

**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

Regular Assignment

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
To be announced	Dean, Human Performance & Development, 12 months ALG, Range 49	To be determined
To be announced	Administrative Assistant I, Academic Senate, workdays/work hours CSEA, Range 10	To be determined

Short-term/Temporary/Substitute

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Amount</u>
Jennifer Hesling	Payroll Technician Substitute	10/14/11 – until position is filled.	\$ 17.40 hour
Bette Shields	Assessment Center Specialist Substitute (as needed)	10/21/11 – 6/30/12	\$ 17.57 hour

Sandra Dillon
 Interim, Director of Human Resources


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

October 21, 2011
Date Submitted

October 21, 2011
Date Approved

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR
Governing Board Meeting
November 2, 2011
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Independent Contractors

<u>Name</u>	<u>Assignment</u>	<u>Dates</u>	<u>Amount</u>
Small Business Development Center (SBDC) <u>Charles Eason, Responsible Manager</u>			
Robert Schock, Jr.	Consulting to the Small Business Development Center, Funding thru SBA Jobs Act Contract	11/3/11 – 12/31/11	\$ 1,200.00

GRATUITOUS SERVICE

<u>School/Department</u>	<u>Name</u>	<u>Assignment</u>
<u>Career Technical Ed & Business</u>		
Welding	John Driscoll	Assist instructor
Welding	Scott Parrish	Assist instructor/evenings
<u>Sciences</u>		
MESA Center	Angelica Cortes	Tutoring

RESIGNATION

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Anne Bevilacqua	Sociology Instructor, School of Sciences	12/20/11

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

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

SUMMARY:

This agenda item is to renew a contract with the County of Solano for the Solano College Small Business Development Center (SBDC) to deliver entrepreneurial training and one-on-one counseling to Solano County small business owners and prospective owners. The focus of the training and counseling will be in the area of government procurement. The funds from this contract are also used to meet the local cash match requirements for the Small Business Administration funding for the Small Business Development Center. The Agreement is for a total amount of \$5,000 for the period November 3, 2011 through June 30, 2012.

A copy of the Agreement will be available for review in the Office of the Superintendent-President, the Office of the Vice President of Finance and Administration, and in the Office of the Small Business Development Center.

*Government Code: CFR Title 13 Board Policy: 3520 Estimated Fiscal Impact: \$5,000
BOT Goals 2011-12: Lead the College to fiscal stability Solano County SBDC Service Agreement
CEO Goals 2011-12: Ensure fiscal stability for the District*

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Charles Eason, Director
Small Business Development Center

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-3382

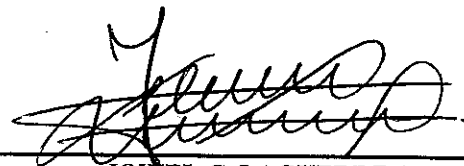
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

October 21, 2011

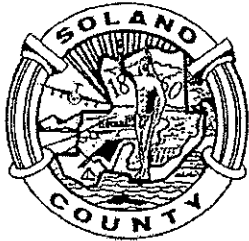
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

October 21, 2011

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT



**County of Solano
Standard Contract**

<i>For County Use Only</i> CONTRACT NUMBER: <small>(Dept., Division, F.Y. #)</small>
BUDGET ACCOUNT:
SUBJECT ACCOUNT:

1. This Contract is entered into between the County of Solano and the Contractor named below:

Solano Community College District
CONTRACTOR'S NAME

2. The Term of this Contract is:
 November 3, 2011 through June 30, 2012

3. The maximum amount of this Contract is:
 \$5,000

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of this Contract:

- Exhibit A – Scope of Work
- Exhibit B – Budget Detail and Payment Provision
- Exhibit C – General Terms and Conditions

The parties have executed this Contract as of the ___ day of _____, 20__.

CONTRACTOR	COUNTY OF SOLANO
<u>Solano Community College District</u> <small>CONTRACTOR'S NAME</small>	 <small>AUTHORIZED SIGNATURE</small> _____ <small>DATED</small> _____
 <small>SIGNATURE</small> _____ <small>DATED</small> _____	<u>Birgitta E. Corsello, County Administrator</u> <small>TITLE</small>
<u>Dr. Jowell Laquerre, Superintendent/President</u> <small>PRINTED NAME AND TITLE</small>	<u>675 Texas Street, Suite 6500</u> <small>ADDRESS</small>
<u>4000 Suisun Valley Road</u> <small>ADDRESS</small>	<u>Fairfield</u> <u>CA</u> <u>94533-6342</u> <small>CITY STATE ZIP CODE</small>
<u>Fairfield</u> <u>CA</u> <u>94534-3197</u> <small>CITY STATE ZIP CODE</small>	Approved as to Content: <small>DEPARTMENT HEAD OR DESIGNEE</small> _____ <small>DATED</small> _____
	Approved as to Form: <small>COUNTY COUNSEL</small> _____ <small>DATED</small> _____

CONTRACT MUST BE EXECUTED BEFORE WORK CAN COMMENCE

EXHIBIT A
SCOPE OF WORK

The purpose of this contract shall be to directly assist in the development of and outreach to Solano County small businesses in efforts to increase their economic viability in the County. In addition, it is expected of the Contractor to work with County staff to assist small businesses in learning how to successfully conduct business transactions with the County.

CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING DUTIES:

During Fiscal Year 2011/12, the Solano College Small Business Development Center shall:

1. Contract with The Federal Technology Center to deliver four (4) no-cost seminars on how small businesses can do business with Federal, State, and Local governments. The following is list of proposed seminars:
 - a. Small Disadvantaged Business Certification
 - b. Responding to Proposals (RFPs)
 - c. Getting Started with Government Contracting
 - d. Marketing to the Government
2. The Federal Technology Center and Small Business Development Center counselors will deliver at least forty (40) hours of Technical Assistance (one-on-one counseling) to Solano County small businesses to assist them with securing government contracts, business planning, marketing, and financing.
3. Work with County purchasing staff to conduct a "Contracting with Solano County" workshop to educate Solano County businesses on the procurement process for doing business with the County. Tentatively the event is scheduled for May 2012.
4. Provide a summary report to the County for each seminar/workshop conducted that includes content, attendees and evaluation information.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. COMPENSATION

a) Total compensation shall not exceed \$5,000 and will be paid at the following rates for the tasks outlined in the Scope of Work:

- Federal Technology Center Seminars at the rate of \$250 per seminar \$1,000
- Technical Assistance at the rate of \$75 per hour of counseling \$3,000
- Doing Business with Solano County Workshop \$1,000

b) The Contractor shall not be entitled to nor receive from County any additional consideration, compensation or other remuneration for services rendered under this Agreement.

2. METHOD OF PAYMENT

a) Upon submission of an invoice by Contractor, and upon approval of the County's representative, County shall pay Contractor in arrears the compensation as stated in paragraph 1a above. Each invoice must specify services rendered, date of service, accrued charges and include a summary report of attendees and their evaluations.

EXHIBIT C
GENERAL TERMS AND CONDITIONS

1. CLOSING OUT

County will pay Contractor's final claim for payment providing Contractor has paid all financial obligations undertaken pursuant to this Contract. If Contractor has failed to pay all obligations outstanding, County will withhold from Contractor's final claim for payment the amount of such outstanding financial obligations owed by Contractor. Contractor is responsible for County's receipt of a final claim for payment 30 days after termination of this Contract.

2. TIME

Time is of the essence in all terms and conditions of this Contract.

3. TIME OF PERFORMANCE

Work will not begin, nor claims paid for services under this Contract until all Certificates of Insurance, business and professional licenses/certificates, IRS ID number, signed W-9 form, or other applicable licenses or certificates are on file with the County's Contract Manager.

