solano Community College to again be recognized as a leader in Sustainable Education along with training students that will benefit by participating in the program.

Government Code: Board Policy: Estimated Fiscal Impact: \$500,000 Grant Funding
BOT 2011-2012 Goal - Lead the College to Fiscal Stability

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Maire Morinec, Dean
School of Career Technical Education and Business
Paul Fair, Program Manager, Green Grant

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, California 94534

ADDRESS

707 864-4468

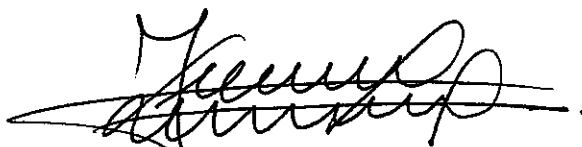
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

August 5, 2011

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

August 5, 2011

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

WIA 6/23/11

WIA SUBGRANT AGREEMENT

SOLANO COMMUNITY COLLEGE

REGISTRATION NO: K181939
 MODIFICATION NO: 01
 SUBGRANTEE CODE: ONA

SUBGRANTOR: State of California
 Employment Development Dept.
 Workforce Services Division
 P.O. Box 826880, MIC 69
 Sacramento, CA 94280-0001

SUBGRANTEE: SOLANO COMMUNITY COLLEGE
 400 SUISUN VALLEY ROAD
 FAIRFIELD, CA 94534

GOVERNMENTAL ENTITY: NO

This Subgrant Agreement is entered into by and between the State of California, Employment Development Department, hereinafter the Subgrantor, and the SOLANO COMMUNITY COLLEGE, hereinafter the Subgrantee. The Subgrantee agrees to operate a program in accordance with the provisions of this Subgrant and to have an approved WIA Plan for the above named Subgrantor filed with the Subgrantor pursuant to the Workforce Investment Act (WIA). This modification consists of this sheet and those of the following exhibits, which are attached hereto and by this reference made a part hereof:

Funding Detail Chart
 Title V-Z (OTHER PROGRAMS)

Exhibit AA, pages 1 through 1
 Exhibit PP, pages 1 through 1

Energy commission\AB 118 Alternative & Renewable Fuel & Vehicle Technology Program

Project Narrative	Exhibit A 14 Pages
Participant Plan	Exhibit B 2 Pages
Project Expenditure Plan	Exhibit E 1 Page
Budget Summary Plan	Exhibit F 1 Page
Supplemental Budget Plan	Exhibit G 1 Page
Project Work Plan	Exhibit I 1 Page
Partner Roles and Responsibilities	Exhibit J 1 Page
Performance Goals	Exhibit K 1 Page

ALLOCATION(s):

The Subgrantor agrees to reimburse the Subgrantee not to exceed the amount listed hereinafter "TOTAL":

PRIOR AMOUNT:	\$100,000.00
INCREASE/DECREASE:	\$400,000.00
TOTAL:	\$500,000.00

TERMS OF AGREEMENT:

From 02/01/2011 to 12/31/2012

Terms of Exhibits are as designated on each exhibit

PURPOSE: To incorporate additional AB 118 funds and incorporate Exhibits to the original agreement for the Alt and Renewable Fuel & Vehicle Tech Program in grant code 804.

APPROVED FOR SUBGRANTOR (EDD) (By Signature)

APPROVED FOR SUBGRANTEE (By Signature)

Name and Title
 MICHAEL EVASHENK
 CHIEF
 WORKFORCE SERVICES DIVISION

Unilateral modification. Subgrantee Signature not required.

Name and Title

I hereby certify that to my knowledge, the budgeted funds are available for the period and purpose of expenditures as stated herein:

This Agreement does not fall within the meaning of Section 10295 of Chapter 2 of Part 2 of Division 2 of the Public Contract Code of the State of California and pursuant to 58 OPS Cal. Atty. Gen. 586, is exempt from review or approval of the Dept. of General Services and the Dept. of Finance:

Gabriele Long
 Signature of EDD Accounting Officer

Salvy Green
 Signature of EDD Contract Officer

Budget item: 7100 Fund: 0869 Budgetary Attachment: YES
 Chapter 712 Statutes: 2010 FY: 10/11

