

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

TO: Members of the Governing Board

**SUBJECT: ANNUAL ORGANIZATIONAL MEETING OF THE
GOVERNING BOARD**

REQUESTED ACTION: APPROVAL

SUMMARY:

In accordance with Educational Code Section 72000(c)(2)(A), the Governing Board of the Solano Community College District designated the Board meeting of December 21, 2011, as the annual organizational meeting of the Governing Board. This involves the tasks listed below:

1. Elect a President, Vice President, and appoint a Secretary for 2011-2012.
2. Establish the dates, times, and locations of the Governing Board meetings (attached).
3. Select a representative to the Solano County School Boards Association.

Government Code: EC 72000 Board Policy: 1015 and 1026 Estimated Fiscal Impact: \$ N/A

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL **DISAPPROVAL**
 NOT REQUIRED **TABLE**

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

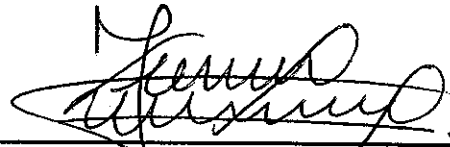
ADDRESS

707 864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

December 9, 2011
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

December 9, 2011
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE
GOVERNING BOARD PROCEDURES**

REGULAR MEETINGS

Policy 1025

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD
CALENDAR OF BOARD MEETINGS FOR 2012**

The Governing Board meets the first and third Wednesday of each month at 7:00 p.m., in the Board Room (626), of the *Administration Building. The specific calendar of meeting dates is listed below. All meetings, with the exception of Closed Sessions, are open to the public. Minutes of previous meetings and current agendas are available from the Superintendent/President's Office and on the Solano College Web site: www.solano.edu.

January 18, 2012
February 1, 2012
February 15, 2012 (Vacaville)
March 7, 2012
March 21, 2012 (Vallejo)
April 4, 2012
April 18, 2012 (Board Retreat)
May 2, 2012
May 16, 2012
June 6, 2012
June 20, 2012
July 18, 2012
August 1, 2012
August 15, 2012
September 5, 2012
September 19, 2012 (Vacaville)
October 3, 2012
October 17, 2012 (Vallejo)
November 7, 2012
November 21, 2012 (Cancelled due to Thanksgiving Holiday Week)
December 5, 2012
December 19, 2012

*Building 600 will experience a remodel/renovation beginning in June; therefore, Board Meeting locations are subject to change from June – December 2012, or until the remodel/renovation has been completed.

JCL:js

BD MTG CAL.2012

Reviewed by Governing Board for Information: 12/07/11

Approval December 21, 2011

**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> |
|-------------------|--|------------------|
| Eduardo Del Pilar | Lead Custodian Operating Engineers/Stationary Engineers, Local 39, 12 months | 12/22/11 |

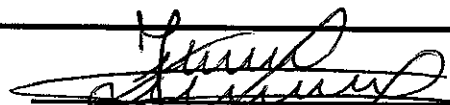
Temporary Assignment

| | | |
|---------------|--|----------------|
| Daniel Ulrich | Auto Body Instructor Spring Semester Only | 1/12 – 5/23/12 |
|---------------|--|----------------|

Change in Assignment

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> |
|-----------------|--|---------------------|
| To be announced | From 100% Instructor to To 60% Instructor/40% Distance Education Coordinator | 12/22/11 – 12/21/14 |
| Karen McCord | From 60% Instructor/40 % Ethnic Studies Coordinator To 30% Instructor/40% Ethnic Studies Coordinator and /30% UMOJA Program Scholars Coordinator | 1/18/12 – 5/22/12 |

Charo Albarran
 Human Resources Manager


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

December 9, 2011
 Date Submitted

December 9, 2011
 Date Approved

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR
Governing Board Meeting
December 21, 2011
Page 2

Short-term/Temporary/Substitute

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> | <u>Amount</u> |
|--------------------|---|-------------------------|----------------------|
| To be announced | Distance Education Coordinator (Additional hours 10 hours week) | 12/22/11 – 1/11/12 | To be determined |
| Bardia Keyoumars | Webmaster (project) | 12/12/11 – 1/31/12 | \$ 23.69 hour |
| Eugene Buban | Webmaster (project) | 12/22/11 – 6/30/12 | \$ 23.69 hour |
| Corrida Carr | Production Assistant, Theater | 12/22/11 – 6/30/12 | \$ 9.60 hour |
| Lily Espinoza | Dean, School of Human Performance & Development | 12/12 – 12/16/11 | \$ 48.86 hour |
| Melinda Grefaldia | Substitute, Accounting Specialist II, Accounts Payable (as needed) | 11/7/11 – 6/30/12 | \$ 16.82 hour |
| Leigh Anne Jones | Reading/Writing Lab Tech (Extra hours as needed) | 1/3 – 6/30/12 | \$ 23.93 hour |
| Lourdes Rivera | Substitute Custodian | 12/8 – 6/30/12 | \$ 13.26 hour |

Professional Experts

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> | <u>Amount</u> |
|--------------------|--------------------------|-------------------------|----------------------|
| Francis Kayali | Music Accompanist | 11/18 – 12/31 | \$ 165.00 total |
| Rick Lagrutta | Model, Art 4/5 | 11/30/11 | \$ 80.00 total |
| | Model, Art 4/5 | 12/7/11 | \$ 80.00 total |

Foster & Kinship Care Education

| | | | |
|--------------------------|--|----------------|-----------------|
| Greg Begin | Present, Teen Issues: Guiding Your Teen Safe | 1/10/12 | \$ 250.00 total |
| Sherry Currie-Proctor | Co-present, PRIDE pre-service for Foster & Adoptive Parents | 1/19 – 1/26/12 | \$ 360.00 total |
| | | 2/2 – 2/23/12 | \$ 720.00 total |
| Deborah Davis | Present, Special Needs Infants and Toddlers | 1/6/12 | \$ 250.00 total |
| | | 2/3/12 | \$ 250.00 total |

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR**Governing Board Meeting****December 21, 2011****Page 3****Professional Experts** (Continued)

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> | <u>Amount</u> |
|------------------|--|------------------------------------|--|
| Jacqueline Jones | Co-present: Family Night: Self Esteem; Activities for Busy Kids, Homework Made Fun, and Raising a Thinking Child | 1/17 – 1/20/12 2/7/12 – 2/21/12 | \$ 360.00 total \$ 540.00 total |
| MaryAnn Turley | Co-present, Kinship Support & Information; PRIDE pre-service for Foster & Adoptive Parents | 1/4 – 1/26/12 2/1 – 2/29/12 | \$ 720.00 total \$ 1,440.00 total |
| Noel Vargas | Co-present, PRIDE pre-service for Foster & Adoptive Parents | 1/19 – 1/26/12 2/2 – 2/23/12 | \$ 360.00 total \$ 720.00 total |
| Tyffany Wanberg | Co-present, Kinship Support & Information and Family Night: Self Esteem and Present, Foster Parent College: Stealing Co-present, Kinship Support & Information and Family Night: Activities for busy Kinds and Present, Foster Parent College-Self-Harm | 1/4/12 – 1/25/12 2/1 – 2/29/12 | \$ 1,080.00 total \$ 1,260.00 total |

Firefighter I Cadets and Wildland Fire Academy Cadets

| | | | |
|-------------------|-------------------------------|------------------|---------------|
| Alexander Apaka | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Stewart Balderama | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Jason Barker | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Anthony Beck | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Chris Bishop | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Jimmie Boston | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Steve Bowman | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Joel Brick | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Doug Bridewell | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Shawn Byrd | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Eugene Dick | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Eugene Dillon | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Frank Drayton | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| James Francesci | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Gary Gantt | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Zachary Glankler | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Houston Grimm | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR
Governing Board Meeting
December 21, 2011
Page 4

Professional Experts (Continued)

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> | <u>Amount</u> |
|--|-------------------------------|------------------|---------------|
| <i>Firefighter I Cadets and Wildland Fire Academy Cadets</i> (Continued) | | | |
| Susan Hassett | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Michael Humphrey | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Jarron Infante | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Brian Jewell | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| John Jurado | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Ron Karlen | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Drew Kostal | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Matthew Lage | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Kyle Lunsted | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Richard MacKenzie | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Gary Mahlberg | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Paige Meyer | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Les Miller | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Gordon Moncibais | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Brian Moore | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| John Muraoka | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Gregory Renucci | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Donald Richert | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Gary Robinson | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Dean Sarley | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Joshua Smotherman | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Jack Snyder | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Terry Stewart | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Joseph Thurin | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Michael Torkelson | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| David Urrutia | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Timothy Winfield | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |
| Michael Zichichi | Journey Level Fire Instructor | 1/4/12 – 6/30/12 | \$ 25.00 hour |

GRATUITOUS SERVICE

| <u>School/Department</u> | <u>Name</u> | <u>Assignment</u> |
|--------------------------|-------------------|----------------------|
| Sciences | Alexander Fuentes | Assist in laboratory |

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR

Governing Board Meeting

December 21, 2011

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APPROVAL OF RECLASSIFICATIONS, CSEA, CHAPTER #211

| <u>Current Position</u> | <u>Proposed Position</u> | <u>Employee(s) Name</u> | <u>Effective</u> |
|--|---|--|-------------------------|
| 1. Records Evaluation Technician | Admissions & Records Analyst | Gale Anderson, Step 6 Patricia Young, Step 4 | 7/1/11 |
| 2. Student Services Assistant III Range 12 | Admissions & Records Analyst Range 15 | Laurie Cheatham, Step 6 April Takahashi, Step 4 | 7/1/11 |
| 3. Student Services Assistant II Range 11 | Admissions & Records Analyst Range 15 | Julie Ennis, Step 5 | 7/1/11 |

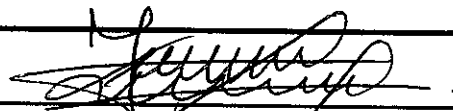
**SOLANO COMMUNITY COLLEGE DISTRICT
 GOVERNING BOARD AGENDA ITEM**

TO: Members of the Governing Board
SUBJECT: CONSENT CALENDAR – FINANCE & ADMINISTRATION
REQUESTED ACTION: APPROVAL

PERSONAL SERVICES AGREEMENTS

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> | <u>Amount</u> |
|--|--|------------------|---|
| Small Business Development Center (SBDC) <u>Charles Eason, Responsible Manager</u> | | | |
| Wilbert Cason | Entrepreneurial training and counseling Collaborative Funding | 1/1 – 6/30/12 | \$ 50.00 hour Not to exceed \$ 2,000.00 total |
| | Entrepreneurial training and advising for SBDC, Funding through BEC/YEP Contract | 1/1 – 6/30/12 | \$ 50.00 hour Not to exceed \$ 2,000.00 total |
| Martha Christopher | Advising & training for SBDC, Funding through SBA Jobs Bill | 1/1 – 6/30/12 | \$ 40.00 hour Not to exceed \$ 2,080.00 total |
| Carolynne Gamble | Advising & training for SBDC, Funding through SBA Jobs Bill | 1/1 – 6/30/12 | \$ 40.00 hour Not to exceed \$ 3,120.00 total |
| E. Floyd Hicks | Advising & training for SBDC, Funding through SBA Jobs Bill | 1/1 – 6/30/12 | \$ 40.00 hour Not to exceed \$ 4,160.00 total |

Yulian Ligioso
 Vice-President of Finance & Administration


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

December 9, 2011
 Date Submitted

December 9, 2011
 Date Approved

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR

Finance and Administration

Governing Board Meeting

December 21, 2011

Page 2

Personal Services Agreements (Continued)

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> | <u>Amount</u> |
|--|--|------------------|---|
| Small Business Development Center (SBDC) | | | |
| <u>Charles Eason, Responsible Manager</u> | | | |
| Jerry Ann Jinnett | Advising & training for SBDC, Funding through SBA Jobs Bill | 1/1 – 6/30/12 | \$ 40.00 hour Not to exceed \$ 5,200.00 total |
| Teri Johnson | Advising & training for SBDC, Funding through SBA Jobs Bill | 1/1 – 6/30/12 | \$ 40.00 hour Not to exceed \$ 4,160.00 total |
| Mark Lillis | Entrepreneurial training and advising for SBDC, Funding through BEC/YEP Contract | 1/1 – 6/30/12 | \$ 50.00 hour Not to exceed \$ 2,000.00 total |
| | Entrepreneurial training and advising for Collaborative Funding | 1/1 – 6/30/12 | \$ 50.00 hour Not to exceed \$ 2,000.00 total |
| Jay Lloyd | Advising & training for SBDC, Funding through SBA Jobs Bill | 1/1 – 6/30/12 | \$ 40.00 hour Not to exceed \$ 2,080.00 total |
| Anni Minuzzo | Advising & training for SBDC, Funding through SBA Jobs Bill | 1/1 – 6/30/12 | \$ 40.00 hour Not to exceed \$ 2,080.00 total |
| Tina Montez | Advising & training for SBDC, Funding through SBA Jobs Bill | 1/1 – 6/30/12 | \$ 40.00 hour Not to exceed \$ 3,120.00 total |
| Jill Oyoung | Advising & training for SBDC, Funding through SBA Jobs Bill | 1/1 – 6/30/12 | \$ 40.00 hour Not to exceed \$ 2,080.00 total |
| Birgit Rickert | Present small business workshops for SBDC, Funding through SBDC Program Income | 1/1 – 6/30/12 | \$ 40.00 hour Not to exceed \$ 960.00 total |
| Randall Shores | Advising & training for SBDC, Funding through SBA Jobs Bill | 1/1 – 6/30/12 | \$ 40.00 hour Not to exceed \$ 4,160.00 total |