4. TERMINATION

A. This Contract may be terminated by County or Contractor, at any time, with or without cause, upon 30 days written notice from one to the other, unless otherwise provided for in Exhibit D.

B. County may terminate this Contract immediately upon notice of Contractor's malfeasance.

C. Following termination, County will reimburse Contractor for all expenditures made in good faith that are unpaid at the time of termination not to exceed the maximum amount payable under this Contract unless Contractor is in default of the Contract.

5. SIGNATURE AUTHORITY

The parties executing this Contract certify that they have the proper authority to bind their respective entities to all terms and conditions set forth in this Contract.

6. WARRANTY

A. County relies upon Contractor's professional ability and training as a material inducement to enter into this Contract. Contractor warrants that Contractor will perform the work according to generally accepted professional practices and standards and the requirements of applicable federal, state and local laws. County's acceptance of Contractor's work shall not constitute a waiver or release of Contractor from professional responsibility.

B. Contractor further warrants that Contractor possesses current valid appropriate licensure, including, but not limited to, drivers license, professional license, certificate of tax-exempt status, or permits, required to perform the work under this Contract.

7. INSURANCE

A. Without limiting Contractor's obligation to indemnify County, Contractor must procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under this Contract

and the results of that work by Contractor, Contractor's agents, representatives, employees or subcontractors.

B. Minimum Scope of Insurance

Coverage must be at least as broad as:

- (1) Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).
- (2) Insurance Services Office Form Number CA 00 01 covering Automobile Liability, code 1 (any auto).
- (3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

C. Minimum Limits of Insurance

Contractor must maintain limits no less than:

- | | | |
|---|---|--|
| (1) General Liability:
(Including operations, products
and completed operations.) | \$5,000,000 | per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. |
| (2) Automobile Liability: | \$1,000,000 | per accident for bodily injury and property damage. |
| (3) Workers' Compensation: | As required by the State of California. | |
| (4) Employer's Liability: | \$1,000,000 | per accident for bodily injury or disease. |

D. If Contractor maintains higher limits than the minimums shown above, County is entitled to coverage for the higher limits maintained by Contractor.

E. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by County. At the option of County, either:

- (1) The insurer will reduce or eliminate such deductibles or self-insured retentions with respect to County, its officers, officials, agents, employees and volunteers; or
- (2) Contractor must provide a financial guarantee satisfactory to County guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

F. Other Insurance Provisions

The general liability and automobile liability policies must contain, or be endorsed to contain, the following provisions:

(1) The County of Solano, its officers, officials, agents, employees, and volunteers must be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of Contractor; and with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an Additional Insured endorsement (CG 20 10 11 85 or equivalent) to Contractor's insurance policy, or as a separate owner's policy.

(2) For any claims related to work performed under this Contract, Contractor's insurance coverage must be primary insurance with respect to the County of Solano, its officers, officials, agents, employees, and volunteers. Any insurance or self-insurance maintained by County, its officers, officials, agents, employees, or volunteers is excess of Contractor's insurance and shall not contribute to it.

(3) Each insurance policy required by this clause must be endorsed to state that coverage may not be canceled by Contractor, except after 30 days prior written notice has been provided to County.

G. Waiver of Subrogation

(1) Contractor agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

(2) The Workers' Compensation policy must be endorsed with a waiver of subrogation in favor of County for all work performed by Contractor, its employees, agents and subcontractors.

H. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII unless otherwise acceptable to County.

I. Verification of Coverage

(1) Contractor must furnish County with original certificates and endorsements effecting coverage required by this Contract.

(2) The endorsements should be on forms provided by County or, if on other than County's forms, must conform to County's requirements and be acceptable to County.

(3) County must receive and approve all certificates and endorsements before work commences.

(4) However, failure to do so shall not operate as a waiver of these insurance requirements.

(5) County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

8. BEST EFFORTS

Contractor warrants that Contractor will at all times faithfully, industriously and to the best of his/her/its ability, experience and talent, perform to County's reasonable satisfaction.

9. DEFAULT

A. If Contractor defaults in Contractor's performance, County shall promptly notify Contractor in writing. If Contractor fails to cure a default within 30 days after notification, unless otherwise specified in Exhibit D, or if the default requires more than 30 days to cure and Contractor fails

to commence to cure the default within 30 days after notification, then Contractor's failure shall terminate this Contract.

B. If Contractor fails to cure default within the specified period of time, County may elect to cure the default and any expense incurred shall be payable by Contractor to County.

C. If County serves Contractor with a notice of default and Contractor fails to cure the default, Contractor waives any further notice of termination of this Contract.

D. If this Contract is terminated because of Contractor's default, County shall be entitled to recover from Contractor all damages allowed by law.

10. INDEMNIFICATION

A. Contractor will indemnify, hold harmless and assume the defense of the County of Solano, its officers, employees, agents and elective and appointive boards from all claims, losses, damages, including property damages, personal injury, death and liability of every kind, directly or indirectly arising from Contractor's operations or from any persons directly or indirectly employed by, or acting as agent for, Contractor, excepting the sole negligence or willful misconduct of the County of Solano. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of Contractor's services, as well as during the progress of rendering such services.

B. Acceptance of insurance required by this Contract does not relieve Contractor from liability under this indemnification clause. This indemnification clause shall apply to all damages or claims for damages suffered by Contractor's operations regardless if any insurance is applicable or not.

11. INDEPENDENT CONTRACTOR

A. Contractor is an independent contractor and not an agent, officer or employee of County. The parties mutually understand that this Contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.

B. Contractor shall have no claim against County for employee rights or benefits including, but not limited to, seniority, vacation time, vacation pay, sick leave, personal time off, overtime, medical, dental or hospital benefits, retirement benefits, Social Security, disability, Workers' Compensation, unemployment insurance benefits, civil service protection, disability retirement benefits, paid holidays or other paid leaves of absence.

C. Contractor is solely obligated to pay all applicable taxes, deductions and other obligations including, but not limited to, federal and state income taxes, withholding, Social Security, unemployment, disability insurance, Workers' Compensation and Medicare payments.

D. Contractor shall indemnify and hold County harmless from any liability which County may incur because of Contractor's failure to pay such obligations.

E. As an independent contractor, Contractor is not subject to the direction and control of County except as to the final result contracted for under this Contract. County may not require Contractor to change Contractor's manner of doing business, but may require redirection of efforts to fulfill this Contract.

F. Contractor may provide services to others during the same period Contractor provides service to County under this Contract.

G. Any third persons employed by Contractor shall be under Contractor's exclusive direction, supervision and control. Contractor shall determine all conditions of employment including hours, wages, working conditions, discipline, hiring and discharging or any other condition of

employment.

H. As an independent contractor, Contractor shall indemnify and hold County harmless from any claims that may be made against County based on any contention by a third party that an employer-employee relationship exists under this Contract.

I. Contractor, with full knowledge and understanding of the foregoing, freely, knowingly, willingly and voluntarily waives the right to assert any claim to any right or benefit or term or condition of employment insofar as they may be related to or arise from compensation paid hereunder.

12. RESPONSIBILITIES OF CONTRACTOR

A. The parties understand and agree that Contractor possesses the requisite skills necessary to perform the work under this Contract and County relies upon such skills. Contractor pledges to perform the work skillfully and professionally. County's acceptance of Contractor's work does not constitute a release of Contractor from professional responsibility.

B. Contractor verifies that Contractor has reviewed the scope of work to be performed under this Contract and agrees that in Contractor's professional judgment, the work can and shall be completed for costs within the maximum amount set forth in this Contract.