PPS

NIA
SUBGRANT AGREEMENT
FUNDING DETAIL SHEET

Exhibit AA
Page 1 of 1

SUBGRANTEE NAME: SOLANO COMMUNITY COLLEGE

SUBGRANT NO: K181939
MODIFICATION NO: 01

I. ALLOCATION

FUNDING SOURCE	PRIOR AMOUNT	INCREASE	DECREASE	ADJUSTED ALLOCATION
TITLE V-Z: WIPA-GR 4				
96551 OTHER PROGRAMS (804) ALT & RENEW FUEL : 02/01/2011 to 12/31/2012 Prog/Element 10/.10 Ref 001 Fed Catlg	\$100,000.00	\$400,000.00	\$0.00	\$500,000.00
TOTAL TITLE V-Z	\$100,000.00	\$400,000.00	\$0.00	\$500,000.00
GRAND TOTAL:	\$100,000.00	\$400,000.00	\$0.00	\$500,000.00

All references are to the Workforce Investment Act of 1998, Title I, unless otherwise noted. For modifications purposes only. All other terms and conditions of this exhibit not included herein remain unchanged.

EXHIBIT COVER SHEET

SUBGRANT NO: K181939
MODIFICATION NO: 01

EXHIBIT PP
Page 1 OF 1

SUBGRANTEE: SOLANO COMMUNITY COLLEGE
FUNDING SOURCE: AB 118 RENEWABLE 61.40 804

TERM OF THESE FUNDS: 02/01/2011 TO: 12/31/2012

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

PROGRAM NARRATIVE

The purpose of this modification is to incorporate an additional \$400,000 of AB 118 funding, incorporate Exhibits to the original subgrant agreement and extend the term end date from September 30, 2012 to December 31, 2012 for the Alternative and Renewable Fuel and Vehicle Technology Program in grant code 804.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIA (3/2000)

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

TO: Members of the Governing Board
SUBJECT: REVISED CLASSIFIED JOB DESCRIPTION –
AERONAUTICS LAB TECHNICIAN
REQUESTED ACTION: INFORMATION/ACTION

SUMMARY:

The attached job description has been revised with input and concurrence from the Classified School Employees Association, Chapter #211, to correctly reflect the minimum qualifications of the position. This position is included in the CSEA collective bargaining group and the current salary placement is Range 12.

Government Code: *Board Policy* 4720 *Estimated Fiscal Impact* None

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Sandra Dillon
Interim Director of Human Resources

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

(707) 864-7122

TELEPHONE NUMBER

Administration
ORGANIZATION

August 5, 2011
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

August 5, 2011
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Aeronautics Lab Technician

BASIC FUNCTION: Under the direction of the division Dean, provide administrative and technical support in the operation of an instructional lab and assist students in the proper and effective checking in and out of a variety of equipment and supplies used in the training of Airframe and Powerplant Mechanics; order, receive and store supplies and maintain a variety of records and reports.

DISTINGUISHING CHARACTERISTICS: The Instructional Lab Technician class is distinguished from the Instructional Lab Assistant class in that incumbents assigned to the class of Instructional Lab Technician provide clerical support as well as oversee a complex instructional laboratory and must possess extensive technical or academic training and experience in assigned field. Incumbents work independently and provide instructional assistance to students and instructors in an instructional laboratory designated for a specific academic or vocational subject area. Instructional Lab Assistants provide clerical support such as preparing instructional materials, maintaining statistical or financial records related to lab activities, ordering supplies and equipment and providing basic assistance to students about lab procedures, schedules and other matters, and they are trained on the job and do not need previous training or experience in the area of instruction.

REPRESENTATIVE DUTIES:

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

Operate an instructional lab to provide reinforcement of instruction of the processes, techniques and equipment used in the field of aeronautics; maintain equipment, assuring good working order and availability for student use.

Maintain lab schedules; plan, schedule, organize and conduct lab orientation for students and staff as assigned; monitor student activities in the lab.

Control the circulation of supplies, materials and equipment to students and instructors by checking items in and out, maintaining appropriate records and inventories and ordering replacement items as necessary according to approved procedures.