SOLANO COMMUNITY COLLEGE CONSENT CALENDAR

Finance and Administration

Governing Board Meeting

December 21, 2011

Page 3

Personal Services Agreements (Continued)

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> | <u>Amount</u> |
|--|---|------------------|---|
| Small Business Development Center (SBDC) | | | |
| <u>Charles Eason, Responsible Manager</u> | | | |
| Sandy Stelter | Advising & training for SBDC, Funding through SBA Jobs Bill | 1/1 – 6/30/12 | \$ 40.00 hour Not to exceed \$ 6,240.00 total |
| | NXLevel, instruction, & advising For SBDC, Funding through Program Income | 1/1 – 6/30/12 | \$ 40.00 hour Not to exceed \$ 4,000.00 total |
| Roger Studebaker | Advising & training for SBDC, Funding through SBA Jobs Bill | 1/1 – 6/30/12 | \$ 40.00 hour Not to exceed \$ 1,040.00 total |
| Albert Sullivan | Advising & training for SBDC, Funding through SBA Jobs Bill | 1/1 – 6/30/12 | \$ 40.00 hour Not to exceed \$ 2,080.00 total |
| | Advising & training for SBDC, Funding through SBA Jobs Bill | 1/1 – 6/30/12 | \$ 40.00 hour Not to exceed \$ 2,080.00 total |
| Diana Thomas | Advising & training for SBDC, Funding through SBDC Program Income | 1/1 – 6/30/12 | \$ 40.00 per hour Not to exceed \$ 2,080.00 total |
| Greg Weinerth | Advising & training for SBDC, Funding through SBA Jobs Bill | 1/1 – 6/30/12 | \$ 40.00 hour Not to exceed \$ 2,080.00 total |

Student Development

Mostafa Ghous, Responsible Manager

| | | | |
|---------|---|--------------|-----------------|
| Lee Woo | Present, Sex Education Seminars Five seminars at Fairfield and Vallejo | 2/8 – 4/5/12 | \$ 750.00 total |
|---------|---|--------------|-----------------|

Workforce & Economic Development

Deborah Mann, Responsible Manager

| | | | |
|--------------|--|-------------------|-------------------|
| Sharon Beals | Contract addendum to provide photography for websites | 9/21/11 – 1/31/12 | \$ 2,500.00 total |
|--------------|--|-------------------|-------------------|

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: PROFESSIONAL SERVICES CONTRACT
REQUESTED ACTION: APPROVAL

SUMMARY:

On January 14, 2011, the California Employment Development-Workforce Investment Division (EDD-WID) announced an Alternative and Renewable Fuels Vehicle Technology Program (ARFVTP) award of \$500,000 to Solano Community College (SCC). On August 10, 2011, SCC received the EDD-WID Subgrant Agreement. The Board accepted the funds on August 17, 2011.

The funding for ARFVTP was authorized by the California Energy Commission (AB118) in response to the increased number hybrid and alternative fuel vehicles requiring skilled technicians to safely diagnose and repair the new vehicles.

Mr. Joseph P. Gumina has been selected to provide classroom and lab instruction for several workshops through June 30, 2012. There are 16 workshops scheduled in the ARFVTP Grant; the remaining nine will occur between July and December 2012. Mr. Gumina has 30 years in the automotive industry, including 14 years in Automotive Maintenance instruction, and is currently an adjunct instructor at City College of San Francisco in their Alternative Fuels/Hybrid program.

The SCC ARFVTP is the only community college program of its kind in the Bay Area and Sacramento metropolitan areas; therefore, students from the entire region will have an opportunity to participate in the customized training. The class and lab/hands-on instruction will be held at Will C. Wood High School Auto Shop, which has a state-of-the-art facility.

Government Code *Board Policy* *Estimated Fiscal Impact: \$43,100.00*

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Maire Morinec, Dean
School of Career Technical Education and Business

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-4486

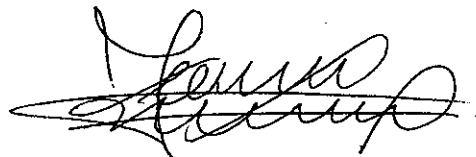
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

December 9, 2011

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

December 9, 2011

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

Contractor Name: Joseph P. Gumina

Address 1004 El Capitan Drive, Danville, CA 94526
Street City State Zip

Telephone: 925-286-3132 Email: jgumina@ccsf.edu
Website: N/A

Name of Business: none

Business License Number: N/A FIN No. or SSN: 566-04-5692

Check One: Sole Proprietorship Partnership Corporation

Specific Services to be Provided

Whereas the Solano Community College District, hereafter referred to as "SCCD", received Employment Development Department/Workforce Investment Division (EDD/WID) funds to operate the Alternative and Renewable Fuels and Vehicle Technologies Program, hereafter referred to as "ARFVTP", Phase II;

Whereas Joseph P. Gumina hereafter referred to as CONTRACTOR, is the ARFVTP Instructor, per an agreement December 1, 2011;

Whereas Joseph P. Gumina is an experienced professional in the field of alternative and renewable fuels technology, and is an experienced automotive technology college instructor;

And, whereas CONTRACTOR will conduct project deliverables identified below in a timely manner.

DELIVERABLES

COST

- | | |
|---|---|
| 1. Provide 32 hours of direct hybrid and alternative/renewable fuel vehicle maintenance, safety and diagnostic instruction, per workshop session, from the approved California Energy Commission (CEC) curriculum, to eligible and enrolled students at the designated location(s). | 7 workshops X 40 hours @ \$150/hr \$ 42,000.00 |
|---|---|

Instruction may include:

- **Level I:** Essential starting instruction on high-voltage vehicles, safety, power trains, details on the operation of selected systems such as cooling, motor-generator and hybrid transaxle, and an introduction to common diagnostics;
- **Level II:** Advanced diagnostics and repair instruction for systems high voltage battery pack, inverter and communications systems.
- **Customized instruction**, per the needs of the students and/or employer.

- | | |
|---|--|
| 2. Instruction to be provided to 20 students per workshop, for a planned enrollment of 320 students. Students are recruited by the Program Manager. | No cost allocated to this Deliverable. |
|---|--|

| <u>DELIVERABLES</u> | <u>COST</u> |
|---|--|
| 3. Textbooks, dedicated laptop computer, designated software, appropriate tools and safety items will be provided by SCCD. | No cost allocated to this Deliverable. |
| 4. Ancillary Instructional Supplies required for safety and proper instruction. Must be pre-approved and will not exceed \$2,500. | \$ 1,100.00 |
| TOTAL | <u>\$43,100.00</u> |

Term: The term of this Agreement is from December 22, 2011 to June 30, 2012.

Payments: In consideration of the services provided above, the District shall pay to the Contractor a sum of money not to exceed \$43,100 .00 during the term of this agreement. Payment of this amount is contingent upon the Contractor submitting an invoice to the District Fiscal Services Office and upon receipt of verification of services satisfactorily rendered (receiver) by the appropriate District administrator. Payment is to be made net 30, upon process of approved invoice.

Payment terms: to be invoiced upon completion of assignment or at intervals agreed upon by the Contractor and the District.

Use of Funds:

- A. It is understood that CONTRACTOR shall use and expend grant funds for the administration and implementation of the specific grant programs.
- B. Such use and expenditure shall be pursuant to, and in accordance with, all applicable federal and state laws and regulations.
- C. In no event shall the costs of administering the programs exceed the maximum allowable administrative costs as approved by the federal or state funds grantor.

Insurance:

- A. Without limiting CONTRACTOR'S obligation to indemnify SCCD, CONTRACTOR shall maintain the following insurance during the term of this Agreement:
 1. Comprehensive general liability insurance for all activities of CONTRACTOR and its subcontractors arising out of or in connection with this Agreement, written on a Comprehensive General Liability form including, but not limited to, premises and operations, independent contractor, products and completed operations, contractual liability and personal injury, in an amount no less than one million dollars (\$1,000,000) combined single limit for each occurrence and in the aggregate.
 2. Automobile liability insurance covering bodily injury and property damage for all activities of CONTRACTOR arising out of or in connection with this Agreement, including coverage for hired and non-owned vehicles, in an amount no less than five hundred thousand dollars (\$500,000) combined single limit for each occurrence.
 3. As required by the Labor Code of the State of California, Worker's Compensation insurance, for CONTRACTOR and employees of CONTRACTOR. All Worker's Compensation policies shall be endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior notice to Solano SCCD in writing."
 4. CONTRACTOR shall require all subcontractors providing services under this Agreement to provide Workers' Compensation insurance for all subcontractor's employees.
- B. Each required insurance policy shall be endorsed with the following specific language:
 1. SCCD, its officers, agents and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.
 2. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies have been issued to each insured.
 3. The insurance provided herein is primary and no insurance held or owned by the SCCD shall be called upon to contribute to a loss.

4. The coverage provided by this policy shall not be reduced or canceled without thirty (30) days written notice to the SCCD.
- C. Certificates of insurance shall be provided to the SCCD's Representative within five (5) days of the execution of this Agreement.

Workers' Compensation: CONTRACTOR agrees to maintain and furnish District with proof of Workers' Compensation coverage pursuant to California Labor Code 3201 et seq. **If CONTRACTOR does not have workers' compensation insurance, CONTRACTOR must execute the following certification:**

I certify that in the performance of this contract I shall not employ any person in any manner so as to become subject to the workers' compensation law of California:

Signature

Date

Indemnification:

- A. SCCD agrees to indemnify and hold harmless CONTRACTOR and CONTRACTOR's employees or agents from and against any damages including costs and attorney's fees arising out of negligent or intentional acts or omissions of SCCD, its employees or agents.
- B. CONTRACTOR agrees to indemnify and hold harmless SCCD, its employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of negligent or intention acts or omissions of CONTRACTOR, its employees or agents.
- C. Each party shall be liable for the acts, deeds or omissions of its own employees, officers, agents or contractors as required under the terms of this Agreement.

Conflict of Interest:

- A. CONTRACTOR warrants that it or its employees or their immediate families or Board of Directors or officers have no interest, and shall not acquire any interest, direct or indirect, which conflicts with the performance of any duties or obligations. CONTRACTOR shall neither employ, retain nor utilize any such person in any capacity whatsoever.
- B. CONTRACTOR has an affirmative duty to disclose to SCCD in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

Inspection: Authorized representatives of SCCD, the state and/or the federal government may inspect and/or audit CONTRACTOR's performance, place of business and/or records.

Nondiscrimination:

- A. In the performance of its duties and obligations, 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 or sexual orientation.
- B. Further, in compliance with applicable federal, state and local laws, rules and regulations, 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.

Assignment: Neither party to this Agreement shall assign, transfer, delegate or sublet this Agreement or any interest therein without the prior written consent of the other party. Any such assignment, transfer, delegation or subletting without prior written consent shall be void.

Termination: SCCD shall have the right in its sole discretion to terminate this contract without cause by giving __ days written notice to the CONTRACTOR.

Contractor Acknowledges and Agrees: The CONTRACTOR is not an employee of Solano Community College District. The CONTRACTOR in signing this contract acknowledges the District will report payment for services rendered to the California State Franchise Tax Board and the Internal Revenue Service as required by law. The CONTRACTOR agrees to indemnify and hold harmless the District, its officers, agents and employees from any and all persons, firms or corporations for damage, injury or death arising from or connected with the Contractor's performance of this contract. The

CONTRACTOR shall be solely responsible for his/her expenses incurred in connection with the performance of this contract. It is understood that the CONTRACTOR shall not have any claim under this contract against the District for social security benefits, disability benefits, workers' compensation insurance benefits, unemployment insurance benefits, vacation pay, sick leave, overtime pay or any other employee benefits of any kind.

ENTIRE AGREEMENT:

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

Signature below by CONTRACTOR indicates that all parts of this contract have been read, understood and accepted.

Signature Date

Responsible Manager Signature Date

Signature of Vice President, Finance and Administration

Date _____

Signature of Appropriate Vice President

Processed by HR: _____ Date _____

HR8/5/03

(To Gov. Board: _____)

Independent Contractor Determination

Under federal and California law, if the District has a right of "control" over a service provider as to the work done and the manner or means of accomplishing the work, an employer/employee relationship exists, even if the right is not exercised. Strong evidence of "control" that could establish employee status if the District's right to discharge the service provider at will and without cause. The following factors are typically evidence the District does not have the right of control and that the service provider is appropriately designated as an independent contractor. No single factor is determinative. The factors must be considered on a case-by-case basis:

- Distinct Occupation or Business: The service provider is engaged in a separately-established occupation or business
- Industry Custom: The type of work done is usually under the direction of a District without supervision
- Skill: The skill is required in performing the needed services
- Tools and Place of Work: The person or the District may provide the tools and place of work
- Right to Hire: The service provider has the right to hire or terminate others to assist in performing the services
- Length of Time of Service: The length of time the services are performed is an isolated event
- Method of Payment: Method of payment is complete job or by time, piece, rate.
- Not Regular District Business: The service provided is not part of the regular business of the District
- District's Actual Exercise of Control: The District's actual control over the manner and means of performing the services is limited.
- Intent of the Parties: The intent of the parties is not to create an employer-employee relationship

Warning: Misclassification of the service provider could result in District liability for payroll taxes, a fine, and possibly other sanctions.