C. To fully comply with the terms and conditions of this Contract, Contractor shall:

- (1) Establish and maintain a system of accounts for budgeted funds that complies with generally accepted accounting principles for government agencies;
- (2) Document all costs by maintaining complete and accurate records of all financial transactions associated with this Contract, including, but not limited to, invoices and other official documentation that sufficiently support all charges under this Contract;
- (3) Submit monthly reimbursement claims for expenditures that directly benefit Solano County;
- (4) Be liable for repayment of any disallowed costs identified through quarterly reports, audits, monitoring or other sources; and
- (5) Retain financial, programmatic, client data and other service records for 3 years from the date of the end of the contract award or for 3 years from the date of termination, whichever is later.

13. COMPLIANCE WITH LAW

A. Contractor shall comply with all federal, state and local laws and regulations applicable to Contractor's performance, including, but not limited to, licensing, employment and purchasing practices, wages, hours and conditions of employment.

B. Contractor warrants that it will comply with the appropriate cost principles and administrative requirements including claims for payment or reimbursement by County as outlined in the Applicable Cost Principles and Administrative Requirements table below, as currently enacted or as may be amended throughout the term of this Contract.

Applicable Cost Principles and Administrative requirements		
The federal cost principles and administrative requirements associated with each organization type apply to that organization.		
Organization Type	Cost Principles	Administrative Requirements
Federal Governments	2 CFR Part 225	OMB A-102
State and Local Government	2 CFR, Part 225	49 CFR, Part 18
Educational Institutions	2 CFR, Part 220	2 CFR, Part 215
Non-Profit Organizations	2 CFR, Part 230	2 CFR, Part 215
For Profit Organizations	48 CFR, Chapter 1, Part 31	49 CFR, Part 18
CFR (Code of Federal Regulations)		
OMB (Office of Management and Budget)		
Related URLs:		
• Various OMB Circular:	http://www.whitehouse.gov/omb/grants_circulars	
• Code of Federal Regulations:	http://www.gpoaccess.gov/CFR	

14. CONFIDENTIALITY

A. Contractor shall prevent unauthorized disclosure of names and other client-identifying information, except for statistical information not identifying a particular client.

B. Contractor shall not use client specific information for any purpose other than carrying out Contractor's obligations under this Contract.

C. Contractor shall promptly transmit to County all requests for disclosure of confidential information.

D. Except as otherwise permitted by this Contract or authorized by the client, Contractor shall not disclose any confidential information to anyone other than the State without prior written authorization from County.

E. For purposes of this section, identity shall include, but not be limited to, name, identifying number, symbol or other client identifying particulars, such as fingerprints, voice print or photograph. Client shall include individuals receiving services pursuant to this Contract.

15. CONFLICT OF INTEREST

A. Contractor warrants that Contractor and/or Contractor's employees and/or their immediate families and/or Board of Directors and/or officers have no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any interest, direct or indirect, including separate contracts for the work to be performed hereunder, which conflicts with the rendering of services under this Contract. Contractor shall employ or retain no such person while rendering services under this Contract. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause.

B. Contractor has an affirmative duty to disclose to County in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

16. DRUG FREE WORKPLACE

Contractor warrants that Contractor is knowledgeable of Government Code section 8350 et. seq., regarding a drug free workplace and shall abide by and implement its statutory requirements.

17. HEALTH AND SAFETY STANDARDS

Contractor shall abide by all health and safety standards set forth by the State of California and/or the County of Solano pursuant to the Injury and Illness Prevention Program. If applicable, Contractor must receive all health and safety information and training.

18. CHILD/ADULT ABUSE

If services pursuant to this Contract will be provided to children and/or elder adults, Contractor warrants that Contractor is knowledgeable of the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.) and the Elder Abuse and Dependent Adult Civil Protection Act (Welfare and Institutions Code section 15600 et seq.) requiring reporting of suspected abuse.

19. INSPECTION

Authorized representatives of County, the state and/or the federal government may inspect and/or audit Contractor's performance, place of business and/or records pertaining to this Contract.

20. NONDISCRIMINATION

A. In rendering services under this Contract, Contractor shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, sexual orientation, or other protected status.

B. Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

21. SUBCONTRACTOR AND ASSIGNMENT

A. Services under this Contract are deemed to be personal services.

B. Contractor shall not subcontract any work under this Contract nor assign this Contract or monies due without the prior written consent of the County's Contract Manager, the County's applicable Department Head or his or her designee and the County Administrator subject to any required state or federal approval.

C. If County consents to the use of Subcontractors, Contractor shall require and verify that its subcontractors maintain insurance meeting all the requirements stated in Section 7 above.

D. Assignment by Contractor of any monies due shall not constitute an assignment of the Contract.

22. UNFORESEEN CIRCUMSTANCES

Contractor is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond Contractor's reasonable control, provided Contractor gives written notice to County of the cause of the delay within 10 days of the start of the delay.

23. OWNERSHIP OF DOCUMENTS

- A. County shall be the owner of and shall be entitled to possession of any computations, plans, correspondence or other pertinent data and information gathered by or computed by Contractor prior to termination of this Contract by County or upon completion of the work pursuant to this Contract.
- B. No material prepared in connection with the project shall be subject to copyright in the United States or in any other country.

24. NOTICE

- A. Any notice necessary to the performance of this Contract shall be given in writing by personal delivery or by prepaid first-class mail addressed as stated on the first page of this Contract.
- B. If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail, notice is effective as of the day following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

25. NONRENEWAL

Contractor acknowledges that there is no guarantee that County will renew Contractor's services under a new contract following expiration or termination of this Contract. Contractor waives all rights to notice of non-renewal of Contractor's services.

26. COUNTY'S OBLIGATION SUBJECT TO AVAILABILITY OF FUNDS

A. The County's obligation under this Contract is subject to the availability of authorized funds. The County may terminate the Contract, or any part of the Contract work, without prejudice to any right or remedy of the County, for lack of appropriation of funds. If expected or actual funding is withdrawn, reduced or limited in any way prior to the expiration date set forth in this Contract, or any subsequent Amendment, the County may, upon written Notice to the Contractor, terminate this Contract in whole or in part.

B. Payment shall not exceed the amount allowable for appropriation by the County Board of Supervisors. If the Contract is terminated for non-appropriation:

- i. The County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and
- ii. The Contractor shall be released from any obligation to provide further services pursuant to this Contract that are affected by the termination.

C. Funding for this Contract beyond the current appropriation year is conditional upon appropriation by the Board of Supervisors of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, this Contract will terminate at the close of the current Appropriation Year.

D. This Contract is void and unenforceable if all or part of federal or State funds applicable to this Contract are not available to County. If applicable funding is reduced, County may either:

- (1) Cancel this Contract; or,
- (2) Offer a contract amendment reflecting the reduced funding.

27. CHANGES AND AMENDMENTS

A. County may request changes in Contractor's scope of services. Any mutually agreed upon changes, including any increase or decrease in the amount of Contractor's compensation, shall be effective when incorporated in written amendments to this Contract.

B. The party desiring the revision shall request amendments to the terms and conditions of

this Contract in writing. Any adjustment to this Contract shall be effective only upon the parties' mutual execution of an amendment in writing.

C. No verbal agreements or conversations prior to execution of this Contract or requested Amendment shall affect or modify any of the terms or conditions of this Contract unless reduced to writing according to the applicable provisions of this Contract.

28. CHOICE OF LAW

The parties have executed and delivered this Contract in the County of Solano, State of California. The laws of the State of California shall govern the validity, enforceability or interpretation of this Contract. Solano County shall be the venue for any action or proceeding, in law or equity that may be brought in connection with this Contract.

29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

Contractor warrants that it is knowledgeable of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulations issued by the U.S. Department of Health and Human Services (45 C.F.R. Parts 160-64) regarding the protection of health information obtained, created, or exchanged as a result of this Contract and shall abide by and implement its statutory requirements.

30. WAIVER

Any failure of a party to assert any right under this Contract shall not constitute a waiver or a termination of that right, under this Contract or any provision of this Contract.