Provide administrative and technical information and assistance to students, instructors and the public about Federal Aviation Agency (FAA) regulations and requirements; assist the Director of Aeronautics with FAA examinations by proctoring and grading exams.

Prepare student files, microfiche and administrative/curriculum manuals for FAA inspections; work closely with students to keep their files current and to assist students with supplies for their lab work; evaluate student files for graduation; monitor and post timecards, exams and required FAA background data; assure that appropriate safety

procedures are observed by students.

Type, assure the duplication of, file or distribute a variety of correspondence, requisitions, minutes, reports, course proposals, exams, manuals, certificates and other material; maintain calendars, logs and other documentation.

Train and provide work direction to student workers when conducting tool room inventory, general office work or other assigned duties.

Propose expenditures for the lab budget; assist in evaluating and selecting tools, equipment, supplies and materials for purchase; contact vendors for information and demonstrations of new or updated products; monitor expenditures of budgeted funds.

Order, receive, catalog, inventory and store supplies and equipment; maintain inventory records and assure adequate levels of supplies, including FAA materials such as administrative forms, exams and books; report FAA monthly exam counts.

Perform clerical duties including data entry and filing; answer telephone inquiries; maintain records and files related to lab activity, student attendance and progress, correspondence, purchase requisitions, invoices, parts lists, material safety data sheets, inventory and equipment maintenance and repair.

Secondary Functions:

Perform job-related duties as assigned.

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

EDUCATION AND EXPERIENCE: Satisfactory completion of 1900 hours of major course work as an aviation maintenance technician from a certified institution and/or an Airframe and Powerplant License *desirable*. ~~or two~~ Two years of work experience (general, airframe and powerplant) as a qualified aircraft mechanic *or recent experience in a similar position at an accredited school*.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to write routine reports and correspondence using correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to effectively present information in person or on the telephone to students, staff or the public.

MATHEMATICAL SKILLS:

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

REASONING ABILITY:

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

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to deal effectively with problems involving several elements in regular situations.

Ability to learn quickly and apply specific rules, policies and procedures of the program and function to which assigned.

CERTIFICATES, LICENSES, REGISTRATION:

Airframe and Powerplant License.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

Modern office practices, procedures and equipment, including letter and report writing, record-keeping, receptionist and telephone techniques.

General needs and behavior of students of various ethnic, racial and cultural backgrounds.

Record-keeping techniques.

Operate mainframe computer terminals and microcomputers including word processing, data base management and spreadsheet software.

Operate office equipment including copier, calculator, facsimile machine and others.

Operate an electronic keyboard at 55 words per minute.

Format, type, proofread and distribute documents and other written materials.

Meet schedules and timelines.

Maintain accurate statistical and financial records.

Plan and organize work.

Establish and maintain effective and cooperative working relationships with others.

Work confidentially with discretion.

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

Work independently with minimal supervision.

Assist students in understanding and applying basic principles for the area to which assigned.

- Perform assigned work with speed and accuracy.
- Work independently with minimum supervision.
- Learn new and updated equipment, processes and techniques as required.
- Perform clerical work, including taking and transcribing minutes of meetings, record-keeping, using modern office practices, procedures and equipment, including a personal computer.
- Health and safety regulations.
- Assure the security of assigned equipment, materials and supplies.
- Issue and receive equipment and supplies.

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

While performing the duties outlined in this classification, employees in this classification are regularly required to walk and stand, sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information, and hear to understand voices over telephone and in person.

Employees assigned to this classification frequently must lift, carry and/or move objects weighing up to 25 pounds.

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

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

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

RDC/zg

Board approved: 6/19/96

Revised: 6/20/07, _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: FIRST READING OF PROPOSED ACADEMIC
CALENDAR FOR 2012-2013
REQUESTED ACTION: INFORMATION

SUMMARY:

The proposed Academic Calendar for 2012-2013, copy of which is attached, has been recommended by the Academic Calendar Advisory Committee, and has received the endorsement of the Community College Association/California Teachers Association/National Education Association (CCA/CTA/NEA) bargaining unit in accordance with the collective bargaining agreement. The proposed calendar has also been reviewed by the Superintendent-President's Cabinet, with recommendation to move forward as presented.