Examples of Independent Contractor Services: The following are examples of independent contractors:

- Interpreter services and workshop presenters operating under a business license to provide the same or similar services
- Small Business Development Center consultants providing services to small business owners
- Community Service instructors hired to provide a specific class of which they have expertise and operate under a business license to provide the same or similar service

Consultant for Special Services: The District may employ an individual as a consultant in certain circumstances. Government Code section 53060 authorizes the employment of any persons for the furnishing to the corporation or district special services and advice in financial, economic, accounting, engineering, legal, or administrative matters if such persons are specially trained and experienced and competent to perform the special services required. The test to determine if this arrangement is appropriate is:

- The nature of the services
- The necessary qualifications required of a person furnishing the services
- The availability of the service from public sources

Responsible Manager Review and Acknowledgement

I read the independent contractor guidelines and believe the services to be provided meet the established criteria.

Joseph P. Gumina
Name of Contractor

December 22, 2011 – December 31, 2012
Dates of Contract

Signature of Responsible Manager

Date

(Attach this form to the Professional Services Contract)

HR/8-12-03

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

TO: Members of the Governing Board
SUBJECT: WARRANT LISTINGS
REQUESTED ACTION: APPROVAL

SUMMARY:

It is recommended that the following warrants be approved:

| | | | | |
|------------|----------------|-------------------|----|---------------------|
| 11/9/2011 | Vendor Payment | 11035937-11035965 | \$ | 2,683.12 |
| 11/9/2011 | Vendor Payment | 11035966-11036063 | | 246,857.12 |
| 11/9/2011 | Vendor Payment | 11036064-11036070 | | 159,101.00 |
| 11/9/2011 | Vendor Payment | 11036071-11036073 | | 53,264.39 |
| 11/18/2011 | Vendor Payment | 11036074-11036137 | | 858,369.95 |
| 11/18/2011 | Vendor Payment | 11036138-11036142 | | 22,881.76 |
| 11/30/2011 | Vendor Payment | 11036143-11036262 | | 308,486.53 |
| 11/30/2011 | Vendor Payment | 11036263-11036270 | | 37,190.82 |
| | | | \$ | <u>1,688,834.69</u> |

Copies of the Warrant Listings are available online at www.solano.edu under Governing Board Attachments and at the following locations: Office of the Superintendent-President, Office of the Vice President of Finance and Administration, and the Library.

| | | |
|--|--------------------------|---|
| <i>Government Code</i> ECS 70902 & 81656 | <i>Board Policy</i> 3240 | <i>Estimated Fiscal Impact:</i> <u>\$1,688,834.69</u> |
|--|--------------------------|---|

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Yulian I. Ligioso
 Vice President

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

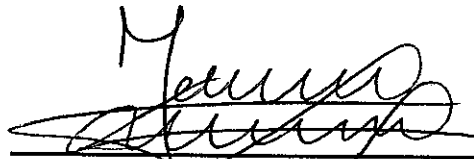
707-864-7209

TELEPHONE NUMBER

Finance and Administration
ORGANIZATION

December 9, 2011

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

December 9, 2011

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: CONTRACT AMENDMENT SMALL BUSINESS
DEVELOPMENT CENTER (SBDC) JOBS BILL FUNDING
REQUESTED ACTION: APPROVAL

SUMMARY:

The agenda item is to approve an amendment to SBDC Subcontract No. F2144 with Humboldt State University Sponsored Programs Foundation, the Lead Center for the Northern California Small Business Development Center (SBDC) Program, for the Solano College SBDC to provide entrepreneurial and business development training and counseling to small business owners in Solano County. The original contract for \$47,259 is being decreased to \$17,722. The term of the contract remains the same covering the period from January 1, 2011 through December 31, 2011.

A copy of the contract amendment is available 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: \$17,722
Federal SBA Jobs Bill funding for SBDC

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Charles Eason, Director
Small Business Development Center

PRESENTER'S NAME

360 Campus Lane, Suite 102
Fairfield, CA 94534

ADDRESS

(707) 864-3382

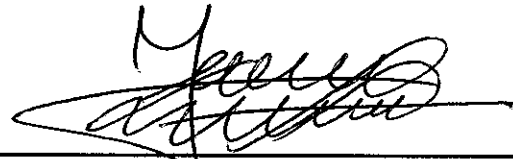
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

December 9, 2011

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

December 9, 2011

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

CONTRACT NUMBER: F2144 Amendment 1

1. This Agreement is entered into between Humboldt State University Sponsored Programs Foundation ("HSUSPF") and the Sub-recipient named below

SUB-RECIPIENT'S NAME

Solano Community College

2. The term of this Agreement is: January 1, 2011 through December 31, 2011

3. The maximum amount of the Agreement is: \$ 17722

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

- Exhibit A - Statement of Work
- Exhibit B - Budget
- Exhibit C - Financial Policies and Forms
- Exhibit D - Request for Counseling Form and Description of Online Version (SBA 641).
- Exhibit E - 2011 Region Calendar
- Exhibit F - Program Report Guide and Template
- Exhibit G - WebCATS User Policy
- Exhibit H - Core Training Curriculum Requirements
- Exhibit I - Conflict of Interest, Lobbying, and Debarment Certification
- Exhibit J - SBA Indirect Cost Rate Agreement
- Exhibit K - Accreditation Standards

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

SUB-RECIPIENT

SUB-RECIPIENT'S NAME (If other than an individual, Host whether a corporation, partnership, etc.)

Solano Community College

BY (Authorized Signature)

DATE

PRINTED NAME AND TITLE OF PERSON SIGNING

Jowel Laguerre, President

ADDRESS

4000 Suisun Valley Road, Fairfield, Ca 94534

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION

BY (Authorized Signature)

DATE

PRINTED NAME AND TITLE OF PERSON SIGNING

Steve Karp, Interim Director

ADDRESS

P.O. Box 1185, Arcata, CA 95518

12/6/11

**Humboldt State University Norcal SBDC Regional
Modified Budget - Solano Community College SBD
CY2011: January -December 2011**

| DESCRIPTION | | JOBS BILL |
|--|-----------------|---------------|
| A. PERSONNEL | | FTE |
| Director- Charles Eason | 1.00 | |
| Admin. Asst. - Beverly Pfeiffer | 0.50 | |
| Total Personnel | | 0 |
| B. FRINGE BENEFITS | | |
| Director- Charles Eason | | |
| Admin. Asst. - Beverly Pfeiffer | | |
| Total Fringe Benefits | | 0 |
| C. TRAVEL | | |
| In-State 553 miles at .50 | | |
| Other In-State | | |
| Other Out of State/Region Missouri conf. | | |
| ASBDC Conference 1 attendee | | |
| Total Travel | | 0 |
| D. EQUIPMENT | | |
| (For items \$5,000 or more) | | |
| Total Equipment | | 0 |
| E. SUPPLIES | | |
| General Office and Operational | | |
| Total Supplies | | 0 |
| F. CONTRACTUAL | | |
| Total Contractual | | 0 |
| G. CONSULTANTS | | |
| Business Advisors | | 17,722 |
| SBDC Trainers | | |
| Total Consultants | | 17,722 |
| H. OTHER | | |
| Quickbooks Donation | | |
| Data processing | | |
| Postage | | |
| Outreach | | |
| <i>Other</i> | | |
| Main Office | | |
| Total Other | | 0 |
| I. TOTAL DIRECT | | 17,722 |
| J. INDIRECT COSTS | | |
| | Waived Indirect | |
| 4% | SBA Indirect | |
| 24% Total Indirect | | 0 |
| TOTAL BUDGET | | 17,722 |

Sponsored Programs Four Budgetary Status Report

Fund F2144 - SBDC JOBS BILL SOLANO Accounting Period 4,00 Award Amount \$47,259.00 Customer ID 000063 - US Small Business Administration Award Status OPEN Award Number 1-603001-Z-0110 Fund Start Date 1/1/2011 Fund End Date 12/31/2012

| Account Type | Object Group | Account | Prior Year Actuals | Current Month Actuals | Year to Date Actuals | Encumbrances | Total Budget | Contract To Date Actuals | Budget Balance |
|-------------------------|--|---------------------------------------|--------------------|-----------------------|----------------------|--------------|---------------|--------------------------|----------------|
| 50 - Revenues | 503 - Gifts Grants and Contracts | 503100 - GRANTS & CONTRACTS - FEDERAL | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$47,259.00) | \$0.00 | (\$47,259.00) |
| | 503 - Gifts Grants and Contracts Total | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$47,259.00) | \$0.00 | (\$47,259.00) |
| 50 - Revenues Total | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$47,259.00) | \$0.00 | (\$47,259.00) |
| 60 - Expenditures | 613 - Contractual Services Group | 613820 - SUB-CONTRACTS-LEVEL 2 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$47,259.00 | \$0.00 | \$47,259.00 |
| | 613 - Contractual Services Group Total | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$47,259.00 | \$0.00 | \$47,259.00 |
| 60 - Expenditures Total | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$47,259.00 | \$0.00 | \$47,259.00 |

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: CONTRACT AMENDMENT FOR SMALL BUSINESS
DEVELOPMENT CENTER (SBDC) SBA FUNDING
REQUESTED ACTION: APPROVAL

SUMMARY:

The agenda item is to approve an amendment to SBDC Subcontract No. F0305 with Humboldt State University Sponsored Programs Foundation, the Lead Center for the Northern California Small Business Development Center (SBDC) Program, for the Solano College SBDC to provide entrepreneurial and business development training and counseling to small business owners in Solano County. The original contract for \$100,000 is being increased to \$124,976. The term of the contract remains the same covering the period from January 1, 2011 through December 31, 2011.

A copy of the contract amendment is available 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: \$124,976
Federal SBA funding for SBDC

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Charles Eason, Director
Small Business Development Center

PRESENTER'S NAME

360 Campus Lane, Suite 102
Fairfield, CA 94534

ADDRESS

(707) 864-3382

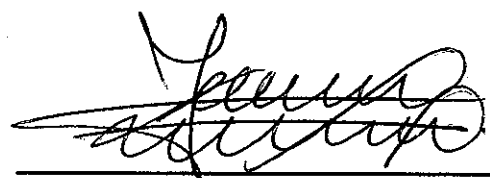
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

December 9, 2011

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

December 9, 2011

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

CONTRACT NUMBER: F0305 Amendment 1

1. This Agreement is entered into between Humboldt State University Sponsored Programs Foundation ("HSUSPF") and the Sub-recipient named below

SUB-RECIPIENT'S NAME

Solano Community College

2. The term of this Agreement is: January 1, 2011 through December 31, 2011

3. The maximum amount of the Agreement is: \$ 124976

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

- Exhibit A - Statement of Work
- Exhibit B - Budget
- Exhibit C - Financial Policies and Forms
- Exhibit D - Request for Counseling Form and Description of Online Version (SBA 641).
- Exhibit E - 2011 Region Calendar
- Exhibit F - Program Report Guide and Template
- Exhibit G - WebCATS User Policy
- Exhibit H - Core Training Curriculum Requirements
- Exhibit I - Conflict of Interest, Lobbying, and Debarment Certification
- Exhibit J - SBA Indirect Cost Rate Agreement
- Exhibit K - Accreditation Standards

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

SUB-RECIPIENT

SUB-RECIPIENT'S NAME (If other than an individual, list whether a corporation, partnership, etc.)