31. CONFLICTS IN THE CONTRACT DOCUMENTS

The Contract documents are intended to be complementary and interpreted in harmony so as to avoid conflict. In the event of conflict in the Contract documents, the parties agree that the document providing the highest quality and level of service to the County shall supersede any inconsistent term in these documents.

32. FAITH BASED ORGANIZATIONS

A. Contractor agrees and acknowledges that County may make funds available for programs or services affiliated with religious organizations under the following conditions: (a) the funds are made available on an equal basis as for programs or services affiliated with non-religious organizations; (b) the program funded does not have the substantial effect of supporting religious activities; (c) the funding is indirect, remote, or incidental to the religious purpose of the organization; and (d) the organization complies with the terms and conditions of this resolution.

B. Contractor agrees and acknowledges that County may not make funds available for programs or services affiliated with a religious organization (a) that has denied or continues to deny access to services on the basis of race, color, religion, ancestry, national origin, sex, citizenship, or known disability; (b) will use the funds for a religious purpose; (c) will use the funds for a program or service that subjects its participants to religious education.

C. Contractor agrees and acknowledges that all recipients of funding from County must: (a) comply with all legal requirements and restrictions imposed upon government-funded activities set forth in Article IX, section 8 and Article XVI, section 5 of the California Constitution and in the First Amendment to the United States Constitution; and (b) segregate such funding from all funding used for religious purposes.

33. PRICING

Should Contractor, at any time during the term of this Contract, provide the same goods or services under similar quantity, terms and conditions to one or more counties in the State of California at prices below those set forth in this Contract, then the parties agree to amend this Contract so that such lower prices shall be extended immediately to County for all future services.

34. USE OF PROVISIONS, TERMS, CONDITIONS AND PRICING BY OTHER PUBLIC AGENCIES

Contractor and County agree that the terms of this Contract may be extended to any other public agency located in the State of California, as provided for in this section. Another public agency wishing to use the provisions, terms, and pricing of this Contract to contract for equipment and services comparable to that described in this Contract shall be responsible for entering into their own contract with Contractor, as well as providing for their own payment provisions, making all payments, and obtaining any certificates of insurance and bonds that may be required. County is not responsible for providing to any other government agency any documentation relating this Contract or its implementation. Any government agency that uses provisions, terms, or pricing of this Contract shall by virtue of doing so be deemed to indemnify and hold harmless County from all claims, demands, or causes of actions of every kind arising directly or indirectly with the use of this Contract. County makes no guarantee of usage by other users of this Contract nor shall the County incur any financial responsibility in connection with any contracts entered into by another government agency. Such other government agency shall accept sole responsibility for placing orders and making payments to Contractor.

35. DISBARMENT OR SUSPENSION OF CONTRACTOR

A. Contractor warrants that its officers, directors and employees (i) are not currently excluded, debarred, or otherwise ineligible to participate in the federal health programs as defined in 42 USC § 1320a-7b(f) (the "Federal Healthcare Programs") or any state healthcare programs; (ii) have not been convicted of a criminal offense related to the provision of healthcare items or services but have not yet been excluded, debarred, or otherwise declared ineligible to participate in the Federal Healthcare Programs or any state healthcare programs, and (iii) are not, to the best of its knowledge, under investigation or otherwise aware of any circumstances which may result in Contractor being excluded from participation in the Federal Healthcare Programs or any state healthcare programs.

B. This representation and warranty shall be an ongoing representation and warranty during the term of this Contract and Contractor must immediately notify the County of any change in the status of the representations and warranty set forth in this section.

C. If services pursuant to this Contract involve healthcare programs, Contractor agrees to provide certification of non-suspension with submission of each invoice. Failure to submit certification with invoices will result in a delay in County processing of Contractor's payment.

36. EXECUTION IN COUNTERPARTS

This Contract may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute one instrument. Facsimile copies shall be deemed to be original copies.

37. LOCAL EMPLOYMENT POLICY

Solano County desires, whenever possible, to hire qualified local residents to work on County projects. A local resident is defined as a person who resides in, or a business that is located in, Solano

County. The County encourages an active outreach program on the part of its contractors, consultants and agents. When local projects require subcontractors, Contractor shall solicit proposals for qualified local residents where possible.

38. ENTIRE CONTRACT

This Contract, including any exhibits referenced, constitutes the entire agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by County or Contractor other than those contained.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RESIGNATIONS TO RETIRE

REQUESTED ACTION: APPROVAL

SUMMARY:

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Roxie Morgan	Administrative Assistant III, School of Human Performance & Development 21 years, 6 months of service at SCC	10/31/11
Sheryl Scott	Administrative Assistant III, School of Career Education and Business and School of Sciences 15 years, 9 months of service at SCC	12/20/11

Government Code: Board Policy: 4240 *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

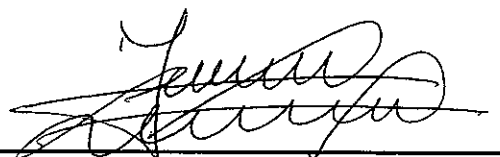
(707) 864-7122

TELEPHONE NUMBER

Administration
ORGANIZATION

October 21, 2011

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

October 21, 2011

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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

TO: Members of the Governing Board
SUBJECT: RESOLUTION HONORING ROXIE MORGAN
REQUESTED ACTION: APPROVAL

SUMMARY:

Roxie Morgan has served the Solano Community College District with distinction since 1987 when she began her career as a Short-term Secretary I in the Small Business Assistance Center and then began a regular assignment in June, 1988 as a Secretary in Administrative Support Services, Superintendent-President's Office. In addition to her ever-increasing responsibilities at Solano Community College, Ms. Morgan served in various capacities within the District, including Financial Aid Assistant I in the Financial Aid Office, Personnel Specialist in the Personnel Office, until she was hired in August 1994 as the Division Secretary for the Physical Education and Athletics Division.

Ms. Morgan will retire from her current position as Administrative Assistant III in the School of Human Performance and Development, effective October 31, 2011, after 21 1/2 years of faithful service to the District.

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

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

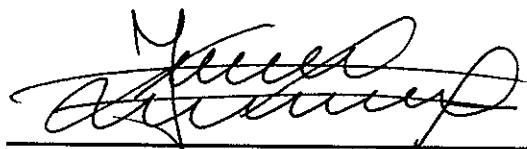
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

October 21, 2011

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

October 21, 2011

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

1 SOLANO COMMUNITY COLLEGE DISTRICT
2 GOVERNING BOARD
3 RESOLUTION HONORING

4 *Roxie Morgan*

5 *Whereas*, Roxie Morgan has served the Solano Community College District with
6 distinction since 1987 when she began her career as a Short-term Secretary 1 in the Small
7 Business Assistance Center and then began a regular assignment in June, 1988 as a
8 Secretary in Administrative Support Services, Superintendent-President's Office;

9 *Whereas*, Roxie Morgan, in addition to her ever-increasing responsibilities at
10 Solano Community College, served in various capacities within the District, including
11 Financial Aid Assistant I in the Financial Aid Office, Personnel Specialist in the
12 Personnel Office, until she was hired in August 1994 as the Division Secretary, Physical
13 Education and Athletics Division; currently retiring as Administrative Assistant III in the
14 School of Human Performance and Development;

15 *Whereas*, Roxie Morgan, in addition to working full time, was a single mother and
16 raised two sons;

17 *Whereas*, Roxie Morgan assisted with initially establishing the Small Business
18 Development Center; worked to set up the transition of Financial Aid to the computerized
19 SAFER program; assisted Human Resources with one of the largest recruiting and hiring
20 processes for AB1725 compliance; was the liaison with Dean Kathy Rosengren, her
21 team, and universities across the nation on a grant project that allowed the District to
22 recruit at targeted campuses to create broader candidate pools, and created the first
23 computerized payroll memo and employee evaluation process for Human Resources,
24 together with former colleague Leah Campbell;