Government Code: Board Policy: 6500 Estimated Fiscal Impact: \$ N/A
California Education Code, Section 70902(b)(12)

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Barbara Fountain
Director, Admissions and Records

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7102

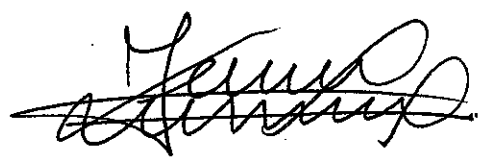
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

August 5, 2011

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

August 5, 2011
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

Solano Community College
2012-2013 Academic Calendar
(Proposed)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28 Memorial	29 Beg 10 wks	30	31	Jun-01	2	3
4	5	6	7	8	9	10
11 Beg 8 wks	12	13 Beg 6 wks	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	Jul-01
2	3	4 Holiday	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 End 6 wks	26	27	28	29
30	31	Aug-01	2 End 8/10 wks	3	4	5
6	7	8	9 Req Flex	10 Req Flex	11	12
13 Beg Fall	14	15	16	17	18 Beg Sat Class	19 Beg Sun Class
20	21	22	23	24	25	26
27	28	29	30	31	Sep-01 No Sat	2 No Sun Class
3 Labor Day	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Oct-01	2	3	4	5	6	7
8	9	10	11	12 Opt Flex	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Nov-01	2	3	4
5	6	7	8	9	10	11 Veterans Day
12 Veterans(obs)	13	14	15	16	17	18
19 Opt Flex	20 Opt Flex	21 scFA Holiday	22 Thanksgiving	23 Holiday	24 Holiday	25 Holiday
26	27	28	29	30	Dec-01	2
3	4	5	6	7	8	9
10	11 D/E Final	12 D/E Final	13 D/E Final	14 D/E Final	15 Sat Final	16 Sun Final
17 Day Final / End Fall	18	19	20	21	22	23
24	25 Christmas	26	27	28	29	30
31	Jan-01 -13	2	3	4	5	6
7	8	9	10 Req Flex	11 Req Flex	12	13
14 Beg Spring	15	16	17	18	19 Beg Sat Class	20 Beg Sun Class
21 MLK-Holiday	22	23	24	25	26	27
28	29	30	31	Feb-01	2	3
4	5	6	7	8	9	10
11	12	13	14 Opt Flex	15 Lincoln(obs)	16 No Sat Class	17 No Sun Class
18 Washington's	19 Opt Flex	20	21	22	23	24
25	26	27	28	Mar-01	2	3
4	5	6	7	8	9	10
11	12	13 Opt Flex	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 Easter No Class
Apr-01 Spring Break	2 Spring Break	3 Spring Break	4 Spring Break	5 Spring Break	6 No Sat Class	7 Sun resume
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	May-01	2	3	4	5
6	7	8	9	10	11	12
13	14	15 Eve Final	16 D/E Final	17 D/E Final	18 Sat Final	19 Sun Final
20 D/E Final	21 D/E Final	22 Day Final / Graduation	23	24	25	26
27 Memorial	28	29	30	31	Jun-01	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

Solano Community College
2012-2013 Academic Calendar
(Proposed)

FALL 2012		SPRING 2013	
Flex Days	5	Flex Days	5
Instructional Days	78	Instructional Days	77
Finals	5	Finals	5
Total Days	88	Total Days	87
Day Finals	12/11-12/17	Day Finals	5/15-5/22
Evening Finals	12/11-12/17	Evening Finals	5/14-5/21
Sat/Sun Finals	12/18-12/19	Sat/Sun Finals	5/18-5/19
		Graduation	May-22
Number of Lab/Night Class Meetings		Number of Lab/Night Class Meetings	
Mondays	15/15	Mondays	15/15
Tuesdays	16/16	Tuesdays	16/16
Wednesdays	16/16	Wednesdays	16/15
Thursdays	16/16	Thursdays	15/15
Fridays	15/15	Fridays	15/15
Finals	5	Finals	5
Flex Days	5	Flex Days	5
Total Days	88	Total Days	87
Saturdays	15	Saturdays	15
Sundays	14	Sundays	15
<p>Note 1: Spring break follows Easter per SCFA Contract: If Easter is before April 15, spring break is the week after Easter.</p>			