Solano Community College

BY (Authorized Signature)

DATE

PRINTED NAME AND TITLE OF PERSON SIGNING

Jowel Laguerre, President

ADDRESS

4000 Suisun Valley Road, Fairfield, Ca 94534

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION

BY (Authorized Signature)

DATE

PRINTED NAME AND TITLE OF PERSON SIGNING

Steve Karp, Director

ADDRESS

P.O. Box 1185, Arcata, CA 95518

12/7/11

Humboldt State University Norcal SBDC Regional Network
Modified Budget - Solano Community College SBDC
CY2011: January -December 2011
124,976

| DESCRIPTION | | SBA | Total CASH Match | IN-KIND | INDIRECT (Waived) | TOTAL |
|---------------------------------|------------------|----------------|---------------------|--------------|----------------------|----------------|
| A. PERSONNEL | | | | | | |
| | FTE | | | | | |
| Director- Charles Eason | 1.00 | 69,403 | 23,618 | | | 93,021 |
| Admin. Asst. - Beverly Pfeiffer | 0.50 | | 27,041 | | | 27,041 |
| Total Personnel | | 69,403 | 50,659 | 0 | 0 | 120,062 |
| B. FRINGE BENEFITS | | | | | | |
| Director- Charles Eason | | 35,875 | 10,414 | | | 46,289 |
| Admin. Asst. - Beverly Pfeiffer | | | 9,296 | | | 9,296 |
| Total Fringe Benefits | | 35,875 | 19,710 | 0 | 0 | 55,585 |
| C. TRAVEL | | | | | | |
| In-State | 553 miles at .50 | | 1,107 | | | 1,107 |
| Other In-State | | 449 | 0 | | | 449 |
| Other Out of State/Region | Missouri conf. | 975 | 0 | | | 975 |
| ASBDC Conference | 1 attendee | 1,958 | 0 | | | 1,958 |
| Total Travel | | 3,382 | 1,107 | 0 | 0 | 4,489 |
| D. EQUIPMENT | | | | | | |
| (For items \$5,000 or more) | | | 0 | | | 0 |
| Total Equipment | | 0 | 0 | 0 | 0 | 0 |
| E. SUPPLIES | | | | | | |
| General Office and Operational | | | 442 | | | 442 |
| Total Supplies | | 0 | 442 | 0 | 0 | 442 |
| F. CONTRACTUAL | | | | | | |
| Total Contractual | | 0 | 0 | 0 | 0 | 0 |
| G. CONSULTANTS | | | | | | |
| Business Advisors | | 3,362 | 82,780 | | | 86,142 |
| SBDC Trainers | | | 0 | | | 0 |
| Total Consultants | | 3,362 | 82,780 | 0 | 0 | 86,142 |
| H. OTHER | | | | | | |
| Quickbooks Donation | | | 0 | 1,800 | | 1,800 |
| Data processing | | | 434 | | | 434 |
| Postage | | | 834 | | | 834 |
| Outreach | | 1,300 | 3,820 | | | 5,120 |
| Other | | | 0 | | | 0 |
| Main Office | | 6,847 | 21,090 | | | 27,937 |
| Total Other | | 8,147 | 26,178 | 1,800 | 0 | 36,125 |
| I. TOTAL DIRECT | | 120,169 | 180,876 | 1,800 | 0 | 302,845 |
| J. INDIRECT COSTS | | | | | | |
| | Waived Indirect | | | | 60,739 | 60,739 |
| 4% | SBA Indirect | 4,807 | 0 | | | 4,807 |
| 24% Total Indirect | | 4,807 | 0 | 0 | 60,739 | 65,546 |
| TOTAL BUDGET | | 124,976 | 180,876 | 1,800 | 60,739 | 368,391 |

Sponsored Programs Financial Budgetary Status Report

Fund: F0305 - SOLANO SBDC 2011 Accounting Period: 44.00 Award Amount: \$100,000.00 Award Status: OPEN Award Number: 1-803001-Z-0065A0601 Fund Start Date: 1/1/2011 Fund End Date: 12/31/2011
 Customer: ID000063 - US Small Business Administration

| Account Type | Object Group | Account | Prior Year Actuals | Current Month Actuals | Year to Date Actuals | Encumbrances | Total Budget | Contract To Date Actuals | Budget Balance |
|-------------------------|--|---------------------------------------|--------------------|-----------------------|----------------------|--------------|----------------|--------------------------|----------------|
| 50 - Revenues | 503 - Gifts Grants and Contracts | 503100 - GRANTS & CONTRACTS - FEDERAL | (\$36,737.55) | \$0.00 | (\$1,923.00) | \$0.00 | (\$100,000.00) | (\$38,660.55) | (\$61,339.45) |
| | 503 - Gifts Grants and Contracts Total | | (\$36,737.55) | \$0.00 | (\$1,923.00) | \$0.00 | (\$100,000.00) | (\$38,660.55) | (\$61,339.45) |
| 50 - Revenues Total | | | (\$36,737.55) | \$0.00 | (\$1,923.00) | \$0.00 | (\$100,000.00) | (\$38,660.55) | (\$61,339.45) |
| 60 - Expenditures | 613 - Contractual Services Group | 613810 - SUB-CONTRACTS-LEVEL 1 | \$36,737.55 | \$0.00 | \$1,923.00 | \$0.00 | \$100,000.00 | \$38,660.55 | \$61,339.45 |
| | 613 - Contractual Services Group Total | | \$36,737.55 | \$0.00 | \$1,923.00 | \$0.00 | \$100,000.00 | \$38,660.55 | \$61,339.45 |
| 60 - Expenditures Total | | | \$36,737.55 | \$0.00 | \$1,923.00 | \$0.00 | \$100,000.00 | \$38,660.55 | \$61,339.45 |

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

TO: Members of the Governing Board
**SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN BAY
AREA CLEAN WATER AGENCIES AND SOLANO
COMMUNITY COLLEGE DISTRICT**

REQUESTED ACTION: APPROVAL

SUMMARY:

An agreement between Solano Community College District and BACWA for special educational services is being presented to the Governing Board for approval.

SCCD Contract Education will provide credit classes, WATER 100, WATER 103, WATER 104 (2 classes), WATER 107, WATER 112, and WATER 125, for up to 30 students per class, for BACWA member organizations.

The District will develop, coordinate, deliver, and evaluate the training. Instruction/training will be delivered at various BACWA sites, to be determined. Classes will begin in spring 2012.

BACWA will compensate the District for all services rendered and expenses at a rate of eighty-six thousand five hundred dollars (\$86,500). The cost is inclusive of all instruction and teaching/training materials.

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

*Government Code: 78021 Board Policy: 3520 Estimated Fiscal Impact: \$86,500 revenue
CEO 2011-12 Goals: Lead the college to fiscal stability*

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

Deborah Mann, Director
Workforce and Economic Development

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707-864-7195

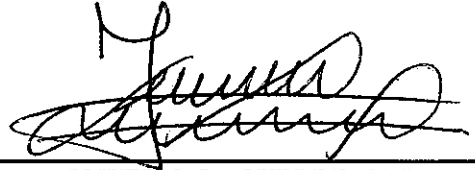
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

December 9, 2011

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**


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

December 9, 2011
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

**SOLANO COMMUNITY COLLEGE DISTRICT
AGREEMENT FOR EDUCATIONAL SERVICES**

This agreement is entered into by and between **SOLANO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as "District" and **Bay Area Clean Water Agencies**, hereinafter referred to as "BACWA."

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

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- A. The District will provide credit classes, WATER 100, Wastewater Treatment I, WATER 103, Biological Principles of Water & Wastewater, WATER 104, Water Treatment I (2 classes), WATER 107, Mathematics for Water & Wastewater, WATER 112, Wastewater Treatment III, WATER 125, Water Conservation, for up to 30 students per class, for BACWA member organizations.
- B. The District will develop, coordinate, deliver, and evaluate the training. Instruction/training will be delivered at various BACWA sites, to be determined. Classes will begin in January 2012, exact dates to be determined. Additional training can be scheduled as needed with an addendum to this contract.
- C. The District will maintain the BACWWE (Bay Area Consortium Water & Wastewater Education) website
- D. BACWA will recruit, identify and select all trainees who will participate in training.
- E. BACWA will compensate the District for all services rendered and expenses at a rate of eighty six thousand five hundred dollars (\$86,500). The cost is inclusive of all instruction and teaching/training materials.
- F. Payments by BACWA to the District will be due upon receipt of invoice. An invoice will be generated upon completion of the first month of instruction.
- G. This contract may be terminated by either party with notice of ten (10) business days.
- H. **IT IS MUTUALLY UNDERSTOOD** that BACWA and the District shall secure and maintain in full force and effect during the full term of this Agreement, liability insurance in the amounts and written by carriers satisfactory to BACWA and the District respectively.
- I. The District will indemnify, and hold harmless, in any actions of law or equity, BACWA, its officers, employees, agents and elective and appointive boards from all claims, losses, damage, including property damages, personal injury, including death, and liability of every kind, nature and description, directly or indirectly arising from the operations of the District under this Agreement or of any persons directly or indirectly employed by, or acting as agent for the District, but not including sole negligence or willful misconduct of BACWA. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this

Agreement does not relieve the District from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, by reason of any of the District's operations under this Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

- J. BACWA will indemnify, and hold harmless in any actions of law or equity, the District, its officers, employees, agents and elective and appointive boards from all claims, losses, damage, including property damages, personal injury, including death, and liability of every kind, nature and description, directly or indirectly arising from the operations of BACWA under this Agreement or of any persons directly or indirectly employed by, or acting as agent for BACWA, but not including the sole negligence or willful misconduct of the District. This indemnification shall extend to claims losses, damages, injury and liability for injuries occurring after completion of the services rendered pursuant to this Agreement, as well as during the process of rendering such services. Acceptance of insurance certificates required under this Agreement does not relieve BACWA from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to all damages and claims for damages of every kind suffered, by reason of any of BACWA operations under this Agreement regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.
- K. BACWA agrees that it will not discriminate in the selection of any student to receive instruction pursuant to the Agreement because of sex, sexual preference, race, color, religious creed, national origin, marital status, veteran status, medical condition, age (over 40), pregnancy, disability, and political affiliation. In the event of BACWA's non-compliance with this section, the Agreement may be canceled, terminated, or suspended in whole or in part by the District.

Ben Horenstein
BACWA Executive Board Chair
PO Box 24055, MS 702
Oakland, CA

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

Date _____

Date _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: RENEWAL OF THE AGREEMENT TO PROVIDE SERVICES BETWEEN SOLANO COMMUNITY COLLEGE DISTRICT AND THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

REQUESTED ACTION: APPROVAL

SUMMARY:

Renewal of our agreement with the Regents of the University of California for services provided by their *Willed Body Program* is requested. Under this agreement, the University of California San Francisco Anatomy Department will provide human cadavers for use in the SCC Anatomy program. The University of California will provide appropriate transportation of the cadavers to and from the Fairfield campus, will provide suitable bags for the bodies, and will cremate the remains after use. In return, SCC will pay the service fees, store and label the cadavers according to proper protocol, and eventually release the bodies back to the University of California. This is a long standing relationship; renewal will extend our participation in this valuable program until June 30, 2016.

Government Code: N/A Board Policy: 3225 Estimated Fiscal Impact: \$ N/A
CEO 2011-12 Goals: Improve retention opportunities for students

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Dr. Betsy Julian, Dean
School of Sciences

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7110

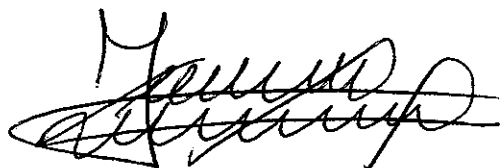
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

December 9, 2011

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

December 9, 2011

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

AGREEMENT
TO PROVIDE SERVICES
BETWEEN
SOLANO COMMUNITY COLLEGE DISTRICT
AND
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

THIS AGREEMENT is entered into on this 15th day of November 2011, by and between THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, a constitutional corporation under Article IX, Section 9 of the Constitution of the State of California, acting for and on behalf of its University of California, San Francisco, Department of Anatomy/Willed Body Program (hereinafter collectively referred to as ("UCSF")) and SOLANO COMMUNITY COLLEGE DISTRICT, a subdivision of the state of California, on behalf of Solano College having its principal offices at 4000 Suisun Valley Road, Fairfield, California ("SOLANO").

REPRESENTATIONS

UCSF has experience, capabilities, and expertise in the conduct of its *Department of Anatomy, Willed Body Program* (including supplies, equipment, material, and labor) and performance of such is consistent with its educational, and research activities. These services will be provided by UCSF, its employees, agents, or contractors, in support of educational, and research activities of SOLANO as required for operations and in compliance with applicable law. The exact nature of these services and the locations for provision of the services are included in Exhibit "A", Scope of Services, which is attached hereto and made a part of this agreement by reference as if set forth in full herein.

1.0 Term of Agreement:

This Agreement shall be effective on July 1, 2011, and continue through June 30, 2016. However, UCSF reserves the right to discontinue the services upon 60 days notice.

2.0 Contract Utilization:

This contract is intended to be an exclusive agreement for the services contained herein.

3.0 Allocation Fees:

Allocation fees for cadavers and specimens are set forth in Exhibit "A", which is attached hereto and incorporated herein by reference as if set forth in full herein.

Billing and Payment: Make checks payable to: "The Regents of the University of California," and mail with a copy of the invoice to:

UCSF Controller's Office
Accounts Payable, Box 0812
1855 Folsom St., Suite 425
San Francisco, CA 94143-0812 (use zip code 94103 for FedEx, UPS, etc.)

3.1 Payment:

Payment for services must be made by the 30th of each month, based on services rendered during the previous calendar month. Estimations, when appropriate, will be made for billing purposes, with any reconciling occurring at least quarterly and before June 30th of each year.

Payments will be made through the agreed upon transfer mechanism between UCSF and SOLANO with clear identification made by SOLANO of payment for these services.

UCSF will present appropriate invoices to SOLANO by the last day of the calendar month for actual and estimated services rendered in that month.

Invoices shall be mailed/submitted to:

UCSF Controller's Office
Sundry Debtor Remittance, Box 0812
1855 Folsom St., Suite 425
San Francisco, CA 94143-0812 (use zip code 94103 for FedEx, UPS, etc.)

To insure prompt payment, invoices must match to contract. Services provided under this contract do not conform to California usage tax (non-taxable).