25 *Whereas*, Roxie Morgan worked closely with the Dean/Athletic Director, OAR
26 designee, coaches, and athletes to process all of the athletic eligibility and move our
27 student-athletes on to the next level under the compliance rules of the California
28 Community College Athletics Association, Bay Valley and Coast Conferences, Northern
California Football Association, Solano Community College, and NAIA and NCAA
regulations (as necessary) for eighteen fall and seventeen spring sport seasons;

Whereas, Roxie Morgan was the first volunteer to trouble-shoot moving the
curriculum from manual to Web CMS and from Web CMS to CurricUNET;

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD
RESOLUTION HONORING
Roxie Morgan

(CONTINUED FROM PREVIOUS PAGE)

Whereas, Roxie Morgan participated in collaborative processes with Administrative Assistant III's that staffed the divisions in many college-wide projects; including creating a universal 'Desk Manual' for Administrative Assistant III's; Banner implementation and testing for the Student, Finance, and Human Resources components; standardizing processes and practices within the scope of the job to better assist students, staff, and community members;

Whereas, Roxie Morgan coordinated with Measure G administrators, vendors, and Division staff on the remodeling of Building 1700A and the new construction of 1700B;

Whereas, Roxie Morgan was the California Community College Physical Education (formerly SCOPE) *Physical Education Staff Member of the Year* in 2000; and

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

Resolved, That Roxie Morgan will be sorely missed, and the Governing Board expresses its sincere appreciation for her many contributions and wishes her well in her richly deserved retirement and future endeavors.

Passed and Adopted, This 2nd day of November 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: REVISED CLASSIFIED JOB DESCRIPTIONS –
PAYROLL TECHNICIAN AND LEARNING RESOURCES
TECHNICIAN
REQUESTED ACTION: INFORMATION/ACTION

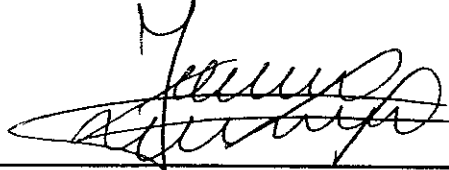
SUMMARY:

The attached two job descriptions have been revised with input and concurrence from the Classified School Employees Association, Chapter #211 to correctly reflect the minimum qualifications and duties of each position. The current salary placement of Range 13 for the Payroll Technician position will remain the same. Previously, there were three Learning Resources Technician positions for Access Services, Instructional Materials, and Technical Services. The new job description of Learning Resources Technician combines the duties into one job description will remain at the current range of Range 11 and replaces the others.

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
October 21, 2011
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT


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

October 21, 2011
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Payroll Technician

BASIC FUNCTION: Under ~~supervision~~ ~~direction~~ of the Director of Fiscal Services and work direction of the Payroll Coordinator, independently perform a wide variety of complex and technical accounting duties primarily in payroll; prepare and maintain financial and statistical records and reports.

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

Assist the Payroll Coordinator in preparing and processing District payrolls in order to meet established timelines. *Assist in the day-to-day operation of the office of Payroll.*

*Process regular monthly payroll for student workers, part-time temporary employee groups; --
- Receive and review timesheets and verify hours worked. Perform complex payroll calculations; verify information from relevant forms; audit, correct and balance payroll. - Post hours worked to computerized payroll records; verify extensions and coding; balance computerized Payroll Register to timesheet documentation. - payroll pre-list to timesheet documentation; maintain and monitor employee work hours and work years as assigned.*

Distribute/mail unclaimed monthly payroll checks. Distribute monthly payroll deductions, tax shelter payments, and wage garnishments to outside agencies. Maintain monthly employees' tax shelter annuity (TSA) contributions status on an established spreadsheet template; upload the monthly data to the Solano Community College TSA Third Party Administrator for updates.

Reconcile invoices for health and welfare benefit payments; prepare payments and backup; maintain eligibility records in different formats as required. Receive, verify and prepare deposits for health and welfare premium payments from employees; maintain premium payment records and take appropriate action to collect payment when necessary. - submit- Submit to accounting for warrant processing. - maintain- eligibility records in different formats as required; - use Use online programs to update eligibility as appropriate; - reconcile general ledger accounts for health and welfare premiums and prepare various general ledger journal entries relating to fiscal year opening and closing; maintain the master spreadsheet of employee health and welfare information; research, compute and provide data relative to employee benefits and specific District needs.

Maintain and monitor status of District-paid retiree health and welfare benefits and Medicare status; notify retirees of termination and provide optional information; receive, verify, and prepare deposits for health premium payments from retirees; update District-paid retirees Excel spreadsheet; prepare/mail Medicare Part B reimbursement letter; and process reimbursement claims. - notify eligible employees of any special arrangements regarding health and welfare benefits and process as appropriate, such as reimbursements.

Calculate payroll adjustments and process special requests; cancel and reissue warrants as appropriate; - compute group totals and reconcile to appropriate accounts; - verify the accuracy of entries related to budget coding, pay rates, and State and federal tax status; archive payroll records via optical imaging or other formats as needed.

Maintain, monitor and update the hours and days worked by classified short-term, temporary employees and classified substitutes. Post the hours and days from timesheets/substitute reports to a spreadsheet on a monthly basis, ensuring the totals do not exceed established thresholds. Report overages to Human Resources and Deans as needed.

Maintain filing system for employees' payroll record, timesheets, deductions, and health benefits records and reports as required by District pay policies. Retrieve and provide assistance to independent auditors the payroll related documents and information as requested.

Answer questions, resolves problems and complaints in coordination with the Human Resources Technician.

Perform special research on payroll as necessary.

Provide payroll information for inquiries, verifications, various reports and surveys as needed. Provide data and information relative to employee health benefits and specific District requests for negotiations with employee groups.

~~Prepare, process and review a variety of payroll related forms and documents in accordance with established procedures and timelines.~~

~~Receive, verify and prepare deposits for health and welfare premium payments from employees and retirees; maintain premium payment records and take appropriate action to collect payment when necessary.~~

~~Prepare and maintain records and reports as required by District pay policies and State and federal regulations; forward to appropriate offices and agencies as required.~~

~~Coordinate components assigned in the production of revolving cash checks in conjunction with other Fiscal Services staff using integrated software programs; place orders with outside vendors to maintain revolving cash check stock and related supplies.~~

Communicate with current and former District employees and retirees, County Office personnel, health and welfare providers and others to obtain and provide information, correct discrepancies and resolve payroll problems.

Provide wages and statutory benefits payroll-related reports to various departments (i.e., Federal Work Study, Disabled Students Programs, etc.).

~~Develop, implement and maintain computerized spreadsheets to track data required by the District; coordinate with the District's Computer Services department staff to assure timely payroll production and problem resolution.~~

Resolve payroll processing problems; research information and obtain required documentation; delay processing timesheets with inadequate or missing documentation; process wage garnishments and provide information to investigative agencies as required.

Perform a variety of technical accounting tasks using ~~micro and mainframe~~ computers and

peripheral equipment, calculator, typewriter, *and* copier. ~~and check signing machine; create and disseminate a computerized calendar indicating to coordinate Technology Services requirements for Fiscal Services.~~

Provide assistance to the Payroll Coordinator in special projects as necessary. Provide assistance and serve as backup in the absence of Payroll Coordinator to complete the monthly payroll process in a timely manner.

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

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

~~Assist other accounting staff as needed for special projects and peak workload periods; provide assistance to independent auditors as needed.~~

Secondary Functions:

~~Distribute individual warrants to employees on payday.~~

~~Retrieve documents and information from remote storage locations.~~

~~Transport signed and unsigned checks between the District office and the County Office of Education; transport electronic deposit documents to appropriate financial institution in a timely manner.~~

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

Perform related duties as assigned.