4.1 Scope of Services:

The types of services, frequency, and scope to be provided by UCSF to SOLANO under this Agreement are set forth in Exhibit "A", which is attached hereto and incorporated herein by reference as if set forth in full herein. SOLANO will notify UCSF of any and all operational changes that would potentially affect the services set forth in Exhibit "A". However, the provision of services by UCSF is based upon availability and the parties agree that due to availability constraints the *Department of Anatomy Willed Body Program* may not be able to fill the number of cadavers/specimens requested by SOLANO.

4.2 Reassignment Instructions:

Cadavers received from the UCSF Program and any specimens from those cadavers may not be reassigned to other institutions or individuals without prior written consent of the Willed Body Program.

5.0 General Conditions/Contract Administration

5.1 Indemnification:

To the fullest extent permitted by law, SOLANO shall indemnify, and hold UCSF, its officers, employees, and agents harmless from and against any and all liability, loss, or claims for injury or damages arising out of or in any way connected with the performance of this Agreement. SOLANO shall also immediately defend UCSF at SOLANO's own expense (including all attorneys' fees, expert fees, and litigation costs) in any such suit, claim or action asserted against UCSF, and UCSF will maintain control of the defense of any such suit, claim or action. SOLANO's indemnity, hold harmless and defense obligations shall apply to any acts or omissions, negligent conduct, or willful or intentional misconduct, whether active or passive on the part of SOLANO or UCSF, except that such

obligations will not be applicable to any liability, loss, expense or claim for injury arising from the sole negligence or willful misconduct of UCSF, its officers, employees and agents

5.2 Independent Contractor:

Nothing in this Agreement is intended to create nor shall it be deemed or construed to create any relationship between the parties hereto other than that of independent entities contracting with each other hereunder solely for the purpose of affecting the provisions of this Agreement. Neither of the parties hereto, nor any of their respective officers, directors or employees shall be construed to be the agent, employee or representative of the other.

The parties agree that each of them shall have sole responsibility for the payment of any and all of its own applicable Federal, State, and Local income taxes and of any and all other taxes, charges and levies; and shall comply with all applicable Federal, State, and Local laws and regulations.

Employees, agents, or contractors of UCSF shall provide services provided pursuant to this Agreement.

5.3 Insurance:

SOLANO agrees to effect and maintain, adequate comprehensive general liability and property damage insurance or equivalent programs of self-insurance for the term of the agreement with combined single limits as follows: (1) Each Occurrence: \$2,000,000; (2) Products/Completed Operations Aggregate: \$5,000,000; Personal and Advertising Injury: \$1,000,000; and General Aggregate: \$5,000,000.

SOLANO agrees to maintain adequate business automobile liability for owned, scheduled, non-owned, or hired automobiles with a combined single limit of not less than \$1,000,000.00 per occurrence.

SOLANO agrees to maintain Workers' Compensation as required under California State Law.

SOLANO further agrees to maintain such other insurance in such amounts, which from time to time may reasonably be required by mutual consent of the UCSF and SOLANO against other insurable hazards relating to performance.

It should be expressly understood, however, that the coverages herein shall not in any way limit the liability of SOLANO.

If the above insurance is written on a claims made form, it shall continue for five years following termination of the agreement. The insurance shall provide for retroactive date of placement prior to or coinciding with the effective date of the agreement.

Prior to the commencement of this contract, SOLANO agrees to issue a Certificate of Insurance showing such insurance to be in force and in compliance with the aforementioned insurance coverage requirements. The Certificate of Insurance shall state that the insurance may not be modified, altered or canceled to UCSF's detriment without thirty (30) days prior written notice to UCSF. Also prior to commencement of this contract, SOLANO agrees to provide UCSF with Additional Insured Endorsements naming "The Regents of the University of California" as an additional insured on SOLANO's comprehensive general liability insurance and business automobile liability policy, which endorsements are acceptable to UCSF.

UCSF agrees to maintain a general liability self-insurance program, for the term of the agreement with combined single limits as follows: (1) Each Occurrence: \$200,000; (2) Products/Completed Operations Aggregate: \$5,000,000; Personal and Advertising Injury: \$1,000,000; and General Aggregate: \$5,000,000.

UCSF agrees to maintain and business automobile liability for owned, scheduled, non-owned, or hired automobiles with a combined single limit of not less than \$1,000,000.00 per occurrence.

UCSF agrees to maintain Workers' Compensation as required under California State Law.

Prior to the commencement of this Agreement, each party must be in receipt of the other party's Certificate of Insurance. Additionally, UCSF must also be in receipt of SOLANO's Additional Insured Endorsements. Copies of insurance certificates and endorsements are to be mailed to:

For UCSF:

Andrew Corson
Willed Body Program
University of California, San Francisco
Department of Anatomy, AC-14
San Francisco, CA 94143-0902

For SOLANO:

Solano Community College
4000 Suisun Valley Road
Fairfield, CA 94534

Attention: John Nogue

Each party agrees that although an Agreement may have been provided it does not guarantee service will be obtained from either party until such time as each party is in receipt of the other party's Certificate(s) of Insurance and UCSF is in receipt of SOLANO's Additional Insured Endorsements, all of which comply with the above requirements. It is also understood and agreed that if a party has not received the required documents within ten (10) business days after the execution of this Agreement, the party, not in receipt of the aforementioned Certificate(s) of Insurance, may terminate the Agreement and seek any and all of the legal remedies available to it.

5.4 Interruption of Service:

UCSF shall be excused from any delay or failure in performance required hereunder if caused by reason of any occurrence or contingency beyond its reasonable control, including, but not limited to, acts of God, acts of war, fire, insurrection, laws proclamations, edicts, ordinances or regulations, availability constraints as referenced in Paragraph 4.1 above, strikes, lock-outs or other serious labor disputes, riots, earthquakes, floods, explosions or other acts of nature. The obligations and rights of UCSF shall be extended on a day-to-day basis for the time period equal to the period of such excusable interruption. When such events have abated, UCSF's obligations

hereunder shall resume. In the event the interruption of UCSF's obligations continues for a period in excess of thirty (30) days, either party shall have the right to terminate this Agreement upon ten (10) days' prior written notice to the other party.

5.5 Effect of Termination:

Either party may terminate this Agreement at any time for any reason upon sixty (60) days' prior written notice.

5.6 Modification of Agreement:

Consistent with Paragraph 4.1, changes to this Agreement which include modification, extension, termination, or waiver of this Agreement, or any of the provisions herein contained, shall be valid if agreed to in writing and signed by duly authorized representatives of the parties hereto.

5.7 Notice:

Any notice required or permitted under this Agreement shall be effective only if given in writing and delivered by one party to the other by personal service or by deposit in the U.S. mail, postage prepaid, addressed to the parties as follows:

To UCSF:

Willed Body Program
University of California, San Francisco
School of Medicine, AC14
San Francisco, CA 94143-0902

To SOLANO:

Solano Community College
4000 Suisun Valley Road
Fairfield, CA 94534

Attention: John Nogue

6.0 Miscellaneous Provisions

It is the responsibility of SOLANO, the user institution to arrange for proper transportation of cadavers.

"Proper transportation" is defined as transport in a closed vehicle (not a passenger vehicle, station wagon, or open-bed truck) with sufficient space for the number of cadavers to be transported in a respectful manner. In addition, anatomically embalmed cadavers are very heavy and therefore the user institution must provide individuals experienced in handling and transporting cadavers.

All cadavers and parts thereof must be returned to the Willed Body Program or their designated Crematory for disposition. This must be arranged in advance. The Willed Body Program will pay for the cremation and scattering of the cremated remains, but the transportation from the user institution back to the Willed Body Program facility or Crematory is the responsibility of the user institution and shall be according to the standards set out above.

Cadavers will not be released until the Willied Body Program has received a completed UCSF allocation request and purchase order.

Please address Letters of Commitment and Purchase Orders to:

Willied Body Program
School of Medicine, AC-14
University of California, San Francisco
San Francisco, CA 94143-0902

6.1 Public Records:

The parties acknowledge that UCSF is a California constitutional corporation subject to California Government Code 6250, et seq. also known as the California Public Records Act ("Act") and that all records and files of UCSF except those that may be excepted by the Act are available to any member of the public who makes a request pursuant to the Act.

6.2 Waiver:

No term or provision hereof shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. The failure of either party to exercise any right or remedy hereunder shall not be deemed to be a waiver of such right or remedy or other right or remedy hereunder.

6.3 Ability to Enter Into Agreement

Each party represents and warrants to the other party that this Agreement has been duly authorized, executed and delivered and that the performance of its obligations under this Agreement does not conflict with any order, law, rule or regulation or any agreement or understanding by which such party is bound.

6.4 Parties Bound:

This Agreement, including the indemnification provisions, shall be binding upon and inure to the benefit of the parties hereto, their respective successors, assigns, legal representatives and heirs. This Agreement shall not be assignable by either party without the prior written consent of the other party.

6.5 Section Headings:

The section headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

6.6 Exhibits:

Any and all exhibits attached hereto are incorporated herein by reference and made a part of this Agreement.

7.0 Governing Law:

California law shall govern the interpretation and enforcement of this Agreement. Any litigation or other mutually agreed-upon dispute resolution between the parties shall take

place in San Francisco County, California; both parties waive any objection to personal jurisdiction or venue in any forum located in that County.

7.1 Severability:

If any provision of this contract is found by a court of competent jurisdiction to be unenforceable for any reason, the remainder of the contract shall continue in full force and effect, provided that the severed provision(s) are not material to the overall purpose and operation of this agreement.

It is further agreed that if either party is prohibited by law from performing any term and/or condition of this Agreement, the affected party's performance shall be deemed excused with respect to that specific term and/or condition. However the affected party shall be obligated to perform any and all other terms and/or conditions not prohibited by law

7.2 Entire Agreement:

This Agreement constitutes the entire understanding of the parties with respect to the rights and obligations contemplated herein and supersede any prior understanding between them, whether oral or written, respecting the same subject matter.

IN WITNESS, WHEREOF, intending to be legally bound, each party has caused this Agreement to be signed by its duly authorized officer as of the day and year written below.

**FOR THE REGENTS OF THE
UNIVERSITY OF CALIFORNIA**

**SOLANO COMMUNITY COLLEGE
DISTRICT**

BY

BY

Name

Name

Title

Title

Date

Date

EXHIBIT A

SCOPE OF SERVICES

This Exhibit A supplements and is made part of the Agreement to Provide Services effective July 1, 2011 ("Agreement"), which has been entered into by and between the Regents of the University of California, a California Constitutional corporation, acting for and on behalf of the University of California, San Francisco campus and its Department of Anatomy ("University"), and SOLANO COMMUNITY COLLEGE DISTRICT, a subdivision of the state of California, on behalf of Solano Community College, having its principal offices at 4000 Suisun Valley Road, Fairfield, California ("End User"). Any established terms not defined herein take their meaning from the term as it is established in the Agreement.

1. Infectious Disease Testing

University will test Anatomical Materials, which End User requests, for HIV, Hepatitis B, and Hepatitis C. Anatomical Materials that do not receive negative results on these tests will not be allocated, unless a duly authorized representative of End User requests in writing the delivery of Anatomical Materials that have not had negative results. In order to have such request fulfilled by University, End User hereby agrees to indemnify, defend, and hold harmless University, its officers, employees, and agents from and against any and all liability, loss, or claims for injury or damages arising out of or in any way connected with End User's possession or use of such Allocated Anatomical Materials.

2. Delivery and Retrieval

University shall deliver and retrieve or have delivered or retrieved any Anatomical Materials provided under this Agreement to End User.

3. Schedule of Charges for and related to Allocated Anatomical Materials

End User agrees to pay University in accordance with the fees and charges for Allocated Anatomical Materials and services provided of the categories below. Prices shall be provided separately and are subject to change without notice:

- a. One cadaver: a one-time, per-cadaver fee for the Allocation Period (defined below) and which includes a standard white body bag (an "Allocation Fee");
- b. One heavy gauge, reusable body bag; which may be used in place of the standard white body bag. The Allocation Fee under 3.a does not include this type of bag;
- c. Specimens, the fee that is in effect when the request is made (an "Allocation Fee"); and
- d. University's full and actual delivery and retrieval costs for delivery and retrieval of the Allocated Anatomical Materials.

4. Marking; Storage

- a. All Allocated Anatomical Materials must be clearly marked with the University Case Number.
- b. Any Allocated Anatomical Materials that cannot be related to a specific case number must be immediately made available to University or its agents or contractors as explained in Section 10 of this agreement.
- c. No Allocated Anatomical Materials shall be stored in a "red bag" at any time.

5. Allocation Periods

- a. Fresh Anatomical Materials are allocated for thirty (30) days.
- b. Fresh, frozen Anatomical Materials are allocated for one (1) year.
- c. Embalmed Anatomical Materials are allocated for three (3) years.

End User may request an extension of an Allocation Period, but such request must be requested in writing and can only be approved by the University's Anatomical Material Review Committee.

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: RESOLUTION HONORING SHIRLEY GUNN
REQUESTED ACTION: APPROVAL

SUMMARY:

Ms. Shirley Gunn has served the Solano Community College District with distinction since 1998, beginning her career as the Instructional Assistant in Adaptive P.E.