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

EDUCATION AND EXPERIENCE: Graduation from high school supplemented by college-level courses in accounting and three years of financial and statistical recordkeeping experience which includes the operation of microcomputers using word processing, spreadsheet and data base management software or any combination of training, experience and/or education that provides the required knowledge, skills, and abilities.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, journals, technical procedures, or governmental regulations.

Ability to read, interpret, apply and explain program policies and requirements.

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

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

MATHEMATICAL SKILLS:

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

Make arithmetic calculations quickly and accurately.

Identify and correct numerical discrepancies.

REASONING ABILITY:

Ability to apply technical knowledge and understanding to carry out instructions furnished in written, oral, or diagram form, including federal and State regulations and District policies and procedures.

Ability to recognize, analyze, and deal effectively with technical problems involving several individuals and variables in an independent manner.

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

Ability to exercise good judgment, discretion, tact and courtesy in the handling of confidential and sensitive matters.

CERTIFICATES, LICENSES, REGISTRATION:

None are required for this classification.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

Fund accounting and generally accepted accounting principles.

Financial and statistical recordkeeping techniques.

Modern office practices and procedures.

Operate mainframe computer terminals and microcomputers including word processing, data base management, spreadsheet software, integrated and database archiving software, network task scheduling, and web-based interactive applications.

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

Operate an electronic keyboard accurately at 45 words per minute.

Plan and organize work to meet multiple demanding schedules and timelines.

Establish and maintain effective and cooperative working relationships with others.

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

Work independently with minimal supervision.

- Perform assigned work with speed and accuracy.
- Prepare and maintain complete and accurate financial records and reports.
- Prioritize tasks.

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

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

Employees assigned to this classification must regularly lift, carry and/or move objects, such as storage boxes, weighing up to 25 pounds

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

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

The work assigned to this classification is typically performed in an office environment. While performing the duties of this classification, the employee frequently is exposed to the hazards of working with video display terminals, and risks of contacts with irate persons who disagree with payroll checks, garnishments or other charges. The employee in this classification handles, transports and distributes signed and unsigned checks and is therefore exposed to the hazards of physical violence surrounding theft. The work environment is usually quiet but is sometimes moderately noisy because of noise from equipment or sounds of voices.

Marlys Grodt & Associates - 1993

HS/SD/zg:10/13/11

Board approved: 8/21/02, _____

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Learning Resources Technician

BASIC FUNCTION: Under the direction of the Dean of Liberal Arts, performs a wide variety of duties in the College Library; assists students, faculty and others in the use of library/media equipment, materials, services and facilities; performs a variety of duties related to circulation, the reserve library, technical services and assistive technology; trains and provides work direction to student workers; performs other related responsibilities as may be assigned.

REPRESENTATIVE DUTIES:

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

Circulation

- Assists students, faculty and library patrons at the library circulation desk; check books, periodicals and other materials in and out; collects fines; removes blocks; clear liens; issues library cards; periodicals and other materials in and out according to established guidelines and procedures; answers telephone and directs calls; answers patrons circulation queries and resolves patron circulation issues; directs reference queries to librarian as needed; provides work direction to student assistants.
- Serve as an operational contact for the on-line library system providing information on the database functions and assisting in developing operational procedures.
- Monitor purchase orders and current status; record items received or canceled; investigate missing items and items sent but not received; file claims for undelivered materials.

Circulation Data

- Maintains statistical records for circulated items; runs items reports; maintains daily statistics for periodicals and pamphlets; assists librarians with and compiles reports pertaining to books, periodicals and circulations statics.
- Assist librarians in achieving and assessing Service Area Outcomes.
- Provide input in Library's accreditation report efforts.

Textbook Reserve

- Supports Librarians to organize and maintain library services including the collection; circulating books, reference books, serials, textbooks, videos, and software; catalogs books into CARL Reserve Library; removes obsolete and worn materials and deletes from CARL system; routes books to librarians for circulation or return to instructor; compiles reserve statistics, submits textbook requests to appropriate parties; and makes presentations to Library faculty and staff as needed.
- Interface with Banner for text reserve fine management.

Technical Services – Cataloging

- Under the direction of a Librarian, searches online computer (OCLC) for cataloging copy; imports and exports bibliographic data, assigns tags, performs original cataloging; creates and updates bibliographic records; processes new and gift donated books; prints labels and jackets on books, changes item status; bookmarks created files; check items in through circulation and places on bookcart for shelving.
- Provides input to develop circulation policies and procedures.

Media

- Maintain the library's audio-visual collection.
- Provides training and work direction to other temporary employees and/or student workers assigned to the area; assist students in the use of library equipment.
- Reproduce sufficient audio and visual cassettes to meet student and faculty demands, including foreign language CDs purchased by students for home use; and circulating videos; train student workers to duplicate CDs as needed to maintain supply levels; create, produce and print computer labels for audio and video tapes.
- Call for technical service or major repairs as needed; erase returned to deleted audio/visual cassettes for reuse by staff.
- Maintain knowledge of current computer and audio-visual hardware, operating systems, duplicating equipment, supplies, peripherals and software applications.

Other Daily Operational

- Opens and prepares library for daily use; reads and records meters; check books in and updates computer records; check change machines and photocopies to assure proper operation; turn on public access computers.
- Closes library turning off equipment; runs day end report, counts the cash box, places in safe along with change bag.
- Train and provides work direction and guidance to student workers as assigned
- Maintains library materials in assigned locations.
- Operates a variety of library equipment including computer terminal, typewriter, printer, calculator, copier, microfilm and microfiche readers and others; troubleshoot malfunctions.
- Performs a variety of special projects or assignments as delegated.

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

EDUCATION AND EXPERIENCE: Completion of two years of college with major course work in library technology or related field and two years of increasingly responsible library/media experience involving extensive public contact or any combination or training, experience, and/or education that provides the required knowledge, skills and abilities.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals

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

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume

Ability to prepare and maintain accurate financial and statistical records and reports

REASONING ABILITY:

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

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

CERTIFICATES, LICENSE, REGISTRATION:

None are required for this classification.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

- Online catalog services, functions, hardware and software.

- Automated circulation, maintenance, functions and services.

- Interlibrary circulation, transactions, processing and services.

- Library practices, references sources, procedures and terminology.

- Library assignments such as acquisitions and processing, circulation, learning lab or instructional materials.

- Operation and use of library and office machines including computers and spreadsheet, word processing and database software.

- Audio-visual materials and equipment.

- OCLC cataloging procedures.

- Financial and statistical recordkeeping.

- Modern office practices and procedures.

- Technical library duties in the acquisition, processing, duplication and circulation of learning resources materials.

- Computer equipment and word processing, spreadsheet and data base management software including specialized learning resources software.

- Financial and statistical records and reports.
- Assign work/tasks to student employees.
- Office equipment such as adding machine, copier, automated telephone system and facsimile machine.
- Electronic keyboarding with accuracy and at an acceptable rate of speed.
- Perform assigned work with speed and accuracy.
- Effective and cooperative working relationships.
- Sensitivity to relate to persons with diverse socio-economic, cultural and ethnic backgrounds, including the disabled.
- Health and safety rules and regulations.
- Meeting schedules and timelines.
- Effective and timely work.
- Work with minimum supervision.

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

While performing the duties outlined in this classification, employees in this classification are regularly required to stand and sit for long periods of time, 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.

All employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 15 pounds.

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

WORK ENVIRONMENT: The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

The work assigned to this classification is typically performed in a community college learning resource center or instructional services environment. While performing the duties of this classification, the employee regularly is exposed to frequent interruptions and the hazards of working with video display terminals and fumes from ink and chemicals used by the graphic arts department which is located nearby which also contributes to a very noisy work environment for some employees in this class.