Shirley retired from her current position as Instructional Assistant in Adaptive P.E. on December 20, 2011, after thirteen (13) plus years of faithful service to the District.

Best wishes are extended to Shirley 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: APPROVAL DISAPPROVAL
 NOT REQUIRED 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

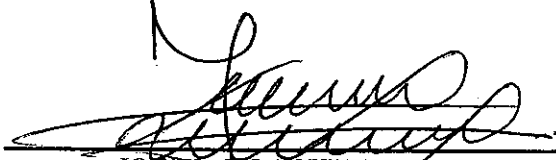
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

December 9, 2011

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT


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

December 9, 2011

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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

SHIRLEY GUNN

Whereas, Shirley Gunn has served the District of Solano Community College with distinction since 1998, beginning her career as the Instructional Assistant in Adaptive P.E.;

Whereas, Shirley Gunn assists in adaptive weight training and adaptive aquatics in the Adaptive P.E. Department;

Whereas, Shirley Gunn is an extremely nurturing, patient and generous person, devoting herself to students with the most need;

Whereas, Shirley Gunn helps to empower students, helping them to push themselves to their physical limits and increasing their personal health and wellness;

Whereas, Shirley Gunn has always taken special pride in setting an example to her students in demonstrating the need for educational excellence;

Whereas, Shirley Gunn is an expert seamstress completing alterations for many colleagues at the College;

Whereas, Shirley Gunn is a devoted wife, mother, and grandmother; not to mention a very loyal friend to many; and

Whereas, Shirley Gunn's dedication and commitment to Solano Community College for the last 13 years has earned the respect of the community, faculty, staff, and students; now, therefore be it

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

Passed and Adopted, This 21st day of December 2011, by the Governing Board of the Solano Community College District.

Denis Honeychurch, J.D., President

A. Marie Young, Vice President

Sarah E. Chapman

James M. Claffey

Pam Keith

Phil McCaffrey

Rosemary Thurston

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: RESOLUTION HONORING MARIA PANDURO
REQUESTED ACTION: APPROVAL

SUMMARY:

Ms. Maria Panduro has served the Solano Community College District with distinction since 1976, beginning her career working within Financial Aid Services, a common thread throughout her career to now in her last role as an Accountant.

Maria will retire from her current position as Accountant on December 30, 2011, after thirty-five (35) plus years of faithful service to the District.

Best wishes are extended to Maria 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:

APPROVAL DISAPPROVAL
 NOT REQUIRED 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

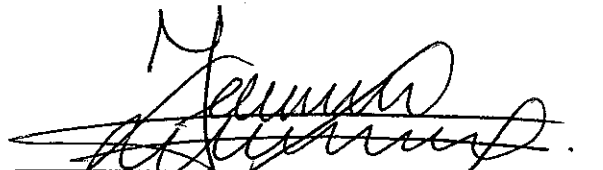
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

December 9, 2011

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

December 9, 2011

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

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

MARIA PANDURO

Whereas, Maria Panduro has served the students of Solano Community College District with distinction since 1976, beginning her career diligently working within Financial Aid Services, a common thread throughout her career to now in her last role as an Accountant.

Whereas, Maria Panduro, while working full-time, and as a mother to her four children, strived to pursue her education gaining A.A. degrees in Business and Business Administration from Solano Community College;

Whereas, Maria Panduro continued her passion to develop further and progressed within Finance and Administration achieving not one but two personal growth awards allowing her to move upward into the roles of Account Clerk, Junior Accountant, and Accountant;

Whereas, Maria Panduro has always taken special pride in setting an example to her children demonstrating the need for educational excellence, with her children subsequently attending Solano Community College and transferring to both California State and University systems;

Whereas, Maria Panduro represented Solano Community College providing assistance with Spanish speaking clients and has at all times been an ambassador for Solano Community College students and programs;

Whereas, Maria Panduro has sat on many hiring committees helping Solano Community College to recruit and select the most qualified faculty and staff necessary in building the structure and integrity of our educational family; and

Whereas, Maria Panduro's dedication and commitment to Solano Community College for the last 35 years has earned the respect of the community, faculty, staff, and students; now, therefore be it

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

Passed and Adopted, This 21st day of December 2011, by the Governing Board of the Solano Community College District.

Denis Honeychurch, J.D., President

A. Marie Young, Vice President

Sarah E. Chapman

James M. Claffey

Pam Keith

Phil McCaffrey

Rosemary Thurston

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

TO: Members of the Governing Board
SUBJECT: RESOLUTION HONORING SHERYL SCOTT
REQUESTED ACTION: APPROVAL

SUMMARY:

Ms. Sheryl Scott has served the District of Solano Community College with distinction since 1996, beginning her career as a Student Services Assistant I-Matriculation. In July 1999, Sheryl became Administrative Assistant III to the Dean of Counseling. In July 2003, Sheryl moved to the Academic side as Administrative Assistant III to the Dean of Trade and Technical Education. In 2009, Sheryl was assigned to the Dean of the newly formed Career Technical Education and Business and Computer Science Division. Sheryl currently serves in the shared position as Administrative Assistant III to the Deans of the School of Career Technical Education and Business and the School of Sciences.

Sheryl will retire from her current shared position as Administrative Assistant III to the Deans of the School of Career Technical Education and Business and the School of Sciences on December 30, 2011, after 15 (fifteen) plus years of faithful service to the District .

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

| | | |
|---|----------------------|---|
| <i>Government Code:</i> | <i>Board Policy:</i> | <i>Estimated Fiscal Impact: \$ N/A</i> |
| 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

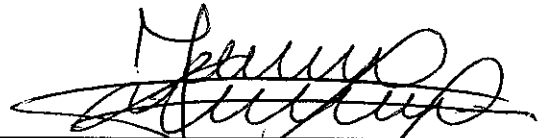
TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

December 9, 2011

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

December 9, 2011

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

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

SHERYL SCOTT

1
2
3
4 *Whereas*, Sheryl Scott has served the District of Solano Community College
5 with distinction since 1996, beginning her career as a Student Services Assistant I-
6 Matriculation. In July 1999, Sheryl became Administrative Assistant III to the Dean
7 of Counseling. In July 2003, Sheryl moved to the Academic side as Administrative
8 Assistant III to the Dean of Trade and Technical Education. In 2009, Sheryl was
9 assigned to the Dean of the newly formed Career Technical Education and Business
and Computer Science Division. Sheryl currently serves in the shared position as
Administrative Assistant III to the Deans of the School of Career Technical Education
and Business and the School of Sciences.

10 *Whereas*, Sheryl Scott, while working full time, and with the help of her
11 husband, is raising their grandchild David, and has always taken special pride in
12 setting an example to him, demonstrating the need for educational excellence and
always encouraging him to further his education through an institution of higher
learning;

13 *Whereas*, Sheryl Scott is a life-long learner and completed her A.S. Degree and
14 Certificate of Achievement requirements in 2001 in Office Technology,
15 Administrative Assistant;

16 *Whereas*, Sheryl Scott has served on various projects and committees, including
17 the Banner Steering Committee and Banner Core Group; Health Benefits Committee,
FaBPAC, and Building 1800A remodel.

18 *Whereas*, Sheryl Scott has served for five years on the CSEA Executive Board
19 as Chapter Public Relations Officer and more recently as first Vice President and
20 Chief Negotiator, having twice been elected as a delegate to the Annual CSEA
Conference;

21 *Whereas*, Sheryl Scott was selected as Classified Employee of the Year in 2007
22 and 2008;

23 *Whereas*, Sheryl Scott served as a volunteer at Solano Community College,
24 tutored in the Literacy Program through the Solano County Library, prepared
25 certificates for scholarship recipients through the local Assist-a-Grad high school
scholarship program, and chaired and co-chaired a Relay for Life Team in recent
years; and

26 *Whereas*, Sheryl Scott's dedication and commitment to Solano Community
27 College for the last 15 years has earned the respect of the community, faculty, staff, and
28 students; now, therefore be it

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD
RESOLUTION HONORING

SHERYL SCOTT

(Continuing – Page 2)

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

Passed and Adopted, This 21st day of December 2011, by the Governing Board of the Solano Community College District.

Denis Honeychurch, J.D., President

A. Marie Young, Vice President

Sarah E. Chapman

James M. Claffey

Pam Keith

Phil McCaffrey

Rosemary Thurston

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: PROCLAMATION FROM SOLANO COMMUNITY COLLEGE DISTRICT COMMEMORATING THE SEVENTIETH ANNIVERSARY OF PEARL HARBOR DAY AND HONORING ALL WORLD WAR II VETERANS, RESOLUTION NO. 11/12-11

REQUESTED ACTION: APPROVAL

SUMMARY:

December 7, 2011, marks the 70th anniversary of Pearl Harbor Day, the day when 2,400 lives were lost and changed America forever as it catapulted our nation into World War II. Thousands of Solano County residents answered our country's call for military service by joining the Armed Forces or the call for civil service by working at Mare Island and other bases. Their service to America has ensured that our country still stands strong, that our founding principles still shine, which allow us to enjoy the blessings of life, liberty, and the pursuit of happiness.

Solano Community College offers sincere appreciation and respect to our WWII Veterans and service members. They have served with courage and distinction in the face of tremendous adversity, and they have demonstrated an unfaltering commitment to America.

Solano Community College honors the contributions of our Veterans and service members to our great and grateful nation with this Proclamation, Resolution No. 11/12-11.

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

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

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

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

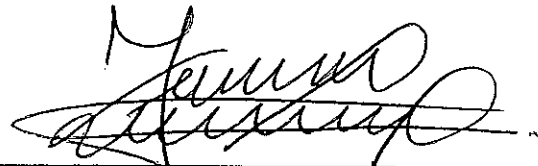
707-864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

December 9, 2011

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

December 9, 2011
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

1 SOLANO COMMUNITY COLLEGE DISTRICT
2 GOVERNING BOARD

3 PROCLAMATION FROM SOLANO COMMUNITY COLLEGE DISTRICT
4 COMMEMORATING THE SEVENTIETH ANNIVERSARY OF PEARL
5 HARBOR DAY AND HONORING ALL WORLD WAR II VETERANS

6 RESOLUTION NO. 11/12-11

7 WHEREAS, December 7, 2011, marks the 70th anniversary of Pearl Harbor Day, the day
8 when 2,400 lives were lost and changed America forever as it catapulted our nation into World
9 War II;

10
11 WHEREAS, Thousand of Solano County residents answered our country's call for military
12 service by joining the Armed Forces or the call for civil service by working at Mare Island and
13 other bases;

14 WHEREAS, Of the over 400,000 men and women that gave the ultimate sacrifice for the
15 United States of America, 228 of those heroes are from the city of Vallejo and numerous others
16 from cities within Solano County;

17
18 WHEREAS, Of the estimated 60,000 men and woman stationed at Pearl Harbor in 1941,
19 there are less than 3,000 survivors nationwide today;

20 WHEREAS, The WWII generation, also called "the greatest generation," changed the
21 future of the entire world through their actions to defend the liberties that our country holds so dear;

22 WHEREAS, Of the 41,000 Veterans currently residing in Solano County, approximately
23 4,500 are World War II Veterans;

24
25 WHEREAS, We honor and salute all World War II Veterans and Pearl Harbor Survivors by
26 remembering their sacrifices and achievements; and

27 WHEREAS, Solano Community College District honors all service members and Veterans
28 and proudly thanks them for their dedicated service to our grateful country.

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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**PROCLAMATION FROM SOLANO COMMUNITY COLLEGE DISTRICT
COMMEMORATING THE SEVENTIETH ANNIVERSARY OF PEARL
HARBOR DAY AND HONORING ALL WORLD WAR II VETERANS**

RESOLUTION NO. 11/12-11

(Continuing – Page 2)

NOW, THEREFORE BE IT RESOLVED, On this historic anniversary, let this day be officially dedicated in the Solano Community College District as World War II Veterans and Pearl Harbor Survivors Day to honor those who died, military and civilians alike, as well as those who survived, and to always remember December 7, 1941, as “a date which will live in infamy.”

BE IT FURTHER RESOLVED THAT, We, The Governing Board of Solano Community College District encourage all Solano County residents to remember and thank those who have served or are still serving our Armed Forces, and to especially remember and thank the World War II Veterans and Pearl Harbor Survivors on the 70th anniversary of Pearl Harbor Day.

PASSED AND ADOPTED, This 21st day of December 2011, by the Governing Board of the Solano Community College District.

BOARD PRESIDENT

JOWEL C. LAGUERRE, Ph.D.
SECRETARY

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

TO: Members of the Governing Board

SUBJECT: RESOLUTION IN SUPPORT OF SENATE
 CONSTITUTIONAL AMENDMENT (SCA) 5,
 RESOLUTION NO. 11/12-12

REQUESTED ACTION: APPROVAL

SUMMARY:

Regrettably, the future of funding for California's K-14 education system does not look promising. American Recovery and Reinvestment Act (ARRA) funds have dried up. The revenues from the one-time tax increases as part of the Budget Act of 2009 have expired.

Senate Constitutional Amendment (SCA) 5 (Simitian—State Senator, Eleventh District), which reduces the two-thirds vote requirement in parcel taxes, will be acted on by the California State Legislature. Reductions in the state General Fund revenue have led to reduced school funding. This unstable and erratic funding revenue has resulted in unpredictable funding levels for school districts and county offices of education. The parcel tax revenue can provide a stable, predictable source of school revenue.