SD/zg:10/21/11

Board approved: _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: NEW CLASSIFIED JOB DESCRIPTION –
RESEARCH ANALYST
REQUESTED ACTION: INFORMATION/ACTION

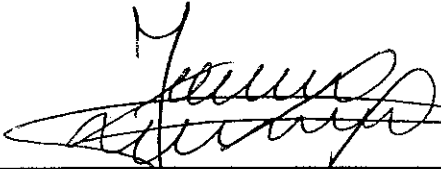
SUMMARY:

The attached job description has been created with input and concurrence from the Classified School Employees Association, Chapter #211 to correctly reflect the duties of the position and to replace the Research & Planning Technician position. The proposed salary placement is Range 15.

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
October 21, 2011
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT


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

October 21, 2011
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Research Analyst

BASIC FUNCTION: Under the direction of the Director of Research and Planning, the Research Analyst supports research, planning, and information reporting activities, develops methodologies for research projects, designs primary research tools to gather relevant data, analyzes results, produces reports and provides recommendations based on findings. The Research Analyst develops relationships and networks within the Office, the College, government, and relevant agencies. This position also provides support for work related to the College's government reporting requirements.

DISTINGUISHING CHARACTERISTICS: An employee assigned to this class reports directly to the Director of Research and Planning.

REPRESENTATIVE DUTIES:

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

Prepare reports on trends and analysis including fiscal, student, demographic and other requested data.

Generate, validate, and submit reports mandated by the State or Federal governments (e.g., MIS, IPEDS, ARCC).

Provide technical support to faculty, administrators and staff regarding research design, survey development, faculty evaluations, and test validation.

Design and maintain database files using Access, Excel, Oracle or other similar products.

Assist users in input/extraction procedures in the integrated database environment (Banner) and provide user training on new processes.

Develop spreadsheets, data tables, graphs, and presentations using appropriate computer software (e.g., Word, Excel, Access, PowerPoint, Tableau, Crystal Reports, SPSS) according to the Director's specifications.

Design, develop, and implement data collection instruments, such as surveys questionnaires, and focus groups.

Prepare the initial analysis of research results and draft reports of findings for the Director's review and approval.

Attend meetings, as directed, and take notes, if needed.

Select, train, and direct student employees and temporary staff assigned to the Research and Planning Office.

Calculate descriptive and inferential statistics on collected data using statistical software (e.g. SPSS).

Perform a variety of general office assignments, including but not limited to: preparing letters, memoranda, and reports both independently and from oral and written instructions; maintaining office calendar; initiating purchase requisitions, obtaining vendor quotations for specific items; maintaining purchase order file and ensuring accuracy of payments and account balances; and making copies.

Secondary Functions:

Perform additional 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: Baccalaureate degree in a specialization involving social science, higher education, social or educational research, psychology, statistics, mathematics, economics, business, computing or a related field and at least two years of research experience that demonstrates the ability to conduct complex analyses or Associate degree in the degrees noted above and four years of research experience that demonstrates the ability to conduct complex analyses.

LANGUAGE SKILLS:

Ability to read, analyze, interpret, apply and explain statistical reports, policies and procedures.

Ability to write information for reports or publications that conform to prescribed style and format.

Ability to communicate effectively in both oral and written forms.

Ability to effectively present information orally to individuals and small groups and to respond to common inquiries.

MATHEMATICAL SKILLS:

Ability to select appropriate statistical measures.

Ability to use and interpret appropriate inferential statistics used in the analysis and reporting of research data.

REASONING ABILITY:

Ability to plan, organize, conduct and participate in analytical studies.

Ability to read, analyze and interpret policy and statistical reports.

Ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule formats.

Ability to interpret an extensive variety of technical instructions containing mathematical or diagrammatic forms.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATION:

None.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

Basic financial record-keeping practices and procedures.

Statistical procedures related to sampling, correlation analysis, regression analysis, and longitudinal analysis.

Methods for designing survey instruments.

Microsoft Windows operating system and Microsoft Office, including Word, Outlook, PowerPoint, Access, and Excel.

Develop multi-column and multi-level statistical tables.

Format and manipulate text and spreadsheet data to develop accurate reports and data graphics.

Perform database queries of varying difficulty using data-extraction programs (e.g., Access, Discoverer, Crystal Reports, Oracle).

Transfer data files between different formats.

Maintain departmental records.

Analyze situations accurately and make responsible decisions without direct supervision.

Gather information for the preparation of reports.

Perform complex, technical, and clerical tasks which require focused attention on minute details for long periods of time.

Work on multiple tasks and meet deadlines in a fast-paced environment.

Establish and maintain cooperative working relationships with those contacted in the performance of required duties.

Coordinate multiple projects and deadlines.

Develop and edit correspondence and reports.

Demonstrate sensitivity to, and ability to work with, diverse racial, ethnic, gender, disabled, and cultural populations.

Maintain confidentiality of information and records.

- Perform assigned work with speed and accuracy.
- Observe health and safety rules and regulations.
- Meet schedules and timelines.
- Plan and organize time and work effectively.
- Work independently with minimum supervision.
- Work effectively with frequent interruptions.

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. Employees in this classification must regularly lift, carry and/or move object 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 the Office of Research and Planning. Incumbents in this position may sit for extended periods of time using a personal computer. 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. While performing the duties of this classification, the employee is occasionally exposed to outdoor weather conditions. The work environment is moderately noisy.

SD/PC/zg:10-21-11

Board approved: _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: CLASSIFIED MANAGEMENT JOB DESCRIPTION –
CUSTODIAL SUPERVISOR

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY:

The attached job description was created to assist the Director of Facilities in providing supervision of the custodial staff. This position is included in the Administrative Leadership Group and the proposed salary placement is Range 33.

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

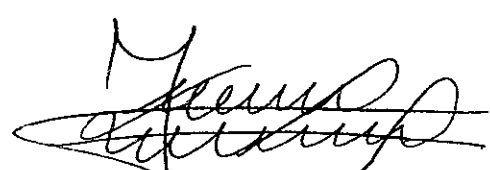
TELEPHONE NUMBER

Administration

ORGANIZATION

October 21, 2011

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

October 21, 2011

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATIONS**

CLASS TITLE: CUSTODIAL SUPERVISOR (Classified Supervisor)

BASIC FUNCTION: Under direction of the Director of Facilities, assist the Director in planning, organizing and coordinating custodial activities; supervise and evaluate the performance of assigned custodial staff.

REPRESENTATIVE DUTIES:

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

Assist the Director in coordinating, organizing and overseeing activities related to the custodial care of District buildings, facilities and grounds.

Develop and implement schedules to assure work is conducted in a timely and efficient manner; develop and assign work schedules and establish priorities.

Test and purchase custodial materials, supplies and equipment; prepare technical bid specifications as needed.

Assure compliance with governmental regulations, codes, restrictions and reporting requirements concerning hazardous materials management, environmental health services and the maintenance of custodial equipment and systems.

Supervise and evaluate the performance of custodial staff in accordance with District guidelines and the collective bargaining agreement; assign and review the quality and quantity of work performed.

Participate in interviewing and selecting new employees; recommend disciplinary action, promotion, reassignment or termination of staff as appropriate.

Visit work sites to inspect work completed or in progress and to evaluate custodial needs.

Prepare estimates of labor and materials for custodial projects.

Prepare and maintain records and reports regarding work performed, progress reports, personnel, and supplies and equipment usage.

Assist in budget preparation as needed.

Coordinate and inspect work performed by outside contractors as needed.

Perform related duties as assigned.

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

EDUCATION AND EXPERIENCE: Graduation from high school and four years of custodial experience, preferably in an educational institution. Lead or supervisory experience is desirable.

OTHER SKILLS AND ABILITIES:

KNOWLEDGE OF:

Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students.

Methods, practices, equipment and supplies related to custodial work.

Standard practices and procedures of the custodial services trade.

Laws, rules, regulations and reporting requirements related to custodial work.

Record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Applicable sections of State Education Code and other applicable laws.

Principles and practices of administration, supervision and training.

Health and safety regulations.

ABILITY TO:

Assist in organizing, coordinating and supervising activities and personnel involved in custodial work.

Establish and maintain cooperative and effective working relationships with others.

Assist in the development of bid specifications and prepare estimates of costs.

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

Assist in the preparation of reports, records and the budget.

Prepare and implement work schedules and priorities.

Train, supervise and evaluate personnel.

Apply and enforce disciplinary procedures and recommend disciplinary action.

Visit work sites and inspect work in progress.

Plan and organize work.

Communicate effectively both orally and in writing.

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

DVF/CA/zg:10/12/11

Board approved: _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD HOW DO WE RATE CHECKLIST
SUMMARY

REQUESTED ACTION: INFORMATION

SUMMARY:

In order for the Governing Board to focus on the institution's major issues and questions of policy, the Board of Trustees is encouraged to delegate full responsibility and authority to the President to implement and administer Board policies and the operation of the College. The institutional leaders should likewise foster empowerment, innovation, and institutional excellence through dialogue that builds trust and increases focus on student learning and assessment of learning outcomes, institutional effectiveness, and integrity.

The Accreditation Leadership Subcommittee will present for information the results of third quarter "How Do We Rate Checklist" summary for July, August, and September 2011. This checklist is used as a tool in evaluating the progress of the Solano Community College District Governing Board in identifying the institution's resolution of the Accreditation Team recommendations.

Government Code: Board Policy: 1016 Estimated Fiscal Impact: \$ N/A
BOT GOAL 2011-2012 - Support Board Development
ACCJC Recommendation #8

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

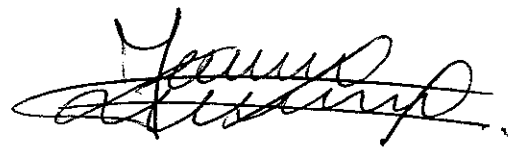
707 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

October 21, 2011

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

October 21, 2011

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

Solano Community College District Governing Board
Board's Leadership: How Do We Rate Checklist

Name (Optional) SEVEN ELECTED PARTICIPANTS Date November 2, 2011

Please check the applicable boxes in Sections A and B.

Section A: Rated by: Trustee CEO

Section B: Quarter/Date Rated

(October/November/December) _____ (April/May/June) _____
 (January/February/March) _____ (July/August/September) November 2, 2011

INSTRUCTIONS:

Use this checklist to check your perception of the Board's leadership this quarter. Be as objective as you can. You will receive this checklist in your Board packet each quarter. Please complete and submit it to the Board Secretary at the appropriate Board meeting. **NOTE:** "We" refers to 100% of the Board, e.g., 7 out of 7. If you are aware of one or more Board member/s not in compliance with their duties and/or responsibilities as a Board member, per the question asked, circle "No" as your answer.

Section C: Circle your answer to each area question in the columns to the right.

AREAS	QUESTIONS	ANSWERS	
1.	Have we created an environment in which the CEO has the power to lead the College?	Yes 7	No 0
2.	Have we delegated authority to the CEO to lead and administer?	Yes 7	No 0
3.	Are we keeping the CEO informed, adhering to the rule of "no surprises"?	Yes 7	No 0
4.	Are we honoring the CEO as the point of contact for the institution?	Yes 7	No 0
5.	Do we fully consider information and recommendations offered by the CEO?	Yes 7	No 0
6.	Are we supporting professional development for the CEO?	Yes 7	No 0
7.	Are we adhering to the standards of Board ethics?	Yes 7	No 0
8.	Are we ensuring that the CEO has the resources needed to do the job?	Yes 7	No 0
9.	Do we respect and support the CEO?	Yes 7	No 0
10.	Does the CEO always ask the Board to make major decisions with advance preparation?	Yes 7	No 0
11.	Do we alert the CEO and Board President about our concerns prior to going public with them?	Yes 7	No 0
12.	Do all Board members receive the same communications from the CEO?	Yes 7	No 0
13.	Do we make it a practice to share information and questions with other Board members and the CEO?	Yes 7	No 0

14.	Do we keep the CEO informed about our contacts in the community, discussions with legislators and other policymakers, calls from citizens or College staff, and any visits to the College as related to College business?	Yes 7	No 0
15.	Do we help the CEO in being effective by not making unnecessary demands on him or her?	Yes 7	No 0
16.	Do we provide guidance, support, dialogue, information, and feedback to our CEO?	Yes 7	No 0
17.	Do we rely on our CEO for leadership and have confidence in his or her recommendations?	Yes 7	No 0
18.	Is our time spent in governing, not managing, the institution?	Yes 7	No 0
19.	Is the Board sensitive to the concerns of students and employees while maintaining impartiality and support for the CEO?	Yes 7	No 0
20.	Do we honor the professionalism of College staff by allowing them to perform their duties?	Yes 7	No 0
21.	As trustees, do we monitor ourselves carefully to ensure that offering opinions to the CEO and staff is not construed as directions?	Yes 7	No 0
22.	When issues arise, do we question whether the decision or action we are about to take reinforce our policy role, or is it an administrative decision?	Yes 7	No 0
23.	Do the Board President and the CEO emphasize that individual Trustees' opinions are simply opinions and that the only legitimate direction to the CEO comes from the Board as a whole?	Yes 7	No 0
24.	Do we have a clear understanding as a Board of what responsibilities have been delegated to the CEO?	Yes 7	No 0
25.	Do we recognize that the Board (not a single Trustee) has the legal right to give direction to only one employee, the CEO?	Yes 7	No 0
26.	Have we done anything as a Board this quarter to foster trust? If your answer is "Yes", write on the flipside of this page what we did this quarter as a Board to foster trust.	Yes 7	No 0
27.	Do we acknowledge that the CEO directs the staff, not the Board?	Yes 7	No 0
28.	Are we willing to invest the time in planning meetings to ensure success? [generate items; develop criteria; apply criteria]	Yes 7	No 0
29.	Do we model the behaviors that the Board values? [consensus building? starting/finishing on time? moving the agenda forward?]	Yes 7	No 0
30.	Do the CEO, Board President and other Trustees have a cooperative relationship?	Yes 7	No 0
31.	Are we willing to invest the time to create an identity for our Board and a sense of teamwork?	Yes 7	No 0
32.	Does the Board work effectively to move deliberations and operations to the level of setting policy, goals, priorities, processes and frameworks, and monitor implementation?	Yes 7	No 0
33.	Do we provide fair, consistent, and constructive feedback to the CEO?	Yes 7	No 0

Section D: Please compute your score below.

A. Count "3" points for each "Yes" answer and "0" for each "No"
 Number of "Yes" answers 33 x 3 points = 99

TOTAL SCORE _____

7 = **Effective: 90 or above**

B. **Summary**

- i. What score did you give the Board? 99
- ii. What are our strong points this quarter? (List areas by the applicable number(s) in the first column):

One Participant Commented: Numbers 7 and 17

One Participant Commented: Numbers 3, 11, 19, and 30

One Participant Commented: Number 18, Attention to our role as policy makers.

One Participant Commented: Number 26, We adhered to the Board Code of Ethics.

- iii. Where do we need to improve? (List areas by the applicable number(s) in the first column.)

C. **Grade** your perception of the Board's Leadership this quarter with this scale. **Check your grade.**

7 **Effective:** 90 or above

 Average: 66 – 75

 Good: 78 – 87

 Below Average: Under 66

- D. Has our Board been an effective leader this quarter? Yes If not, what will it take to become one next quarter? (Write your response on the flipside of pages 1 and/or 2 of this document.)

Seven Participants Commented: Yes