Passage of SCA 5 will empower local voters to invest in their schools based on the needs of their communities by requiring a tough, but fair 55 percent vote to pass local parcel taxes, while protecting taxpayers and homeowners with accountability provisions that will ensure that funds generated from parcel taxes are not wasted or mismanaged. Passage of SCA 5 will allow local voters to decide to make investments in their neighborhood schools in addition to state funding. Revenue.

| <i>Government Code</i> | <i>Board Policy</i> | <i>Estimated Fiscal Impact: \$ N/A</i> |
|---|---------------------|---|
| SUPERINTENDENT'S RECOMMENDATION: | | <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> TABLE |

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

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

707-864-7112

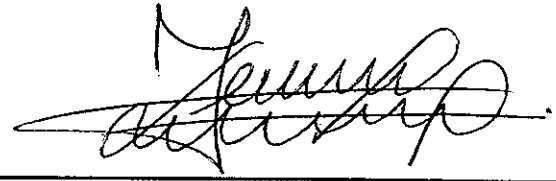
TELEPHONE NUMBER

Administration

ORGANIZATION

December 9, 2011

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

December 9, 2011

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

1 SOLANO COMMUNITY COLLEGE DISTRICT
2 GOVERNING BOARD

3 RESOLUTION IN SUPPORT OF
4 SENATE CONSTITUTIONAL AMENDMENT (SCA) 5

5 RESOLUTION NO. 11/12-12

6
7 WHEREAS, Senate Constitutional Amendment 5 (Simitian), which reduces the two-thirds
8 vote requirements on parcel taxes, will be acted on by the California State Legislature;

9 WHEREAS, Reductions in the state General Fund revenue have led to reduced school
10 funding;

11 WHEREAS, State General Fund revenue is unstable and erratic, which results in
12 unpredictable funding levels for school districts and county offices of education;

13 WHEREAS, Parcel tax revenue can provide a stable, predictable source of school revenue;

14
15 WHEREAS, Passage of SCA 5 will empower local voters to invest in their schools based
16 on the needs of their communities by requiring a tough, but fair 55 percent vote to pass local parcel
17 taxes, while protecting taxpayers and homeowners with accountability provisions that will ensure
18 that funds generated from parcel taxes are not wasted or mismanaged;

19 WHEREAS, Revenue from parcel taxes can be spent according to local priorities and are
20 not subject to state control;

21
22 WHEREAS, The two-thirds vote requirements results in minority rule by requiring two
23 "yes" votes to cancel out one "no" vote; and

24 WHEREAS, Passage of SCA 5 will allow local voters to decide to make investments in
25 their neighborhood schools in addition to state funding;

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**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

**RESOLUTION IN SUPPORT OF
SENATE CONSTITUTIONAL AMENDMENT (SCA) 5**

RESOLUTION NO. 11/12-12

(Continuing – Page 2)

NOW, THEREFORE BE IT RESOLVED, That the Governing Board of Solano Community College District strongly urges the California State Legislature to support and adopt SCA 5.

PASSED AND ADOPTED, This 21st day of December 2011, by the Governing Board of the Solano Community College District.

BOARD PRESIDENT

JOWEL C. LAGUERRE, Ph.D.
SECRETARY

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

TO: Members of the Governing Board

SUBJECT: CHANGE ORDER NO. 01 TO PALS (PROFESSIONAL ASBESTOS & LEAD SERVICES, INC.) CONTRACT FOR BUILDING 1300 ASBESTOS ABATEMENT

REQUESTED ACTION: APPROVAL

SUMMARY:

Board approval is requested for Change Order No. 01 to PALS (Professional Asbestos & Lead Services, Inc.) base contract for the asbestos abatement project preparing Building 1300 (Fine Arts) for renovation. This Change Order is the first but also the final Change Order for this asbestos abatement project and consists of a single PCO for asbestos that was previously undetectable until covering areas and materials were disturbed. Work is complete and we are awaiting project certification.

This added cost is mostly for demolition, and a majority of that cost (possibly 65%) will be recouped by a reduced demolition scope for the general contractor renovating the building. Revised contract figures are as follows:

| | | |
|----------------------------|-----------|------------------|
| Contract Award Amount | \$ | 72,850.00 |
| Prior Change Orders | \$ | 0.00 |
| Change Order No. 01 | \$ | 10,975.00 |
| Total Change Orders | \$ | 10,975.00 |
| Revised Contract Amount | \$ | 83,825.00 |

Government Code *Board Policy* *Estimated Fiscal Impact* *Measure G Funds*

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

David Froehlich
 Director of Facilities

PRESENTER'S NAME

4000 Suisun Valley Road
 Fairfield, CA 94534

ADDRESS

(707) 864-7176

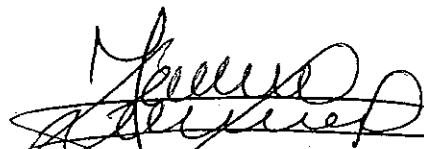
TELEPHONE NUMBER

Maintenance & Operations

ORGANIZATION

December 9, 2011

**DATE SUBMITTED TO
 SUPERINTENDENT-PRESIDENT**



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

December 9, 2011

**DATE APPROVED BY
 SUPERINTENDENT-PRESIDENT**

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: DESIGNATION AND DISPOSAL/DISPOSITION OF
DISTRICT SURPLUS EQUIPMENT AND PROPERTY,
RESOLUTION NO. 11/12-13

REQUESTED ACTION: APPROVAL

SUMMARY:

Since the last time the District disposed of surplus items in August, staff has continued to accomplish major housecleaning in a number of buildings, as well as the Maintenance and Operations yard and storage containers. As we continue to "clean house", and in compliance with the 81000 series of the California Education Code for appropriate disposition methods and/or restrictions, staff is requesting approval of the attached resolution No. 11/12-13 authorizing disposal of surplus miscellaneous science equipment, computer, and reprographics equipment, used and broken furniture, and salvaged construction materials.

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

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

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

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

David V. Froehlich
Director of Facilities

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 864-7176

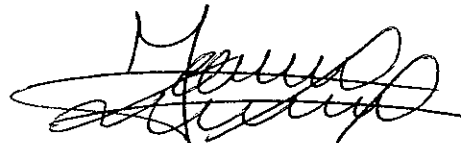
TELEPHONE NUMBER

Maintenance & Operations

ORGANIZATION

December 9, 2011

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

December 9, 2011

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD**

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

RESOLUTION NO. 11/12-13

1 **WHEREAS**, The California Education Code (Section 81000) outlines the process and
2
3 restrictions for disposal of surplus items, and specifically provides that if the Governing Board of
4
5 the Solano Community College District, by a unanimous vote of those members present, finds
6
7 that the property, whether one or more items, is unsatisfactory and/or not suitable for school use,
8
9 that property may be sold at public auction or otherwise disposed of in accordance with the
10
11 provisions of E.C. Section 81450; and

12
13 **WHEREAS**, The Governing Board of the Solano Community College District has
14
15 determined that the personal property, described as miscellaneous broken and/or unusable
16
17 furniture (desks, chairs, tables, work stations, etc.), science lab equipment/supplies, salvaged
18
19 light fixtures, appliances and construction materials, is unsatisfactory for retention and not
20
21 suitable for school use; now therefore be it

22
23 **RESOLVED**, The Director of Facilities, with the approval of the Superintendent-
24
25 President, is authorized to dispose of said property.

26
27 **PASSED AND ADOPTED** This 21st day of December 2011, by the Governing Board of
28
the Solano Community College District.

PRESIDENT

JOWEL C. LAGUERRE, Ph.D., SECRETARY

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: ALDEA CHILDREN AND FAMILY SERVICES
REQUESTED ACTION: APPROVAL

SUMMARY:

Aldea's Vision is for all people of Napa and Solano Counties to be able to achieve emotional wellness and become active, contributing members of our communities, in spite of past abuse or emotional challenges.

In collaboration with the SCC Student Health Center and the Counseling Center, Aldea mental health workers will place a clinician at Solano Community College's Student Health Center at the Fairfield campus one day a week for four hours to accommodate walk-in students. Underserved and underinsured students will also have the opportunity to be referred to Aldea's full-service mental health clinic located in Fairfield if they are not able to arrive at the walk-in services. Aldea will also provide mental health crisis training at no charge to SCC faculty, staff and students throughout the year.

Government Code: N/A Board Policy: 5660 Estimated Fiscal Impact: \$ N/A
CEO 2011-12 Goals: Improve retention opportunities for students

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Mostafa Ghous, Director
Student Development

PRESENTER'S NAME

4000 Suisun Valley Road, Fairfield, CA 94534

ADDRESS

(707) 864-7168


TELEPHONE NUMBER

Academic and Student Affairs

ORGANIZATION

December 9, 2011

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

December 9, 2011

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

Memorandum of Understanding
Between
Aldea Children and Family Services C.A.R.E. Program

And
Solano Community College

This Memorandum of Understanding is entered into by and between Aldea Children and Family Services C.A.R.E. Program and Solano Community College to develop and implement the Solano County C.A.R.E. grant.

Mission

The mission of the Aldea C.A.R.E. Program is to serve underserved groups in Solano County with Mental Health Services.

Goals

The goals of the Aldea C.A.R.E. Program are to:

1. Provide Mental Health First Aid training.
2. Provide therapeutic services to persons who are uninsured and underserved.
3. Reduce stigma around mental health issues.
4. Create and provide a referral network.

Commitments of Aldea C.A.R.E. Program

1. Eligibility for services will be determined by C.A.R.E. Program Systems Navigator.
2. Short-term psychotherapy services will be provided to persons who are deemed eligible.
3. Case load will be determined by Aldea C.A.R.E. Program co-located therapist.
4. Persons deemed ineligible or who are placed on a wait list will be provided with appropriate referrals.
5. Referrals for psychiatric services will be made through co-located therapists.

Co-Location Site

1. Co-location site will provide dedicated confidential office space free of charge during agreed upon days and times.
2. Co-location site will allow reasonable use of telephone and fax machine.
3. Staff person will be present onsite while Aldeatherapist is providing services.
4. Onsite staff person will collaborate with co-located therapist in the event of an emergency.
5. Co-location site will allow outside referrals to receive services onsite from the Aldea therapist.

Terms of Agreement

Duration of stay at a co-located site will be reviewed and determined by Aldea C.A.R.E. Program. This agreement shall be in effect from the date of signing through June 30, 2013. It may be revised at any time with 30 days written notice provided by any partner to the other partner, and upon mutual agreement of the partners. Any revisions or amendments must be signed by both partners and attached to the original agreement.

Signature of Authorized Representative

Date

Bonnie Hoffman, MS
Bonnie Hoffman, MS
Aldea C.A.R.E. Program Manager

11-21-11
Date

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: SABBATICAL LEAVE RECOMMENDATIONS FOR
ACADEMIC YEAR 2012-2013
REQUESTED ACTION: APPROVAL

SUMMARY:

The Sabbatical Leave Committee recommends that the following instructors be granted Sabbatical Leaves for the 2012-2013 academic years.

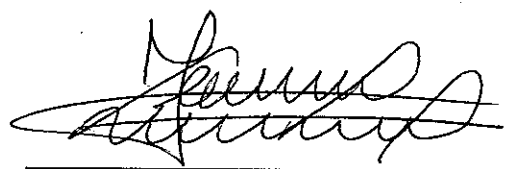
Estimated costs per semester are as follows:

| | | |
|---------------|---------------------------|-------------|
| Sabine Bolz | Fall 2012 and Spring 2013 | \$30,000.00 |
| Carlos Esteve | Fall 2012 | \$15,000.00 |

Government Code: 87767 Board Policy Estimated Fiscal Impact: \$45,000.00
CCA/CTA/NEA Contract - Article 11
CEO 2011-12 Goal: Improve retention opportunities for students

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

J. Arturo Reyes, Executive Vice President
Academic and Student Affairs
PRESENTER'S NAME
4000 Suisun Valley Road
Fairfield, CA 94534
ADDRESS
707-864-7102
TELEPHONE NUMBER
Academic and Student Affairs
ORGANIZATION
December 9, 2011
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT


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

December 9, 2011
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: NEW JOB DESCRIPTIONS – ADMISSIONS & RECORDS
ANALYST AND STUDENT SERVICES CUSTOMER
SERVICE REPRESENTATIVE

REQUESTED ACTION: INFORMATION/ACTION

SUMMARY:

The Admissions and Records Office presented a reorganization plan to the District to improve service, provide cross training, and to perform needed services. The reorganization plan was reviewed under Article 18, Classification and Reclassification, of the CSEA/District collective bargaining agreement. The Superintendent/President is recommending the following job descriptions to perform the needed services:

Admissions and Records Analyst job description (Range 15) will replace the Records Evaluation Technician, Administrative Assistant III, Student Services Assistant II and Student Services Assistant III.

Customer Service Representative job description (Range 10) to replace all hourly short-term Registration Aide positions

Job descriptions were reviewed by CSEA and are attached for your approval.

Government Code _____ *Board Policy* 4002 *Estimated Fiscal Impact* \$ N/A

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Charo Albarran
Human Resources Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

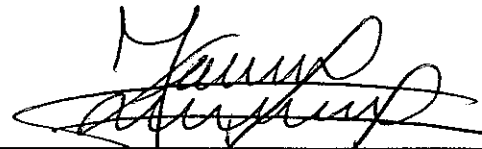
ADDRESS

(707) 864-7000, x-4530

TELEPHONE NUMBER

Administration
ORGANIZATION

December 9, 2011
DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

December 9, 2011
DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

**SOLANO COUNTY COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Admissions & Records Analyst

BASIC FUNCTION: Under direction of an assigned supervisor, provide complex and technical support in specialized areas of student services to include; registration, residency, admissions, evaluations and records.

DISTINGUISHING CHARACTERISTICS: Incumbents in the Admissions and Records Analyst class perform responsible, complex, technical and clerical duties and assist students in an assigned student services area. Employees assigned to this classification work mostly independently carrying out technical work which requires the application and interpretation of complex legal requirements when making independent decisions. Employees in this classification may be assigned to lead projects within the department.

REPRESENTATIVE DUTIES:

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

Organize, set-up, oversee, train and coordinate the residency work assignments related to admissions, registration, evaluations and records.

Receive, review and process applications for admission; determine residency status according to state and federal laws; assist in notification of admission decisions; maintain related files and make adjustments as appropriate.

Participate in producing and tracking of various reports such as positive attendance and registration statistics for trend analysis. Review data and make recommendations for improvement.

Assist in maintaining security of student records; maintain paper, computer and microfilm records accordingly to established guidelines; receive and respond to requests for transcripts and enrollment verifications; create and send enrollment verification files to the National Student Clearinghouse and troubleshoot and correct errors as applicable;

Comply with subpoenas issued by courts and legal agencies; provide information to the public in conjunction with Family Educational Rights and Privacy Act.

Calculate, evaluate and compute high school transcripts to determine grade point average and provide relevant information to other departments as appropriate.

Develop transcript templates, scan transcripts, verify accuracy of data capture against original; coordinate scanning and indexing of student records.

Evaluate foreign and domestic transcripts and academic records to determine eligibility for graduation, completion of general education requirements, and nursing and athletic eligibility determination.

Evaluate equivalency of courses utilizing appropriate catalogs and other sources; check for repeated courses; verify level, course content, unit value and grading system; post equivalencies to degree audit administrative computer system. Support course equivalency database and ensure functionality of transfer coursework posted with the degree audit system. Proof and issue diplomas.

Interpret catalog rights, policies and transfer course policies for both foreign and domestic education and communicate with counseling faculty the appropriate action. Maintain permanent records for students ensuring accuracy and security of grade changes, course repeats, probation, dismissal and academic renewal.

Evaluate test scores, determine lower division general education transfer requirements including IGETC and CSU general education certification; maintain course catalogs and reference materials related to Admissions & Records.

Monitor open and close procedures for cash register; balance registration fees collected and make daily deposits of monies, checks and credit card charges.

Assist in hiring, training and oversight of assigned staff when applicable; assist with registration during peak periods; assist other registration staff with fee collection.

Interpret, test and evaluate software upgrades, releases and patch requirements; develop and recommend workarounds for software changes that cannot be implemented; provide recommendations regarding software enhancements.

Understand interoperability of transfer articulation tools and student academic data with regard to degree audit output. Assist in implementation of new software functionality. Oversee relevant testing, troubleshooting and maintenance.

Define, analyze and resolve user problems. Create, alter and maintain various reports in Banner, Discoverer and various other software programs. Provide test control of input and output documents

Act as liaison between appropriate departments and the Admissions office regarding software functionality. Work with appropriate committees to analyze, interpret, apply, and explain various software features. Write business rules using proper syntax to build rules, requirements and policies into the system.

Participate in cross training regarding software enhancements. Assist in research of software features. Train and instruct users on proper and efficient system operations; assist users in resolving on-line/web data output problems.

Assist in development and implementation of department policies and procedures. Assist in the organization and coordination of various peak registration period activities.

Understand and interpret complex accounts receivable information. Assist in creation and management of detail codes. Consult with students regarding their financial status and provide assistance with methods of payment.

Assist in preparation of reports regarding enrollment statistics, college demographics and attendance accounting such as MIS and 320. Assist in the preparation of enrollment data and attendance reports as required or requested by the District and State.

Assist in ensuring various forms and supplies are in stock. Assist in ordering of various forms and supplies as needed via differing modalities such as online ordering and working with other departments to fulfill order.

Secondary Functions:

Perform duties of the Customer Service Representative as needed.

Assist with training of new staff.

Provide backup assistance to Assessment during peak periods.

Perform job-related duties as assigned.

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

EDUCATION AND EXPERIENCE: Graduation from high school and three years of increasingly responsible clerical experience involving public contact and computer operation. One year of increasingly responsible experience in a related area of student services is desirable.

LANGUAGE SKILLS:

Ability to read and explain State and federal laws, rules and guidelines and community college curriculum, schedule, policies and procedures affecting assigned area of student services.

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

MATHEMATICAL SKILLS:

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

Ability to perform these operations using units of American money.

REASONING ABILITY:

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

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

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations.

CERTIFICATES, LICENSES, REGISTRATION:

None are required for this classification.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

Admissions and Records policies and procedures.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Research methods and techniques.

Uses proper phone, email and face-to-face etiquette.

Exercise tact, diplomacy and a positive attitude in working with students, staff, faculty, administrators, and community members.

Perform multiple projects concurrently and meet fluctuating deadlines.

Assist students in completing forms and applications.

Troubleshoot and resolve software problems.

Meet schedules and timelines.

Prepare and maintain records, files, logs and lists.

Train and provide work direction to other staff, student and temporary workers.

Operate office equipment such as microcomputers and peripheral equipment, mainframe terminal, automated telephone system, facsimile machine, copier, typewriter, calculator, microfiche reader, cash register and others.

Operate an electronic keyboard accurately.

Use word processing, spreadsheet and data base management computer software effectively.

Perform assigned work with speed and accuracy.

Establish and maintain effective and cooperative working relationships with others.

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

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

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

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 25 pounds. Employees assigned to this classification must occasionally lift, carry and/or move objects weighing up to 50 pounds when handling large sums of cash or carrying boxes of registration materials during peak registration periods.

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

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

The work assigned to this classification is typically performed in a Student Services office environment. While performing the duties of this classification, the employee regularly is exposed to extensive contact with students, continual interruptions and the risks of computer-generated video radiation. The work environment is moderately noisy.

SD/zg:10/25/11

Board approved: _____

**SOLANO COUNTY COMMUNITY COLLEGE DISTRICT
CLASS SPECIFICATION**

CLASS TITLE: Student Services Customer Service Representative

BASIC FUNCTION: Under the direction of the assigned supervisor or administrator; provide prompt, accurate assistance and information in a professional and courteous manner to students, staff and the general public on a variety of programs, activities and policies and procedures related to assigned department.

DISTINGUISHING CHARACTERISTICS: Incumbents in this class perform responsible clerical duties and assist students in an assigned student services area.

REPRESENTATIVE DUTIES:

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

Provide clear, consistent, up-to-date and accurate information utilizing current job aids such as catalog, manuals, schedules of classes, campus contact list, campus map, District website and MySolano to prospective students, current students, faculty, staff and the general public on a wide variety of inquiries relating to policies, procedures and activities.

Determine when inquires need further in-depth information and guidance by paying close attention to what is being asked. Refer inquires to the appropriate person or department when necessary.

Carry out various, routine, Student Services related activities such as adding, dropping, petition processing and transcript processing.

Provide routine clerical duties as necessary, including but not limited to updating student's demographic data and/or status; copying and filing documents; faxing information; processing daily mail; typing letters, documents, spreadsheets and reports; compiling and/or tabulating data for reports, records and correspondence; and proofreading documents for accuracy, completeness and compliance to proper procedures.

Resolve caller issues and inquiries by researching District website, publications, emails, call center aids and communicating with key department personnel. Follow-up with inquirers in a timely manner via telephone, email and/or the internet. Document pertinent procedures and policies for department manual and for future reference.

Continuously seek and update knowledge based on new or updated information such as campus and/or department policies, procedures, activities, events, matriculation processes, campus technologies-Website, MySolano.

Operate a variety of office equipment, including computers, printers, typewriters, fax

machines, copiers, calculators, etc.

Perform computer data entry to record and retrieve departmental information and to prepare documents.

Post payments to student accounts received via phone, by mail or in person. May provide explanation of billing to students as requested.

Assist in maintenance of efficient filing systems and other resource records and materials as needed or required.

Assist in maintaining the organization of the office and keeps inventory of office forms, paper and miscellaneous supplies; order supplies as needed.

Serve on a variety of District committees as requested.

Perform other duties as assigned.

Secondary Functions:

May attend various departmental staff meetings as requested by supervisor.

May conduct phone and/or email surveys.

Assist with training of new staff.

Provide back-up assistance to other Student Services areas during peak periods.

Provide information regarding administrative services and operations.

Provide other pertinent information as assigned.

Assist students with navigation of District's website.

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 including or supplemented by training in office methods and equipment and six months of customer service and/or clerical experience involving public contact and computer operation. Any combination of training, experience, and/or education that provides the required knowledge, skills, and abilities.

LANGUAGE SKILLS:

Ability to read and explain State and federal laws, rules and guidelines and community college curriculum, schedule, policies and procedures affecting assigned area of student services.

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

MATHEMATICAL SKILLS:

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

Ability to perform these operations using units of American money.

REASONING ABILITY:

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

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

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations.

CERTIFICATES, LICENSES, REGISTRATION:

None are required for this classification.

OTHER SKILLS AND ABILITIES:

Demonstrate knowledge of:

Modern office practices, procedures and equipment.

Record-keeping techniques.

Displays proper phone, email and face to face etiquette at all times.

Assist students in completing forms and applications.

Meet schedules and timelines.

Prepare and maintain records, files, logs and lists.

Train and provide work direction to student and temporary workers.

Operate office equipment such as microcomputers and peripheral equipment, mainframe terminal, automated telephone system, facsimile machine, copier, typewriter, calculator, microfiche reader, cash register and others.

Operate an electronic keyboard accurately at 45 words per minute.

Use word processing, spreadsheet and data base management computer software effectively.

Perform assigned work with speed and accuracy.

Establish and maintain effective and cooperative working relationships with others.

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

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

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

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 25 pounds. Employees assigned to this classification must occasionally lift, carry and/or move objects weighing up to 50 pounds when handling large sums of cash or carrying boxes of registration materials during peak registration periods.

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

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

The work assigned to this classification is typically performed in a Student Services office environment. While performing the duties of this classification, the employee regularly is exposed to extensive contact with students, continual interruptions and the risks of computer-generated video radiation. The work environment is moderately noisy.

SD/zg:10/26/11

Board approved: _____

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board

SUBJECT: REPORT ON THE STATUS OF SOLANO COMMUNITY
COLLEGE EMPLOYEE EVALUATIONS

REQUESTED ACTION: INFORMATION

SUMMARY:

The Office of Human Resources will provide an update to the Governing Board on the status of employee evaluations as reported in the Solano Community College Accreditation Self-Study Report.

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

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Charo Albarran
Human Resources Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534-3197

ADDRESS

(707) 864-7000, x-4530

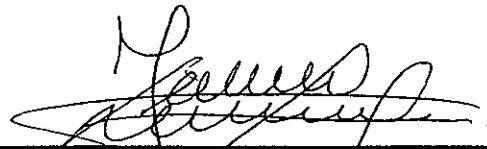
TELEPHONE NUMBER

Administration

ORGANIZATION

December 9, 2011

DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT



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

December 9, 2011

DATE APPROVED BY
SUPERINTENDENT-PRESIDENT

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM

TO: Members of the Governing Board
SUBJECT: FIRST READING – REVIEW OF STUDENT SERVICES
POLICIES, SERIES 5000
REQUESTED ACTION: INFORMATION

SUMMARY:

The Governing Board establishes and regularly reviews broad institutional policies and appropriately delegates responsibility to implement these policies. Student Services has completed a comprehensive review of college policies, procedures, and Community College League of California (CCLC) updates.

Student Services policies are being presented for Governing Board information and approval. Student Services procedures are being presented to the Governing Board for information.

The policies and procedures are provided under separate cover and copies are available in the offices of the Superintendent-President and the Executive Vice President of Academic and Student Affairs.

Government Code: Board Policy: 5000 Series Estimated Fiscal Impact: \$ N/A

SUPERINTENDENT'S RECOMMENDATION: APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

J. Arturo Reyes
Executive Vice President

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

707 864-7102

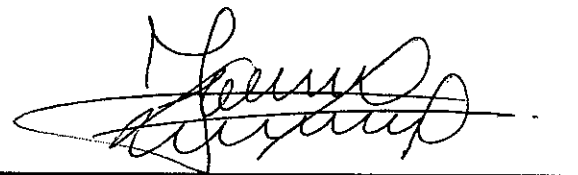
TELEPHONE NUMBER

Academic and Student Services

ORGANIZATION

December 9, 2011

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



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

December 9, 2011

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**